

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: 4/13/2022 **Approx. Start Time:** 10:30 am **Approx. Length:** 30 min.

Presentation Title: DTD Fee Change Proposals – FY 2022/2023

Department: Transportation & Development (DTD)

Presenters: Dan Johnson, Director - DTD; Diedre Landon, Admin. Services Manager - DTD

Other Invitees: Cheryl Bell, Assistant Director – DTD; Mike Bezner, Assistant Director – DTD

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

We are seeking preliminary approval of fee modifications to the Department of Transportation & Development (DTD) fee and fine schedules (County Code: Appendix A – Fee Schedule and Appendix B – Fine Schedule), to be implemented for the Fiscal Year 2022/2023 budget.

EXECUTIVE SUMMARY:

Prior to the county budget committee meetings, the Board of County Commissioners reviews proposed fee and fine changes from departments and sets fees and fines concurrent with adoption of the budget for the coming fiscal year.

The Department of Transportation and Development (DTD) needs to periodically review fees to make sure they are appropriately set for a variety of factors, including increases in labor and operating costs, overall economy, and position in the market relative to other jurisdictions. Fee increases become necessary to meet cost recovery objectives, and allow departments to keep pace with economic changes.

With the current pressures on the General Fund, all county departments were asked to take a focused look at programs supported with these funds and assess opportunities to capture increased cost recovery through fees/fines in support of reducing future General Fund and other programmatic support, in alignment with Clackamas County Policy FIN-1.100.

In addition to submitting a FY 2022/2023 budget proposal with a proactive 8.41% general fund reduction, DTD is proposing two types of fee/fine revisions to improve cost recovery. If approved, these changes will:

1. Apply annual consumer price index (CPI) adjustments and improve process cost recovery with the rising actual costs of personal services; and
2. Update descriptions through some housekeeping modifications.

1. Proposed New and Revised Fees

We track employee time against permits through the timekeeping system, and have historically reviewed these costs against current application fees to improve the **process cost recovery** of permits within the Land Use & Permitting line of business. While we are still using this data for guidance, we reviewed the specific tasks required to process each of the different permits and used this time estimate to establish a baseline estimate of time spent and associated cost of each application. This estimate is referred to as the baseline estimate throughout this document.

In alignment with Policy FIN-1.100, the proposed adjustments noted on Attachments A and B align with these baseline estimates to achieve process cost recovery.

➤ **Annual CPI Adjustment:**

Annual increase would apply to adopted fees in all DTD Programs, except Building Codes, Vehicle Registration Fee and Transportation System Development Charges which are regulated separately. The County uses the change in US Consumer Price Index, CPI-W: West Urban Annual Average to determine the COLA increases; with an established range of 0% to 4.5%. Rounding to the nearest dollar to simplify fee calculations and payments.

This proposal aligns with County Policy, FIN-1.100: Periodic Reviews and Changes which states, "... rates should at least be increased by the combined CPI since the last rate adjustment."

➤ **Dog Services:**

The primary change is an increase in the dog licensing fees; maintaining an incentive for spay/neuter to reduce the demand on the shelter services. Removal of the second and third year license amounts will simplify the fee table and renewal notices for dog owners in the county; however, customers who have a three year rabies vaccine could still pre-pay for the three years to match the rabies vaccine certificate, if that is desired. Other fees are proposed to increase to align with other surrounding agencies, and to increase cost recovery for this program.

The proposed fees do not achieve PROGRAM cost recovery for Dog Services, in line with County Policy, FIN-1.100: Charging Less than Full Cost Recovery. This program is for the public good, providing a general benefit to everyone living in the county; not just to the dog owners who purchase licenses. Increasing the dog licenses above the proposed amount would be detrimental and cost-prohibitive to economically at-risk populations, and would still not achieve full program cost recovery for the public safety, education, outreach and enforcement components of the Dog Services program.

➤ **Engineering:**

This program has proposed an increase to set fees and minimum permit fees, based on the baseline estimate for certain permitting functions.

The Engineering program receives Road Fund support to help subsidize the public service function, where we averaged 14 customer interactions for each engineering application submitted during FY 2020/2021 (2,413 Permits: 35,121 Customer Inquiries).

The proposed fees for the Engineering division do not achieve PROGRAM cost recovery, in line with County Policy, FIN-1.100: Charging Less than Full Cost Recovery. This program is subsidized by the Road Fund. The county is responsible for ensuring safe conditions for the users of our road network. This requires that we oversee and coordinate utility work in the road right of way, and under state law the county is unable to recover costs for this work. In addition, there are safety benefits to the travelling public for ensuring safe connections and traffic maneuvering, so we ensure that road closure permits and other permits remain at a level that discourages working without the appropriate approvals.

➤ **Land Use Planning:**

This program has proposed fee increases, elimination of discounts, changes to the refund structure and new fees (addressing fee, change of address and lot of record review) to improve process cost recovery, using the baseline estimate and comparisons with other jurisdictions.

The proposed fees do not achieve PROGRAM cost recovery for the planning program, in line with County Policy, FIN-1.100: Charging Less than Full Cost Recovery. The outcomes of this program providing a general benefit to everyone living in the county; not just to the property owners seeking to use and develop their property in line with adopted county codes. Increasing the application fees above the proposed amount would be detrimental

and cost-prohibitive to economically at-risk populations, and would still not achieve full program cost recovery for current and long range planning functions.

The Land Use Planning program receives General Fund support to help support the public service function, where we averaged 49 customer interactions for each land use application submitted during FY 2020/2021 (490 Permits: 24,162 Customer Inquiries), making full program cost recovery through application fees unrealistic. The proposed increase achieves PROCESS cost recovery for the land use applications.

Washington County is able to achieve just under 60% programmatic cost recovery for their Land Use Planning program, through their Licenses/Permits and Charges for Services, but as you will see from the provided fee comparisons, the current Washington County permit fees are markedly higher than even our proposed FY 2022/2023 increases.

In addition to the land use planning function, the Long Range Planning program receives General Fund support for policy development, code amendments, outreach and community planning functions that are not captured through the land use application process.

➤ **County Surveyor:**

This program has proposed increases to the minimum review fee to improve process cost recovery, using the baseline estimate and comparisons with other jurisdictions.

The proposed fees do not achieve full PROGRAM cost recovery for the County Surveyor program, in line with County Policy, FIN-1.100: Charging Less than Full Cost Recovery. The Surveyor receives General Fund support to support the program as required by ORS 209; however, PROCESS cost recovery is achieved through the charging of actual costs for their development review function.

➤ **Code Enforcement:**

Code Enforcement works with violators getting social services involved as needed and try to help find solutions to voluntarily abate violations. When a violator does not work with the county, we then issue citations. Many of these citations cost more to write, print, and mail than the citation amount currently imposed.

Repeat violators believe our small citation amounts are the cost of doing business. Adopting a consistent citation amount, regardless of the type of violation puts us more in line with other jurisdictions and streamlines our process which saves time and money.

The proposed fees for the Code Enforcement function do not achieve PROGRAM cost recovery, in line with County Policy, FIN-1.100: Charging Less than Full Cost Recovery. This program is supported by Building Codes, Sustainability and Land Use Planning whose codes they enforce. The proposed increase achieves PROCESS cost recovery for the citations being issued, where the current levels are not covering actual costs of performing the work.

