

**RESOLUTION NO. 2019-24**

**RESOLUTION SETTING FEES & CHARGES, EFFECTIVE JULY 1, 2019,  
AND REPEALING RESOLUTION NO. 2018-53**

**WHEREAS**, the City Code Section 34.01 requires fees and charges be adjusted annually in July of each year in accordance with City Code Section 34.03; and

**WHEREAS**, certain fees and charges have been previously set by Resolutions 2018-53; and

**WHEREAS**, staff is proposing a three percent increase in fees in accordance with City Code Section 34.03; and

**WHEREAS**, staff has prepared the resolution with the proposed fees and charges attached as Exhibits 1 and 2; and

**WHEREAS**, a duly-noticed Public Hearing was held on June 10, 2019.

**NOW, THEREFORE, BE IT RESOLVED BY THE FOREST GROVE CITY COUNCIL AS FOLLOWS:**

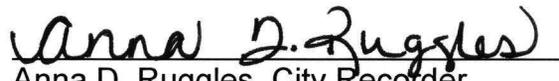
**Section 1.** The planning fees listed on Exhibit 1 of this resolution are hereby adopted as of July 1, 2019.

**Section 2.** Other fees listed on Exhibit 2 of this resolution are hereby adopted as of July 1, 2019.

**Section 3.** Resolution No. 2018-53 is hereby repealed upon the effective implementation date of the foregoing fees.

**Section 4.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 10<sup>th</sup> day of June, 2019.

  
\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 10<sup>th</sup> day of June, 2019.

  
\_\_\_\_\_  
Peter B. Truax, Mayor

## Exhibit 1 - Planning Fees

	ADOPTED FEES AS OF JULY 1, 2018	ADOPTED FEES AS OF JULY 1, 2019
Amendment to Map	\$84.50/hour with a \$3,000 deposit*	\$87.00/hour with a \$3,000 deposit*
Amendment to Text	\$84.50/hour with a \$3,000 deposit*	\$87.00/hour with a \$3,000 deposit*
Annexation	\$84.50/hour with a \$3,000 deposit*	\$87.00/hour with a \$3,000 deposit*
Appeal of Administrative Decision	\$250.00 (limit per ORS 227.175(10))	\$250.00 (limit per ORS 227.175(10))
Appeal of Planning Commission Decision	\$430.00	\$443.00
Multi-Family & Commercial Design Review	\$84.50/hour with a \$3,000 deposit*	\$87.00/hour with a \$3,000 deposit*
Conditional Use	\$84.50/hour with a \$3,000 deposit*	\$87.00/hour with a \$3,000 deposit*
Preliminary Expedited Land Division	\$1,384.00	\$1,426.00
Final Expedited Land Division	\$424.00	\$437.00
Historic Designation	\$43.50	\$45.00
Lot Line Adjustment	\$84.50	\$87.00
Preliminary Partition	\$1,384.00	\$1,426.00
Final Partition	\$424.00	\$437.00
Plat and Street Vacation	\$2,100.00	\$2,163.00
Preliminary Planned Development	\$84.50/hour with a \$3,000 deposit*	\$87.00/hour with a \$3,000 deposit*
Final Planned Development	\$2,265.00	\$2,335.00
Development Agreements	\$84.50/hour with a \$3,000 deposit*	\$87.00/hour with a \$3,000 deposit*
Master Plan (Adoption or Amendment)	\$84.50/hour with a \$3,000 deposit*	\$87.00/hour with a \$3,000 deposit*
Renovation Grant	\$0.00	\$0.00
Other Type II Actions	\$84.50	\$87.00
Other Type III Actions	\$169.00	\$174.00
Sign Permit	\$84.50+ \$3.84/sq. ft. (maximum fee of \$2,084)	\$87.00+ \$3.96/sq. ft. (maximum fee of \$2,147)
Site Plan Review		
Non-Residential		
Non-Residential	\$84.50/hour with a \$3,000 deposit*	\$87.00/hour with a \$3,000 deposit*
Non-Residential Additions	\$1,237.00	\$1,274.00
Residential		
New Residential - Five or less units	\$376.00 + \$132.10/unit over 1	\$387.00 + \$136.06/unit over 1
New Residential - Six or more units	\$84.50/hour with a \$3,000 deposit*	\$87.00/hour with a \$3,000 deposit*
Residential Additions & Accessory Structures	\$82.00	\$84.50
Preliminary Subdivision	\$84.50/hour with a \$3,000 deposit*	\$87.00/hour with a \$3,000 deposit*
Final Subdivision	\$993.00	\$1,023.00
Street Tree Fee	\$401.00	\$413.00
Tree Permit Fee	\$0.00	\$0.00
Erosion Control Review	fee schedule set by CWS	fee schedule set by CWS
Variance from Regulations	\$84.50/hour with a \$3,000 deposit*	\$87.00/hour with a \$3,000 deposit*

