



RESOLUTION NO. 2023-10

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- Section 2.** All previous fee resolutions that deal with the same fees described in Exhibit A are hereby repealed.
- Section 3.** This Resolution becomes effective on July 1, 2023, and remains effective until repealed or otherwise superseded by Resolution of the Molalla City Council.

Signed this 14th day of June 2023.



Scott Keyser, Mayor

ATTEST:



Christie Teets, CMC
City Recorder



CITY OF MOLALLA MASTER FEE SCHEDULE

Resolution No. 2023-10
Effective July 1, 2023

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

Table of Contents

Community Development Department

Planning	1
Public Works	2
Parks	3

Finance Department

Utility Billing Division	4
Administrative Division	4
Municipal Court Division	4

Library Department	6
--------------------------	---

Police Department	7
-------------------------	---

COMMUNITY DEVELOPMENT DEPARTMENT	Amount	Notes
Planning Division		
Building Permit - Residential		
Single Family Residence or Accessory Dwelling Unit	\$ 450	
Duplex	\$ 750	
Multifamily	\$650 + \$100/unit	
Accessory Buildings, Non-Living Space	\$ 150	
Non-Exempt Remodels - not increasing sq footage	\$ 200	
Residential Additions	\$ 250	
Building Permit - Non-Residential		
0-5,000 sq ft	\$ 450	
5,001-10,000 sq ft	\$ 550	
10,001-50,000 sq ft	\$ 825	
50,001-100,000 sq ft	\$ 925	
More than 100,000 sq ft	\$ 1,100	
Parking Lot, Paving/Landscaping	\$ 400	
Tenant Improvement or Remodel-not increasing sq footage	\$ 450	
Legislative Applications		
Annexation	\$3750 + \$3250 deposit if election required	
Comprehensive Plan Amendment	\$ 3,850	
Zone Change	\$ 3,300	
Land Use Applications		
Code Interpretation - Type II	\$ 1,100	
Code Interpretation - Type IV	\$ 3,300	
Partition - Preliminary Plat	\$ 1,750	
Partition - Final Plat	\$ 350	
Subdivision - Preliminary Plat	\$ 3,300	
Subdivision - Final Plat	\$ 600	
Master Plan - Concept Plan	\$ 3,300	
Master Plan - Detailed Dev. Plan	\$ 1,650	
Master Plan - Site Design Review	\$ 1,650	
Similar Use Determination - Type II	\$ 1,100	
Similar Use Determination - Type III	\$ 1,600	
Conditional Use Permit	\$ 2,750	
Extension of Nonconforming Use Status - Type III	\$ 1,650	
Site Design Review - Type II	\$ 1,750	
Site Design Review - Type III	\$ 3,500	
Temporary Use - Type II	\$ 1,000	
Adjustment of Code Standard	\$ 550	
Variance	\$ 2,750	
Modification of approval - Type 1	\$ 350	
Modification of approval - Type 2	\$ 1,000	
Modification of approval - Type 3	\$ 3,250	
Appeal of a Type 2 Decision	\$ 2,000	
Appeal of a Type 3 Decision	\$ 2,500	
Historical Designation or Removal	\$ 1,100	
Miscellaneous		
Addressing	\$75 per address	
LUCS Review for State Permit	\$ 225	

