

MEMORANDUM

TO: Mayor and City Council

FROM: Faye Stewart, Public Works & Development Director

SUBJECT: RESOLUTION AMENDING THE COMPREHENSIVE FEE SCHEDULE

DATE: January 19, 2022

Background

The City Council has established a Comprehensive Fee Schedule which was created to include a listing of the fees for various goods or services provided by the City. This resolution amends two sections in the Comprehensive Fee Schedule.

Section VI Planning was amended to add fee for Erosion Prevention Permits \$55 and \$27. The minimum fee for Land Use Review for building permits was increased from \$20.00 to \$25.00 to align with other minimum planning fees.

Section XI was also amended to change the Cleaning Deposit to a Key/Cleaning Deposit for the Armory. The installation of the new exterior doors is nearly complete and all doors will be keyed the same using the City's key system. If a key is lost or not returned there would be a substantial cost to re-key the doors. The deposit was increased to include the key costs. The Key/Cleaning deposit is usually accepted as a check which is held until after the event and if there is no fees the check is either returned or destroyed.

Additionally the fee schedule shows the adjustment to the System Development Charges rates that went into effect January 1, 2022. The SDCs are adjusted pursuant to Ordinance by the annual increase of the 20 city average of the Engineering News Record Construction Cost Index, which is 7.34%. (For your information the Portland only Construction Cost Index was over 19%.)

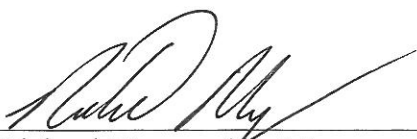
The changes to the Comprehensive Fee Schedule that are being approved by the City Council are highlighted in yellow.

Recommendation


That City Council adopt the Resolution amending the Comprehensive Fee Schedule.

Cost

No cost.



Richard Meyers, City Manager



Faye Stewart, Public Works &
Development Director

RESOLUTION_____

A RESOLUTION AMENDING THE FEE SCHEDULE
ADOPTED BY ORDINANCE NO. 2361

WHEREAS, Ordinance No. 2361 establishes a Comprehensive Fee Schedule for various City-supplied services; and

WHEREAS, it is deemed reasonable to amend said Comprehensive Fee Schedule periodically to reflect the costs of providing services; and

WHEREAS, the City Council has provided an opportunity for public comment on the proposed increase, as required by ORS 294.160.

NOW, THEREFORE, BE IT RESOLVED, that the Comprehensive Fee Schedule established by Ordinance No. 2361, Exhibit A, II. Local Improvement be amended in its entirety as follows.

II. LOCAL IMPROVEMENT

1591 and 2514 Street Alteration

| | | |
|-------------|------------------------------|--------|
| Sec. 4 | (1) Curb cut permit: \$55.00 | 1920 |
| (12.04.040) | Sidewalk permit: \$55.00 | 1/9/17 |

2748 Sec. 3 System Development Charges
(15.16.050
Exh. A)

(1a) Wastewater: \$62.27/sewer fixture unit 1/1/22

(1b) Wastewater by meter size

| <u>Meter Size</u> | <u>Flow Factor</u> | <u>SDC Fee</u> | 1/1/22 |
|-------------------|--------------------|----------------|--------|
| 2" | 8 | \$12,291.50 | |
| 3" | 16 | \$24,583.01 | |
| 4" | 25 | \$38,410.55 | |
| 6" | 50 | \$76,821.09 | |
| 8" | 80 | \$122,913.96 | |
| 10" | 125 | \$192,052.73 | |

(2a) Water: \$308.61/water fixture unit

(2b) Water by meter size

| <u>Meter Size</u> | <u>Flow Factor</u> | <u>SDC Fee</u> | 1/1/22 |
|-------------------|--------------------|----------------|--------|
| 2" | 8 | \$75,150.88 | |

| | | |
|-----|-----|----------------|
| 3" | 16 | \$150,300.69 |
| 4" | 25 | \$234,844.89 |
| 6" | 50 | \$469,689.78 |
| 8" | 80 | \$751,504.51 |
| 10" | 125 | \$1,174,224.46 |

