

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 6, 2018

Order ___ Ordinance ___ Resolution X Motion ___ Information ___
No. No. No. 2018-3493

SUBJECT: A Resolution to update the Master Fee Schedule for the addition of bike rack fees, an adjustment to commercial plumbing per fixture costs, the inclusion of PUDs and projects in institutional zones within the engineering land use review fees, and the removal of the City Facility Fee.

Contact Person (Preparer) for this Motion: Dan Keuler, Senior Accountant
Dept.: Finance
File No.:

RECOMMENDATION: Adopt Resolution No. 2018-3493, A Resolution to update the Master Fee Schedule by approving the addition of the Bike Rack Fee, correcting the per unit cost for commercial plumbing fixtures, expanding the land use review fees to include engineering fees charged on reviewing planned unit developments and projects in institutional zones, and removing the City Facility Fee.

EXECUTIVE SUMMARY: The Master Fee Schedule (MFS) was established in April 2016 with Resolution 2016-3268 and last updated in April via Resolution 2018-3443. The MFS does not include any pass through fees collected for other entities, franchise fees or city taxes.

HIGHLIGHT OF CHANGES:

In August of 2011, City Council adopted Resolution No. 2011-2965 directing staff to establish a comprehensive bicycle program that will include marked and signed bicycle routes, printed maps, and a downtown bicycle rack cost-sharing program. Pursuant to this program, the City bought a supply of bike racks. Local business can contact the Planning Division to purchase a bike rack for \$100 each. The City in turn will install and maintain these racks. This particular fee was not included in the previous versions of the Master Fee Schedule and will be reflected in the "other fees" category within the Planning Division section of the MFS.

The building fee for commercial per fixture plumbing was updated in the April 2018 Master Fee Schedule to reflect a cost of \$20.59 per commercial fixture. The correct charge beginning April 1, 2018 should have been \$19.92. This is due to a software conversion from Permits Plus to Accela Automation requiring a methodology and permit processing change, as the amount being charged by the Building Division since the fee update was \$19.92.

The Engineering Services Department currently charges land use review fees in the amount of \$275 as a base fee up to 19 lots, with an additional \$12.23 per lot over 19, for partitions and subdivisions for Type II and Type III applications. This fee does not make reference to Planned Unit Developments (PUD), for which the Engineering Services Department performs land use reviews and requires a fee to recover some of the costs associated with processing these reviews. Additionally, there is no land use review fee associated with the Engineering Services Department's performance of a development review for public improvements in institutional zones. This includes a base fee of \$384.59 for the first acre, as well as an additional fee of \$219.68 per additional acre. These fees will be subject to an annual increase on April 1 per CPI index.

The City Hall Fee, more commonly referred to as the City Facility Fee, was created in 1999 by way of the FY1999-00 adopted budget. The City Hall Fees collected were dedicated to the payment of the General Fund's portion of the City Hall bonded debt. As the funds required to pay down the remaining bonded debt have been collected, the City ceased collection of this fee beginning in May 2018. The MSF will be adjusted to reflect this fee termination.

FISCAL IMPACT: Fees are necessary to help the City provide municipal services and recover resources used. Due to the frequency at which these fees being corrected are used, there is a minimal effect on revenues.

STRATEGIC ASSESSMENT (RELATED TO COUNCIL PRIORITIES FROM SEPTEMBER 2017): Resolution 2018-3493 formally adopts a fee designed to recoup the resources used in by engineering for approving land use reviews of Planned Unit Developments and public improvements in institutional zones.



RESOLUTION No. 2018-3493

A RESOLUTION TO UPDATE THE MASTER FEE SCHEDULE FOR THE ADDITION OF BIKE RACK FEES, AN ADJUSTMENT TO COMMERCIAL PLUMBING PER FIXTURE COSTS, THE INCLUSION OF PLANNED UNIT DEVELOPMENTS AND PROJECTS IN INSTITUTIONAL ZONES WITHIN THE ENGINEERING LAND USE REVIEW FEES, AND THE REMOVAL OF THE CITY FACILITY FEE.

RECITALS:

1. In April, 2016, the City established a Master Fee Schedule via Resolution 2016-3268 to create transparency and increase efficiency in managing city services and was last updated via Resolution 2018-3443 in April of 2018.
2. The City currently provides, installs, and maintains bike racks downtown for the cost of \$100 per rack, as a facet of the downtown bicycle rack cost-sharing program established as part of a comprehensive bike program created by council action in 2011.
3. The Engineering Services Department reviews land use proposals in the institutional zones and Planned Unit Developments and a fee should be established for this work.
4. The funds required to pay down the remaining City Hall bonded debt, as established by the FY1999-00 adopted budget, have been sufficiently collected, and the City ceased collection of the City Facility Fee beginning in May of 2018.
5. The City has met the requirement for providing an opportunity for public comment prior to the adoption of this fee resolution as required by ORS 294.160.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. To formally approve the Bike Rack Cost Sharing Program Fee of \$100 per bike rack and add it to the Master Fee Schedule.
2. To make adjustment to the per fixture commercial plumbing fee reflected in the Master Fee Schedule to accurately reflect the cost of \$19.92 per fixture.
3. To approve the Engineering fee for Land Use Reviews of PUDs of a base of \$275 for the first 19 lots with an additional fee of \$12.23 per lot after 19, to be increased annually on April 1 per CPI index.
4. To approve the Engineering fee for Land Use Reviews within institutional zones of a base of \$384.59 for the first acre with an additional fee of \$219.68 per additional acre, to be increased annually on April 1 per CPI index.