➤ **Transportation System Development Charges (TSDC):**

County Code, Appendix A: Fees includes a provision for an annual adjustment that captures the annual change in Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index from January to January. Due to the current volatility of construction costs, this would have resulted in a combined increase of more than 12% between FY 2021/2022 (5.63%) and FY 2022/2023 (6.39%). The department has chosen not to move forward with either of these annual adjustments.

Transportation & Development has more than \$8M in Countywide TSDC investments programmed between FY 2022/2023 and FY 2025/2026 for eight capital projects, with TSDC revenues matching county road fund and Community Road Fund investments. Because a

majority of these projects are not being bid and constructed immediately, we are hopeful the market will correct itself, and these projects will not be influenced by the volatility of the current market.

This proposal aligns with County Policy, FIN-1.100: Rate Development, which states, “In some cases, i.e. System Development Charges, rates must be established in accordance with legislative standards.”

This section goes on to say, “Certain rates... are established with the goal of achieving full cost recovery in the present while also considering future full cost recovery requirements with the goal of keeping annual rate adjustments to a minimum.”

2. Proposed Housekeeping Modifications

There were a number of instances where work groups wanted to update fee descriptions for clarity.

➤ Code Enforcement:

This housekeeping change updated the fee descriptions to clarify the fee structure and corrects the existing Appendix B – Fines by adding a fine structure that was originally adopted by the BCC in 2012.

➤ Septic:

This housekeeping change clarifies that the Site Evaluation fee is charged on all evaluations, not just new sites.

DETAILS IN ATTACHMENTS:

- Attachment 1: proposed **Appendix A – Fee** changes; modifies existing descriptions, provides rationale, comparisons and other details.
- Attachment 2: proposed **Appendix B – Fine** changes; modifies existing descriptions, provides rationale, comparisons and other details.
- Attachment 3: **County Policy, FIN-1.100: Cost Recovery for Fines, Fees, and Revenue Agreements**; with applicable sections highlighted for reference.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO

What is the cost? N/A

What is the funding source? Fees & Fines

(Fee and fine changes respond to constituent and market forces and demands as well as local, state, or other regulatory changes.)

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department’s Strategic Business Plan goals?

The development and permitting functions support the DTD mission to *provide transportation maintenance and construction, land use planning, permitting ... to residents, property owners, businesses and the traveling public so they and future generations can experience and invest in a safe, well-designed and livable community*. Improved cost recovery ensures our ability to continue providing these services in a timely manner.

- How does this item align with the County's Performance Clackamas goals?
 - *Improved descriptions will increase trust with citizens who are reviewing the adopted fee table. [Building public trust through good government.]*
 - *Increased cost recovery through development fees will allow for transparency in the budget. [Build public trust through good government.]*
 - *Adjusting the fees/fines each year to reflect changes to the CPI, ensures we are collecting the right amount of money to provide services to our growing region. [Build public trust through good government.]*

LEGAL/POLICY REQUIREMENTS:

Unless otherwise delegated, the Board of County Commissioners establishes fees and fines as part of the annual budget adoption process.

PUBLIC/GOVERNMENTAL PARTICIPATION:

The Budget Committee meets for several days of review and hearings in the spring. Fees and fines are at that point integrated into the Administrator's Proposed Budget and subject to further review. The Board of County Commissioners formally sets the fees and fines at the budget adoption hearing in June. The public is notified about proposed fee and fine changes before they become effective.

OPTIONS:

1. Approve the proposed fees, effective July 1, 2022, recognizing that this still provides a General Fund subsidy for public service.
2. Provide further direction to DTD regarding proposed fees.

RECOMMENDATION:

Staff respectfully recommends approval of Option 1, approval of the proposed fees, effective July 1, 2022, recognizing that this still provides a General Fund subsidy for public service.

ATTACHMENTS:

1. Appendix A - Proposed Fee Modifications
2. Appendix B - Proposed Fine Modifications
3. County Policy, FIN-1.100: Cost Recovery for Fines, Fees, and Revenue Agreements

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval *Dan Johnson*

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Diedre Landon, Administrative Services Manager @ 503-742-4411.

APPENDIX A - FEES

DEPARTMENT / DIVISION FEE DESCRIPTION	AUTH. LEGISLATION	FEE SET BY ORS	ORS AUTH. FEE	CODE AUTH. FEE	CURRENT FEE AMOUNT	CURRENT AVERAGE ANNUAL REVENUE COLLECTION	PROPOSED FEE 2022/2023	ESTIMATED ANNUAL REVENUE COLLECTION [AFTER INCREASE]	COMPARISON WITH OTHER JURISDICTIONS	COMMENTS
DTD - ADMINISTRATION				x						
Research/Consultation fee	Code §1.01.090		x		\$120/hour - 1 hour minimum					Description was amended to better describe the type of work covered under this fee.
Paper copies										
8 1/2" x 11" or 14"	ORS 209.070 (3); Code §1.01.090		x	x	\$2 / page					
11" x 17"	ORS 209.070 (3); Code §1.01.090		x	x	\$2.50 / page					
18" x 24"	ORS 209.070 (3); Code §1.01.090		x	x	\$3.50 / page					
Large Format	ORS 209.070 (3); Code §1.01.090		x	x	\$0.75 sq ft (\$5.00 minimum)					
Credit/Debit card service fee	Not a COUNTY fee - - service fee is charged by US Bank on applicable transactions.		x		Actual cost					
Returned check fee	Code §1.01.090			x	\$25					
Vehicle registration fee	Code §7.07.040			x						
- Motorcycles/mopeds				x	\$15 per year					
- All other vehicles not otherwise exempt				x	\$30 per year					
Annual CPI Adjustment - Applies to all DTD Programs, except Building Codes, Vehicle Registration Fee and Transportation System Development Charges.	Code §1.01.090			x	NEW FEE		Annual increase to adopted fees reflecting change in US Consumer Price Index, CPI-W: West Urban Annual Average; not to exceed 4.5%. Rounded up to the nearest \$1.00			The County uses this Price Index to determine the COLA increases; with an established range of 0% to 4.5%. Rounding to the nearest dollar to simplify fee calculations and payments.
DTD - CODE ENFORCEMENT			x	x						
Enforcement Hearings Officer -	Code §2.07.090.A.7			x						
Administrative Compliance Fee				x	\$75 per month or a portion thereof. Fee to be charged on the date that Code Enforcement first verifies a violation.					
DTD - DOG SERVICES										
Licensing	Code §5.01.030			x						
Fertile Valid 0-12 months					\$41	\$594,000	\$50	\$690,750	WCAS \$45 / MCAS \$42	Increase fee for one year of licensing; adding an incentive for spay/neuter to reduce the demand on the shelter services. Estimated revenue calculation based on 15,000 licenses purchased each year; 85% altered / 15% fertile.
Valid 13-24 months					\$82		ELIMINATE FEE		WCAS \$83 / MCAS \$77	Remove this fee to simplify the fee table.
Valid 25-36 months					\$119		ELIMINATE FEE		WCAS \$118 / MCAS \$107	Eliminate the multi year discount.
Altered Valid 0-12 months					\$24		\$30		WCAS \$27; proposing increase to \$30 for FY22/23. / MCAS \$27	Increase fee consistent with other jurisdictions for one year of licensing.
Valid 13-24 months					\$48		ELIMINATE FEE		WCAS \$43 / MCAS \$47	Remove this fee to simplify the fee table.
Valid 25-36 months					\$68		ELIMINATE FEE		WCAS \$60 / MCAS \$62	Eliminate the multi year discount.
Licensing Late Fee	Code §5.01.030				\$10					

