

RESOLUTION NO. 1228
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, Certain updates to Ordinance No. 1526 would facilitate the administration and provide updated and uniform requirements for all utilities using City rights of way; and

WHEREAS, Ordinance No. 1526 also clarifies the fee structures for owners and non-owners of utilities within the City rights of way, along with licensing and registration requirements, as reflected in the updated Master Fee Schedule;

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 1220 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 October 10, 2023.

This Resolution adopted by the Gladstone City Council and approved by the Mayor this 10th day of October, 2023.



Michael Milch, Mayor

ATTEST:



Hayley Kratz, Acting City Recorder

	A	B	C
1	Resolution 1228 - Exhibit "A"		
2	City of Gladstone Master Fee Schedule Effective November 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	

	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	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	<u>GLADSTONE USER GROUP FEES FOR RESERVED PLAY</u>		
51			
52	Baseball/Softball User Groups:		
53	Gladstone Junior Baseball Association	\$20.00 per registered player/year	
54	Gladstone Girls Softball Association	\$20.00 per registered player/year	
55	Soccer User Group:		
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	\$500.00	
59	Dierickx Fields - all fields/3-day cap	\$200.00	
60	Banners: Sponsor banners allowed during tournament play only. Banners must be removed at the end of play		
61			
62	Pickleball User Group:		
63	Gladstone Pickleball Club (2 rosters a year for per player charge)	\$15.00 per registered player/year	
64	Tournament Fees: Pickleball/Tennis		
65	Max Patterson Courts - All Courts all day/3-day cap	\$200.00	

	A	B	C
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	

	A	B	C
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	
97	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. Building Permit Review by Planner - Residential Single-Household and ADU's: New Addition, Demolition, Accessory Structure, Porch, Modification, Fence, Retaining Wall, Development, etc.	.1% of Building Permit Value Minimum = \$89.00 Maximum = \$4,043.00	
98	Comprehensive Plan Amendment	\$89.00	
99	Conditional Use	\$12,410.00	
100		\$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	\$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	

	A	B	C
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	
143			
144			
POLICE			
145	A-Frame Sign Permit (initial application fee)	\$100.00	
146	Address Record Print (per address)	\$10.00	
147	Alarm Permit		
148	Initial Permit or Renewal	\$25.00	
149	Late Fee (after 30 days expiration or installation)	\$25.00	

	A	B	C
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	Local History Printout (per record)	\$10.00	
161	Noise variance	\$75.00	
162	Nuisance Property Abatement	Actual Cost	
163	Police Report - No Charge for Victims	\$0.00	
164	Police Report (first 2 pages)	\$15.00	
165	Police Report (page 3 and over) each page	\$1.00	
166	Temporary/Portable Storage Container	\$50.00	
167	Vehicle Impound (during regular business hours)	\$100.00	
168			
169	PUBLIC WORKS		
170	Technical Plan Review-Development Engineering Fee		
171	Plan Review & Inspection (up to two plan submittals)	5% (2.5% for plan review & 2.5% for inspection)	
172	Plan Review (three or more plan submittals, in addition to 2.5% fee)	3% of construction cost/per review 3+	
173	Barricade Delivery and Pickup Fee	\$50.00	
174		\$100.00	
175	Erosion Control Violation	\$300.00	
176	Hydrant Hook-Up Permit Fee (plus water usagae cost)	\$50.00	
177	Registration Fee	\$50.00	
178	Street Opening Inspection Fee	\$85.00	
179	Street Opening Permit Fee	\$150.00	

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180	Street Opening Permit Fee - One Time Extension (90 day period)	\$100.00	
181	Street Opening Re-Inspection Fee (if necessary)	\$85.00	
182	System Development Charges (SDC's)		
183	* Transportation	\$4,440 per (EDU)	
184	* Water:	3/4" meter - \$9,402	
185		1" meter - \$15,581	
186		1 1/2" meter - \$31,309	
187		2" meter - \$50,113	
188		3" meter - \$100,320	
189		4" meter - \$156,735	
190		6" meter - \$313,376	
191	* Sewer Collection (City System)	\$6,755 per (EDU) equivalent dwelling unit	
192	* 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.		
193	* Parks	\$9,388 per (RPE) residential population equivalent	
194	* Stormwater	\$3,616 per (EDU) equivalent dwelling unit	
195			
196			
197	SENIOR-CENTER COMMUNITY CENTER		
198	Building Rental (per hour) Group 1: City of Gladstone Residents, private parties, individuals, groups, and non-profits. (2 hour minimum rental)	Planton Room-\$60.00 Bloye Hall-\$70.00	
199		Library-\$30.00	
200	Building Rental (per hour)Group 2: Commercial, for-profit professional groups. (2 hour minimum rental)	Planton Room-\$75.00 Bloye Hall-\$90.00 Library \$40.00	
201	Kitchen Fee	\$60.00	
202	Cleaning Fee	\$60.00	
203	Deposit - Refundable; due at time of scheduling	\$200.00	

