

RESOLUTION NO. 2018-63

A Resolution adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective.

RECITALS:

The City of McMinnville collects permitting fees for land-use applications to fund the review costs associated with new development projects; and

Per Resolution No. 2003-35, it is the belief of the City Council that developers and others using the services of the Planning Department for current planning activities should pay their share of the costs associated with their projects; and

From May – November, 2018, the City of McMinnville worked with Capital Accounting Partners, LLC on a user fee study for the City's current planning program; and

The study showed that the City is currently collecting approximately 12% of the costs of the current planning program; and

In order to move towards a full cost recovery model, the City is proposing a fee schedule of a 55% cost recovery model with an increase of 10% plus CPI over five years to achieve a full cost recovery in an incremental schedule to help offset the costs to the development community; and

Resolution No. 2003-35 established an annual review and fee increase per the prior year's Portland CPE-W index; and

In August, 2018, the City of McMinnville hosted a meeting with the development community to discuss the results of the fee schedule evaluation and proposal.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MCMINNVILLE, OREGON as follows:

1. That the City of McMinnville's Planning Fee Schedule will be as established by the fee schedule attached to this Resolution.
2. That this fee schedule will take effect January 28, 2019.

MISCELLANEOUS PROVISIONS:

The attached Planning Fee Schedule –

- Assumes a 55% cost recovery, with a 10% increase plus CPI (Portland's CPE-W Index) over the next five years towards a full cost recovery model.
- The fee schedule will be updated on July of each year.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 11th day of December, 2018 by the following votes:

Ayes: Drabkin, Menke, Peralta, Ruden, Stassens

Nays: Garvin

Approved this 11th day of December, 2018.



MAYOR

Approved as to form:



CITY ATTORNEY



City of McMinnville
 Planning Division
 231 NE Fifth Street
 McMinnville, OR 97128
 (503) 434-7311

www.mcminnvilleoregon.gov

PLANNING FEE SCHEDULE (Effective 1/28/19):

CURRENT PLANNING FEES

TYPE OF APPLICATION	FEE
Administrative Variance	\$787.05
Annexation	\$10,718.00
Appeal from Planning Commission Decision	\$1,000.00
Appeal from Planning Director Decision	\$250.00
Classification of an Unlisted Use	\$1,043.90
Comprehensive Plan Map Amendment	\$5,447.00
Comprehensive Plan Text Amendment / Zoning Text Amendment	\$6,823.00
Conditional Use Permit	\$2,325.00
Downtown Design Standards and Guidelines – Administrative Approval	\$450.00
Downtown Design Standards and Guidelines – Historic Landmarks Commission Approval	\$1,200.00
DMV Certificates	\$175.00
Expedited Land Use Division Application	
Partition	\$1,381.00
Subdivision ≤ 10 Lots	\$3,101.00
Subdivision (more than 10 lots)	\$5,412.00
Appeal Deposit	\$330.00
Plus Per Lot Fees	\$26.00
Historic Landmarks – Certificate of Approval, Alteration	\$1,200.00
Historic Landmarks – Certificate of Approval, Demolition, Move	\$1,900.00
Historic Resources Inventory Amendment	\$865.00
Home Occupation	\$250.00
Annual Renewal Fee	\$75.00
Interpretation of Code by Director	\$400.00
Landscape Plan Review	\$801.35
Street Tree Removal	\$150.00
Land Use Compatibility Statement – Regular	\$454.00
Land Use Compatibility Statement – Marijuana	\$1,875.00
Land Use Extension	\$500.00
Large Format Commercial Development (Variance to Standards)	\$2,834.00
Manufactured Home Park	\$2,792.00
Manufactured Home Park Per Lot Fee	\$25.00
Minor Modification	\$851.95
Model Home Permit	\$745.25
NE Gateway Design Standards and Guidelines – Administrative Approval	\$450.00

Parking Variance for Historic District – Administrative Approval	\$650.40
Parking Variance for Historic Structure – Planning Commission Approval	\$895.00
Partition of Land (Tentative)	\$1,381.00
Planned Development	\$4,525.25
Planned Development: in addition to Planned Development Fee	
Residential Rate	\$39.00
Commercial Rate	\$39.00
Industrial Rate	\$39.00
Planned Development Amendment	\$2,736.75
Property Line Adjustment	\$733.15
Recreational Vehicle Park Permit	\$1,396.45
Resident Occupied Short Term Rental	\$676.50
Annual Renewal Fee	\$75.00
Short Term Rental	\$676.50
Annual Renewal Fee	\$75.00
Sign Permit – Temporary	\$75.00
Sign Permit – Permanent	\$175.00
Sign Standards Exception (Variance)	\$1,731.00
Site and Design Review – Commercial	\$1,632.80
Site and Design Review – Multi-Family	\$1,632.80
Solar Collection System Variance	\$1,731.00
Subdivision (less than 10 lots)	\$2,558.25
Plus per lot fee	\$26.00
Subdivision (more than 10 lots)	\$4,639.50
Plus per lot fee	\$26.00
Temporary Living Unit Permit	\$542.85
Semi-Annual Renewal Fee	\$350.00
Three Mile Lane Design Overlay – Administrative Approval	\$1,385.00
Transitional Parking Permit	\$823.35
Urban Growth Boundary Amendment	\$13,590.00
Variance (Land Division)	\$1,743.75
Variance (Zoning)	\$1,902.00
Wireless Communication Facility Review	\$3,232.00
Zone Change	\$3,759.00
Zoning/Compliance Letters	\$103.00

BUILDING PERMIT REVIEW

TYPE OF APPLICATION	FEE
Commercial/Industrial Building Permit Review	
Value < \$100,000	\$165.75
Value \$100,000 - \$500,000	\$299.00
Value > \$500,000	\$625.95
Residential Building Permit Review	
Value < \$100,000	\$65.00
Value > \$100,000	\$165.75
Multifamily > \$100,000	\$585.65

ADMINISTRATIVE FEES

TYPE OF APPLICATION	FEE
Copy fees	\$0.10 per copy
Comprehensive Plan Map (24" x 36")	\$10.00
General Records Request	\$60.00/hour
Refund Processing Fee	\$75.00
Return Check Fee (NSF)	\$25.00
Zone Map (24" x 36")	\$10.00

Planning permit fees for qualifying affordable housing projects per McMinnville Municipal Code, Section 3.10.060, are reduced by 50% (Resolution No. 2016-81).