

RESOLUTION NO. 5301-16

A RESOLUTION AMENDING THE CITY OF TUALATIN FEE SCHEDULE AND  
RESCINDING RESOLUTION NO. 5284-16

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. 5284-16 ; and

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

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 11, 2016.

**Section 3.** Resolution No. 5284-16 is rescinded effective October 11, 2016.

INTRODUCED AND ADOPTED this 10th Day of October, 2016.

CITY OF TUALATIN, OREGON

BY Monique Beckman  
Mayor Pro Tem

APPROVED AS TO FORM

BY S-B-J  
City Attorney

ATTEST:

BY [Signature]  
City Recorder

# City of Tualatin Fee Schedule

Fees Effective October 11, 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"	5.00
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)

c. Subsequent Site Development (Early EC Inspection Fee)	\$325.00 or 1/2 of the EC Only Fee, whichever is greater
Plan check fee	
Single family home in subdivision commercial, industrial, multi-family or large homesites not in an existing subdivision	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)**

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
Transportation Development Tax	Indexed annually per Washington County Code, Section 3.17
Zone of Benefit Application Fee	725.00
Water Quality Permit Deposit	5% of est. value of work but not less than 500.00
* 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**

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

## Community Development - Planning (continued)

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
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

**Community Development - Planning (continued)**

Temporary Uses: 1 - 3 days 4 - 180 days Over 3 days	55.00 55.00 + 1.50/day not to exceed 200.00 total
Transitional Use Permit	1,645.00
Tree Removal Permit, 1 tree each additional tree, \$10.00 not to exceed a total of	310.00 340.00
Variance: When primary use is a single family dwelling in RL or RML When primary use is not a single family dwelling in RL or RML	310.00 1,530.00
Variance, Minor: When primary use is a single family dwelling in RL or RML When primary use is not a single family dwelling in RL or RML	310.00 1,050.00
All Other Actions	350.00

## Community Services

Browns Ferry Park Community Center					
Area	Time	Class 1 & 2		Class 4	
		Class 3	Resident	Non-Resident	
Meeting Rooms	1 hour	None	25.00	60.00	
Garage	1 hour	None	25.00	60.00	
Studio Structure	1 hour	None	25.00	60.00	
Sun Room	1 hour	None	25.00	60.00	
River Shelter	4 hour	None	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.

## Community Services (continued)

Picnic Shelters and Sports Fields					
Area	Time	Class 1 & 2		Class 4	
		Class 3	Resident	Non-Resident	Class 4
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.



## Community Services (continued)

Juanita Pohl Center						
Area	Time	Class 1 & 2	Class 3		Class 4	
			Resident	Non-Resident	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.

## Community Services (continued)

Tualatin Library Community Room					
Area	Time	Class 3		Class 4	
		Resident	Non-Resident	Resident	Non-Resident
Community Room	1 hour	None	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 <sup>th</sup> 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