



RESOLUTION NO. 2022-09

**A RESOLUTION OF THE CITY OF MOLALLA, OREGON
ADOPTING A MASTER FEE SCHEDULE AND REPEALING ALL PRIOR,
CONFLICTING FEE RESOLUTIONS**

WHEREAS, The City Council has the authority to implement administrative fees; and

WHEREAS, Administrative fees are purposed to recoup costs for administrative processes and materials that fall outside the scope of those provided to the broader tax base; and

WHEREAS, The City of Molalla's fees have not been updated for two to three years depending on the particular fee; and

WHEREAS, City staff desires to create a master fee schedule to provide the public; and

WHEREAS, The administrative fees herein have been normalized to recoup costs without profit.

Now, Therefore, the City of Molalla Resolves as follows:

Section 1. The Master Fee Schedule in Exhibit A, attached hereto and incorporated by reference, is hereby adopted.

Section 2. All previous fee resolutions that deal with the same fees described in Exhibit A are hereby repealed.

Section 3. This Resolution becomes effective on July 13, 2022 and remains effective until repealed or otherwise superseded by Resolution of the Molalla City Council.

Adopted this 13th day of July 2022.



Scott Keyser, Mayor

ATTEST:



Christie Teets, City Recorder

Resolution 2022-09 : Master Fee Schedule

Exhibit A

DEPARTMENT/Division/Fee	Current Fee	Fee Authority/ Last Modified	Proposed Fee	Notes
COMMUNITY DEVELOPMENT DEPARTMENT				
Planning Division				
Building Permit - Residential				
<i>Single Family Residence or Accessory Dwelling Unit</i>	\$ 400	Resolution 2020-09	\$ 450	
<i>Duplex</i>	\$ 500	Resolution 2020-09	\$ 750	
<i>Multifamily</i>	\$575 + (\$75/unit < 20) + (\$15/unit >20)	Resolution 2020-09	\$650 + \$100/unit	
<i>Accessory Buildings, Non-Living Space</i>	\$ 100	Resolution 2020-09	\$ 150	
<i>Non-Exempt Remodels - not increasing sq footage</i>	\$ 200	Resolution 2020-09	\$ 200	
<i>Residential Additions</i>	\$ 200	Resolution 2020-09	\$ 250	
Building Permit - Non-Residential				
<i>0-5,000 sq ft</i>	\$ 400	Resolution 2020-09	\$ 450	
<i>5,001-10,000 sq ft</i>	\$ 500	Resolution 2020-09	\$ 550	
<i>10,001-50,000 sq ft</i>	\$ 750	Resolution 2020-09	\$ 825	
<i>50,001-100,000 sq ft</i>	\$ 850	Resolution 2020-09	\$ 925	
<i>More than 100,000 sq ft</i>	\$ 1,000	Resolution 2020-09	\$ 1,100	
<i>Parking Lot, Paving/Landscaping</i>	\$ 350	Resolution 2020-09	\$ 400	
<i>Tenant Improvement or Remodel-not increasing sq footage</i>	\$ 400	Resolution 2020-09	\$ 450	
Legislative Applications				
<i>Annexation</i>	\$3500 + \$3000 deposit if election required	Resolution 2020-09	\$3750 + \$3250 deposit if election required	
<i>Comprehensive Plan Amendment</i>	\$ 3,500	Resolution 2020-09	\$ 3,850	
<i>Zone Change</i>	\$ 3,000	Resolution 2020-09	\$ 3,300	
Land Use Applications				
<i>Code Interpretation - Type I</i>	\$ 500	Resolution 2020-09	Remove	
<i>Code Interpretation - Type II</i>	\$ 1,000	Resolution 2020-09	\$ 1,100	
<i>Code Interpretation - Type IV</i>	\$ 3,000	Resolution 2020-09	\$ 3,300	
<i>Partition - Preliminary Plat</i>	\$ 1,500	Resolution 2020-09	\$ 1,750	
<i>Partition - Final Plat</i>	\$ 300	Resolution 2020-09	\$ 350	
<i>Subdivision - Preliminary Plat</i>	\$ 3,000	Resolution 2020-09	\$ 3,300	
<i>Subdivision - Final Plat</i>	\$ 500	Resolution 2020-09	\$ 600	
<i>Master Plan - Concept Plan</i>	\$ 3,000	Resolution 2020-09	\$ 3,300	
<i>Master Plan - Detailed Dev. Plan</i>	\$ 1,500	Resolution 2020-09	\$ 1,650	

