



MEMORANDUM CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council
FROM: Sherilyn Lombos, City Manager *sl*
DATE: May 4, 2009
SUBJECT: Work Session for May 11, 2009

Work Session will begin at 5:30 p.m.

5:30 p.m. (45 min) – Budget Committee Meeting. Fiscal year 2008/2009 highlights and accomplishments will be discussed; the fiscal year 2009/2010 budget document will be distributed and discussed; however, the more in-depth policy level discussion of the 09/10 budget will occur at the May 18th budget committee meeting.

Action requested: No action is requested at tonight's meeting.

6:15 p.m. (5 min) – BREAK for dinner

6:20 p.m. (5 min) – Council / Commission Meeting Agenda Review.

Action requested: Council review the agenda for the May 11th City Council and Development Commission meetings.

6:25 p.m. (20 min) – City Fee Schedule Update Discussion. One third of the fee schedule is updated annually. The fees scheduled for updating this year are planning, engineering, and building related fees. Staff is requesting direction on whether these fees should be increased at this time and if yes, what is the preferred methodology for calculating fees. Secondly, staff would like direction on whether it is desirable to charge for pre-application meetings and recover costs for long-range planning. Attached is a memo from Doug with additional information.

Action requested: Direction from the City Council on the planning, engineering and building related fees.

6:45 p.m. (10 min) – Council Communications & Roundtable. This time is the Council's opportunity to brief the rest of the Council on committee meetings, follow-up on items, and any other general Council information that needs to be discussed.

Action requested: This is an open Council discussion.

Upcoming Council Meetings & Work Sessions: Attached is a three-month look ahead for upcoming Council meetings and work sessions. If you have any questions, please let me know.

Dates to Note: Attached is the updated community calendar for the next three months.

As always, if you need anything from your staff, please feel free to let me know.



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager *SL*

FROM: Doug Rux, Community Development Director *DR*
Aquilla Hurd-Ravich, Senior Planner *AHR*

DATE: May 11, 2009

SUBJECT: CITY FEE SCHEDULE UPDATE

BACKGROUND

Presently, fees on the City Fee Schedule are broken into three groups that get updated every three years. Since this process began in 2004 fees have been updated according to the rise in the Consumer Price Index. The fees scheduled for updating this year are Community Development Department and Engineering & Building Department fees. The increases based on inflation are included in Attachment A. In April 2008, staff was asked to evaluate increasing fees according to a cost recovery method, which is intended to recover all the costs associated with accepting and reviewing applications, issuing a decision, and where applicable conducting inspections.

An accurate assessment of labor and material costs associated with these applications is difficult to make for several reasons. One reason is due to the general economic climate in 2008 and 2009 and the lack of building, construction and land development activity. For this reason staff was not able to track all types of applications, for example we are lacking information for Architectural Reviews valued under \$5,000, Annexations, Architectural Review Single-family Level II (Discretionary), Conditional Use Permit Renewals, Temporary Uses, Transitional Use or Variances. In Engineering & Building we are lacking information about Partitions, Subdivisions, and Property Line Adjustments.

The second reason it is difficult to make accurate assessments are due to the varying lengths of time required to complete projects. The completion time of projects that planners and engineers work on can range anywhere from several hours to multiple years. Staff tracked hours worked and materials used per application from July 1, 2008 through March 31, 2009. While staff worked on applications that came in before July 1, 2008 that were already in process we only analyzed labor and material costs of those that came in after the tracking period began; however, not all of the projects are finished.

MEMORANDUM: City Fee Schedule Update

May 11, 2008

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After the land use decision is issued, planners and engineers often continue working on projects, albeit at a reduced capacity, until the project is finalized. The applications that were tracked and completed in the tracking period required only minimal amounts of time commitments from staff. A cost recovery table is included as Attachment B.

Staff also looked at fees charged by eight other local cities: Beaverton, Forest Grove, Hillsboro, Lake Oswego, Oregon City, Tigard, West Linn and Wilsonville. All of the cities, including Tualatin, have different types of fees and different charging methodologies. For example Forest Grove often requires deposits and charges hourly for certain applications, and Oregon City will include a percentage of the construction costs in the fee. And no other city but Tualatin charges for an Industrial Master Plan (IMP). Because the fees varied in type and methodology there was no real like for like comparison. Therefore, a table comparing all fees is included as Attachment C. In general Tualatin's fees are lower than other cities with a few exceptions.

One major difference between us and other cities is that we do not charge for pre-application meetings. (Forest Grove and Hillsboro do not charge for pre-applications.) Typically, these meetings are coordinated by the Development Coordinator and are attended by an Assistant or Associate Planner, an Engineering Associate and the Building Official. The meetings typically take one to one and half hours. Depending on the application more staff may be required including the Community Development Director other departments may get involved like Community Services and multiple meetings maybe required. The other cities pre-applications fees are included in Attachment C.

SCHEDULED FEE UPDATES

2008 updated fees were:

Administration Department

Agenda Packet

Ordinances or Portions Thereof

Photocopies, One-Sided

Photocopies, Two-Sided

Photocopies, 11x17

Color Copies

CD Duplicating

Police Department

Development Code Updates, photocopies

Copies of Police Reports (no charge to victims), 1-10 pages

Copies of Police Reports, plus each page over 10

Added in **January 2009**

All fees related to the Municipal Court

Added in **April 2009**

Operations Department:

Street Tree Removal

Stump Grinding

2009 fees to be updated:

Community Development fees

MEMORANDUM: City Fee Schedule Update

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Engineering & Building fees
2010 fees to be updated are:
Most of the Police fees
Finance Department fees
Administration Department- Video tape duplicating

POLICY CONSIDERATIONS

There are four policy decisions for consideration. The first is should fees be increased given the current economic conditions and the financial status of the city.

