

RESOLUTION NO. 5504-20

A RESOLUTION AMENDING THE CITY OF TUALATIN FEE SCHEDULE AND RESCINDING RESOLUTION NO. 5478-19

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. 5478-19; and

WHEREAS, the City Council wishes to amend fees for copies of the Municipal and Development codes to cover the costs incurred per our contract with Municode Services; and

WHEREAS, Parks and Recreation is adding a late fee for groups departing after their reservation period at the Juanita Pohl Center, and Street Tree fees have been updated to reflect updated costs for removal and grinding of old street trees.

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, 2020.

**Section 3.** Resolution No. 5478-19 is rescinded effective July 1, 2020.

INTRODUCED AND ADOPTED this 22nd Day of June, 2020.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO FORM

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
City Recorder

**City of Tualatin Fee Schedule**

Fees Effective July 1, 2020

<b>General Administrative Fees</b>	
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
Copies of Audio CDs	20.00 including CD
Copies of Video CDs	20.00 including CD
Copies of Photographs on CD	20.00 including CD
Thumb Drive (2 GB)	10.00
Storage Retrieval Fee	30.00
Staff Time:	
-Up to 30 minutes	no charge
-Over 30 minutes	employee cost

<b>Development Fees</b>	
Addressing Fees:	
Change of existing address	216.00
Assign single family	54.00 + 7.00 per lot
Multi-Family - less than 50 units	66.00 + 7.00 per unit
Multi-family - 50+ units	66.00 + 4.00 per unit
Non-residential (suite assignment)	66.00 for address + 44.00 per suite
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
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

## City of Tualatin Fee Schedule

Fees Effective July 1, 2020

Development Fees (continued)	
Architectural Review, Single-family Level II (Discretionary)	810.00
Architectural Review, Accessory Dwelling Unit (ADU)	105.00
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
Driveway Approach Permit	300.00
Engineering Copies:	
18" x 24"	3.00
24" x 36"	4.00
36" x 48"	5.00
Erosion Control (EC) Fees:	
1. Inspection Fees	
a. Non-Site Development	
1. New construction	400.00
2. Additions, remodels and demolitions disturbing less than 1,000 s.f.	130.00
b. Development Sites without infrastructure or vegetated corridor improvements (EC Only)	400.00 plus 400.00 prorated for each acre over 1/2 acre
c. Subsequent Site Development (Early EC Inspection Fee)	400.00 or 1/2 of the EC only Fee, whichever is greater
d. Re-inspection	65.00/hr with a minimum of 130.00
2. Plan check fee	
a. commercial, industrial, multi-family or large homesites not in an existing subdivision	1185.00
Hydraulic Modeling for Commerical/Industrial Retail and Multi-family units	300.00/bldg
Hydraulic Modeling for New Subdivisions with 50 or more lots	1,000.00
Landmark Demolition Review	135.00
Landmark Relocation Review	62.00
License to Keep Chickens	50.00
Mobile Food Unit Permit	100.00
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

## City of Tualatin Fee Schedule

Fees Effective July 1, 2020

Development Fees (continued)	
Partition,* Minor Variance included & primary use is a single family dwelling & not in RL or RML	Add 150.00
Partition,* Minor Variance included & primary use is not a single family dwelling & not in RL or RM	Add 227.50
Pre-Application Meeting	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
Reinstatement of Nonconforming Use	1,580.00
Request for Council Rehearing	186.00
Sidewalk Permit	150.00
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
Street Name Change	150.00
Street Vacation Application Deposit	378.00
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
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
Temporary Certificate of Occupancy	100.00
Temporary Uses:	
1 - 3 days	55.00
4 - 180 days	55.00 + 1.50/day
Over 3 days	not to exceed 200.00 total
Transportation Development Tax	Indexed annually per Washington County Code, Section 3.17

## City of Tualatin Fee Schedule

Fees Effective July 1, 2020

<b>Development Fees (continued)</b>	
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	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
Water Quality Permit Deposit	5% of est. value of work but not less than 500.00
Zone of Benefit Application Fee	750.00
All Other Development Actions	Cost Recovery

<b>Core Area Parking District</b>	
Core Area Parking District Tax Appeal	135.00

<b>Finance Department</b>	
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)	35.00
Zone of Benefit Recovery Charge Administration Fee	125.00
Social Gaming License	
Application Fee	100.00
Annual Renewal Fee	100.00

<b>Geographic Information System</b>	
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

## City of Tualatin Fee Schedule

Fees Effective July 1, 2020

<b>Legal Services Department</b>	
Printed copies of the new Municipal or Development Code with tabs	125.00 each + postage
3-post expandable binders with stamping	70.00
3-ring vinyl binders	20.00
Electronic media options for Code of Ordinances (sent via download)	
WORD (DOCX)	150.00 initially then 75.00 per update
Adobe PDF of the code	150.00 initially then 75.00 per update
Adobe PDF of each supplement	150.00 initially then 75.00 per update

<b>Municipal Court</b>	
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

## City of Tualatin Fee Schedule

Fees Effective July 1, 2020

Parks and Recreation					
Browns Ferry Park Community Center					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
Meeting Rooms	1 hour	0.00	15.00	25.00	60.00
Garage	1 hour	0.00	15.00	25.00	60.00
Studio Structure	1 hour	0.00	15.00	25.00	60.00
Sun Room	1 hour	0.00	15.00	25.00	60.00
River Shelter	4 hour	0.00	15.00	25.00	60.00
Alcohol Permit:	Group		0.00	25.00	50.00
	Special Events		0.00	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 Parks and Recreation Director will determine the amount of the cleaning/security deposit to be refunded based on the building monitor's report.

