

City of St. Helens
RESOLUTION NO. 2048

A RESOLUTION ADOPTING A UNIVERSAL FEE SCHEDULE, AND
SUPERSEDING RESOLUTION NO. 2004

WHEREAS, the City of St. Helens finds it necessary from time to time to review and update fees on the Universal Fee Schedule; and

WHEREAS, the City of St. Helens City Budget Committee and staff identified fees to add or update; and

WHEREAS, the City Council concludes it is appropriate to update the Universal Fee Schedule; and

WHEREAS, the City Council has determined the proposed schedule of fees and charges for services, hereinafter specified and established are just, reasonable, and necessary.

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

Section 1: Exhibit A, St. Helens Universal Fee Schedule is hereby adopted as amended.

Section 2: Exhibit A, St. Helens Universal Fee Schedule is effective August 1, 2025.

Section 3: This Resolution supersedes Resolution No. 2004.

Approved and adopted by the City Council on July 16, 2025, by the following vote:

Ayes:

Nays:

Abstain:

Jennifer Massey, 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	Per call
False Alarm Response Fee, if exceeds 4 within a 12-month period	\$	125.00	Per call
Police Reports	\$	20.00	Per case (Up to 30 pages)
Reproduction of Digital Photos/Audio/Video from Police Department	\$	20.00	Per Cassette/CD/DVD/USB



St. Helens Universal Fee Schedule

MISCELLANEOUS FEES			
Appeals Fee - General	\$	175.00	Per appeal
Non-Sufficient Check Charge	\$	25.00	Per check
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	Per side
Black & White: 8.5" x 14"	\$	0.75	Per side
Black & White: 11" x 17"	\$	1.00	Per side
Color: 8.5" x 11"	\$	1.00	Per side
Color: 8.5" x 14"	\$	1.50	Per side
Color: 11" x 17"	\$	2.00	Per side
22" x 34" (B&W)	\$	3.00	Per page
22" x 34" (Color)	\$	5.00	Per page
24" x 36" (B&W)	\$	6.00	Per page
24" x 36" (Color)	\$	8.00	Per page
Greater than 24" x 36" (B&W)	\$	12.00	Per page
Greater than 24" x 36" (Color)	\$	16.00	Per page
Reproduction of Audio/Video from City Meetings	\$	25.00	Per Cassette/CD/DVD/USB
Public Records Request	\$	20.00	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	\$	29.00	Per Lien Search
Declaration of Candidacy Fee (to run for City Council)	\$	50.00	
Advertising Bench - Annual Inspection Fee	\$	10.00	Per bench
Reinspection Fee by CRFR for noncompliance with code provisions	\$	50.00	Per reinspection
Request for Information	\$	25.00	Per Cassette/CD/DVD/USB
Special Abatement of Illegal Notices or Advertisements	\$	20.00	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.
Digital Only Card	\$		No Charge
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
Photocopies & Printouts			
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



St. Helens Universal Fee Schedule

Color Copies: 8.5" x 14"	\$	0.50 Per side
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St. Helens Universal Fee Schedule

MUNICIPAL COURT FEES		
Civil Compromise Costs	\$	300.00
Collection Fee per ORS 137.118 (3) (Maximum \$250)		25%
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	\$	10.00	Per Unit, Per Month
Commercial Rentals	\$	20.00	Per Unit, Per Month
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	\$	75.00	
Sidewalk Vendor Permit Fee	\$	75.00	
Sidewalk Vendor Appeal Fee	\$	150.00	
Marijuana Business Licenses:			
Producers:		<u>According to OAR 845-025-2040</u>	
		<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	



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SOCIAL GAMING FEES			
Non-refundable Application Fee	\$	75.00	Per 12-month lease
License Fee for 1-10 Tables	\$	75.00	Per 12-month lease
License Fee for each additional table over 10	\$	15.00	Per table per 12-month lease