5. To remove the City Hall Fee from the MFS to appropriately reflect the fee termination effective in May 2018.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: August 7, 2018.

ADOPTED by the City Council of the City of Newberg, Oregon, this 6th day of August, 2018.

Sue Ryan, City Recorder

ATTEST by the Mayor this _____ day of August, 2018.

Bob Andrews, Mayor

Resolution 2018-3493 Exhibit A
Master Fee Schedule

CITY RECORDER	
PUBLIC RECORDS FEES – Initially set by Resolution 2008-2771	
<i>Research Requests – These fees are in addition to any copy, shipping, and handling fees. When research is less than 15 minutes, research fees may be waived. Research is charged at 1 hour minimum and billed in 15 minute increments after 1 hour.</i>	
General records research	\$60.00 per hour
City Attorney research	\$92.10 per hour
Paper Copies and prints – Fees noted are for one sided copies. For two-sided copies, fees are double those shown.	
Letter, legal, or tabloid size. Larger sizes charged at third copy party rate	25 cents per copy
Copies by third party	Actual Cost
Shipping and Handling	Actual Cost
Other Records	
City of Newberg Street maps	\$3.00
Comprehensive Plan Map and Zoning Maps	\$15.00
Custom Maps – Engineering (GIS/Large)	\$15.00 per map plus \$62.00 per hour labor
FINANCE	
GENERAL FEES	
Lien Search	\$27.00
NSF returned checks	\$25.00
MUNICIPAL SERVICES STATEMENT FEES - Administrative	
Late Fee	\$20.00 per meter
Water Connection Fee	\$20.00 per meter
Water Re-connection Fee	\$50.00 per meter

Resolution 2018-3493 Exhibit A
Master Fee Schedule

FINANCE	
MUNICIPAL SERVICES STATEMENT FEES - Public Safety Fees ¹	
Public Safety Fee	
5/8" or 3/4" meter	\$3.00
1" meter	\$7.50
1.25" meter	\$10.50
1.5" meter	\$15.00
2" meter	\$24.00
3" meter	\$48.00
4" meter	\$75.00
6" meter	\$150.00
8" meter	\$240.00
10" meter	\$345.00
Communications Officer Public Safety Fee	
3/4" or 5/8" meter	\$2.04
1" meter	\$5.11
1.25" meter	\$7.15
1.5" meter	\$10.21
2" meter	\$16.34
3" meter	\$32.67
4" meter	\$51.05
6" meter	\$102.10
8" meter	\$163.36
10" meter	\$428.82
12" meter	\$541.13

¹ These fees are updated via a separate approval process.

Resolution 2018-3493 Exhibit A
Master Fee Schedule

FINANCE		
MUNICIPAL SERVICES STATEMENT FEES - Transportation Utility Fee ¹		
Residential Land Uses		
Single Family Detached Housing	\$4.99	per dwelling unit
Multi-Family	\$3.37	per dwelling unit
Mobile Home	\$2.61	per dwelling unit
Non-Residential Land Uses		
Class 1 - Manufacturing	\$3.72	per 1000 sf
Class 2 - Office	\$14.66	per 1000 sf
Class 3 - Auto Repair, Clinic	\$21.35	per 1000 sf
Class 4 - Sit Down Restaurant	\$33.46	per 1000 sf
Class 5 - Convenience Store, Drive Thru	\$97.16	per 1000 sf
Class 6 - Others		
Senior Adult Housing Attached	\$2.04	per dwelling unit
Congregate Care	\$1.12	per dwelling unit
Assisted Living	\$1.47	per bed
Continued Care Retirement Community	\$1.33	per unit
Hotel	\$4.52	per room
Motel	\$3.12	per room
City Park	\$1.05	per acre
County Park, Farmland, Commercial Agriculture	\$1.25	per acre
Golf Course	\$19.77	per hole
Public Elementary School	\$0.36	per student
Public Middle/Junior High School	\$0.45	per student
Public High School	\$0.48	per student
Private School (K-12)	\$1.37	per student
Junior/Community College	\$0.68	per student
University/College	\$0.95	per student
Quick Lubrication Veh. Shop	\$12.87	per service position
Gas/serve Station	\$54.10	per fueling position
Gas/Serve Station with Conv. Market	\$39.64	per fueling position
Food Cart	\$47.66	per food cart

¹ These fees are updated via a separate approval process.

Resolution 2018-3493 Exhibit A
Master Fee Schedule

FINANCE	
MUNICIPAL SERVICES STATEMENT FEES - Water Service Charges ¹	
Service Charge (\$/month)	\$2.18
Meter Charge (\$/month)	
3/4" meter	\$12.95
1" meter	\$22.02
1.5" meter	\$42.74
2" meter	\$68.64
3" meter	\$129.50
4" meter	\$216.27
6" meter	\$431.24
8" meter	\$690.24
10" meter	\$1,078.74
Nonpotable Meter Charge (\$/month)	
4" meter	\$57.47
8" meter	\$180.84
Volume Charge (\$/ccf)	
Single Family Residential	\$4.00
Multi-family Residential	\$3.27
Commercial	\$3.94
Industrial	\$4.15
Irrigation	\$7.20
Outside City	\$6.01
Public Agency	\$4.11
Non-Potable	\$2.51

¹ These fees are updated via a separate approval process.

