



CITY OF  
GEARHART

**Staff Report**

For City Council Meeting - 2/5/2020

***Subject - Old Business - Land Use Fees Draft Resolution***

***Synopsis:*** Stemming from last month's discussion on City land use fees and whether or not to increase them, staff has prepared a draft resolution for the Council to review.

***Recommendation:*** Staff recommends the Council review the draft attached and make suggestions as necessary. Staff will bring a final draft for approval consideration to the next council meeting if so desired.

***Legal Analysis:*** N/A

***Financial Analysis:*** Per the attached draft.

Respectfully Submitted,



Chad

**DRAFT**

**RESOLUTION \_\_\_\_\_**

WHEREAS, the City of Gearhart has reviewed its fee schedule for various land use related planning applications including street vacation, and annexation petitions, appeals, tree removal and local plan review; and

WHEREAS, the City of Gearhart has set and assessed fees and deposits for various land use planning applications, appeals, petitions and tree removal permits in accordance with the requirements of the Oregon Revised Statutes; and

WHEREAS, the City of Gearhart has determined that such fee and deposit requirements may vary from time to time;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GEARHART, hereby adopts the following fees for land use related applications:

Amendment to the Comprehensive Plan	\$3,500
Amendment to the Zoning Ordinance	\$3,500
Annexation	\$3,500
Appeals:	
Administrative Appeal	\$ 300
Planning Commission Appeal	\$2,000
Conditional Use Permit	\$2,000
DEQ Land Use Compatibility Statement	\$ 45
Extension Request	\$ 150
Lot Line Adjustment	\$ 150
Partition	\$2,000 + \$100/lot
Photocopies	\$ 0.25/page
Residential Site Plan Review	\$ 50
Returned Check Fee	\$ 50
Sign Permits	\$ 100
Street Vacation	\$3,000
Subdivision	\$3,000 + \$100/lot
Tree Removal Permits	\$ 100
Variance Request	\$1,500
Zoning Ordinance - Text	\$ 50

Passed by the City Council of the City of Gearhart this \_\_\_\_ day of \_\_\_\_\_  
2020.

Approved and signed by the Mayor of the City of Gearhart this \_\_\_\_ day of  
\_\_\_\_\_ 2020.

\_\_\_\_\_  
Mayor Matt Brown

\_\_\_\_\_  
Chad Sweet, City Administrator

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Annexation

	A	B	C
1	Annexation		
	<b>CURRENT FEE \$750</b>	<b>ACTUAL COST</b>	<b>OTHER CITY RANGE</b>
2			<b>\$1000 DEPOSIT - \$3500</b>
3	Accept application and deem complete	\$100	
4	Determine need for PC input	\$602	
5	Council sets hearing and date	\$602	
6	Prepare docs for staff, agency, DLCDC review	\$204	
7	Prepare notices and affidavits	\$150	
8	Publication costs	\$330	
9	Staff Report preparation - planner	\$350	
10	disseminate and post staff report	\$50	
11	prepare script for Mayor	\$33	
12	CC public hearing - Staff, Planner	\$602	
13	prepare public hearing minutes	\$139	
14	assemble list of 'standing'	\$33	
15	preparation of ordinance or resolution	\$150	
16	File ordinance or resolution & consents with State agencies	\$248	
17	provide certified notice within 10 days to utilities	\$132	
18			
19	<b>TOTAL COST</b>	<b>\$3,725</b>	

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Appeals

	A	B	C
1	Appeals <b>current fee \$250</b>	ACTUAL COSTS	<b>OTHER CITY RANGE</b>
2			<b>\$400 - \$3409</b>
3	accept and deem application complete	\$95	
4			
5	\$ cost for mailing/applicant/parties/notice of appeal	\$109	
6	preparing the 'record' /copy council & applicants /post & desiminate	\$325	
7	meetings scope of review/ public hearing - CC & staff	\$635	
8	prepare and publish legal notice	\$73	
9	\$ cost of publication legal notice	\$144	
10	prepare affidavit of mailing to parties of record	\$91	
11	prepare staff report /final order	\$500	
12	mayor script/ph minutes/standing/final order to parties	\$296	
13			
14	<b>TOTAL COST</b>	<b>\$2,268</b>	

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Comp Plan/Zone Amendment

	A	B	C
1	Comprehensive Plan/Zone Code quasi-judicial Amendment <b>\$500 current fee</b>	ACTUAL COST	<b>OTHER CITY RANGE</b>
2			<b>\$1000 - \$11,335</b>
3	accept application and deem complete	\$113	
4	\$ cost for mailing/applicants/agencies/ neighbors/DLCD/notice of appeal	\$122	2 hearings
5	prepare documents/disseminate and post/PC council DLCD	\$308	2 hearings
6	DLCD technical prep/staff report/ update/ final order	\$1,190	
7	map search and list effected neighbor/affidavit and neighbor mailings	\$314	2 mailings
8	prepare and publish legal notice	\$146	2 hearings
9	\$ cost for publication	\$380	2 hearings
10	public hearings - CC/ staff	\$952	
11	prepare and disseminate script/ hearing minutes/standing/final orders	\$521	
12			
13	<b>TOTAL COST</b>	<b>\$4,000</b>	

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Conditional Use

	A	B	C
1	Conditional Use <b>current fee \$250</b>	<b>ACTUAL COSTS</b>	<b>OTHER CITY RANGE</b>
2			<b>\$400 - \$6749</b>
3	accept and deem application complete	\$113	
4	\$ cost for mailing/applicant /agencies/neighbors/notice of appeal	\$281	
5	prepare documents /disseminate and post	\$192	
6	map search of effected neighbor/affidavit and neighbor mailings	\$223	
7	prepare and publish legal notice	\$73	
8	\$ cost for publication	\$152	
9	staff report / final order	\$600	
10	public hearing - PC & staff	\$602	
11	prepare public hearing minutes/standing/ disseminate final order	\$247	
12			
13	<b>TOTAL COST</b>	<b>\$2,483</b>	