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Tag Fee (replacement)	Code §5.01.030.D				\$5/tag					
Impound/Intake Fee	Code §5.01.060.C									
1st Impound				x	\$50		\$65		WCAS \$65 / MCAS \$50	
Subsequent impounds in the same year:				x						
2nd Impound					\$100		\$125		WCAS \$125 / MCAS \$100	
3rd Impound				x	\$150		\$200		WCAS \$190 / MCAS \$200	Increase to \$200 for alignment with other jurisdictions (note, there are only appx 3, 3rd impounds each year).
Note: Waive fee for first-time strays picked up with license and vaccination.										
Daily Board	Code §5.01.060.C			x	\$24/day-no max					
Adoption Fee - Fee includes spay/neuter if needed, rabies vaccination, base vaccinations (DHPP & Bordetella), microchip, in-house veterinary exam and first year license	Code §5.01.060.F			x						
Dogs over 6 years					\$110		\$150		WCAS \$175 / MCAS \$60-160	Increase to be comparable to other jurisdictions and cover cost increases in supplies.
Dogs under 6 years, including puppies				x	\$150		\$200		WCAS \$250*puppies / MCAS \$300*puppies	*WCAS and MCAS have a separate tier for puppies.
Spay/Neuter	Code §1.01.090				100					
Rabies Vaccination	Code §1.01.090			x	15					
Multiple Dog license	Code §5.01.030.A.2			x						
1 year				x	\$206	\$15,800	\$225	\$16,385	WCAS \$225 / MCAS \$180-210*facility license	Increase fee to reflect individual dog license increases. Proposed fee is in line with other jurisdictions for one year of licensing.
2-year				x	\$392		ELIMINATE FEE			Remove this fee to simplify the fee table.
3-year				x	\$578		ELIMINATE FEE			Eliminate the multi year discount.
Dangerous dog registration	Code §5.01.050.C.4			x	\$150 annually					
Owner surrender fee	Code §1.01.090			x	\$125					
Dead animal disposal	Code §1.01.090			x	\$55					
Outside license sales - veterinarian retention, flat fee per license sale	Code §1.01.090			x	\$5					
Microchipping	Code §1.01.090			x	\$20					
Other surgery or procedure under sedation (for animals being held in the shelter)	Code §1.01.090			x	\$100 minimum; actual cost					
DTD - ENGINEERING				x						
Development Permit:										
Commercial, Multifamily, & Industrial (includes apartments & condominiums); Permit and Inspection	Code §1.01.090			x	\$1,600 min. or 8.83% of public improvements & 5% of onsite transportation improvements		\$2,000 min. or 8.83% of public improvements & 5% of onsite transportation improvements	Increase current revenues by \$11,000.	Washington County: Deposits range from \$3,850 to \$32,500	Increase minimum fee to \$2,000. SC Permits required about 21.75 hours of staff time, valued at approximately \$2,181.50. Smaller projects typically require more proportional effort than larger projects; Also helps address issues with projects that never reach issuance. 84 out of 259 SC permits from 2019 through 2021 were \$1600 minimum.
Structured Parking: (Fee calculated using the average number of spaces per level, not total spaces in garage)	Code §1.01.090			x	\$122 per number of spaces/level or \$1,600 min. fee whichever is greater		\$122 per number of spaces/level or \$2,000 min. fee whichever is greater	[See above.]	Washington County: Deposits range from \$3,850 to \$32,500	Increase minimum fee to \$2,000. [See additional notes above.]
Residential subdivision/partition/non-land use related permit & inspection	Code §1.01.090				\$1,600 min. or 8.83% of public and private road improvements, whichever is greater.		\$2,000 min. or 8.83% of public and private road improvements, whichever is greater.	[See above.]	Washington County: Deposits range from \$3,850 to \$32,500	Increase minimum fee to \$2,000. [See additional notes above.]
Non DTD public agency work (capital projects) in existing road right-of-way	Code §1.01.090			x	Actual cost; deposit based upon County estimate					
Development permit and/or Development agreement time extension	Code §1.01.090			x	\$400					
Erosion Control Review - Single-Family Residence	Code §1.01.090			x	\$310					
Erosion Control Review- Non-Single Family Residence	Code §1.01.090			x	\$460 + \$80/acre over one acre					

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Erosion Control Inspection Fee	Code §1.01.090			x	\$70 + \$25/acre over one acre					
Plan Review (beyond three reviews)	Code §1.01.090			x	Actual Cost.					
Reinspection	Code §1.01.090			x	Actual Cost.					
Entrance Permit:										
Existing entrance; surface, resurface, minor upgrade and/or extend existing driveway	Code §1.01.090				\$300					
New entrance; permit & inspection, subdivision w/in UGB	Code §1.01.090			x	\$250					
New entrance; permit & inspection, under 150 feet in length	Code §1.01.090			x	\$400					
New entrance; permit & inspection, 150 feet and over in length	Code §1.01.090			x	\$500					
Non-maintained local access road paving (5000 sf or more)	Code §1.01.090				\$500					
Right-of-Way Permit:										
Road right-of-way improvements (not requiring a development permit)										
Ditches, culverts, or drainage, minor surfacing (under 5000 sf) or other minor work	Code §1.01.090			x	\$300					
Work in the right-of-way; work completed by DTD, DTD contractors or railroads	Code §1.01.090				\$0					
Gates on public roads: preliminary feasibility study	Code §1.01.090; 7.03.090			x	\$250					
Gates on public roads: review and permitting	Code §1.01.090; 7.03.090			x	Actual costs (50% deposit of estimated costs)					
Road Vacation - Preliminary feasibility study	Code §1.01.090			x	\$250					
Road Vacation	Code §1.01.090			x	Actual costs (50% deposit of estimated costs)					
Bike, run, walk, parade and race event w/ traffic control review	Code §1.01.090			x	\$300					
Filming with traffic control review	Code §1.01.090			x	\$150					
Revocable Encroachment (Individual)	Code §1.01.090			x	\$400		\$750	Increase current revenues by \$2,500.		Proposed increase is based off job cost data.
Revocable Encroachment (Entity)	Code §1.01.090			x	\$750		\$1,000	[See above.]		Proposed increase is based off job cost data.
Temporary Road Closures - Local or Connector	Code §1.01.090			x	\$500					Changed description. Proposing a tiered rate structure based on the road classification and impacted number of drivers.
Temporary Road Closures - Collector	Code §1.01.090			x	NEW FEE		\$1,500	Increase current revenues by \$5,000.		New fee; separated collector. Approx. 15 hours of staff time to process these closures, valued at \$1,595.75.
Temporary Road Closures - Arterial	Code §1.01.090			x	NEW FEE		\$2,500	Increase current revenues by \$6,000.		New fee; separated arterial. Approx. 22.5 hours of staff time to process these closures, valued at 2,490.50.
Guide & Tourist-Oriented Directional sign:				x						
Installation	Code §1.01.090			x	\$500/each					
Replacement/reinstallation	Code §1.01.090			x	\$300/each					
Hamlet or Village Sign:										
Manufacture/installation/repair/replacement	Code §1.01.090			x	Actual cost					
Other fees:										
ADA Exception Review per Permit	Code §1.01.090			x	\$500		\$850	Increase current revenues by \$3,000.		Approx. 7.5 hours of staff time to process these closures, valued at \$855.
Design Modification Review Type 1	Code §1.01.090			x	\$500					
Design Modification Review Type 2	Code §1.01.090			x	\$400					

