

**BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY
STATE OF OREGON**

A Resolution Establishing a Commercial Property)	Resolution
Assessed Clean Energy (“CPACE”) Program in)	
Benton County)	No. 2025-003

WHEREAS:

ORS 223.680 and ORS 233.685 authorizes the County to establish a program to assist owners of commercial property with securing the financing of cost-effective energy improvements and seismic rehabilitation improvements, respectively; and

WHEREAS, the programs authorized by ORS 223.680 and 233.685 are called Commercial Property Assessed Clean Energy Programs. The CPACE Program supports the financing of energy and water efficiency and renewable energy upgrades and seismic rehabilitation improvements on commercial buildings using a property tax lien; and

WHEREAS, reducing energy and water consumption and improving seismic resiliency through building retrofits will strengthen the County’s economic infrastructure by improving property values, building performance, and marketability of the County’s commercial real estate; and

WHEREAS, Benton County is committed to equitably advancing sustainable economic development and the County will work to ensure communities most in need will benefit from these opportunities; and

WHEREAS, in accordance with best practices nationwide, a CPACE program can be successfully implemented in Benton County that minimizes any local administrative burden and cost while ensuring that Benton County is protected financially and legally from the authorization of a CPACE program; and

WHEREAS, attached as Exhibit 1 is the Program Guide which along with sample program documents shall be part of the CPACE program in Benton County, which may be amended from time to time at the discretion of the County Administrator for Benton County; and

WHEREAS, the Program Documents shall allow Property Owners to apply for approval of CPACE benefit assessments on their property to repay financing from third party private capital providers, said benefit assessments to be recorded on title to their property upon approval and closing of financing, with appropriate protections for the County; and

WHEREAS, before establishing a program under this section, Benton County has provided notice to utilities that distribute electric energy, natural gas, or water within the areas in which the local government will operate the program that a CPACE program will be established in accordance with ORS 223.680(3); and

WHEREAS, Benton County held a duly noticed public hearing on 02/04/2025, in order to receive input and comment; now therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF BENTON COUNTY,
OREGON AS FOLLOWS:

Section 1. The CPACE Program in Benton County is hereby established.

Section 2. The County Administrator for Benton County shall oversee development of the CPACE program in accordance with ORS 223.680 and 223.685 and the Program Guide, plus sample program documents and a fee schedule necessary to implement the CPACE program. This oversight shall extend to delegated and outsourced services and management.

Section 3. The County Administrator will consult with the County Clerk, County Assessor and County Tax Collector as it oversees development and adaptation of the CPACE program.

Section 4. This Resolution shall take effect immediately from and after its adoption.

BOARD OF COMMISSIONERS
OF BENTON COUNTY, OREGON

Dated this _____ of _____, 2025

Nancy Wyse, Chair

Pat Malone, Vice Chair

ATTEST:

Recording Secretary

Gabe Shepherd, Commissioner

EXHIBIT A (to Resolution No. 2025.003)



**PROGRAM GUIDEBOOK:
CPACE PROGRAM**

BENTON COUNTY, OREGON

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I. INTRODUCTION

About CPACE

Benton County (the “County”) administers a Commercial Property Assessed Clean Energy (“CPACE”) financing program (the “CPACE Program” or the “Program”). The CPACE Program allows owners of eligible commercial property to obtain long-term financing from private capital providers for certain qualified improvements. While the financing is repaid to the Capital Provider, the CPACE Act directs the County to impose a voluntary benefit assessment and record a lien (the “CPACE Lien”) on the property. CPACE financing of more than \$2 billion has been used on thousands of properties in 38 states and the District of Columbia.

The Oregon Statutes (ORS 223.680 and ORS 223.685) authorize local governments to establish property assessed financing programs that help property owners finance energy, water, renewable, and seismic improvements to qualifying real property. The financing is secured with a lien on the benefitted property (Benefit Assessment Lien) with the same priority as a lien for the assessment for local improvements. The local improvement lien is an established mechanism used by municipalities for decades to finance projects that provide a public benefit such as street improvements, water, sewer and street lighting.

Individual cities and counties may now take action to create their own CPACE programs and help buildings become more efficient and resilient. Creating a county CPACE program is simple: first, a city/county adopts a resolution and guidelines that govern how its CPACE program works. Second, since the repayment of the CPACE financing is between a private lender and a property owner, when the lender’s lien against the property is filed, a county only has to review the lien application for compliance with the CPACE state law, and then record a unique agreement that includes the acknowledgment of a special property “benefit assessment” by the city/county.

In Oregon, CPACE financing is available in four categories: energy efficiency, renewable energy, water conservation, and seismic rehabilitation improvements. Improvements that reduce greenhouse gas emissions would qualify, provided that the improvements also conserve energy or result in renewable energy improvements. A voluntary CPACE loan is secured by a senior lien on the property and paid back over time; tax liens and other government assessments remain superior to the CPACE lien. Like other assessments, CPACE financing is non-accelerating, which means only current or past due payments can be collected, while future payments are the responsibility of whomever owns the property at the time. The CPACE repayment obligation transfers automatically to the next owner if the property is sold. In the event of default, only the payments in arrears are due. This arrangement spreads the cost of qualifying improvements – such as energy-efficient HVAC equipment, upgraded insulation, new windows, solar installations, or seismic upgrades – over the useful life of the measures.

The Program exists as a function of Oregon’s CPACE legislation, and the rules established by the County. No change in the Program or in Oregon’s CPACE legislation will affect a property owner’s obligations to pay CPACE assessments incurred under the Program prior to such changes.

OR-PACE Program Guidebook

This Guidebook was developed to help launch CPACE programs. A major benefit to using a ready-made and legally reviewed program is that it allows counties, property owners, contractors, and capital providers to follow a standard set of rules. This is critical in attracting the broadest capital investment to CPACE projects. In this document you can find information about:

- Statutory and programmatic eligibility requirements for CPACE properties and projects in Benton County.
- Process for applying for CPACE project approval.

II. BENEFITS OF CPACE

CPACE offers benefits to building owners, developers, municipalities, mortgage holders, and building professionals.

