

**RESOLUTION NO. 1383**

**A RESOLUTION ESTABLISHING AND REVISING  
SPECIFIC FEES AND CHARGES AND RESCINDING  
RESOLUTION 1214**

**WHEREAS**, the Troutdale City Council has reviewed City program expenditures and the revenues to support these programs; and

**WHEREAS**, an evaluation has been conducted as to the costs of providing services compared to revenues generated from supporting fees and charges; and

**WHEREAS**, certain current fees and charges are not in line with the cost of providing the services, and need to be adjusted; and

**WHEREAS**, the Troutdale City Council has found that adopting fees and charges by Resolution to be the most efficient means to delineate those fees and charges.

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TROUTDALE**

That the following fees and charges are imposed for the services indicated effective July 1, 1998:

**SECTION 1 - GENERAL**

- 1.a. **Lien Check Fee** shall be \$7.50 for each lien search. An additional charge of \$1.50 shall be assessed for faxed copies.
- 1.b. **Photocopies** shall be charged at \$.25 per page for standard letter or legal sized copies and \$.50 per page for 11"x 17" size copies. These fees are to cover the photocopying and associated labor cost to the City. The fees for other non-standard copy requests shall be determined by the Finance Director, based on direct cost of materials and labor plus standard City overhead charges.
- 1.c. **Document Copies** shall be available at the following charges:

Annual Financial Report	15.00
Budget	15.00
Comprehensive Land Use Inventory	20.00
Comprehensive Land Use Plan	10.00

Development Code	20.00
Parks Plan	20.00
Transportation System Plan	20.00
Transportation System Plan (Executive Summary)	10.00
Town Center Plan	15.00

Revenue from the above items is to be credited to the General Fund.

Capital Improvement Plan for Public Works Facilities	10.00
Construction Standards for Public Works Facilities	10.00
Engineering Specifications	As determined by the consulting engineer

Revenue from the above items is to be deposited in the Internal Services Fund for credit to Public Works Management.

- 1.d. **NSF Check Fee** shall be \$15.00 for each check returned due to insufficient funds in the payor's account.
- 1.e. **New Resident Lists** shall be provided at a fee of \$5.00.
- 1.f. **Liquor License Application Fee** shall be \$25.00 per application, either initial application or renewal of application.
- 1.g. **Business License Listings** shall be \$25.00 per request for any Troutdale business license listings.
- 1.h. **Business License Application Fee** shall be \$35.00 per year. New licenses applied for after July 1st of each year shall be assessed one-half the yearly rate (\$17.50). Applicants for new businesses or renewals received after December 1st shall be \$35.00 and will be issued for the next full year.
- 1.i. **Peddlers License Application Fee** shall be \$5.00 for each person employed as a canvasser/peddler by the business in addition to the business license fee as specified in 1.h.

**SECTION 2 - PUBLIC SAFETY**

- 2.a. **Police Reports Copy** charges shall be \$10.00 per report.
- 2.b. **Fingerprinting Charge** for fingerprinting a non-resident at their request shall be \$10.00 per set of fingerprints. No charge is assessed for residents within the city limits.

- 2.c. **Police Officer Cost** shall be \$145.00 for the minimum four hours per officer and \$36.25 per hour for each additional hour per officer that police security services are required as a condition of the Community Building Park rental or as requested by organizations for their activities.
- 2.d. **Ordinance Violation Tow Release Forms** shall be \$10.00 per release.

### **SECTION 3 - COMMUNITY DEVELOPMENT - PLANNING**

- 3.a. **Expedited Land Division Fee** shall be \$400.00 plus \$20.00 for each lot.
- 3.b. **Appeal Fee of an Expedited Land Division Decision** shall be \$300.00 to the City plus an additional \$300.00 deposit for the referee's costs pertaining to the appeal. Pursuant to ORS., the referee shall assess costs of the appeal in excess of the deposit, up to a maximum of \$500.00.
- 3.c. **Tentative Plat Fee** shall be \$400.00 plus direct costs of \$20.00 for each lot. Any special engineering review costs will be charged separately in addition to the filing fee.
- 3.d. **Final Plat Fee** shall be one-half of the Tentative Plat Fee and shall be paid when the final plat is filed.
- 3.e. **Residential Subdivision Street Tree Assessment** shall be \$150 for each tree.
- 3.f. **Special Engineering Report Evaluation** Consultant review and evaluation of special engineering studies and reports required of a development because of conditions specific to the site or because of unique construction methods will be billed to the applicant based on actual costs.
- 3.g. **Zone Change Application Fee** shall be \$600.00 for five acres or less; \$120.00 per acre up to a maximum of \$2,500.00 for over five (5) acres. The fee shall be per zone requested.
- 3.h. **Comprehensive Land Use Plan Amendment** Applicants, unless the application is requested by a majority of the City Council, shall be charged a fee of \$850.00 and shall be governed by the amendment procedures of the Comprehensive Plan.
- 3.i. **Annexation Fee** shall be 1% of the assessed value of the property to be annexed, up to a maximum of \$2,500, plus the Boundary Commission's fee for annexation review.
- 3.j. **Vacation of Streets, Rights-of-Way or Plat Fee** shall be \$750.00.
- 3.k. **Minor Partition Fee** shall be \$200.00 for partition of a parcel into two or three lots.

