

**RESOLUTION NO. 1231
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 2023, 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 2024, 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, 2024, and,

WHEREAS, The City desires to add Engineering Fees to include the following costs. Pre-Application conference \$750.00, Land Use/Conditions of Approval \$850.00, Stormwater Review \$1,500.00, Pre-Construction Meeting \$1,000.00 and Engineering Conference \$90.00/hr (first 15 min. free thereafter \$90.00/hr billed in .5/hr increments).

WHEREAS, The City has reviewed the meal (60 years of age and over) and van suggested donation rates at the Gladstone Community Center and desires to increase rates to \$4.00 and \$2.00 respectively; and

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 1228 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 **striketrough**.

This Resolution is effective January 1, 2024.

This Resolution adopted by the Gladstone City Council and approved by the Mayor this 12th day of December, 2023.

ATTEST:



Michael Milch, Mayor



Tami Bannick

	A	B	C
1	Resolution 1231 - Exhibit "A"		
2	City of Gladstone Master Fee Schedule Effective January 1, 2024		
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	

	A	B	C
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			
43	COMMUNITY CENTER		
44	Building Rental (per hour) Group 1: City of Gladstone Residents, private parties,	Planton Room-\$60.00	
45		Library-\$30.00	
46	Building Rental (per hour)Group 2: Commercial, for-profit professional groups. (2 hour	Planton Room-\$75.00	
47	Kitchen Fee	\$60.00	
48	Cleaning Fee	\$60.00	
49	Deposit - Refundable; due at time of scheduling	\$200.00	
50	Meal under 60 years	\$5.00	
51	Meal (suggested donation) 60 years and over	\$3.00	
52	Fax (per page - staff-only)	\$1.00	
53	Photocopy (per page)	\$0.25	
54	Van Donation-Transportation (suggested donation) each way	\$4.00	
55	Friday Excursions (\$7-\$25)-Adventure Trips	varies	
56	Billiards-Room-(suggested donation-of-per-game-played)	\$0.25	
57	Notary Fee-Claekamas-County-resident-age-60-or-older	-Free-	
58	Notary Fee-Gladstone-Resident	\$5.00	
59	Notary Fee-Non-Resident-Claekamas-County	\$10.00	
60			
61			
62	PARKS AND RECREATION		
63	Meldrum Bar Parking Fee:		
64	Non-Resident	\$3.00/day	
65	Non-Resident	\$40.00/year	

	A	B	C
66	Non-Resident Visiting Sports Teams	Free (in designated area)	
67	Resident	Free (limit two per household)	
68	Card Replacement fee	\$5.00 per card	
69			
70	GLADSTONE USER GROUP FEES FOR RESERVED PLAY		
71			
72	Baseball/Softball User Groups:		
73	Gladstone Junior Baseball Association	\$20.00 per registered player/year	
74	Gladstone Girls Softball Association	\$20.00 per registered player/year	
75	Soccer User Group:		
76	Gladstone Youth Soccer Association (2 rosters a year for per player charge)	\$15.00 per registered player/year	
77	Tournament Fees: Baseball/Softball Soccer:		
78	Meldrum Bar Park Fields - all fields/3-day cap	\$500.00	
79	Dierickx Fields - all fields/3-day cap	\$200.00	
80	Banners: Sponsor banners allowed during tournament play only. Banners must be removed at the end of play		
81			
82	Pickleball User Group:		
83	Gladstone Pickleball Club (2 rosters a year for per player charge)	\$15.00 per registered player/year	
84	Tournament Fees: Pickleball/Tennis		
85	Max Patterson Courts - All Courts all day/3-day cap	\$200.00	
86	Banners: Sponsor banners allowed during tournament play only. Banners must be removed at the end of play		
87			
88			
89	NON-GLADSTONE USER GROUP FEES FOR RESERVED PLAY		
90	Baseball/Softball Ballfields Use (per field/per hour)		
91	Resident Team*	\$10.00 per hour/per field	
92	Non-Resident Team	\$15.00 per hour/per field	
93	Soccer Field (per field/per hour) Does not include goals		
94	Resident Team*	\$5.00/per hour/per field	
95	Non-Resident Team	\$10.00 per hour/per field	
96	Tournament Fees: Baseball/Softball/Soccer		
97	Meldrum Bar Park Fields - all fields/per day	\$500.00	
98	Dierickx Fields - all fields/per day	\$200.00	