DEPARTMENT/Division/Fee	Current Fee	Fee Authority/ Last Modified	Proposed Fee	Notes
Land Use Applications (cont.)				
Master Plan - Site Design Review	\$ 1,500	Resolution 2020-09	\$ 1,650	
Similar Use Determination - Type II	N/A	N/A	\$ 1,100	
Similar Use Determination - Type III	N/A	N/A	\$ 1,600	
Conditional Use Permit	\$ 2,500	Resolution 2020-09	\$ 2,750	
Extension of Nonconforming Use Status - Type III	\$ 1,500	Resolution 2020-09	\$ 1,650	
Site Design Review - Type II Res Zones	-1% cost (\$500 min/\$1500 max)	Resolution 2020-09	Remove	
Site Design Review - Type II Other Zones	\$ 1,500	Resolution 2020-09	Remove	
Site Design Review - Type II	N/A	N/A	\$ 1,750	
Site Design Review - Type III	\$ 3,000	Resolution 2020-09	\$ 3,500	
Temporary Use - Type II	\$ 400	Resolution 2020-09	\$ 1,000	
Adjustment	\$ 500	Resolution 2020-09	\$ 550	
Variance	\$ 2,500	Resolution 2020-09	\$ 2,750	
Modification - Type 1	\$ 200	Resolution 2020-09	\$ 350	
Modification - Type 2	\$ 750	Resolution 2020-09	\$ 1,000	
Modification - Type 3	\$ 3,000	Resolution 2020-09	\$ 3,250	
Appeal of a Type 2 Decision	\$ 250	Resolution 2020-09	\$ 2,000	
Appeal of a Type 3 Decision	\$ 1,000	Resolution 2020-09	\$ 2,500	
Historical Designation or Removal	\$ 1,000	Resolution 2020-09	\$ 1,100	
Miscellaneous				
Special Event Permits	\$ 1,000	2019-04	\$ 1,000	per day
Addressing	\$ 50	Resolution 2020-09	\$ 75	per address
LUCS Review for State Permit	\$ 200	Resolution 2020-09	\$ 225	
Pre-Application Meeting - Type 1	N/A	N/A	\$ 150	
Pre-Application Meeting - Type 2	\$ 400	Resolution 2020-09	\$ 450	
Pre-Application Meeting - Type 3	\$ 750	Resolution 2020-09	\$ 850	
Zoning Letter	N/A	N/A	\$ 100	
Excavation/Grading Permit	N/A	N/A	\$ 200	
Demolition Permit	\$ 100	Resolution 2020-09	\$ 125	
Other Type I Application	\$ 150	Resolution 2020-09	\$ 175	
Property Line Adjustment	\$ 500	Resolution 2020-09	\$ 750	
Micro-Generation of Power	N/A	N/A	\$ 100	
Sign Permit	\$ 75	Resolution 2020-09	\$ 150	
Tree Permit	\$ -	Resolution 2020-09	\$ 25	
Additional Planning Inspection	N/A	N/A	\$75/hr (each staff member)	1 initial inspection and 1 follow-up inspection is included in application fee

