

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 17-R-1101

A RESOLUTION OF THE CITY OF BROOKINGS UPDATING THE BROOKINGS MASTER FEE SCHEDULE EFFECTIVE JUNE 1, 2017 , AND REPEALING RESOLUTION 16-R-1075.

WHEREAS, the City Council adopted the Brookings Master Fee Schedule under Resolution 09-R-910; and

WHEREAS, Resolution 09-R-910 established the method of updating the Brookings Master Fee Schedule (Fee Schedule) by Resolution, recognizing that the establishment of certain fees from time to time is necessary to recover the true cost of providing services; and

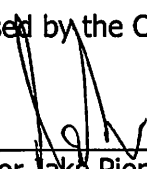
WHEREAS, Resolution 09-R-910 also provides that the City Council may apply an annual CPI adjustment to the Fee Schedule; and

WHEREAS, the last update to the Fee Schedule was in May 2016;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that the 2017 Brookings Master Fee Schedule, attached herein as Exhibit A, is hereby adopted, and Resolution 16-R-1075 is repealed.

BE IT FURTHER RESOLVED, that the 2016 Brookings Master Fee Schedule will become effective on June 1, 2017.

Passed by the City Council April 10, 2017 ; effective June 1, 2017.



Mayor Jake Pieper

Attest:



City Recorder Teri Davis

<u>ADMINISTRATIVE - GENERAL</u>		<u>CURRENT FEE</u>
Building Code Violation Appeal Fee (16)		\$158.00
Business Licenses		
Annual fee based on total number of employees reported on Form 132		
0-10		\$65.00
11-25		\$107.00
26-50		\$160.00
51-75		\$319.00
76-100		\$633.00
101-200		\$1,053.00
>200		\$1,604.00
Annual fee for businesses located outside City limits		\$80.00
Carnival and circus/per day		\$38.00
Temporary 90-Day		
		\$25.00 or 1/4 annual fee, whichever is greater
Copying of City Records < 200 pages (based on 8-1/2 x 11 side) (1)		B&W \$0.25 /Color \$0.35
Copying City Records using off-site services (when necessary)		Actual costs + staff time
Certified copies of City records (for notarized copies – see Notary fee)		
First page + copy costs		B&W \$1.00/Color \$1.10
Each additional page (per side) + copy costs		B&W \$0.50/Color \$0.60
Duplication of City audio/video recordings to CD or DVD		
Personal Copy		\$15.00
Certified Copy		\$20.00
Electronic document preparation (10)		
Electronic documents or files copied to CD or DVD		\$14.00
Electronic documents, <10MB and 10 files, sent electronically		No additional cost
Electronic documents, ≥10MB and/or 10 files, sent electronically		\$12.00
Paper to electronic conversion (per side) to PDF format, ≤ 11” x 17”		\$0.15 per side
Event Permit Request		
Event Permit (18)		\$39.00
Barricade and Cone Delivery (19)		
Refundable Barricade/Cone Use		\$320.00
Fax - per page (single sided – 8-1/2 x 14 max)		\$1.00

<u>ADMINISTRATIVE - GENERAL (Continued)</u>		<u>CURRENT FEE</u>
GIS		
8-1/2 x 11 Curry County Print (per single sided page)		B&W \$0.25; Color \$0.35
11 x 17 Curry County Print (per single sided page)		B&W \$2.40; Color \$2.50
Large Format Print (> 11x17)		BW \$3/sq ft Color \$9/sq ft
Large Format Scanning (> 11 x 17, per single side sheet)		\$20.00/sheet
Custom Map		\$45.00/hour
Legal review of public records for exempt determination (2)		Actual legal costs
Lien Search		\$25.00
Liquor License Application – New/Annual Renewal		\$25.00
Liquor License Application – Temporary/Annual		\$25.00
Meeting Room Rental – Council Chambers		\$20.00/hour
Meeting Room Rental – Fire Hall		\$10.00/hour
Monitoring of public review of City files		\$36.00
Payment Agreement- Set-up		
Set-Up Fee		\$107.00
Late Fee		\$35.00
Loan Rate		9%
Records Search		\$38.00
Returned (NSF) Check		\$38.00
Taxicab Driver’s Permit/ Bi-Annual		\$30.00
Taxicab License/ Per Vehicle/Annual		\$70.00
Taxicab Photo Update		\$10.00
Transportation Network Company		\$70.00
Transportation Network Compnay Driver's Permit/Bi-Annual		\$30.00
Vacation – General (12)		\$1,287.00
<u>COURT</u>		<u>CURRENT FEE</u>
Community Service Sign Up Fee		\$51.00

Court Fee (Generally)		\$51.00
Driver’s License Sanctions		\$25.00
Failure to Appear		\$25.00
Payment Plan Fee		\$25.00
<u>FIRE</u>		<u>CURRENT FEE</u>
Burn Permits		\$10.00
Burn to Learn		\$1,562.00
Insurance Company Report		\$25.00
Copies of County Road Directory		\$15.00
Roadway Wash Down		\$107.00
<u>PARK FACILITY / DAILY USE FEES (3)(4)</u>		<u>CURRENT FEE</u>
Capella Use Fees		
Basic Use Fee		\$107.00 /hour w/2 hour min
Musical Event Fee (non-profit only - minimum 3 event series)		\$20.00/hour w/2 hour min
Security Deposit		\$214.00/event
Other Park Facilities		
Bandshell/Stage Use: <i>non-resident add 50%, non-profit subtract 50%</i>		\$43.00
Concession Stand w/restrooms		\$80.00
Concession Restrooms Only		\$25.00
Folding Picnic Table / each, per event (8)		\$20.00
Key replacement		\$25.00
Park Use/Commercial		
City Resident		
1-100		\$43.00
>Each additional 100		\$43.00
Non-City Resident		
1-5		\$107.00
6-30		\$160.00
31-60		\$320.00
<u>PARK FACILITY / DAILY USE FEES (Continued)</u>		<u>CURRENT FEE</u>
61-100		\$428.00