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Fee in lieu of (sidewalks)	\$1.01.090			x	Actual construction costs (based on engineer or county estimate)					
Refund, permit application withdrawn/denied	Code \$1.01.090			x	Application or appeal fee refunded less \$200					
Reimbursement District Application (Zone of Benefit)	Code \$1.01.090; \$4.03.030(B)(6)			x	Actual costs/\$10,000 deposit					
Surface Water Plan Review	Code \$1.01.090			x	\$710					
Time Extension	Code \$1.01.090			x	\$150					
Engineering Preapp/Land Use Reviews:										
Preapp conference/county land use	Code \$1.01.090			x	NEW FEE		\$400	Increase current revenues by \$60,000.	Washington County: cost	New fee; Engineering no longer receives any portion of county preapp fee but provides staff support for 150 county preapps each year. Estimate 6 hours of staff time, valued at approximately \$630.
Preapp review for development proposed along County owned arterial/other jurisdiction	Code \$1.01.090			x	NEW FEE		\$630	Increase current revenues by \$31,000.	Washington County: cost	New fee; we are restricting this fee to developments on county owned arterials only. But Engineering provides staff support for a total of 50 preapps in other jurisdictions each year. Estimate 6 hours of staff time, valued at approximately \$630.
Traffic impact study scoping & review	Code \$1.01.090			x	NEW FEE		\$1,000 deposit; actual costs.	Increase current revenues by \$20,000.	Washington County = \$441 scoping only, no review.	New fee.
Traffic control plan review (if not associated with another Engineering permit)	Code \$1.01.090				\$300					
DTD - PLANNING – Land Use Applications										
Accessory Historic Dwelling	ZDO \$1307.15			x	\$315	\$315	\$450	\$450	Washington Co. \$1457 for urban ADU, no fee listed specifically for accessory historic dwellings	Captures four hours of senior staff time; limited job cost data because these are infrequent applications.
Agriculture Land Dwellings - Type II	ZDO \$1307.15			x	\$960	\$5,760	\$1,670	\$9,390	Washington Co. - range from \$4,699 to \$5,008	Increase based off job costing data. Includes \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Agriculture Land Dwellings - Type III	ZDO \$1307.15				\$2,740					
Agriculture Land Lot Division	ZDO \$1307.15				\$960					
Appeal	ZDO \$1307.15				\$250	\$3,500	NO CHANGE - See comments.	\$46,620	NA-statute sets max fee at \$250. If we add a "surcharge" (i.e. incorporate Hearings Officer cost in all Type II applications), the comparison will be to the other jurisdiction's fee listed for that application type.	The ORS caps our appeal fee at \$250. Total Hearings Officer cost for appeals over the last year was \$47,466. One option is to increase the cost of all Type II applications (these are the ones subject to local appeal) to cover the cost of appeals. In 2021, we received 444 Type II applications, so the increase would be \$105.
Application or appeal withdrawn (no public notice sent, staff report issued or decision issued)	Code \$1.01.090			x	Retain 25% of original application fee.		Retain 25% of original application fee or a minimum of \$250; whichever is more.		Engineering has a similar fee; retaining a minimum of \$200 to cover staff time for intake and work to date. Wa Co retains actual costs.	Retain a minimum fee to cover the administrative and processing costs; based off job costing data.
Application or appeal withdrawn (public notice sent)	Code \$1.01.090			x	Retain 50% of original application fee.		Retain 50% of original application fee or a minimum of \$500; whichever is more.		Engineering has a similar fee; retaining a minimum of \$200 to cover staff time for intake and work to date. Wa Co retains actual costs.	Retain a minimum fee to cover the administrative and processing costs; based off job costing data.

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Application or appeal withdrawn (staff report or decision issued)	Code §1.01.090			x	No refund					
Comprehensive Plan Map Amendment	ZDO §1307.15			x	\$5,280	\$21,120	\$12,410	\$49,640	Washington Co.- actual cost with \$8,000 initial deposit	Based off job costing data.
Comprehensive Plan Amendment to the inventory of mineral and aggregate resource sites	ZDO §1307.15			x	\$12,500					
Conditional Use	ZDO §1307.15			x	\$2,895	\$23,160	\$3,905	\$35,145	Washington Co.- Ranges from \$3,384 to \$9,758 and may include actual costs above that	Based off job costing data.
Conditional Use – Mining	ZDO §1307.15			x	\$10,400					
Design Review	ZDO §1307.15			x	.384% of construction cost but no less than \$785 and no more than \$36,835		.384% of construction cost, but no less than \$1,340 and no more than \$36,835.	See calculation on the APPEAL FEE.		Increase the minimum based off job costing data. Includes \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Design Review - Signs	ZDO §1307.15			x	\$530					
Forest Land Dwelling	ZDO §1307.15			x	\$960	\$18,710	\$1,340	\$25,935	Washington Co. \$3,274	Increase based off job costing data. Includes \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Forest Land Lot Division	ZDO §1307.15			x	\$960		\$1,065	See calculation on the APPEAL FEE.		Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Groundwater Hydrogeologic Review/Supplemental Review by a Qualified Professional	ZDO §1307.15			x	\$530 permit fee + non-refundable \$2,700 hydrogeologist review fee		\$530 permit fee + non-refundable \$3,500 hydrogeologist review fee			Increase the minimum fee. Average invoice paid = \$3,000; this does not account for the administrative cost of managing a contract and paying the bills.
Hearings Officer Review	ZDO §1307.15			x	\$1,050	\$15,750	\$3,830	\$57,450	Washington Co. does not assess a hearings officer fee separately, so it is reflected in the fees for their Type III applications	Actual cost for hearings officer services (excluding appeals) averaged \$3,832 per application over the past year
Historic Landmark - Type II	ZDO §1307.15			x	NEW FEE		\$1,450	\$4,035	Washington Co. \$2,345 urban, \$2,651 rural	New fee; the ZDO requires this review and the Board did not choose to adopt a fee previously. Includes \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Home Occupation	ZDO §1307.15			x	\$850	\$20,070	\$1,065	\$24,000	Washington Co. \$565 renewal, \$1,948 new	Increase the minimum based off job costing data. Includes \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Home Occupation Exception	ZDO §1307.15			x	\$1,560		\$2,250			These go to hearing just like a conditional use, but generally require staff time equivalent to a Lan Use Permit, Type II.
Interpretation; Comprehensive Plan or Zoning & Development Ordinance	ZDO §1307.15			x	\$1,195		\$1,300	See calculation on the APPEAL FEE.		Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Land Use Permit - Type I, Not otherwise listed	ZDO §1307.15			x	NEW FEE		\$455		Washington Co. - Type I reviews range from \$155 to \$5,894	Occasionally a Type I process is required by the ZDO but no fee is listed. This will cover those situations. Suggest setting it at the low end of our fees until we have more data.
Land Use Permit - Type II, Not otherwise listed	ZDO §1307.15			x	\$960		\$1,065	See calculation on the APPEAL FEE.		Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Marijuana Land Use Application - Type I	ZDO §1307.15			x	\$1,000					
Marijuana Land Use Application - Type II (Natural Resource District; Public Notification Requirement)	ZDO §1307.15			x	\$1,400		\$1,505	See calculation on the APPEAL FEE.		Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Mineral and Aggregate Overlay District, Impact Area Permit	ZDO §1307.15			x	\$315					
Mineral and Aggregate Overlay District, Site Plan Review	ZDO §1307.15			x	\$3,165					