Resolution 2018-3493 Exhibit A
Master Fee Schedule

FINANCE	
MUNICIPAL SERVICES STATEMENT FEES - Wastewater Service Charges ¹	
Service Charge (\$/month)	\$22.57
Multi-family per unit Charge	\$19.89
Volume Charge (\$/ccf)	
Single Family Residential	\$8.86
Multi-family Residential	\$8.86
Commercial 1	\$8.86
Commercial 2	\$10.86
Commercial 3	\$17.78
Industrial	\$10.86
Outside City	\$8.86
Sewer Only (no water service) Flat Rate including monthly service charge	\$67.80
MUNICIPAL SERVICES STATEMENT FEES - Stormwater Service Charges ¹	
Service Charge (\$/month)	\$10.30

¹ These fees are updated via a separate approval process.

Resolution 2018-3493 Exhibit A
 Master Fee Schedule

FIRE & EMS	
Originally set by Resolution 2014-3136, modified by Executive Order 2015-044	
Basic Life Support Base Rate	\$1,833.86
Advanced Life Support (ALS) Base Rate	\$1,833.86
Interfacility & Specialty Care Transfers	\$2,292.32
Aid Call	\$515.77
Sit-Up Charge	\$361.04
Waiting Time	\$107.74
Extra Technician	\$377.08
Mileage Rate	\$24.06 per mile
FireMed	\$52.00

Resolution 2018-3493 Exhibit A
Master Fee Schedule

LIBRARY	
Damage to Items	Time & Materials (up to replacement cost)
Lost or Destroyed Items	Price of the item (if item returned within six months, the price of the item is refunded, the fine is not. There are no refunds on items returned 6 months after payment is made). <i>Fines are set by CCRLS</i>
Lost Library Card	\$1.00
Computer Printing & Copies	10¢ each B & W
	25¢ each Color
	5¢ each if using own higher quality paper, i.e. for resumes (not available for regular paper)
MicroFilm Reader Prints	25¢ each
Exam Proctoring Fee	10¢ per page to print from e-mail
No charge for online exams	\$2.00 to mail the test back
Inter Library Loan Fee	\$10 each after 10 items per year
Non-resident Library Card Fee Scholarship (donated funds) may be available for those unable to pay the fee	\$79 per year- Household
	\$40 for 6 months
	\$70 per year- Senior, \$35 for 6 months
	Free card to youth 18 and younger (Newberg materials only)

Resolution 2018-3493 Exhibit A
Master Fee Schedule

BUILDING	
PERMIT CENTER FEES	
Building Permit Fees - Valuation Table^{1,2}	
\$1 - \$500	\$84.87
\$501 - \$2,000	\$84.87 for the first \$500 plus \$1.50 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$107.37 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$286.77 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$433.02 for the first \$50,000 plus \$3.90 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and above	\$628.02 for the first \$100,000 plus \$3.25 for each additional \$1,000 or fraction thereof
Demolition Permit	\$84.87 flat fee – Complete Based on building value – Partial
Fire Alarm Permit, Fire Sprinkler Permit – Commercial, Fire Suppression Permit – for Type 1 Hood	Use Building Valuation Table
Fire Sprinkler Permit – Residential Stand Alone	Not part of the plumbing system, requires a building permit and plumbing (backflow) permit
Solar	\$84.87 - Prescriptive
Building Plan Review Fee	Based on Building Value - Non-Prescriptive
Fire and Life Safety Plan Review Fee	85% of the Building Permit Fee
Community Development Fee¹	60% of the Building Permit Fee .75% of the project valuation

¹ See Glossary for Valuation Definitions

² See Glossary for ICC Valuation Data February 2018

Resolution 2018-3493 Exhibit A
Master Fee Schedule

BUILDING	
PERMIT CENTER FEES	
Grading Permit Fees - Valuation Table	
0 – 50 Cubic Yards	No permit required
51 - 100 Cubic Yards	\$84.87
101 - 1,000 Cubic Yards	\$84.87 for the first 100 Cubic Yards plus \$21.68 for each additional 100 Cubic Yards or fraction thereof
1,001 - 10,000 Cubic Yards	\$279.99 for the first 1,000 Cubic Yards plus \$29.48 for each additional 1,000 Cubic Yards or fraction thereof
10,001 – 100,000 Cubic Yards	\$545.31 for the first 10,000 Cubic Yards plus \$82.10 for each additional 10,000 Cubic Yards or fraction thereof
100,001 Cubic Yards and above	\$1,284.21 for the first 100,000 Cubic Yards plus \$45.23 for each additional 100,000 Cubic Yards or fraction thereof
Grading Plan Review Fee¹	85% of the Grading Permit Fee
Phased Permit Fees¹	\$274.28 plus 10% of the Building Permit Fee with a maximum of \$1,500 excluding Phase 1
Other Fees:	
Inspections Outside of normal business hours	\$84.87 per hour minimum of 2 hours
Additional plan review required by changes, additions or revisions to approved plans, inspections for which no fee is specifically indicated, occupancy change	\$84.87 first hour, fraction thereof each ¼ hour, minimum of 1 hour
Reinspection Fee	\$84.87 each
Investigation Fee	\$84.87 per hour minimum ¼ hour
Deferred Submittal	\$219.42 for each deferred or 10% of the permit fee for the value of the deferred work, whichever is greater

