

RESOLUTION NO. 2024-09

AMENDING RESOLUTION 2023-11, MASTER FEE SCHEDULE

WHEREAS, the City provides a number of services to the citizens and others; and,

WHEREAS, there are monetary costs associated with staff time and the materials necessary to provide such services of the City; and,

WHEREAS, the City Council finds it proper and reasonable to charge fees for certain services and thus establishes them herein; and,

WHEREAS, the City Council has previously adopted a fee schedule for processing services, licenses, rentals, permits, and land development within the City of Millersburg; and,

WHEREAS, from time to time, the fees must be updated to reflect current costs,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLERSBURG, OREGON, that:

1. The City hereby adopts the "Master Fee Schedule," which is attached hereto as "Attachment A" and incorporated herein by this reference, which will be used for calculating fees pertaining to services, licenses, rentals, permits, and land development.
2. This Resolution amends Resolution 2023-11, and any previous resolutions setting forth City fees specific to services, licenses, rentals, permits, and land development.
3. Staff shall maintain a copy of this Resolution in the City's administrative offices for public reference.
4. The Master Fee Schedule shall be evaluated and individual fees updated as required, by staff and the City Council annually in June.
5. If any portion (section, subsection, paragraph, sentence, phase or clause) of this Resolution is found to be invalid by a court of competent jurisdiction, the remaining portions of this Resolution shall remain in full force and effect.

Effective date: This Resolution shall be effective upon its approval and adoption.

Duly passed by the Council this 11th day of June, 2024.



Scott Cowen
Mayor

ATTEST:



