

RESOLUTION NO. 5284-16

A RESOLUTION AMENDING THE CITY OF TUALATIN FEE SCHEDULE
AND RESCINDING RESOLUTION NO. 5240-15

WHEREAS, the Council has the authority to set fees for materials and services provided by the City; and

WHEREAS, the Council previously adopted the fee schedule by Resolution No. 5240-15; and

WHEREAS, the City Council wishes to amend the fees related to the Community Development Department and Police Department.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City of Tualatin fee schedule is established and adopted as set forth in "Exhibit A," which is attached and incorporated by reference.

Section 2. This resolution is effective October 1, 2016.

Section 3. Resolution No. 5240-15 is rescinded effective October 1, 2016.

INTRODUCED AND ADOPTED this 12th day of September, 2016.

CITY OF TUALATIN, OREGON

BY 

Mayor

APPROVED AS TO LEGAL FORM

BY 

City Attorney

ATTEST:

BY 

City Recorder

City of Tualatin Fee Schedule

Fees Effective October 1, 2016

| Administration Department | |
|--|---|
| Agenda Packet | same as photocopy rate |
| Ordinances or Portions Thereof | same as photocopy rate |
| Photocopies: | |
| Per page/side (up to 8.5"x14") | 0.25 |
| Per page/side (11"x17") | 0.50 |
| Color - per page/side (up to 8.5"x14") | 1.00 |
| Color - per page/side (11"x17") | 1.50 |
| Certified Copies - per document | 5.00 |
| Thumb Drive (2 GB) | 10.00 |
| CD/DVD | 20.00 |
| Storage Retrieval Fee | 25.00 |
| Staff Time: | |
| -Up to 30 minutes | no charge |
| -Over 30 minutes | employee cost |
| Community Development - Engineering & Building | |
| Engineering Copies: | |
| 1987 and earlier, aerial/contour maps | 8.00 |
| 36" x 48" | 3.00 |
| 24" x 36" | 4.00 |
| 18" x 24" and 11" x 17" | 3.00 |
| Erosion Control Fees: | |
| a. Non-Site Development | |
| 1. New construction | 325.00 |
| 2. Additions, remodels and demolitions disturbing less than 1,000 s.f. | 105.00 |
| b. Development Sites without infrastructure or vegetated corridor improvements | 325.00 plus 325.00 prorated for each acre over 1/2 acre |

Community Development - Engineering & Building (continued)

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|--|---|
| c. Subsequent Site Development (Early EC Inspection Fee) Plan check fee Single family home in subdivision commercial, industrial, multi-family or large homesites not in an existing subdivision | \$325.00 or 1/2 of the EC Only Fee, whichever is greater 70.00 955.00 |
| Hydraulic Modeling for Commercial/Industrial Retail and Multi-family units | 300.00/bldg |
| Hydraulic Modeling for New Subdivisions with 50 or more lots | 1,000.00 |
| Partition, * Nonexpedited & Expedited Processes | 440.00 |
| Partition, * Nonexpedited & Expedited Extension/Modification | 145.00 |
| Partition, * Nonexpedited, Appeal Proceeding to Council | 145.00 |
| Partition, * Expedited, Appeal to Referee, Deposit per ORS 197.375 | 325.00 |
| Partition, * Minor Variance included & primary use is a single family dwelling in RL or RML | Add 145.00 |
| Partition, * Minor Variance included & primary use is not a single family dwelling & not in RL or RML | Add 220.00 |
| Property Line Adjustment, * primary use is a single family dwelling in RL or RML | 75.00 |
| Property Line Adjustment, * Minor Variance included & primary use is a single family dwelling in RL or RML | Add 145.00 |
| Property Line Adjustment, * primary use is not a single family dwelling in RL or RML | 325.00 |
| Property Line Adjustment, * Minor Variance included & primary use is not a single family dwelling in RL or RML | Add 145.00 |
| Property Line Adjustment, * Appeal Proceeding to Council | 145.00 |
| Public Works Construction Permit Deposit | 5% of est. value of work but not less than 500.00 |
| Public Works Construction Code | 55.00 |
| Subdivision, * Nonexpedited and Expedited Processes | 2,900.00 |
| Subdivision, * Variance included & primary use is a single family dwelling in RL or RML | Add 290.00 |

Community Development - Engineering & Building (continued)