APPENDIX A - FEES

DEPARTMENT / DIVISION FEE DESCRIPTION	AUTH. LEGISLATION	FEE SET BY ORS	ORS AUTH. FEE	CODE AUTH. FEE	CURRENT FEE AMOUNT	CURRENT AVERAGE ANNUAL REVENUE COLLECTION	PROPOSED FEE 2022/2023	ESTIMATED ANNUAL REVENUE COLLECTION [AFTER INCREASE]	COMPARISON WITH OTHER JURISDICTIONS	COMMENTS
Modification	ZDO §1307.15			x	\$960	\$13,440	\$2,185	\$29,120		Increase the minimum based off job costing data. Includes \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Mobile Home Park Conversion	ZDO §1307.15			x	\$2,600					
Mobile Vending Unit Level Two	ZDO §1307.15			x	\$800	\$800	\$940	\$940		Increase based off job costing data.
Mobile Vending Unit Level Three	ZDO §1307.15			x	\$1,750	\$5,250	\$2,830	\$8,175		Increase the minimum based off job costing data. Includes \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Nonconforming Use - Alteration or Verification	ZDO §1307.15			x	\$960	\$19,320	\$1,405	\$28,600		Increase the minimum based off job costing data. Includes \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Open Space Review	ZDO §1307.15			x	\$960		\$1,065	See calculation on the APPEAL FEE.		Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Open Space Review - Conflict Resolution	ZDO §1307.15			x	\$960		\$1,065	See calculation on the APPEAL FEE.		Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Partition	ZDO §1307.15			x	\$2,600		\$2,705	See calculation on the APPEAL FEE.		Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Plat Vacations	ZDO §1307.15			x	\$845					
Private use airport and Safety Overlay Zone, New use	ZDO §1307.15			x	\$2,740					
Private use airport and Safety Overlay Zone, Expansion of existing use	ZDO §1307.15			x	\$960		\$1,065			Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Property Line Adjustment - Type II	ZDO §1307.15			x	\$785		\$1,050	See calculation on the APPEAL FEE.	Washington Co. - \$1,868 rural, \$2,608 urban	Recent code changes will lead to more Type II reviews. Fee should be Type I fee plus additional to cover public notice. Added \$150 for two hours of research. Includes \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Property Line Adjustment - Type I	ZDO §1307.15			x	\$315	\$11,340	\$795	\$33,390	Washington Co. - \$478	Based off job costing data.
Public use airport and Safety Overlay Zone, Use Permitted Subject to Review	ZDO §1307.15			x	\$2,740					
Replacement Dwelling - EFU District	ZDO §1307.15			x	\$785	\$18,840	\$995	\$24,875	Washington Co. - \$2,525	Based off job costing data.
Replat - Type II	ZDO §1307.15			x	\$2,600		\$2,705	See calculation on the APPEAL FEE.		Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Replat - Type I	ZDO §1307.15			x	\$315		ELIMINATE FEE			Repeal this fee due to recent code changes that make it obsolete.
Sensitive bird habitat district, alteration or development	ZDO §1307.15			x	\$960		\$1,065	See calculation on the APPEAL FEE.		Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Steep Slope Review - Type II	ZDO §1307.15			x	\$960		\$1,065	See calculation on the APPEAL FEE.		Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Steep Slope Review - Type I	ZDO §1307.15			x	\$315	\$630	\$455	\$910	Washington Co. has no fee listed for this specific review; Type I reviews range from \$155 to \$5,894	Increase based off job costing data.
Subdivision Major (11 or more lots)	ZDO §1307.15			x	\$4,040 + \$45/lot					
Subdivision Minor (4 – 10 lots)	ZDO §1307.15			x	\$2,600		\$2,705			Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Temporary Dwelling for Care Permit - New and Renewal	ZDO §1307.15			x	\$504	\$19,906	\$835	\$27,010	Washington Co. \$494 renewal, \$1,280 new rural, \$1,857 new urban	Increase based off job costing data. Includes \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Temporary Use Otherwise Prohibited	ZDO §1307.15			x	\$960		\$1,065			Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Temporary Dwelling While Building	ZDO §1307.15			x	\$315	\$315	\$500	\$500	Washington Co. \$239	Increase based off job costing data.
Temporary Structure of Emergency Shelter	ZDO §1307.15			x	\$125	\$0	\$500	\$0	Washington Co. \$239	Fee should match temporary while building.

APPENDIX A - FEES

DEPARTMENT / DIVISION FEE DESCRIPTION	AUTH. LEGISLATION	FEE SET BY ORS	ORS AUTH. FEE	CODE AUTH. FEE	CURRENT FEE AMOUNT	CURRENT AVERAGE ANNUAL REVENUE COLLECTION	PROPOSED FEE 2022/2023	ESTIMATED ANNUAL REVENUE COLLECTION [AFTER INCREASE]	COMPARISON WITH OTHER JURISDICTIONS	COMMENTS
Time Extension - Type II	ZDO §1307.15			x	\$960		\$1,065	See calculation on the APPEAL FEE.		Modified the description to add Type II. There's a new Type I time extension due to a change in state law. Includes \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Time Extension - Type I	ZDO §1307.15			x	NEW FEE		\$560	See calculation on the APPEAL FEE.		New Type I time extension due to a change in state law. Fee set at the low end of our fees. Includes \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Variance	ZDO §1307.15			x	\$960	\$9,030	\$1,120	\$10,150	Washington Co. hardship relief variance \$1,868 rural, \$2,345 urban	Increase based off job costing data. Includes \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Vested Right Determination	ZDO §1307.15			x	\$5,000		\$5,105			Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Wireless telecommunication facility - Type III (with an adjustment)	ZDO §1307.15			x	\$2,740					
Wireless telecommunication facility - Type II	ZDO §1307.15			x	\$845		\$950	See calculation on the APPEAL FEE.		Increase to include \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Wireless telecommunication – Type I	ZDO §1307.15			x	\$585					
Zone Change	ZDO §1307.15			x	\$3,060					
Zone Change - filed concurrently with another land use application for the same property	ZDO §1307.15			x	\$2,510					
DTD - PLANNING – Other Fees				x						
Addressing Fee	Code §1.01.090			x	NEW FEE		\$100 each for the first five (5) addresses; and \$50 for each additional address under the same application.	UNKNOWN	Washington Co = \$100 per address, estimated at \$6,500 for 65 lot subdivision by County Surveyor review; Mult Co = \$333.	New fee. The addressing function cost \$23,952 in 2021 and is entirely funded by the General Fund at this time. We don't have data on the number of addresses issued annually, and some of the time is related to inquiries from other departments/agencies (Assessor, GIS, first responders, etc.).
Change of Address	Code §1.01.090			x	NEW FEE		\$250 per Address	UNKNOWN	Washington Co = \$195 per address; Mult Co = \$333	New fee. This would be charged on voluntary address changes as requested by a property owner. This requires coordination amongst various agencies and system updates.
Bike Map	Code §1.01.090			x	\$6					
Building or Placement Permit - New Single Family or Manufactured Dwelling	ZDO §1307.15				\$165	\$49,005	\$315	\$244,275 for the combination of this line and the next two	Washington Co. \$68 to \$712 depending on value of construction plus \$166 for re review of site plan	Based on job costing. Cost of processing building permits (this line and the next two) for 2021 was \$247,334 while total revenue was \$97,710. The fee should be the same for all three types.
Building Permit - New Accessory Structure	ZDO §1307.15				\$85	\$48,705	\$315	[See above.]	[See above.]	[See above.]
Building Permit - Addition to a Single Family Dwelling, Manufactured Dwelling or Accessory Structure	ZDO §1307.15			x	\$85	see note	\$315	[See above.]	[See above.]	[See above.]
Clackamas County Comprehensive Plan	Code §1.01.090			x	\$75					
Clackamas County Zoning and Development Ordinance	Code §1.01.090			x	\$125					
Claim for Just Compensation for Land Use Regulation ("Measure 49" Claim)	Code §1.01.090			x	\$845					
Comprehensive Plan Map	Code §1.01.090			x	\$40					
GIS/AutoCAD mapping and drafting	Code §1.01.090			x	\$120/hour - 1 hour minimum					
Land Use Compatibility Statement (LUCS)	ZDO §1307.15			x	\$100	\$18,725	\$270	\$50,760	Washington Co. - ranges from \$62 to \$145	Based upon job costing.
Lot of Record Review	ZDO §1307.15			x	NEW FEE		\$455 for the first lot; \$50 for each additional lot under the same application.		Multnomah Co. = \$990/lot	New fee. The lot of record review function cost \$32,502 in 2021 and is entirely funded by the General Fund at this time. We don't have data on the number of reviews conducted annually. However, these reviews typically take several hours.
Notification surcharge, Expanded notification area (Pursuant to ZDO §1307)	ZDO §1307.15			x	\$120	\$5,520	\$150	\$6,900	Washington Co. - no listed fee	Based on job costing. Increasing to two hours of average staff time cost for Permit Specialists.