Sheena Dickerman
City Recorder

Attachment A

Master Fee Schedule for City Services

Service	Fee												
Service Fees and Licenses													
Service Fees													
• Photocopies	\$0.10 Per page												
• Lien Searches	\$15												
• Returned Checks	\$25												
Liquor License	\$15 Processing Fee (see ORS 471.166)												
Notary	None												
Public Records Requests	See public records request form.												
Water Service Fees	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Customer Type</u></th> <th style="text-align: left;"><u>Property Owner</u></th> <th colspan="2" style="text-align: left;"><u>Non property owner</u></th> </tr> </thead> <tbody> <tr> <td>Residential</td> <td>No Deposit</td> <td colspan="2">\$100</td> </tr> <tr> <td>Multi Family</td> <td>No Deposit</td> <td colspan="2">\$100</td> </tr> </tbody> </table>	<u>Customer Type</u>	<u>Property Owner</u>	<u>Non property owner</u>		Residential	No Deposit	\$100		Multi Family	No Deposit	\$100	
<u>Customer Type</u>	<u>Property Owner</u>	<u>Non property owner</u>											
Residential	No Deposit	\$100											
Multi Family	No Deposit	\$100											
• Account Deposit	\$20												
• New Account- Service Fees	Regular working hours \$45 After Hours \$60												
• Restore Service	\$6												
• Returned Electronic Item Fee	\$100												
• Tampering Fees													
• Meter Testing at Customer's Request	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Meter Size</u></th> <th colspan="3" style="text-align: left;"><u>Service Charge</u></th> </tr> </thead> <tbody> <tr> <td>3/4"</td> <td colspan="3">\$15</td> </tr> <tr> <td>Larger than 3/4"</td> <td colspan="3">Actual Cost</td> </tr> </tbody> </table>	<u>Meter Size</u>	<u>Service Charge</u>			3/4"	\$15			Larger than 3/4"	Actual Cost		
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• Drop-in Meter Installation * over 2" see City Engineer	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>3/4" Meter</u></th> <th style="text-align: left;"><u>1" Meter</u></th> <th style="text-align: left;"><u>1-1/2" Meter</u></th> <th style="text-align: left;"><u>2" Meter</u></th> </tr> </thead> <tbody> <tr> <td>\$275</td> <td>\$340</td> <td>\$1,771</td> <td>\$1,883</td> </tr> </tbody> </table>	<u>3/4" Meter</u>	<u>1" Meter</u>	<u>1-1/2" Meter</u>	<u>2" Meter</u>	\$275	\$340	\$1,771	\$1,883				
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\$275	\$340	\$1,771	\$1,883										
• Full Installation with meter (excludes SDCs)	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>3/4" Meter</u></th> <th style="text-align: left;"><u>1" Meter</u></th> <th style="text-align: left;"><u>1-1/2" Meter</u></th> <th style="text-align: left;"><u>2" Meter</u></th> </tr> </thead> <tbody> <tr> <td>Actual Cost</td> <td>Actual Cost</td> <td>Actual Cost</td> <td>Actual Cost</td> </tr> </tbody> </table>	<u>3/4" Meter</u>	<u>1" Meter</u>	<u>1-1/2" Meter</u>	<u>2" Meter</u>	Actual Cost	Actual Cost	Actual Cost	Actual Cost				
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• Reduction of Meter Size (based on size of meter to be installed)	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>3/4" Meter</u></th> <th style="text-align: left;"><u>1" Meter</u></th> <th style="text-align: left;"><u>1-1/2" Meter</u></th> <th style="text-align: left;"><u>2" Meter</u></th> </tr> </thead> <tbody> <tr> <td>\$275</td> <td>\$340</td> <td>\$1,771</td> <td>\$1,883</td> </tr> </tbody> </table>	<u>3/4" Meter</u>	<u>1" Meter</u>	<u>1-1/2" Meter</u>	<u>2" Meter</u>	\$275	\$340	\$1,771	\$1,883				
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\$275	\$340	\$1,771	\$1,883										
• Main Extensions	Actual cost plus 15% overhead												
• Fire Service extensions	Actual cost plus 15% overhead												
• Unauthorized use of fire hydrant	\$50 + Current Commercial Volume Charge per 100 cubic feet												
• Metered use of hydrant	<table border="0" style="width: 100%;"> <tbody> <tr> <td>Refundable Deposit</td> <td>\$75</td> </tr> <tr> <td>Set Up</td> <td>\$50</td> </tr> <tr> <td>Bulk Rate</td> <td>Current Commercial Volume Charge per 100 cubic feet</td> </tr> <tr> <td>Relocation rate</td> <td>\$50</td> </tr> <tr> <td>Monthly Base Charge</td> <td>\$119.56¹⁰</td> </tr> </tbody> </table>	Refundable Deposit	\$75	Set Up	\$50	Bulk Rate	Current Commercial Volume Charge per 100 cubic feet	Relocation rate	\$50	Monthly Base Charge	\$119.56 ¹⁰		
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Bulk Rate	Current Commercial Volume Charge per 100 cubic feet												
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Monthly Base Charge	\$119.56 ¹⁰												
Rentals													
Park Fees													
• Park Shelter Rental	Mon-Thu = Weekday Fri-Sun=Weekend												
o Resident	\$35 weekday / \$75 weekend												
o Non-Resident	\$75 weekday / \$100 weekend												
o End of Year School Picnic	\$50 weekday / \$100 weekend												
o Reservation of 100+ people	\$200												
• Park Alcohol Permit	\$15												
• Game Bag Rental	\$10 + \$40 deposit												
Permits													
Noise Permit	\$0												

Building Permits; Electrical Permits; and Plumbing, Mechanical and Specialty Code Permits	Fees are set by the Linn County Building & Planning Department
Demolition Permit	\$100
Food Vendor Permit	\$50
Grading Permit	\$100
Erosion Prevention and Sediment Control Permit	\$50 minor/ \$100 major
Right-of-Way Permit	\$50 – Access or Encroachment \$100 – Impactive
Tree Permit	\$0

Land Development

City Final Inspection Fee	\$100
Connection Charges (Frontage Fees)	Fee per foot of street frontage, 50 foot minimum. See Resolutions 2019-13, 14, 15, and 16 for more details ¹²
<ul style="list-style-type: none"> • Water <ul style="list-style-type: none"> ○ 8 inch with existing service \$74.89 ○ 8 inch without service \$56.82 ○ 12 inch with existing service \$95.55 ○ 12 inch without service \$85.22 • Sanitary Sewer <ul style="list-style-type: none"> ○ Without existing lateral \$81.35 ○ With existing lateral \$98.14 • Street \$189.82 • Storm \$104.59 	