¹ See Glossary for Valuation Definitions

Resolution 2018-3493 Exhibit A
Master Fee Schedule

BUILDING - Mechanical		
PERMIT CENTER FEES	Res Fee	Com Value
Furnace:		
FAU/Gravity Furnace <100K BTU	\$19.60	\$1,584.05
FAU/Gravity Furnace > 100K BTU	\$23.58	\$1,827.75
Wall/Floor/Suspended/Mounted	\$19.60	\$1,584.05
Other Heating Units:		
Wood/Fireplace/Masonry/Factory Built	\$34.21	\$1,218.50
Room Heaters, Non-Portable	\$24.88	\$121.85
Appliance Vents and Air Ducts	\$11.62	\$731.10
Boilers/Compressors/Absorption Systems:		
1 - 100K BTU	\$19.60	\$1,584.05
101K – 500K BTU	\$31.79	\$2,802.55
501K – 1,000K BTU	\$43.50	\$3,777.35
1,001K – 1,750K BTU	\$63.42	\$5,605.26
> 1,750K BTU	\$103.27	\$8,163.94
Air Handler:		
1 - 10K CFM	\$15.61	\$1,827.75
>10K CFM	\$23.58	\$1,827.75
Evaporative Coolers	\$15.61	\$1,584.05
Ventilation and Exhaust:		
Ventilation Fan – Single Duct	\$11.62	\$731.10
Ventilation System	\$15.61	\$731.10
Exhaust Hoods	\$15.61	\$1,218.50
Incinerator:		
Domestic	\$23.58	N/A
Commercial/Industrial	N/A	\$7,554.70
Gas Piping:		
Gas Pipe Outlet 1-4	\$14.28	\$607.44
Gas Pipe Outlet Each Outlet over 4	\$6.29	\$121.85
Miscellaneous: Clothes Dryer/Water Heater/Etc.	\$15.61	N/A
Minimum Fee (min fee is charged unless the calculated fee is greater):	\$84.87	N/A

Resolution 2018-3493 Exhibit A
Master Fee Schedule

BUILDING - Mechanical	
PERMIT CENTER FEES	
Mechanical Permit Fee - Valuation Table – Commercial/Industrial	
\$1 - \$2,000	\$84.87
\$2,001 - \$5,000	\$84.87 for the first \$2,000 and \$2.30 for each additional \$100 or fraction thereof, to and including \$5,000
\$5,001 - \$10,000	\$153.87 for the first \$5,000 and \$1.80 for each additional \$100 or fraction thereof, to and including \$10,000
\$10,001 - \$50,000	\$243.87 for the first \$10,000 and \$1.50 for each additional \$100 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$843.87 for the first \$50,000 and \$1.25 for each additional \$100 or fraction thereof, to and including \$100,000
\$100,001 and above	\$1,468.87 for the first \$100,000 and \$1.10 for each additional \$100 or fraction thereof
Type 1 Hood	Use Mechanical valuation table
Mechanical Plan Review Fee	50% of the Mechanical permit fee

Resolution 2018-3493 Exhibit A
Master Fee Schedule

BUILDING - Plumbing	
PERMIT CENTER FEES	
1 & 2 Family New:	
1 Bath	\$205.85
2 Bath	\$272.26
3 Bath	\$338.66
Each additional bath/kitchen	\$84.87
1 & 2 Family Alteration	
Per Fixture	\$19.92
1 & 2 Family Fire Sprinkler system – multi-purpose (is part of the plumbing system):	
0 - 2,000 Square Feet	\$84.87
2,001 - 3,600 Square Feet	\$113.13
3,601 - 7,200 Square Feet	\$141.43
>7,201 Square Feet	\$198.00

Resolution 2018-3493 Exhibit A
Master Fee Schedule

BUILDING - Plumbing	
PERMIT CENTER FEES	
Commercial:	
Per Fixture	\$19.92
Water/Sanitary/ Sewer:	
First 100 Feet	\$84.87
Each additional	\$33.21
1 & 2 Family Rain Drains: Downspouts	\$84.87
Miscellaneous:	
Alternative Water Heating	\$84.87
Backflow Device	\$84.87
Minimum Fee: Minimum Fee is charged unless the calculated fee is greater	\$84.87
Medical Gas Permit Fee - Valuation Table	
\$1 - \$25,000	\$266.86
\$25,001 - \$50,000	\$266.86 for the first \$25,000 + \$5.85 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$413.11 for the first \$50,000 + \$3.90 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and above	\$608.11 for the first \$100,000 + \$3.25 for each additional \$1,000 or fraction thereof
Plumbing Plan Review Fee	50% of the Plumbing Permit Fee
Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)	
	5% of the permit amount

Resolution 2018-3493 Exhibit A
Master Fee Schedule

BUILDING - Manufactured Parks

PERMIT CENTER FEES	
Manufactured Dwelling Park Permit Fee – Table 1	
\$1 - \$500	\$15.00
\$501 - \$2,000	\$15.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$45.00 for the first \$2,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$252.00 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 - \$500,000	\$639.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 - \$1,000,000	\$2,039.50 for the first \$500,000 plus \$2.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and above	\$3,039.50 for the first \$1,000,000 plus \$2.00 for each additional \$1,000 or fraction thereof

