

*City of St. Helens*  
**RESOLUTION NO. 1972**

A RESOLUTION ADOPTING A UNIVERSAL FEE SCHEDULE, AND  
SUPERSEDING RESOLUTION NO. 1954

**WHEREAS**, the City finds it necessary from time to time to review and update fees on the Universal Fee Schedule.

**NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:**

**Section 1.** Exhibit A, Fee Schedule, is hereby adopted as amended.

**Section 8.** Exhibit A, Fee Schedule, is effective January 1, 2023.

**Section 9.** This Resolution supersedes Resolution No. 1954.

**Approved and adopted** by the City Council on December 21, 2022, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder



## St. Helens Universal Fee Schedule

POLICE DEPARTMENT FEES				
Vehicle Impound Fee	\$ 100.00	Per vehicle		
Bicycle Impound Fee	\$ 1.00	Per bicycle		
Parking Citation	\$ 25.00	Per ticket		
Handicap Zone Violation	\$ 250.00	Per ticket		
False Alarm Response Fee, if exceeds 2 within a 12-month period	\$ 50.00			
False Alarm Response Fee, if exceeds 4 within a 12-month period	\$ 125.00			
Police Reports	\$ 20.00	Per case (Up to 30 pages)		MOVED FROM MISCELLANEOUS
Reproduction of Digital Photos/Audio/Video from Police Department	\$ 20.00	Per Cassette/CD/DVD/USB		MOVED FROM MISCELLANEOUS



## St. Helens Universal Fee Schedule

MISCELLANEOUS FEES				
Appeals Fee - General	\$ 175.00	Per appeal		
Non-Sufficient Check Charge	\$ 25.00	Per check		
Permit - Parade	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - Public Assembly	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Amplify Sound	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - Engage in Commercial Activity	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day		MOVED TO PARKS & REC
Permit - To Use Special Use Area	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Use Sidewalk Area for Furniture	\$ 50.00	Per 50 feet of street frontage used, rounded up.		
Photocopies & Printouts				
Black & White: 8.5" x 11"	\$ 0.50	\$0.25 Per side		
Black & White: 8.5" x 14"	\$ 0.75	\$0.35 Per side		
Black & White: 11" x 17"	\$ 1.00	\$0.50 Per side		
Color Copies: 8.5" x 11"	\$ 1.00	\$0.50 Per side		
Color Copies: 8.5" x 14"	\$ 1.25	\$0.75 Per side		
Color: 11" x 17"	\$ 1.00	Per side		
Up to 22" x 34" (B&W or Color)	\$ 3.00	Per page		
Up to 26" x 36" Up to 24" x 36" (B&W or Color)	\$ 6.00	\$4.00 Per page		
Greater than 24" x 36" (B&W or Color)	\$ 5.00	Per page		
Reproduction of Audio/Video from City Meetings	\$ 20.00	Per Cassette/CD/DVD/USB		
Police Reports	\$ 20.00	Per case (Up to 30 pages)		MOVED TO POLICE
Reproduction of Digital Photos/Audio/Video from Police Department	\$ 20.00	Per Cassette/CD/DVD		MOVED TO POLICE
Public Records Request	\$ 20.00	Deposit. If staff time is less than 15 min, deposit is refunded. If staff time is more than 15, labor is charged to the 1/4 hour.  Minimum deposit. Deposit may be more depending upon the extent of the request. If staff time is less than 15 minutes, only materials costs will be charged. If staff time is more than 15 minutes, labor is charged to the 1/4 hour. Any overpayment will be refunded.		
Lien Search	\$ 26.00	29.00 Per Lien Search		
Declaration of Candidacy Fee (to run for City Council)	\$ 50.00			
Advertising Bench - Annual Inspection Fee	\$ 5.00	Per bench		
Reinspection Fee by CRFR for noncompliance with code provisions	\$ 50.00	Per reinspection		
CD/DVD request for information & video	\$ 20.00			
Request for Information	\$ 20.00	Per Cassette/CD/DVD/USB		
Special Abatement of Illegal Notices or Advertisements	\$ 10.00	Per notice or advertisement		



