

RESOLUTION NO. 1220
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, Updates to a Water Environment Services (WES) utility rate charges (pass-through) is increasing by 5.00%, increasing their monthly charge by \$1.40 from \$27.90 per equivalent dwelling unit (EDU) to \$29.30 per EDU; and

WHEREAS, Updates to the Oak Lodge Water Services Sewer Charge (pass-through) is increasing by 24.0%, increasing their monthly charge by \$14.02 from \$58.36 per equivalent dwelling unit (EDU) to \$72.38 per EDU; and

WHEREAS, The City was advised by North Clackamas County Water Commission (NCCWC) that effective July 1, 2023 wholesale water rates (pass-through) will be increased by 3.6%, from \$0.7929 to \$0.8207 cost per hundred cubic feet of water (CCF) 748 gallons; and

WHEREAS, The City has updated the low income levels applicable as of July 1, 2023 based on the Housing and Urban Development Income Limits/Very Low Income Limits (50% of Median Family Income) for the Portland-Vancouver-Hillsboro, OR-WA MSA. Exhibit B details information on the program.

WHEREAS, The City includes System Development Charges (SDC's) in the master fee schedule to make the charges more transparent. The charges are increased annually based on the ENR-CCI (Engineering News Record Construction Cost Index) for Seattle per the City's SDC Methodology Reports and ORS 223.304. (This year's ENR-CCI increase is 12%, Dec 2021-Dec 2022). The city will only increase 4% to maintain fees similar to surrounding jurisdictions.

WHEREAS, The Police Department will follow Clackamas County's format to include collection of fees for public records requests for body-worn camera footage. The Police Department will also increase fees for local history printouts and address records prints due to increased staff time and materials costs; and

WHEREAS, The City has reviewed the rental rates at the Gladstone Community Center and desires to increase rental rates due to additional rentals in both the Planton and Bloye Halls to meet the needs of increased building monitor hours, inflation and additional janitorial services; and

WHEREAS, In January 2023 Technical Plan Review/Development Engineering fees were increased, language has been added to clarify the intent of those costs in addition to clarification of street opening fee one time extension time limit; and

WHEREAS, In January 2023, the City discontinued the contract with Clackamas County for Planning Services and adopted a slate of planning fees for in-house administration and collection and now desires to increase and add fees based on staff time and material costs.

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 1214 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 ~~strike through~~ and amends the Low Income Utility Assistance Program attached as Exhibit B.

This Resolution is effective July 1, 2023.

This Resolution adopted by the Gladstone City Council and approved by the Mayor this 14th day of July, 2023.

ATTEST:



Michael Milch, Mayor



Tami Bannick

	A	B	C
1	Resolution 1220 - Exhibit "A"		
2	City of Gladstone Master Fee Schedule Effective July 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		\$100.00
21	Original Application		\$75.00
22	Change in ownership, location, or privilege		\$35.00
23	Renewal or temporary application		\$30.00
24	Lien Search		\$10.00
25	Notary Fee (Non-Resident)		\$5.00
26	Notary Fee (Resident)		\$35.00
27	NSF Check Charge		\$25.00
28	Parking Permits		
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		
36	Public Records Request Deposit (small) toward hourly rate	\$100.00	
37	Returned Check Charge/processing	\$25.00	
38	Road Re-naming	\$35.00	
39	Special Event Application (plus actual staff costs for employees specifically needed to work the event and barricade fees if needed)	\$150.00	
40		\$100.00	
41			
42			
PARKS AND RECREATION			
43	Meldrum Bar Parking Fee:		
44	Non-Resident	\$3.00/day	
45	Non-Resident	\$40.00/year	
46	Non-Resident Visiting Sports Teams	Free (in designated area)	
47	Resident	Free (limit two per household)	
48	Card Replacement fee	\$5.00 per card	
49			
50			
51			
<u>GLADSTONE USER GROUP FEES FOR RESERVED PLAY</u>			
52	Baseball/Softball User Groups:		
53	Gladstone Junior Baseball Association		
54	Gladstone Girls Softball Association	\$20.00 per registered player/year	
55	Soccer User Group:	\$20.00 per registered player/year	
56	Gladstone Youth Soccer Association (2 rosters a year for per player charge)	\$15.00 per registered player/year	
57	Tournament Fees: Baseball/Softball Soccer:		
58	Meldrum Bar Park Fields - all fields/3-day cap		
59	Dierickx Fields - all fields/3-day cap	\$500.00	
60	Banners: Sponsor banners allowed during tournament play only. Banners must be removed at the end of play	\$200.00	
61			
62	Pickleball User Group:		
63	Gladstone Pickleball Club (2 rosters a year for per player charge)		
64	Tournament Fees: Pickleball/Tennis		
65	Max Patterson Courts - All Courts all day/3-day cap	\$15.00 per registered player/year	
		\$200.00	

