



RESOLUTION NO. 2024-24

A RESOLUTION OF THE CITY OF MOLALLA, OREGON ADOPTING A MASTER FEE SCHEDULE AND REPEALING ALL PRIOR, CONFLICTING FEE RESOLUTIONS

WHEREAS, The City Council has the authority to implement administrative fees; and

WHEREAS, Administrative fees are intended to recoup the cost, or a portion of the cost, of administrative processes and materials that fall outside the scope of those provided to the broader tax base; and

WHEREAS, Fees are not meant to generate excess income for the City, and the fees imposed by this resolution are not taxes subject to the property tax limitation of Article XI, Section 11(b) of the Oregon Constitution; and

WHEREAS, City staff desires to maintain a master fee schedule to provide the public; and

WHEREAS, An annual review and adjustment of fees is best practice.

Now, Therefore, the City of Molalla Resolves as follows:

- Section 1.** The Master Fee Schedule in Exhibit B, attached hereto and incorporated by reference, is hereby adopted.
- Section 2.** All previous fee resolutions that deal with the same fees described in Exhibit A are hereby repealed.
- Section 3.** This Resolution becomes effective on January 1, 2025, and remains effective until repealed or otherwise superseded by Resolution of the Molalla City Council.

Signed this 11th day of December 2024.

Scott Keyser, Mayor

ATTEST:

Christie Teets, CMC
City Recorder



CITY OF MOLALLA MASTER FEE SCHEDULE

Resolution No. 2024-24
Effective January 1, 2025

Note: This schedule does not incorporate SDC and utility rates.

Exhibit B

Table of Contents

Community Development Department

Planning1

Public Works2

Parks3

Finance Department

Utility Billing Division4

Administrative Division4

Municipal Court Division4

Library Department6

Police Department7

COMMUNITY DEVELOPMENT DEPARTMENT	Amount	Notes
Planning Division		
Building Permit - Residential		
Single Family Residence or Accessory Dwelling Unit	\$ 495.00	
Duplex	\$ 825.00	
Multifamily	\$ 715 + \$110/unit	
Accessory Buildings, Non-Living Space	\$ 165.00	
Non-Exempt Remodels - not increasing sq footage	\$ 220.00	
Residential Additions	\$ 275.00	
Building Permit - Non-Residential		
0-5,000 sq ft	\$ 495.00	
5,001-10,000 sq ft	\$ 605.00	
10,001-50,000 sq ft	\$ 907.50	
50,001-100,000 sq ft	\$ 1,017.50	
More than 100,000 sq ft	\$ 1,210.00	
Parking Lot, Paving/Landscaping	\$ 440.00	
Tenant Improvement or Remodel-not increasing sq footage	\$ 495.00	
Legislative Applications		
Annexation	\$4,125 + 3,757 deposit if election is required	
Comprehensive Plan Amendment	\$ 4,235.00	
Zone Change	\$ 3,630.00	
Land Use Applications		
Code Interpretation - Type II	\$ 1,210.00	
Code Interpretation - Type IV	\$ 3,630.00	
Partition - Preliminary Plat	\$ 1,925.00	
Partition - Final Plat	\$ 385.00	
Subdivision - Preliminary Plat	\$ 3,630.00	
Subdivision - Final Plat	\$ 660.00	
Master Plan - Concept Plan	\$ 3,630.00	
Master Plan - Detailed Dev. Plan	\$ 1,815.00	
Master Plan - Site Design Review	\$ 1,815.00	
Similar Use Determination - Type II	\$ 1,210.00	
Similar Use Determination - Type III	\$ 1,760.00	
Conditional Use Permit	\$ 3,025.00	
Extension of Nonconforming Use Status - Type III	\$ 1,815.00	
Site Design Review - Type II	\$ 1,925.00	
Site Design Review - Type III	\$ 3,850.00	
Temporary Use - Type II	\$ 1,100.00	
Adjustment of Code Standard	\$ 605.00	
Variance	\$ 3,025.00	
Modification of approval - Type 1	\$ 385.00	
Modification of approval - Type 2	\$ 1,100.00	
Modification of approval - Type 3	\$ 3,575.00	
Appeal of a Type 2 Decision	\$ 2,200.00	
Appeal of a Type 3 Decision	\$ 2,750.00	
Historical Designation or Removal	\$ 1,210.00	
Miscellaneous		
Addressing	\$82.50 per address	
LUCS Review for State Permit	\$ 247.50	
Pre-Application Meeting - Type 1	\$ 165.00	