## St. Helens Universal Fee Schedule

LIBRARY FEES						
Nonresident Borrower Card Fee	\$ 35.00	Per year				
	\$ 10.00	Per three (3) months				
Resident Business Borrower Card Fee	\$ -	No charge. A borrower card for a resident business must be issued in the business's name. Business owner must show a valid City of St. Helens resident business license as well as the business owner's Oregon driver's license to register for a card. The card may be used by employees of the business with the owner's authorization.				
Oregon Library Passport Program Card	\$ -	No charge. Cardholders are limited to a maximum of 5 items checked out at a time and a maximum of 3 holds and do not have access to cultural passes, digital loans, or interlibrary loan services.				
Interlibrary Loan	\$ 3.00	Per item				
Fees for Lost or Destroyed Materials		As long as a lost item is returned in good condition within three (3) months of having been paid, a full refund will be given.				
Books, magazines, recordings, DVDs, CDs, or any other material	->	Original list price				
Cultural Pass	\$ 30.00					
Replacing a borrower's lost card	\$ 2.00					
Missing bar code label	\$ 2.00					
Lost or damaged case for CDs and DVDs	\$ 5.00					
Lost or damaged insert for CDs and DVDs	\$ 7.00					
Meeting Room Fees		Non-profit, public educational, and governmental organizations that do not charge fees for events scheduled in meeting rooms will be exempt from meeting room fees, as long as their use of the rooms happens during normal Library hours. For after-hours events, the appropriate hourly rate will still be charged.				
Auditorium	\$25.00	Per hour				
	\$75.00	Per half day (up to 4 hours)				
	\$150.00	All day (Open hours)				
Armstrong	\$20.00	Per hour				
	\$50.00	Per half day (up to 4 hours)				
	\$95.00	All day (Open hours)				
Both Rooms	\$40.00	Per hour				
	\$110.00	Per half day (up to 4 hours)				
	\$210.00	All day (Open hours)				
Use of one or both meeting rooms outside normal Library hours	\$ 45.00	Per hour				
Makespace consumable materials	->	Current market price, as listed in the Makespace				
<b>Photocopies &amp; Printouts</b>						
Black & White Copies: 8.5" x 11"	\$ 0.10	Per side				
Black & White Copies: 8.5" x 14"	\$ 0.10	Per side				
Color Copies: 8.5" x 11"	\$ 0.50	Per side				
Color Copies: 8.5" x 14"	\$ 0.50	Per side				



## St. Helens Universal Fee Schedule

MUNICIPAL COURT FEES				
Civil Compromise Costs	\$ 300.00			
Collection Fee per ORS 137.118 (3) (Maximum \$250)	25%			
Community Service Fee	\$ 2.00 Per hour			
Default Judgment	\$ 20.00			
Discovery	\$ 20.00 Per case number (up to 30 pages)			
Driver's License Reinstatement/Offense (City Portion)	\$ 20.00			
Driving Record - Traffic Offenses Only (non-certified)	\$ 1.00			
Failure to Appear for Bench Trial	\$ 150.00			
Failure to Appear for Jury Trial	\$ 300.00			
Installment Fee - for 6 month plan	\$ 25.00			
Installment Fee - for 12 month plan	\$ 50.00			
Warrant Issued	\$ 100.00			
Withholding on County Assessment	10% at monthly distribution			
Probation Violation	\$ 50.00			
Court Appointed Attorney Rates - Misdemeanor	\$ 200.00 Per misdemeanor with maximum of \$400 unless approved by court			
Court Appointed Attorney Rates - Probation Violation	\$ 125.00 Per case with maximum of \$250 unless approved by court			
Court Appointed Attorney Rates - Bench Trial	\$ 400.00			
Court Appointed Attorney Rates - Jury Trial	\$ 600.00			



