



Master Fees and Charges Document

Adopted: June 24, 2019

Effective: July 1, 2019

(Unless otherwise noted)

Attachment A

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1. General Information

1.1. Overview

The City of West Linn provides a full range of municipal services to the community, which includes police protection, traffic control and improvement, street maintenance and improvement, water, sewer, and surface water management services, planning and zoning regulation, building inspection and regulation, parks and recreational activities, and community library services. This Master Fees Schedule consolidates all City fees and charges, adopted by City Council resolution, for the various services that the City provides. Typically, it is updated annually and reflects all fee resolutions passed by Council during the year. For easy reference, the current Master Fees Schedule booklet is available online at: <http://westlinnoregon.gov/finance>.

1.2. Fee Variance & Waiver Statement

Based upon an unusual circumstance or event, past practices, demonstrated hardship, or public benefit, the City Manager is authorized to waive or decrease a fee(s) or charge(s) in a particular matter or establish a fee not yet authorized in this schedule. When a new fee is established by the City Manager it shall be incorporated into this resolution, and it shall be included and specified during the next update to this document. It shall be communicated to Council in writing to allow opportunity for comment. The request for a waiver or reduction may be in writing. If the City Manager or his designee agrees to said waiver or reduction, he/she may inform the City Council, in writing, of the request and his/her decision, except in minor matters (defined as waivers or reductions valued at \$500 or less).

1.3. Statement of Hourly Rates

Unless otherwise specified, the City employee hourly rate shall be calculated as three times the employee's hourly pay rate, to the nearest \$5 increment. This calculation shall be used to recover costs for those services billed on an hourly basis, including but not limited to professional services such as planning, engineering, public works, utility, financial, legal, parks, and police services. The use of a multiplier of three is intended to recover all overhead, training, benefits, and other costs associated with a City employee's time. Any work performed during overtime hours shall be billed the calculated three times hourly rate multiplied by 125 percent. A schedule of hourly billing rates will be maintained. The City Manager or Department Directors are authorized to adjust calculated billings to reflect the impact of unusual circumstances or situations.

2. Utility and City Services Fees

Increased 5.00%

	Effective January 1, 2018		Effective January 1, 2019		Effective January 1, 2020	
	Over 700 Cubic Feet;		Over 700 Cubic Feet;		Over 700 Cubic Feet;	
	First 700 Cubic Feet	Per 100 Cubic Feet	First 700 Cubic Feet	Per 100 Cubic Feet	First 700 Cubic Feet	Per 100 Cubic Feet
2.1. Water Rates						
5/8"x 3/4" meter	\$ 22.54	\$ 2.59	\$ 23.67	\$ 2.72	\$ 24.85	\$ 2.86
3/4" meter	22.54	2.59	23.67	2.72	24.85	2.86
1" meter	26.75	2.59	28.09	2.72	29.49	2.86
Multi-family rate per dwelling	22.54	2.59	23.67	2.72	24.85	2.86
1-1/4" to 1-1/2" meter	30.60	2.59	32.13	2.72	33.74	2.86
2" meter	39.19	2.59	41.15	2.72	43.21	2.86
3" meter	49.20	2.59	51.66	2.72	54.24	2.86
6" meter	98.44	2.59	103.36	2.72	108.53	2.86

Note: for water users outside of City limits, a factor of 1.5 is applied to applicable utility rates.

2.2. Water Service Shut Off

	Fee	
Shut off fee for non-payment	\$ 30	Pursuant to Code 4.235 (2)
Shut off fees pursuant to request from customer:		
Shut off fee for a period of less than 15 days	\$ 20	Pursuant to Code 4.185 (2)
Shut off fee for a period of not less than 15 days	\$ -	Pursuant to Code 4.185 (1)

Note: a onetime fee of \$30 will be charged for shut off due to non-payment. Water shall not be returned to service until the customer pays their account balance in full and the \$30 fee. A onetime fee of \$20 will be charged to a water customer that wishes to have their service discontinued for a period of less than 15 days. Water shall not be returned to service until the customer pays their account balance in full and the \$20 fee. No shut off fee will be charged for having service discontinued for a period of not less than 15 days. Please also refer to the section below as "turn on" fees may or may not apply as well.

2.3. Water Service Turn On

	Fee	
Turn on fee when service is performed after regular working hours	\$ 100	
Turn on fee when service is performed during regular working hours:		
Turn on for a period of less than 15 days	\$ 20	
Turn on for a period of not less than 15 days	\$ -	

Note: a onetime fee of \$100, in addition to shut off fees, will be charged to turn on water service after hours. A onetime fee of \$20 dollars will be charged to turn on water and set up an active billing account for less than 15 days. No fee will be charged for turn on of water service for a period of not less than 15 days.

2.4. Delinquent Services Bill Accounts

	Fee	
Interest: monthly interest rate on delinquent balances due	1.00%	
Ten-day Notice fee (sent out for 3 months past due and over \$200)	\$ 7.50	
Door Hanger Shut-off fee (received at least 2 days prior to shut-off)	\$ 10.00	
Door Hanger Shut-off fee- repeat occurrence (i.e. each additional door hanger after one is received for the year)	\$ 20.00	

Increased 5.00%

2.5. Bulk Water Rates (per 1,000 gallons)

	eff. 1/1/18	eff. 1/1/19	eff. 1/1/20
5/8"x 3/4" meter	\$ 4.31	\$ 4.53	\$ 4.76

A special bulk water charge shall be charged to bulk users, such as commercial cleaning services, commercial spraying businesses, contractors and other commercial bulk users of water recognized by the city. Each bulk user shall obtain a permit from the public works department, which shall be free of charge, and the user may be required to pay a refundable cash deposit of one hundred dollars or more before the permit is granted.