For Building Owners and Developers: One of the biggest barriers to converting potential projects to completed projects for efficiency and seismic upgrades are the up-front cost of the types of measures identified in the statute as qualifying improvements. CPACE financing typically requires little up-front investment, and qualifying improvements improve property value. Energy efficiency measures, in particular, also lower operating costs. In addition, CPACE financing has the following benefits:

- **Up to 100%, long-term financing.** Many owners lack the capital to complete efficiency and seismic improvements. All direct and indirect costs incidental to the qualified improvements can be wrapped into CPACE financing.
- **Transferrable upon sale.** Some owners may want to sell the building before the financing is repaid. The CPACE lien and assessment are attached to the property and transfers to the new owner.
- **Cash flow benefits.** CPACE financing may be repaid over the useful life of the improvements, which because of the long-term financing options can have positive effects on cash flow.
- **Triple-net and Full-net leases may allow pass-through of assessment installments to tenants.** Under triple/full net leases, CPACE payments can be passed along to tenants, who also typically derive benefit from any energy savings through reduced operating costs.

For Energy Auditors, Architects, Building Engineers, and Contractors: By allowing a property owner to access 100% up-front financing for longer terms than are typically available for conventional financing, more substantial efficiency and seismic improvements are now more affordable with CPACE. Energy auditors, architects, engineers, and contractors can suggest CPACE financing as a way for their clients to implement needed energy or seismic upgrades that might otherwise be unaffordable. Since the demand for building efficiency and seismic improvements will grow in a CPACE-enabled jurisdiction, CPACE is a powerful business growth catalyst for building professionals like energy auditors and contractors.

For Cities/Counties: CPACE is an economic development tool. By making it more affordable for building owners to make major improvements to their buildings, local building stock value is enhanced, and more jobs are created. Energy, water, and seismic upgrades create a more competitive environment for retaining and attracting new businesses by lowering energy costs and improving the structural soundness of buildings. Upgraded buildings can generate higher property tax payments for the city/county. Energy upgrades also typically reduce greenhouse gases and other pollutants, which facilitates adherence to city, county, or state climate action plans or goals.

For Existing Lien Holders: CPACE improvements can enhance property value and typically improve a building's longevity, thereby reducing the risk of property value decline over time. In addition, CPACE financing is non-accelerating, meaning only current or past due annual payments can be collected each year while future payments stay with the property. As such, existing mortgage holders see their collateral improved without substantial increase in credit risk and with only a modest impact on lien priority. CPACE financing is not permitted without the consent of all existing lien holders and, under certain circumstances, the holders of certain other obligations encumbering commercial residential property.

III. CPACE FINANCING PROGRAM RULES

The purpose of this Program Guidebook is to provide standard guidelines to use in establishing efficient and effective CPACE programs that are consistent from across Oregon State.

This Program Guidebook (the “Guidebook”) is prepared as required by the CPACE Act, at the direction of the Benton County Board of County Commissioners, and is approved in connection with, and as an attachment to, the CPACE Resolution, Resolution No 2025-003. Capitalized terms used herein, but not defined herein, have the meaning given to such terms in the CPACE Ordinance, Ordinance 2025-0303.

The Guidebook establishes guidelines, eligibility, approval criteria, and an application form for the administration of the CPACE Program for the County. The CPACE Program enables financing for commercial property owners (“Property Owners”) to make certain energy efficiency, renewable energy, water conservation, and seismic rehabilitation improvements (each, a “Qualified Improvement”) as described in the CPACE Act and further clarified in this Guidebook. Qualified Improvements, including all eligible costs that are to be financed as described in a project application (the “Project Application”) approved by the Program, constitute a “Qualified Project.” Property Owners may receive funding for their Qualified Improvements only from qualified private investors (“Capital Providers”) pursuant to a separate Financing Agreement negotiated between the Property Owner and Capital Provider (a “Financing Agreement”).

In the following numbered subsections, a reader can find information about:

- Statutory and programmatic eligibility requirements for CPACE project financing in Oregon State; and,
- The appropriate steps and forms needed for Benton County to receive and process a CPACE project lien application.

1. Establishment of CPACE Program Boundaries

Benton County adopted Resolution No 2025-003 on 02/04/2025 and Ordinance 2025-0303 on 02/04/2025, establishing the CPACE Program for all eligible commercial properties within the boundaries of the Benton County, including both incorporated and unincorporated territory (the “Region”).

2. Administration of Program; Authorized Officials

The County Administrator’s Office is designated and authorized to review each Project Application to confirm that it is complete and contains no errors on its face. The County Administrator may designate this responsibility at their sole discretion. The County Administrator’s Office or designee will then execute the Benefit Assessment Agreement and CPACE Lien documents on behalf of the County and record them with the real property records.

As part of Program operation, the County Administrator’s Office or designee will:

- Accept Project Applications (see Attachment A, Application) from Property Owners and Capital Providers for prospective CPACE projects.
- Review the Project Application to determine conformance with the Application Checklist (See Attachment B).
- Approve/conditionally approve/disapprove the Project Application and communicate to applicant.
- Execute the CPACE Notice of Benefit Assessment and CPACE Lien.
- Record the Notice of Assessment Interest and Assignment.

3. Eligibility Requirements

Eligible Property means any privately-owned commercial, industrial, agricultural, or multi-family real property of five (5) or more dwelling units located within the boundaries of the Region (including properties owned by a not-for-profit organization).

Ground leases on Eligible Property are permitted, so long as all requirements of the CPACE Ordinance are met, including requiring the Property Owner to enter into a Benefit Assessment Agreement. On ground- leased property, therefore, the assessment and CPACE Lien encumber the fee interest in the property, not the ground leasehold.

Property Owner means an owner of qualifying eligible property, which is the record owner of title to the Eligible Property. The Property Owner may be any type of business, corporation, individual, or non-profit organization.

Qualified Improvements means a permanent improvement affixed to the real property that must meet at least one of these criteria:

- Decrease energy consumption or demand through the use of efficiency technologies, products, or activities that reduce or support the reduction of energy consumption or allow for the reduction in demand or reduce greenhouse gas emissions (“Energy Efficiency Improvement”);
- Support the production of clean, renewable energy, including but not limited to a product, device, or interacting group of products or devices on the customer's side of the meter that generates electricity, provides thermal energy, or regulates temperature (“Renewable Energy Improvement”);
- Decrease water consumption or demand and address safe drinking water through the use of efficiency technologies, products, or activities that reduce or support the reduction of water consumption, allow for the reduction in demand, or reduce or eliminate lead from water which may be used for drinking or cooking (“Water Conservation Improvement”); or
- Increase seismic safety through rehabilitation improvements (“Seismic Improvement”).

