

CITY OF BROOKINGS
STATE OF OREGON

RESOLUTION 25-R-1273

A RESOLUTION OF THE CITY OF BROOKINGS UPDATING THE BROOKINGS MASTER FEE SCHEDULE REPEALING 24-R-1265.

WHEREAS, the City of Brookings 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 July 2024;

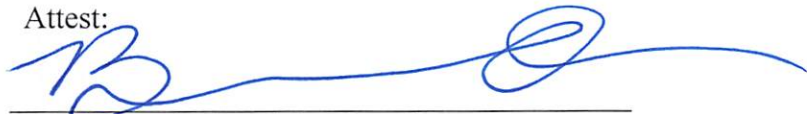
NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that the 2025 Brookings Master Fee Schedule, attached herein as Exhibit A, is hereby adopted, and Resolution 24-R-1265 is repealed.

BE IT FURTHER RESOLVED that the 2025 Brookings Master Fee Schedule will become effective on July 1, 2025.

Passed by the City Council April 28, 2025; effective July 1, 2025.



Mayor Isaac Hodges

Attest:


City Recorder Brooklyn Osterhage

		<u>2025 FEE</u>
<u>ADMINISTRATIVE - GENERAL</u>		
Building Code Violation Appeal Fee ⁽¹⁶⁾		204.00
Business Licenses		
Annual fee based on total number of employees reported on Form 132		
0-10		84.00
11-25		139.00
26-50		206.00
51-75		411.00
76-100		816.00
101-200		1,358.00
>200		2,069.00
Annual fee for businesses located outside City limits		100.00
Late Fee		10.00
Temporary 90-Day		\$35.00 or 1/4 annual fee, whichever is greater
Public Safety Fee per connection/unit/month		3.49
Copying of City Records < 200 pages (based on 8-1/2 x 11 side) ⁽¹⁾		B&W \$0.35 /Color \$0.45
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 \$1.30/Color \$1.40
Each additional page (per side) + copy costs		B&W \$0.70/Color \$0.80
Duplication of City audio/video recordings to CD or DVD		
Personal Copy		20.00
Certified Copy		25.00
Electronic document preparation ⁽¹⁰⁾		
Electronic documents or files copied to CD or DVD		18.00
Electronic documents, <10MB and 10 files, sent electronically		No additional cost
Electronic documents, ≥10MB and/or 10 files, sent electronically		16.00
Paper to electronic conversion (per side) to PDF format, ≤ 11” x 17”		\$0.20 per side
Fax - per page (single sided – 8-1/2 x 14 max)		\$1.40
GIS		
8-1/2 x 11 Curry County Print (per single sided page)		B&W \$0.35; Color \$0.45
11 x 17 Curry County Print (per single sided page)		B&W \$3.30; Color \$3.40
Large Format Print (> 11x17)		BW \$4/sq ft Color \$12/sq ft
Large Format Scanning (> 11 x 17, per single side sheet)	Per Sheet	25.00
Custom Map	Per Hour	59.00
Legal review of public records for exempt determination ⁽²⁾		Actual legal costs
Lien Search		30.00
Liquor License Application – New/Annual Renewal		30.00
Liquor License Application – Temporary/Annual		30.00
Meeting Room Rental – Council Chambers	Per Hour	25.00
Meeting Room Rental – Fire Hall	Per Hour	15.00
Monitoring of public review of City files		46.00
Payment Agreement- Set-up		
Set-Up Fee		139.00