2.6. Reduced Utility Bill Rates for Qualifying Low-income Households

	Effective January 1, 2018		Effective January 1, 2019		Increased 5.00% Effective January 1, 2020	
	Over 700 Cubic Feet; First 700 Cubic Feet		Over 700 Cubic Feet; First 700 Cubic Feet		Over 700 Cubic Feet; First 700 Cubic Feet	
	Per 100 Cubic Feet		Per 100 Cubic Feet		Per 100 Cubic Feet	
5/8" x 3/4" meter	\$ 11.27	\$ 2.59	\$ 11.84	\$ 2.72	\$ 12.43	\$ 2.86
3/4" meter	11.27	2.59	11.84	2.72	12.43	2.86

Monthly water service charges to the principal residence of low income citizens as defined in this section shall be as follows: for 5/8-inch or 3/4-inch water meter; the first 700 cubic feet of water use shall be charged at one-half the regular consumption rate; water used in excess of the first seven hundred cubic feet of water used shall be charged at the regular consumption rate. There shall be no reduced water service charge for meters in excess of those described above.

Only principal residences occupied by a person(s) having an annual income(s) that does not exceed 185% of the federal poverty low income guidelines (as established for both single and multiple person households, by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), are eligible for reduced utility bill rates renewable July 1st of every fiscal year.

	Effective January 1, 2018		Effective January 1, 2019		Increased 5.00% Effective January 1, 2020	
	Dig-In Service	Drop-In Service	Dig-In Service	Drop-In Service	Dig-In Service	Drop-In Service
5/8" x 3/4" meter	\$ 2,747	\$ 369	\$ 2,885	\$ 387	\$ 3,029	\$ 406
3/4" meter	2,814	436	2,955	457	3,103	480
1" meter	2,881	503	3,025	528	3,177	554
1" to 1-1/2" meter	4,824	771	5,066	809	5,319	850
2" meter	5,092	1,273	5,347	1,337	5,614	1,404

All other connection and installation charges for water meters in excess of two-inches shall be determined after the City has performed the work and the actual cost has been determined. Such cost shall include labor, materials and services, equipment and indirect overhead costs. An advance cash deposit shall be required at the time that a building permit is issued for water meters in excess of 2-inches: for each three-inch meter, \$10,000; four-inch meter, \$10,000; six-inch meter, \$15,000; and eight-inch meter \$15,000.

When the amount of the cash deposit exceeds the City's actual cost, the difference shall be refunded. When the City's actual cost exceeds the cash deposit, the difference shall be due immediately; if the difference is not paid within 30 days of the billing date, interest and finance charges shall accrue at the rates stated in Section 2.4. The price structure has been calculated to recover costs associated with dig-in service piping installations up to and including 40 linear feet.

Any service installation requiring piping extensions ranging from 40 linear feet up to 125 linear feet will be charged an additional \$50 per linear foot, in addition to the charge listed above. Service installations requiring piping extensions longer than 125 linear feet shall be negotiated. The West Linn Public Works Department will provide a written estimate detailing the work to be performed, and the applicant shall agree and make a cash deposit prior to the commencement of work. Final billings for this work shall be consistent with this fee schedule.

Service Definitions:

Dig-in Service: Condition where the City or its agent must physically tap into a main water line to extend water service to the property.

Drop-in Service: An existing condition where a developer of a residential subdivision or commercial complex has installed water services to each serviceable and buildable lot in accordance with City specifications.

2.8. Sanitary Sewer Collection Rates	Effective January 1, 2018		Effective January 1, 2019		Effective January 1, 2020	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
	Increased 5.00%					
City of West Linn	\$ 19.77	\$ 19.77 plus \$1.90 per CCF over 10 per month	\$ 20.76	\$ 20.76 plus \$2.00 per CCF over 10 per month	\$ 21.80	\$ 21.80 plus \$2.10 per CCF over 10 per month
Tri-City Service District	Effective July 1, 2017		Effective July 1, 2018		Effective July 1, 2019	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
	\$ 22.15	\$ 22.15 plus \$2.21 per CCF over 10 per month	\$ 23.00	\$ 23.00 plus \$2.30 per CCF over 10 per month	\$ 23.75	\$ 23.75 plus \$2.38 per CCF over 10 per month

Tri-City Service District is the separate entity that treats City of West Linn sewage and accordingly, the City passes through their charges to West Linn citizens. These pass-through charges are not determined by the City, but rather by the Tri-City Service District and historically have changed every July 1st, as opposed to January 1st when the City's charges have historically changed.

The above sewer rates for Tri-City Service District are actually stated on a per "Equivalent Dwelling Unit (EDU) basis, which should be based on water consumption". So in converting their EDU rates over to CCFs which are used for billing commercial properties in West Linn, if for residential units, every residence is deemed to have 1 EDU and therefore 1 base fee charge applies, then for commercial property, West Linn has historically (since at least 1999) determined that since 1 EDU = 1 residence = which is also about 10 CCFs. Therefore, for commercial billing purposes in West Linn, bill one of Tri-City's base fee which would include 10 CCFs, as a minimum charge for all commercial properties, and then one-tenth of the same base rate per CCF for water consumption used over 10 CCFs per month.

2.9. Surface Water Management Rates	Effective January 1, 2018		Effective January 1, 2019		Effective January 1, 2020	
	Equivalent Service Units (ESUs)		Equivalent Service Units (ESUs)		Equivalent Service Units (ESUs)	
	Increased 5.00%					
Monthly charge per ESU	\$ 6.78		\$ 7.12		\$ 7.48	
Single family residential	1 ESU		1 ESU		1 ESU	
Apartments (per unit)	\$ 6.78		\$ 7.12		\$ 7.48	
Duplex	2 ESU		2 ESU		2 ESU	
Triplex	3 ESU		3 ESU		3 ESU	

Total equivalent service units are based on measured impervious area. The rate for "All Other Improved Premises" shall be computed by dividing the total measured impervious area by 2,914 square feet. The quotient is rounded to the nearest whole number and multiplied by the base equivalent service unit rate.

