

**RESOLUTION NO. 1214
CITY OF GLADSTONE, OREGON**

A Resolution Adopting a Revised Master Fee Schedule

WHEREAS, The Gladstone City Council is authorized by the Gladstone Municipal Code to adopt certain fees; and

WHEREAS, The City Council desires to adopt an updated Master Fee Schedule reflecting periodic updates; and

WHEREAS, The City adopted a Right-of-Way Ordinance in 2016, the Master Fee Schedule stipulates the minimum annual Right-of-Way fee will increase 3.0 percent every year; and

WHEREAS, In November 2019 the City Council approved a new utility rate structure, including block rates and annual increases. As of January 2023, the monthly increase to a typical single family home is determined to be 4.0 percent to the base and block rates to correlate to the increase in the cost of goods and services, effective January 1, 2023, and,

WHEREAS, The City desires to update the Technical Plan Review fee to 5.0 percent of construction costs for the first two reviews, and 3.0 percent of construction costs for three or more plan reviews, plus add a One Time Extension fee for Street Opening Permits of \$100 (90 day period); and

WHEREAS, The City has reviewed the rental rates at the Gladstone Senior Center and desires to increase rental rates in both the Planton and Bloye Halls, add a two hour minimum time limit, add a cleaning fee and refundable deposit fee due at time of scheduling; and

WHEREAS, The City has discontinued the contract with Clackamas County for Planning Services, and desires to adopt a slate of planning fees for in-house administration and collection as listed on Exhibit A; and

WHEREAS, The City entered into an Intergovernmental Agreement with Clackamas Fire District #1 for fire protection services as of July 1, 2022, resulting in the elimination of the Fire report fees listed on previous Master Fee Schedules;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Gladstone, a municipal corporation of the State of Oregon, the following:

The City of Gladstone repeals the Master Fee Schedule adopted under Resolution 1210 and replaces it by adopting the Revised Master Fee Schedule, as set forth in the attached Exhibit A. Changes/additions are noted in **highlight** and deletions are noted in **strikethrough**.

This Resolution is effective January 1, 2023.

This Resolution adopted by the Gladstone City Council and approved by the Mayor this 13TH day of December, 2022.

ATTEST:



Tamara Stempel, Mayor



Tami Bannick

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1	Resolution 1214 - Exhibit "A"		
2	City of Gladstone Master Fee Schedule Effective January 1, 2023		
3			
4	ADMINISTRATION		
5	Adopted Budget		\$45.00
6	Blasting Permit Fee		\$5,000.00
7	Blasting Permit Inspections each (after first two inspections)		\$2,000.00
8	Business License Base Fee		\$100.00
9	Business License Commencing July-December		\$50.00
10	Business License fee per employee over 3 FTE's		\$5.00
11	Business License for Rental Property in Gladstone - base fee plus tiered approach below		\$100.00
12	1 rental unit		\$25.00
13	2 - 5 rental units		\$50.00
14	6 - 12 rental units		\$75.00
15	13+ rental units		\$100.00
16	Business License Past Due Fee per month		\$10.00
17	Home Occupation - Initial Application Fee		\$50.00
18	Declaration of Candidacy Filing Fee		\$50.00
19	Electronic Copy of a Recorded Meeting		\$20.00
20	Liquor License Review		
21	Original Application		\$100.00
22	Change in ownership, location, or privilege		\$75.00
23	Renewal or temporary application		\$35.00
24	Lien Search		\$30.00
25	Notary Fee (Non-Resident)		\$10.00
26	Notary Fee (Resident)		\$5.00
27	NSF Check Charge		\$35.00
28	Parking Permits		\$25.00
29	Penalty for work commencing before application approval		Investigation fee equal to permit fee
30	Photocopies B&W up to 8 x 14		\$0.25
31	Postage and Handling Flat Fee + actual cost of postage		\$1.00
32	Public Records Administrative Research per hour (quarter hour increment charge)		Based on hourly rate