Qualified Projects include the following:

- The acquisition, construction (including new construction), lease, installation, or modification of a Qualified Improvement permanently affixed to an Eligible Property.
- For Renewable Energy Improvements, “permanently affixed” includes Qualified Projects that are subject to a power purchase agreement or lease between the Property Owner/applicant and the owner of the subject renewable energy system, if the power purchase agreement or lease contains all of the following provisions:
 - a) The Renewable Energy Improvement relates to a Renewable Resource, which includes: (a) water; (b) wind; (c) solar energy; (d) geothermal energy; (e) bioenergy from biomass (like manure or wood products) or biogas (like methane); (f) renewable hydrogen; (g) wave, ocean, or tidal power; (h) Alternative fuels such as ethanol, biodiesel, renewable diesel.
 - b) The term of the power purchase agreement or lease is at least as long as the term of the related Benefit Assessment Agreement.
 - c) The owner of the Renewable Energy Improvement agrees to install, maintain, and monitor the system for the entire term of the Benefit Assessment Agreement.
 - d) Neither the owner of the Renewable Energy Improvement, nor the Property Owner, nor any successors in interest are permitted to remove the system prior to completion of the full repayment of the CPACE Lien.
 - e) After installation, the power purchase agreement or lease is paid, either partially or in full, using the funds from the CPACE financing.

- f) The power purchase agreement or lease specifies the holder of the CPACE Lien is a third-party beneficiary of the power purchase agreement or lease until the CPACE Lien has been fully repaid.
- Qualified Projects include the refinancing of existing properties that have had Qualified Improvements installed and completed for no more than three (3) years prior to the date of Project Application.

Qualifying Capital Provider may be any of the following:

- a corporation, partnership, or other legal entity that provides proof that it is currently registered as a CPACE Capital Provider in two different states with CPACE programs;
- a federal or state-chartered bank or credit union; or
- a private entity, whose principal place of business is located in the state of Oregon, provided it is licensed or permitted to do business within the state and can produce its most recent audited financial statement or regulatory business filing.

Qualifying costs that can be CPACE financed include:

- Materials and labor necessary for installation or modification of a Qualified Improvement;
- Permit fees;
- Inspection fees;
- Financing or origination fees;
- Program application and administrative fees;
- Project development, architectural, and engineering fees;
- Third-party review fees, including verification review fees;
- Capitalized interest;
- Interest reserves;
- Escrow for prepaid property taxes and insurance;
- Any other fees or costs that may be incurred by the Property Owner incident to the installation, modification, or improvement on a specific or pro rata basis.
- See also the definition of Total Eligible Construction Costs in Section 5(5)(D).

4. Application Process

The Program Guide reduces the administrative burden on participating cities and counties as much as possible. Thus, the County Administrator's Office or designee will review the Project Application Checklist for proof of compliance with the requirements of the statute that are necessary for the County to approve the application and execute the applicable documents for the proposed CPACE transaction. All applicants are encouraged to review the Project Application Checklist accompanying the Application to ensure that the types of information that the County will rely upon to verify compliance with the statute are present in the completed Application.

The process of obtaining financing under the Program starts when a Property Owner approaches a Capital Provider. The Capital Provider will work with the Property Owner to collect a number of diligence items. Once all the items have been received, reviewed, and approved by the Capital Provider, the parties should settle on the loan terms.

The general flow of the CPACE application process will be as follows:

- (1) The Property Owner and the Capital Provider prepare the Project Application, consisting of Project Application, Project Application Checklist, and all supporting documents (described below). Applicants are encouraged to review the Project Application Checklist accompanying the Project Application to ensure that the types of information that the County will rely upon to verify compliance with the CPACE Act and CPACE Ordinance are present in the completed Project Application.
- (2) The County Administrator's Office or designee will have 10 business days (not including the day the application was submitted) to review and approve, conditionally approval, or disapprove of the Project Application. If the office has received an unusually high number of applications, or if review is delayed because of some force majeure event, the office may notify the applicant that the application review and approval will be delayed by no more than 10 additional business days.
- (3) The County application review process is confined to confirming that the Project Application is complete and all attachments conform to these guidelines. ***County approval does not constitute endorsement of any representations that may be made with regard to the operation and any savings associated with the Qualified Improvements. All risk and liability is borne by the property owner and capital provider.*** The County Administrator's Office or designee will review the Project Application for proof of compliance with the requirements of the CPACE Act and CPACE Ordinance that are necessary for the County to approve the Project Application and execute the applicable documents for the proposed CPACE transaction. Incomplete Project Applications will be returned to the applicant, and the County Administrator's Office or designee will notify the applicant about which items from the Project Application Checklist were not provided or are insufficient or inaccurate on their face. If the Project Application and supporting documents comply with the Project Application Checklist, the Project Application will be approved, and the approval communicated in writing to the applicant.
- (4) The Project Application may be conditionally approved if the application is complete but the attachment regarding lender consent is not yet available. Conditional approval will be treated the same as an approval, with exceptions noted below.
- (5) Upon receipt of approval, the Capital Provider will pay the CPACE program fee equal to 1% of the amount financed by the Property Owner, or a minimum of \$2,500 and capped at a total of no more than \$15,000 to the County Administrative Services department.
- (6) Upon receipt of payment the County will draft the following "Closing Document": The Notice of Benefit Assessment and CPACE Lien document. At or before closing, at the request of the applicant, the designated and authorized official will execute closing documents.
- (7) If the Project Application received conditional approval, the Closing Documents executed by the County may not be released from escrow unless and until all contingencies (including lender consents) have been received and executed in accordance with the Program Guide.
- (8) At closing, the County will record the Notice of Benefit and CPACE Lien document in the Office of the Recorder for the County.
- (9) Upon confirmation of recordation, the Capital Provider will disburse funds in accordance with the Financing Agreement.