Manufactured Dwelling Park Valuation Fee - Table 2¹

Park Class	Spaces Per Acre											
	4	5	6	7	8	9	10	11	12			
A	18,293.04	17,102.64	16,110.65	15,317.05	14,523.45	13,928.25	13,531.45	13,303.02	13,134.66			
B	17,062.34	16,196.85	14,879.95	14,086.35	13,292.76	12,697.55	12,300.77	12,102.35	11,792.36			
C	16,467.13	15,586.74	14,284.75	13,491.15	13,233.85	12,102.35	11,705.57	11,507.15	11,308.75			

¹ See glossary for definitions

BUILDING - Manufactured Parks	
PERMIT CENTER FEES	
Formula for Manufactured Dwelling Park Permit and Plan Review Fee:	
1. Square Feet of Area being developed ÷ 43,560 (43,560 = 1 acre)	
2. Number of spaces ÷ number of acres = valuation in Table 2	
3. Valuation in Table 2 x Number of spaces = Permit Fee in Table 1	
4. The Permit Fee is taken from Table 1	
5. The Plan Review Fee is 85% of the Permit Fee	
BUILDING - Recreational Parks	
PERMIT CENTER FEES	
Recreational Park Permit Fee – Table 1	
\$1 - \$500	\$15.00
\$501 - \$2,000	\$15.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$45.00 for the first \$2,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$252.00 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 - \$500,000	\$639.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 - \$1,000,000	\$2,039.50 for the first \$500,000 plus \$2.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and above	\$3,039.50 for the first \$1,000,000 plus \$2.00 for each additional \$1,000 or fraction thereof

PERMIT CENTER FEES									
BUILDING - Recreational Parks									
Recreational Park Valuation Fee¹ - Table 2									
Park Class	Spaces Per Acre								
	6	8	10	12	14	16	18	20	22
A	2,637	2,470	2,320	2,189	2,074	1,978	1,907	1,849	1,798
B	2,483	2,317	2,176	2,035	1,920	1,824	1,754	1,696	1,645
C	1,792	1,626	1,485	1,344	1,229	1,133	1,062	1,005	954
Formula for Recreational Park Permit and Plan Review Fee:									
1. Square Feet of Area being developed ÷ 43,560 (43,560 = 1 acre)									
2. Number of spaces ÷ number of acres = valuation in Table 2									
3. Valuation in Table 2 x Number of spaces = Permit Fee in Table 1									
4. The Permit Fee is taken from Table 1									
5. The Plan Review Fee is 85% of the Permit Fee									

PERMIT CENTER FEES	
BUILDING - Manufactured Building	
Manufactured Building Permit Fees:	
Manufactured Building in a Park	\$591.79 Flat Fee
Manufactured Building Elsewhere	\$729.96 Flat Fee
Manufactured Building Commercial	Based on Building Value

¹ See glossary for definitions

Resolution 2018-3493 Exhibit A
Master Fee Schedule

PLANNING	
PERMIT CENTER FEES	
Pre-Application Review	\$100.00
Type I (Administrative Review):	
Any Type I action not specifically listed in this section	\$170.00
Property Consolidation	\$170.00
Code Adjustment	\$424.00
Design Review – (Duplex or Commercial/Industrial minor addition review)	0.3% of project value, \$424 minimum
Minor modification or extension of Type I decision	\$170.00
Major modification of Type I decision	50% of original fee
Partition final plat	\$848 + \$75 per parcel
Property line adjustment	\$848.00
Sign review	\$76 + \$1 per sq. ft. of sign face
Subdivision, PUD or Condominium final plat	\$1,697 + \$75 per lot or unit
Type II (Land Use Decision):	
Any Type II action not specifically listed in this section	\$848.00
Minor modification or extension of Type II decision	\$170.00
Major modification of Type II decision	50% of original fee
Design Review (Including Mobile/Manufactured Home Parks)	0.6% of total project cost, \$848 minimum
Partition preliminary plat	\$848 + \$75 per parcel
Subdivision preliminary plat	\$1,697 + \$75 per lot
Variance	\$848.00
Type III (Quasi-Judicial Review)	
Any Type III action not specifically listed in this section	\$1,798.00
Annexation	\$2,364 + \$227 per acre
Comprehensive plan amendment (Site specific)	\$2,216.00
Conditional Use Permit	\$1,798.00

Resolution 2018-3493 Exhibit A
Master Fee Schedule

PLANNING	
PERMIT CENTER FEES	
Minor modification or extension of Type III decision	\$170.00
Major modification of Type II decision	50% of original fee
Historic Landmark establishment or modification	\$0.00
Historic Landmark elimination	\$2,061.00
Planned Unit Development	\$3,590 + \$75 per unit
Subdivision preliminary plat	\$1,697 + \$75 per lot
Zoning Amendment (site specific)	\$2,240.00
Type IV (Legislative amendments)	
Comprehensive plan text amendment or large scale map revision	\$2,547.00
Development Code text amendment or large scale map revision	\$2,547.00
Appeals	
Type I or II Appeal to Planning Commission	\$487.00
Type I or II Appeal to City Council	\$882.00
Type III Appeal to City Council	\$1,035.00
Type I Adjustments or Type II variances that are not designed to regulate the physical characteristics of a use permitted outright	\$274.00
Other Fees:	
Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)	5% of the permit amount
Expedited Land Division	\$6,307 + \$75 per lot or unit
Urban Growth Boundary amendment	\$4,031.00
Vacation of Public Right-of-Way	\$1,673.00
Bike Rack Cost Sharing Program	\$100 per rack
License Fees:	
Temporary Merchant	\$103/45 days or \$335 perpetual
Home Occupation	\$26.00
Business License	\$50.00
Peddler/Solicitor/Street Vendor License	No additional fees – business license fee only
Exhibitor License	\$125.00 Application Fee