(3) Transportation: \$2,165.66/p.m. peak hour trip

See pages 5 and 6 of Appendix I-E of Chapter 15.16 for trip generation tables

(4) Parks:

\$2,476.30/single-family dwelling unit (SFDU)
 \$1,789.38/multi-family dwelling unit (MFDU)
 \$1,278.42/manufactured housing unit (MFHU)

(5) Drainage:

Single-family--\$904.48/ESU
 All other --\$904.48/ESU

ESU = equivalent service unit
 1 ESU equals 1 single-family dwelling unit or 2,650 square feet of impervious area for all other development.

*Code reviser's note: Effective January 1, 2022, rates have been updated to annual adjustment established by Section 15.16.040.

BE IT FURTHER RESOLVED, that the Comprehensive Fee Schedule established by Ordinance No. 2361, Exhibit A, VI PLANNING be amended in its entirety as follows.

VI. PLANNING

Planning fees--Title 14, Development Code--effective June 27, 2016:

TYPE I

| | |
|--|---------------------------------------|
| Type I Application (General) | \$50 |
| Land Use Review | \$25 |
| Land Use Review (Bldg. Permit) | 0.0015% of value of work/\$25 minimum |
| Sign Permit | \$25 |
| Variance Class A | \$100 |
| Subdivision and Partition (Final Plat) | \$150 |

| | |
|--------------------------------|---------------------------|
| Home Occupation | \$0 |
| Hillside Development Level 1 | \$100 |
| Floodplain Development | \$150 |
| Temporary Use (Seasonal) | \$50 (\$0 for nonprofits) |
| Food Cart Annual Temporary Use | \$100 |
| Floodplain Development – 1 | \$150 |
| Lot of Record | \$100 |

TYPE II

| | |
|--|-------|
| Type II Application General | \$400 |
| Code Interpretation | \$100 |
| Temporary Use | \$100 |
| Variance Class B | \$200 |
| Historic Alteration (Minor) | \$50 |
| Historic Sign Permit | \$50 |
| Modification to Approval (Minor) | \$400 |
| Property Line Adjustment/Lot Consolidation | \$150 |
| Partition (Tentative) | \$400 |
| Hillside Development Level 2 | \$200 |
| Hillside Development Level 3 | \$300 |
| Temporary Use (Medical Hardship) | \$50 |
| Floodplain Development – 2 | \$200 |

TYPE III

| | |
|---|---------|
| Type III Application (General) | \$800 |
| Conditional Use Permit | \$800 |
| Site Design Review | \$800 |
| Subdivision (Tentative) | \$2,000 |
| Master Planned Development | \$2,000 |
| Variance Class C | \$800 |
| Historic Alteration (Major) | \$250 |
| Modification to Approval (Major) | \$800 |
| Land Use District Map Change (w/o Plan Amendment) | \$80 |

TYPE IV

| | |
|--|-----------------------|
| Type IV Application General | \$1,200 + actual cost |
| Comprehensive Plan Amendment | \$1,200 + actual cost |
| Development Code Text Amendment | \$1,200 + actual cost |
| Land Use District Map Change (with Plan Amendment) | \$1,200 + actual cost |

OTHER

| | |
|-------------------------------|----------------------|
| Appeal to Planning Commission | \$200 |
| Appeal to City Council | \$200 |
| Vacation | \$500 + actual costs |
| Annexation | |
| – Expedited | \$800 |
| – CC Public Hearing | \$1,200 |

| | |
|--|-------|
| Developer's Agreement | \$490 |
| Pre-Application Conference | \$250 |
| State Land Use Compatibility Statement | \$50 |
| Multi-Unit Property Tax Exemption (MUPTE) | \$800 |
| Erosion Prevention Permit (up to four inspections) | \$55 |
| Erosion Prevention Permit (inspection only) | \$27 |

BE IT FURTHER RESOLVED, that the Comprehensive Fee Schedule established by Ordinance No. 2361, Exhibit A, XI COMMUNITY CENTER, ARMORY, SPECIAL EVENT AND PARK FEES AND POLICIES be amended in its entirety as follows.