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33	Public Records Clerical Research per hour (quarter hour increment charge)	Based on hourly rate	
34	Public Records Legal Research per hour (quarter hour increment charge)	Based on hourly rate	
35	Public Records Request Deposit (large) toward hourly rate	\$100.00	
36	Public Records Request Deposit (small) toward hourly rate	\$25.00	
37	Returned Check Charge/processing	\$35.00	
38	Road Re-naming	\$150.00	
39	Special Event Application (plus actual staff costs for employees specifically needed to work the event and barricade fees if needed)	\$100.00	
40			
41			
42	FIRE		
43	Fire and EMS Incident Report	\$20.00	
44	Fire Investigation Report	\$20.00	
45	Fire Investigation Photos	\$10.00	
46			
47	PARKS AND RECREATION		
48	Meldrum Bar Parking Fee:		
49	Non-Resident	\$3.00/day	
50	Non-Resident	\$40.00/year	
51	Non-Resident Visiting Sports Teams	Free (in designated area)	
52	Resident	Free (limit two per household)	
53	Card Replacement fee	\$5.00 per card	
54			
55	GLADSTONE USER GROUP FEES FOR RESERVED PLAY		
56			
57	Baseball/Softball User Groups:		
58	Gladstone Junior Baseball Association	\$20.00 per registered player/year	
59	Gladstone Girls Softball Association	\$20.00 per registered player/year	
60	Soccer User Group:		
61	Gladstone Youth Soccer Association (2 rosters a year for per player charge)	\$15.00 per registered player/year	
62	Tournament Fees: Baseball/Softball Soccer:		
63	Meldrum Bar Park Fields - all fields/3-day cap	\$500.00	
64	Dierickx Fields - all fields/3-day cap	\$200.00	
65	Banners: Sponsor banners allowed during tournament play only. Banners must be		

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66	removed at the end of play		
67	Pickleball User Group:		
68	Gladstone Pickleball Club (2 rosters a year for per player charge)	\$15.00 per registered player/year	
69	Tournament Fees: Pickleball/Tennis		
70	Max Patterson Courts - All Courts all day/3-day cap	\$200.00	
71	Banners: Sponsor banners allowed during tournament play only. Banners must be		
72	removed at the end of play		
73			
74	<u>NON-GLADSTONE USER GROUP FEES FOR RESERVED PLAY</u>		
75	Baseball/Softball Ballfields Use (per field/per hour)		
76	Resident Team*	\$10.00 per hour/per field	
77	Non-Resident Team	\$15.00 per hour/per field	
78	Soccer Field (per field/per hour) Does not include goals		
79	Resident Team*	\$5.00/per hour/per field	
80	Non-Resident Team	\$10.00 per hour/per field	
81	Tournament Fees: Baseball/Softball/Soccer		
82	Meldrum Bar Park Fields - all fields/per day	\$500.00	
83	Dierickx Fields - all fields/per day	\$200.00	
84	Pickleball/Tennis Courts (per court/per hour)		
85	Resident**	\$5.00/hour	
86	Non-Resident	\$10.00/hour	
87	*Resident team must consist of 85% Gladstone residents		
88	**Resident must show identification		
89			
90	PLANNING AND BUILDING		
91	The City of Gladstone contracts with Clackamas County for planning and building		
92	services, fees for those applications and services are set by the County		
93			
94	Addressing (New or Change of Address/Unit/Suite)	\$66.00 + \$7.00 per lot/unit/suite	
95	Annexation		
96	*Non-Election	Cost of staff and consulting services (\$3,000.00 deposit)	