5. Application Documents

The Project Application must be submitted with the following documents appended:

- Project Application Checklist (form attached)
- Certificate of Capital Provider Qualification
- Certificate of Qualified Improvements
- Notice of Benefit Assessment and CPACE Lien

(1) For Renewable Energy Improvements or Energy Efficiency Improvements on an existing building:

A certification stating that (a) the proposed Qualified Improvements will either result in more efficient use or conservation of energy or water, the reduction of greenhouse gas emissions, or the addition of renewable sources of energy or water; or (b) the subject property as a whole prior to the installation of the Qualified Improvements does not conform to the meeting the current building energy or water code for the City/county, but will do so after the Qualified Improvements are installed. The certification must be performed by a licensed professional engineer or accredited individual or firm from the following list:

- American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE)
 - Building Energy Assessment Professional (BEAP)
 - Building Energy Modeling Professional (BEMP)
 - Operations & Performance Management Professional Certification (OPMP)
 - High-Performance Building Design Professional Certification (HBDP)
- Association of Energy Engineers (AEE)
 - Certified Energy Manager (CEM)
 - Certified Measurement and Verification Professional (CMVP)
 - Certified Energy Auditor (CEA)
- Building Performance Institute
 - Energy Auditor
- Investor Confidence Project
 - ICP Quality Assurance Assessor

Other professional entities may be accepted by the County Administrator's Office at its discretion.

(2) For Renewable Energy Improvements that are solar photovoltaics, a North American Board of Certified Energy Practitioners (NABCEP) PV design specialist certification is acceptable, or a licensed Electrical Engineer, Building Energy Assessment Professional (BEAP), Building Energy Modeling Professional (BEMP), Certified Energy Manager (CEM), Certified Measurement and Verification Professional (CMVP), or Certified Energy Auditor (CEA). Other professional entities may be accepted by the County Administrator's Office at its discretion.

(3) For Seismic Improvements on an existing building: A Tier 1 and Tier 2 building performance report that conforms to American Society of Civil Engineers and the Structural Engineering Institute 41 - Basic Performance Objectives for Existing Buildings (unless a Tier 3 evaluation is required by ASCE 41) is required on all Seismic Rehabilitation Improvement projects. All ASCE 41 evaluation must be performed by a State licensed structural engineer. The evaluation must justify the cost measures included in the Application as cost-effective.

(4) For New Construction:

(A) Relating to energy or water efficiency, certification by a licensed professional engineer stating that each proposed Qualified Improvement will enable the subject property to exceed the applicable energy efficiency, water efficiency, or renewable energy code requirements. If the

building as a whole performs above code, all energy and water-related improvements are eligible for financing; or, alternatively, 30% of the Total Eligible Construction Costs qualify for CPACE financing.

(B) “Total Eligible Construction Costs” or “TECC” means all direct and indirect costs of materials, labor, and soft costs related to the design, installation, and construction of the new structure. Soft costs may include, for example, architecture and engineering fees, energy modeling costs, surveys, and development fees and financing costs. Costs that are excluded from TECC include the costs of land acquisition, off-site improvements, site permitting, environmental testing and remediation, and equipment not permanently installed on the property.

(5) Term of Benefit Assessment:

For all Qualified Improvements, the licensed engineer, individual or firm providing the certification of eligibility of the Qualified Improvements must attest that the proposed term of the financing does not exceed the weighted average effective useful life of the proposed Qualified Improvements and that the Qualified Improvements are permanently affixed, as described in this Guidebook.

6. Closing Document

The following document requires the signature of the County and shall be part of the closing of any CPACE transaction.

- Notice of Benefit Assessment and CPACE Lien (Form attached)

7. Interest Rates

Interest rates are negotiated in a Financing Agreement between the Property Owner and the Capital Provider. The County has no role in reviewing, setting, or opining on such interest rates or other aspects of the Financing Agreement. Market forces – such as competition, the intended use of the property, potential risk –will affect the terms negotiated by the Property Owners and Capital Providers.

8. Billing and Collection of Assessments

Billing, collection and enforcement of delinquent CPACE Liens or CPACE financing installment payments, including foreclosure, remain the responsibility of the Capital Provider, and the terms are negotiated within the Financing Agreement.

9. Enforcement of CPACE Lien

At the Capital Provider’s discretion, a delinquent account can be referred to the County for enforcement through the Local Improvement District collection process outlined in ORS 223.505 to 223.650. The County is entitled to recover its costs during the enforcement proceeding. Further details are in the Capital Provider agreement in the Program Documents.

10. Program Fee

The County, as compensation for time and costs incurred in the establishment of the CPACE Program, including the CPACE Ordinance, this Guidebook, the draft documents, as well as for reviewing a Project Application for completeness and executing the Benefit Assessment Agreement, CPACE Lien, and Assignment, is entitled to a fee equal to 1% of the amount financed by the Property Owner, or a minimum

of \$2,500 and capped at a total of no more than \$15,000. The Property Owner must pay this fee to the County at the closing of the transaction between the Property Owner and the Capital Provider, and such payment is a condition precedent to recording. Additionally, this fee floor and fee ceiling shall annually increase based on the consumer price index.

11. Term of a Benefit Assessment; Calculation of Useful Life of Qualified Improvements

The maximum term of a Benefit Assessment may not exceed the useful life of the Qualified Improvement, or weighted average life if more than one Qualified Improvement is included in the Qualified Project.

12. Form of Closing Documents

The Program has adopted form Closing Document: Notice of Benefit Assessment and CPACE Lien. A Property Owner and Capital Provider may adapt the form to the needs of their particular transaction but must not modify or omit any material substantive terms contained in the form.

13. Written Consent from Lienholder(s) Required

Before entering into a Benefit Assessment Agreement with the County, and pursuant to Oregon Statutes 223.680(6)(a) and (b) and 223.685(5)(a) and (b), the Capital Provider must obtain, and the Project Applications must show proof of notice and written consent for the placement of the assessment and CPACE Lien from any holder of a lien, mortgage, or security interest in the real property.

If the consents are executed at closing, the signatures of the County to the Closing Documents will be held in escrow and will not be released until the consents are obtained. After closing, at the election of the County Administrator's Office, an amended Project Application with the consents attached must be sent to the County Administrator's Office. Capital Providers are responsible for providing their own form of consent that conforms to the CPACE Ordinance and CPACE Act.

14. Provisions for Marketing and Participant Education

This Guidebook will be made available to the public on the County's website. It is determined that there is no need for marketing and participant education at this time. It is presumed that Property Owners and Capital Providers understand the principles and processes associated with CPACE financing and will look to the Guidebook for understanding and clarification of the County CPACE program.