## City of Tualatin Fee Schedule

Fees Effective July 1, 2020

Picnic Shelters					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
Rustic	4 hours	0.00	15.00	30.00	65.00
Patio	4 hours	0.00	15.00	30.00	65.00
Main-South	4 hours	0.00	15.00	30.00	65.00
Main-North	4 hours	0.00	15.00	30.00	65.00
Main-Full	4 hours	0.00	30.00	60.00	130.00
Trestle	4 hours	0.00	15.00	30.00	65.00
Horseshoe Pits	4 hours	0.00	0.00	15.00	30.00
Alcohol Permit:	Group		0.00	25.00	50.00
	Special Events		0.00	50.00	100.00

\$10.00 handling fee for cancellations

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Class 1: Activities sponsored by the City of Tualatin.

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

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

Sports Fields						
Area	Time	City of Tualatin	Youth Serving Non-Profit	Resident	Non-Resident	Commercial
Sports Fields	1 hour	0.00	0.00	10.00	22.50	50.00
Sports Fields Lights	1 hour	0.00	0.00	10.00	22.50	50.00
Artificial Turf Fields	1 hour	0.00	0.00	20.00	40.00	80.00
Artificial Turf Field Lights	1 hour	0.00	0.00	40.00	40.00	40.00



## City of Tualatin Fee Schedule

Fees Effective July 1, 2020

Juanita Pohl Center					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
East or West Dining Room	1hour	0.00	15.00	30.00	75.00
Full Dining Room	1 hour	0.00	20.00	40.00	95.00
Large Classroom	1 hour	0.00	15.00	25.00	65.00
West Activity Room	1 hour	0.00	5.00	10.00	20.00
Small Classrooms	1 hour	0.00	5.00	10.00	20.00
Alcohol Permit:	Group		0.00	25.00	50.00
	Special Events		0.00	50.00	100.00

Reservations must be made for a minimum of two (2) hours. \$10.00 handling fee for cancellations. Late departing groups will be charged \$10.00 for every 5 minutes after the designated rental period ends.

### 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	
Meetings - Large Classroom	50.00
Meetings only (no food) in Dining Room	100.00
Dining Room (with food)	285.00

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

## City of Tualatin Fee Schedule

Fees Effective July 1, 2020

Tualatin Library Community Room				
Area	Time	Class 3	Class 4	
			Resident	Non-Resident
Community Room	1 hour	15.00	25.00	50.00

Class 1 & 2 - No Charge

\$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.

Parks Maintenance	
Street Tree and Installation (Single Family Only)	225.00
Street Tree Removal (excluding Stump Grinding)	350.00
Street Tree Stump Grinding	175.00
Tree-for-a-Fee Program	175.00
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

## City of Tualatin Fee Schedule

Fees Effective July 1, 2020

Police	
Copies of Police Reports (no charge to victims): 1 - 10 pages plus each page over 10	10.00 0.25
Alarm Permits: Initial Application Annual Renewal 1st False Alarm 2nd False Alarm 3rd False Alarm 4th False Alarm 5th False Alarm 6 <sup>th</sup> and More False Alarms 10 or more False Alarms	25.00 25.00 No charge No charge 90.00 120.00 175.00 235.00 per alarm 500.00 Civil Infraction
Release of Towed (impounded) Vehicles	100.00
Fingerprinting cards Each additional card	(first two) 25.00 each 2.00
Good Conduct Letter	10.00

## City of Tualatin Fee Schedule

Fees Effective July 1, 2020

Utilities in the Right-of-Way	
<p>Annual Rights-of-Way Fee:</p> <ul style="list-style-type: none"> <li>Electric</li> <li>Natural Gas</li> <li>Communication</li> </ul> <p>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):</p> <ul style="list-style-type: none"> <li>Up to 5,000</li> <li>5,001 to 10,000</li> <li>10,001 to 20,000</li> <li>More than 20,000</li> </ul> <p>* "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.</p>	<p>3.5% of Gross Revenue *</p> <p>5.0% of Gross Revenue *</p> <p>5.0% of Gross Revenue *</p> <p>5,000.00</p> <p>7,500.00</p> <p>10,000.00</p> <p>15,000.00</p>
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
<p>Rights-of-Way Attachment Fees/Small Cell, DAS, etc. (TMC 3-6-120)</p> <p>Attachment Application Fees:</p> <ul style="list-style-type: none"> <li>Attachment Application Fee (one-time)</li> <li>Expedited Application Fee (voluntary one-time fee for expedited review; City may take of up to 30 days)</li> <li>Consultant Fee for Processing Application</li> </ul> <p style="padding-left: 40px;">* Fee would be applied in the event the City does not have the capacity to process applications within the legally required timeframe</p> <p>Annual Attachment Fee</p> <p>The Rights-of-Way Attachment Fees do not apply to Utility Operators subject to and paying the Annual Rights-of-Way Fees in TMC 3-6-100</p>	<p>660.00 per attachment</p> <p>1,160.00 per attachment</p> <p>Actual Cost, plus 25% for administration*</p> <p>625.00 per attachment, per year</p>
Water, Sewer, Surface Water Management and Road Utility Fee Rates	Resolution No. 5442-19