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66	Banners: Sponsor banners allowed during tournament play only. Banners must be removed at the end of play		
67			
68			
69	NON-GLADSTONE USER GROUP FEES FOR RESERVED PLAY		
70	Baseball/Softball Ballfields Use (per field/per hour)		
71	Resident Team*	\$10.00 per hour/per field	
72	Non-Resident Team	\$15.00 per hour/per field	
73	Soccer Field (per field/per hour) Does not include goals		
74	Resident Team*	\$5.00/per hour/per field	
75	Non-Resident Team	\$10.00 per hour/per field	
76	Tournament Fees: Baseball/Softball/Soccer		
77	Meldrum Bar Park Fields - all fields/per day	\$500.00	
78	Dierickx Fields - all fields/per day	\$200.00	
79	Pickleball/Tennis Courts (per court/per hour)		
80	Resident**	\$5.00/hour	
81	Non-Resident	\$10.00/hour	
82	*Resident team must consist of 85% Gladstone residents		
83	**Resident must show identification		
84			
85	PLANNING AND BUILDING		
86			
87	Addressing (New or Change of Address/Unit/Suite)	\$66.00 + \$7.00 per lot/unit/suite	
88	Adjustment	\$560.00	
89	Annexation		
90	*Non-Election	Cost of staff and consulting services (\$3,000.00 deposit)	
91	*Election	Cost of staff and consulting services (\$3,000.00 deposit)	
92	Appeal	\$250.00	
93	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	

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94	Application or Appeal Withdrawn - public notice sent	Retain 50% of application fee or minimum of \$500; whichever is more	
95	Application Withdrawn - staff report issued or decision issued	No Refund	
96	Application Withdrawn - Hearings Officer Review Fee	Refund if the hearing has not occurred	
	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	
97	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	
98	Comprehensive Plan Amendment	\$12,410.00	
100	Conditional Use	\$3,905.00	
101	Design Review	.384% of construction cost, but no less than \$1,340 & no more than \$36,835	
102	Interpretation - Comprehensive Plan or Zoning and Development Ordinance	\$1,300.00	
103	Land Use Permit - Type II, Not otherwise listed	\$1,065.00	
104	Lot Line Adjustment	\$1,354.00	
105	Mailing Labels	\$18.00	\$25.00
106	Marijuana Land Use Application - Type I	\$1,000.00	
107	Marijuana Land Use Application - Type II	\$1,505.00	
108	Modification of Condition of Approval	\$1,065.00	
109	Mobile Home Park Conversion	\$2,600.00	
110	Nonconforming Use - Alteration or Verification	\$1,405.00	
111	Open Space Review	\$1,065.00	
112	Open Space Review - Conflict Resolution	\$1,065.00	
113	Partition	\$2,705.00	
114	Planned Unit Development (PUD) - see Subdivision		
115	Planning Staff Review = First 15 minutes - no charge; billed in 0.5 hour increments	\$150.00/hour	
116	Plat Vacation	\$845.00	

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117	Pre-Application Meeting	\$1,120.00	
118	Property Line Adjustment - Type I	\$795.00	
119	Property Line Adjustment - Type II	\$1,050.00	
120	Replacement Dwelling	\$995.00	
121	Replat - Type II	\$2,705.00	
122	Signs - Design Review	\$530.00	
123	Street Name Change	\$105.00	
124	Street Vacation - Application	\$605.00	
125	Street Vacation - Processing of Vacation	Full cost of recovery	
126	Subdivision - Major (11 or more lots)	\$4,040.00 + \$45.00/lot	
127	Subdivision - Minor (4 - 10 lots)	\$2,705.00	
128	Temporary Dwelling for Care permit, new and renewal (14+ days)	\$835.00	
129	Temporary Dwelling while Building (14+ days)	\$500.00	
130	Temporary Use Otherwise Prohibited	\$1,065.00	
131	Temporary Structure for Emergency Shelter	\$500.00	
132	Time Extension	\$1,065.00	
133	Time Extension - Type 1	\$560.00	
134	Variance	\$1,120.00	
135	Vested Right Determination	\$5,105.00	
136	Wireless Telecommunication Facility - Type I	\$585.00	
137	Wireless Telecommunication Facility - Type II	\$950.00	
138	Wireless Telecommunication Facility - Type III (with an adjustment)	\$6,570.00	
139	Zone Change	\$3,060.00	
140	Zone Change, filed concurrently with another land use application for the same property	\$2,510.00	
141	Zone Change - PC Review, filed concurrently with Comprehensive Plan Amendment	\$2,510.00	
142	Zoning Verification/Confirmation Letter	\$141.00	
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144			
POLICE			
145	A-Frame Sign Permit (initial application fee)	\$100.00	
146	Address Record Print (per address)	\$5.00	\$10.00
147	Alarm Permit		
148	Initial Permit or Renewal	\$25.00	
149	Late Fee (after 30 days expiration or installation)	\$25.00	