15. County Has No Liability or Financial Responsibility

As detailed in the Benefit Assessment and Assignment Agreements, neither the County, its governing body, executives, nor employees are personally liable as a result of exercising any rights or responsibilities granted under this program. The County shall not pledge, offer, or encumber its full faith and credit for any lien amount under the CPACE program. No public funds may be used to repay any CPACE financing obligation.

PROGRAM DOCUMENTS

- CPACE Application
- CPACE Application Checklist
- Certificate of Capital Provider Qualification
- Certificate of Qualified Improvement
- CPACE Notice of Benefit Assessment and CPACE Lien

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, COUNTY OF BENTON**

In the Matter of Enacting Chapter 41)	
of the Benton County Code, Titled)	ORDINANCE No. 2025-0303
Commercial Property Assessed Clean)	
Energy Financing)	

THE BENTON COUNTY BOARD OF COMMISSIONERS HEREBY ORDAIN AS
FOLLOWS:

WHEREAS, the Corvallis Benton Economic Development Office has identified ongoing and significant issues concerning financing opportunities for commercial properties within Benton County wherein the proposed development seeks to enhance county goals including those associated with increased energy and water conservation and improvement of structures against seismic damage; and

WHEREAS, the Board of Commissioners considered this matter at a duly noticed public hearing on February 4, 2025, and concluded it is in the public interest to enact the Commercial Property Assessed Clean Energy Financing chapter of the Benton County Code.

NOW, THEREFORE, the Board of Commissioners of Benton County ordain as follows:

PART I. **Short Title.** This ordinance shall be known as “Enactment of BCC ch. 41, Commercial Property Assessed Clean Energy Financing.”

PART II. **Text Amendment.** Benton County Code is hereby amended to add chapter 41 as set forth in Attachment A, attached hereto.

PART III. **Effective Date.** The effective date of the amendment to the Benton County Code will be:

1 st Reading:	February 4, 2025
2 nd Reading:	February 18, 2025
Effective Date:	March 20, 2025

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Approved as to form:	_____ Pat Malone, Commissioner
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_____ Vance M. Croney, Counsel	_____ Gabe Shepherd, Commissioner
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EXHIBIT A

CHAPTER 41

COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY PROGRAM (CPACE)

I. ADMINISTRATION

41.005 Purpose and Scope. The purpose and scope of this chapter is to establish lien security and collection procedures for approved Commercial Property Assessed Clean Energy Program (CPACE) loans. [Ord. 2025-0303]

II. DEFINITIONS

41.105 Definitions. As used in BCC Ch. 41:

- (1) “Acts” means ORS 223.680 and ORS 223.685, as may be amended.
- (2) “Benefit Assessment Lien” means the special assessment lien levied against the Qualifying Real Property securing CPACE financing, pursuant to ORS 223.680(7)(a) and ORS 223.685(6)(a), as may be amended.
- (3) “Building Resiliency Improvements” means those certain utility and seismic rehabilitation improvements to the Qualifying Real Property that meet the requirements of the Acts and program guide.
- (4) “Clean Energy” means energy that comes from renewable, zero emissions sources that do not pollute the atmosphere when used, as well as energy saved by energy efficiency measures.
- (5) “Benton County CPACE Program” means the program provided for under the Acts for the financing and construction of Building Resiliency Improvements on Qualifying Real Property.
- (6) “Pollutants” means any substance that contaminates air, soil, or water and that in sufficient concentrations contributes to undermining public health.
- (7) “Qualifying Real Property” means the real property that qualifies to receive CPACE financing for Building Resiliency Improvements under the Benton County CPACE program.
- (8) “Renewable Energy” mean clean energy that comes from natural sources or processes that are constantly replenished.
- (9) “Seismic Rehabilitation” means improvements to Qualifying Real Property that are: (a) intended to reduce or prevent harm to persons and property due to the effects of seismic activity on the Qualifying Real Property; and (b) authorized by the County or its designee.
- (10) “Treasurer” means the appointed Chief Financial Officer position for Benton County, designated pursuant ORS 223.505(3) to take all steps necessary to enforce delinquent liens and to maintain records pertaining to collection proceedings thereon.

- (11) “Utilities Improvements” means improvements to Qualifying Real Property for any of the following purposes: (a) energy efficiency; (b) renewable energy; (c) energy storage; (d) smart electric vehicle charging stations; or (e) water efficiency. [Ord. 2025-0303]

III. LIENS AND ENFORCEMENT

41.205 Benefit Assessment Liens.

- (1) Benefit Assessment Liens shall be entered into the County lien docket.

Pursuant to ORS 223.680(7)(a), Benefit assessment Liens shall have the same priority, as determined under ORS 223.230(3), as a lien for assessments for local improvements arising under ORS 223.393. [Ord. 2025-0303]

41.210 Enforcement of CPACE Benefit Assessment Liens

- (1) If any installment of any Benefit Assessment Lien bonded is delinquent for a period of one-year from the time it become due and payable, or at any time after 60 days from the time it become due and payable if not bonded, the county clerk may thereafter prepare and transmit to the Treasurer a list in tabular form, made up from lien docket, describing each Benefit Assessment Lien or installment due on any Benefit Assessment Lien that is so delinquent. The list shall also contain the name of the person to whom assessed, a particular description of the property, the amount of the Benefit Assessment Lien or installment due, and any other facts necessary to be given.
- (2) The Treasurer or its designee may take all steps necessary to enforce delinquent Benefit Assessment Liens and maintain records pertaining to those enforcement proceeding pursuant to the procedure set forth in ORS 223.505 or ORS 223.650, as may be amended.
- (3) When an individual/entity purchases real property at a foreclosure sale under ORS 223.505 to ORS 223.590, if, with the written preapproval of the Treasurer or its designee, that purchaser incurs costs for maintaining or improving the property during the period allowed for redemption and if the property is subsequently redeemed, the Treasurer or its designee may return up to all of the penalty paid by the person redeeming the property to the purchaser. [Ord. 2025-0303]

RETURN NAME and ADDRESS

Please Type or Print Neatly and Clearly All Information

Document Title(s) NOTICE OF ASSESSMENT INTEREST AND CPACE LIEN

Reference Number(s) of Related Documents

Grantor(s) [PROPERTY OWNER]

Grantee(s) BENTON COUNTY

Legal Description (Abbreviated form: lot, block, plat or section township, range, quarter/quarter)

Assessor's Tax Parcel ID Number

The Auditor/Recorder will rely on the information provided on this form. The Staff will not read the document to verify the accuracy and completeness of the indexing information provided herein.