The City Council determines that the fees imposed upon by this resolution are not taxes subject to the property tax limitations of Article XI, section 11 of the Constitution.

2.10. Street Permit Fee**Permit Fee**

Permit per project or contract

\$ 50

Street permit fees are charged on a per project or per contract basis.

2.11. Roadway Maintenance Fee*(or commonly referred to as Street Maintenance Fee)*

	Effective July 1, 2017		Effective July 1, 2018		Increased 5.00% Effective July 1, 2019	
	Charge per Month		Charge per Month		Charge per Month	
Residential:						
Single family residence	\$	12.54 per month	\$	13.17 per month	\$	13.83 per month
Multi-family residence		11.89 per month		12.48 per month		13.10 per month
Commercial, Public Properties:						
Home-based businesses	\$	6.81 per month	\$	7.15 per month	\$	7.51 per month
0 to 50 trips		6.81 per month		7.15 per month		7.51 per month
51 to 250 trips		0.76 per trip		0.80 per trip		0.84 per trip
251 to 500 trips		0.91 per trip		0.96 per trip		1.01 per trip
501+ trips		1.05 per trip		1.10 per trip		1.16 per trip
Maximums and Caps:						
Commercial maximum		\$976		\$1,005		\$1,035
Commercial yearly increase max		3%		3%		3%
Public institution maximum		\$300		\$300		\$300

A residence is defined by the presence of any size water meter, for the roadway maintenance fee. The system and structure of fees for roadway maintenance can be controlled through the vacancy of a residence and turning off water service to the vacant residence. The City Council determines that the roadway maintenance fees imposed upon residences are not taxes subject to the property tax limitations of Article XI, section 11(b) of the Oregon Constitution.

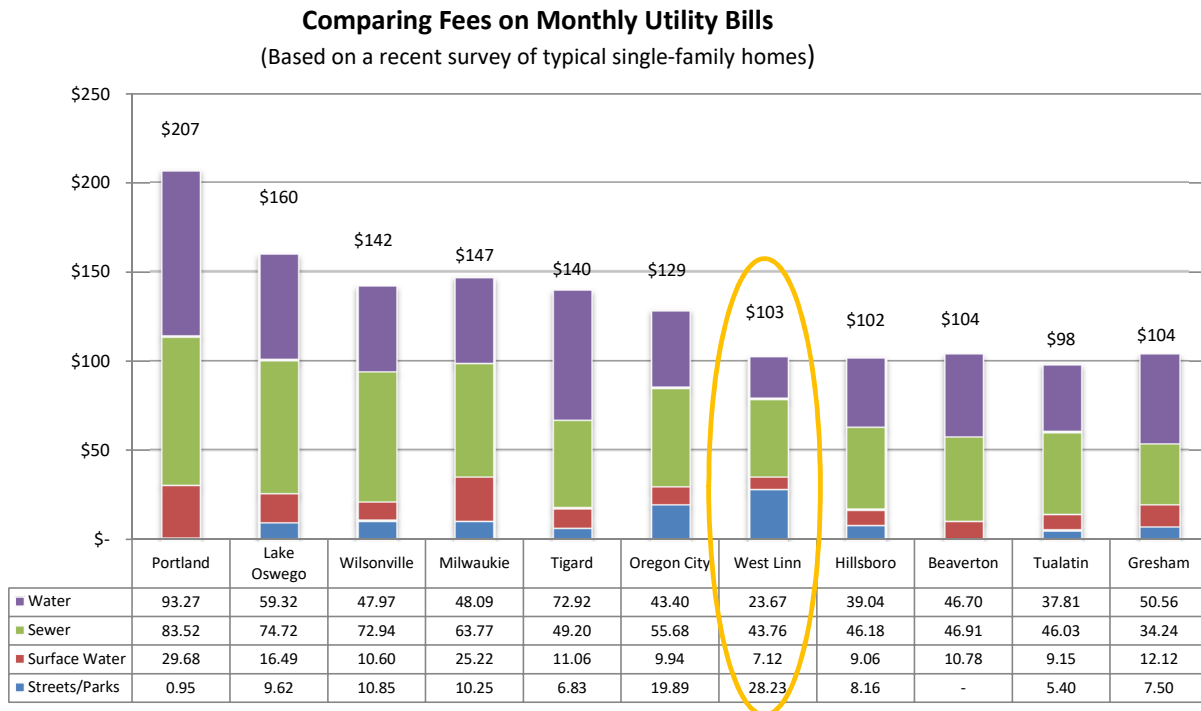
A multi-family housing unit is defined as a residential structure with multiple dwelling units in the same building that share one water meter. Because multi-family housing units cannot define vacancy based on the absence of water service, a multi-family rate can apply to eligible multi-family housing units. The multi-family housing rate is discounted based on the city-wide vacancy rate as determined by the City of West Linn Planning Department in effect for a one-year period as of July 1 of each fiscal year.

Per trip calculation for business establishments shall be calculated using trip generation rates for various types of development as provided in the Trip Generation Manual of the Institute of Traffic Engineers. Business establishments shall have the opportunity to review and modify data used in the trip calculation formula.

Monthly roadway maintenance fees to the principal residence of low income citizens as defined in this section shall be as follows: low income citizens shall be charged at one-half the regular rate. Any citizen currently receiving the reduced water service charge for low-income citizens shall automatically receive the reduced roadway maintenance fee. Principal residences occupied by a person(s) having an annual income(s) that does not exceed one hundred eighty-five percent (185%) of the most recently published federal poverty low income guidelines (as established by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), are eligible for reduced roadway maintenance fees.

2.12. Park Maintenance Fee*[refer to Section 6.10 of the Parks Fee and Charges]*

2.13. Fees for Utility Services



This above graph compares the typical (i.e. median) utility bill for the neighboring cities surrounding West Linn. As some cities bill monthly, some bill every two months, and some bill every three months, these amounts are converted to typical monthly amounts so they are comparable to West Linn. Also, cities increase different rates at different times during the year; therefore, this graph is simply a picture in time reflecting the rates at the time that the survey was conducted. And finally, cities have different typical water consumption amounts per household; so for the sake of this comparison, these rates are computed using an average 8ccfs of water used per month so as to be most comparable.