Land Use Fees ^{1,2,3,4,5,6,7,8,9,10}	Base Fee	Hours included with the base fee		
		Planning	Attorney	Engineer
• Property Line Adjustment	\$310 ¹¹	2	0	0
• Variance – Single Family Home	\$500 ¹¹	5	0	0
• Variance	\$1,010 ¹¹	10	0	0
• Partition	\$1,270 ¹¹	12	0	0
• Conditional Use Permit – Single Family Home	\$690 ¹¹	6	0	0
• Conditional Use Permit	\$1,380 ¹¹	12	0	0
• Site Development Review	\$1,750 ¹¹	15	0	0
• Site Development Review Modification	\$575	15	0	0
• Subdivision/PUD/Manufactured Home Park	\$3,355 ¹¹	15	1	2
• Zone Change (text or map)	\$2,995	15	1	0
• Comprehensive Plan Amendment (text or map)	\$3,555	15	2	2
• Vacation of Public ROW or Lands	\$1,995	5	1	1
• Annexation	\$2,710 ¹¹	5	1	1
• Appeal fee is ½ the cost of the initial application		½ that of the parent case	½ that of the parent case	½ that of the parent case
• Sign Permit (cost is per sign)	\$100	N/A	N/A	N/A
• Code Interpretations	\$1,270	10	2	0
• Adjustments	\$1,000	10	0	0
• Pre-application	\$300 ⁸	N/A	N/A	N/A
• Historic Landmark and Zone Designation	\$2,995	15	0	0
• Historic Demolition and Moving ¹³	\$1,750	15	0	0
• Historic Exterior Alteration and New Construction	\$1,750	15	0	0
• Floodplain Development Permit	\$310	2	0	1

Private Construction of Public Improvements	
• Drawing review and application	\$100 Fixed Fee plus 0.6% of engineer's construction cost estimate
• Permit to construct public facilities	\$100 Fixed Fee plus: 4% of project cost from \$0 to \$25,000 3% of project cost from \$25,001 to \$50,000 2.5% of project cost above \$50,000

¹ Plus the actual cost for planning consultant, attorney, or consulting engineer not covered by base fee. Each applicant shall be required to sign an agreement requiring the applicant to pay any and all costs as outlined above and determined by the City staff to be above the costs covered by the non-refundable base fees. This agreement is required to be submitted as part of each application.

² If multiple land use applications are necessary for a single project and combined for the purpose of processing, the applicant shall pay the highest base fee of the applications necessary, plus 50% of the other base fees involved.

³ The fee for an appeal of decision from the Planning Commission to the City Council is one half the base fee for the application type.

⁴ If a professional study is submitted by an applicant, such as a traffic impact analysis, a geologic hazard study, or other study where the City needs to engage outside professionals to perform a peer review of the submitted study, the applicant shall pay the cost of that outside peer review. If agreed to by the applicant, the City can perform any needed studies with the costs paid by the applicant.

⁵ The City shall maintain records of costs for outside consultants which will be the basis of determining if extra fees are required as well as their amounts. These records will be available to the public.

⁶ If multiple land use applications are necessary for a single project and combined for the purpose of processing, the applicant shall pay the highest base fee of the applications necessary, plus 50% of the other base fees involved.

⁷ The base fee shall be paid with the initial application. If the City determines additional payments are necessary, at the City's discretion, a deposit can be required from which funds will be used to pay the extra fees. Any deposit amount not expended by the City will be refunded within thirty (30) days after final action on the application. If there is no deposit required, the applicant will be invoiced monthly for the extra fees. Collection of fees will be managed in the same manner as other City fees. Fees that are not paid in a timely manner will not stop the processing of a land use application, but the City will seek collection as with other City fees.

⁸ \$150 of which will be applied to the base fee for a subsequent application if filed within ninety (90) days.

¹⁰ Fee established using the 2" commercial fixed charge.

¹¹ Plus a \$125 Fire Review Fee

¹² Resolution 2022-09 revised the effective dates of the connection fees to the fiscal year.

¹³ This is a Land Use action. If approved, a separate Demolition Permit is not required.