The second topic is which methodology is best for updating the fees:

- based on inflation
- cost recovery
- comparative to other cities.

As discussed previously, historically fees have been updated based on inflation. Presently staff does not have complete information about how much time and materials are spent on applications and there is not a like for like comparison to fees in other cities.

The next topic is whether or not the City should charge for pre-application meetings. One benefit of not charging is that applicants are encouraged to work with staff early to ensure a smooth process when applications are submitted. These meetings provide an opportunity for staff and applicants to communicate about the project, what expectations both parties have in the process and what is required of the applicants. However, these meetings can use considerable staff time and labor costs could be recouped if a fee is adopted.

Finally, application fees do not cover long range planning. The City of Lake Oswego charges a surcharge of 14.76% of the subject application fee for all applications. A policy consideration should be if Tualatin should add a surcharge or somehow recoup long range planning work in development fees.

Based on your direction tonight, the fee schedule will be brought back before the Council as an item for adoption.

Attachments:

- A. Fee Schedule increased by the Consumer Price Index
- B. Cost Recovery Application Tracking Table
- C. Comparative Table of Land Use Application Fees from Eight Local Cities

Consumer Price Index Increase Compounded Over Three Years

Dept	Fee Name	Fee in 2006	2006 CPI Increase (0.026)	2007 CPI Increase (0.037)	2008 CPI Increase (0.033)
CDD	Plan Map Amendment (PMA)	\$1,795.00	\$1,841.67	\$1,909.81	\$1,972.84
CDD	Plan Text Amendment (PTA)	\$1,795.00	\$1,841.67	\$1,909.81	\$1,972.84
CDD	Annexation	\$1,225.00	\$1,256.85	\$1,303.35	\$1,346.36
CDD	Appeal Proceeding to Council	\$115.00	\$117.99	\$122.36	\$126.39
CDD	Appeal Expedited Process to Referee, Deposit per ORS 197.375 (no change to 197.375)	\$300.00	\$307.80	\$319.19	\$329.72
CDD	Architectural Review Application, Nonexpedited Process Estimated Project Value:				
CDD	Under \$5,000	\$100.00	\$102.60	\$106.40	\$109.91
CDD	\$5,000 - \$24,999.99	\$470.00	\$482.22	\$500.06	\$516.56
CDD	\$25,000 - \$99,999.99	\$850.00	\$872.10	\$904.37	\$934.21
CDD	\$100,000 - \$499,999.99	\$1,415.00	\$1,451.79	\$1,505.51	\$1,555.19
CDD	\$500,000 and greater	\$2,070.00	\$2,123.82	\$2,202.40	\$2,275.08
CDD	Architectural Review Application, Expedited Process, Estimated Project Value:				
CDD	Under \$5,000	\$100.00	\$102.60	\$106.40	\$109.91
CDD	\$5,000 - \$24,999.99	\$945.00	\$969.57	\$1,005.44	\$1,038.62
CDD	\$25,000 - \$99,999.99	\$1,880.00	\$1,928.88	\$2,000.25	\$2,066.26
CDD	\$100,000 - \$499,999.99	\$2,830.00	\$2,903.58	\$3,011.01	\$3,110.38
CDD	\$500,000 and greater	\$4,335.00	\$4,447.71	\$4,612.28	\$4,764.48
CDD	Conditional Use Permit	\$1,225.00	\$1,256.85	\$1,303.35	\$1,346.36
CDD	Conditional Use Permit Renewal	\$1,225.00	\$1,256.85	\$1,303.35	\$1,346.36
CDD	Core Area Parking District Tax Appeal	\$115.00	\$117.99	\$122.36	\$126.39
CDD	Interpretation of Development Code	No Fee	\$0.00	\$0.00	\$0.00
CDD	Industrial Master Plans	\$1,565.00	\$1,605.69	\$1,665.10	\$1,720.05
CDD	Landmark Alteration/New Construction Review	\$50.00	\$51.30	\$53.20	\$54.95
CDD	Landmark Demolition Review	\$50.00	\$51.30	\$53.20	\$54.95
CDD	Landmark Relocation Review	\$50.00	\$51.30	\$53.20	\$54.95
CDD	Reinstatement of Nonconforming Use	\$1,225.00	\$1,256.85	\$1,303.35	\$1,346.36
CDD	Request for Council Rehearing	\$140.00	\$143.64	\$148.95	\$153.87
CDD	Sign Code Interpretation	\$350.00	\$359.10	\$372.39	\$384.68
CDD	Sign Ordinance	\$6.00	\$6.16	\$6.38	\$6.59
CDD	Sign Code Variance	\$580.00	\$595.08	\$617.10	\$637.46