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97	*Election	Cost of staff and consulting services (\$3,000.00 deposit)	
98	Appeal	\$250.00	
99	Application or Appeal Withdrawn - no public notice sent, staff report issued or decision issued	Retain 25% of application fee or minimum of \$250; whichever is more	
100	Application or Appeal Withdrawn - public notice sent	Retain 50% of application fee or minimum of \$500; whichever is more	
101	Application Withdrawn - staff report issued or decision issued	No Refund	
102	Application Withdrawn - Hearings Officer Review Fee	Refund if the hearing has not occurred	
103	Building Permit Review by Planner - Multi-family, Commercial, 3-4 plex, internal conversion, cottage cluster, industrial, institutional, retail, office, duplex, non-residential, etc: New structure, addition, demolition, accessory structure, porch, modification, fence, retaining wall, development.	.1% of Building Permit Value Minimum = \$89.00 Maximum = \$4,043.00	
104	Building Permit Review by Planner - Residential Single-Household and ADU's: New Addition, Demolition, Accessory Structure, Porch, Modification, Fence, Retaining Wall, Development, etc.	\$89.00	
105	Comprehensive Plan Amendment	\$12,410.00	
106	Conditional Use	\$3,905.00	
107	Design Review	.384% of construction cost, but no less than \$1,340 & no more than \$36,835	
108	Interpretation - Comprehensive Plan or Zoning and Development Ordinance	\$1,300.00	
109	Land Use Permit - Type II, Not otherwise listed	\$1,065.00	
110	Lot Line Adjustment	\$1,354.00	
111	Mailing Labels	\$18.00	
112	Marijuana Land Use Application - Type I	\$1,000.00	
113	Marijuana Land Use Application - Type II	\$1,505.00	
114	Mobile Home Park Conversion	\$2,600.00	
115	Nonconforming Use - Alteration or Verification	\$1,405.00	
116	Open Space Review	\$1,065.00	

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117	Open Space Review - Conflict Resolution	\$1,065.00	
118	Partition	\$2,705.00	
119	Planned Unit Development (PUD) - see Subdivision		
120	Plat Vacation	\$845.00	
121	Property Line Adjustment - Type I	\$795.00	
122	Property Line Adjustment - Type II	\$1,050.00	
123	Replacement Dwelling	\$995.00	
124	Replat - Type II	\$2,705.00	
125	Signs - Design Review	\$530.00	
126	Street Name Change	\$105.00	
127	Street Vacation - Application	\$605.00	
128	Street Vacation - Processing of Vacation	Full cost of recovery	
129	Subdivision - Major (11 or more lots)	\$4,040.00 + \$45.00/lot	
130	Subdivision - Minor (4 - 10 lots)	\$2,705.00	
131	Temporary Dwelling for Care permit, new and renewal (14+ days)	\$835.00	
132	Temporary Dwelling while Building (14+ days)	\$500.00	
133	Temporary Use Otherwise Prohibited	\$1,065.00	
134	Temporary Structure for Emergency Shelter	\$500.00	
135	Time Extension	\$1,065.00	
136	Time Extension - Type 1	\$560.00	
137	Variance	\$1,120.00	
138	Vested Right Determination	\$5,105.00	
139	Wireless Telecommunication Facility - Type I	\$585.00	
140	Wireless Telecommunication Facility - Type II	\$950.00	
141	Wireless Telecommunication Facility - Type III (with an adjustment)	\$6,570.00	
142	Zone Change	\$3,060.00	
143	Zone Change, filed concurrently with another land use application for the same property	\$2,510.00	
144	Zone Change - PC Review, filed concurrently with Comprehensive Plan Amendment	\$2,510.00	
145	Zoning Verification/Confirmation Letter	\$141.00	
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POLICE			
148	A-Frame Sign Permit (initial application fee)	\$100.00	
149	Address Record Print (per address)	\$5.00	

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150	Alarm Permit		
151	Initial Permit or Renewal	\$25.00	
152	Late Fee (after 30 days expiration or installation)	\$25.00	
153	Second False Alarm (within permit year)	\$50.00	
154	Third False Alarm (within permit year)	\$100.00	
155	Fourth and Each Subsequent Alarm (within permit year)	\$150.00	
156	Failure to obtain Alarm Permit	\$90.00	
157	Animal Permit Application (per year)	\$25.00	
158	Block Party	\$35.00	
159	CD's including photos/videos	\$25.00	
160	ID Theft	Victim Free	
161	Local History Printout (per record)	\$5.00	
162	Noise variance	\$75.00	
163	Nuisance Property Abatement	Actual Cost	
164	Police Report - No Charge for Victims	\$0.00	
165	Police Report (first 2 pages)	\$15.00	
166	Police Report (page 3 and over) each page	\$1.00	
167	Temporary/Portable Storage Container	\$50.00	
168	Vehicle Impound (after business hours)	\$125.00	
169	Vehicle Impound (during regular business hours)	\$100.00	
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PUBLIC WORKS			
172	Technical Plan Review-Development Engineering Fee		
173	Review (up to two plan submittals)	2.5% of the construction cost	3% of const.
174	Review (three or more plan submittals)	new cost	
175	Inspection	2.5% of the construction cost	
176	Barricade Delivery and Pickup Fee	\$50.00	
177		\$100.00	
178	Erosion Control Violation	\$300.00	
179	Hydrant Hook-Up Permit Fee (plus water usagae cost)	\$50.00	
180	Registration Fee	\$50.00	