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150	Second False Alarm (within permit year)		\$50.00
151	Third False Alarm (within permit year)		\$100.00
152	Fourth and Each Subsequent Alarm (within permit year)		\$150.00
153	Failure to obtain Alarm Permit		\$90.00
154	Animal Permit Application (per year)		\$25.00
155	Block Party		\$35.00
156	Body Worn Camera Footage (NEW)	\$25.00 initial fee	
157	Redaction & Processing	\$48.00-\$58.00/hr	
158	Redaction Review	\$37.00/hr	
159	CD's including photos/videos	\$25.00	
160	HD-Theft	Victim-Free	
161	Local History Printout (per record)	\$5.00	\$10.00
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	
170			
171	PUBLIC WORKS		
172	Technical Plan Review-Development Engineering Fee		
	Plan Review & Inspection (up to two plan submittals)	5% (2.5% for plan review & 2.5% for inspection)	
173			
	Plan Review (three or more plan submittals, in addition to 2.5% fee)	3% of construction cost/per review 3+	
174			
175	Barricade Delivery and Pickup Fee		\$50.00
176			\$100.00
177	Erosion Control Violation		\$300.00
178	Hydrant Hook-Up Permit Fee (plus water usagae cost)		\$50.00
179	Registration Fee		\$50.00

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180	Street Opening Inspection Fee	\$85.00	
181	Street Opening Permit Fee	\$150.00	
182	Street Opening Permit Fee - One Time Extension (90 day period)	\$100.00	
183	Street Opening Re-Inspection Fee (if necessary)	\$85.00	
184	System Development Charges (SDC's)		
185	* Transportation		\$ 4,440
186	* Water:		
187		\$4,269 per (EDU)	\$ 9,402
188		3/4" meter \$9,040	\$ 15,581
189		1" meter \$14,982	\$ 31,309
190		1-1/2" meter \$30,105	\$ 50,113
191		2" meter \$48,186	\$ 100,320
192		3" meter \$96,462	\$ 156,735
193		4" meter \$150,707	\$ 313,376
193	* Sewer Collection (City System)	6" meter \$301,323	unit \$ 6,755
194	* 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.	\$6,495 per (EDU) equivalent dwelling	
195	* Parks	\$9,027 per (RPE) residential population equivalent	\$ 9,388
196	* Stormwater	\$3,477 per (EDU) equivalent dwelling	unit \$ 3,616
197			
198			
199	SENIOR CENTER		
200	Building Rental (per hour) Group 1: City of Gladstone Residents, private parties, individuals, groups, and non-profits. (2 hour minimum rental)	Planton Room \$55.00	Planton \$60 Bloye \$70
201	Building Rental (per hour) Group 2: Commercial, for-profit professional groups. (2 hour minimum rental)	Bloye Hall \$65.00 Planton Room \$70.00 Bloye Hall \$85.00	Library \$30 Planton \$75 Bloye \$90 Library \$40
202	Kitchen Fee	\$60.00	
203	Cleaning Fee	\$60.00	