	A	B	C
99	Pickleball/Tennis Courts (per court/per hour)		
100	Resident**	\$5.00/hour	
101	Non-Resident	\$10.00/hour	
102	*Resident team must consist of 85% Gladstone residents		
103	**Resident must show identification		
104			
105	PLANNING AND BUILDING		
106			
107	Addressing (New or Change of Address/Unit/Suite)	\$66.00 + \$7.00 per lot/unit/suite	
108	Adjustment	\$560.00	
109	Annexation		
110	*Non-Election	Cost of staff and consulting services (\$3,000.00 deposit)	
111	*Election	Cost of staff and consulting services (\$3,000.00 deposit)	
112	Appeal	\$250.00	
113	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	
114	Application or Appeal Withdrawn - public notice sent	Retain 50% of application fee or	
115	Application Withdrawn - staff report issued or decision issued	No Refund	
116	Application Withdrawn - Hearings Officer Review Fee	Refund if the hearing has not occurred	
117	Building Permit Review by Planner - Multi-family, Commercial, 3-4 plex, internal	.1% of Building Permit Value	
118	Building Permit Review by Planner - Residential Single-Household and ADU's: New	\$89.00	
119	Comprehensive Plan Amendment	\$12,410.00	
120	Conditional Use	\$3,905.00	
121	Design Review	.384% of construction cost, but no less	
122	Interpretation - Comprehensive Plan or Zoning and Development Ordinance	\$1,300.00	
123	Land Use Permit - Type II, Not otherwise listed	\$1,065.00	
124	Lot Line Adjustment	\$1,354.00	
125	Mailing Labels	\$25.00	
126	Marijuana Land Use Application - Type I	\$1,000.00	
127	Marijuana Land Use Application - Type II	\$1,505.00	

	A	B	C
128	Modification of Condition of Approval	\$1,065.00	
129	Mobile Home Park Conversion	\$2,600.00	
130	Nonconforming Use - Alteration or Verification	\$1,405.00	
131	Open Space Review	\$1,065.00	
132	Open Space Review - Conflict Resolution	\$1,065.00	
133	Partition	\$2,705.00	
134	Planned Unit Development (PUD) - see Subdivision		
135	Planning Staff Review = First 15 minutes - no charge; billed in 0.5 hour increments	\$150.00/hour	
136	Plat Vacation	\$845.00	
137	Pre-Application Meeting	4120 \$1,870.00	
138	Property Line Adjustment - Type I	\$795.00	
139	Property Line Adjustment - Type II	\$1,050.00	
140	Replacement Dwelling	\$995.00	
141	Replat - Type II	\$2,705.00	
142	Signs - Design Review	\$530.00	
143	Street Name Change	\$105.00	
144	Street Vacation - Application	\$605.00	
145	Street Vacation - Processing of Vacation	Full cost of recovery	
146	Subdivision - Major (11 or more lots)	\$4,040.00 + \$45.00/lot	
147	Subdivision - Minor (4 - 10 lots)	\$2,705.00	
148	Temporary Dwelling for Care permit, new and renewal (14+ days)	\$835.00	
149	Temporary Dwelling while Building (14+ days)	\$500.00	
150	Temporary Use Otherwise Prohibited	\$1,065.00	
151	Temporary Structure for Emergency Shelter	\$500.00	
152	Time Extension	\$1,065.00	
153	Time Extension - Type 1	\$560.00	
154	Variance	\$1,120.00	
155	Vested Right Determination	\$5,105.00	
156	Wireless Telecommunication Facility - Type I	\$585.00	
157	Wireless Telecommunication Facility - Type II	\$950.00	
158	Wireless Telecommunication Facility - Type III (with an adjustment)	\$6,570.00	
159	Zone Change	\$3,060.00	
160	Zone Change, filed concurrently with another land use application for the same property	\$2,510.00	