- 3.l. **Major Partition Fee** for partition of a parcel into two or three lots and creation of a street shall be based on the type of review, Type II \$350.00, Type III \$450.00.
- 3.m. **Lot Line Adjustment Fee** shall be \$100.00.
- 3.n. **Minor Variance Fee** shall be based on the type of review, Type I \$100.00, Type II \$200.00.
- 3.o. **Major Variance Fee - Type III** shall be \$250.00 for residential setback or height standards and \$450.00 for all others.
- 3.p. **Development Permit Fee** (including erosion control permit and flood hazard permit) shall be \$25.00.
- 3.q. **Temporary Use Permit Fee** shall be based on the type of review, Type I \$100.00, Type II \$200.00.
- 3.r. **Special Event Permit Fee** shall be \$100.00.
- 3.s. **Non-Conforming Use Change Fee** shall be based on the type of review, Type I \$100.00, Type II \$200.00, Type III \$450.00.
- 3.t. **Conditional Use Permit Fee** shall be \$500.00.
- 3.u. **Public Hearing Fee** for all items requiring a public hearing not specifically listed above shall be \$500.00.
- 3.v. **Site and Design Review Fees** for commercial, industrial, and multi-family projects shall be equal to 1/10th of 1% (.001) of the project value as determined by the Building Official. The minimum fee shall be \$150.00 and the maximum fee shall be \$3,000.00. The fee for duplex design review shall be \$100.00 per duplex.
- 3.w. **Sign Site and Design Review Fee** shall be \$25.00.
- 3.x. **Appeals Fee - Planning Commission** shall be \$250.00 for appeals from staff decisions to the Planning Commission.
- 3.y. **Appeals Fee - City Council** shall be \$500.00 for appeals from Planning Commission decisions to the City Council.
- 3.z. **NPDES General Storm Water Permit Fee** shall be as set by the Oregon Department of Environmental Quality and shall be credited to the General Fund.

## **SECTION 4 - COMMUNITY DEVELOPMENT - BUILDING**

- 4.a. **Commercial and Multifamily Building Permit Fee** shall be computed from the fee schedule table of the current state adopted edition of the Oregon Structural Specialty Code . Building valuation shall be determined by use of the current issue, current year, of the ICBO Building Standards publication (Building Valuation Data Table) or Building Valuation data published by the Oregon Building Codes Agency.
- 4.b. **One and Two Family Building and Mechanical Permit Fee** shall be computed from the fee schedule table of the current state adopted edition of the CABO One and Two Family Dwelling Specialty Code. Building valuation shall be determined by use of the current issue, current year, of the ICBO Building Standards publication (Building Valuation Data Table) or Building Valuation data published by the Oregon Building Codes Agency.
- 4.c. **Single-Family Residential Plan Checking Fee** shall be calculated at 65% of the building permit fee. A deposit of \$200.00 shall be paid at time of submission of application.
- 4.d. **Commercial/Industrial Structural Plan Checking Fee** shall be calculated at 65% of the building permit fee. A plan review deposit shall be paid at the time of plan submission.
- 4.e. **Fire and Life Safety Plan Review Fee** as applicable shall be calculated at 40% of the building permit fee.
- 4.f. **Demolition Permit Fee** shall be as set forth in the attached permit form.
- 4.g. **Plumbing Permit Fee** shall be computed from the fee schedule table of the current state adopted edition of the Oregon Plumbing Specialty Code.
- 4.h. **Electrical Permit Fee** shall be computed from the fee schedule table of the current state adopted edition of the National Electrical Code.
- 4.i. **Sign Permit Fee** shall be computed from the fee schedule table of the current state adopted edition of the Oregon Structural Specialty Code based on valuation of the project. Signs are subject to plan checking and examination fees.
- 4.j. **Grading Permit Fee and Plan Checking Fee** shall be as set forth in the fee schedule table of the current state adopted edition of the Oregon Structural Specialty Code.
- 4.k. **Mechanical Permit Fee** shall be computed from the fee schedule table of the current state adopted edition of the Oregon Mechanical Specialty Code and as set forth in the attached permit form.