		<u>2025 FEE</u>
Late Fee		45.00
Loan Rate		9%
Records Search	Per Hour	55.00
Returned (NSF) Check		48.00
Taxicab Driver's Permit/ Bi-Annual		36.00
Taxicab License/ Per Vehicle/Annual		91.00
Taxicab Photo Update		14.00
Transportation Network Company		91.00
Transportation Network Company Driver's Permit/Bi-Annual		37.00
Vacation – General (12)		1,661.00
<u>COURT</u>		
Community Service Sign Up Fee		65.00
Court Fee (Generally)		65.00
Driver's License Sanctions		32.00
Failure to Appear		64.00
Collections Fee		32.00
Payment Plan Fee (balance less than \$250)		32.00
Payment Plan Fee (balance greater than \$250)		63.00
Appeal Filing Motion		78.00
<u>FIRE</u>		
Burn Permits		15.00
Burn to Learn		2,014.00
Insurance Company Report		32.00
Copies of County Road Directory		20.00
Roadway Wash Down		139.00
<u>PARK FACILITY / DAILY USE FEES</u> (3)(4)		
Capella Use Fees		
Basic Use Fee	Per hour w/2 hour minimum	150.00
Musical Event Fee (minimum 3 event series)	Per hour w/2 hour minimum	50.00
Security Deposit	Per Event	300.00
Park Use/Standard		
City Residents; non-resident add 50%, non-profit subtract 50%		
	0-200	75.00
	201-400	150.00
	401-600	250.00
	601-1000	400.00
	> Each additional 100	75.00
Park Use/Commercial		
City Resident	1-100	75.00
	>Each additional 100	75.00
Non-City Resident	1-5	200.00
	6-30	300.00
	31-60	450.00
	61-100	600.00
	>Each additional 100	100.00

	<u>2025 FEE</u>
Other Park Facilities: <i>non-resident add 50%, non-profit subtract 50%</i>	
Bandshell/Stage Use	75.00
Concession Stand w/restrooms	150.00
Concession Restrooms Only	50.00
Folding Picnic Table / each, per event (8)	25.00
Tournaments per field per day	100.00
Soft Ball Field Lights per hour/per field	20.00
Recreational Sports (Soft Ball, Kick Ball, Soccer) per game/per team	30.00
Recreational Sports Courts/ Field Reservation per hour	30.00
Scoreboard Use/Remote Deposit	200.00
Tournament Cancellation fee 45 days or more \$25; 45 days or less 1/2 of deposit excl	
Key replacement	32.00
Expedited Plan Review for Special Events (20)	645.00
Capella/Park Use Cancellation Fee	50.00
Event Permit Request	
Event Permit (18)	50.00
Barricade and Cone Delivery (19)	111.00
Refundable Barricade/Cone Use	412.00
<u>PLANNING</u>	
Annexation (5)	6,852.00
Appeal to City Council (9)	Equal to Application Fee
Appeal to Planning Commission	206.00
Combined Preliminary/Final Plat Approval	1,101.00
Comprehensive Plan Amendment (5)	4,949.00
Conditional Use Permit (Generally)	3,509.00
Detailed Development Plan (5)	9,825.00
Extension of Time SUB/CUP	69.00
Home Occupation	54.00
Home Occupation Permit for Non-profit	No Fee
Lot Line Adjustment/Lot Line Vacation	194.00
LU Compatibility Statements	60.00
Master Plan Development (5)	11,581.00
Minor Change	1,352.00
Partition	2,701.00
Mural Application	104.00
Permit Clearance Review	229.00
Minor Additions & Repairs	76.00
Planned Unit Development (5)	6,037.00
Pre-Application Services (6)	710.00
Re-Notification	185.00
Sign Approval	178.00
Street Naming	134.00
Subdivision (5)	2,794.00
Subdivision Final Approval	206.00
Subdivision Replat (5)	2,757.00
Variance	3,287.00