Sign below only if your document is Non-Standard.

I am requesting an emergency non-standard recording for an additional fee as provided in ORS 205.320 et seq. I understand that the recording processing requirements may cover up or otherwise obscure some parts of the text of the original document.

Signature of Requesting Party

Instrument Prepared By
And Recording Requested by:

Space Above for Recorder's Use

NOTICE OF ASSESSMENT INTEREST AND CPACE LIEN
ORS 223.680(7)(a) and 223.685(6)(a) Filed in Benton County

(GRANTEE) BENTON COUNTY

(GRANTOR) [PROPERTY OWNER]

Notice is hereby given that the person named below is placing a CPACE Lien pursuant to ORS 223.680 et seq. In support of this lien the following information is submitted:

1. THE ASSESSMENT LIEN GRANTEE	BENTON COUNTY
2. DATE ON WHICH THE ASSESSMENT AGREEMENT WAS SIGNED GRANTING THE RIGHT TO PLACE AN ASSESSMENT AND CPACE LIEN ON THE PROPERTY	[INSERT]
3. THE PROPERTY OWNER GRANTING THE PLACEMENT OF THE ASSESSMENT AND CPACE LIEN	[INSERT]
4. THE PROPERTY AGAINST WHICH THE ASSESSMENT AND CPACE LIEN IS PLACED IS LOCATED AT THE FOLLOWING MUNICIPAL ADDRESS:	[INSERT]
5. LEGAL DESCRIPTION OF THE PROPERTY IS AS FOLLOWS	SEE EXHIBIT A TO THE ASSESSMENT AGREEMENT ATTACHED HERETO
6. ASSESSOR'S PARCEL NUMBER OF THE PROPERTY	[INSERT]
7. PRINCIPAL AMOUNT OF ASSESSMENT SECURED BY CPACE LIEN	[INSERT]

8. TERMS AND LENGTH OF ASSESSMENT SECURED BY CPACE LIEN	SEE EXHIBIT _ TO THE ASSESSMENT AGREEMENT ATTACHED HERETO
9. COPY OF ASSESSMENT AGREEMENT (ATTACHED)	[INSERT]

IN WITNESS WHEREOF, Grantee and Grantor have caused this Notice of Assessment Interest and CPACE Lien to be executed in their respective names by their duly authorized representatives, all as of the date first above written.

GRANTEE:

Benton County

By: _____
Its: _____

GRANTOR:

[PROPERTY OWNER]

By: _____
Its: _____

STATE OF OREGON)
)
COUNTY OF _____)

This record was acknowledged before me on _____, 20__, by _____,

{the _____,

of _____ }[Only if authorized party who is not the
Property Owner]

WITNESS my hand and official seal.

Signature : _____(seal)

STATE OF OREGON)
)
COUNTY OF _____)

This record was acknowledged before me on _____, 20__, by _____,

the _____, of _____ County,

Washington. WITNESS my hand and official seal.

Signature : _____(seal)

**BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY
STATE OF OREGON**

In the Matter of Revising Land Use and)	Resolution
Planning Division Fees for Services Provided)	
By the Community Development Department)	No. 2025-002

IT APPEARING TO THE BOARD THAT,

The Benton County Board of Commissioners has the authority to establish land use fees under Oregon Revised Statutes (ORS) 215.416: and

ORS Chapters 92, 198, 203, 205, 209, and 368 authorize Benton County to establish fees for County land use and Planning Division services; and

The last time the fees for County land use and Planning Division services were modified was in 2024.

NOW, THEREFORE, IT IS HEREBY ORDERED that the Community Development Land Use and Planning Division fee schedule, as shown on Attachment A, be approved effective March 1, 2025.

Dated this _____ of _____, 2025

BOARD OF COMMISSIONERS OF BENTON
COUNTY, OREGON

Nancy Wyse, Chair

Pat Malone, Vice Chair

ATTEST:

Recording Secretary

Gabe Shepherd, Commissioner

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

<i>FEE DESCRIPTION</i>	<i>2024</i>	<i>2025</i>	<i>REASON FOR CHANGE / RECOMMENDATION</i>	
	<i>Base Planning Application Fee</i>	<i>Base Planning Application Fee</i>	<i>Planning Per Parcel Fee</i>	<i>Deposit (variable by App Type)</i>
	<i>[2024]</i>	<i>[2025]</i>	<i>[2025]</i>	<i>[2025]</i>
DOCUMENT FEES	<i>Variable</i>	<i>Variable</i>	<i>Variable</i>	
Recording of Docs (non-covenants) prepared by applicant	--	--	--	No change - actual cost
Preparation and recording of covenants and other legal documents	\$ 90	\$ 95	--	Applied 2.1% increase and rounded up to nearest \$5 increment
PERMIT REVIEW AND RELATED ACTIONS				
Code Enforcement	<i>Actual Cost</i>	<i>Actual Cost</i>	--	No change - actual cost
Erosion & Sediment Control Permit	\$ 110	\$ 115	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Floodplain Development Permit (all development activities in a floodplain)	\$ 60	\$ 65	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Floodplain Review of Structural Building Permit or Manufactured Home Placement	\$ 480	\$ 495	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Permit Zoning Compliance Review:	--	--	--	--
Demolition Permit Add-on: Dwellings in Resource Zones (EFU/MPA/FC)	\$ 231	\$ 240	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Demolition Permit (dwellings in non-resource zones, other structures in any zone)	\$ 69	\$ 75	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Structural, Mobile Home Placement, Change of Use/Occupancy, Recreational Vehicle (RV) Placement Permits	\$ 110	\$ 115	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Agricultural Exemption	\$ 142	\$ 145	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Water Reviews (well water quality and pump tests)	\$ 69	\$ 75	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Septic Reviews (Full review: Feasibility, Alteration, Authorization)	\$ 131	\$ 135	--	Applied 2.1% increase and rounded up to nearest \$5 increment