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181	Street Opening Inspection Fee	\$85.00	
182	Street Opening Permit Fee	\$150.00	
183	Street Opening Permit Fee - One Time Extension	new \$100.00	
184	Street Opening Re-Inspection Fee (if necessary)	\$85.00	
185	System Development Charges (SDC's)		
186	* Transportation	\$4,269 per (EDU)	
187	* Water:	3/4" meter - \$9,040	
188		1" meter - \$14,982	
189		1 1/2" meter - \$30,105	
190		2" meter - \$48,186	
191		3" meter - \$96,462	
192		4" meter - \$150,707	
193		6" meter - \$301,323	
194	* Sewer Collection (City System)	\$6,495 per (EDU) equivalent dwelling unit	
195	* Sewer Treatment provided by others (pass-through) to Oak Lodge Water Services or Tri-City (WES) based on the individual district rates that the property is served by.	\$9,027 per (RPE) residential population equivalent	
196	* Parks	\$3,477 per (EDU) equivalent dwelling unit	
197	* Stormwater		
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199			
200	SENIOR CENTER		
201	Building Rental (per hour) Group 1: City of Gladstone Residents, private parties, individuals, groups, and non-profits. (2 hour minimum rental)	Plantation Room - \$40.00 and Bloye Hall - \$45.00	Plantation \$55 Bloye \$65
202	Building Rental (per hour) Group 2: Commercial, for-profit professional groups. (2 hour minimum rental)	Plantation Room - \$50.00 and Bloye Hall - \$75.00	Plantation \$70 Bloye \$85
203	Kitchen Fee	\$50.00	\$60.00
204	Cleaning Fee	new	\$60.00
205	Deposit - Refundable; due at time of scheduling	new	\$200.00
206	Meal under 60 years	\$4.00	

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207	Meal (suggested donation) over 60 years	\$3.00	
208	Fax (per page - staff only)	\$1.00	
209	Photocopy (per page)	\$0.25	
210	Van Donation (suggested donation) each way	\$1.00	
211	Friday Excursions (\$7-\$25)	varies	
212	Billiards Room (suggested donation of per game played)	\$0.25	
213	Notary Fee- Clackamas County resident age 60 or older	Free	
214	Notary Fee- Gladstone Resident	\$5.00	
215	Notary Fee- Non Resident- Clackamas County	\$10.00	
216			
217	UTILITY BILLING RATES & UTILITY RIGHT OF WAY RATES		
218			
219	RIGHT-OF-WAY (ROW) RATES		
220	Franchise Administrative Review	\$5,000.00	
221	ROW License Application Fee (Excluding Small Cell Wireless Facilities ****)	\$50.00	
222	ROW License Fee (five year term), (Excluding Small Cell Wireless Facilities)	\$250.00	
223	ROW Use Fee (Excluding Small Cell Wireless Facilities)	5% of gross revenues** or Minimum Annual Right-of-Way Use Fee,	
224	Minimum Annual Right-of-Way Use Fee ***		
225	TOTAL LINEAR FEET OF UTILITY FACILITIES IN RIGHT-OF-WAY		
226	Up to 5,000	\$5,971.00	\$6,150.00
227	5,001 to 10,000	\$8,956.00	\$9,225.00
228	10,001 to 20,000	\$11,941.00	\$12,299.00
229	More than 20,000	\$17,911.00	\$18,448.00
230	ROW Attachment Fee (Excluding Small Cell Wireless Facilities)	\$5,150	
231			
232	ROW Application fee for Small Cell Wireless Facilities (1-5 sites)	\$500.00	
233	Each additional Site	\$100.00	
234			
235	Small Cell Wireless Facility Attachment Fee	\$270.00	
236			
237	SEWER RATES		
238	Sewer Inspection Fee, except mobile homes, motor homes and travel trailers	\$100.00	

