

RESOLUTION NO. 3271

A RESOLUTION OF THE CITY OF WILSONVILLE APPROVING AN AMENDMENT TO THE CITY'S FEE SCHEDULE CLARIFYING FEES FOR CLASS 2 ADMINISTRATIVE REVIEW APPLICATIONS AND APPLYING FEES FOR PUBLIC HEARINGS.

WHEREAS, amendments to Wilsonville Code (WC) Section 4.030 under Ordinance No. 903 will allow for decisions on new residential development applications to be issued by the Planning Director consistent with recent changes to State law; and

WHEREAS, these changes to the City's review process for residential development necessitate updating the Planning Division Fee Schedule to clarify how application fees are calculated for new development under the Class 2 administrative review process; and

WHEREAS, the Class 2 administrative review fee identified in the Fee Schedule, listed in Exhibit A, is applied to modifications to previously approved plans and does not represent a reasonable recovery of cost for the processing of an application for new development; and

WHEREAS, applications for new development reviewed under the Class 2 administrative review process are most similar to applications for new non-residential development requiring a public hearing; and

WHEREAS, the total fee for applications requiring a public hearing is calculated as the sum of each requested application type as identified in the existing Fee Schedule; and

WHEREAS, addition of the meeting fee identified in the existing Fee Schedule to the total fee for applications requiring a public hearing will represent a reasonable recovery of the cost for holding public hearings; and

WHEREAS, the City desires to add descriptive language to provide clarity for City staff and customers on calculation of the appropriate fee for development applications; and

WHEREAS, no changes to any of the fee amounts identified on the Fee Schedule are necessary to accommodate the review process updates; and


WHEREAS, the fees identified on the Fee Schedule will continue to be indexed to inflation annually as established in Resolution No. 2620; and

WHEREAS, the Fee Schedule, as listed in Exhibit A, attached hereto and incorporated herein, reflects the desired edits to the Planning Division Fee Schedule.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

- Section 1. Findings. The above-recited findings are adopted and incorporated herein.
- Section 2. Determination. Based on such findings, the City Council hereby adopts the updated Planning Division Fee Schedule, attached hereto as Exhibit A.
- Section 3. Effective Date. This Resolution is effective on the effective date of Ordinance No. 903.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 15th day of June, 2026, and filed with the Wilsonville City Recorder this date.

Signed by:


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 Shawn O'Neil, Mayor

ATTEST:

DocuSigned by:


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Kimberly Veliz, MMC, City Recorder

SUMMARY OF VOTES:

- | | |
|-------------------------|-----|
| Mayor O'Neil | Yes |
| Council President Berry | Yes |
| Councilor Cunningham | Yes |
| Councilor Scull | Yes |
| Councilor Shevlin | Yes |

EXHIBIT:

- A. Updated Planning Division Fee Schedule

Planning Division Fees Effective July 1, 2026

Note: Each fee component stands alone and may require multiple components. Applications requiring a public hearing (excluding appeals) must pay all applicable meeting fees.

Fee Type	Fee
Annexation	
	\$5,848 + Metro annexation fee
	Single tax lot less than 1 acre: \$150
	One to 5 acre: \$250
	Five to 40 acres: \$300
	More than 40 acres: \$400
Appeals	
Class 1 Decision	\$636
Planning Director Interpretation, Class 2 Administrative Decision, or other decision with Technical Review (e.g. SDC calculation, WCF decision, etc.)	\$3,110
DRB or Planning Commission Action	\$4,642
Change of non-conforming use	
	\$1,353
Comprehensive Plan Amendment	
Legislative text	\$12,721 + \$1,139 if BM 56 notice is required
Legislative map	\$8,574 + \$1,139 if BM 56 notice is required
Quasi-judicial map	\$4,173 + \$1,139 if BM 56 notice is required
Conditional Use Permit	
Accessory Use to SFD in Willamette River Greenway	\$2,291
All others	\$3,390
Erosion Control Inspection Fee	
Base	\$536
Per additional inspection	\$100
Expedited Land Division (see Resolution No. 2928)	
Under ORS 197 and Middle Housing Land Division requiring expedited review	\$1,527 + \$27/lot or land division unit
Final Plat Review (see Resolution No. 2928)	
Partition and Middle Housing Land Divisions	\$1,547
Subdivision	\$3,323
Meeting Fee	
Staff	\$382
DRB or Planning Commission Meeting or Hearing	\$3,470
City Council Meeting or Hearing	\$3,825
Minor Amendments to Approved Plans and Other*	
*These fees are applied to applications for administrative review not otherwise specified in this fee schedule	
Class 1	\$449
Class 2	\$1,949
Parks Plan Review Fee	
	\$3,497

Planning Division Fees Effective July 1, 2026

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Fee Type	Fee
Planned Unit Development	
Stage 1	
Any Use	\$2,840
Modified	\$1,594
Stage 2	
< 2 gross acres	\$10,483
2 to 10 gross acres	\$13,109
> 10 gross acres	\$15,729
Modified	\$3,778
Preapplication Conference	
Residential < 10 lots/units	\$536
Other Signs only	\$255
All others	\$1,119
Recorded Matter – Per Document	
Document Fee – Per Legal Document	\$449
Requested transcript of meeting	
	Billed to the applicant at the City's current transcriptionist's rate
Reinspection fee - when applicant fails to pass initial planning inspection	
	Billed at hourly staff rate
Request for Time Extension	
First Extension	\$636
Second Extension	\$1,273
Third Extension	\$2,546
Request to Modify Conditions of Approval	
Administrative	\$1,239
DRB or Class 2 New Development Review	\$3,195
City Council	\$4,528
Review of Building Permit Application	
Residential – Deck/Garage/Carport, etc.	\$348
All other Residential	\$429
All other	\$1,266 or 0.0102% of value of building, whichever is greater, not to exceed \$19,098

Planning Division Fees Effective July 1, 2026

Note: Each fee component stands alone and may require multiple components. Applications requiring a public hearing (excluding appeals) must pay all applicable meeting fees.