								Increased 5.00%	
		eff. January 1, 2019		eff. July 1, 2019		eff. January 1, 2020			
Typical City Services Bill (residential)		increased	median	increased	median	proposed	median		
Water Service Fee									
Base (includes up to 7ccf)	5%	\$ 1.13	\$ 23.67		\$ 23.67	5%	\$ 1.18	\$ 24.85	
Sewer Service Fee									
Base fee to West Linn	5%	0.99	20.76		20.76	5%	1.04	21.80	
Tri-City portion of sewer fee (est.)			23.00	3%	0.75	est.		23.75	
Avg sewer per house			43.76		44.51			45.55	
Surface Water Management Fee		5%	0.34	7.12	7.12	5%	0.36	7.48	
Fees for Utility Services			74.55		75.30			77.88	
Fees for Other City Services									
Street Maintenance Fee			13.17	5%	0.66	13.83		13.83	
Parks Maintenance Fee			15.06	5%	0.75	15.81		15.81	
Total City Services			\$ 2.46 \$ 102.78		\$ 2.16 \$ 104.94		\$ 2.58 \$ 107.52		
Usage rate per 1ccf over 7ccf		5%	0.13	2.72	2.72	5%	0.14	2.86	

3. Administrative Fees

3.1. City Facility Deposits

Deposits for the use of City facilities may be made via check/credit card to be cashed/charged immediately with any potential refund returned later at the applicable time.

If the City facility is left clean with no work required on behalf of City staff or contractor, the total amount of the deposit shall be refunded. If work is required by City staff or contractor, the actual costs as provided in the section above will be ascertained and subtracted from the deposit. If the deposit exceeds the costs, then any monies remaining shall be refunded; should costs exceed the deposit, the event organizer shall be billed for the difference. All refunds will be in compliance with Ordinance No. 1493, Section 7.870 and shall be made in no more than 30 days.

3.2. Special Events (permit)

Fee

Filing fee \$ 100

Deposit [see Section 3.1. above for deposit policy]

All special events must file for a special event permit. Barricade rental will be a pass through from the Public Works Department. City personnel costs will be charged based on services required using the methodology described in Section 1.3.

3.3. Overstreet Banner (permit)

Fee

Filing fee \$ 50

Note: all applicants must file for an Overstreet Banner permit and only City sponsored events may be advertised on a overstreet banner.

3.4. Business License Fee

1 to 2 employees

3 to 5 employees

6 to 10 employees

over 10 employees

Business License Fees		Plus Home Occupation Fees	
Annual fee [inside City]	Annual Fee (outside City)		
\$ 56	\$ 74	Initial annual fee	\$ 120
74	101	Annual renewal fee	25
92	135		
106	158		

Persons having a fixed place of business within the City of West Linn and who are subject to being licensed under the provisions of Sections 7.00 to 7.08 shall pay a business license fee.

Note: Non-profit organizations are required to obtain a license, but are exempt from the fees.

For an apartment house as defined in sections 7.000 to 7.080, with ten dwelling units or less, a business license fee of \$87 per year shall be assessed, and an additional amount of \$2.00 per dwelling unit shall be assessed for every dwelling unit in an apartment house in excess of ten (10).

Metro Business License versus City Business License or Both? :

Instead of getting separate business licenses within each Portland-area city that you conduct business in, you can get a single license from Metro to construct, alter and repair structures in 20 cities that have licensing requirements in the metropolitan area. The license covers all construction trades, both commercial and residential, as well as all landscape contractors. The Metro license allows contractors or landscapers to operate in 20 cities surrounding Portland having licensing requirements in the metropolitan area, excluding Portland. Exception: if your principal place of business is inside the City of West Linn, the business is required to apply for a City of West Linn Business License in addition to the Metro License. For Metro applications, contact Metro at 503-797-1710 or visit their website at: <http://www.oregonmetro.gov/index.cfm/go/by.web/id=24216>.

The City Council finds that certain trades, shops, businesses or callings are carried on in the City by persons from regular places of business and by persons from vehicles who have not regular places of business within the City; that persons with regular places of business in the City pay City ad valorem property taxes upon real and personal property which is used in and belongs to their business and that persons who do not have regular places of business in the City escape such ad valorem taxation.

Both receive the benefit of police and fire protection, public utilities and sidewalks, streetlights, health services and other public facilities and services of the City. Therefore, in order that each shall pay as nearly as may be not a discriminatory share, but a share in proportion to benefits received of the burden supporting such facilities and services of the City, such businesses not operating from regular places of business in the City shall pay one and one-half times the license fee previously designated herein for businesses operating from a fixed place of business within the City.

Maximum annual business license fee

Based on the criteria set forth in Section 6(d) of Resolution No. 94-42, no business shall be charged an annual business license fee greater than two hundred dollars (\$200).

Adult Businesses

The application fee for a permit to own, maintain, operate or conduct an adult business (Section 7.115(1) of the West Linn Municipal Code), shall be five hundred dollars (\$500) and non-refundable.

The application fee for a permit to entertain in, or be employed by any adult business (Section 7.115 (2) of the West Linn Municipal Code), shall be fifty dollars (\$50) and non-refundable.

	Application Fee
3.5. Liquor License	
Original application	\$ 100
Change in ownership or management	75
Renewal or temporary application	35
<i>[These fees apply for applications of a liquor license per Section 7.715 of the WL Municipal Code.]</i>	

3.6. Dog License

Ordinance 1595 transfers dog licensing and fee collection over to Clackamas County effective 7/14/2010.