XI. COMMUNITY CENTER, ARMORY, SPECIAL EVENT AND PARK FEES AND POLICIES

Groups

- A City government, official governmental public meeting and city sponsored/co-sponsored events.
- B Regularly scheduled meetings of local non-profits, civic groups and clubs, youth and senior organizations.
- C Special Events. Examples: Weddings, birthday parties, religious organization gatherings (not regular services), non-commercial social gatherings such as auctions and banquets.
- D Local commercial usage.
- E Non-local commercial usage.

Proof of non-profit status required. Must be recognized by the state.

Community Center Fees

The purpose of fees charged by the city for use of the facility is to help offset the costs of operations. Fees cover only a small portion of the operation and upkeep of the community center. Category B groups may apply for a partial or complete waiver of fees if payment would cause undue hardship on the sponsoring organization or make it impossible for the group to use the facility. Decisions on granting waivers will be made by the city manager or the community coordinator. Groups receiving waivers may be asked to perform volunteer service at the community center to qualify for a waiver. All rooms must be scheduled for use with the community coordinator and are subject to availability.

| Facility/Room | A | B** | C | D | E |
|--|-----|--------------|---------|---------|---------|
| Large Meeting Rooms (Shepard/Activity/Reception Hall) | \$0 | \$25 per use | \$25/hr | \$35/hr | \$40/hr |
| Small Meeting Room | \$0 | \$5 per use | \$10/hr | \$25/hr | \$30/hr |

| | | | | | |
|---------|-----|-------------|--------------|--------------|-------------|
| Kitchen | \$0 | \$5 per use | \$20 per use | \$30 per use | \$35per use |
|---------|-----|-------------|--------------|--------------|-------------|

** The above apply to category B groups using the facility 12 times a year or less. Kitchen fees are not included in the refund policy.

Fees for frequent use (more than 12 per year) by category B groups.

Annual fees are required for category B groups that use the facility more than 12 times per year. The per-use fees do not apply to category B users paying annual fees. Annual fees are based on usage and are due before the initial use of the year. Annual fees will not be refunded.

Annual Fee Schedule for Frequent Category B Users:

| | |
|-------------------|-------|
| 13-26 uses | \$200 |
| 27-52 uses | \$300 |
| More than 53 uses | \$350 |

Annual fees are not required of category B** groups using the building 12 times a year or less. Fees for local groups holding classes at the community center will be based on the number of participants and space required.

| | | |
|---------------|---------------------|--------------------|
| Facility | One-Hour Classes | Multi-Hour Classes |
| Meeting Rooms | \$1.50/person/class | \$5/person/class |

Fees are for typical hours of operation. Additional fees may be charged if staff is required to clean up after an event. Outstanding custodial fees must be paid before a group can schedule the building.

A \$50.00 cleaning deposit is required of all users of the building for each use. The deposit is due five days in advance of the event. Deposit will be refunded 48 hours after usage if all conditions and requirements are met. Users are responsible for maintaining the rooms they have rented. Custodial and repair fees will be charged to users that damage rooms or equipment or do not clean up. Groups may pay a one-time/refundable cleaning deposit of \$50.00 covering all events at the beginning of each year. However, any custodial or repair fee charged during the year must be paid prior to the next use.

Groups serving alcohol must meet all OLCC regulations and are required to submit a \$200.00 refundable deposit. Refunds are determined under the same circumstances as cleaning deposits.

| Fees for Armory | | | | | |
|----------------------|-----|-------------|-------------|-------------|-------------|
| | A | B | C | D | E |
| Key/Cleaning Deposit | \$0 | \$150 | \$150 | \$250 | \$300 |
| 6' Round Tables | \$0 | \$5/Each | \$5/Each | \$5/Each | \$5/Each |
| Chair Covers | \$0 | \$0.50/Each | \$0.50/Each | \$0.50/Each | \$0.50/Each |
| Alcohol Surcharge | \$0 | \$50 | \$100 | \$100 | \$150 |

