



City of Portland, Oregon
Bureau of Development Services
Office of the Director

FROM CONCEPT TO CONSTRUCTION

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To: Mayor Charlie Hales
Commissioner Nick Fish
Commissioner Amanda Fritz
Commissioner Steve Novick
Commissioner Dan Saltzman

From: Paul L. Scarlett, Director
Bureau of Development Services

Regarding: Bureau of Development Services 2015 Fee Change Ordinance

The Bureau of Development Services (BDS) has prepared an ordinance proposing changes to fees for a few permit types. The ordinance is scheduled to be heard by the Council on the regular agenda on Wednesday, May 20, 2015, at 10:00 a.m. (Time Certain).

Background

BDS collects fees under various fee schedules to fund inspections, plan review, permit issuance, land use review, customer assistance, and other functions. Most bureau programs have the goal to be self-supporting, while a few programs receive General Fund support.

BDS maintains a strong commitment to provide excellent programs and services while operating in a fiscally responsible manner. This commitment, coupled with significantly improved permit revenues over the last few years, are enabling the bureau to propose **no increases for most fees in FY 2015-16**. This is the third consecutive year in which the bureau has not raised fees in most major permit categories. BDS continues to strive to use its resources efficiently and keep costs as low as possible.

Proposed Fee Changes

Minor changes to fees are limited to the following fee schedules: Enforcement Fee and Penalty and Site Development Fee, as follows:

Site Development Fee Schedule

- Fees for residential and commercial projects are being broken out into Plan Review and Inspection components, but the total fee amounts **remain unchanged**.

Enforcement Fee and Penalty Schedule

- New fees are being added to cover the costs of inspections of 1 and 2-family dwelling and multi-family dwelling structures being used as accessory short-term rentals. Inspection fees range from \$100 to \$159 depending on the type of structure, and the schedule includes fees for reinspections, renewals, and late fees.
- New fines and penalties are being added for violations of the City's Portable Sign regulations (P.C.C. Title 32.62) to cover the costs of violation inspections and provide incentives for compliance. Fines range from \$70 for the first violation to \$210 for the third, and double if they are not paid on time. The schedule also provides for the bureau to charge for the administrative costs of impounding a portable sign.
- To provide consistency and more accurately reflect the cost of providing services, the following fees are being reduced:
 - Owner-requested inspection fees for 1 and 2-family dwellings and house moves are being reduced from \$167 to \$159.
 - The Chapter 13 Systematic Inspection Fee is being reduced from \$277 to \$159.
 - The Code Enforcement Reinspection Fee is being reduced from \$161 to \$159.
- To help approach cost recovery for services, the following fees are being increased:
 - The Nuisance Work Order Inspection Fee and Disabled Vehicle Tow Warrant Inspection Fee are increasing from \$460 to \$477.
 - The Administrative Review Appeal Fee is increasing from \$1,318 to \$1,368.
 - The Administrative Review Fee is increasing from \$110 to \$125.

These fee changes would take effect on July 1, 2015. The bureau's FY 2015-16 Requested Budget includes revenue from the fee changes proposed in this ordinance.

BDS has been proactive in keeping customers and the community informed regarding these proposed fee changes. The bureau is publishing information about the proposed fee changes on its website and in the Plans Examiner newsletter, and is communicating with customer and stakeholder groups, including the Development Review Advisory Committee.

The bureau knows these changes affect its customers' work and their willingness to do business in the city. BDS's intent is to provide timely, quality services and increase its effectiveness for both its customers and the community.