\*Plus all incidental costs associated with processing a permit including but not limited to legal notice publication, copying and postage.

## Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/18

Adopted Fees - 7/1/19

### PARKS AND RECREATION

#### Facility Reservation (not including Light Charge)

Lincoln Park Stadium & Turf Field (in-City)	\$56.20 per hour; \$449.50 max	\$57.90 per hour; \$463.00 max
Lincoln Park Stadium & Turf Field (Out of City)	\$112.40 per hour; \$899.00 max	\$115.80 per hour; \$926.00 max
Bond Field (every 2 hour rental)	\$42.00 (in-city); \$84.00 (out)	\$43.25 (in-city); \$86.5 (out)
Sherman Field (every 2 hour rental)	\$34.80 (in-city); \$69.60 (out)	\$35.85 (in-city); \$71.70 (out)
Thatcher Park Soccer Field (every 2 hour rental)	\$28.10 (in-city); \$56.20 (out)	\$29.00 (in-city); \$58.00 (out)
Lincoln Park Practice Soccer Field (every 2 hour rental)	\$28.10 (in-city); \$56.20 (out)	\$29.00 (in-city); \$58.00 (out)
Thatcher Park Softball Field (every 2 hour rental)	\$14.30 (in-city); \$28.60 (out)	\$14.75 (in-city); \$29.5 (out)
Shelter (4 Hour Period)	\$52.50 (in-city); \$105.00 (out)	\$54.00 (in-city); \$108.00 (out)

#### Light Charge

Soccer Field - Lincoln Park or Thatcher	\$50.00 per hour	\$51.50 per hour
Bond Field	\$50.00 per hour	\$51.50 per hour
Sherman Field & Thatcher Park Softball (per field)	\$25.00 per hour	\$25.75 per hour
Lincoln Park Practice Field	\$25.00 per hour	\$25.75 per hour

### ENGINEERING

Public Improvements Review & Inspection Fee	\$143.00 per hour	\$143.00 per hour
Excavation Permit	\$36.00	\$37.00
Permit to Deposit on Streets (per permit)	\$53.50	\$55.00
Tourist-Oriented Signs	\$121.50	\$125.00
Recording Fees	County Fee plus \$15.00	County Fee plus \$15.50
Engineering Plans & Specifications (Copies)		
Standard	\$70.00	\$72.00
Mail	\$70.00	\$72.00
Disk	\$38.00	\$39.00
Copies per Sheet (Copy Machine)		
8.5x11	\$0.20	\$0.20
Larger than 8.5x11	\$0.25	\$0.25
Auditron Copies	\$7.50	\$7.50

