



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

TO: Development Review Advisory Committee

FROM: Jenn Cairo, City Forester

DATE: May 4, 2015

RE: Proposed Urban Forestry fees for Fiscal Year 2015-2016

Introduction. Parks Urban Forestry (UF) is updating the regulatory fee schedule for FY15-16. New fees are proposed for land use reviews (LURs) and early assistance (EA) with development applications. No increases for existing fees are proposed.

In the past, and unlike the other infrastructure bureaus, UF has not charged fees for this work. UF has been limited in its ability to provide review and input at these stages. As with other regulatory agencies, revenues support providing these services. Without an established fee structure, UF and tree considerations have not routinely been involved in these reviews.

Title 11, implemented in January, increases regulatory responsibilities for UF and recognizes the importance of integrating UF into the larger regulatory review of development projects, especially in the early project phases. Participation in these first reviews helps identify issues early, avoid potential regulatory conflicts later in the process, and provides more certainty and less potential for unexpected additional costs for applicants.

Background. Under Title 20, UF regulatory authority regarding private trees and in development situations was limited. Under the new rules, UF is extensively involved in regulating private and city trees in both development and non-development situations. As a result, it is important for UF to be involved, as are other infrastructure bureaus, in the review of development proposals as early in the process as possible. EAs and pre-aps are often the point at which regulatory agencies first see development proposals. Some, but not all, are further subject to LURs. UF is currently limited in its ability to provide review and input at these stages. Participation in these reviews will help identify problems early, avoid potential regulatory conflicts later in the review process and provide more certainty for applicants.

Methods. The proposed fee schedule is based on the following:

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Amanda Fritz, Commissioner
Mike Abbaté, Director

Cost recovery. Staff developed estimates on the amount of time it takes to review a proposal. In the case of UF, this means (a) in some cases, visiting the site to ensure that the tree information provided by the applicant is correct; and (b) determining which regulation applies and providing a written response to the case planner. As with other agencies, fees must also cover the time it takes to attend EAs, pre-aps, meetings and public hearings. In short, the amount of time it takes to provide the service was multiplied by the costs of labor, together with overhead, in order to establish what true cost recovery would be. Therefore, the fees vary according to the review type as well as the size and complexity of the review.

Based on past volumes for these types of reviews, the total estimated additional revenue from the new fees would be about \$50,000.

Relationship to Other Applicant Fees. In identifying the appropriate fee, the impact of the fee on the total application cost for the customer and how the fee compares with those charged by other regulating bureaus were also considered. Other bureaus' fees vary widely, and the proposed UF fees are at the low end of that range.

New fees are being proposed to cover the cost of UF participation in land use reviews; no increases in existing fees are proposed. An analysis of cost of service based on actual experience for all UF development review fees is expected in 2016 and subsequent years.

Proposed fees. The attached table specifies the fees that UF is seeking from Council.

Next steps.

1. Commissioners Assistants' briefing. Scheduled for May 18, 2015.
2. Urban Forestry Commission (UFC) briefing. Scheduled for May 21, 2015.
3. Council hearing. Scheduled for May 27, 2015.

Effective date. If approved, the fees will be effective July 1, 2015.