Resolution 2018-3493 Exhibit A

Master Fee Schedule

POLICE	
Alarm Permit: False alarms – First 2 free, 3 to 9 false alarms	\$50.00 per incident per calendar year
Alarm Permit: False alarms – Over 10	\$100 per incident per calendar year
Dance Permit	\$10.00
Liquor License Applications	\$25.00
Police Public Records	
Certified Background Check	\$35.00 per person
Electronic documents or file copied to CD or DVD	\$13.50 per disk
Photographs from negatives or slides	\$15.00 for first photo plus \$1.00 per photo each additional photo
Reports, up to 10 pages	\$15.00
Reports over 10 pages	\$27.18/hour labor over ½ hour plus copying, shipping & handling fees
Tapes: Audio	\$37.00
Tapes: VHS or VHS to CD	\$39.00

Resolution 2018-3493 Exhibit A
 Master Fee Schedule

PUBLIC WORKS - Operations	
Newgrow Compost (Bulk)	Fees set by City Manager
Newgrow Compost (Bag)	Fees set by City Manager
Sawdust	\$30.00 per cubic yard
Septic Drop-off (permitted septic companies only)	\$.13 per gallon
Recreational Vehicle Waste	\$5.00 per vehicle
PUBLIC WORKS - Maintenance	
Hydrant Meter Fees	
Non-refundable Application Fee	\$150 (covers first 10,000 gallons of water used)
Water usage fee > 10,001 gallons	Charged at the current commercial volume rate
Billing Fee	\$10/month
Rental Fee	\$50/month

Resolution 2018-3493 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Engineering		
PERMIT CENTER FEES		
System Development Charges²		
Wastewater Development Fee¹:		
For the first 18 fixture units	\$6,533.08	
Per each fixture unit over 18	\$364.03	
Efficiency Dwelling Unit ¹ (per each fixture unit)	\$364.03	
Water Development Fee¹:	Potable	Nonpotable
3/4" meter	\$5,272.99	\$3,463.63
1" meter	\$8,963.87	\$5,887.96
1.25" meter	\$13,182.48	\$8,659.08
1.5" meter	\$17,401.09	\$11,430.20
2" meter	\$27,947.07	\$18,356.39
3" meter	\$52,731.00	\$34,635.24
4" meter	\$88,060.91	\$57,841.36
6" meter	\$174,013.04	\$114,296.63
8" meter	\$279,475.04	\$183,567.11
10" meter	\$404,271.34	\$265,537.58
Efficiency Dwelling Unit ¹	\$373.84	
Storm System Development Fee¹:		
Single Family - Equivalent Dwelling Unit (EDU) ¹	\$358.64 flat fee	
Other than Single Family	(Impervious Area/2877) x \$358.64	

¹ See glossary for definitions

² These fees are established via a separate approval process, but increased in accordance with the inflationary index established in the Newberg Municipal Code.

Resolution 2018-3493 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Engineering			
PERMIT CENTER FEES			
Transportation Development Fee²:			
Single Family – LDR per unit	\$6,233.68		
Multi Family – MDR per unit	\$4,094.75		
Condominium	\$3,178.23		
Manufactured Home – in a park	\$3,667.19		
Manufactured Home – Elsewhere	\$6,233.68		
Commercial/Industrial	See formula in Transportation System Plan		
Efficiency Dwelling Unit ¹	\$1,575.11		
Wastewater Connection Fee	Actual costs		
Water Connection Fee	Actual costs		
Signalization Fee - Single Family	\$218.09		
	BASE	ADDITIONAL	PER
Sidewalk or Driveway approach permit and inspection	\$28.19	\$0.27	Square Feet
Public street ADA ramp review and inspection	\$33.51	N/A	Each ramp
	BASE	ADDITIONAL	PER
Land Use Review Fees:			
Planning review, Partition, Subdivision, and Planned Unit Development (Type II/III applications)	\$275.00	\$12.23	lot after 19
Final plat review, partition and subdivision	\$275.00	\$6.91	each lot or parcel
Development Review for public improvements on Commercial, Industrial, Institutional zone , and Multifamily developments	\$384.59	\$219.68	After first acre

¹ See glossary for definitions

² These fees are established via a separate approval process, but increased in accordance with the inflationary index established in the Newberg Municipal Code.

Resolution 2018-3493 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Engineering			
PERMIT CENTER FEES			
Construction/Site Development Plan Review and Inspection Fees	BASE	ADDITIONAL	PER
Erosion Control Plan review and inspection:			
500 To 5000 Square Feet disturbed	\$164.37	N/A	each permit
5001 Square Feet to less than 1 acre disturbed	\$384.59	N/A	each permit
1 acre and larger disturbed	By DEQ permit	N/A	N/A
Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)			
	5% of the permit amount		
Site Improvement:			
Public Improvement site development permit – refer to application form for additional fee details	5%	N/A	Public construction cost estimate
Single Family house Site Plan Review, stormwater review and Engineering	\$164.37	N/A	EACH PERMIT
Stormwater: Commercial/Industrial/Multi Family private facility storm drainage plan review and final inspection for water quality/quality facilities	\$329.26	\$82.44	Additional Developed Acre
	First Acre		
Reinspection Fee	\$55.32		
Hardship Requests	\$219.68		
Utility Right of Way Non-refundable Application Fee	\$500.00		
Right of Way, Easement Review	\$275.00		
Subsurface Permit for Franchise	\$164.37		
Stormwater Fee in lieu - Private	\$1.50/SF		
Stormwater Fee in lieu - Public	\$2.00/SF		