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|---|------------|
| Subdivision, * Variance included & primary use is not a single family dwelling in RL or RML | Add 365.00 |
| Subdivision, * Minor Variance included & primary use is a single family dwelling in RL or RML | Add 145.00 |
| Subdivision, * Minor Variance included & primary use is not a single family dwelling in RL or RML | Add 220.00 |
| Subdivision, * Nonexpedited, Extension/Modification By Council | 665.00 |
| Subdivision, * Expedited, Extension/Modification By City Engineer | 170.00 |
| Subdivision, * Nonexpedited, Appeal Proceeding to Council | 145.00 |
| Subdivision, * Expedited Appeal to Referee, Deposit per ORS 197.375 | 325.00 |
| Street Name Change | 145.00 |
| Street Vacation Application Deposit | 365.00 |
| Temporary Certificate of Occupancy | 100.00 |
| Zone of Benefit Application Fee | 725.00 |
| Water Quality Permit Deposit | 540.00 |
| * Subdivision, Partition and Property Line Adjustment applicants shall contact the Finance Department for a determination of L.I.D. assessment apportionment for the property proposed to be divided or adjusted. | |

Community Development - Planning

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|---|----------|
| Amendment to Comprehensive Plan Map | 2,245.00 |
| Amendment to Comprehensive Plan Text/Landmark Designation/Removal of Landmark Designation | 2,245.00 |
| Annexation | 1,530.00 |
| Appeal Proceeding to Council | 145.00 |
| Appeal Expedited Process to Referee, Deposit per ORS 197.375 | 325.00 |
| Architectural Review Application, Nonexpedited Process: | |
| Estimated Project Value: | |
| Under \$5,000 | 125.00 |
| \$5,000 - \$24,999.99 | 590.00 |
| \$25,000 - \$99,999.99 | 1,065.00 |
| \$100,000 - 499,999.99 | 1,765.00 |
| \$500,000 and greater | 2,590.00 |

Community Development - Planning (continued)

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|---|----------------------------|
| Architectural Review, Minor | 100.00 |
| Architectural Review, Single-family Level I (Clear & Objective) | 100.00 |
| Architectural Review, Single-family Level II (Discretionary) | 785.00 |
| Conditional Use Permit | 1,530.00 |
| Conditional Use Permit Renewal | 1,530.00 |
| Extension Request Reviewed by Staff | 215.00 |
| Extension Request Reviewed by Architectural Review Board | 1,235.00 |
| Interpretation of Development Code | 100.00 |
| Industrial Master Plans | 1,955.00 |
| Landmark Alteration/New Construction Review | 120.00 |
| Central Urban Renewal Master Plan | 1,955.00 |
| Landmark Demolition Review | 130.00 |
| Landmark Relocation Review | 60.00 |
| License to Keep Chickens | 50.00 |
| Pre-Application Meeting | 220.00 |
| Reinstatement of Nonconforming Use | 1,530.00 |
| Request for Council Rehearing | 180.00 |
| Sign Ordinance | 8.00 |
| Sign Code Variance | 725.00 |
| Sign Permit: | |
| New Sign or Structural Change to Existing Sign | 145.00 |
| Temporary Sign or Each Face Change to Existing Sign | 75.00 |
| Temporary Uses: | |
| 1 - 3 days | 55.00 |
| 4 - 180 days | 55.00 + 1.50/day |
| Over 3 days | not to exceed 200.00 total |
| Transitional Use Permit | 1,645.00 |
| Tree Removal Permit, 1 tree | 310.00 |
| each additional tree, \$10.00 not to exceed a total of | 340.00 |
| Variance: | |
| When primary use is a single family dwelling in RL or RML | 310.00 |
| When primary use is not a single family dwelling in RL or RML | 1,530.00 |

Community Development - Planning (continued)

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|---|--|--|--|----------|
| Variance, Minor: | | | | |
| When primary use is a single family dwelling in RL or RML | | | | 310.00 |
| When primary use is not a single family dwelling in RL or RML | | | | 1,050.00 |
| All Other Actions | | | | 350.00 |

Community Services

| Browns Ferry Park Community Center | | | | | |
|------------------------------------|----------------|-------------|----------|----------|--------------|
| Area | Time | Class 3 | | Class 4 | |
| | | Class 1 & 2 | Resident | Resident | Non-Resident |
| Meeting Rooms | 1 hour | None | \$15.00 | 25.00 | 60.00 |
| Garage | 1 hour | None | \$15.00 | 25.00 | 60.00 |
| Studio Structure | 1 hour | None | \$15.00 | 25.00 | 60.00 |
| Sun Room | 1 hour | None | \$15.00 | 25.00 | 60.00 |
| River Shelter | 4 hour | None | \$15.00 | 25.00 | 60.00 |
| Alcohol Permit: | Individual | | None | 10.00 | 30.00 |
| | Group | | None | 25.00 | 50.00 |
| | Special Events | | None | 50.00 | 100.00 |

Reservations must be made for a minimum of two (2) hours.
 \$10.00 handling fee for cancellations

Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below:

Class 1: Activities sponsored by the City of Tualatin.