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204	Meal under 60 years	\$5.00	
205	Meal (suggested donation) over 60 years	\$3.00	
206	Fax (per page - staff only)	\$1.00	
207	Photocopy (per page)	\$0.25	
208	Van Donation (suggested donation) each way	\$1.00	
209	Friday Excursions (\$7-\$25)	varies	
210	Billiards Room (suggested donation of per game played)	\$0.25	
211	Notary Fee- Clackamas County resident age 60 or older	Free	
212	Notary Fee- Gladstone Resident	\$5.00	
213	Notary Fee- Non Resident- Clackamas County	\$10.00	
214			
215	UTILITY BILLING RATES & UTILITY RIGHT OF WAY RATES		
216			
217	RIGHT-OF-WAY (ROW) RATES**		
218	Franchise Administrative Review	\$5,000.00	
219	ROW License Application Fee (Excluding Small Cell Wireless Facilities-****)	\$50.00	\$150.00
220	ROW Registration Application Fee (Non-owner/Utility Provider only)		\$100.00
221	ROW License Fee (five year term), (Excluding Small Cell Wireless Facilities)-	\$250.00	eliminate
222	ROW Use Fee: (Excluding Small Cell Wireless Facilities) Utility Operator (Wireline Facilities)	5%-of-gross-revenues** or Minimum	
223	Utility Operator (Wireless Facilities)	5% of Gross Revenues or, if no revenue earned in the City, Linear Foot Fee	
224	Utility Operator (Wireless Facilities)	Small Wireless Facility: \$270 per attachment Non-Small Wireless Facility: \$5,150 per attachment	
225	Utility Provider	5% of Gross Revenues	
226	Minimum Annual Right-of-Way Use Fee ***		
227	TOTAL LINEAR FEET OF UTILITY FACILITIES IN RIGHT-OF-WAY		
228	Up to 5,000	\$6,150.00	
229	5,001 to 10,000	\$9,225.00	

	A	B	C
230	10,001 to 20,000	\$12,299.00	
231	More than 20,000	\$18,448.00	
232	ROW Attachment Fee (Excluding Small Cell Wireless Facilities)	\$5,150	
233			
234	ROW Application fee for Small Cell Wireless Facilities (1-5 sites)	\$500.00	
235	Each additional Site	\$100.00	
236			
237	Small Cell Wireless Facility Attachment Fee	\$270.00	
238			
239	SEWER RATES		
240	Sewer Inspection Fee, except mobile homes, motor homes and travel trailers	\$100.00	
241	Sewer Inspection Fee for mobile homes, motor homes, and travel trailers	\$50.00	
242	Oak Lodge Water Services Sewer Charge (Pass-through)*****	\$72.38 per month per EDU*	
243	Water Environment Services (WES) Sewer Treatment Charge (Pass-through)*****	\$29.30- per month per EDU*	
244	City of Gladstone Sanitary Sewer Collection Charge	\$34.89 per month per EDU*	
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	STORMWATER RATES		
247	Residential Stormwater Fee per EDU* each month (Class 001 accounts)	\$14.28	
248	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	
249	Non-Single Family Residential Stormwater Fee (Per 3,000 square feet of impervious area each month) (Class 002 and 003 accounts)	\$14.28	
250			
251	(Impervious area is calculated based on the city's GIS system data)		
252			
253	WATER RATES (monthly)		
254		Base Meter Charge	
255	Meter Size	(no water included)	
256	3/4"	\$31.21	
257	1.0"	\$49.65	
258	1.5"	\$77.45	
259	2.0"	\$138.50	

	A	B	C
260	3.0"	\$172.53	
261	4.0"	\$206.58	
262	6.0"	\$229.57	
263	8.0"	\$286.98	
	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	
264	Water Rate Unit Cost Per Hundred Cubic Feet Of Water (CCF) 748 gallons		
266	Block Rate 1	Usage Bracket Rate 1 - 6 Units \$1.76/unit	
267	Block Rate 2	7 - 10 Units \$2.78/unit	
268	Block Rate 3	11 Units and Up \$3.79/unit	
269	Water rates for properties outside the city limits	Add 33% to above rates	
270			
271	WATER UTILITY CHARGES		
272	Low Income Rate Violation Fee	As set forth in ORS 164.125	
273	Disconnect/Reconnect Charge (if greater than 30 Days for Water & Sewer base charges)	\$25.00 each time	
274	Mailed Late Notice/Shut Off Notification	\$7.00	
275	Shut Off Door Hanger (2nd Late Fee)	\$25.00	
276	Shut Off Water	\$25.00	
277	Turn On Water (during business hours)	\$25.00	
278	Turn On Water (after business hours)	\$175.00	
279	Water Meter Tampering Charge	\$250.00	
280			
281	WATER RESOURCE APPLICATIONS:		
282	Construction Management Plan	\$730.00	
283	Floodplain Development Permit - Type I	\$785.00	
284	Habitat Conservation Area -Development Permit-Pursuant to Subsection 17.25.100 of GMC	\$1,685.00	
285	Habitat Conservation Area - Map Verification	\$950.00	
286	Stream Conservation Area Permit	\$960.00	
287	Water Quality Resource Area District - Boundary Verification	\$785.00	

	A	B	C
288	Water Quality Resource Area District - Development Permit	\$1,685.00	
289	Willamette River Greenway Permit	\$1,470.00	
290			
292	* Equivalent Dwelling Unit (EDU)		
293	** Gross revenues shall have the meaning as defined in Chapter 12.24. 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 C.F.R. 1.6002, but shall not include fiber, coaxial cable, or other wireline facilities or equipment located within the right-of-way other than external cables and wires for auxiliary support equipment approved pursuant to GMC Chapter 17.61.		
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 than 10 percent taller than the structure's preexisting height after the new antenna is placed.		
296	*** This rate shall increase 3% annually on January 1st of each year beginning in January, 2017.		
297	**** 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.		
298			

