



## Staff Report

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**File #:** 22-55

**Version:** 1

**Date:** 3/14/2022

**Item #:** 3.2a.

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**TO:** Mayor and City Council

**THROUGH:** Kristin Retherford, Interim City Manager

**FROM:** Josh Eggleston, Chief Financial Officer

### **SUBJECT:**

Modification, elimination, and addition of Community Development Department fees.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Safe, Reliable and Efficient Infrastructure; Welcoming and Livable Community.

### **SUMMARY:**

Specific Community Development Department fees adopted in the Master Fee Schedule in June 2021 need to be modified, eliminated, or added due to operational needs. Adoption of this resolution will impact a total of seventeen fees. The other fees adopted in the Master Fee Schedule in June 2021 and first altered in October 2021 will remain unchanged with the adoption of this resolution.

### **ISSUE:**

Shall City Council adopt Resolution No. 2022-5 modifying, eliminating, or adding specific fees and charges for the Community Development Department?

### **RECOMMENDATION:**

Adopt Resolution No. 2022-5 modifying, eliminating, or adding specific fees and charges for the Community Development Department.

### **FACTS AND FINDINGS:**

The proposed changes to the Master Fee Schedule include:

- Eliminating room rental fees at the Salem Public Library

- With the reopening of the Salem Public Library, staff expect increased interest in room reservations. To ensure equitable access to these meeting rooms, staff recommends removing the cost of room rentals for Non-Commercial or Government renters. Staff also recommends a change in eligibility for a “non-commercial” use so that it does not require the renter to have a formal 501(c)3 designation.
- Elimination and addition of Planning Fees to align with the adopted Unified Development Code
  - Middle housing land divisions. A middle housing land division is a new application type that was created in response to recent changes in State law, specifically Senate Bill 458, which requires local governments to establish a land division process specific to partitions and subdivisions for the purpose of dividing land to create lots of existing or proposed middle housing (*townhouses, two family uses, three family uses, four family uses, and cottage clusters*).

The proposed application fees for middle housing land divisions are equal to the application fees currently charged for expedited and non-expedited land divisions (*subdivisions and partitions*) based on the number of lots proposed.

Landscaping permits. A landscaping permit is a new application type that addresses a current gap in the development code and applies to situations where a development, subject to site plan review, requires landscaping but does not require a building permit.

The proposed application fee for landscaping permits is equal to the amount currently charged for the review of landscape and irrigation plans that are currently included with a building permit.

- Class 1 temporary use permit for emergency shelters & Class 1 and Class 2 temporary use permits for managed temporary villages for the unsheltered. The Unified Development Code update established managed temporary villages for the unsheltered and emergency shelters as allowed temporary uses in various zones throughout the City. Uses that are allowed within a zone as a temporary use require either a Class 1 or Class 2 temporary use permit. Revisions to the application fees for temporary use permits are proposed to address the allowance of emergency shelters and managed temporary villages.

The siting of managed temporary villages with ten or fewer shelter units and emergency shelters requires a Class 1 temporary use permit. The current \$80.00 application fee that applies to all Class 1 temporary use permits is not proposed to be changed, but revisions are proposed to the application fee for Class 2 temporary use permits. These are permits for managed temporary villages serving eleven to forty shelter units.

The current application fee for a Class 2 temporary use permit is \$849.00. The higher application fee for Class 2 temporary use permits is due to the greater amount of staff

time involved in processing the applications. These permits require public notice and have the potential for appeal. In recognition that the current \$849.00 application fee may be a financial burden for shelter operators, a lower application fee of \$242.00 is proposed specifically for managed temporary villages. This proposed fee will lessen the burden on shelter operators but also allow for recovery of some of the costs associated with the review and processing of the applications.

The proposed revisions to the application fees for temporary use permits also include the establishment of new fees for renewal applications. The proposed renewal application fee for managed temporary villages and emergency shelters is \$27.50 and the fee for all other renewals is \$80.00.

- Other revisions. The final set of application fee revisions included in the updated fee resolution concern land use application types that have been removed from the development code. The 2021 Unified Development Code update included the elimination of the Property Boundary Verification and the consolidation of major and minor Fairview Plan amendments applicable within the Fairview Mixed-Use (FMU) zone into a single Fairview Plan amendment application type. As a result of these changes, the application fee for property boundary verification has been eliminated and one application fee of \$5,868.00 has been established for Fairview Plan amendments that is equal to the fee currently charged for major amendments to the Fairview Plan.

## BACKGROUND:

The proposed changes for the fees provided by the Planning Division and the Public Library in the Master Fee Schedule are necessary before the adoption of the fiscal year 2023 Master Fee Schedule in June. These modifications to the Master Fee Schedule are needed to account for the operational changes in both Community Development Department divisions.

Kelli Blechschmidt  
Management Analyst I

## Attachments:

1. Resolution 2022-5
2. Resolution 2022-5, Exhibit A - List of proposed modifications, eliminations or additions to the Master Fee Schedule