Class 2: Activities co-sponsored by the City of Tualatin.

Class 3: Non-profit organizations and public agencies serving the youth of Tualatin.

Class 4: All other groups, organizations and individuals are categorized by resident or non-resident for the purpose of determining fees.

| Cleaning & Security Deposit - Brown's Ferry Community Center | |
|--|--------|
| Groups for meeting only | 50.00 |
| Groups for kitchen storage and building use | 100.00 |
| Groups using full kitchen facilities | 285.00 |

The Community Services Director will determine the amount of the cleaning/security deposit to be refunded based on the building monitor's report.

| Picnic Shelters and Sports Fields | | | | | |
|-----------------------------------|----------------|-------------|---------|----------|--------------|
| Area | Time | Class 1 & 2 | Class 3 | Class 4 | |
| | | | | Resident | Non-Resident |
| Rustic | 4 hours | None | \$15.00 | 25.00 | 60.00 |
| Patio | 4 hours | None | \$15.00 | 25.00 | 60.00 |
| Main-South | 4 hours | None | \$15.00 | 25.00 | 60.00 |
| Main-North | 4 hours | None | \$15.00 | 25.00 | 60.00 |
| Main-Full | 4 hours | None | \$15.00 | 50.00 | 120.00 |
| Trestle | 4 hours | None | \$15.00 | 25.00 | 60.00 |
| River Shelter | 4 hours | None | \$15.00 | 25.00 | 60.00 |
| Horseshoe Pits | 4 hours | None | None | 15.00 | 30.00 |
| Sports Fields | 2 hours | None | None | 20.00 | 45.00 |
| Sports Fields Lights | 2 hours | None | None | 20.00 | 45.00 |
| Turf Fields-TuHS | 1 hour | None | None | 20.00 | 40.00 |
| Lights-TuHS | 1 hour | None | None | 40.00 | 40.00 |
| Alcohol Permit: | Individual | | None | 10.00 | 30.00 |
| | Group | | None | 25.00 | 50.00 |
| | Special Events | | None | 50.00 | 100.00 |

\$10.00 handling fee for cancellations

Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below:

Class 1: Activities sponsored by the City of Tualatin.

Class 2: Activities co-sponsored by the City of Tualatin.

Class 3: Non-profit organizations and public agencies serving the youth of Tualatin.

Class 4: All other groups, organizations and individuals are categorized by resident or non-resident for the purpose of determining fees.

| Juanita Pohl Center | | | | |
|-----------------------------|--------|-------------|---------|-----------------------|
| Area | Time | Class 1 & 2 | Class 3 | Class 4 |
| | | | | Resident Non-Resident |
| E or W Dining Rm | 1 hour | None | 15.00 | 30.00 75.00 |
| Full Dining Rm | 1 hour | None | 20.00 | 40.00 95.00 |
| Kitchen -Warming only | 1 hour | None | 15.00 | 10.00 35.00 |
| Kitchen -Full Svc | 1 hour | None | 15.00 | 20.00 40.00 |
| Multipurpose Rm | 1 hour | None | 15.00 | 25.00 65.00 |
| E or W Dinning & W Activity | 1 hour | None | 15.00 | 40.00 95.00 |
| Small Classrooms | 1 hour | None | 5.00 | 10.00 20.00 |
| Alcohol Permit: Individual | | | None | 10.00 30.00 |
| Group | | | None | 25.00 50.00 |
| Special Events | | | None | 50.00 100.00 |

Reservations must be made for a minimum of two (2) hours.
 \$10.00 handling fee for cancellations

Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below:

Class 1: Activities sponsored by the City of Tualatin, City of Durham official meetings, and Meals on Wheels People, for official center functions.

Class 2: Activities co-sponsored by the City of Tualatin.

Class 3: Non-profit organizations and public agencies serving the youth and general public of Tualatin. Rosters of organization members and 501c3 information required.