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Partition

	A	B	D
1	Partition	ACTUAL COST	OTHER CITY RANGE
2	Current fee \$500 + \$10 per lot		\$400 TO \$4884
3	accept and deem application complete	\$113.00	plus \$72 per parcel
4	\$ cost for mailing	\$110.00	
5	prepare documents /circulate and post	\$192.00	
6	map search and list effected neighbor/ affidavit and neighbor mailings	\$182.00	
7	prepare and publish legal notice	\$73.00	
8	\$ cost for publication	\$213.00	
9	preparing staff report and final order	\$600.00	
10	public hearing - PC & staff	\$602.00	
11	prepare public hearing minutes/standing/disseminate final order to engineers and parties of standing	\$280.00	
12	final plat review within 1 year/staff & Commission Pres & signature on mylar	\$450.00	
13	release letter outlining county recording and requesting 2 copies of recorded plat	\$33.00	
14			
15	<b>TOTAL COST</b>	<b>\$2,848.00</b>	

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Street Vacation

	A	B	C
1	Street Vacation <b>Current fee \$750</b>	ACTUAL COSTS	<b>OTHER CITY RANGE</b>
2			<b>\$800 DEPOSIT - \$2735 DEPOSIT + COST</b>
3	accept completed application - verification & fee	\$50.00	
4	(petition, site map, reply to criteria, consent of abutting)	xxxxxxx	
5	map search lists of properties, owners, acreage (200x400)	\$132.00	
6	once 2/3 owners consent docs to planner to deem complete	\$80.00	
7	\$ cost of mailing consent forms and hearing notices	\$65.00	
8	calculate valuation of property to be vacated	\$40.00	
9	prepare docs for staff review/ to PC /council/ disseminate & post	\$182.00	
10	staff report for PC & council /final order	\$850.00	
11	commission meeting review	\$602.00	
12	prepare minutes and recommendation to council	\$106.00	
13	prepare and publish legal notice	\$73.00	
14	\$ cost to publish - twice	\$269.00	
15	affidavit and mailing to all property owners and affected agencies	\$66.00	
16	weather proof notice & map / physically post on site	\$99.00	
17	prepare mayor script/minutes/application notification	\$172.00	
18	public hearing	\$602.00	
19	CM letter to applicant and verification	\$200.00	
20			
21	<b>TOTAL COST</b>	<b>\$3,588.00</b>	

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Subdivision

	A	B	C
1	Subdivision Current fee \$500 + \$10 per lot	ACTUAL COST	OTHER CITY RANGE
2			\$800 - \$4400
3	accept application and deem complete	\$130.00	PLUS \$10 TO \$100 / LOT
4	\$ cost for mailing applicant/staff/agencies/neighbors/final notice	\$155.00	
5	prepare documents for circulation and post	\$270.00	
6	map search and list effected neighbor/affidavit and neighbor mailings	\$223.00	
7	prepare and publish legal notice	\$73.00	
8	\$ cost for publication	\$200.00	
9	prepare staff report and final order	\$900.00	
10	public hearing - PC & staff	\$602.00	
11	prepare public hearing minutes/standing/disseminate final order to engineers and parties of standing	\$302.00	
12			
13	final plat review within 1 year/ staff & Commission Pres. & Mylar signature	\$450.00	
14	release letter outlining county recording and requesting 2 copies of recorded plat	\$33.00	
15			
16	<b>TOTAL COST</b>	<b>\$3,338.00</b>	

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Variance

	A	B	C
1	Variance <b>current fee \$400</b>	ACTUAL COSTS	<b>OTHER CITY RANGE</b>
2			<b>\$400 - \$814</b>
3	accept and deem application complete	\$113	
4	\$ cost for mailing/applicants/ agencies/neighbors/ notice of appeals	\$106	
5	prepare documents /disseminate and post	\$192	
6	map search and list effected neighbor/ affidavit and neighbor mailings	\$157	
7	prepare and publish legal notice	\$73	
8	\$ cost for publication	\$177	
9	preparing staff report and final order	\$600	
10	public hearing - PC & staff	\$602	
11	prepare public hearing minutes/standing/disseminate final order	\$230	
12			
13	<b>TOTAL COST</b>	<b>\$2,250</b>	

**DRAFT**

RESOLUTION NO. 869

9-7-05

WHEREAS, the City of Gearhart has reviewed its fee schedule for various land use related planning applications including street vacation, and annexation petitions, appeals, tree removal and local plan review; and

WHEREAS, the City of Gearhart has set and assessed fees and deposits for various land use planning applications, appeals, petitions and tree removal permits in accordance with the requirements of the Oregon Revised Statutes; and

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Amendment to the Comprehensive Plan	\$500
Amendment to the Zoning Ordinance	\$500
Annexation	\$750
Appeals:	
Administrative Appeal	\$250
Planning Commission Appeal	\$250
Conditional Use Permit	\$250
DEQ Land Use Compatibility Statement	\$ 35
Extension request	\$100
Lot line adjustment	\$100
Partition	\$500 + \$10 lot
Photocopies	\$ 0.25 page
Residential Site Plan Review	\$ 25
Returned Check Fee	\$ 30
Sign Permits	\$ 50
Street Vacation	\$750
Subdivision	\$500 + \$10 lot
Tree removal permits	\$ 50
Variance Request	\$400
Zoning Ordinance – Text	\$ 25