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239	Sewer Insepection Fee for mobile homes, motor homes, and travel trailers	\$50.00	
240	Oak Lodge Water Services Sewer Charge (Pass-through)*****	\$58.36 per month per EDU*	
241	Water Environment Services (WES) Sewer Treatment Charge (Pass-through)*****	\$27.90- per month per EDU*	
242	City of Gladstone Sanitary Sewer Collection Charge	\$33.55 per month per EDU*	\$34.89
243	Low Income Rate Reduction - adjusted annually based on HUD Very Low Income Limits for Portland-Vancouver-Hillsboro, OR-WA MSA	50%) reduction of base rates listed above	
244	STORMWATER RATES		
245	Residential Stormwater Fee per EDU* each month (Class 001 accounts)	\$13.73	\$14.28
246	Low Income Rate Reduction - adjusted annually based on HUD Very Low Income Limits for Portland-Vancouver-Hillsboro, OR-WA MSA	50%) reduction of base rates listed above	
247	Non-Single Family Residential Stormwater Fee (Per 3,000 square feet of impervious area each month)		
248	(Class 002 and 003 accounts)	\$13.73	\$14.28
249	(Impervious area is calculated based on the city's GIS system data)		
250			
251	WATER RATES (monthly)		
252		Base Meter Charge	
253	Meter Size	(no water included)	
254	3/4"	\$30.01	\$31.21
255	1.0"	\$47.74	\$49.65
256	1.5"	\$74.47	\$77.45
257	2.0"	\$133.17	\$138.50
258	3.0"	\$165.89	\$172.53
259	4.0"	\$198.63	\$206.58
260	6.0"	\$220.74	\$229.57
261	8.0"	\$275.94	\$286.98
262	Low Income Rate Reduction - adjusted annually based on HUD Very Low Income Limits for Portland-Vancouver-Hillsboro, OR-WA MSA	50%) reduction of base rates listed above	
263	Water Rate Unit Cost Per Hundred Cubic Feet Of Water (CCF) 748 gallons	Usage Bracket	Rate
264	Block Rate 1	1 - 6 Units	\$1.66/unit
265	Block Rate 2	7 - 10 Units	\$2.64/unit
266	Block Rate 3	11 Units and Up	\$3.62/unit
267	Water rates for properties outside the city limits	Add 33% to above rates	
268			

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	WATER UTILITY CHARGES		
269	Low Income Rate Violation Fee		
270	Disconnect/Reconnect Charge (if greater than 30 Days for Water & Sewer base charges)	As set forth in ORS 164.125	
271	Mailed Late Notice/Shut Off Notification	\$25.00 each time	
272	Shut Off Door Hanger (2nd Late Fee)	\$7.00	
273	Shut Off Water	\$25.00	
274	Turn On Water (during business hours)	\$25.00	
275	Turn On Water (after business hours)	\$175.00	
276	Water Meter Tampering Charge	\$250.00	
277			
278			
279	WATER RESOURCE APPLICATIONS:		
280	Construction Management Plan	\$730.00	
281	Floodplain Development Permit - Type I	\$785.00	
282	Habitat Conservation Area -Development Permit-Pursuant to Subsection 17.25.100 of GMC	\$1,320.00	
283	Habitat Conservation Area -Development Permit-Pursuant to Subsection 17.25.100 of GMC	\$1,685.00	
284	Habitat Conservation Area - Map Verification	\$950.00	
285	Stream Conservation Area Permit	\$960.00	
286	Water Quality Resource Area District - Boundary Verification	\$785.00	
287	Water Quality Resource Area District - Development Permit	\$1,685.00	
288	Willamette River Greenway Permit	\$1,470.00	
289			
290			
291	* Equivalent Dwelling Unit (EDU)		
292	** Gross revenues shall have the meaning as defined in Chapter 12.24		
293	*** This rate shall increase 3% annually on January 1st of each year beginning January 1, 2017.		
294	**** Small Cell Wireless Facilities are defined as including an antenna of no more than three cubic feet and equipment totaling no more than 28 cubic feet, placed on a structure that is either no more than 50 feet in height, no more than 10 percent taller than adjacent structure, or no more		
295	*****These rates are set by Oak Lodge Water Service and Water Environment Services (WES). Any updates to these rates will be brought forward for City Council approval.		
296			