Class 4: All other groups, including religious and political organizations and individuals are categorized by resident/non-resident for the purpose of determining fees.

| Cleaning & Security Deposit - Juanita Pohl Community Center | |
|---|--------|
| Groups for meeting only | 50.00 |
| Groups for kitchen storage and building use | 100.00 |
| Groups using full kitchen facilities | 285.00 |

The Community Services Director will determine the amount of the cleaning/security deposit to be refunded based on the building monitor's report.

| Tualatin Library Community Room | | | | | | | |
|---------------------------------|--------|-------------|--------------|----------|--------------|----------|--------------|
| Area | Time | Class 1 & 2 | | Class 3 | | Class 4 | |
| | | Resident | Non-Resident | Resident | Non-Resident | Resident | Non-Resident |
| Community Room | 1 hour | None | 20.00 | 10.00 | 20.00 | 15.00 | 30.00 |

\$10.00 handling fee for cancellations

Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be given classified as shown below.

Class 1: Activities sponsored by the Tualatin Public Library and/or City of Tualatin

Class 2: Activities co-sponsored by the Tualatin Public Library and/or City of Tualatin

Class 3: Non-profit organizations

Class 4: All other organizations, including religious and political groups, are categorized by resident/nonresident for the purpose of determining fees.

| Finance Department | |
|--|--------|
| L.I.D. Assessment Apportionment Fee | 108.75 |
| Lien Search Fee (per tax lot) | 29.85 |
| Passport Photo | 16.00 |
| Recovery Charge Installment Payment Plan Application Fee | 228.20 |
| Returned Checks (per check for processing NSF check) | 36.25 |
| Zone of Benefit Recovery Charge Administration Fee | 120.50 |

| Geographic Information System | |
|-----------------------------------|----------------------------|
| Citywide aerial photo, 36" x 42" | 30.00 |
| Subdivision street map, 34" x 36" | 15.00 |
| Street map, 22" x 22" | 8.00 |
| Planning Districts, 34" x 44" | 15.00 |
| Planning Districts, 18" x 24" | 8.00 |
| Custom Mapping | \$55.00/hr, plus materials |
| Mailing Lists | 30.00 |

Legal Services Department

| | |
|---|------------------------------|
| Development Code (hard copy) | 70.00 each + postage |
| Updates (hard copy) | |
| 8.5" x 11" | 0.25 per page/side + postage |
| 11" x 17" | 0.50 per page/side + postage |
| Color - 8.5" x 11" | 1.00 per page/side + postage |
| Color - 11" x 17" | 1.50 per page/side + postage |
| Tualatin Municipal Code (hard copy) | 55.00 each + postage |
| Thumb Drive (2GB) containing electronic copies of Tualatin Municipal Code and/or Development Code | 10.00 + postage |

Municipal Court

| | |
|---|-----------------------|
| Traffic School and Compliance Program Fees: | |
| Class A | 275.00 |
| Class B | 155.00 |
| Class C | 125.00 |
| Class D | 100.00 |
| Seat Belt Class | 65.00 |
| Vehicle Compliance Program | 35.00 |
| Collection Fee | 25% of ordered amount |
| License Restatement Fee | 70.00 |
| Overdue Payment Letter Fee | 10.00 |
| Failure to Appear – Arraignments | 40.00 |
| Failure to Appear – Trials | 100.00 |

Police

| | |
|--|--------------------|
| Copies of Audio CDs | 15.00 including CD |
| Copies of Video CDs | 15.00 including CD |
| Copies of Photographs on CD | 15.00 including CD |
| Copies of Police Reports (no charge to victims): | |
| 1 - 10 pages | 10.00 |
| plus each page over 10 | 0.25 |

Police (Continued)

| | |
|---|--------------------------------|
| Alarm Permit, Initial Application | 23.00 |
| Alarm Permit, Annual Renewal | 23.00 |
| Alarm Permit, 1st False Alarm | No charge |
| Alarm Permit, 2nd False Alarm | No charge |
| Alarm Permit, 3rd False Alarm | 85.00 |
| Alarm Permit, 4th False Alarm | 113.00 |
| Alarm Permit, 5th False Alarm | 169.00 |
| Alarm Permit, 6 th and More False Alarms | 225.00 per alarm |
| Alarm Permit, 10 or more False Alarms | 500.00 Civil Infraction |
| Release of Towed (impounded) Vehicles | 100.00 |
| Fingerprinting cards Each additional card | (first two) 25.00 each 2.00 |

Public Works

| | |
|---|--------|
| Street Tree and Installation (Single Family Only) | 175.00 |
| Street Tree Removal (excluding Stump Grinding) | 300.00 |
| Street Tree Stump Grinding | 125.00 |
| Tree-for-a-Fee Program | 75.00 |
| New Tree Grates – Full set of 2 halves | 400.00 |
| New Tree Grates – Half set | 200.00 |
| Tree Grates – Leveling Stone and fastening hardware | 25.00 |
| Tree Grates Improvements | 175.00 |
| Core Area Parking District Tax Appeal | 135.00 |