Consumer Price Index Increase Compounded Over Three Years

Dept	Fee Name	Fee in 2006	2006 CPI Increase (0.026)	2007 CPI Increase (0.037)	2008 CPI Increase (0.033)
CDD	Sign Permit: New Sign or Structural Change to Existing Sign	\$115.00	\$117.99	\$122.36	\$126.39
CDD	Sign Permit: Temporary Sign or Each Face Change to Existing Sign	\$60.00	\$61.56	\$63.84	\$65.94
CDD	Temporary Uses, 1-3 days	\$40.00	\$41.04	\$42.56	\$43.96
CDD	Temporary Uses, 4-180 days	\$40.00 + 1.50/day	\$41.04	\$42.56	\$43.96
CDD	Temporary Uses, Over 3 days	not to exceed a total of \$170.00	\$174.42	\$180.87	\$186.84
CDD	Transitional Use Permit	\$1,315.00	\$1,349.19	\$1,399.11	\$1,445.28
CDD	Variance: When primary use is a single- family dwelling in RL or RML	\$245.00	\$251.37	\$260.67	\$269.27
CDD	Variance: When primary use is not a single-family dwelling in RL or RML	\$1,225.00	\$1,256.85	\$1,303.35	\$1,346.36
CDD	Variance, Minor: When primary use is a single-family dwelling in RL or RML	\$245.00	\$251.37	\$260.67	\$269.27
CDD	Variance, Minor: When primary use is not a single-family dwelling in RL or RML	\$905.00	\$928.53	\$962.89	\$994.66
CDD	Planning, All Other Actions	\$280.00	\$287.28	\$297.91	\$307.74
E&B	Engineering Copies, 1987 and earlier, aerial/contour maps	\$6.00	\$6.16	\$6.38	\$6.59
E&B	Engineering Copies, 36"x48"	\$3.50	\$3.59	\$3.72	\$3.85
E&B	Engineering Copies, 24"x36"	\$2.50	\$2.57	\$2.66	\$2.75
E&B	Engineering Copies, 18"x24" and 11"x17"	\$1.50	\$1.54	\$1.60	\$1.65
E&B	GIS, Citywide aerial photo, 36"x42"	\$25.00	\$25.65	\$26.60	\$27.48
E&B	GIS, Subdivision street map, 34"x36"	\$12.00	\$12.31	\$12.77	\$13.19
E&B	GIS, Street map, 22"x22"	\$6.00	\$6.16	\$6.38	\$6.59
E&B	GIS, Planning Districts, 34"x44"	\$12.00	\$12.31	\$12.77	\$13.19
E&B	GIS, Planning Districts, 18"x24"	\$6.00	\$6.16	\$6.38	\$6.59
E&B	GIS, Custom Mapping	45.00/hr, plus materials	46.17	\$47.88	\$49.46
E&B	Partitions:				
E&B	Nonexpedited & Expedited Processes	\$350.00	\$359.10	\$372.39	\$384.68
E&B	Extension/Modification	\$115.00	\$117.99	\$122.36	\$126.39
E&B	Nonexpedited, Appeal Proceeding to Council	\$115.00	\$117.99	\$122.36	\$126.39

Consumer Price Index Increase Compounded Over Three Years

Dept	Fee Name	Fee in 2006	2006 CPI Increase (0.026)	2007 CPI Increase (0.037)	2008 CPI Increase (0.033)
E&B	Minor Variance included & primary use is a single-family dwelling in RL or RML	Add 115.00	\$117.99	\$122.36	\$126.39
E&B	Minor Variance included & primary use is not a single-family dwelling & not in RL or RML	Add 175.00	\$179.55	\$186.19	\$192.34
E&B	Property Line Adjustment, primary use is a single-family dwelling in RL or RML	\$60.00	\$61.56	\$63.84	\$65.94
E&B	Property Line Adjustment, Minor Variance included & primary use is a single-family dwelling in RL or RML	Add 115.00	\$117.99	\$122.36	\$126.39
E&B	Property Line Adjustment, primary use is not a single-family dwelling in RL or RML	\$255.00	\$261.63	\$271.31	\$280.26
E&B	Property Line Adjustment, Minor Variance included & primary use is not a single-family dwelling in RL or RML	Add 115.00	\$117.99	\$122.36	\$126.39
E&B	Property Line Adjustment, Appeal Proceeding to Council	\$115.00	\$117.99	\$122.36	\$126.39
E&B	Public Works Construction Code	\$40.00	\$41.04	\$42.56	\$43.96
E&B	Subdivision:				
E&B	Nonexpedited and Expedited Processes	\$2,320.00	\$2,380.32	\$2,468.39	\$2,549.85
E&B	Variance included & primary use is a single-family dwelling in RL or RML	Add 230.00	\$297.54	\$308.55	\$318.73
E&B	Variance included & primary use is not a single-family dwelling in RL or RML	Add 290.00	\$297.54	\$308.55	\$318.73
E&B	Minor Variance included & primary use is a single-family dwelling in RL or RML	Add 115.00	\$117.99	\$122.36	\$126.39
E&B	Minor Variance included & primary use is not a single-family dwelling in RL or RML	Add 175.00	\$179.55	\$186.19	\$192.34
E&B	Nonexpedited, Extension/Modification by Council	\$530.00	\$543.78	\$563.90	\$582.51

Consumer Price Index Increase Compounded Over Three Years

Dept	Fee Name	Fee in 2006	2006 CPI Increase (0.026)	2007 CPI Increase (0.037)	2008 CPI Increase (0.033)
E&B	Expedited, Extension/Modification by City Engineer	\$130.00	\$133.38	\$138.32	\$142.88
E&B	Nonexpedited, Appeal Proceeding to Council	\$115.00	\$117.99	\$122.36	\$126.39
E&B	Expedited, Appeal to Referee, Deposit per ORS 197.375 (no change to ORS 197.375)	\$300.00	\$307.80	\$319.19	\$329.72
E&B	Street Name Change	\$115.00	\$117.99	\$122.36	\$126.39
E&B	Street Vacation Application Deposit	\$290.00	\$297.54	\$308.55	\$318.73
E&B	Zone of Benefit Application Fee	\$580.00	\$595.08	\$617.10	\$637.46