>Each additional 100		\$54.00
Park Use/Standard		
City Residents; <i>non-resident add 50%, non-profit subtract 50%</i>		
0-200		\$43.00
201-400		\$79.00
401-600		\$158.00
601-1000		\$264.00
> Each additional 100		\$42.00
PLANNING		
Annexation (5)		CURRENT FEE \$5,313.00
Appeal to City Council (9)		Equal to Application Fee
Appeal to Planning Commission		\$160.00
Combined Preliminary/Final Plat Approval		\$854.00
Comprehensive Plan Amendment (5)		\$3,838.00
Conditional Use Permit (Generally)		\$2,721.00
Detailed Development Plan (5)		\$7,619.00
Extension of Time SUB/CUP		\$54.00
Home Occupation		\$42.00
Lot Line Adjustment/Lot Line Vacation		\$150.00
LU Compatibility Statements		\$43.00
Master Plan Development (5)		\$8,980.00
Minor Change		\$1,048.00
Partition		\$2,095.00
Mural Application		\$80.00
Permit Clearance Review		\$177.00
Planned Unit Development (5)		\$4,680.00
Pre-Application Services (6)		\$550.00
Re-Notification		\$145.00
Sign Approval		\$139.00
Street Naming		\$103.00
PLANNING (<i>continued</i>)		CURRENT FEE
Subdivision (5)		\$2,166.00

Subdivision Final Approval		\$160.00
Subdivision Replat (5)		\$2,138.00
Variance		\$2,549.00
Vacation – Land Use (12)		\$2,577.00
Workforce Housing Accessory Dwelling Registration Fee		\$54.00
Zone Change (without Comp Plan Amendment)		\$2,876.00
<u>POLICE</u>		<u>CURRENT FEE</u>
Fingerprinting – per card		\$10.00
Intoxilizer		\$5.00
Police Reports/per report		\$10.00
Urinalysis		\$5.00
<u>PUBLIC WORKS</u>		<u>CURRENT FEE</u>
Building Inspection Fees		Pursuant to the State of Oregon Building Codes Division established fee guidelines
Public Works / Right-of-Way Plan Review (5) (13)		\$78.00/plan sheet
Public Works / Right-of-Way Permit and Inspection (7)(17)		\$84.00 or 5% of project value, whichever is greater
Right to Use/Encroachment Permit (17)		\$43.00
Hydrology report review (5)		\$208.00
TV Inspection Fee		\$180/hour w/2 hour min
<u>SEWER & WATER</u>		<u>CURRENT FEE</u>
<u>Sewer</u>		
4” Sewer Tap-in (14)		Actual time & materials with minimum of \$3,857
6” Sewer Tap-in (w/o existing lateral to property line) (14)		Actual time & materials with minimum of \$5,179
BOD/SS Compiler (15)		\$156.00
Flow Meter Data Logger (15)		\$156.00
Oil & Grease Trap Inspection		\$50 stand alone/\$25 if done w/Backflow Insp
<u>SEWER & WATER</u> (<i>continued</i>)		<u>CURRENT FEE</u>

<i>Water</i>	
Annual Backflow Inspection	\$104.00
Meter Drop-in Connection Fee	
5/8 x 3/4"	\$255.00
3/4"	\$287.00
1"	\$417.00
1-1/2"	\$1,644.00
2"	\$1,956.00
4" (14)	Actual time & materials with estimated deposit
Hydrant Meter Installation (includes uninstall)	\$103.00
Service Extension inside City limits	
1 inch single service	\$3,890.00
2 inch single service	\$5,276.00
2 inch dual service	\$6,170.00
4" Service and larger	Contractor only
Service Extension Outside City Limits	Add 20% to inside City limit fees
4" Service and larger	Contractor only
<u>SWIMMING POOL USE</u>	
Established annually by City Manager or designee.	

Notes:

- (1) All copy charges are calculated based on a single-sided 8 ½ x 11 page. An 8-
- (2) Determination of need for legal review must be made by the City Manager.
- (3) A refundable deposit will be charged equaling the total daily use fee, per
- (4) Park Use Fees will be waived for-the Azalea Festival, American Music
- (5) Base fee. If the City cost for processing the application exceeds the base fee,
- (6) Pre-application meeting fee will be applied to the application fee if the
- (7) Fee is collected at time of permit issuance.
- (8) Tables may be rented at a reduced 50% rate with a minimum of 5 tables
- (9) Appeal fee will be equal to the applicable application fee and adjusted, up or
- (10) Fees noted are in addition to applicable records search fees. Any request
- (11) Fee to be determined per event; based on staff requirements for pick-up,
- (12) Vacations requiring an additional hearing before the Planning Commission
- (13) One-time fee. Incomplete submittals will not be accepted.
- (14) Deposit based on estimate to be applied to actual cost of time and materials.
- (15) Subject to availability.
- (16) If appellant prevails, appeal fee will be refunded.
- (17) Fee will be doubled for failure to obtain permit in advance of performing
- (18) Non-contiguous recurring events will be charged the base fee for the first event and \$10 for each recurrence during a calendar year.
- (19) Barricade/cone fee for non-contiguous recurring events will be applied only once.