## Forest Grove Fee Schedule Exhibit 2

	Adopted Fees - 7/1/18	Adopted Fees - 7/1/19	
<b>WATER</b>			
Water Shut-Off/On During Public Works Business Hours (Customer Request)	0.00	0.00	
Water Shut-Off/On After Public Works Business Hours (Customer Request)	\$190.00	\$196.00	If determined by Public Works Director to be circumstances beyond control of property owner, fee may be waived.
Water Stand-By Service (Annual)	\$63.50	moved to Water Rate Schedule	
Water Stand-By Service- outside City limits (Annual)	\$127.00	moved to Water Rate Schedule	
<b>Water Connections - Drop In</b>			
3/4-inch Meter	\$336.50	\$346.75	
1-inch Meter	\$336.50	\$346.75	
1 1/2-inch Meter	Actual cost	Actual cost	\$500 deposit
2-inch Meter	Actual cost	Actual cost	\$500 deposit
3-inch Meter	Actual cost	Actual cost	\$1,000 deposit
4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
> 4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
<b>Water Connections - Full Service</b>			
3/4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
1-inch Meter	Actual cost	Actual cost	\$1,000 deposit
1 1/2-inch Meter	Actual cost	Actual cost	\$1,000 deposit
2-inch Meter	Actual cost	Actual cost	\$1,000 deposit
3-inch Meter	Actual cost	Actual cost	\$2,000 deposit
4-inch Meter	Actual cost	Actual cost	\$2,000 deposit
> 4-inch Meter	Actual cost	Actual cost	\$2,000 deposit
<b>SEWER</b>			
Sewer Connection Inspection	\$71.00	\$73.00	
Residential Sewer Lateral	Actual cost	Actual cost	\$2,000 deposit
Sewer Dye Test	\$94.25	\$97.00	

## Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/18

Adopted Fees - 7/1/19

### LIGHT AND POWER

#### Main Street Auditorium Rental

Non-Profit Group (per hour)	\$44.30 min; \$126.00 max	\$45.60 min; \$130.00 max
For-Profit Group(per hour)	\$61.80 min; \$176.00 max	\$63.65 min; \$181.25 max

Electric Shut-Off/On After Public Works Business Hours  
(Customer Request)

Costs of Labor, Vehicles, and Materials

Costs of Labor, Vehicles, and Materials

If determined by Light & Power Director to be circumstances beyond control of property owner, fee may be waived.

### POLICE

#### Copies

Reports	\$17.75 + \$.20/p over 10	\$18.25 + \$.20/p over 10
Audio Cassette /VHS Tape	\$36.80	\$38.00
Burn CD/DVD	\$25.25	\$26.00
Photographs Burned to CD/DVD	\$25.25 (up to 30 photographs per disc)	\$26.00 (up to 30 photographs per disc)
Photographs Burned to CD/DVD (continued)	\$0.65 per duplicate photograph copy	\$0.65 per duplicate photograph copy
Color Photograph Print	\$6.55 per sheet	\$6.75 per sheet
Citation Copy	\$6.55	\$6.75
Radar Certification Copy	\$6.55	\$6.75
Record Check Letter	\$45.00	\$46.35
Body Camera Footage Public Records Request	\$92.70 first ten minutes of footage \$77.25 each additional 10 minutes of footage	\$95.50 first ten minutes of footage \$79.60 each additional 10 minutes of footage
Release Impounded/Immobilized Vehicle	\$130.00	\$134.00
After-Hours Release Impounded/Immobilized Vehicle	\$171.75	\$177.00
Damage to Boot Immobilizer Fee	\$117.85 plus cost to repair/replace	\$121.40 plus cost to repair/replace
Event Security - Officer Reimbursement	\$77.25 per hour plus 10% overhead fee (Per officer - Minimum of 4 Hours)	\$80.00 per hour plus 10% overhead fee (Per officer - Minimum of 4 Hours)
<b>Miscellaneous Permits</b>		
Event Permit	no fee	no fee
Temporary Street Closure	\$19.70	\$20.25
Dance	no fee	no fee

### FIRE

Report Copies (after 1 free copy to customer)	\$17.75 + \$.20/p over 10	\$18.25 + \$.20/p over 10
<b>Emergency Response Cost Recovery Fees &amp; Charges (billed only to Non-Residents of City, Rural Fire District, and mutual aid IGAs)</b>		
Motor Vehicle Incidents: \$250 minimum, plus 15% administrative fee & actual costs of supplies and/or equipment used		
Fire/Public Safety Incidents: \$400 minimum, plus 15% administrative fee & actual costs of supplies and/or equipment used		
After first half-hour, fees set by State Fire Marshal Standardized Costs Schedule		

## Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/18

Adopted Fees - 7/1/19

### LIBRARY

Collection Agency	\$10.00 per WCCLS	\$10.00 per WCCLS
Rogers Room Rental Fee		
Whole Room (per hour)	\$15.70	\$16.20
One Half (Divider Closed - per hour)	\$7.85	\$8.10
Inter-Library Loan	\$0 per WCCLS	\$0 per WCCLS
Library Late Fine	per WCCLS schedule	per WCCLS schedule
Public Online Printing	\$.10/page	\$.10/page
Public Copy Service	\$.10/page	\$.10/page

### CITY RECORDER

City Council Packet Subscription (per 6 mos.)	\$227.00	\$234.00
City Council Agenda Annual Subscription	\$39.70	\$41.00
Liquor License		
Original Application	\$100.00	\$100.00
Change: Ownership, Location, Privilege Application	\$75.00	\$75.00
Renewal or Temporary Application	\$35.00	\$35.00
Special Liquor License Permit	\$20.00	\$20.00
Noise Variance Permit	\$19.75	\$20.25
Copies		
Audio Cassette /VHS Tape	\$36.80	\$38.00
Burn CD/DVD	\$25.25	\$26.00
Photographs Burned to CD/DVD	\$25.25 (up to 30 photographs per disc)	\$26.00 (up to 30 photographs per disc)
Photographs Burned to CD/DVD (continued)	\$0.65 per duplicate photograph copy	\$0.67 per duplicate photograph copy
Document Copy	\$17.75 + \$.20/p over 10	\$18.25 + \$.20/p over 10

## Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/18

Adopted Fees - 7/1/19

### ADMINISTRATIVE SERVICES

Hydrant Permit	\$55.00	\$56.65	
Lien Search	\$29.25	\$30.00	
Reserve Parking (monthly)	\$25.25	\$26.00	
Passport Processing Fee	Fee set by State Department	Fee set by State Department	
Returned Item Processing Fee	\$30.00	\$31.00	
Utility Bill Inserts	\$218.50	\$225.00	
Utility Billing Account Set-Up Fee - In-City	\$22.25	\$23.00	
Utility Billing Account Set-Up Fee - Out-of-City	\$44.50	\$46.00	
Utility Billing Account Transfer Fee - In-City	\$12.00	\$12.25	
Utility Billing Account Transfer Fee - Out-of-City	\$24.00	\$24.50	
Door Hanger Fee - In-City	\$15.75	\$16.00	
Door Hanger Fee - Out-of-City	\$31.50	\$32.00	
Failure to Keep Payment Arrangements	\$12.00	\$12.50	
Convenience Fee for Telephone Payment Execution	\$8.25	\$8.50	
Non Payment Disconnect Fee	\$38.00	\$39.00	Charged at the time of disconnect.
<b>Non Payment Reconnection Service -</b>			
During City Hall Business Hours	\$38.00	\$39.00	Charged at the time of reconnect.
After City Hall Business Hours Additional Surcharge	\$126.50	\$130.50	
Meter Tamper/Damage Fee (per meter)	\$221.00	\$228.00	Plus cost to repair/replace each meter

### BUSINESS LICENSES

First Time Application Fee	\$28.50	\$29.40	
<b>Annual Renewal</b>			
Businesses with 0 to 2.5 employees	\$39.75	\$41.00	
Businesses with 3 to 4.5 employees	\$56.75	\$58.50	
Businesses with 5 to 10.5 employees	\$85.00	\$87.50	
Businesses with 11 to 50.5 employees	\$113.50	\$117.00	
Businesses with 51 or more employees	113.50 plus \$1.15/employee over 50 (Capped at \$284.00 annually)	117.00 plus \$1.18/employee over 50 (Capped at 292.50 annually)	
<b>Temporary/Transient Businesses</b>			
First Time Application Fee	\$28.50	\$29.40	
Up to 30 days of operation	\$17.00	\$17.50	
Between 31 and 60 days of operation	\$34.00	\$35.00	
Over 61 days of operation	Treated as a business	Treated as a business	