Cost Recovery Application Tracking July 1, 2008-April 2009

Date of application	Name	Case	Hours	Labor Cost	Material Cost	Total Cost	Fee Paid for app.	Balance	Application Status
7/1/08	Fancher	ARSF10801	4	\$ 96.38	\$	\$ 96.38	\$ 50.00	\$46.38	complete
7/1/08	Tree removal	TCP0801	8.75	\$ 216.90	\$ 5.99	\$ 222.89	\$ 300.00	-\$77.11	complete
7/1/08	Norwood Reservoir	CUP0804	13	\$ 706.55	\$ 142.05	\$ 848.60	no charge*		complete
7/1/08	Street Trees	PTA0804	199	\$ 5,329.56	\$	\$ 5,329.56	no charge*		complete
7/1/08	Monument Signs	PTA0807	31.25	\$ 1,226.21	\$ 30.40	\$ 1,256.61	no charge*		in process
7/1/08	Single Family Res. Standards	PTA0808	33.5	\$ 1,315.78	\$ 31.00	\$ 1,346.78	no charge*		complete
7/24/08	Northwest Regional Education	CUP0803	27.25	\$ 1,073.26	\$ 6.45	\$ 1,079.71	\$ 1,225.00	-\$145.29	complete
8/1/08	Western Wood	AR0815	90.5	\$ 2,179.19	\$ 199.33	\$ 2,378.52	\$ 1,415.00	\$963.52	in process
9/1/08	Cell Site (Tmobile)	AR0817	17.25	\$ 443.77	\$ 17.00	\$ 460.77	\$ 850.00	-\$389.23	under construction
9/1/08	Western Wood	AR0818	61.5	\$ 1,485.13	\$ 8.52	\$ 1,493.65	\$ 850.00	\$643.65	in process
9/18/08	COT Water Pump	AR0816	43.5	\$ 1,056.72	\$ 9.90	\$ 1,066.62	no charge*		complete
10/1/08	COT WCF Co-location	AR0821	24.25	\$ 584.81	\$ 7.98	\$ 592.79	\$ 850.00	-\$257.21	complete
10/1/08	Mittleman	IMP0801	28	\$ 1,166.66	\$ 54.96	\$ 1,221.62	\$ 1,556.00	-\$334.38	complete
10/24/08	Merdian Business Park	AR0819	38.5	\$ 1,001.07	\$ 39.75	\$ 1,040.82	\$ 2,070.00	-\$1,029.18	in process
10/24/08	Panda Express	AR0820	39	\$ 1,050.54	\$ 61.15	\$ 1,111.69	\$ 2,070.00	-\$958.31	under construction
11/1/08	Johnson	ARSF10804	3	\$ 70.68	\$	\$ 70.68	\$ 50.00	\$20.68	complete
11/1/08	Marquis	HIST0801	41	\$ 1,566.90	\$ 194.44	\$ 1,761.34	\$ 50.00	\$1,711.34	withdrawn
11/1/08	James Zupancic	PMA0803 *	11.5	\$ 824.65	\$	\$ 824.65	\$ 1,795.00	-\$970.35	complete
12/2/08	Schulz Clearwater	AR0822	16.75	\$ 434.06	\$ 46.64	\$ 480.70	\$ 470.00	\$10.70	building permit
1/1/09	JAE	IMP0901	6.5	\$ 158.31	\$	\$ 158.31	\$ 1,556.00	-\$1,397.69	Council hearing
1/1/09	TVF&R	AR0901	27.25	\$ 678.71	\$ 53.87	\$ 732.58	\$ 2,070.00	-\$1,337.42	building permit
1/1/09	Koch Corporate	AR0902	33.75	\$ 850.46	\$ 1.92	\$ 852.38	\$ 2,070.00	-\$1,217.62	ongoing
2/1/09	James Zupancic	CUP0901	34.25	\$ 1,280.36	\$	\$ 1,280.36	\$ 1,225.00	\$55.36	Council hearing
3/1/09	Marquis	PMA0901	61	\$ 160.66	\$	\$ 160.66	\$ 1,795.00	-\$1,634.34	Council hearing

* City initiated application no fee charged

Applications Status:

Complete: no further work required from planning or engineering

In process: application is still being reviewed by planning, revised plans are needed

Under construction: land use approvals are completed, building permits issued but the building does not have a certificate of occupancy

Withdrawn: the application was withdrawn but some labor went into the applications

Building permit: majority of planning and engineering work complete additional hours of work may be required; permit has either been issued or is ready to be issued

Council Hearing: the application is scheduled or will be going to a City Council hearing