Fee Type	Fee
SROZ Review	
Verification of Boundary	
Abbreviated	\$529
Standard	\$650
SRIR Review	
Abbreviated	\$750
Standard	\$2,130
Review Mitigation Monitoring Report	
	\$636
Signs Permits and Review (Except Temporary Signs)	
Class 1 Sign Permit	\$255
Minor Adjustment as Part of Class I Sign Permit	\$127
Class 2 Sign Permit	\$723
Class 3 Sign Permit	\$1,072
Master Sign Plan	\$1,795
Site Design Review	
	Base fee \$2,840; Plus \$2,030 per occupied building subject to review Plus \$2,030 per 5 acres, or portion thereof, of net site area (excludes single-family lots)
Staff interpretation (written)	
Without public notice	\$342
With public notice	\$2,224
Street Vacation	
	\$5,332

Planning Division Fees Effective July 1, 2026

Note: Each fee component stands alone and may require multiple components. Applications requiring a public hearing (excluding appeals) must pay all applicable meeting fees.

Fee Type	Fee
Temporary Use and Sign Permits	
Class 1 < 15 days	\$87
Class 1 15 - 30 days	\$121
Class 1 Annual Event Signs	\$60
Class 2 31-60 days	\$549
Class 2 61-120 days (signs only)	\$737
Class 2 61-120 days (other temporary uses, may incorporate concurrent sign request)	\$824
DRB Review more than 120 days (non-sign temporary uses only)	\$2,358
Tentative Plat Review (see Resolution No. 2928)	
Partition and Middle Housing Land Division not requiring expedited review	
Administrative Review	\$1,353
Subdivision	
	Base fee \$4,086 Plus \$47/lot
Tree Permit	
Type A Permit	
3 or fewer trees	\$27
Type B or C Permit	
3 or fewer trees	\$134
4 - 10 trees	\$188 + \$13/tree to be removed
11 - 25 trees	\$389 + \$13/tree to be removed
26 or more trees	\$415 + \$13/tree to be removed
Type D Permit	
	\$1,005
Review of Type C Tree Removal Plan	
	\$208
Urban Reserve Concept Plan – Initiated by Owners	
0 to 50 acres	Base fee \$3,349 Plus \$201/hour for Staff Review/Report/Research Time, Not to exceed \$16,077
51 to 250 acres	Base fee \$6,699 Plus \$201/hour for Staff Review/Report/Research Time, Not to exceed \$29,521
251+ acres	Base fee \$10,048 Plus \$201/hour for Staff Review/Report/Research Time

Planning Division Fees Effective July 1, 2026

Note: Each fee component stands alone and may require multiple components. Applications requiring a public hearing (excluding appeals) must pay all applicable meeting fees.

Fee Type	Fee
Variance	
Administrative Relief	\$891
DRB or Class 2 New Development Review	\$4,046
Waiver	
Per Waiver	\$737
Wireless Communication Facilities (see Resolutions 2720, 2905, and 2928)	
<u>Deposit when submitting application:</u>	
Small Wireless Facility in Public ROW (See Resolution 2720)	-Planning Review Fee for up to 5 sites/nodes (same as Class 1 Review) \$449 -Plus Technical Review Fee of \$995 x number of sites/nodes
WCF in and out of Public ROW (pursuant to Section 6409a)	-Planning Review Fee per site/node (same as Class 1 Review) \$449 -Plus Technical Review Fee of \$2,240 per site/node
Modification to Existing WCF not eligible for 6409(a) and new macro WCFs on public property.	-Planning Review Fee per site/node (same as Class 2 Review) \$1,949 -Plus Technical Review Fee of \$4,977 per site/node
New WCF not on public property	-Planning Review Fee per site/node (same as Conditional Use Permit Review) \$3,390 -Plus Technical Review Fee of \$4,977 per site/node
<u>Final Cost:</u> Actual costs incurred by the City to review, including outside consulting costs. Applicants will be refunded any over payment and invoiced any under payment	
Villebois Applications	
Expedited Review	Double applicable fee
Specific Area Plan (SAP) Modification	\$2,036
Preliminary Development Plan (PDP)	Base fee \$3,055; Plus \$382/net acre for all sites > 2 acres; Plus \$27/lot
Final Development Plan (FDP)	\$2,036
Expedited Land Division	Double the regular fee
Architectural Review - Single Family	\$509
Architectural Review - Multi-family per Unit	\$127
Zone Change	
Legislative text	\$12,721 + \$1,139 if BM 56 notice is required
Legislative Map	\$8,574 + \$1,139 if BM 56 notice is required
Quasi-judicial Map	\$4,173
Zoning Verification Letter	
	\$402