Armory Room Rental Rates

| | A | B | C | D | E |
|----------------------------|-----|--------------|--------------|--------------|--------------|
| Drill Hall (Hourly) | \$0 | \$25 | \$30 | \$40 | \$45 |
| 1/2 Day (4 Hrs.) | \$0 | \$90 | \$100 | \$120 | \$150 |
| Full Day | \$0 | \$200 | \$250 | \$300 | \$350 |
| Individual Meeting Rooms** | | | | | |
| (Hourly) | \$0 | \$20 | \$25 | \$30 | \$40 |
| 1/2 Day (4 Hrs.) | \$0 | \$40 | \$45 | \$80 | \$100 |
| Full Day | \$0 | \$70 | \$100 | \$125 | \$175 |
| Catering Prep Room | \$0 | \$50 per use | \$50 per use | \$50 per use | \$50 per use |

**--Company Room/Battalion Room/Captains Office

Complete Main Floor: Drill Hall, Company Room and Battalion are charged at Drill Hall and one meeting room rate added together.

A Key/Cleaning deposit is required of all users of the Armory for each use. The deposit must be paid before keys will be issued. The deposit will be refunded if all conditions and requirements are met. Users are responsible for maintaining the rooms they have rented. Custodial, lost key and repair fees will be charged to users that lose/fail to return keys, damage rooms or equipment, or do not clean up.

Fees for Canopies, Street Barricades and Signs

For canopy rental a deposit is required of which a portion is refunded when the canopies are returned in good condition.

| Canopies | A | B | C | D | E |
|----------|-----|-----------------------|-----------------------|-----------------------|------------------------|
| 10'x 10' | \$0 | \$50 \$25 returned | \$50 \$25 returned | \$75 \$45 returned | \$100 \$45 returned |
| 10'x 20' | \$0 | \$50 \$25 returned | \$50 \$25 returned | \$75 \$45 returned | \$100 \$45 returned |

Barricades are rented in groups of 12 for Type 1 and groups of two for the larger Type 3. Traffic cones/candlesticks are rented in groups of 10. The same deposit and refund formula for canopies is in force for barricades.

| Barricades | A | B | C | D | E |
|---------------|-----|---------------------|---------------------|-----------------------|-----------------------|
| Type 1 | \$0 | \$5 \$2 returned | \$5 \$2 returned | \$10 \$5 returned | \$12 \$5 returned |
| Type 3 | \$0 | \$5 \$2 returned | \$5 \$2 returned | \$20 \$10 returned | \$25 \$10 returned |
| Traffic Cones | \$0 | \$5 \$2 returned | \$5 \$2 returned | \$10 \$5 returned | \$10 \$5 returned |

| | | | | | |
|-----------|-----|-----|-----------------------|------------------------|-------------------------|
| Signs | A | B | C | D | E |
| Full* | \$0 | \$0 | \$75 \$25 returned | \$125 \$50 returned | \$175 \$100 returned |
| Partial** | \$0 | \$0 | \$10 \$5 returned | \$12 \$5 returned | \$15 \$10 returned |

Full*--Denotes a price for complete set of signs, including stands, needed for traffic control for a closure of Main Street near Highway 99.

Partial**--Denotes a price per individual sign, including stand, needed for traffic control at special event.

Canopies, barricades and signs are intended for use within the Urban Growth Boundary of the city.

Fees for Bohemia Park Equipment

Spider Box (Electrical Distribution Box with 50' Cord). Spider box can only be used for events in Bohemia Park. Renter is responsible for replacement of spider box or cord if lost or damaged.

| | | | | |
|-----|----------|----------|----------|----------|
| A | B | C | D | E |
| \$0 | \$15/day | \$20/day | \$40/day | \$40/day |

BE IT FURTHER RESOLVED, that this resolution shall become effective upon its passage.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 24TH DAY OF JANUARY 2022.

Jeffrey D. Gowing, Mayor

Dated: _____

ATTEST:

Richard Meyers, City Manager

Dated: _____