<i>Pre-Application Meeting - Type 2</i>	\$ 495.00	
<i>Pre-Application Meeting - Type 3</i>	\$ 935.00	
<i>Zoning Verification Letter</i>	\$ 110.00	
<i>Excavation/Grading Application Review</i>	\$ 110.00	
<i>Excavation/Grading Permit</i>	Greater of \$55 or \$0.22 per cubic yard	If County grading permit is required, this permit is not applicable.
<i>Demolition Permit</i>	\$ 137.50	
<i>Erosion Control Application Review</i>	\$ 82.50	
<i>Erosion Control Permit < 1 acre</i>	\$ 137.50	
<i>Erosion Control Permit > 1 acre</i>	\$ -	DEQ 1200-C required to be submitted to City
<i>Change of Use/Occupancy</i>	\$ 192.50	
<i>Mobile Food Unit as Accessory to a Primary Use</i>	\$ 192.50	MFU's as Primary Use, See Site Design Review
<i>Home Occupation Permit</i>	\$ 192.50	Business use in residential structure
<i>Other Type I Application</i>	\$ 192.50	
<i>Property Line Adjustment</i>	\$ 825.00	
<i>Micro-Generation of Power (Solar)</i>	\$ 110.00	
<i>Sign Permit</i>	\$ 165.00	
<i>Tree Permit</i>	\$ 27.50	
<i>Additional Planning Inspection</i>	\$82.50/hr (each staff member)	1 initial inspection and 1 follow-up inspection is included in application fee
Public Works Division		
<i>Water & Sewer Fees</i>		
<i>Water Hook Up Fee</i>	\$ 715.00	
<i>Sewer Hook Up Fee</i>	\$ 715.00	
<i>Bulk Water Fees</i>	\$5.50/Cf	
<i>Bulk Water Meter Deposit (refundable)</i>	\$ 750.00	
<i>Bulk Water Meter Account & Meter I/R</i>	\$ 85.00	
<i>2" Meter or Larger</i>	Time & materials cost + 20%	
<i>Engineering Fees</i>		
<i>Engineering Design Review Fee</i>	3% of project cost, min. \$770	Includes 1 initial review and 1 follow-up review only.
<i>Construction Permit Fee</i>	2% of project cost, min. \$330	Includes 1 final inspection and 1 re-inspection only.
<i>Additional Design Review or Additional Final Inspection</i>	\$82.50/hr (each staff member)	1 initial inspection/review and 1 follow-up inspection/review is included in permit/review fee
<i>Right-of-Way Permit Fees</i>		
<i>Right-of-Way Permit Fees</i>	\$ 165.00	
<i>Right-of-Way Permit Fees with Street Cut/Repair</i>	\$ 220/cut	
<i>Driveway/Sidewalk/Curb & Gutter Construction Permit Fee</i>	\$ 220.00	
<i>Additional Final Inspection</i>	\$82.50/hr (each staff member)	1 initial inspection and 1 follow-up inspection is included in review fee
<i>Fire Hydrant Flow Test</i>	\$247.50/first hydrant	\$165 each additional hydrant
<i>Plotter Fees</i>		
<i>Base Rate Per Request</i>	\$ 15.00	plus paper size fee each sheet
<i>Page Size - 24"x18"</i>	\$ 0.30	
<i>Page Size - 24"x30"</i>	\$ 0.45	
<i>Page Size - 24"x36"</i>	\$ 0.55	
<i>Page Size - 36"x44"</i>	\$ 1.00	

Recording Fees (Easements and ROW Dedications)	Actual Recording Cost plus Staff/Vehicle time	Payment required prior to occupancy/project acceptance.
After hours non-city call out	Actual Cost of Staff/Vehicle time + 10%	
Equipment Rates - Hourly (does not include operator/staff charged at actual rate)		
<i>Backhoe</i>	\$ 126.50	
<i>Dump Truck (large)</i>	\$ 165.00	
<i>Dump Truck (small)</i>	\$ 88.00	
<i>Mower</i>	\$ 38.50	
<i>Pickup</i>	\$ 33.00	
<i>Street Sweeper</i>	\$ 220.00	
<i>Utility Service Truck</i>	\$ 121.00	
<i>Utility Truck</i>	\$ 44.00	
<i>Utility Truck w/ Liftgate</i>	\$ 66.00	
<i>Vactor Truck</i>	\$ 275.00	
<i>Water Tanker</i>	\$ 137.50	
<i>Other Public Works Equipment (varies)</i>	\$ 22.00-137.50	
Parks Division		
<i>Parks Key Deposit (refundable)</i>	\$ 25.00	
<i>Special Event Permits</i>	\$ 1,000.00	
<i>Special Event Rentals</i>	\$50 per barrier for one day; \$20 per barrier each add'l day	Includes drop-off/pick up