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204	Deposit - Refundable; due at time of scheduling	\$200.00	
205	Meal under 60 years	\$4.00	\$5.00
206	Meal (suggested donation) over 60 years	\$3.00	
207	Fax (per page - staff only)	\$1.00	
208	Photocopy (per page)	\$0.25	
209	Van Donation (suggested donation) each way	\$1.00	
210	Friday Excursions (\$7-\$25)	varies	
211	Billiards Room (suggested donation of per game played)	\$0.25	
212	Notary Fee- Clackamas County resident age 60 or older	Free	
213	Notary Fee- Gladstone Resident	\$5.00	
214	Notary Fee- Non Resident- Clackamas County	\$10.00	
215			
216	UTILITY BILLING RATES & UTILITY RIGHT OF WAY RATES		
217			
218	RIGHT-OF-WAY (ROW) RATES		
219	Franchise Administrative Review	\$5,000.00	
220	ROW License Application Fee (Excluding Small Cell Wireless Facilities ****)	\$50.00	
221	ROW License Fee (five year term), (Excluding Small Cell Wireless Facilities)	\$250.00	
		5% of gross revenues** or Minimum Annual Right-of-Way Use Fee,	
222	ROW Use Fee (Excluding Small Cell Wireless Facilities)		
223	Minimum Annual Right-of-Way Use Fee ***		
224	TOTAL LINEAR FEET OF UTILITY FACILITIES IN RIGHT-OF-WAY		
225	Up to 5,000	\$6,150.00	
226	5,001 to 10,000	\$9,225.00	
227	10,001 to 20,000	\$12,299.00	
228	More than 20,000	\$18,448.00	
229	ROW Attachment Fee (Excluding Small Cell Wireless Facilities)	\$5,150	
230			
231	ROW Application fee for Small Cell Wireless Facilities (1-5 sites)	\$500.00	
232	Each additional Site	\$100.00	
233			
234	Small Cell Wireless Facility Attachment Fee	\$270.00	
235			

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236	SEWER RATES		
237	Sewer Inspection Fee, except mobile homes, motor homes and travel trailers	\$100.00	
238	Sewer Insepection Fee for mobile homes, motor homes, and travel trailers	\$50.00	
239	Oak Lodge Water Services Sewer Charge (Pass-through)*****	\$58.36 per month per EDU*	\$72.38
240	Water Environment Services (WES) Sewer Treatment Charge (Pass-through)*****	\$27.90- per month per EDU*	\$29.30
241	City of Gladstone Sanitary Sewer Collection Charge	\$34.89 per month per EDU*	
242	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	
243	STORMWATER RATES		
244	Residential Stormwater Fee per EDU* each month (Class 001 accounts)	\$14.28	
245	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	
246	Non-Single Family Residential Stormwater Fee (Per 3,000 square feet of impervious area each month)		
247	(Class 002 and 003 accounts)	\$14.28	
248	(Impervious area is calculated based on the city's GIS system data)		
249			
250	WATER RATES (monthly)		
251		Base Meter Charge	
252	<u>Meter Size</u>	(no water included)	
253	3/4"	\$31.21	
254	1.0"	\$49.65	
255	1.5"	\$77.45	
256	2.0"	\$138.50	
257	3.0"	\$172.53	
258	4.0"	\$206.58	
259	6.0"	\$229.57	
260	8.0"	\$286.98	
261	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	
262	Water Rate Unit Cost Per Hundred Cubic Feet Of Water (CCF) 748 gallons	Usage Bracket	Rate
263	Block Rate 1	1 - 6 Units	\$1.73/unit
264	Block Rate 2	7 - 10 Units	\$2.75/unit
265	Block Rate 3	11 Units and Up	\$3.79/unit

	A	B	C
266	Water rates for properties outside the city limits	Add 33% to above rates	
267			
268	WATER UTILITY CHARGES		
269	Low Income Rate Violation Fee	As set forth in ORS 164.125	
270	Disconnect/Reconnect Charge (if greater than 30 Days for Water & Sewer base charges)	\$25.00 each time	
271	Mailed Late Notice/Shut Off Notification	\$7.00	
272	Shut Off Door Hanger (2nd Late Fee)	\$25.00	
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	WATER RESOURCE APPLICATIONS:		
279	Construction Management Plan	\$730.00	
280	Floodplain Development Permit - Type I	\$785.00	
281	Habitat Conservation Area -Development Permit-Pursuant to Subsection 17.25.100 of GMC	\$1,685.00	
282	Habitat Conservation Area - Map Verification	\$950.00	
283	Stream Conservation Area Permit	\$960.00	
284	Water Quality Resource Area District - Boundary Verification	\$785.00	
285	Water Quality Resource Area District - Development Permit	\$1,685.00	
286	Willamette River Greenway Permit	\$1,470.00	
287			
288			
289	* Equivalent Dwelling Unit (EDU)		
290	** Gross revenues shall have the meaning as defined in Chapter 12.24		
291	*** This rate shall increase 3% annually on January 1st of each year beginning January 1, 2017.		
292	**** Small Cell Wireless Facilities are defined as including an antenna of no more than three cubic feet and equipment totaling no more than 28		
293	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		
294	*****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.		