- 4.1. **Fire Prevention Permit Fee** shall be computed from the fee schedule table of the current state adopted edition of the Oregon Structural Specialty Code based on valuation of the project.

## **SECTION 5 - PUBLIC WORKS**

- 5.a. **Public Works Permit Fee** shall be \$50.00 and is required for any work performed in the public way, including pavement cuts, borings/pushes, curb cuts, sidewalk construction or repair, and connections to a City water, sewer or storm water line. Revenue is deposited in the Internal Services Fund for credit to Public Works Management. This fee is not applicable if the work is included within the scope of a Project Inspection Fee.
- 5.b. **Project Inspection Fee** shall be charged for the inspection of all privately constructed improvements to be dedicated to the public. The amount of the fee shall be the costs actually incurred by the City for the inspection and testing service provided and is payable by the applicant within thirty (30) days after invoice. Revenue is to be deposited in the Internal Services Fund for credit to Public Works Management.
- 5.c. **Plan Review Fee** shall be \$300 plus \$30 for each additional lot up to a maximum of \$2,000 for review of construction drawings, payable at the time the drawings are submitted for review. The revenue is to be deposited as follows: 25% in the General Fund, 50% in the Internal Services Fund for credit to Public Works Management, 4% in the Internal Services Fund for Credit to Solid Waste/Recycling, 6% to the Water Fund, 9% to the Sewer Fund, and 6% to the Street Fund.
- 5.d. **Other Special Services** will be charged at cost (time and materials or cost billed to the City). The revenue is to be deposited in the applicable Public Works account.
- 5.e. **Yard Debris Exemption Application Fee** shall be \$15.00. The revenue is to be deposited in the Internal Services Fund for credit to Solid Waste/Recycling.
- 5.f. **Water Service Re-Connection Charge** shall be \$20.00. This charge shall be applied if an account is not brought current and monies receipted by the close of business on the day prior to the day established for turn off of water service for non payment, regardless of whether or not the water service is actually turned off. The revenue is to be deposited in the Water Fund.
- 5.g. **Utility Bill Late Fee** shall be \$2.50 whenever an account is not brought current within forty-five (45) days following the end of the billing month. The revenue is to be deposited in the General Fund.
- 5.h. **Waste Water Discharge Permit Application Fee** shall be \$350.00. The revenue is to be deposited in the Internal Services Fund for Credit to Public Works Management .

5.i. Copying Charges (Maps and Documents):

8 1/2" x 11"	.25 each
11" x 17"	.50 each
18" x 24"	2.00 each
24" x 36"	2.50 each
36" x 48"	3.50 each
Color Maps (small)	5.00 each
Color Maps (large)	7.00 each
CAD Quad and Orthophoto Section Map	3.00 each
Digital City Standards Details on Disk	20.00 each

Revenue from the above items is to be deposited in the Internal Services Fund for credit to Public Works Management.

5.j. SDC Refund Processing Fee shall be \$150, which is non-refundable and must accompany all requests for system development charge refunds submitted in accordance with Section 12.02.085 of the Troutdale Municipal Code. The revenue is to be deposited as follows: 50% in the General Fund and 50% in the Internal Services Fund for credit to Public Works Management.

**SECTION 6 - City Building and Park Facility Fees**

Fees and charges for rental and use of city buildings and park facilities are as shown on the attached fee matrix.

**SECTION 7 - OTHER**

Materials and services not specifically addressed in the City's ordinances and resolutions may be provided upon the City Administrator's approval. The charge shall be based upon direct cost of labor and materials plus appropriate, but not less than 30%, overhead charges. The City Administrator may waive the City overhead charges partially or in total upon determination of benefit to both parties.

YEAS: 6  
NAYS: 0  
ABSTAINED: 0

  
Paul Thalhofer, Mayor

Dated: 6-30-98

  
George Martinez, City Recorder

Adopted: 6-23-98