## St. Helens Universal Fee Schedule

BUSINESS LICENSE FEES						
Residential Business License						
00 - 9.99 full-time equivalents	\$	65.00				
10 - 24.99 full-time equivalents	\$	85.00				
25 - 49.99 full-time equivalents	\$	105.00				
50 - 99.99 full-time equivalents	\$	125.00				
100+ full-time equivalents	\$	145.00				
Non-Resident Business License	\$	150.00				
Residential Rentals	\$	20.00	Per Unit			
Commercial Rentals	\$	50.00	Per Unit			
Non-Resident Temporary Business License	\$	75.00	6 Month Business License			
Late Renewal Fee	\$	50.00	After 60 Days Late Renewal			
Appeals Processing Fee	\$	150.00				
OLCC New Application	\$	100.00				
OLCC Application Change Fee	\$	75.00				
OLCC Application Renewal Fee	\$	35.00				
Sidewalk Vendor Application Fee	\$	65.00				
Sidewalk Vendor Permit Fee	\$	65.00				
Sidewalk Vendor Appeal Fee	\$	150.00				
Marijuana Business Licenses:			<u>According to OAR 845-025-2040</u>			
Producers:			<u>Indoor / Outdoor Production Size Limitations</u>			
Micro Tier I	\$	250.00	Up to 625 sf / Up to 2,500 sf			
Micro Tier II	\$	500.00	626 to 1,250 sf / 2,501 to 5,000 sf			
Tier 1	\$	1,000.00	1,251 to 5,000 sf / 5,001 to 20,000 sf			
Tier II	\$	1,500.00	5,001 to 10,000 sf / 20,001 to 40,000 sf			
Medical Canopy	\$	65.00				
Processors	\$	1,000.00				
Wholesalers	\$	1,000.00				
Retailers	\$	1,000.00				



**St. Helens Universal Fee Schedule**

SOCIAL GAMING FEES				
Non-refundable Application Fee	\$	50.00 Per 12 month lease		
License Fee for 1-10 Tables	\$	50.00 Per 12 month lease		
License Fee for each additional table over 10	\$	10.00 Per table per 12 month lease		



## St. Helens Universal Fee Schedule

ENGINEERING FEES					
Right-Of-Way Permit: <i>Required for work performed in the public right-of-way, including pavement cuts, utility construction, maintenance, or repair, sidewalk construction or repair, driveways, curb cuts, aerial work, temporary street/right-of-way use, and parklets.</i>	\$ 100.00	Fee waived for projects with a value of less than \$1,500 or if part of a permit for the construction of public improvements.			
Pavement Disturbance Fee: <i>Assessed to the Right-of-Way Permit fee for work in the public right-of-way that cuts, damages, removes, replaces, mars, trenches, digs, bore, or disturbs pavement. Includes paved streets, bikeways, driveways, curbs, sidewalks, or other paved areas in the right-of-way.</i>	\$ 100.00	Fee waived for projects with a value of less than \$1,500 or if part of a permit for the construction of public improvements.			
Plan Review for Public Improvements: <i>Design plan review is the first step for private development projects that require improvements to or expansion of streets, sidewalks, curbs, driveways, storm drainage facilities, sanitary sewer, water main extensions, or other improvements in the public right-of-way.</i>	2.0% based on the Engineer's Preliminary Project Cost Estimate	Plan Review fee includes up to three plan review iterations, after which additional plan review fees will apply.			
Plan Review - Additional Reviews	\$120/hour, 1 hour minimum	Plan review fees for plan reviews that exceed three review iterations.			
Permit for the Construction of Public Improvements	3.0% based on the Engineer's Final Project Cost Estimate	Permit issued after plans have been reviewed and approved by the Engineering Division. Fee includes the cost of inspections.			
Blasting Permit: <i>Required for all blasting operations and the use of explosives in City limits.</i>	\$ 1,200.00	Fee includes Blast plan compliance inspections.			
Engineering Services for Building Permits	\$320 each	Fee includes System Development Charges (SDCs) review, plan review, and up to three inspections, including final inspection.			
Fee for Additional Engineering Inspections	\$75/hour, 1 hour minimum	Engineering inspections for any work performed in the public right-of-way not covered by an existing permit or fee.			