3.7. Public Record Requests

Every person has a right to inspect any public record of a public body in this state, except as otherwise provided by ORS 192. Please understand that the documents or records requested may not be immediately available for review and that an appointment to review the documents or records may be necessary. There may be a cost for the research time to retrieve the requested records and costs for duplication of requested documents. If research time is required, the requestor will be notified of the estimated cost prior to retrieving the documents or records. Prepayment for research time and copies may be required. Any documents or records made available for review will be disassembled by city staff. Copies may be made by the requestor directly, through digital means, such as digital photography or a city supplied flash drive.

1. Requests must be in writing using the form provided (please note, the City will not create a new document in response to a records request).
2. Requests must be submitted to the City Recorder at 22500 Salamo Rd., West Linn, Oregon, 97068, by fax at 503-650-9041, or by e-mail at cwl_records@westlinnoregon.gov. For Police record requests, please contact the Police Department directly at <http://westlinnoregon.gov/police/police-report-request>.
3. The City shall respond to all requests as soon as practical and without unreasonable delay. Generally, responses will be made within five (5) business days or, if more time is needed for a full response, within seven (7) business days.
4. The inspection of documents is preferred over copies, such inspection shall occur during normal business hours. An acceptable inspection time and place will be arranged between the requestor and the staff person. Space is provided for one person to inspect records per request.
5. The City will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from non-exempt materials.
6. If the estimated cost is \$25 or more, the City shall require a deposit in the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, the City will not release the documents until the fee is received in full.

Public Record Request services:

	<u>Fee</u>
Photocopying records service - first page up to 10 pages	Free
Photocopying records service - over 10 pages	See per page photocopying fees below
Records research fee:	\$20/hr. (first 30 minutes free)
	\$100/hr. for incurred legal research costs
CD Duplication (per event/meeting, and or documents)	\$20 and \$15 for each additional
City Budget, City Audit, or City CIP document	\$ 35 for multiple copies
Note: Please refer to Police 7.1 for the Police Department Public Records Request fees.	

3.8. Photocopying, Printing, Scanning and Faxing Fees**Per page fee**

8.5" x 11" (per page charge)	\$ 0.25
8.5" x 14" (per page charge)	0.30
11" x 17" (per page charge)	0.35

3.9. Non-sufficient Funds (NSF) Charge**Fee**

Relating to returned payments for NSF (pursuant to West Linn Code Section 4.015 and 4.235)	\$ 25
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3.10. Finance Charges

[refer interest rates and applicable fees under Section 2.4. Delinquent Utility Bill Accounts]

3.11. Municipal Court Fees and Charges**Fee**

Fee for Setting Aside Records of Conviction / Arrest	\$ 265
Civil Compromise Fee	200
Bench Probation / Probation Violation Fee	100
Violation Compliance Citation ("Fix-It ticket")	35
Local DUII Conviction Fee	45
File Review Fee	25
Fee for fine payment agreements	20
Suspension Fee	15

Deferral Fees:

Criminal Deferred Sentence	\$ 200
Seat-Belt Deferral Fee	Range \$75 to \$115
Safe Driving Deferral Fee (Students)	Range \$75 to \$440
Safe Driving Deferral Fee (Adults)	Range \$75 to \$440

Fine schedule relating to infractions See separate conviction schedule of fines maintained by the Municipal Court Judge as summarized below pursuant to ORS 153:

Penalty class	Presumptive		Special		Minimum	Maximum
		Fine	Zone	Fine	Fine	Fine
Class A	\$	440	\$	875	\$ 225	\$ 2,000
Class B		265		525	135	1,000
Class C		165		325	85	500
Class D		115		225	65	250

Note: Special Zones include highway work, school, and safety corridors

3.12 Administrative Appeal Fee**Fee**

Appeal to Hearings Officer pursuant to WLMC 1.400 for all municipal code appeals without a designated appeal fee	\$ 400
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4. GIS/Mapping Fees

4.1. Map Printouts	<u>Per Copy</u>
First five laser copies - 8.5" x 11", full color (A Size Letter)	\$ 0.25
Each laser copy thereafter - 8.5" x 11", full color (A Size Letter)	0.25
Up to 11"x17", full color or black and white (B Size Tabloid)	0.35
Over 11"x17", up to 24"x36", full color or black and white (C & D Sizes)	15.00
Over 24"x36" up to 36"x48", full color or black and white (E Size)	20.00
Over 36"x48" up to 50"x60" (two map sheets), full color or b&w (Oversized)	30.00

4.2. City Atlas Available on City website in digital format at no cost

Road Maps:	<u>Per Copy</u>
11x17 black & white OR color	\$ 0.35

4.3. Custom Request Maps

Approved hourly billing rate per Section 1.3. plus map printout fees, limited to staff availability

4.4. Large Format Copies	<u>Black & White</u>	<u>Color</u>
Wide Format Scan and print (36" maximum width)	\$ 15	\$ 25
Plus approved hourly billing rate per section 1.3		

4.5. Digital Data	<u>Per Section</u>	<u>Full City (15 sections)</u>
1999 Ortho-rectified Aerial Photography, Color or Black and White, 1-foot pixels	\$ 50	\$ 500

- Digital data may not be redistributed or resold.
- Other years of photography are not available for public distribution. Contact Metro DRC to purchase.
- Available in ESRI format.
- DXF conversion or non-standard requests: data cost plus staff time
- Some data layers are not available for public distribution due to licensing constraints and must be obtained through Metro's Data Resource Center or Clackamas County.
- All GIS digital data requests must go through the West Linn GIS Coordinator.
- A Release of Information Form must be filled out and signed prior to transfer of data.