<i>Pre-Application Meeting - Type 1</i>	\$ 150	
<i>Pre-Application Meeting - Type 2</i>	\$ 450	
<i>Pre-Application Meeting - Type 3</i>	\$ 850	
<i>Zoning Verification Letter</i>	\$ 100	
<i>Excavation/Grading Application Review</i>	\$ 100	
<i>Excavation/Grading Permit</i>	Greater of \$50 or \$0.20 per cubic yard	If County grading permit is required, this permit is not applicable.
<i>Demolition Permit</i>	\$ 125	
<i>Erosion Control Application Review</i>	\$ 75	
<i>Erosion Control Permit < 1 acre</i>	\$ 125	
<i>Erosion Control Permit > 1 acre</i>	\$ -	DEQ 1200-C required to be submitted to City
<i>Change of Use/Occupancy</i>	\$ 175	
<i>Mobile Food Unit as Accessory to a Primary Use</i>	\$ 175	MFU's as Primary Use, See Site Design Review
<i>Home Occupation Permit</i>	\$ 175	Business use in residential structure
<i>Other Type I Application</i>	\$ 175	
<i>Property Line Adjustment</i>	\$ 750	
<i>Micro-Generation of Power (Solar)</i>	\$ 100	
<i>Sign Permit</i>	\$ 150	
<i>Tree Permit</i>	\$ 25	
<i>Additional Planning Inspection</i>	\$75/hr (each staff member)	1 initial inspection and 1 follow-up inspection is included in application fee
Public Works Division	Amount	Notes
<i>Water & Sewer Fees</i>		
<i>Water Hook Up Fee</i>	\$ 650	
<i>Sewer Hook Up Fee</i>	\$ 650	
<i>Bulk Water Fees</i>	\$5.50/Cf	
<i>Bulk Water Meter Deposit (refundable)</i>	\$ 750	
<i>Bulk Water Meter Account & Meter I/R</i>	\$ 75	
<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. \$700	Includes 1 initial review and 1 follow-up review only.
<i>Construction Permit Fee</i>	2% of project cost, min. \$300	Includes 1 final inspection and 1 re-inspection only.
<i>Additional Design Review or Additional Final Inspection</i>	\$75/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>	\$ 150	
<i>Right-of-Way Permit Fees with Street Cut/Repair</i>	\$ 200/cut	
<i>Driveway/Sidewalk/Curb & Gutter Construction Permit Fee</i>	\$ 200	
<i>Additional Final Inspection</i>	\$75/hr (each staff member)	1 initial inspection and 1 follow-up inspection is included in review fee
<i>Fire Hydrant Flow Test</i>	\$225/first hydrant	\$150 each additional hydrant
<i>Plotter Fees</i>		
<i>Base Rate Per Request</i>	\$13.75	plus paper size fee each sheet
<i>Page Size - 24"x18"</i>	\$ 0.25	
<i>Page Size - 24"x30"</i>	\$ 0.40	
<i>Page Size - 24"x36"</i>	\$ 0.50	
<i>Page Size - 36"x44"</i>	\$ 0.90	

Recording Fees (Easements and ROW Dedications)	Actual Recording Cost plus Staff/Vehicle time	Payment required prior to occupancy/project acceptance.
After hours non-city emergency call out	\$295/1st 2 hrs	\$125 per additional hour
Equipment Rates - Hourly (does not include operator/staff charged at actual rate)		
<i>Backhoe</i>	\$ 115	
<i>Dump Truck (large)</i>	\$ 150	
<i>Dump Truck (small)</i>	\$ 80	
<i>Mower</i>	\$ 35	
<i>Pickup</i>	\$ 30	
<i>Street Sweeper</i>	\$ 200	
<i>Utility Service Truck</i>	\$ 110	
<i>Utility Truck</i>	\$ 40	
<i>Utility Truck w/ Liftgate</i>	\$ 60	
<i>Vactor Truck</i>	\$ 250	
<i>Water Tanker</i>	\$ 125	
<i>Other Public Works Equipment (varies)</i>	\$ 20-125	
Parks Division		
<i>Parks Key Deposit (refundable)</i>	\$ 25	
<i>Special Event Permits</i>	\$ 1000 per day	
	\$50/barrier per day + \$50 drop off + \$50 pickup	
<i>Special Event Rentals</i>		