	A	B	C
161	Zone Change - PC Review, filed concurrently with Comprehensive Plan Amendment	\$2,510.00	
162	Zoning Verification/Confirmation Letter	\$141.00	
163			
164	POLICE		
165	A-Frame Sign Permit (initial application fee)	\$100.00	
166	Address Record Print (per address)	\$10.00	
167	Alarm Permit		
168	Initial Permit or Renewal	\$25.00	
169	Late Fee (after 30 days expiration or installation)	\$25.00	
170	Second False Alarm (within permit year)	\$50.00	
171	Third False Alarm (within permit year)	\$100.00	
172	Fourth and Each Subsequent Alarm (within permit year)	\$150.00	
173	Failure to obtain Alarm Permit	\$90.00	
174	Animal Permit Application (per year)	\$25.00	
175	Block Party	\$35.00	
176	Body Worn Camera Footage (NEW)	\$25.00 initial fee	
177	Redaction & Processing	\$48.00-\$58.00/hr	
178	Redaction Review	\$37.00/hr	
179	CD's including photos/videos	\$25.00	
180	Local History Printout (per record)	\$10.00	
181	Noise variance	\$75.00	
182	Nuisance Property Abatement	Actual Cost	
183	Police Report - No Charge for Victims	\$0.00	
184	Police Report (first 2 pages)	\$15.00	
185	Police Report (page 3 and over) each page	\$1.00	
186	Temporary/Portable Storage Container	\$50.00	
187	Vehicle Impound (during regular business hours)	\$100.00	
188			
189	ENGINEERING		
190	Technical Plan Review-Development Engineering Fee		

	A	B	C
191	Plan Review & Inspection (up to two plan submittals)	5% (2.5% for plan review & 2.5% for inspection)	
192	Plan Review (three or more plan submittals, in addition to 2.5% fee)	3% of construction cost/per review 3+	
193	Land Use/Conditions of Approval	\$850.00	
194	Stormwater Review	\$1,500.00	
195	Pre-Construction Meeting	\$1,000.00	
196	Engineering Conference	\$90.00/hr (first 15 minutes free, thereafter \$90.00/hr billed in .5 increments)	
197			
198			
199	PUBLIC WORKS		
200	Technical Plan Review-Development-Engineering-Fee		
201	Plan Review & Inspection (up to two plan submittals)	5% (2.5% for plan review & 2.5% for inspection)	
202	Plan Review (three or more plan submittals, in addition to 2.5% fee)	3% of construction cost/per review 3+	
203	Barricade Delivery and Pickup Fee	\$50.00	
204		\$100.00	
	Erosion Control Violation		
205		\$300.00	
206	Hydrant Hook-Up Permit Fee (plus water usagae cost)	\$50.00	
207	Registration Fee	\$50.00	
208	Street Opening Inspection Fee	\$85.00	
209	Street Opening Permit Fee	\$150.00	
210	Street Opening Permit Fee - One Time Extension (90 day period)	\$100.00	
	Street Opening Re-Inspection Fee (if necessary)		
211		\$85.00	
212	System Development Charges (SDC's)		

	A	B	C
213	* Transportation	\$4,440 per (EDU)	
214	* Water:	3/4" meter - \$9,402	
215		1" meter - \$15,581	
216		1 1/2" meter - \$31,309	
217		2" meter - \$50,113	
218		3" meter - \$100,320	
219		4" meter - \$156,735	
220		6" meter - \$313,376	
221	* Sewer Collection (City System)	\$6,755 per (EDU) equivalent dwelling	
222	* Sewer Treatment provided by others (pass-through) to Oak Lodge Water Services or		
223	* Parks	\$9,388 per (RPE) residential population	
224	* Stormwater	\$3,616 per (EDU) equivalent dwelling	
225			
226			
227	UTILITY BILLING RATES & UTILITY RIGHT OF WAY RATES		
228			
229	RIGHT-OF-WAY (ROW) RATES**		
230	Franchise Administrative Review	\$5,000.00	
231	ROW License Application Fee	\$150.00	
232	ROW Registration Application Fee (Non-owner/Utility Provider only)	\$100.00	
233	ROW Use Fee:		
	Utility Operator (Wireline Facilities)		
234	Utility Operator (Wireless Facilities)	5% of Gross Revenues or, if no revenue earned in the City, Linear Foot Fee attachment	
		Small Wireless Facility: \$270 per attachment	
		Non-Small Wireless Facility: \$5,150 per attachment	
235		5% of Gross Revenues	
236	Utility Provider		