4.6. GIS Digital Layers	<u>Per Layer</u>	<u>All City Layers</u>
GIS Digital Data Layers	\$ 25	\$ 250
Approved hourly billing rate per section 1.3 plus layer fees, limited to staff availability		

5. Library Fees

5.1. Overdue items	<u>Per Day</u>	<u>Maximum</u>
Adult items	\$ 0.25	\$ 5.00
Children's items	\$ 0.15	\$ 3.00
Children's AV materials	\$ 0.25	\$ 3.00
Cultural Pass	\$ 5.00	Cost of pass

5.2. Media Storage	<u>Per Item</u>
USB	\$3.00

5.3. Community Room	<u>Per Hour</u>
Deposit	\$30.00

5.4. Replacement Library Card fee	<u>Per Card</u>
Fee	\$ 1.00

5.5. Lost & Damaged	<u>Per Item</u>
Item	Retail cost of item
Miscellaneous missing part	\$ 1.00

5.6. Photocopying, Printing, Scanning and Faxing Fees	
Black and White copying/printing	\$0.10 per page
Color copying	\$0.50 per page
Color printing	\$0.25 per page
Faxing	\$0.25 per page
Scanning	No charge
3D copying/printing	\$3.00 per project

6. Parks, Recreation, and Facility Fees

6.1. Picnic Facility Fees - Residents

Size of Group		Shelter/Stage
1-49		\$40
50-99		\$70
100-199		\$140
200-300		\$260

Groups of 300+ must utilize a Special Event permit.

6.2. Picnic Facility Fees - Nonresidents

Size of Group		Shelter/Stage
1-49		\$100
50-99		\$160
100-199		\$320
200-300		\$450

Groups of 300+ must utilize a Special Event permit.

Special Event fees for the use of infrastructure facilities, right of ways, streets, open space, trails, or groups areas necessary for event. Current fees for reservation of specific shelters and fields would still apply

Application Fee \$ 100 (also located under Section 3.2)

Size of Event	Non Profit	Commercial/Private
Event Size 1-199	\$ 100	\$ 150
Event Size 200-499	\$ 150	\$ 250
Event Size 500-999	\$ 250	\$ 400
Event Size 1000 - 1999	\$ 400	\$ 700
Event Size 2000-4999	\$ 750	\$ 1,000
Event Size over 5000	\$ 900	\$ 1,500

* City personnel costs will be charged based on services required using the methodology described in Section 1.3.

6.3. Athletic Field Permits

	With Picnic Permit	Field Permit Only
Hourly fee	\$ 10	\$ 15
Daily fee	\$ 60	\$ 75
Field set-up	\$ 50	\$ 65

6.4. Tournament & Camp Fees

Adult & Youth Sports Camp Fee

West Linn Resident or Non-Profit	\$10 hour per field
Non-Resident or For Profit	\$15 hour per field
Field Set up	\$25 per hour

Adult & Youth Sports Tournament Fees

Fee to offset incurred costs for hosting tournaments (utilities, supplies and materials, and staff time)

1 - 5 teams in tournament	\$100
6 - 10 teams in tournament	\$250
11 - 20 teams in tournament	\$350
20+ teams in tournament	\$500

6.5. Adult Community Center Fees

	Non Profit Meeting Application fees	Charges per hour		
		Non- profits Events	Residents	Non- Residents
Facility Rental (All rooms except kitchen)	NA	\$150	\$200	\$250
Grand Fir	\$90	\$60	\$90	\$108
Cedar Room (Dining Room)	\$48	\$30	\$54	\$66
Cedar Room (Dining Room) w/ Kitchen	\$72	\$48	\$72	\$90
Oak Room (back left)	\$42	\$24	\$30	\$36
Pine (back right)	\$42	\$24	\$30	\$36
Hermlock Room (front classroom)	\$36	\$18	\$24	\$30
Maple Room (back classroom)	\$36	\$18	\$24	\$30
Alcohol Fee	75 - Flat	75 - Flat	75 - Flat	75 - Flat

6.6. McLean House Fees

	Weekend Rates		Week-day rates (Monday - Thursday)		
	Saturday	Friday & Sunday	Level A	Level B	Level C
Refundable security deposit	\$250		\$100 (1-20) \$250 (21+)	\$250	\$250
Cleaning fee (cleaning service provided)	included		included		
Required - alcohol fee (if served)	\$75				
Use fee - high season (May - Sept.)	\$3,150 for 8 hours	\$1,575 for 4 hours	\$130 for 3 hours (30 people or less); Add'l hours are \$30/hr.	\$575 for 3 hours (31 - 60 people); Add'l hours are \$160/hr.	\$1,525 for 4 hours (61-100 people), Add'l hours are \$320/hr.
Use fee - low season (Oct – April)	\$840 for 4 hours	\$840 for 4 hours	\$130 for 3 hours (30 people or less)	\$265 for 3 hours (21-40 people)	\$630 for 3 hours (41-60 people)

Pre-event visits: first half-hour, no charge; additional time \$10 per half-hour.

The Friends of McLean Park and House (or Parks and Recreation Director) reserve the right to reduce or waive fees in regards to service-to-service trade, civic groups and non-profit groups.

Included in base rental rates: Premium quality chair rental, set up service, and tear-down service.

Active military discount on use fees 15%

6.7. Sunset Fire Hall Community Room Fees

Standardized fee structure in line with Adult Community Center

Allow Alcohol with fee	Charges per hour			
	Non Profit Meeting fees	Non Profit Events	Residents	Non-Residents
Civic Groups				
Up to 49 people	\$20	\$20	\$40	\$60
50 to 99 people	\$35	\$40	\$75	\$90
Required - Alcohol Fee (If served)	75 - Flat	75 - Flat	75 - Flat	75 - Flat

Maximum number of attendees must be kept under 100.

No amplified music allowed.

Non profit fees established to assist with offsetting operational costs of facility (janitorial services, supplies, materials and utilities)

[See also Section 3.1 for facility deposit information.]

6.8. Robinwood Station Room Fees

	Charges per hour
For West Linn based private businesses and private parties	\$20
For all other individual users outside West Linn	\$40
For institutional and corporate users*	\$60
Special facility rates apply on Saturdays from noon to closing:	
For West Linn civic, non-profit, and youth groups	\$20
For all other individual users	\$40
Additional facility fees:	Single Charge
AV System Fee	\$20
Stage Lighting Fee	\$20
Alcohol fee	\$75

*Special facility rate on Saturday afternoons do not apply to institutional / corporate users.