St. Helens Universal Fee Schedule

ENGINEERING FEES		
Right-Of-Way Permit	\$150.00	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 fee includes up to three plan review iterations, after which additional plan review fees will apply.
Pavement Cut Fee	\$10.00 per linear foot \$150.00 minimum	
Plan Review for Public Improvements		
Engineer's Approved Preliminary Project Cost Estimate,		
from \$0.01 to \$10,000	12% of Cost Estimate	
from \$10,001 to \$50,000	10% of Cost Estimate	
from \$50,001 to \$100,000	8% of Cost Estimate	
from \$100,001 to \$500,000	6% of Cost Estimate	
from \$500,001 to \$1,000,000	4% of Cost Estimate	Fee for plan reviews that exceed the initial three review iterations for plan reviews for public improvements. Fee includes construction documentation reviews, project management, inspection, temporary use or closure of public right-of-way including sidewalk, lanes, or parking spaces as approved, warranty inspections.
from \$1,000,001 and above	2% of Cost Estimate	
Plan Review - Additional Reviews	\$120/hour 1 hour minimum	
Permit for the Construction of Public Improvements		
Engineer's Approved Final Project Cost Estimate,		
from \$0.01 to \$10,000	18% of Cost Estimate	
from \$10,001 to \$50,000	15% of Cost Estimate	
from \$50,001 to \$100,000	12% of Cost Estimate	
from \$100,001 to \$500,000	9% of Cost Estimate	Fee includes Blast plan compliance inspections.
from \$500,001 to \$1,000,000	6% of Cost Estimate	
from \$1,000,001 and above	3% of Cost Estimate	Review fee for site development permits, dwelling permits, manufactured home placement permits, and structural building permits (new construction and additions). Includes System Development Charges (SDCs) review, engineering plan review, and up to three site inspections, including final inspection.
Blasting Permit	\$1,200.00	
Engineering Services for Building Permits	\$320	



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	\$75.00	Engineering review fees for, <ul style="list-style-type: none"> • Minor site plan and design reviews such as decks which require only a minimal amount of review (Determined on a case-by-case basis) • Structural building permits for SFD non-dwelling additions (SDC Exempt) • Demo permits • Grade-fill permits (STR, DEMO type permits)
Additional Engineering Inspections or Reviews	\$120/hour 1 hour minimum	Fee for engineering inspections or reviews not covered by an existing permit or fee.
Speed Hump Request Application Fee	\$150.00	Application processing and initial engineering review to determine if the road meets the necessary criteria for speed humps.
Traffic Study	\$2,200.00	Fee for performing traffic study, collecting and analyzing data regarding traffic patterns needed to inform decisions on speeding and the potential impacts of installing traffic calming measures
Erosion and Sedimentation Control Permit (pending approval of Ordinance No. ____)	\$500.00	Fee for ground disturbing activities ranging from 1,000 square feet to 0.5 acre (Fee applicable at 500 square feet when sitework is within 50 feet of a body of water or wetland)
	\$500.00 plus \$50.00 for each additional 1,000 square feet	Fee for ground disturbing activities greater than 0.5 acre
Sanitary Sewer Capacity COA (Non-SDC) Surcharge	Varies	Surcharge fee per equivalent dwelling unit (EDU) based on the portion of Wastewater Collection System between the subject property and the Wastewater Treatment Plant which development will discharge to that is identified as at or above capacity in the 2021 Wastewater Master Plan.



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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



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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	
Non-Discharge Annual Permit Fee	\$	500.00	
Demand Inspection Fee	\$	100.00	
Demand Sampling and Monitoring Fee	\$	-	Actual cost of service
Enforcement Activities	\$	-	Actual cost of service



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PARKS AND RECREATION FEES			
Park Areas for Reservation			
McCormick Park			
Area 1 - Veterans Pavilion	\$	25.00	Per 3-hour Session
Areas 2-4	\$	25.00	Per 3-hour Session
Campbell Park			
Areas 1-2	\$	25.00	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
Event Impact Fee	\$	4.95	Per Ticket
Permit - Parade			
Permit - Public Assembly	\$	50.00	Per event
Permit - To Amplify Sound	\$	50.00	Per event
Permit - Engage in Commercial Activity	\$	50.00	Per event
Permit - To Use City Property During Hours of Closure	\$	50.00	Per event
Permit - To Use Electrical Connections Owned by City	\$	25.00	Per day
Permit - To Use Special Use Area	\$	50.00	Per event
Late Fees			
General Park Use (7 business days)	\$	10.00	
Public Assembly (45 business days)	\$	25.00	



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Parade & Walks (45 business days)	\$	50.00	Per Team
Tournament Fee	\$	10.00	
Use of Field Lights	\$	25.00	



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PUBLIC WORKS FEES		
Water System Connection		
• 3/4-inch meter only (Single Family)		\$310.00
• 3/4-inch meter only (Duplex)		\$620.00
• 3/4-inch meter and service (Single Family)		\$1,700.00
• 3/4-inch meter and service (Duplex)		\$3,400.00
• 1-inch or larger meter		\$1,700.00 plus actual Time and Materials
Wastewater System Connection		
• 4-inch diameter sewer main tap fee		\$300.00
• Sewer main tap fee for taps greater than 4-inches		\$300.00 plus actual Time and Materials
Stormwater System Connection		
• 4-inch diameter sewer main tap fee		\$300.00
• Sewer main tap fee for taps greater than 4-inches		\$300.00 plus actual Time and Materials