## St. Helens Universal Fee Schedule

UTILITY BILLING FEES				
Water Service Shut off/on: Mon-Fri 830 AM - 430 PM	\$ -	No Charge		
Water Service Shut off/on: During off business hours	\$ 150.00	Per request		
Failed Payment Arrangement	\$ 50.00			
Late Fee	\$ 25.00	Fee waived if bill is < \$25		
Reconnection Fee (if Shutoff due to non-payment)	\$ 75.00	Fee applied on Shut-off Day		
Temporary Service for New Construction	\$ 25.00			
Tampering with Meter Fees				
Tampering: Turning water on/off without City Personnel	\$ 50.00	Up to and possibly including cost of meter replacement & Labor		
Tampering: Turning water on while on the current shut-off list	\$ 100.00	Up to and possibly including cost of meter replacement & Labor		
Tampering: Breaking installed Lock to turn on meter	\$ 200.00	Up to and possibly including cost of meter replacement & Labor & Ticket from Police		
Utility Billing Insert - B&W, 1-Sided, 8.5x11	\$ 500.00	Available to Non-Profits Only		
Utility Billing Insert - B&W, 2-Sided, 8.5x11	\$ 650.00	Available to Non-Profits Only		
Utility Billing Insert - Color, 1-Sided, 8.5x11	\$ 1,100.00	Available to Non-Profits Only		
Utility Billing Insert - Color, 2-Sided, 8.5x11	\$ 1,550.00	Available to Non-Profits Only		



## St. Helens Universal Fee Schedule

WASTEWATER TREATMENT PLANT FEES				
Pretreatment Program Administrative Fee (Choose Option)				
Annual	\$ 1,500.00			
Monthly	\$ 125.00			
Annual DEQ Fees Assessed to the City	\$ -	Actual cost of DEQ		
New Industrial Discharge Permit Issuance	\$ 500.00			
Renewal Industrial Discharge Permit Issuance	\$ 300.00			
<b>Non Discharge Annual Permit Fee</b>	<b>\$ 500.00</b>			
Demand Inspection Fee	\$ 100.00			
Demand Sampling and Monitoring Fee	\$ -	Actual cost of service		
Enforcement Activities	\$ -	Actual cost of service		



## St. Helens Universal Fee Schedule

PARKS AND RECREATION FEES						
Park Areas for Reservation						
McCormick Park						
Area 1 - Veterans Pavilion	\$ 25.00	Per 3 hour Session				
Areas 2-4	\$ 15.00	Per 3 hour Session				
Campbell Park						
Areas 1-2	\$ 15.00	Per 3 hour Session				
Columbia View Park						
Area 1 - Gazebo Amphitheater	\$ 25.00	Per 3 hour Session				
Field Areas for Reservation						
McCormick Park						
Softball Fields 1-2	\$ 10.00	Per 3 hour Session				
T-ball Fields 1-2	\$ 5.00	Per 3 hour Session				
Soccer Field (Combines both T-ball Fields)	\$ 10.00	Per 3 hour Session				
6th Street Park						
Baseball Fields 1-2	\$ 5.00	Per 3 hour Session				
Campbell Park						
Softball Fields 1-2	\$ 10.00	Per 3 hour Session				
Recreation Center						
Softball Fields 1-3	\$ 5.00	Per 3 hour Session				
Dock moorage fee	\$ 15.00	Per day				
Dock electrical connection	\$ 5.00	Per 24 hours				
Recreation Center						
Recreation Center Rental	\$ 30.00	Per Hour				
Security Deposit (refundable)	\$ 50.00	Refundable security deposit				
Community Center						
Community Center Small Meeting Room	\$ 10.00	Per Hour Non-profits 50% reduction with proof of non-profit letter				
Community Center Main Room Rental (kitchen not rentable)	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter				
Community Center Theatre Room Rental	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter				
Toddler Play Gym ages 0-5 years old	\$ 25.00	Per Hour				
Permit - Parade	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - Public Assembly	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - To Amplify Sound	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - Engage in Commercial Activity	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day				MOVED FROM MISCELLANEOUS
Permit - To Use Special Use Area	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Late Fees						
General Park Use (7 business days)	\$ 10.00					
Public Assembly (45 business days)	\$ 25.00					
Parade & Walks (45 business days)	\$ 50.00					
Tournament Fee	\$ 10.00	Per Team				
Use of Field Lights	\$ 25.00					