

City of St. Helens
RESOLUTION NO. 1857

A RESOLUTION OF THE ST. HELENS CITY COUNCIL TO SET PLANNING
DEPARTMENT FEES

WHEREAS, Ordinance No. 3095 authorizes the City Council to establish Planning Department fees by resolution; and

WHEREAS, the City Council and staff finds it necessary from time to time to review these fees and adjust them accordingly based on the current estimated and actual costs of materials, staff time, and other related expenses.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

Section 1. The Planning Department fees set forth in the exhibit, attached, are hereby adopted.

Section 2. This Resolution supersedes Resolution No. 1808 and any previous Resolution setting forth Planning Department fees.

Section 3. This Resolution is effective August 1, 2019.

Approved and adopted by the City Council on July 17, 2019, by the following vote:

Ayes: Locke, Carlson, Morten, Topaz, Scholl

Nays: None


Rick Scholl, Mayor

ATTEST:


Kathy Payne, City Recorder



PLANNING DEPARTMENT FEE SCHEDULE

Accessory Structure (detached)	\$54
Amended decision (post amendment of proposed decision)	\$269
Amendment	
Quasi-judicial or Legislative	\$1,075
+Deposit for special notice (covers mailing expense); and/or	\$3,187 (D)
+Deposit for proposed text amendments	\$3,187 (D)
Annexation	
Annexation application (consent to annex)	\$1,075 + \$54/acre
+Election deposit (to cover election costs if applicable)	\$3,187 (D)
Appeal	
Administrative decision	\$250 ¹
Non-administrative decision (excludes cost of transcript, see below)	\$538
Expedited Land Partition or Subdivision	\$300 ¹ (D)
Home Occupation	60% / applicable fee ²
+Transcript deposit (for non-administrative appeal)	\$500 ¹ (D)
Building Permit Planning Release (fee associated with building permits)	\$56
Conditional Use Permit	
Minor Modification of Major CUP	\$269
Minor Modification of existing use (value of project <\$10,000)	\$269
Minor Modification of existing use (value of project >\$10,000)	\$323
Major (value of project is <\$250,000)	\$538
Major (value of project is \$250,000 to \$500,000)	\$699
Major (value of project \$500,000 to \$1,000,000)	\$860
Major (value of project >\$1,000,000)	Project Value x \$0.000793 + \$269 ³
Development Agreement or Contract (in add. to other application fees)	\$3,187
Easement Extinguishment (per ORS 221.725)	\$538
Expedited Land Division	Application fees same as Partition or Subdivision ²

Historic Resource Review	\$54
Home Occupation	\$161
Land Use Letter / Planning Director Signature	\$14
Lot Line Adjustment	\$269 + \$54/adj. acres
Measure 49	\$3,187
Notice (not as required, but requested—must be renewed annually)	\$24/calendar year
Partition	
Preliminary Plat	\$538 + \$29/parcel
Final Plat	\$54 + \$15/parcel
Planned Development (fee is same as use—e.g., SUB, SDR, CUP)	n/a
Recordation fee	Same as County Clerk
Referral of administrative decision to Planning Commission	+\$161 to base fee(s)
Revocation	\$269
Sensitive Lands Permit	
Administrative (except Tree Removal Permit—see below)	\$269
With public hearing	\$538
Sign Code Adjustment	\$484
Sign Permit	
Permanent [wall painted or adhered (i.e. sticks out less than 1”)]	\$54
Permanent (all except as above)	\$108
Temporary	\$29
Temporary (nonprofit organization)	\$0
Permit issued after sign has begun to be constructed	X2 base fee(s) ²
Sign Plan, Comprehensive	\$161 + \$29/sign
Site Development Review	
Minor Modification of Major SDR	\$135
Minor Modification of existing use (value of project <\$10,000)	\$135
Minor Modification of existing use (value of project >\$10,000)	\$269

Major (value of project is <\$250,000)	\$323
Major (value of project is \$250,000 to \$500,000)	\$484
Major (value of project \$500,000 to \$1,000,000)	\$644
Major (value of project >\$1,000,000)	Project Value x \$0.000793 ³
Auxiliary Dwelling Unit	\$269
Scenic Resource	\$269
Street Vacation	
Application materials (provided by staff—optional)	\$34
Application fee	\$753
Subdivision	
Preliminary Plat	\$753 + \$29/lot
Final Plat	\$269 + \$15/lot
Supplemental application pursuant to ORS 227.184	\$3,187
Temporary Use Permit	
One year	\$161
One month (within a 30 consecutive day time period)	\$54
One week (within a 7 consecutive day time period)	\$29
Time Extension	\$108
Tree Removal Permit (sensitive lands)	\$161
Unlisted Use / Parking Use / Nonconforming Use Determination	\$161
Variance	\$484

Document fees:

Development Code, etc.	Per Photocopy / Printout Fee (see Universal Fee Schedule)
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Zoning District or Comprehensive Plan Map	\$24 each
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Notes:

(D) = Deposit to cover staff time and materials. Any portion not used is refundable.

¹ Indicates maximum per Oregon Revised Statutes.

² Indicates per St. Helens Municipal Code.

³ Project value requires an estimate from a qualified professional. If value is determined to be greater at time of Building Permit issuance, the difference shall be paid prior to issuance. **Max project value fee is \$5,090** (addition CUP fee still applies).