Ongoing: special circumstance requiring ongoing attention by planning staff

Comparative Table of Land Use Application Fees from 8 Other Local Cities

Application Type		Tualatin	Beaverton	Forest Grove	Hillsboro	Lake Oswego	Oregon City	Tigard	West Linn	Wilsonville
Plan Map Amendment (PMA)		\$1,795	\$5,140	\$61 hourly w/ a \$2,600 deposit, plus all incidental costs assoc w/ processing including legal notice, pub, copying and	\$4,200	\$9,461	\$3,960	\$8,885	\$3,000	\$5,920 legis; \$5,120 quasi-judicial
Plan Text Amendment (PTA)		\$1,795	\$5,140	\$61 hourly w/ a \$2,100 deposit, plus all incidental costs assoc w/ processing including legal notice, pub, copying and	\$4,200	\$4,732	\$3,960	\$8,885	n/a	\$5,920
Rezoning		See PMA	\$2,947	n/a	\$2,625	\$9,461	\$2,512	\$3,200	\$3,000	\$5,920 legis; \$1,280 quasi-judicial
Revise land development regs		See PTA	\$4,676	n/a	n/a	\$4,732	\$2,512	\$3,493	n/a	\$5,920
HIST:										
designation or repeal		\$1,795	n/a	\$27	n/a	\$0	n/a	\$4,016	n/a	n/a
alteration / new construction		\$50	\$670	n/a	\$0	\$0	\$50; if new construction add 2.5% of construction costs up to \$1,000.	\$615 alteration is \$500; new construction same as site development review fees.		n/a
demolition		\$50	\$670	n/a	n/a	\$3,599	\$248 if fewer than	\$615	n/a	n/a
relocation		\$50	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Annexation (ANN)		\$1,225	n/a	\$61 hourly w/ a \$575 deposit, plus all incidental costs assoc w/ processing inc legal notice, pub, copying and postage; +\$2,600 for Metro	\$1,260	\$0 + Metro if parcel less than 3x min. lot area for default zoning; \$670 per lot x no. of possible max. lots, plus Metro; \$1,340 for a parcel for which zoning has no min. lot area, plus Metro	\$3,898; plus at least \$150 for Metro	\$2,498	\$2,000	\$2,400 (exc. Metro)
Appeal to CC		\$115	\$250 to \$1,411, depending on Type	\$313	50% of subj app fee	\$514 if appealed to body below CC; \$ if to CC, 1/2 of original app fee capped at \$4,651.	\$250 if admin; \$3,132 plus City attorney fees if to PC.	\$2,513	\$2,500	\$800
Appeal "Expedited Referee" per ORS		\$300	n/a	\$313	50% of subj app fee	n/a	n/a	\$500	\$2,500	\$960
AR:		Nonexpedited	Expedited	\$1,775 to \$3,905	Commercial design review \$61 hourly w/ \$2,800 deposit and incidental ... Non-res over 1 acre \$61 hourly w/ \$2,800 deposit and incidental ... Non res additions \$889 New res \$270 plus \$95 per unit over 1 res additions or accessory structures \$61	\$180 for SF infill; \$450 for SF or MF as part of PAR/SUB; \$898 non-res	if minor, \$742; if detailed master plan, see below			\$1,280
Estimated Project Value										
Less than \$5,000		\$100	\$100	n/a	n/a	\$315	n/a	\$1,857 plus 0.7% of construction cost	\$4,405	4% of value, up to \$1,000
\$5,000 to 24,999.99		\$470	\$945	n/a	n/a	\$580	n/a			
\$25,000 to 99,999.99		\$850	\$1,880	n/a	n/a	\$1,840	n/a			
\$100,000 to 499,999.99		\$1,415	\$2,830	n/a	n/a	\$2,625	n/a			
\$500,000 to \$999,999.99		\$2,070	\$4,335	n/a	n/a	\$3,940	n/a	if between \$500K and \$3 mil, then \$3,094 plus 0.5% of construction cost; if over \$3 mil, then \$10,520 plus 0.3% of construction cost.	\$5,781 plus \$6 per \$10K over \$1 mil in value	
\$1,000,000 to \$4,999,999.99		\$2,070	\$4,335			\$4,725	n/a			
\$5,000,000 or more		\$2,070	\$4,335			\$5,775	n/a			

Comparative Table of Land Use Application Fees from 8 Other Local Cities

Application Type	Tualatin	Beaverton	Forest Grove	Hillsboro	Lake Oswego	Oregon City	Tigard	West Linn	Wilsonville	
AR SF Level I (Clear & Objective)	\$50	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
AR SF Level II (Discretionary)	\$700	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$320 (for multi-family, \$80 per unit)	
CUP	\$1,225	\$2,817	\$61 hourly w/ a \$2,100 deposit, plus all incidental costs assoc w/ processing inc legal notice, pub, copying and postage.	\$2,625	\$4,645	\$3,404	\$5,198; same for major modication	\$3,650	\$1,920	
CUP (renewal)	\$1,225	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
CUP (minor modification of)	n/a	\$672	n/a	n/a	n/a	n/a	\$574	n/a	\$400 admin; \$960 if by hearing	
CAPD tax appeal	\$115	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
INT	\$0	\$708	n/a	n/a	\$491	n/a	\$607	\$850	\$160 w/o public notice; \$560 w/ notice	
IMP	\$1,565	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Reinstatement of non-conforming use	\$1,225	n/a	n/a	\$1,785	n/a	\$742	\$271	\$1,200; \$800 if single-family context.	\$560	
Request for Council re-hearing	\$140	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Sign code interpretation	\$350	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Sign ordinance	\$6	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Sign code var (SVAR)	\$580	\$2,076	n/a	n/a	\$1,192	\$1,139	\$615	n/a	n/a	
Sign permit:										
new or structural change	\$115	80	\$62 plus \$2.75 per sq ft, total capped at \$1,704	\$60	\$100-363 depending on sign type	\$157 plus 5% of construction cost	\$40 if no net increase in size	\$250	\$160 admin; \$400 if design review board; \$960 for a master sign program	
Temp sign or face change	\$60	80	\$62 plus \$2.75 per sq ft, total capped at \$1,704	\$60	\$100-363 depending on sign type	\$157 plus 5% of construction cost	\$19 per sign	\$50	see "Temp uses"	
Temp uses:		n/a	n/a	n/a	n/a	n/a	\$301; \$0 if non-profit applicant	\$280 if admin; \$1,090 if through higher authority	\$0 to \$800 depending on time period	
1 - 3 days	\$40	\$186	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
4- 180 days	\$40 + \$1.50 daily	\$186	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Over 3 days	\$170 max. total	\$186	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Transitional use permit (TUP)	\$1,315	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Fewer than 15 days, \$80 15-60 days, \$160 61 days to a year, \$800	
Tree removal	\$276	\$621 to \$1,411	\$0	n/a	\$12 for Type I (clear & obj); \$129 plus \$12 per tree for Type II (more discretionary)	n/a	\$186	n/a	3 or fewer trees, \$16 4-10, \$80 + \$8 per tree 11-25, \$120 + \$8 per tree 26+, \$160 + \$8 per tree tree removal as site dev plan, \$560.	
Tree removal, additional trees	\$10 each capped at \$300 total	n/a	n/a	n/a	see above	n/a	n/a	n/a	see above	
VAR:	[Major]	Minor	\$2,076	\$61 hourly w/ a \$1,875 deposit, plus all incidental costs assoc w/ processing inc value les than legal notice, pub, copying and postage. \$10K; \$1,785 if more than \$10K.	\$525 if proj value les than \$10K; \$1,785 if more than \$10K.	minor: \$2,825 plus \$312 per additional variance; major \$3,258 plus \$418 per additional variance.	\$1,206 if admin; \$2,241 if by hearing	\$271 to \$615 depending on variance type	\$825 to \$1,800 depending on degree	\$560 admin; \$1,920 if by public hearing
When primary use is a SF dwelling in RL or RML	\$245	\$245	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
When primary use is not a SF dwelling in RL or RML	\$1,225	\$905	n/a	n/a	n/a	n/a	n/a	n/a	n/a	