FINANCE DEPARTMENT	Amount	Notes
Utility Billing Division		
<i>Service Shutoff/Reconnect Fee</i>	\$ 50.00	
<i>Late Fee</i>	\$ 15.00	
<i>Utility Service Deposit Residential & Commercial</i>	\$ 100.00	refundable
<i>Water/Sewer/Storm Base and Use Rates</i>		By Separate Resolution
Administrative Division		
<i>Annual Budget/Audit copies</i>	\$ 25.00	Available online
<i>Business License - New</i>	\$ 100.00	50% for new licenses issued July 1- Dec 31
<i>Business License - Annual Renewal</i>	\$ 70.00	
<i>Business License - Late Fee</i>	\$ 30.00	per month delinquent
<i>Business License - Printed Copy of List</i>	\$ 20.00	
<i>Business License - Temporary</i>	\$25 per day/permit required	MMC 5.24.021
<i>Certified Copy</i>	\$ 5.00	per page
<i>Lien Fee</i>	\$ 110.00	
<i>Lien Search</i>	\$ 30.00	
<i>Fax - Local</i>	\$ 1.00	per page
<i>Fax - Long Distance</i>	\$ 3.00	per page
<i>Liquor License - New</i>	\$ 100.00	Limited by ORS 471.166 (8)
<i>Liquor License - Renewal</i>	\$ 35.00	Limited by ORS 471.166 (8)
<i>Photocopying - Black & White</i>	\$ 0.15	per page
<i>Photocopying - Color</i>	\$ 0.30	per page
<i>Public Records Requests</i>	Charges based on actual cost	See Public Records Request form for specifics
<i>Administrative Invoicing Rate</i>	10% of invoice	For compiling and billing out insurance or other non-routine costs
<i>Returned Check Fee</i>	\$ 35.00	
<i>Incorrect Bank Account Fee</i>	\$ 15.00	
<i>Copy of Council Meeting Video (flash drive)</i>	\$ 10.00	Available online
<i>Overnight Parking - Daily</i>	\$ 5.00	Permit required
<i>Overnight Parking - Weekly</i>	\$ 25.00	Permit required
<i>Overnight Parking - Monthly</i>	\$ 100.00	Permit required
Municipal Court Division		
Administrative Fees		
<i>Bench Warrant - Failure to Appear</i>	\$ 50.00	
<i>Bench Warrant - Probation Violation</i>	\$ 50.00	
<i>Bench Warrant - Other Type</i>	\$ 50.00	
<i>Bench Probation - Monitored</i>	\$ 100.00	
<i>Returned or NSF Check</i>	\$ 50.00	
<i>Collection Fee</i>	\$ 100.00	or 25% of the presumptive fine, whichever is greater, not to exceed \$250 per statute.
<i>Court Appointed Attorney Fee - Pretrial</i>	\$ 200.00	
<i>Court Appointed Attorney Fee - Pretrial - DUII</i>	\$ 350.00	
<i>Court Appointed Attorney Fee - PV Hearing</i>	\$ 150.00	
<i>Court Appointed Attorney Fee - Bench Trial</i>	\$ 350.00	
<i>Court Appointed Attorney Fee - Bench Trial - DUII</i>	\$ 450.00	
<i>Court Appointed Attorney Fee - Jury Trial</i>	\$ 500.00	
<i>Court Appointed Attorney Fee - Jury Trial - DUII</i>	\$ 600.00	
<i>Deferred Sentencing Fee</i>	\$ 150.00	
<i>Discovery Fee - Outside Counsel</i>	\$ 50.00	
<i>Diversion Fee - Seatbelt</i>	\$ 65.00	
<i>Diversion Fee - Traffic School</i>	\$50 less than presumptive fine	