DEPARTMENT/Division/Fee	Current Fee	Fee Authority/ Last Modified	Proposed Fee	Notes
Public Works Division				
Water & Sewer Fees				
Water Hook Up Fee	\$ 600	Resolution 2020-23	\$ 650	
Sewer Hook Up Fee	\$ 600	Resolution 2020-23	\$ 650	
Bulk Water Fees	Current Water Rate	Resolution 2020-23	\$4.50/Cf	
Bulk Water Meter Deposit (refundable)	\$ 700	Resolution 2020-23	\$ 750	
Bulk Water Meter Account & Meter I/R	\$ 25	Resolution 2020-23	\$ 75	
Engineering Fees				
Engineering Design Review Fee	1.5% of project cost, min. \$300	Resolution 2020-23	3% of project cost, min. \$700	Includes 1 initial review and 1 follow-up review only.
Construction Permit Fee	3.5% of project cost, min. \$700	Resolution 2020-23	2% of project cost, min. \$300	Includes 1 final inspection and 1 re-inspection only.
Additional Design Review or Additional Final Inspection	N/A	N/A	\$75/hr (each staff member)	1 initial inspection/review and 1 follow-up inspection/review is included in permit/review fee
Right-of-Way Permit Fees				
Right-of-Way Permit Fees	\$ 125	Resolution 2020-23	\$ 150	
Right-of-Way Permit Fees with Street Cut/Repair	\$150/cut	Resolution 2020-23	\$150/cut	
Driveway/Sidewalk/Curb & Gutter Construction Permit Fee	\$ 95	Resolution 2020-23	\$ 150	
Reinspection Right of Way Permit Fee	\$ 75	Resolution 2020-23	Remove	
Reinspection - Drvwy/SW/Curb & Gutt Const Permit Fee	\$75/inspection	Resolution 2020-23	Remove	
Additional Final Inspection	N/A	N/A	\$75/hr (each staff member)	1 initial inspection and 1 follow-up inspection is included in review fee
Plotter Fees				
Base Rate Per Request	\$ 12.50	Resolution 2020-23	\$ 13.75	plus paper size fee each sheet
Page Size - 24"x18"	\$ 0.23	Resolution 2020-23	\$ 0.25	
Page Size - 24"x30"	\$ 0.36	Resolution 2020-23	\$ 0.40	
Page Size - 24"x36"	\$ 0.41	Resolution 2020-23	\$ 0.50	
Page Size - 36"x44"	\$ 0.76	Resolution 2020-23	\$ 0.90	
Recording Fees (Easements and ROW Dedications)	Actual Recording Cost plus Staff/Vehicle time	Resolution 2020-23	Actual Recording Cost plus Staff/Vehicle time	Payment required prior to occupancy/project acceptance.
Parks Key Deposit (refundable)	\$ 25	N/A	\$ 25	
Special Event Rentals	N/A	N/A	\$50/barrier per day + \$50 drop off + \$50 pickup	

DEPARTMENT/Division/Fee	Current Fee	Fee Authority/ Last Modified	Proposed Fee	Notes
FINANCE DEPARTMENT				
Utility Billing Division				
<i>Service Shutoff/Reconnect Fee</i>	\$ 50	Resolution 2019-06	\$ 50	
<i>Late Fee</i>	\$ 15	Resolution 2019-06	\$ 15	
<i>Utility Service Deposit Residential & Commercial</i>	\$ 100	Resolution 2019-06	\$ 100	refundable
<i>Hydrant Customers</i>	\$ 700	Resolution 2019-06	Remove	Refer to Bulk Meter Fees information under Public Works Division-Water & Sewer Fees
<i>Hydrant Customers Set Up Fee</i>	\$ 25	Resolution 2019-06	Remove	Refer to Bulk Meter Fees information under Public Works Division-Water & Sewer Fees
<i>Water/Sewer/Storm Base and Use Rates</i>				By Separate Resolution
Administrative Division				
<i>Annual Budget/Audit copies</i>	\$ 25	Resolution 2019-07	\$ 25.00	Available online
<i>Business License - New</i>	\$ 100	Resolution 2019-07	\$ 100	50% for new licenses issued July 1- Dec 31
<i>Business License - Annual Renewal</i>	\$ 70	Resolution 2019-07	\$ 70	
<i>Business License - Late Fee</i>	\$ 25	Resolution 2019-07	\$ 27.50	per month delinquent
<i>Business License - Printed Copy of List</i>	\$ 20	Resolution 2019-07	\$ 20	
<i>Certified Copy</i>	\$ 5	Resolution 2019-07	\$ 5	per page
<i>Lien Fee</i>	\$ 100	Resolution 2019-07	\$ 110	
<i>Lien Search</i>	\$ 30	Resolution 2019-07	\$ 30	
<i>Fax - Local</i>	\$ 1	Resolution 2019-07	\$ 1	per page
<i>Fax - Long Distance</i>	\$ 3	Resolution 2019-07	\$ 3	per page
<i>Liquor License - New</i>	\$ 100	Resolution 2019-07	\$ 100	Limited by ORS 471.166 (8)
<i>Liquor License - Renewal</i>	\$ 35	Resolution 2019-07	\$ 35	Limited by ORS 471.166 (8)
<i>Photocopying - Black & White</i>	\$ 0.12	Resolution 2019-07	\$ 0.15	per page
<i>Photocopying - Color</i>	\$ 0.25	Resolution 2019-07	\$ 0.30	per page
<i>Public Records Requests</i>	\$ 25	Resolution 2019-07	Charges based on actual costs	See Public Records Request form for specifics
<i>Returned Check Fee</i>	\$ 35	Resolution 2019-07	\$ 35	
<i>Incorrect Bank Account Fee</i>	N/A	N/A	\$ 15	
<i>Copy of Council Meeting Video (flash drive)</i>	\$ 5	Resolution 2019-07	\$ 10	Available online
<i>Overnight Parking - Daily</i>	\$ 5	Resolution 2019-07	\$ 5	Permit required
<i>Overnight Parking - Weekly</i>	\$ 25	Resolution 2019-07	\$ 25	Permit required
<i>Overnight Parking - Monthly</i>	\$ 100	Resolution 2019-07	\$ 100	Permit required
Municipal Court Division				
Administrative Fees				
<i>Bench Warrant - Failure to Appear</i>	\$ 50	Court Order 2019	\$ 50	
<i>Bench Warrant - Probation Violation</i>	\$ 50	Court Order 2019	\$ 50	
<i>Bench Warrant - Other Type</i>	\$ 50	Court Order 2019	\$ 50	
<i>Bench Probation - Monitored</i>	N/A	N/A	\$ 100	
<i>Returned or NSF Check</i>	\$ 50	Court Order 2019	\$ 50	
<i>Collection Fee</i>	\$ 100	Court Order 2019	\$ 100	or 25% of the presumptive fine, whichever is greater, not to exceed \$250 per statute.

