

RESOLUTION NO. 5379-18

A RESOLUTION AMENDING THE CITY OF TUALATIN FEE SCHEDULE  
AND RESCINDING RESOLUTION NO. 5325-17

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. 5325-17; and

WHEREAS, the City Council wishes to amend fees for increases in cost to provide services, based upon the change in the Municipal Cost Index, and increases in costs of materials to provide services.

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.

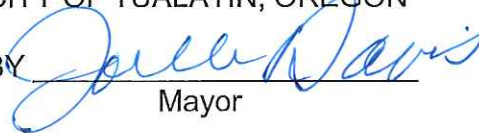
**Section 2.** This resolution is effective July 1, 2018.

**Section 3.** Resolution No. 5325-17 is rescinded effective June 30, 2018.

INTRODUCED AND ADOPTED this 25th Day of June, 2018.

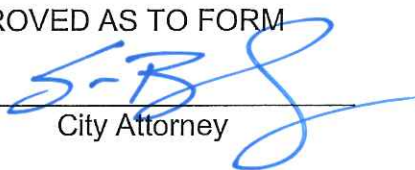
CITY OF TUALATIN, OREGON

BY

  
Mayor

APPROVED AS TO FORM

BY

  
City Attorney

ATTEST:

BY

  
City Recorder

# City of Tualatin Fee Schedule

Fees Effective July 1, 2018

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 plus postage
Thumb Drive (2 GB)	10.00
CD/DVD	20.00
Storage Retrieval Fee	30.00
Staff Time:	
-Up to 30 minutes	no charge
-Over 30 minutes	employee cost

Community Development - Building	
Temporary Certificate of Occupancy	100.00

Community Development - Planning	
Amendment to Comprehensive Plan Map	2,320.00
Amendment to Comprehensive Plan Text/Landmark Designation/Removal of Landmark Designation	2,320.00
Annexation	1,580.00
Appeal Proceeding to Council	150.00
Appeal Expedited Process to Referee, Deposit per ORS 197.375	336.00

## Community Development - Planning

Architectural Review Application, Nonexpedited Process:	
Estimated Project Value:	
Under \$5,000	130.00
\$5,000 - \$24,999.99	610.00
\$25,000 - \$99,999.99	1,100.00
\$100,000 - 499,999.99	1,825.00
\$500,000 and greater	2,675.00
Architectural Review, Minor	105.00
Architectural Review, Single-family Level I (Clear & Objective)	105.00
Architectural Review, Single-family Level II (Discretionary)	810.00
Conditional Use Permit	1,580.00
Conditional Use Permit Renewal	1,580.00
Extension Request Reviewed by Staff	225.00
Extension Request Reviewed by Architectural Review Board	1,275.00
Interpretation of Development Code	105.00
Industrial Master Plans	2,020.00
Landmark Alteration/New Construction Review	124.00
Central Urban Renewal Master Plan	2,020.00
Landmark Demolition Review	135.00
Landmark Relocation Review	62.00
License to Keep Chickens	50.00
Pre-Application Meeting	227.50
Reinstatement of Nonconforming Use	1,580.00
Request for Council Rehearing	186.00
Sign Ordinance	8.50
Sign Code Variance	750.00
Sign Permit:	
New Sign or Structural Change to Existing Sign	210.00
Temporary Sign or Each Face Change to Existing Sign	105.00
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	1,700.00

**Community Development - Planning**

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	320.00
When primary use is not a single family dwelling in RL or RML	1,580.00
Variance, Minor:	
When primary use is a single family dwelling in RL or RML	320.00
When primary use is not a single family dwelling in RL or RML	1,085.00
All Other Actions	362.00

**Core Area Parking District**

Core Area Parking District Tax Appeal	135.00
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**Finance Department**

L.I.D. Assessment Apportionment Fee	115.00
Lien Search Fee (per tax lot)	35.00
Passport Photo	17.00
Recovery Charge Installment Payment Plan Application Fee	235.00
Returned Checks (per check for processing NSF check)	37.50
Zone of Benefit Recovery Charge Administration Fee	125.00

**Geographic Information System**

Citywide aerial photo, 36" x 42"	35.00
Subdivision street map, 34" x 36"	20.00
Street map, 22" x 22"	10.00
Planning Districts, 34" x 44"	20.00
Planning Districts, 18" x 24"	10.00
Custom Mapping	\$60.00/hr, plus materials
Mailing Lists	32.00

### 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	160.00
Class C	125.00
Class D	100.00
Seat Belt Class	70.00
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

## Parks and Recreation

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.

## Parks and Recreation (continued)

### Picnic Shelters and Sports Fields

Area	Time	Class 3		Class 4	
		Class 1 & 2	Resident	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.