FINANCE DEPARTMENT	Amount	Notes
Utility Billing Division		
<i>Service Shutoff/Reconnect Fee</i>	\$ 50	
<i>Late Fee</i>	\$ 15	
<i>Utility Service Deposit Residential & Commercial</i>	\$ 100	refundable
<i>Water/Sewer/Storm Base and Use Rates</i>		By Separate Resolution
Administrative Division	Amount	Notes
<i>Annual Budget/Audit copies</i>	\$ 25	Available online
<i>Business License - New</i>	\$ 100	50% for new licenses issued July 1- Dec 31
<i>Business License - Annual Renewal</i>	\$ 70	
<i>Business License - Late Fee</i>	\$ 27.50	per month delinquent
<i>Business License - Printed Copy of List</i>	\$ 20	
<i>Certified Copy</i>	\$ 5	per page
<i>Lien Fee</i>	\$ 110	
<i>Lien Search</i>	\$ 30	
<i>Fax - Local</i>	\$ 1	per page
<i>Fax - Long Distance</i>	\$ 3	per page
<i>Liquor License - New</i>	\$ 100	Limited by ORS 471.166 (8)
<i>Liquor License - Renewal</i>	\$ 35	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 costs	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	
<i>Incorrect Bank Account Fee</i>	\$ 15	
<i>Copy of Council Meeting Video (flash drive)</i>	\$ 10	Available online
<i>Overnight Parking - Daily</i>	\$ 5	Permit required
<i>Overnight Parking - Weekly</i>	\$ 25	Permit required
<i>Overnight Parking - Monthly</i>	\$ 100	Permit required
Municipal Court Division	Amount	Notes
Administrative Fees		
<i>Bench Warrant - Failure to Appear</i>	\$ 50	
<i>Bench Warrant - Probation Violation</i>	\$ 50	
<i>Bench Warrant - Other Type</i>	\$ 50	
<i>Bench Probation - Monitored</i>	\$ 100	
<i>Returned or NSF Check</i>	\$ 50	
<i>Collection Fee</i>	\$ 100	or 25% of the presumptive fine, whichever is greater, not to exceed \$250 per statute.
Court Administrative Fees (cont.)		
<i>Court Appointed Attorney Fee</i>	\$ 150	
<i>Deferred Sentencing Fee</i>	\$ 150	
<i>Discovery Fee - Outside Counsel</i>	\$ 50	
<i>Diversion Fee - Seatbelt</i>	\$ 65	
<i>Diversion Fee - Traffic School</i>	\$50 less than presumptive fine	
<i>Failure to Appear Notice</i>	\$ 25	
<i>Fixit Ticket Program Fee</i>	\$ 50	per offense
<i>Installment Agreement - Payment Plan Fee</i>	\$ 30	
<i>Installment Agreement - City Assessment</i>	\$ 10	
<i>License Suspension Fee (FTA)</i>	\$ 25	per offense
<i>Order to Appear Letter</i>	\$ 25	
<i>Order to Show Cause Letter</i>	\$ 25	
<i>Certified Copy</i>	\$ 5	

<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 costs	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	
<i>Appeal from license suspension for refusal of breath test, appellant</i>	\$ 281	
DUII Diversion Agreement		
<i>Petition for diversion</i>	\$ 490	
<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	
<i>Class B</i>	\$ 265	
<i>Class C</i>	\$ 165	
<i>Class D</i>	\$ 115	
Court Statutory Fees - Presumptive Fines (cont.)		
<i>Special zone presumptive fines for traffic violations</i>		
<i>Class A</i>	\$ 875	
<i>Class B</i>	\$ 525	
<i>Class C</i>	\$ 325	
<i>Class D</i>	\$ 225	
Fines for Misdemeanors, Maximum		
<i>Class A</i>	\$ 6,250	
<i>Class B</i>	\$ 2,500	
<i>Class C</i>	\$ 1,250	

LIBRARY DEPARTMENT	Amount	Notes
<i>Out of District Library Card</i>	\$ 95	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	
<i>Book Sale Items</i>	\$0.50-\$2.00	Varies by item and sales

POLICE DEPARTMENT	Amount	Notes
<i>Fingerprinting</i>	\$ 20	per card
<i>Vehicle Release Impound Fee</i>	\$ 100	
<i>Special Events - Officer Rate</i>	\$100/hr	
<i>Special Events - Sergeant Rate</i>	\$121/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 - Contracted Service		
<i>Registration/Renewal - Residential</i>	\$ 30	
<i>Registration/Renewal - Commercial</i>	\$ 50	
<i>Registration/Renewal - Over 65/Low Income/Disabled</i>	\$ -	
<i>Late Fee</i>	\$ 25	
<i>False Alarm - 1st</i>	\$ 50	
<i>False Alarm - 2nd</i>	\$ 100	
<i>False Alarm - 3rd and up (each)</i>	\$ 150	
<i>Reinstatement of Revoked Permit</i>	\$ 100	
<i>Failure to Report New Install</i>	\$ 250	