

**RESOLUTION NO. 2022.12**

**A RESOLUTION AMENDING RESOLUTION NO. 2020.14 – EXHIBIT A AND  
ADOPTING A FEE SCHEDULE FOR THE CITY OF SUTHERLIN**

**WHEREAS**, the City of Sutherlin, Sutherlin Municipal Code Section 3.04.010 specifies that the City Council shall establish fees for City Services by resolution; and

**WHEREAS**, amending Resolution 2020.14 – Exhibit A, after comprehensive analysis and examining all City fees to determine reasonableness and current relevancy; and

**WHEREAS**, to provide clarification for fees charged for liquor license applications within the City of Sutherlin; and

**WHEREAS**, to establish rental and security deposit rates for the City of Sutherlin Half-Shell & Staging area usage at Central Park; and

**WHEREAS**, to establish various Planning and Development fees and restructuring of current fees for services provided by the City of Sutherlin Community Development Department; and

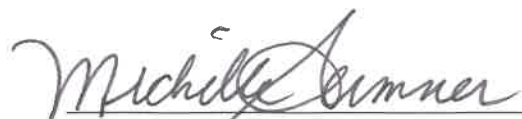
**WHEREAS**, to increase costs for water meter hook-up fees to reflect actual costs for replacement; and

**WHEREAS**, to update the required annual CPI increases for water and sewer rates charged to users and increase various utility fees to reflect costs associated with utility processes; and

**WHEREAS**, that for administration efficiencies, the fees and charges imposed by the City of Sutherlin be collectively re-established.

**PASSED BY THE CITY COUNCIL, ON THIS 14<sup>TH</sup> DAY OF NOVEMBER, 2022**

**APPROVED BY THE MAYOR ON THIS 14<sup>TH</sup> DAY OF NOVEMBER, 2022**

  
Michelle Sumner, Mayor



  
Diane Harris, City Recorder, CMC

Exhibit A



**CITY OF SUTHERLIN – FEE SCHEDULE**

**Business Fees:**

Liquor License	
Licensee new to Sutherlin.....	\$100.00
Sutherlin licensee change of location .....	\$75.00
Renewal .....	\$35.00
Social Gaming License	
Application (non-refundable) .....	\$25.00
Table Fee (non-refundable) .....	\$100.00 / table (annual)
Street & Sidewalk Vendors (License) .....	\$25.00 (annual)
Taxicabs & Limousines	
Application .....	\$25.00
License Fee .....	\$15.00 (annual)
Certification Fee .....	\$15.00
Taxicab Stand Fee.....	\$10.00
Used Merchandise Dealer Permit .....	\$1.00

**Community Center:**

Main Hall	
Hourly Rate.....	\$30.00
4 Hours.....	\$110.00
8 Hours.....	\$200.00
All Day.....	\$215.00
Main Hall & Kitchen	
Hourly Rate.....	\$40.00
4 Hours.....	\$145.00
8 Hours.....	\$270.00
All Day.....	\$290.00
Kitchen minimum up to 4 hours.....	\$100.00
All Day (after 4 hours).....	\$250.00
Kitchen only for Fee Waiver users (per day).....	\$25.00
Meeting Room	
Hourly Rate.....	\$20.00
4 Hours.....	\$70.00
8 Hours.....	\$135.00
All Day.....	\$145.00
Meeting Room & Kitchen	
Hourly Rate.....	\$30.00
4 Hours.....	\$110.00
8 Hours.....	\$200.00

Exhibit A

All Day.....	\$215.00
Entire Center	
Hourly Rate.....	\$45.00
4 Hours.....	\$160.00
8 Hours.....	\$305.00
All Day.....	\$325.00
Security Deposit .....	\$150.00

**Half-Shell & Stage:**

City Residents:	
4 hours .....	\$50.00
All Day.....	\$100.00
Non-Residents:	
4 hours .....	\$125.00
All Day.....	\$175.00
Additional Staff Assistance .....	wages per hour
Security Deposit .....	\$250.00

