



March 27, 2024

BCD Rules Coordinator
Oregon Building Codes Division
PO Box 14470
Salem, OR 97309-0404

via email: RulesCoordinator.BCD@oregon.gov

RE: City of Wilsonville - Notice of Proposed Annual Fee Adjustment

Dear Rules Coordinator,

Please accept this as notification that the City of Wilsonville is proposing to amend its fee schedule for all state specialty codes administered locally.

Per Wilsonville Resolution 2802, City Council has chosen to evaluate permit fees and adjust annually based on the CPI-U West Region Index, December to December annual change. Based on this index, the planned 2024 increase to building program permit and plan review fees is 3.7%. If adopted, this adjustment would likely be effective July 1, 2024. The last fee update was 6.12% effective on July 1, 2023.

This annual adjustment is intended to keep pace with inflation and recover the costs of providing inspection and plan review services. Stakeholders have indicated they prefer smaller annual adjustments that are tied to an annual index. This is more predictable rather than larger sporadic increases. Without the increase, the building fund will fall behind and likely experience revenue shortfalls which will adversely impact service delivery. The City's fees are in line with the *average* of fee rates for Wilsonville's seven (7) comparator jurisdictions.

The proposed fees are planned to be included in the budget adoption by City Council on June 3, 2024, at Wilsonville City Hall located at: 29799 SW Town Center Loop East, Wilsonville, Oregon 97070. During the City Council meeting, which begins at 7:00 pm, the Wilsonville City Council will hold a public hearing on the matter in the Council Chambers. It is anticipated that City Council will subsequently adopt the proposed budget with increase as it adopts the City's budget for FY 2024-2025. If adopted, the fees will likely become effective July 1, 2024. The City will be conducting outreach and meeting with stakeholders in advance of the public hearing.

This notice is being forwarded to you at least 45 days prior to the adoption date as required by ORS 455.210, and OAR 918-020-0220. If you or any other interested parties have any questions regarding the proposed new fees, please contact me at (503) 570-1557 or email at carlson@ci.wilsonville.or.us.

Respectfully,

A handwritten signature in black ink, appearing to read "Dan Carlson", is written over a light blue horizontal line.

Dan Carlson, Building Official