## Parks and Recreation (continued)

### Juanita Pohl Center

Area	Time	Class 1 & 2		Class 3		Class 4	
						Resident	Non-Resident
E or W Dining Rm	1 hour	None	None	15.00	30.00	75.00	
Full Dining Rm	1 hour	None	None	20.00	40.00	95.00	
Kitchen -Warming only	1 hour	None	None	15.00	10.00	35.00	
Kitchen -Full Svc	1 hour	None	None	15.00	20.00	40.00	
Multipurpose Rm	1 hour	None	None	15.00	25.00	65.00	
E or W Dinning & W Activity	1 hour	None	None	15.00	40.00	95.00	
Small Classrooms	1 hour	None	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.



**Parks and Recreation (continued)**

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	None	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 orgs, including religious and political groups, are categorized by resident/nonresident for purpose of determining fees.

Street Tree and Installation (Single Family Only)	225.00
Street Tree Removal (excluding Stump Grinding)	310.00
Street Tree Stump Grinding	130.00
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

**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
Alarm Permit, Initial Application	25.00
Alarm Permit, Annual Renewal	25.00
Alarm Permit, 1st False Alarm	No charge
Alarm Permit, 2nd False Alarm	No charge
Alarm Permit, 3rd False Alarm	90.00
Alarm Permit, 4th False Alarm	120.00
Alarm Permit, 5th False Alarm	175.00
Alarm Permit, 6 <sup>th</sup> and More False Alarms	235.00 per alarm
Alarm Permit, 10 or more False Alarms	500.00 Civil Infraction
Release of Towed (impounded) Vehicles	100.00
Fingerprinting cards	(first two) 25.00
Each additional card	each 2.00
Good Conduct Letter	10.00

**Public Works - Engineering**

Driveway Approach Permit	300.00
Engineering Copies:	
18" x 24"	3.00
24" x 36"	4.00
36" x 48"	5.00
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

**Public Works - Engineering (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	72.50
commercial, industrial, multi-family or large homesites not in an existing subdivision	987.00
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 150.00
Partition, * Minor Variance included & primary use is not a single family dwelling & not in RL or RML	Add 227.50
Property Line Adjustment, * primary use is a single family dwelling in RL or RML	77.50
Property Line Adjustment, * Minor Variance included & primary use is a single family dwelling in RL or RML	Add 150.00
Property Line Adjustment, * primary use is not a single family dwelling in RL or RML	335.00
Property Line Adjustment, * Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 150.00
Property Line Adjustment, * Appeal Proceeding to Council	150.00
Public Works Construction Permit Deposit	5% of est. value of work but not less than 500.00
Public Works Construction Code	55.00 + postage
Sidewalk Permit	150.00
Subdivision, * Nonexpedited and Expedited Processes	3,000.00
Subdivision, * Variance included & primary use is a single family dwelling in RL or RML	Add 300.00

**Public Works - Engineering (continued)**

Subdivision, * Variance included & primary use is not a single family dwelling in RL or RML	Add 378.00
Subdivision, * Minor Variance included & primary use is a single family dwelling in RL or RML	Add 150.00
Subdivision, * Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 227.50
Subdivision, * Nonexpedited, Extension/Modification By Council	687.00
Subdivision, * Expedited, Extension/Modification By City Engineer	175.00
Subdivision, * Nonexpedited, Appeal Proceeding to Council	150.00
Subdivision, * Expedited Appeal to Referee, Deposit per ORS 197.375	335.00
Street Name Change	150.00
Street Vacation Application Deposit	378.00
Transportation Development Tax	Indexed annually per Washington County Code, Section 3.17
Zone of Benefit Application Fee	750.00
Water Quality Permit Deposit	5% of est. value of work but not less than 500.00
<p><i>* 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.</i></p>	

## Utilities

Annual Rights-of-Way Fee:	
Electric	3.5% of Gross Revenue *
Natural Gas	5.0% of Gross Revenue *
Communication	5.0% of Gross Revenue *
Any Utility Operator that does not earn Gross Revenues within the City of Tualatin (Based on total Linear Feet of Utility Facilities in the Rights-of-Way):	
Up to 5,000	5,000.00
5,001 to 10,000	7,500.00
10,001 to 20,000	10,000.00
More than 20,000	15,000.00
* "Gross Revenue" means any and all revenue, of any kind, nature or form, without deduction for expenses, less net uncollectibles, derived from the operation of utility facilities in the City of Tualatin, subject to all applicable limitations in federal or state law.	
Attachment Fee (per TMC 3-6-120)	5,000.00
Rights-of-Way License Application Fee (per TMC 3-6-205)	250.00
Rights-of-Way License Renewal Application Fee (per TMC 3-6-260)	150.00