Court Administrative Fees (cont.)		
<i>Failure to Appear Notice</i>	\$ 25.00	
<i>Fixit Ticket Program Fee</i>	\$ 50.00	per offense
<i>Installment Agreement - Payment Plan Fee</i>	\$ 30.00	
<i>Installment Agreement - City Assessment</i>	\$ 10.00	per offense
<i>License Suspension Fee (FTA)</i>	\$ 25.00	per offense
<i>Order to Appear Letter</i>	\$ 25.00	
<i>Order to Show Cause Letter</i>	\$ 25.00	
<i>Certified Copy</i>	\$ 5.00	
<i>Photocopying - Black & White</i>	\$ 0.15	per page
<i>Photocopying - Color</i>	\$ 0.30	per page
<i>Public Records Requests</i>	Charges based on actual cost	See Public Records Request form for specifics
Statutory Fees		
Appeals		
<i>Appeal to higher court from municipal court of action for commission of a state violation or for violating city ordinance</i>	\$ 281.00	
<i>Appeal from license suspension for refusal of breath test, appellant</i>	\$ 281.00	
DUII Diversion Agreement		
<i>Petition for diversion</i>	\$ 490.00	
<i>Petition to extend diversion period</i>	\$ -	
Setting Aside a Conviction, Arrest, Citation or Charge		
<i>Motion for order setting aside a conviction</i>	\$ -	
<i>Motion for order to set aside a judgment of guilty except for insanity</i>	\$ -	
<i>Motion for order to set aside an arrest, issuance of a criminal citation, or a criminal charge</i>	\$ -	
<i>Motion under ORS 475B.401 to set aside a qualifying marijuana conviction</i>	\$ -	
Presumptive Fines - Violations		
<i>Standard presumptive fines for violations</i>		
<i>Class A</i>	\$ 440.00	
<i>Class B</i>	\$ 265.00	
<i>Class C</i>	\$ 165.00	
<i>Class D</i>	\$ 115.00	
Court Statutory Fees - Presumptive Fines (cont.)		
<i>Special zone presumptive fines for traffic violations</i>		
<i>Class A</i>	\$ 875.00	
<i>Class B</i>	\$ 525.00	
<i>Class C</i>	\$ 325.00	
<i>Class D</i>	\$ 225.00	
Fines for Misdemeanors, Maximum		
<i>Class A</i>	\$ 6,250.00	
<i>Class B</i>	\$ 2,500.00	
<i>Class C</i>	\$ 1,250.00	

LIBRARY DEPARTMENT	Amount	Notes
<i>Out of District Library Card</i>	\$ 95.00	per year
<i>Overdue Fines</i>	\$ 0.10	per day; Cap of \$1.00 per item, all items
<i>Lost or damaged beyond repair library items</i>	Cost of Replacement	
<i>Missing and/or damaged parts</i>	Cost of Replacement	
<i>Black & White Copies (from computer and/or copy machine)</i>	\$ 0.10	per side
<i>Color Copies (from computer and/or copy machine)</i>	\$ 0.25	per side
<i>Conference Room Refundable Cleaning Deposit</i>	\$ 50.00	
<i>Book Sale Items</i>	\$0.50-\$2.00	Varies by item and sales

POLICE DEPARTMENT	Amount	Notes
<i>Fingerprinting</i>	\$25; \$15 each add'l card	
<i>Vehicle Release Impound Fee</i>	\$ 150	
<i>Special Events - Officer Rate</i>	\$105/hr	
<i>Special Events - Sergeant Rate</i>	\$125/hr	
<i>Police Report</i>	\$15 up to 10 pages	\$0.25 each additional page
<i>Police Report Printed Color Photographs</i>	\$ 0.50	per 8.5" x11" sheet
<i>Police Report Photos/Audio/Video on USB</i>	\$20 + staff time	
<i>Police Report Photos/Audio/Video by digital download</i>	\$15 + staff time	
<i>Hourly Research/Redaction Fee</i>	\$40/hr	@ 15 minute intervals
Alarm Permit Fees		
<i>Registration/Renewal - Residential</i>	\$ 30.00	
<i>Registration/Renewal - Commercial</i>	\$ 50.00	
<i>Registration/Renewal - Over 65/Low Income/Disabled</i>	\$ -	
<i>Late Fee</i>	\$ 25.00	
<i>False Alarm - 1st</i>	\$ 50.00	
<i>False Alarm - 2nd</i>	\$ 100.00	
<i>False Alarm - 3rd and up (each)</i>	\$ 150.00	
<i>Reinstatement of Revoked Permit</i>	\$ 100.00	
<i>Failure to Report New Install</i>	\$ 250.00	