Comparative Table of Land Use Application Fees from 8 Other Local Cities

Application Type	Tualatin	Beaverton	Forest Grove	Hillsboro	Lake Oswego	Oregon City	Tigard	West Linn	Wilsonville					
All other actions	\$280	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Engineering and Building														
Engineering Copies:					\$1-\$7 depending on blue print size plus \$0.50 to \$3.50 for overlays									
1987 and earlier, aerial/contour maps	\$6	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
36x48	\$4	n/a	n/a		n/a	n/a	n/a	n/a	\$8.50					
24x36	\$3	n/a	n/a		n/a	n/a	n/a	n/a	\$5.50					
18x24 and 11x17	\$2		n/a		n/a	n/a	n/a	n/a	\$0.25					
Geographic Information System		\$5.00- 11x17: City Limits, Land Use & Zoning	n/a	\$8.25- 81/2x11;	n/a	34x44: \$30.00; 17x22: \$15.00; 11x17:\$5.00; 5'x6' wall map: \$100.00	8.5x11: \$0.25 BW, \$1.50 Color; 11x17: \$1.50 BW, \$2.50 Color; 17x22: \$2.50 BW, \$5.00 Color; 22x32: \$5.00 BW, \$7.50 Color; 34x44: \$7.50 BW, \$10.00 Color; Plotting fees vary by service \$2.50 to \$10.00	8.5x11: first five free each copy after \$5.00 color; 11x17: \$8.00 color&BW; 24X36: \$15.00 color& BW; 36x48: \$20.00 color & BW; 50x60: color & BW	n/a					
Citywide aerial photo 36x42	\$25	n/a	n/a	\$10.25-11x17; \$15.25- 18x24; \$25.25-24x36; \$44.30-36x48	n/a				n/a					
Subdivision street map 34"x36"	\$12	n/a	n/a		n/a				n/a					
Street map 22"x22"	\$6	n/a	n/a		n/a				n/a					
Planning Districts 34"x44"	\$12	n/a	n/a		\$9, zoning; \$10 comp				n/a					
Planning Districts 18"x24"	\$6	n/a	n/a		n/a				n/a					
Custom Mapping	\$45.00/hr, plus materials	\$50.00	n/a	n/a	negotiable	n/a	n/a	n/a	n/a					
Partitions:														
Partition,* Nonexpedited & Expedited Processes	\$350	\$3,316- preliminary partition or fee ownership partition;\$864-Final partition; \$6,522 expidited	\$1,004- Preliminary; \$300-final; same fees for expedited	\$1,575 tentative plat; \$790 final plat	Minor:\$3,417; expedited \$5,685; Major: \$2,483 +\$188/lot; expedited 5,987+ \$188/lot	Minor: \$3,553; 3 lots: \$3,737; 2 lots: 3,066 expedited \$4,383; final: \$891		2800	\$560-Administrative Review; \$1,280 DRB					
Partition,* Nonexpedited & Expedited Exten. /Modif.	\$115	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Partition,* Nonexpedited, Appeal Proceeding to Council	\$115	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Partition,* Expedited, Appeal to Referee, Deposit per ORS 197.375	\$300	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Partition,* Minor Variance included & primary use is a single family dwelling in RL or RML	\$415	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Partition,* Minor Variance included & primary use is not a single	\$208	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Property Line Adjustment	\$	448.00	\$	130.00	\$	100.00	\$	1,393.00	\$	1,040.00	\$	478.00	\$	800.00
Property Line Adjustm't,.* primary use is a single family dwelling in RL and RML	\$60	n/a		n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a

Comparative Table of Land Use Application Fees from 8 Other Local Cities

Application Type	Tualatin	Beaverton	Forest Grove	Hillsboro	Lake Oswego	Oregon City	Tigard	West Linn	Wilsonville
Property Line Adjustm't,* Minor Variance included & primary use is a single family dwelling in RL or RML	\$175	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Property Line Adjustm't,* primary use is not a single family dwelling in RL or RML	\$255	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Property Line Adjustm't,* Minor Variance included & primary use is not a single family dwelling in RL or RML	\$370	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Property Line Adjustm't,* Appeal Proceeding to Council	\$115	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Public Works Construction Code	\$40	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Subdivision:			n/a	n/a	n/a				
Subdivision,* Nonexpedited and Expedited Processes	\$2,320	\$4,123+95/lot-preliminary subdivision or fee ownership subdivision;\$1,050 final subdivision, \$6,522 expedited land division	\$61.00 hr, 1,875 deposit +\$62/lot over 3 lots; \$713-Final subdivision; \$300-Expedited, preliminary expedited land division \$1,004	(Preliminary) \$2,100: 4-10 lots; \$210/lot: 11/22 lots; \$4,725 max (Final) \$1,575: 4-10 lots; \$158/lot:11-22 lots; \$3,545: 23 or more lots	\$4,476 +194 per lot; expedited \$8,361 +194 per lot	\$ 3,713 + 309 per lot	Without Planned Development: \$5,095 +\$90/lot; with planned development: add \$7,127; expedited without: \$5,773 +\$90/lot; expedited with:add \$7,127; Final Plat: \$1,638	\$4,200 +\$200 per lot; Expedited:\$4,000 +\$300 + referee costs	\$1,280 Residential: \$240/net acre >2 acres + \$16/lot; (Fees are the same, Commercial >1 acres; Industrial >5 acres; Public >10 acres)
Subdivision,* Variance included & primary use is a single family dwelling in RL or RML	\$2,550	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Subdivision,* Variance included & primary use is not a single family dwelling in RL or RML	\$2,610	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Subdivision,* Minor Variance included & primary use is a single family dwelling in RL or RML	\$2,435	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Subdivision,* Minor Variance included & primary use is not a single family dwelling in RL or RML	\$2,495	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Subdivision,* Nonexpedited, Extension/Modif. by Council	\$530	n/a	n/a	\$ 1,575.00	n/a	n/a	n/a	n/a	n/a
Subdivision,* Expedited, Extension/Modif. by City Engineer	\$130	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Subdivision,* Nonexpedited, Appeal Proceeding to Council	\$115	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Subdivision,* Expedited Appeal to Referee, Deposit per ORS 197.375	\$300	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Street Name Change	\$115	\$ 1,658.00	n/a	n/a	\$ 250.00	n/a	n/a	\$ 940.00	
Street Vacation Application Deposit	\$290	\$ 1,990.00	n/a	n/a	\$ 1,500.00	\$ 890.00	\$2,198 + Actual costs	\$ 2,500.00	\$ 1,920.00
Zone of Benefit Application Fee	\$580	n/a	n/a	n/a	\$ 500.00	n/a	n/a	n/a	n/a