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DEPARTMENT / DIVISION FEE DESCRIPTION	AUTH. LEGISLATION	FEE SET BY ORS	ORS AUTH. FEE	CODE AUTH. FEE	CURRENT FEE AMOUNT	CURRENT AVERAGE ANNUAL REVENUE COLLECTION	PROPOSED FEE 2022/2023	ESTIMATED ANNUAL REVENUE COLLECTION [AFTER INCREASE]	COMPARISON WITH OTHER JURISDICTIONS	COMMENTS
Pre-Application Conference	ZDO §1307.15			x	\$850	\$100,550	\$1,120	\$131,040	Washington Co. - \$500; Multnomah Co = \$1,146	Increased fee based on job costing. These conferences are required on land divisions, conditional uses, zone changes, design review, home occupations exceptions; generally files that go to hearing.
Pre-Application Meeting - Minor, as determined by the Planning Director	ZDO §1307.15			x	\$850	[INCLUDED ABOVE]	\$500	[INCLUDED ABOVE]	Washington Co. - \$500; Multnomah Co = \$1,146	New fee added, based on lower level of staff efforts for this type of review. Previously these applications would have been charged the adopted rate of \$850.
Road Naming Application	Code §1.01.090			x	\$195	\$0	\$280	\$0	Washington Co = \$280 minimum fee with a deposit of 120% of estimated costs.	Increasing to improve cost recovery and to be consistent with partnering jurisdictions.
Refund of Groundwater Hydrogeologic review/Supplemental Review fee	ZDO §1307.15			x	Refund if hydrogeologist has not performed any work on the file					
Refund of Hearings Officer Review fee	ZDO §1307.15			x	Refund if the hearing has not occurred.					
Renotification Fee	ZDO §1307.15			x	\$135	\$270	\$200	\$400	Multnomah Co. - \$241	Increasing to capture average staff time cost for Permit Specialists and PICs. This is a renotification at the request of the applicant.
Signs – No Design Review	ZDO §1307.15			x	\$135					
Zoning Map	Code §1.01.090			x	\$40					
DTD - PLANNING - Water Resource Applications				x						
Note: When more than one Water Resource application is filed concurrently on the same property, the highest application fee shall be paid in full. Concurrent Water Resource application fees shall be reduced by 25%.				x			ELIMINATE DISCOUNT			This is a difficult discount to interpret and requires added staff time and processing time. There is also no consistency, as we do not offer discounts for multiple applications when they aren't "water resources".
Construction Management Plan	ZDO §1307.15			x	\$455	\$5,346	\$730	\$9,490	Washington Co. Miscellaneous Type I erosion control plan review \$478	Increase based off job costing data.
Floodplain Development Permit - Type II	ZDO §1307.15				\$960	\$13,200	\$1,400	\$19,425	Washington Co. - \$3,437 rural, \$3,384 urban	Increase based off job costing data. Includes \$105 to improve cost recovery on appeals -- see notes on APPEAL.
Floodplain Development Floodway Fish Enhancement Permit - Type I	ZDO §1307.15				\$315	\$315	\$785	\$785	Washington Co. - \$952	Increase based off job costing data. Change the name of this permit to Floodplain Development Permit - Type I
Willamette River Greenway Permit – Development located within 150' of the mean low water level	ZDO §1307.15			x	\$960	\$6,805	\$1,470	\$11,760	Multnomah Co. - \$2,487	Increase based off job costing data. Data does not demonstrate that these cost more to process than the line below. Change the description and charging the same fee for all Greenway permits.
Willamette River Greenway Permit – Dock/Development located beyond 150' of the mean low water level	ZDO §1307.15			x	785		ELIMINATE FEE			See note above. Eliminate this line.
Habitat Conservation Area – Map Verification	ZDO §1307.15			x	\$785	\$1,126	\$950	\$2,850	Multnomah Co. - \$1,489 + \$241 notification fee.	Increase based off job costing data.
Habitat Conservation Area – Development Permit – Pursuant to Subsection 706.10(A)	ZDO §1307.15			x	\$960	\$5,760	\$1,320	\$7,920	Multnomah Co. - \$1,489 + \$241 notification fee.	Increase based off job costing data.
Habitat Conservation Area – Development Permit – Pursuant to Subsection 706.10(B)	ZDO §1307.15			x	\$1,685					
Principal River Conservation Area Permit	ZDO §1307.15			x	\$960	\$3,840	\$1,635	\$6,540	Multnomah Co. - \$1,489 + \$241 notification fee.	Increase based off job costing data.
Stream Conservation Area Permit	ZDO §1307.15			x	\$960					
Water Quality Resource Area District – Boundary Verification	ZDO §1307.15			x	\$785					
Water Quality Resource Area District – Development Permit	ZDO §1307.15			x	\$1,685					
DTD - SEPTIC & ONSITE WASTEWATER PROGRAM				x						
New Site Evaluation - Residential & Commercial				x						Remove the word "NEW" from the fee description to clarify that these fees apply to both new and existing site evaluations.
Single Family Dwelling - per lot	ORS 454.725				\$735*					
Residential Plan Review Fee (in addition to permit fees)	ORS 454.725				\$85					