	A	B	C
237	Minimum Annual Right-of-Way Use Fee ***		
238	TOTAL LINEAR FEET OF UTILITY FACILITIES IN RIGHT-OF-WAY		
239	Up to 5,000	\$6,150.00	\$6,335.00
240	5,001 to 10,000	\$9,225.00	\$9,502.00
241	10,001 to 20,000	\$12,299.00	\$12,668.00
242	More than 20,000	\$18,448.00	\$19,001.00
243			
244	ROW Application fee for Small Cell Wireless Facilities (1-5 sites)		\$500.00
245	Each additional Site		\$100.00
246			
247			
248	SEWER RATES		
249	Sewer Inspection Fee, except mobile homes, motor homes and travel trailers		\$100.00
250	Sewer Inseption Fee for mobile homes, motor homes, and travel trailers		\$50.00
251	Oak Lodge Water Services Sewer Charge (Pass-through)****		\$72.38 per month per EDU*
252	Water Environment Services (WES) Sewer Treatment Charge (Pass-through)****		\$29.30- per month per EDU*
253	City of Gladstone Sanitary Sewer Collection Charge		\$34.89 \$36.29 per month per EDU*
254	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
255	STORMWATER RATES		
256	Residential Stormwater Fee per EDU* each month (Class 001 accounts)		\$14.28 \$14.85
257	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
258	Non-Single Family Residential Stormwater Fee (Per 3,000 square feet of impervious area each month)		
259	(Class 002 and 003 accounts)		\$14.28 \$14.85
260	(Impervious area is calculated based on the city's GIS system data)		
261			

	A	B	C
262	WATER RATES (monthly)		
263			
264	<u>Meter Size</u>	<u>Base Meter Charge</u> (no water included)	
265	3/4"	\$31.21 \$32.46	
266	1.0"	\$49.65 \$51.64	
267	1.5"	\$77.45 \$80.55	
268	2.0"	\$138.50 \$144.04	
269	3.0"	\$172.53 \$179.43	
270	4.0"	\$206.58 \$214.84	
271	6.0"	\$229.57 \$238.75	
272	8.0"	\$286.98 \$298.46	
	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	
273			
274	Water Rate Unit Cost Per Hundred Cubic Feet Of Water (CCF) 748 gallons	<u>Usage Bracket</u> <u>Rate</u>	
275	Block Rate 1	1 - 6 Units \$1.76 \$1.83/unit	
276	Block Rate 2	7 - 10 Units \$2.78 \$2.89/unit	
277	Block Rate 3	11 Units and Up \$3.79 \$3.94/unit	
278	Water rates for properties outside the city limits	Add 33% to above rates	
279			
280	WATER UTILITY CHARGES		
281	Low Income Rate Violation Fee	As set forth in ORS 164.125	
282	Disconnect/Reconnect Charge (if greater than 30 Days for Water & Sewer base charges)	\$25.00 each time	
283	Mailed Late Notice/Shut Off Notification	\$7.00	
284	Shut Off Door Hanger (2nd Late Fee)	\$25.00	
285	Shut Off Water	\$25.00	
286	Turn On Water (during business hours)	\$25.00	
287	Turn On Water (after business hours)	\$175.00	
288	Water Meter Tampering Charge	\$250.00	
289			
290	WATER RESOURCE APPLICATIONS:		

	A	B	C
291	Construction Management Plan	\$730.00	
292	Floodplain Development Permit - Type I	\$785.00	
293	Habitat Conservation Area -Development Permit-Pursuant to Subsection 17.25.100 of	\$1,685.00	
294	Habitat Conservation Area - Map Verification	\$950.00	
295	Stream Conservation Area Permit	\$960.00	
296	Water Quality Resource Area District - Boundary Verification	\$785.00	
297	Water Quality Resource Area District - Development Permit	\$1,685.00	
298	Willamette River Greenway Permit	\$1,470.00	
299			
300			
301	* Equivalent Dwelling Unit (EDU)		
302	** Terms shall have the meaning set forth in GMC Chapter 12.24 except that "Small Wireless Facility" shall have the meaning set forth in 47		
303	*** This rate shall increase 3% annually on January 1st of each year beginning in January, 2017.		
304	****These rates are set by Oak Lodge Water Service and Water Environment Services (WES). Any updates to these rates will be		