DEPARTMENT/Division/Fee	Current Fee	Fee Authority/ Last Modified	Proposed Fee	Notes
Court Administrative Fees (cont.)				
<i>Court Appointed Attorney Fee</i>	\$ 150	Court Order 2019	\$ 150	
<i>Deferred Sentencing Fee</i>	\$ 150	Court Order 2019	\$ 150	
<i>Discovery Fee - Outside Counsel</i>	\$ 50	Court Order 2019	\$ 50	
<i>Diversion Fee - Seatbelt</i>	\$ 60	Court Order 2019	\$ 65	
<i>Diversion Fee - Traffic School</i>	\$50 less than presumptive fine	Court Order 2019	\$50 less than presumptive fine	
<i>Failure to Appear Notice</i>	\$ 25	Court Order 2019	\$ 25	
<i>Fixit Ticket Program Fee</i>	\$ 50	Court Order 2019	\$ 50	per offense
<i>Installment Agreement - Payment Plan Fee</i>	\$ 30	Court Order 2019	\$ 30	
<i>Installment Agreement - City Assessment</i>	\$ 10	Court Order 2019	\$ 10	
<i>License Suspension Fee (FTA)</i>	\$ 25	Court Order 2019	\$ 25	per offense
<i>Order to Appear Letter</i>	\$ 25	Court Order 2019	\$ 25	
<i>Order to Show Cause Letter</i>	\$ 25	Court Order 2019	\$ 25	
<i>Certified Copy</i>	\$ 5	Resolution 2019-07	\$ 5	
<i>Photocopying - Black & White</i>	\$ 0.12	Resolution 2019-07	\$ 0.15	per page
<i>Photocopying - Color</i>	\$ 0.25	Resolution 2019-07	\$ 0.30	per page
<i>Public Records Requests</i>	\$ 25	Resolution 2019-07	Charges based on actual costs	See Public Records Request form for specifics
Statutory Fees				
Appeals				
<i>Appeal to higher court from municipal court of action for commission of a state violation or for violating city ordinance</i>		ORS 21.135(1), (2)(b); ORS 21.285(1)	\$ 281	
<i>Appeal from license suspension for refusal of breath test, appellant</i>		ORS 21.135(1), (2)(e)	\$ 281	
DUII Diversion Agreement				
<i>Petition for diversion</i>		ORS 813.240(1)	\$ 490	
<i>Petition to extend diversion period</i>		ORS 813.225	\$ -	
Setting Aside a Conviction, Arrest, Citation or Charge				
<i>Motion for order setting aside a conviction</i>		ORS 137.225(1)(f)	\$ -	
<i>Motion for order to set aside a judgment of guilty except for insanity</i>		ORS 137.223(3)(d)	\$ -	
<i>Motion for order to set aside an arrest, issuance of a criminal citation, or a criminal charge</i>		ORS 137.225(1)(f)	\$ -	
<i>Motion under ORS 475B.401 to set aside a qualifying marijuana conviction</i>		ORS 475B.401(2)(b)	\$ -	
Presumptive Fines - Violations				
<i>Standard presumptive fines for violations</i>		ORS 153.019(1)		
<i>Class A</i>		ORS 153.019(1)(a)	\$ 440	
<i>Class B</i>		ORS 153.019(1)(b)	\$ 265	
<i>Class C</i>		ORS 153.019(1)(c)	\$ 165	
<i>Class D</i>		ORS 153.019(1)(d)	\$ 115	