Comparative Table of Land Use Application Fees from 8 Other Local Cities

Application Type	Tualatin	Beaverton	Forest Grove	Hillsboro	Lake Oswego	Oregon City	Tigard	West Linn	Wilsonville
Pre-application/ Scoping Meetings	\$0.00	\$237.00	no fee	n/a	Infill design: \$497 pre-application with Planning staff; \$1,591 pre-application with infill advisor team; \$300 all other applications; No fee-one follow up meeting to discuss issues at pre-application; 50% of application for any meetings after follow up; \$65/hr- private outside context of pre application or at the counter services by a planner.	\$494 minor; \$959 Major	\$370	Level I (Planning review only) \$350; Level II (Citywide departmental review) \$1,000	Residential:\$160- <50 lots/units;\$320- =toor> 50 lots/units; Others \$400- Single bldg, <100,000 sq. ft; \$640- all others

Notes	Lake Oswego: Note 1: refunds are handled: 80% if w/drawal prior to notice of app and legal notices 50% if w/drawal prior to staff report no refund if staff report begun Note 2: all apps have a long-range planning surcharge of 14.76% of subject app fee Note 3: joint apps allowed; fee is highest of two apps plus 50% of the lower fee app
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MEETING DATE: Monday, May 18, 2009
2nd Budget Committee Meeting *(food not provided)*

start time: 6:30p
Location: Chambers

SPECIAL WORK SESSION ITEMS

PowerPoint?

1. FY 2009/10 Budget Presentation
 2. Public Hearing on State Revenue Shares
-

MEETING DATE: Wednesday, May 20, 2009
3rd Budget Committee Meeting *(IF NEEDED) (food not provided)*
Location: Council Chambers

start time: 6:30p

SPECIAL WORK SESSION ITEMS

PowerPoint?

1. FY 2009/10 Budget Presentation
 - 2.
 - 3.
-

WORK SESSION ITEMS

PowerPoint?

1. CURD Maximum Indebtedness (Comm. Dev)

2. PTA – Phase 3 Tree Regulations (Comm. Dev.)

3. Urbanization Forum Draft Reso (Comm. Dev.)

4.

5.

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1.

2.

3.

CONSENT CALENDAR ITEMS

1. Resolution Fee Schedule Update – Land Use Fees (Comm. Dev.)

2. Award of Bid – I-5 Landscape Project (Ops)

3. Reso–Awarding AC water line replacement contract - Indian Woods/Indian Meadows–**Move to ?**

4. Wetlands Conservancy Lease (Comm Svcs)

5.

6.

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1. IMP 09-01 JAE Industrial Master Plan - **Quasi-Judicial** (Comm. Dev.)

2. CUP-09-01 Stafford Hills Racquet & Fitness Club & Reso - **Quasi-Judicial** (Comm. Dev)
[CONT'D from 4/27/09]

3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1.

2.

3.

EXECUTIVE SESSION ITEMS

1.

MEETING DATE: Monday, June 1, 2009
Special Study Session

start time: 6p – 9p
Location: TBD

WORK SESSION ITEMS

PowerPoint?

1. TGM – Transportation Growth Management Workshop

2.

3.

WORK SESSION ITEMS

PowerPoint?

1. ASR Tour (4p – 5p)

2. Water Update (Eng) (60m)

3. Phase 2 Fences Follow Up (Comm Dev)

4.

5.

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. YAC Update

2.

3.

CONSENT CALENDAR ITEMS

1. Reso – Urbanization Forum (Comm. Dev.)

2. Reso – Approving Ratification of CBA – Tualatin Employees Assoc.

3. Reso – Certifying City Services

4. Reso – Declaring the City's Election to Receive State Revenues

5. Reso – Management Compensation

6. Reso – Annual Workers Compensation Coverage

7.

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1. Development Agreement Marquis/TTSD/City Old Element Schl (Comm. Dev.)

2. PMA 09-01 Marquis RL to RML **Quasi-Judicial** (Comm. Dev.)

3. Public Hearing – State Revenue Sharing **Other** (Finance)

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1.

2.

EXECUTIVE SESSION ITEMS

1.

MEETING DATE: Tuesday, June 9, 2009
Special Work Session (*food provided*)

start time: 5p
Location: Meridian Park Hospital

SPECIAL WORK SESSION ITEMS

PowerPoint?

1. Tour of hospital and talk by hospital CAO

2. Open – agenda-less meeting

3. Connector project – Alternative 7 – next steps and discussion of corridors

WORK SESSION ITEMS

PowerPoint?