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

<i>FEE DESCRIPTION</i>	<i>2024 Base Planning Application Fee [2024]</i>	<i>2025 Base Planning Application Fee [2025]</i>	<i>Planning Per Parcel Fee [2025]</i>	<i>Deposit (variable by App Type) [2025]</i>	<i>REASON FOR CHANGE / RECOMMENDATION [2025]</i>
Septic Review (Partial review: Installation)	\$ 67	\$ 70	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Recreational Vehicle (RV) Placement Land Use Application	\$ 110	\$ 115	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
DWELLINGS ON RESOURCE LAND					
Dwelling - EFU/MPA Accessory Farm-related	\$ 1,271	\$ 1,300	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - EFU/MPA Farm Related - 160 acres or more	\$ 370	\$ 380	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - EFU/MPA Farm-help for a Relative	\$ 551	\$ 565	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - EFU/MPA Income Test on less than 160 acres	\$ 1,124	\$ 1,150	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - EFU/MPA Lot of Record: Non-High value soils	\$ 1,323	\$ 1,355	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - EFU/MPA Lot of Record: High value soils	\$ 2,168	\$ 2,215	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - EFU/MPA Non-farm: West of coast range	\$ 2,042	\$ 2,090	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - EFU/MPA Non-farm: East of coast range	<i>Actual Cost</i>	<i>Actual Cost</i>	\$	4,000	No change - actual cost (no change in deposit)
Dwelling - FC 160 acres or more	\$ 609	\$ 625	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - FC Lot of Record Forest Dwelling	\$ 1,323	\$ 1,355	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Dwelling - FC Template Test Dwelling	\$ 2,226	\$ 2,275	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

FEE DESCRIPTION [2024]	2024	2025	Planning Per Parcel Fee [2025]	Deposit (variable by App Type) [2025]	REASON FOR CHANGE / RECOMMENDATION [2025]
	<i>Base Planning Application Fee</i>	<i>Base Planning Application Fee</i>			
PROPERTY LINE ADJUSTMENTS & LAND DIVISIONS					
Consolidation (if plat required, add plat fee provided under PLAs)	\$ 399	\$ 410	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Well Test Notification (Base Fee incl 4hrs; addt'l time charged at staff hourly rate below)	<i>Actual Cost</i>	<i>Actual Cost</i>	\$	525	No change - actual cost (no change in deposit)
Land Division inside Corvallis UGB (add to partition & subdivision fees)	\$ 614	\$ 630	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Partition - EFU/MPA/FC zones only, no dwellings involved, both parcels would meet minimum parcel size	\$ 793	\$ 810	\$ 215	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Partition - All other, except Series Partitions, OUTSIDE Corvallis UGB	\$ 731	\$ 750	\$ 215	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Partition - All other, except Series Partitions, INSIDE Corvallis UGB	\$ 1,346	\$ 1,375	\$ 215	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Partition - Series Partition, Preliminary Plat Approval	\$ 1,739	\$ 1,780	\$ 215	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Partition - Series Partition, Final Plat Approval	--	--	--	--	No base planning fee
Property Line Adjustment (between two properties), Ministerial Review	\$ 1,023	\$ 1,045	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
if Survey, add PW Surveyor Review fee	\$ 1,023	\$ 1,045	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

FEE DESCRIPTION [2024]	2024 Base Planning Application Fee	2025 Base Planning Application Fee	Deposit Planning Per Parcel Fee	REASON FOR CHANGE / RECOMMENDATION (variable by App Type) [2025]
if Plat, add PW Surveyor fee of \$415 plus \$120/parcel; Assessment fee of \$250 plus \$30/parcel; and Records Fee of \$93. (Do not	\$ 1,023	\$ 1,045	-- --	Applied 2.1% increase and rounded up to nearest \$5 increment
Property Line Adjustment (between two properties), Quasi-Judicial Review	\$ 1,259	\$ 1,290	--	Applied 2.1% increase and rounded up to nearest \$5 increment
if Survey, add PW Surveyor Review fee	--	--	--	--
if Plat, add PW Surveyor fee of \$415 plus \$120/parcel; Assessment fee of \$250 plus \$30/parcel; and Records Fee of \$93. (Do not include \$115 engineer review fee for partitions)	--	--	--	--
Additional Property Line Adjustment Applications reviewed concurrently		50% of planning fee	--	**Corrected: No fee change, but corrected in spreadsheet to indicate "50% of planning fee" as previously shown
Subdivision			--	--
Subdivision Application fee plus \$260/lot; PW Surveyor plat review fee of \$1,425, plus \$125/lot Pre-Monumented	\$ 3,371	\$ 3,445	\$ 260 --	Applied 2.1% increase and rounded up to nearest \$5 increment
Subdivision Application fee plus \$260/lot; PW Surveyor plat review fee of \$2,005, plus \$125/lot	\$ 3,371	\$ 3,445	\$ 260 --	Applied 2.1% increase and rounded up to nearest \$5 increment

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

	2024	2025		REASON FOR CHANGE / RECOMMENDATION	
	Base Planning Application Fee	Base Planning Application Fee	Planning Per Parcel Fee	Deposit (variable by App Type)	[2025]
FEE DESCRIPTION	[2024]	[2025]	[2025]	[2025]	
OTHER LAND USE APPLICATIONS					
Administrative Review	\$ 646	\$ 660	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Agritourism: Single-event license, per ORS 215.283(4)(b)	\$ 399	\$ 410	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Agritourism: Single event/activity, per ORS 215.283(4)(a)	\$ 1,418	\$ 1,450	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Agritourism: Limited use permit, up to 6 events/activities, per ORS 215.283(4)	\$ 2,011	\$ 2,055	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Agritourism: Events permit, up to 18 events/activities, per ORS 215.283(4)(d)	\$ 2,326	\$ 2,375	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Conditional Use: Staff Decision or Greenway	\$ 1,418	\$ 1,450	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Conditional Use: Planning Commission Hearing	\$ 2,048	\$ 2,095	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Create a Tax Lot/Deed Release	\$ 184	\$ 190	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Floodplain, Land Development Activities (large projects)	\$ 600	\$ 615	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Floodplain Minor Variance	\$ 368	\$ 380	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Home Occupation, excluding Exclusive Farm Use or Forest Conservation zones	\$ 399	\$ 410	--		Applied 2.1% increase and rounded up to nearest \$5 increment
Hydrogeologic Proposal and Study - Review	Actual Cost	Actual Cost	\$ 1,500		No change - actual cost (no change in deposit)
Interpretations of Code, Written	\$ 782	\$ 800	--		Applied 2.1% increase and rounded up to nearest \$5 increment