APPENDIX A - FEES

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Commercial Facility or Community System - first 1,000 gallons	ORS 454.725				\$735*					
Commercial Facility or Community System - each additional 500 gallons	ORS 454.725			x	\$176					
Compliance recovery fee	OAR 340-071-0140(7)		x		Equal to permit fee					
Construction Permits				x						
Standard system	ORS 454.725			x	\$1,296*					
Pressure Distribution	ORS 454.725			x	\$1,496*					
Alternative Treatment Technology	ORS 454.725				\$1,496*					
Redundant System	ORS 454.725			x	\$1,296*					
Steep Slope	ORS 454.725			x	\$1,296*					
Tile Dewatering	ORS 454.725			x	\$1,496*					
Seepage Trench	ORS 454.725			x	\$1,296*					
Gray Water Disposal Sump or other Nonwater-Carried System	ORS 454.725			x	\$736*					
Capping Fill	ORS 454.725			x	\$1,496*					
Sand Filter	ORS 454.725			x	\$1,808					
Saprolite	ORS 454.725			x	\$1,296*					
Commercial Holding Tank	ORS 454.725			x	\$720*					
Pump System (in addition to permit fee)	ORS 454.725			x	\$64					
Commercial Plan Review				x						
>=600 GPD	ORS 454.725			x	\$560					
>600 GPD to <1,000 GPD	ORS 454.725			x	\$560					
>+1,000 GPD	ORS 454.725				\$560					
Permit Renewal - No Field Visit	ORS 454.725			x	\$195		\$195*			Oregon DEQ Surcharge of \$100 is charged on this permit; needs an asterisk (*) to indicate this.
Permit Renewal - Field Visit	ORS 454.725			x	\$520		\$520*			Oregon DEQ Surcharge of \$100 is charged on this permit; needs an asterisk (*) to indicate this.
Residential Repair				x						
Minor Repair Residential	ORS 454.725			x	\$360*					
Major Repair Residential	ORS 454.725			x	\$645*					
Commercial Repair										
Minor Repair Commercial	ORS 454.725			x	\$464*					
Major Repair Commercial	ORS 454.725			x	\$1,008*					
Commercial Repair Review fee (601-2,500 GPD) in addition to repair permits	ORS 454.725				\$221					
Alteration Permits				x						
Minor Alteration	ORS 454.725			x	\$370*					
Major Alteration	ORS 454.725			x	\$665*					
Authorization Notice										
Authorization Notice without field visit	ORS 454.725			x	\$255*					
Authorization Notice with field visit	ORS 454.725			x	\$624*					
Additional Services										
Site Evaluation (for repair or alteration)	ORS 454.725			x	\$735*					
Existing System Report (no water, requires staff site visit)	ORS 454.725			x	\$630*					
Existing System Report (no site visit)	ORS 454.725				\$85					
Pumper Truck Inspection - First truck	ORS 454.725			x	\$231					
Pumper Truck Inspection - additional truck	ORS 454.725			x	\$103					
Evaluation of a Temporary/Mobile Home hardship	ORS 454.725			x	\$340					
Annual/Biennial Inspection of Alternative System	ORS 454.725			x	\$528					
Annual Report Evaluation for a Holding Tank	ORS 454.725			x	\$75					
Annual Report Evaluation, O&M Systems	ORS 454.725			x	\$70					
Plot Plan Check (New building permits)	ORS 454.725			x	\$165					
Plot Plan Check (Remodel building permits)	ORS 454.725			x	\$85					
Reinspection Fee/Additional Field Visit	ORS 454.725			x	\$100/hour					

APPENDIX A - FEES

DEPARTMENT / DIVISION FEE DESCRIPTION	AUTH. LEGISLATION	FEE SET BY ORS	ORS AUTH. FEE	CODE AUTH. FEE	CURRENT FEE AMOUNT	CURRENT AVERAGE ANNUAL REVENUE COLLECTION	PROPOSED FEE 2022/2023	ESTIMATED ANNUAL REVENUE COLLECTION [AFTER INCREASE]	COMPARISON WITH OTHER JURISDICTIONS	COMMENTS
Oregon DEQ Surcharge	ORS 454.725			x	\$100 - charged on permits above as indicated with *					
DTD - SURVEYOR				x						
Affidavit of correction	ORS 92.170(6), 110.115(7), 209.255(6)			x	\$75 plus recording fees					
Affidavit of plat monumentation	ORS 92.070 (5)			x	\$75 plus recording fees					
Print Fees										
Mailing fee	ORS 209.070 (3)		x		\$5 plus postage					
Returned check fee	Code §1.01.090		x		\$25					
Certified copies of public records	ORS 192.440 & ORS 209.090(2)		x							
First Page	ORS 192.440 & ORS 209.090(2)		x		\$15					
Additional Pages	ORS 192.440 & ORS 209.090(2)			x	\$3					
Record of survey filing fee	ORS 209.260		x		\$400 plus \$50 per page after first 3 pages		\$450 plus \$50 per page after first 3 pages	\$10,000		Increase to improve cost recovery.
Property line adjustment survey	ORS 209.260		x		\$450 plus \$50 per page after first 3 pages		\$475 plus \$50 per page after first 3 pages		Mult Co = \$475; Wa Co = \$1,295 + Actual Cost	Increase to improve cost recovery and align with other metro area jurisdictions.
Plat & Street Vacation (collected by Clerk)	ORS 271.230 (2)		x		\$125 plus recording fee					
Termination of condominium plat	ORS 100.105(2)(b) or (7)(d), 100.600		x		\$125 plus recording fee					
Condominium plat amendment	ORS 100.116		x		Deposit required. Actual cost plus filing fee					
Correction amendment to condominium plat	ORS 100.118			x	Deposit required. Actual cost plus filing fee					
Supplemental condominium plat review and approval	ORS 100.120		x		Deposit required. Actual cost plus filing fee					
Partition Plat	Code §1.01.090		x		\$1,800 deposit, actual costs		Deposit required. \$1,800 minimum; actual costs.	\$8,000	Mult Co = \$1,500; Wa Co = \$2,200	Set minimum fee to improve cost recovery; proposed fee aligns with other jurisdictions. Additional charges in each jurisdiction based on number of pages being filed.
Subdivision Plat	ORS 100.116		x		Deposit required. Actual costs					
Boundary Survey	ORS 209.250		x		\$400		ELIMINATE FEE			Eliminating this fee, this is captured under fees above. This should be deleted

APPENDIX B - FINES

DEPARTMENT / DIVISION FINE DESCRIPTION	AUTH. LEGISLATION	FINE SET BY ORS	ORS AUTH. FINE	CODE AUTH. FINE	CURRENT FINE AMOUNT	CURRENT AVERAGE ANNUAL REVENUE COLLECTION	PROPOSED FINE 2022/2023	ESTIMATED ANNUAL REVENUE COLLECTION [AFTER INCREASE]	COMPARISON WITH OTHER JURISDICTIONS	COMMENTS
CODE ENFORCEMENT										
CIVIL PENALTIES - DTD/Community Environment Compliance Hearings Officer - Covering the Zoning & Development Ordinance and the following chapters: 10.03, Solid Waste & Waste Management; 9.03, Excavation & Grading; 7.03, Road Use; 9.01, Abatement of Dangerous Buildings; and 10.04, Recycling License; 6.11, Graffiti	Code §2.07.120			x						Updated the fee description to clarify the fee structure.
Violation Classification 1					Min. \$750; Max. \$3500					
Violation Classification 2					Min. \$500; Max \$2500					
Violation Classification 3					Min. \$250; Max \$1500					
Violation Classification 4					Min. \$100; Max \$1000					
CIVIL PENALTIES - 9.02, Building Code	ORS Chapter 455		x							Updated the fee description to clarify
Violation Classification 1					Min. \$750; Max. \$1000					
Violation Classification 2					Min. \$500; Max \$1000					
Violation Classification 3					Min. \$250; Max \$1000					
Violation Classification 4					Min. \$100; Max \$1000					
FORFEITURES – Standard Citation Policy	ORS Chapter 455		x							Adding existing fines to the COUNTY CODE - APPENDIX B; these were originally adopted by the BCC in 2012. Changes are also being proposed to citation fines that can be imposed.
Violation Classification 1										
1st offense					\$100					
2nd offense					\$500					
Violation Classification 2										
1st offense					\$75					
2nd offense					\$400					
Violation Classification 3										
1st offense					\$50					
2nd offense					\$300					
Violation Classification 4										
1st offense					\$25					
2nd offense					\$200					