**Finance, Administration, and Other Fees:**

Administrative Appeal Fee.....	\$50.00
Communications Fees:	
Administrative Fee.....	\$500.00
Private Communications System	
Annual License Fee .....	\$2.00 / linear ft. of public property
Lien Search .....	\$25.00 / property lien search
NSF Charge .....	\$25.00
Police / Fire Reports	
6 pages or less.....	\$10.00
7 pages or more.....	\$20.00
Fingerprints (up to 2 print cards).....	\$25.00
Students .....	\$10.00
Additional cards.....	10.00 / each
Photos, CD's (Police Department) .....	\$15.00
DVD's (Police Department) .....	\$20.00

**Health & Safety Fees:**

Noxious Growths	
Cost of Abatement .....	Cost
Administrative Charge.....	\$150.00 /parcel

**Municipal Court Fees:**

Court Appointed Attorney .....	up to \$150.00
Collections Fee .....	25% of fine (not to exceed \$250)
Deferment / Prosecution Fee .....	Not to exceed \$150.00 / offense
Diversion Extension.....	\$25.00
Installment Fee	

Exhibit A

Fine under \$300.00 .....	\$15.00
Fine \$300.00 or over.....	\$25.00
Jail Reimbursement .....	
..... actual cost of expenses incurred not to exceed \$60/day (ORS 169.151)	
License Suspension / Reinstatement.....	\$25.00
Payment Extension .....	\$25.00
Seat Belt Assessment.....	\$25.00
Show Cause Letter .....	\$25.00
Warrant .....	\$100.00

**Park Use Fees:**

Permit Processing Fee .....	\$15.00
Special Events Permit, exclusive park use .....	\$200.00 / day

**Park Use Fee Waiver:**

Prospective users may submit, with a park use request, a request to have the City waive payment of all or part of the park use fee. The City, at its discretion, may waive the park use fee if the following applies:

1. The applicant is a private nonprofit association or corporation, located within the city or which provides services within the city;
2. The applicant is a volunteer organization that provides services that benefit the city or the citizens of the city.

**Insurance Liability Limits:**

Street Vendors, Limousine and Taxicab owner/operators and users of city facilities, per occurrence.....	\$3,000,000
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**Planning & Development Fees:**

Amendment – Major .....	..75% of current fee
Amendment – Minor .....	\$200.00
Annexation.....	\$600.00 + fees
Appeal.....	\$330.00 + fees
Building Permit.....	Douglas County fees
Commercial Site Review.....	\$200.00
Comprehensive Plan Amendment / UGB Expansion .....	\$1200 + fees
Conditional Use Permit.....	\$725 + legal fees
Correction fee.....	50% of current fee
(for cases where applicant knowingly created violation)	
Engineering Review Fees.....	\$150 to over \$3,000
(depending on development and completeness of plans submitted)	
<b>Expedited Land Division:</b>	
Base Fee.....	\$1800.00 + \$30 per proposed parcel
Arbitrator.....	\$150.00/HR

**Extensions:**

Exhibit A

Type I .....	\$100.00
Type II, III, or IV .....	\$200.00
Home Occupation .....	\$200.00
Issuance of Address .....	\$25.00
Land Partition .....	\$500.00
Land Use Compatibility Statement.....	\$50.00
Manufactured Home Park.....	\$600.00 + \$30/space over 10
Multiple Applications:	
Full fee - highest application + 50% of 2 <sup>nd</sup> application fee	
Non-Conforming Alterations .....	\$300.00
Planned Unit Development (PUD).....	\$930.00 + \$30/unit over 10 + fees
Plotter Prints/Copies:	
24" x 36" plot (custom print).....	\$25.00
Print or Copy.....	\$2.00/per foot
Pre-Application Conference.....	\$125.00
Property Line Adjustment .....	\$200.00
Right of Way Permit.....	\$50.00
Road Signs (includes pole, hardware and installed):	
Single Informational.....	\$200.00
Single Street Sign w/Stop Sign.....	\$400.00
Double Street Sign w/Stop Sign.....	\$500.00
Sign Permit.....	\$50.00
Subdivision .....	\$1000.00 + \$30/unit over 10
Temporary Family Hardship.....	\$200.00
Temporary Use Permit.....	\$300.00
Tree Falling Permit.....	\$200.00
Vacations:	
Lot Line, etc. ....	\$200.00 + fees
Street/Alley.....	\$400.00 + improvements + fees
Variances:	
Class A .....	\$200.00
Class B .....	\$300.00
Class C.....	\$460.00
Worksheet Permit.....	\$50.00
Zone Change .....	\$1200.00 + fees