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

<i>FEE DESCRIPTION</i> [2024]	2024	2025	<i>Planning Per Parcel Fee</i> [2025]	<i>Deposit</i> (variable by App Type) [2025]	<i>REASON FOR CHANGE / RECOMMENDATION</i> [2025]
	<i>Base Planning Application Fee</i>	<i>Base Planning Application Fee</i>			
Land Use application, including Conditional Use Permit, in Landfill Site (LS) Zone - Planning Commission Decision or Staff Decision	<i>Actual Cost</i>	<i>Actual Cost</i>		\$ 10,000	No change - actual cost (no change in deposit)
Medical Hardship in Resource Zone (Exclusive Farm Use or Forest Conservation), <i>Conditional Use Permit required</i>	\$ 688	\$ 705	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Medical Hardship in Non-Resource Zone	\$ 515	\$ 530	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Medical Hardship (Transfer of/Addition to existing medical hardship approval)	\$ 301	\$ 310	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Ministerial Review	\$ 399	\$ 410	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Modification to Natural Features Standards (Corvallis Urban Fringe only):	--	--	--	--	--
<i>Implementation Plan (88.800(3) to (9)) & Non-Discretionary Review (88.800(1))</i>	\$ 693	\$ 710	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
<i>Discretionary Review per BCC 88.800(2)</i>	\$ 1,061	\$ 1,085	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Non-Conforming Use Alteration or Expansion	\$ 1,066	\$ 1,090	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Pre-application Conference, when required by code (e.g., subdivision, series partition, partition subject to Chapter 100)	\$ 767	\$ 785	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Pre-application Conference requested by applicant or Planning Official	\$ 441	\$ 455	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

<i>FEE DESCRIPTION</i>	<i>2024</i>	<i>2025</i>	<i>Planning Per Parcel Fee</i>	<i>Deposit (variable by App Type)</i>	<i>REASON FOR CHANGE / RECOMMENDATION [2025]</i>
	<i>Base Planning Application Fee [2024]</i>	<i>Base Planning Application Fee [2025]</i>		<i>[2025]</i>	
Site Development Plan Review: No site visit	\$ 478	\$ 490	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Site Development Plan Review: With site visit	\$ 725	\$ 740	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Variance	\$ 992	\$ 1,015	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Vested Right	\$ 1,260	\$ 1,290	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Winery land use application (per BCC 55.150)	\$ 646	\$ 660	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Winery Events License for 1 to 6 events per year	\$ 399	\$ 410	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Winery Events Permit for 7 or more events per year	\$ 399	\$ 410	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Zone/ Comprehensive Plan Change: Zone change only and a 2nd legal ad	\$ 2,861	\$ 2,925	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Zone/ Comprehensive Plan Change: Zone/Comp Plan change without Goal Exception and a 2nd legal ad	\$ 3,250	\$ 3,320	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Zone/ Comprehensive Plan Change: Zone/Comp Plan change with Goal Exception and a 2nd legal ad	\$ 4,898	\$ 5,005	--	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Zone/ Comprehensive Plan Change: Mineral & Agg. Overlay-Zone/Comp Plan change and a 2nd legal ad	<i>Actual Cost</i>	<i>Actual Cost</i>	\$	4,000	No change - actual cost (no change in deposit)
APPEALS		\$ -			

ATTACHMENT A - LAND USE/PLANNING APPLICATION FEES

FEE DESCRIPTION	2024	2025	REASON FOR CHANGE / RECOMMENDATION [2025]	
	Base Planning Application Fee [2024]	Base Planning Application Fee [2025]	Planning Per Parcel Fee [2025]	Deposit (variable by App Type) [2025]
Appeal of a Planning Commission decision in Landfill Site Zone	<i>Actual Cost* (borne by appellant); \$5,000 deposit (equivalent to half of original application deposit)</i>	<i>Actual Cost* (borne by appellant); \$5,000 deposit (equivalent to half of original application deposit)</i>		\$5,000
Appeal of a Planning Commission decision excluding Landfill Site Zone				No change - actual cost (no change in deposit)
	<i>Actual cost*</i>	<i>Actual cost*</i>		Deposit of original application fee No change - actual cost (no change in deposit)
Appeal of a Planning Official's decision	<i>Actual cost</i>	<i>Actual cost</i>	--	No change - actual cost
Remand hearing	\$ 1,454	\$ 1,485	--	Applied 2.1% increase and rounded up to nearest \$5 increment
OTHER				
Hourly Land Use/Property Research (extensions requiring review by Planning Official, general, other)	<i>\$130/hourly rate, 1 hr. deposit</i>	<i>\$130/hourly rate, 1 hr. deposit</i>		\$ 130 No change
Land Use Permit Extensions Reviewed by PC (fee includes \$540 Full Notice)	\$ 452	\$ 465	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Public Hearing requested by applicant, add on (for non-partitions/PLAs)	\$ 635	\$ 650	--	Applied 2.1% increase and rounded up to nearest \$5 increment
Photo Copies/Prints: Letter & Legal sizes	\$ 0.25	\$ 0.25	--	No change
11 x 17 (poster size) & all sizes color copies/prints	\$ 1.00	\$ 1.00	--	No change

**ATTACHMENT A -
LAND USE/PLANNING APPLICATION FEES**

<i>FEE DESCRIPTION</i>	<i>2024</i>	<i>2025</i>	<i>REASON FOR CHANGE / RECOMMENDATION</i>	
	<i>Base Planning Application Fee</i>	<i>Base Planning Application Fee</i>	<i>Planning Per Parcel Fee</i>	<i>Deposit (variable by App Type)</i>
	<i>[2024]</i>	<i>[2025]</i>	<i>[2025]</i>	<i>[2025]</i>
Refund Check Processing	\$ 25	\$ 25	--	No change
Unauthorized Land Use Activities	<i>Double Standard Fee</i>	<i>Double Standard Fee</i>	--	No change
CPACE	Not Applicable	\$ 1% of Total Financed by Property Owner, or a minimum of \$2,500 and capped at a total of no more than \$15,000	--	This fee floor and fee ceiling shall annually increase based on the consumer price index.