<input checked="" type="checkbox"/> Administrative Policy
<input type="checkbox"/> Operational Policy

Clackamas County Policy

Name of Policy	Cost Recovery for Fines, Fees, and Revenue Agreements	Policy #	FIN-1.100
Policy Owner Name	Elizabeth Comfort	Effective Date	June 1, 2020
Policy Owner Position	Interim Finance Director	Approved Date	April 28, 2020
Approved By	Gary Schmidt, County Administrator	Last Review Date	NA
Signature	<i>Gary Schmidt</i>	Next Review Date	Annual

I. PURPOSE

The purpose of this policy is to set forth long-term financially sustainable practices for cost recovery of Fines, Fees, Revenue Agreements, or other sources of revenue for the County.

The County shall maximize and diversify its revenue base to raise sufficient revenue to support essential county services and to maintain services during periods of declining economic activity. County services providing private benefits should be paid for by fees and charges as much as possible to maximize flexibility in the use of county general revenue sources to meet the cost for services of broader public benefit.

II. AUTHORITY

This policy is established by the administrative rule-making of the County Administrator.

III. GENERAL POLICY

It is the general policy of Clackamas County to fully recover costs to the extent legally possible for all services or programs provided whether from fees, fines, revenue agreements, or other revenue generating arrangements for which fees may be charged.

Exceptions to this policy require specific Board approval for the non-reimbursed or non-recovered costs. See paragraph on Charging Less than Full Cost Recovery and Fees Outside of the County's Control.

IV. DEFINITIONS

- a. Cost recovery – Refers to the requirement for the organization to ensure that regular resources are not used to subsidize the program.
- b. CPI – Consumer Price Index West Region Size A.
- c. Direct costs – Costs that are directly attributed to the delivery of a program or service.
- d. GFOA – Government Finance Officers Association of the United States and Canada.
- e. Indirect costs – Costs (such as administration and overhead) that are indirectly linked to the delivery of a program or service and should be recovered through the cost recovery rate.
- f. Methodology – a rate based on a system-wide cost per unit, where the cost associated with meeting future growth needs are divided by the projected growth in a plan area.
- g. Program – the entire suite of services, including all permits, outreach, public information, which a particular workgroup provides.
- h. Public good – a service, or program, provided for the benefit and/or well-being of the public despite the inability to recover costs for the service provision or program.
- i. Overhead – Overhead includes costs such as payroll processing, accounting

services, computer usage, rent(of county owned properties) and other central administrative services.

- j. Service – a service such as plan review, inspections, recycling education or animal control officer response.

V. POLICY GUIDELINES

New revenues:

When proposing new programs, services, or fees - departments are required to inform the Board of all proposed services, their full costs (both direct and indirect), proposed rate structure and corresponding anticipated revenues. The analysis must include a comparison of rates for similar services charged by neighboring jurisdictions and consideration of alternate service delivery options. If the proposed rate structure results is less than full recovery the rationale for this recommendation needs to be outlined and full cost recovery rate structure needs to be presented in full detail(ie list of all fees and full recovery rates) as an alternate option. This can be accomplished at a Policy Session or through a Budget presentation.

Departments are expected to have vetted the financial aspects of their proposal with the Budget Office prior to making a presentation to the Board. Citizen engagement and feedback is strongly encouraged.

Rate Development:

Cost recovery development should reflect the true and full cost of providing the program or service, with the intent to achieve full cost recovery. This includes both direct and indirect costs, including materials, labor, cost of fee collection, charges for the use of capital facilities and/or equipment, program and department administration and overhead.

The County recommends using GFOA best practice tools such as Full Cost Accounting for Governmental Services (program level analysis) or Activity Based Costing (service level analysis) for calculating service costs and corresponding rates. In some cases, i.e. System Development Charges, rates must be established in accordance with legislative standards. In other cases there are industry standards, historical pretense or service complexities for which it may make sense to contract the rate development out to subject matter expert consultants.

Certain rates, including monthly utility charges, are established with the goal of achieving full cost recovery in the present while also considering future full cost recovery requirements with the goal of keeping annual rate adjustments to a minimum. Also, bond covenants may require the collection of revenues beyond operating and debt service costs. These factors may result in going beyond full cost recovery.

Periodic Reviews and Changes:

Updating rates on a schedule helps smooth charges and fees rather than having uneven impacts with sharp increases. The County sets rates annually by resolution. Departments are required to review rates no less frequently than biannually (unless otherwise specified in approved model/plan) for the impact of inflation, cost increases, adequacy of cost recovery, service demand and competition (as applicable). The analysis must include a comparison of rates for similar services charged by neighboring jurisdictions and consideration of alternate service delivery options. If no significant changes are noted in the evaluation, then rates should at least be increased by the combined CPI since the last rate adjustment.

Charging Less than Full Cost Recovery:

Only the Board has the authority to grant an exception for charging less than full cost recovery. There are specific instances in which the Board will allow this.

1. If the Board determines that is in the best interest of the County not to fully recover costs, direction will be provided to clarify the cost recovery level expected from the subsidized service/program. Some examples of subsidized programs may include:
 - a. A program or service for the public good (examples would be parks, libraries, programming for summer camp).
 - b. A service which provides a general benefit in addition to the private benefit provided to a specific business, property, or individual.
 - c. A program where the impact of imposing or increasing fees on economically at-risk populations or businesses would be detrimental or cost-prohibitive.
 - d. A program or service that supports the overall achievement of County goals.
 - e. A program or service funded primarily by either revenue restricted to such purpose or other new specifically identified revenue which the Board of County Commissioners commits to such purpose.
2. If the Board has entered into contractual agreements to provide programs/services without full cost recovery, or made similar commitments in ballot measures presented to County/special district voters.
3. A cost recovery model or rate plan previously approved by the governing board with a specified life and/or including a long-term escalation term in process. At which time the model/plan is re-evaluated such plan should conform to this policy.

Fees Outside of the County's Control:

Where fees/fines are established by the State of Oregon, another governing body that the County is subject to, or has entered into a legally enforceable agreement that cannot be renegotiated – the County cannot recover full costs as the County has no control over the setting of these rates. These circumstances do not require a Board exception; however, they do require disclosure during the budget presentations and in the budget materials.

Departments are strongly encouraged to work with the Department of Public and Government Affairs as well as professional associations to employ Oregon legislative action as necessary to ensure appropriate cost recovery.

VI. PROCESS AND PROCEDURES

Departments should consult with the Budget Office, if needed, for assistance with implementation of the policy.

VII. ACCESS TO POLICY

Clackamas County Intranet

VIII. ADDENDA

[Clackamas County Code, Appendix A: Fees](#)

[Clackamas County Code, Appendix B: Fines](#)

This policy conforms to the guidance found in the following source publication:

[GFOA Best Practice on Establishing Government Charges and Fees](#)