**Public Record Fees**

Electronic Formats	
Each DVD.....	\$15.00
Each CD.....	\$15.00
Additional charge.....	(see Research Fees)
Copies per Page	
8.5 x 11 black & white (per side) .....	\$0.25
11 x 17 black & white (per side).....	\$0.50
8.5 x 11 color (per side) .....	\$0.50
11 x 17 color (per side) .....	\$1.00

Exhibit A

Photo quality paper .....	additional \$0.50 / page
<b>Research Fees</b>	
Up to 30 minutes .....	copy costs only
After 30 minutes .....	copy costs +
	Staff's hourly wages/benefits;
	Professional (IT) – actual cost per hour of service;
	Attorney fees – actual cost per hour of applicable Attorney's fees
Maps & Nonstandard Documents .....	actual cost for reproduction
<b>System Development &amp; Hook-Up Fees</b>	
<b>Water</b>	
SDC.....	\$2,025.00/EDU
<b>Hook-up:</b>	
Inspection and Connection at actual cost; actual cost to be calculated at time of installation; the following are averages:	
5/8" to 1".....	\$600.00
1-14" to 2".....	\$750.00
2" to 6" .....	actual cost + time + materials
Meter .....	actual cost
<b>Sewer</b>	
SDC.....	\$1,675.00/EDU
Hook-up.....	\$490.00
<b>Other</b>	
Transportation SDC .....	\$1,864.00/EDU
Parks SDC .....	\$1,745.00/EDU
Stormwater SDC .....	\$349.00/EDU
West Side Special SDC.....	\$247.00/EDU

**Utility Fees:**

<b>Sewer</b>	<b>07/01/22</b>	<b>07/01/23*</b>
Single-family Residential		
Flat Rate.....	\$61.95	+annual CPI
Multi-family Residential		
Flat Rate -80% of single-family rate (per unit).....	\$49.55	+annual CPI
Commercial/Industrial		
Base rate per account-includes 4,500 gallons/month.....	\$61.95	+annual CPI
Commercial/Industrial		
Consumption per 1,000 gallons/month above 4,500.....	\$10.57	+annual CPI
Commercial/Industrial		
Strength surcharge-per 1,000 gallons/month .....	varies	varies
STEP System Surcharge.....	\$11.00	\$11.00

- Notes:
1. Consumption is water to treatment plant, which may be less than water received through water meter. Adjustments, as requested by customer, analyzed and determined in amount by the City Public Works Director and approved by the City Manager, may be made.
  2. Strength surcharges are charged to recover additional treatment costs associated with

Exhibit A

2. Strength surcharges are charged to recover additional treatment costs associated with high strength waste. The Public Works Director shall make the determination of costs.

<b>Water</b>	<b>07/01/22</b>	<b>07/01/23 *</b>
Base Rate per account:		
Multiple connections behind meter (per unit).....	\$13.98	+annual CPI
¾" meter.....	\$28.02	+annual CPI
1" meter.....	\$56.09	+annual CPI
1 ½" meter.....	\$98.19	+annual CPI
2" meter.....	\$154.34	+annual CPI
3" meter.....	\$378.91	+annual CPI
4" meter.....	\$547.34	+annual CPI
6" meter.....	\$1,698.30	+annual CPI
10" meter.....	\$2,807.09	+annual CPI
Consumption.....	\$3.54/1000 gal.	+annual CPI
Meter Accuracy Test.....		\$100.00
Bulk Water		
Connection fee – Developers.....	\$50.00 month + usage	
Connection fee – Bulk Water Wholesalers.....	\$50.00 month + usage	
Water rate.....	\$3.54/1000 gal*	
Damage to meters		
Removal of meter.....		actual cost
Administration/overhead plus fee.....		\$250.00
Deposit.....		\$150.00
Reconnect		
Off for non-payment.....		\$80.00
Seasonal.....		\$25.00
Temporary Water Connection.....		\$35.00
Late Fee.....		\$15.00
NSF Fee.....		\$25.00

\* Ongoing annual increases based on CPI