DEPARTMENT/Division/Fee	Current Fee	Fee Authority/ Last Modified	Proposed Fee	Notes
Court Statutory Fees - Presumptive Fines (cont.)				
<i>Special zone presumptive fines for traffic violations</i>		ORS 153.020(1)		
Class A		ORS 153.020(1)(a)	\$ 875	
Class B		ORS 153.020(1)(b)	\$ 525	
Class C		ORS 153.020(1)(c)	\$ 325	
Class D		ORS 153.020(1)(d)	\$ 225	
Fines for Misdemeanors, Maximum				
Class A		ORS 161.635(1)(a)	\$ 6,250	
Class B		ORS 161.635(1)(b)	\$ 2,500	
Class C		ORS 161.635(1)(c)	\$ 1,250	
LIBRARY DEPARTMENT				
<i>Out of District Library Card</i>	\$ 95	Resolution 2019-09	\$ 95	per year
<i>Overdue Fines</i>	\$ 0.25	Resolution 2019-09	\$ 0.10	per day; Cap of \$1.00 per item, all items
<i>Replacement Library Cards</i>	\$ 1.00	Resolution 2019-09	Remove	
<i>Lost or damaged beyond repair library items</i>	Cost of Replacement	Resolution 2019-09	Cost of Replacement	
<i>Missing and/or damaged parts</i>	Cost of Replacement	Resolution 2019-09	Cost of Replacement	
<i>Black & White Copies (from computer and/or copy machine)</i>	\$ 0.10	Resolution 2019-09	\$ 0.10	per side
<i>Color Copies (from computer and/or copy machine)</i>	\$ 0.25	Resolution 2019-09	\$ 0.25	per side
<i>Conference Room Refundable Cleaning Deposit</i>	\$ 50	Resolution 2019-09	\$ 50	
<i>Book Sale Items</i>	\$0.25-\$3.00	Resolution 2019-09	\$0.50-\$2.00	Varies by item and sales
POLICE DEPARTMENT				
	Current		New	
<i>Fingerprinting</i>	\$ 20	Resolution 2019-08	\$ 20	per card
<i>Vehicle Release Impound Fee</i>	\$ 100	Resolution 2019-08	\$ 100	
<i>Special Events - Officer Rate</i>	\$78/hr	Resolution 2019-08	\$100/hr	
<i>Special Events - Sergeant Rate</i>	\$86/hr	Resolution 2019-08	\$121/hr	
<i>Police Report</i>	\$ 15	Resolution 2019-08	\$ 15	
<i>Police Report Printed Color Photographs</i>	\$ 0.50	Resolution 2019-08	\$ 0.50	per 8.5" x11" sheet
<i>Police Report Photos/Audio/Video on USB</i>	\$ 20	Resolution 2019-08	\$20 + staff time	
<i>Hourly Research/Redaction Fee</i>	\$30/hr	Resolution 2019-08	\$30/hr	@ 15 minute intervals
Alarm Permit Fees				
<i>Registration/Renewal - Residential</i>	\$ 30	2018 PMAM Contract	\$ 30	
<i>Registration/Renewal - Commercial</i>	\$ 50	2018 PMAM Contract	\$ 50	
<i>Registration/Renewal - Over 65/Low Income/Disabled</i>	\$ -	2018 PMAM Contract	\$ -	
<i>Late Fee</i>	\$ 25	2018 PMAM Contract	\$ 25	
<i>False Alarm - 1st</i>	\$ 50	2018 PMAM Contract	\$ 50	
<i>False Alarm - 2nd</i>	\$ 100	2018 PMAM Contract	\$ 100	
<i>False Alarm - 3rd and up (each)</i>	\$ 150	2018 PMAM Contract	\$ 150	
<i>Reinstatement of Revoked Permit</i>	\$ 100	2018 PMAM Contract	\$ 100	
<i>Failure to Report New Install</i>	\$ 250	2018 PMAM Contract	\$ 250	