	<u>2025 FEE</u>
Vacation – Land Use ⁽¹²⁾	3,323.00
Workforce Housing Accessory Dwelling Registration Fee	33.00
Zone Change (without Comp Plan Amendment)	3,708.00
<u>POLICE</u>	
Fingerprinting – per card	15.00
Intoxilizer	5.00
Police Reports/per report	11.00
Incident Reports	5.00
Digital Media Redact	Actual costs + staff time
Digital Media Duplication	37.00
Urinalysis	10.00
<u>PUBLIC WORKS</u>	
Building Inspection Fees	Pursuant to OR State Building Codes Div established fees
Vacant Property Registration Fees	
Compliant Commercial Property	
1st year Registration Fee	25.00
Subsequent Years	25.00
Maximum Annual Registration Fee	25.00
Non-Compliant Commercial Property	
1st year Registration Fee	250.00
Subsequent Years	Increases 50.00
Maximum Annual Registration Fee	750.00
Public Works / Right-of-Way Plan Review ⁽⁵⁾ ⁽¹³⁾ Per plan sheet	100.00
Public Works / Right-of-Way Permit and Inspection ⁽⁷⁾ ⁽¹⁷⁾	\$100.00 or 5% of project value, whichever is greater
Right to Use/Encroachment Permit ⁽¹⁷⁾	60.00
Hydrology report review ⁽⁵⁾	268.00
TV Inspection Fee 2 hour minimum	229.00
<u>SEWER & WATER</u>	
<i>Sewer</i>	
4” Sewer Tap-in ⁽¹⁴⁾	Actual time & materials with minimum of \$4,617
6” Sewer Tap-in (w/o existing lateral to property line) ⁽¹⁴⁾	Actual time & materials with minimum of \$6,242
BOD/SS Compiler ⁽¹⁵⁾	201.00
Flow Meter Data Logger ⁽¹⁵⁾	201.00
Oil & Grease Trap Inspection - stand alone	63.00
Oil & Grease Trap Inspection w backflow inspection	32.00
<i>Water</i>	
Annual Backflow Inspection	135.00
Meter Drop-in Connection Fee	

	<u>2025 FEE</u>
5/8 x 3/4"	527.00
3/4"	571.00
1"	736.00
1-1/2"	2,319.00
2"	2,721.00
4" (14)	Actual time & materials with estimated deposit
Hydrant Meter Installation (includes uninstal)	134.00
Service Extension inside City limits	
1 inch single service	5,017.00
2 inch single service	6,803.00
2 inch dual service	7,956.00
4" Service and larger	Contractor only
Service Extension Outside City Limits	Add 20% to inside City limit fees
4" Service and larger	Contractor only
SWIMMING POOL USE	Established annually by City

- (1) All copy charges are calculated based on a single-sided 8 1/2 x 11 page. An 8-1/2 x 14 page will be charged at one and one-half (1-1/2) the cost of single sided page, and 11 x 17 pages will be charged as two (2) single sided pages. Large copying projects (>200 single sided pages or >100 double sided) will be charged actual copying and labor costs, with prior notification to, and acknowledgement of the requestor.
- (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 application.
- (4) Park Use Fees will be waived for the Azalea Festival, American Music Festival, and Natures Coastal Holiday. The City Manager may waive Parks Use Fees for non-profit events when the total is less than \$100.
- (5) Base fee. If the City cost for processing the application exceeds the base fee, the applicant will be liable for, and billed monthly, for staff and/or consultant's time and other associated costs incurred with processing the application (including but not limited to planning, public works, engineering, City administration, legal and inspection services).
- (6) Pre-application meeting fee will be applied to the application fee if the application is submitted within one (1) year of the pre-application meeting. Each pre-application meeting increases the application fee by the same amount.
- (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 when both pick-up and delivery are handled by the applicant.
- (9) Appeal fee will be equal to the applicable application fee and adjusted, up or down, based on final cost recovery.
- (10) Fees noted are in addition to applicable records search fees. Any request requiring more than 1 hour of staff time for conversion, copying to disc, etc., will be charged the records search rate, in addition to standard fees, with prior notification to, and acknowledgement of the requestor. Sending and receiving of electronic files, and conversion of paper documents to PDF format, is limited to current available in-house technology.
- (11) Fee to be determined per event; based on staff requirements for pick-up, delivery and placement of barricades and cones.
- (12) Vacations requiring an additional hearing before the Planning Commission will be charged at twice the standard fee. (Standard fee includes a hearing before the City Council).
- (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. Any deposit amount exceeding actual costs will be refunded upon project completion. Amounts in excess of the deposit will be billed at the earliest known stage in the project, or upon project completion.
- (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 work.
- (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.
- (20) For event application forms submitted less than 14 days from date of event.