1. Historic Regulations Holistic Review Follow-up (Comm. Dev.)

2.

3.

4.

5.

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. Tualatin Tomorrow Presentation – GLC

2.

3.

CONSENT CALENDAR ITEMS

1.

2.

3.

4.

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1. PTA 09-01 Phase 2 Fences **Legislative** (Comm. Dev.)

2. Adopt FY 2009/10 Budget – City and TDC (Other)

3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1.

2.

3.

4.

5.

EXECUTIVE SESSION ITEMS

1.

WORK SESSION ITEMS

PowerPoint?

1. CURD Maximum Indebtedness Financial Analysis TDC – Comm. Dev. *(Tentative)*

2.

3.

4.

5.

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1.

2.

3.

CONSENT CALENDAR ITEMS

1.

2.

3.

4.

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1.

2.

3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1. Tualatin Tomorrow – Annual Report

2.

3.

4.

5.

EXECUTIVE SESSION ITEMS

1.

WORK SESSION ITEMS

PowerPoint?

1. _____
2. _____
3. _____
4. _____
5. _____

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. _____
2. _____
3. _____

CONSENT CALENDAR ITEMS

1. _____
2. _____
3. _____
4. _____

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1. PTA Historic Regulations (*Legislative*) Comm. Dev. (Tentative) _____
2. _____
3. _____

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1. _____
2. _____
3. _____
4. _____
5. _____

EXECUTIVE SESSION ITEMS

1. _____

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 7:30a Chamber Networking @ Artistique Photographie, 7002 SW Nyberg Road 9:00am – 1:30pm YAC Project FRIENDS	2
3	4	5 11:30a Lunch & Learn @ Tualatin Police Dept. 6:30p TLAC	6 Mike out – conf.	7 12p Friends of Library 6:45p Clackamas County C-4 Meeting @County Develop. Services Building 6:30-8:30p Youth Art Gallery Reception @ Library	8 7:30a Chamber Networking @ Key Bank, 18650 SW Boones Ferry Road →	9 8:30a-4:00p Portland Model Power Boat Association at Lake at Tualatin Commons 10-2:00 Bulky Waste Day @ Allied in Wilsonville
10	11	12 5:30p Work Session - Budget Committee 7:00p Council/TDC Mtg	13 5:00p Metro Policy Advisory Committee 6:30p Tualatin Tomorrow VIC Steering Committee Meeting, Council Chambers	14 7:00p TPAC	15 7:30a Chamber Networking @ State Farm Insurance, 8491 SW Warm Springs Carina out	16 10-2:00 Yard Debris Drop off @ Grimm's
17	18 Chamber Crawdaddy Open Time TBA Carina out	19 1-3:45p Public Works Event @ Hazelbrook 6:30p TAAC	20 12:00p Core Area Parking District Board, Chambers 6:30p Budget Committee Mtg (if needed)	21 6:30p Budget Committee Mtg	22 12-1 Public Works Week BBQ @ TCP →	23
24	25 Memorial Day Holiday CITY OFFICES AND LIBRARY CLOSED	26 5:00p Work Session 7:00p Council/TDC Mtg	27 5:00p Metro Policy Advisory Committee	28 11:30a Chamber Luncheon @ Country Club	29 7:30a Chamber Networking @ Azumano Travel, 16200 SW Pacific Highway Suite G Tigard	30 10a-2p Spring Filing @ Tualatin Commons
31						

2009

June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
	6pm Special Work Session - TGM Workshop Location: TBD	6:30p TLAC		6:45p Clackamas County C-4 Meeting @County Develop. Services Building		8:30a-4:00p Portland Model Power Boat Association at Lake at Tualatin Commons
7	8	9	10	11	12	13
	5:00p Work Session 7:00p Council/TDC Mtg	6:00p TPARK	5:00p Metro Policy Advisory Committee 6:30p Tualatin Tomorrow VIC Meeting, Location TBA			10:00a -Midnight Relay for Life (THS Artificial Turf Field)
14	15	16	17	18	19	20
Midnight - 10:00a Relay for Life (THS Artificial Turf Field) 8:30a-4:00p Portland Model Power Boat Association at Lake at the Commons	8:00a - Willowbrook fences up at Browns Ferry	6:30p TAAC				
21	22	23	24	25	26	27
	5:00p Work Session 7:00p Council/TDC Mtg		5:00p Metro Policy Advisory Committee	11:30a Chamber Luncheon @ Country Club 6p Clackamas Cities Dinner - Tualatin hosts Location: TBD		
28	29	30				
	8:00a - First day of Willowbrook Camp at Browns Ferry					

2009

July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2 6:45p Clackamas County C-4 Meeting @County Develop. Services Building	3 Independence Day Holiday CITY OFFICES CLOSED LIBRARY OPEN	4 LIBRARY CLOSED
5	6	7 6:30p TLAC	8 5:00p Metro Policy Advisory Committee	9	10 11:45a Senior Center Anniversary Celebration 6:30p Concerts on the Commons	11 8:30a-4:00p Portland Model Power Boat Association at Lake at Tualatin Commons
12	13 5:00p Work Session 7:00p Council/TDC Mtg	14 6:00p TPARK	15	16 7:00p Urban Renewal Advisory Committee, Council Chambers	17 6:30p Concerts on the Commons	18 7:00a-6:00p Oregon Emerald Cup - Boat races on Lake at Tualatin Commons
19	20	21 6:30p TAAC	22 5:00p Metro Policy Advisory Committee	23 11:30a Chamber Luncheon @ Country Club	24 12-9p ArtSplash 6:30p Concerts on the Commons	25 10a-9p ArtSplash
26 10a-4p ArtSplash	27 5:00p Work Session 7:00p Council/TDC Mtg	28	29	30	31 6:30p Concerts on the Commons	

2009