Building Permit Fees - Building Valuation Table (see page 25): The Fee complies with the definition of “valuation” in Section 423 of the State of Oregon Structural Specialty Code and includes Architectural, Structural, Electrical, Plumbing, Heating, Ventilation Devices and Equipment. The valuation also includes the contractor’s profit which should not be omitted. The determination of value or valuation under any provisions of this code shall be made by the Building Official. The value shall be the estimated amount from the City of Newberg building valuation data table or the estimated value including all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical , plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment, whichever is greater.

The square foot construction costs table determines the cost of the project by the building use and type of construction. To calculate the valuation, the cost per square foot is multiplied by the projects total square footage. For projects where square footage is not added, the value is calculated by multiplying product value by 1.6 to determine valuation.

Resolution 2018-3493 Exhibit A
NEWBERG MASTER FEE GLOSSARY FOR 2018-19

Valuation Table ICC Valuation Data February 2018

SQUARE FOOT CONSTRUCTION COSTS		TYPE OF CONSTRUCTION								
GROUP	(INTERNATIONAL BUILDING CODE)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	ASSEMBLY, THEATERS, WITH STAGE	239.41	231.54	226.03	216.67	203.74	197.86	209.82	186.11	179.13
A-1	ASSEMBLY, THEATERS, WITHOUT STAGE	219.07	211.20	205.68	196.33	183.65	177.76	189.48	166.01	159.03
A-2	ASSEMBLY, NIGHTCLUBS	188.23	182.77	178.14	170.93	161.13	156.68	164.92	145.88	140.94
A-2	ASSEMBLY, RESTAURANTS, BARS, BANQUET HALLS	187.23	181.77	176.14	169.93	159.13	155.68	163.92	143.88	139.94
A-3	ASSEMBLY, CHURCHES	220.05	212.18	206.66	197.31	185.99	180.11	190.46	168.36	161.38
A-3	ASSEMBLY, GENERAL, COMMUNITY HALLS, LIBRARIES, MUSEUMS	185.05	177.18	170.67	162.31	148.58	143.75	155.46	131.00	125.02
A-4	ASSEMBLY, ARENAS	218.07	210.20	203.68	195.33	181.65	176.76	188.48	164.01	158.03
B	BUSINESS	192.02	185.04	179.30	170.56	155.93	150.11	164.01	137.00	131.05
E	EDUCATIONAL	197.52	190.73	185.77	177.32	165.32	156.97	171.23	144.39	140.26
F-1	FACTORY AND INDUSTRIAL, MODERATE HAZARD	114.08	108.82	102.59	98.59	88.51	84.45	94.44	74.21	69.43
F-2	FACTORY AND INDUSTRIAL, LOW HAZARD	113.08	107.82	102.59	97.59	88.51	83.45	93.44	74.21	68.43
H-1	HIGH HAZARD, EXPLOSIVES	106.73	101.48	96.25	91.25	82.38	77.32	87.10	68.08	N.P.
H234	HIGH HAZARD	106.73	101.48	96.25	91.25	82.38	77.32	87.10	68.08	62.30
H-5	HPM	192.02	185.04	179.30	170.56	155.93	150.11	164.01	137.00	131.05
I-1	INSTITUTIONAL, SUPERVISED ENVIRONMENT	191.30	184.81	179.46	171.90	158.36	154.06	171.99	141.86	137.45
I-2	INSTITUTIONAL, HOSPITALS	321.25	314.27	308.52	299.78	284.17	N.P.	293.24	265.24	N.P.
I-2	INSTITUTIONAL, NURSING HOMES	222.99	216.01	210.27	201.52	187.89	N.P.	194.98	168.96	N.P.
I-3	INSTITUTIONAL, RESTRAINED	218.28	211.30	205.55	196.81	183.43	176.62	190.27	164.50	156.55
I-4	INSTITUTIONAL, DAY CARE FACILITIES	191.30	184.81	179.46	171.90	158.36	154.06	171.99	141.86	137.45
M	MERCANTILE	140.27	134.81	129.18	122.96	112.68	109.23	116.95	97.44	93.50
R-1	RESIDENTIAL, HOTELS	193.08	186.60	181.24	173.68	159.89	155.58	173.77	143.39	138.97
R-2	RESIDENTIAL, MULTIPLE FAMILY	161.95	155.46	150.10	142.54	129.52	125.22	142.64	113.02	108.61
R-3	RESIDENTIAL, ONE- AND TWO-FAMILY	151.10	146.99	143.20	139.61	134.50	130.95	137.27	125.85	118.45
R-4	RESIDENTIAL, CARE/ASSISTED LIVING FACILITIES	191.30	184.81	179.46	171.90	158.36	154.06	171.99	141.86	137.45
S-1	STORAGE, MODERATE HAZARD	105.73	100.48	94.25	90.25	80.38	76.32	86.10	66.08	61.30
S-2	STORAGE, LOW HAZARD	104.73	99.48	94.25	89.25	80.38	75.32	85.10	66.08	60.30
U	UTILITY, MISCELLANEOUS	83.66	79.00	74.06	70.37	63.47	59.32	67.24	50.19	47.80
A. PRIVATE GARAGES AND COVERED DECKS, USE UTILITY, MISCELLANEOUS										
B. UNFINISHED BASEMENTS (GROUP R-3) = \$21.00 PER SQ. FT.										
C. FOR SHELL ONLY BUILDINGS DEDUCT 20 PERCENT										
D. N.P. = NOT PERMITTED										
E. CARPORT, COVERED PORCH, PATIO, OR DECK SQUARE FOOTAGE SHALL BE CALCULATED SEPARATELY AT 50% OF THE VALUE OF A PRIVATE GARAGE FROM THE ICC BUILDING VALUATION DATA TABLE CURRENT AS OF APRIL 1 – OAR 918-050-0100										