6.9. Street Trees

New Subdivisions:

Option #1 - The developer shall pay the cost of street trees at the time public improvements are bonded, prior to final plat approval. The fee shall be based on the number of trees required multiplied by \$250 (the cost per tree) unless the developer chooses Option 2. This fee includes the purchase cost of the tree, labor and equipment for original placement, regular maintenance following the City's schedule for two years, and a two-year replacement warranty.

Option #2 - At the developer's option, the street tree plan may be executed privately. In this case, a fee of \$75 per tree shall be charged prior to issuance of a final plat approval. If this option is exercised, trees shall be planted prior to an occupancy permit. This fee shall include permit and inspection fees, two-year maintenance fee, and a two-year replacement warranty.

All trees planted by the developer shall conform to types, grade, size, and planting specifications as specified by the City's street tree plan.

In special cases, a developer may choose to plant a larger tree than standard, or plant outside the normal planting periods, in which instance an additional fee may be agreed upon with the City to cover the costs of special order trees.

Existing Subdivisions/Older established Areas:

Landowners in existing subdivisions or other established areas might choose to initiate a beautification project by planting street trees. In which case, fees will be based on all or any combination of: permit and inspection fees, the actual cost of the tree, the actual cost of original placement, the projected cost of maintenance, and replacement warranty.

These fees shall be set and agreed upon prior to a permit being issued.

6.10. Park Maintenance Fee

	Increased 5.00%					
	Effective July 1, 2017		Effective July 1, 2018		Effective July 1, 2019	
	Charge per month		Charge per month		Charge per month	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
Single family residence	\$ 14.34	n/a	\$ 15.06	n/a	\$ 15.81	n/a
Multi-family residence	13.62	n/a	14.30	n/a	15.02	n/a

For the park maintenance fee, a residence is defined by the presence of any size water meter. The system and structure of fees for parks maintenance can be controlled through the vacancy of a residence and turning off water service to the vacant residence. The City Council determines that the park maintenance fees imposed upon residences are not taxes subject to the property tax limitations of Article XI, section 11(b) of the Oregon Constitution.

A multi-family housing unit is defined as a residential structure with multiple dwelling units in the same building with that share one water meter. Because multi-family housing units cannot define vacancy based on the absence of water service, a multi-family rate can apply to eligible multi-family housing units. The multi-family housing rate is discounted based on the City-wide vacancy rate as determined by the City of West Linn Planning Department in effect for a one-year period as of July 1 of each fiscal year.

Monthly park maintenance fees to the principal residence of low income citizens as defined in this section shall be as follows: low income citizens shall be charged at one-half the regular rate. Any citizen currently receiving the reduced water service charge for low-income citizens shall automatically receive the reduced roadway maintenance fee. Principal residences occupied by a person(s) having an annual income(s) that does not exceed one hundred eighty-five percent (185%) of the most recently published federal poverty low income guidelines (as established by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), are eligible for reduced park maintenance fees.

6.11. Commercial Filming

Film/video one day fee - no park closure	\$50
Film/video one day fee - Park Closure	\$1,000
Still Photography per day	\$25

Tree Removal Permit Fee

Requires a change to Municipal Code prior to being enacted.

	<u>Fee</u>	
Tier 1	\$25	When Permit approval processed in office
Tier 2	\$65	When Permit approval requires site visit to address
Tier 3	\$185	When Permit approval requires site visit to address and mailing of notifications
Appeal Fee	\$400	Applies to Administrative appeals pursuant to WLMC 1.400 (ties to Section 3.12 under Administration section)

7. Police Fees

7.1. Police Public Record Request Services:

	Fee
Photocopy <u>police case report</u> - first page up to 10 pages per case	\$ 15
Photocopy <u>police case report</u> - over 10 pages per case	See per page photocopying fees below
Photocopying other police documents - first page up to 10 pages	Free
Photocopying other police documents - over 10 pages	See per page photocopying fees below
Records Research, preparation, redaction and review fees	\$20 per hour (first 30 minutes free)
CD Duplication (per event)	\$20 and \$15 for each additional

7.2. Photocopying, Printing, Scanning and Faxing Fees

	Per page fee
8.5" x 11" (per page charge)	\$ 0.25
8.5" x 14" (per page charge)	0.30
11" x 17" (per page charge)	0.35

7.3. Release of Impounded Vehicles

	Per Vehicle
Administrative Cost on tows resulting from violations, hazards/community care taking	\$ 200
Criminal vehicle impound administrative costs	350

Whereas, state law and West Linn municipal codes authorize police officers to impound an abandoned vehicle or a vehicle that is disabled, abandoned, parked or left standing unattended on a road or highway right of way and creates a hazard or obstruction to traffic or is unlawfully parked; and whereas, ORS 809.716 and 809.720 were adopted by the state legislature in 1997 to promote public safety and financial responsibility by authorizing police officers to impound vehicles, without prior notice for the following offenses; Driving an uninsured vehicle in violation of ORS 806.010, Driving while suspended or revoked in violation of ORS 811.175 or 811.182, Driving while under the influence of intoxicants in violation of ORS 813.010; Operating without driving privileges or in violation of license restriction in violation of ORS 807.010; and whereas, such state statutes allow payment to a police agency of an administrative fee determined by the agency to be sufficient to recover its actual administrative cost for the impoundment.

Criminal vehicle impound fees apply to DUII, attempts to elude police, reckless driving, driving while felony suspended, hit and run felony.