Community Development Fee: Revenues are used to cover the costs of operating the Permit Center. The Permit Center provides services including customer information, planning and zoning, and engineering review that are necessary prior to building plan review, and are not covered under Building Plan Review Fees.

City Hall Fee: Revenues are used to cover office space costs for the Permit Center.

Grading Plan Review Fee: The fee for Grading Permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

Manufactured Dwelling Park Valuation Fee – Table 2 Definitions

- * Deduct 10% from the valuation of parks constructed east of the cascade summit
- * Class A Parks contain paved streets, curbs and sidewalks
- * Class B Parks contain no paved streets, no curbs but have sidewalks on one side of each street
- * Class C Parks contain no paved streets, no curbs but have sidewalks on one side of each street
- * Parks containing spaces in more than one class, figure the spaces in each class; then add them together to obtain the total valuation for the park.
- *The Area Development Permit does not include permits or related fees for buildings, manufactured dwelling installations, accessory buildings or structures, mechanical, plumbing or electrical systems, boiler, or elevated or permits required by other agencies.
- * See Oregon Administrative Rule (OAR) 918-600-030 for plan review and inspection fees based on this valuation

Phased Permit Fees: in each phase of Building, Phase 1 – Foundation, Phase 2 – Building “Shell”, Phase 3 – Completion, Building Permits may be obtained as phased permits under the following conditions: 1) In each phase there must be sufficient information provided in order to allow a complete review of the plans. 2) Plans shall be prepared by a licensed Oregon architect or engineer. 3) Deferral of any submittal items shall have prior approval of the Building Official. The licensed Oregon architect or engineer of record shall list the deferred submittals on the plans and shall review the deferred submittal documents for compatibility with the design of the building prior to submittal to the Building Official for review. 4) The City of Newberg will accept plans submitted in the sequence listed for phased development. 5) Grading and site utilities are not part of the phase program.

Recreational Park Valuation Fee - Table 2 Definitions

- * Deduct 10% from the valuation of parks and camps constructed east of the cascade summit
- * Class A Parks and camps contain paved streets and electric, water and sewer service to each R.V or camping space
- * Class B Parks and camps contain electric, water and sewer service to each R.V. or camping space, but do not have paved streets
- * Class C Parks and camps contain a combination of no more than two services involving electric, water or sewer and do not have paved streets
- * When a park or camp contains spaces in more than one class, figure the spaces in each class, then add them together to obtain the total valuation

Recreational Park Valuation Fee - Table 2 Definitions (continued)

* The area developed permit does not include permits or related fees for buildings, manufactured dwelling installations, accessory buildings or structures, mechanical, plumbing or electrical systems, boiler, or elevators, or permits required by other agencies

* See Oregon Administrative Rule (OAR) 918-600-030 for plan review and inspection fees based on this valuation

PERMIT CENTER –ENGINEERING**SYSTEM DEVELOPMENT CHARGES DEFINITIONS**

Efficiency Dwelling Unit (EDU): A Studio or one bedroom dwelling unit with less than 600 square feet floor area and one bathroom. The unit is located on a lot with other dwelling units or primary uses.

Wastewater Development Fee: Revenues are used to maintain the City's Wastewater System. This fee is collected for any new connections to the City's Wastewater System and is determined by the number of fixture units i.e. sink, bathtub, etc. in the unit.

Water Development Fee: Revenues are used to maintain the City's Water System. This fee is collected for each new connection to the City's water system and is determined by the size of the water meter. Standard single family meter size is $\frac{3}{4}$ ".

Storm System Development Fee: Revenues are used to maintain the City's Stormwater System. This fee is collected for each new development that connects to or otherwise uses the City Stormwater System and is determined by the square feet of impervious area. Impervious surface is the hard surface area which either prevents or retards entry of water into the soil mantle and/or causes water to run off the surface in greater quantities or at an increased rate of flow from that present under natural conditions. Impervious surface areas include, but are not limited to, rooftops, concrete or asphalt paving, walkways, patios, driveways, parking lots or storage areas and trafficked gravel or other surfaces which impede the natural infiltration or runoff of surface water. An equivalent dwelling unit (EDU) is equal to 2,877 square feet of impervious area.

Transportation System Development Fee: Revenues are used for future expansion of the City's Streets. This fee is collected for each new development that connects to the City's current street system and is determined by a methodology utilizing a PM peak hour person trip-end (PMPHPT) basis for calculating future trip growth. The formula used to calculate the fee is: SDC Fee = UNIT X ITE Trip Rate X 1.68 X \$3,637.77 ITE Trip Generation Rates.