7.4. Security Alarm Permits

	Fee
Annual fee for users permit	\$ 40
Fee for first revoked users permit	40
Fee for second revoked users permit	100
Fee for third and additional revoked users permit(s)	180
Failure to obtain a permit or delinquent renewal	25

7.5. False Alarm System Fees

	Fee
First false alarm	no charge
Second false alarm	no charge
Third false alarm	\$ 50
Fourth false alarm	75
Fifth false alarm	125
Sixth and additional false alarm(s)	150

Any alarm system, as defined in WLMC 7.230(3) and WLMC 7.230(5), that has false alarm(s) within any permit year are subject to fees or actions.

7.6. Violation Compliance Citation ("Fix-it Ticket")	Per Citation
Administrative Fee	\$ 35

This would apply to citations such as: minor registration/licensing violations; equipment violations. This does not apply to moving violations.

7.7. Fingerprinting Services	Fee
Per service fee amount	\$ 15

7.8. Parking Citation Fines	\$ 30	For each parking violation
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Fines for handicapped parking and parking in a firelane violations fall under the ORS related to speeding tickets and are much higher. Outstanding or unpaid parking citations will double if not paid within 30 days and, on the 45th day outstanding, unpaid parking citation fines may be turned over to a collection agency. Vehicles with four outstanding parking citations may be impounded at the owners expense and will be subject to the Release fee for Impounded Vehicles referenced above.

8. Public Works Fees

8.1. Public Works Construction Permit	
Flat permit fee	<u>Fee/Deposit</u> \$ 90
Construction services deposit	500 Pursuant to City Code Section 3.255
Required deposit if street is cut	\$500 plus \$50 per lineal foot of street cut
8.2. Public Improvement Permit	
Flat permit fee	<u>Fee/Deposit</u> \$ 90
Construction services deposit	6% of estimated construction costs
Pursuant to City Code Section 3.255 and West Linn Community Development Code 91.010(2)	
8.3. Blasting Permits	
Blasting permit fee	<u>Fee</u> \$ 1,500 Pursuant to City Code Section 5.785 Plus \$2.00 per cubic yard of material
8.4. Erosion Control	
Erosion Control Permit Application and Inspection Fees - under 1/2 Acre	<u>Fee</u> \$ 450
(\$150 - Application and \$300 - first year annual fee)	
Erosion Control Application Fees - over 1/2 Acre but under 1 acre	875
(\$375 - Application and \$500 - first year annual fee)	
Erosion Control Application Fees - over 1 acre (Over 5 acres - DEQ 1200C also is required)	1,635
(\$770 - Application and \$865 - first year annual fee. Every 1 acre or portion thereof over 5 acres inspection fees increase \$75)	
One charge per plan review/inspection; additional charge for each inspection.	
Pursuant to Chapter 31 of the West Linn Community Development Code	
8.5. Building Site Cleanup Deposits	
Building site cleanup deposit	<u>Deposit</u> \$ 350 Pursuant to City Code Section 8.110
8.6. Vacations	
Easement	<u>Fee</u> \$ 1,500
8.7. Building Relocation Through Public Right-Of-Way (ROW)	
Flat permit fee	<u>Fee</u> \$ 1,500
Pursuant to Section 8.255 of the West Linn Municipal Code	
8.8. Asbuilts	
Reconciliation of development project asbuilts if not provided in ESRI file format	<u>Fee</u> Hourly billing rate per Section 1.3
8.9. Right-of-Way Use Permits	
Flat permit fee	<u>Fee</u> \$ 90.00
8.10. Third party development review services	
Pass through charge from third party to developer	<u>Fee</u> Third party fees plus 10% to cover City administrative costs

9. Planning Fees

9.1. Annexation	Fee
(excludes election costs)	\$8,000 base fee + \$1,000 per acre above 1.0 acre
9.2. Appeal	Fee
Planning Director decision	\$ 400
Expedite partition/subdivision to Hearing Officer	400
Planning Commission decision	400
Appeal fee through Neighborhood Association	no charge
9.3. Code Interpretation	Fee
	\$ 850
9.4. Conditional Use Permit	Deposit/Fee
Deposit	\$ 4,500
Inspection Fee	200
9.5. Design Review	Fee
Class I	\$ 2,100
	Deposit /Fee
Class II Based on Construction Value (CV):	
Less than \$100,000 of CV	4% of CV (\$2,000 minimum deposit)
\$100,000 < \$500,000 of CV	4% of CV (\$8,000 maximum deposit)
\$500,000+ of CV	\$4,000 plus 4% of CV (\$20,000 maximum deposit)
Inspection Fee	\$ 300
9.6. Enlarge/Alter Non-conforming Use/ Structure	Fee
Single family residence	\$ 1,000
Other	\$ 3,000
9.7. Environmental Overlay Zones	Fee
Drainage /Wetland Protection Single Dwelling	\$ 2,600
Re-vegetation Plan/Inspection	\$ 250
Other Drainage/Wetland Protection determined by the Planning Director and	Deposit
Less than \$5,000 in value	\$ 1,000
In excess of \$5,000 in value	1,850
Flood Plain	1,050
Tualatin River	1,700
Willamette River Greenway	1,700

9.8. Historic Review	Fee
Minor alterations and maintenance (subject to Section 25.100 or 26.060B)	no charge
Residential minor/major remodel or alteration (subject to Section 25.070 or 26.060C)	100
Residential new construction	1,500
Commercial minor alteration	250
Commercial major alteration	500
Commercial new construction	see design review fees
Demolition (less than 500 sq. ft.)	250
Demolition (greater than 500 sq. ft.)	600
Landmark or District Designation	no charge
9.9. Land Division	Deposit /Fee
Lot Line Adjustment	\$ 800
Final Plats Lot Line Adjustment	200 Fee
Partition (includes expedited review)	\$2,800 deposit
Subdivision	\$4,200 plus \$200 per lot
Inspection	500 Fee
Expedited Subdivision	\$4,000 plus \$300 per lot plus referee costs
Modification to approval	50% original deposit
Planned Unit Development (PUD)	\$4,200 plus \$400 AC deposit
Inspection	500 Fee
9.10. Pre-Application Conference	Fee
Level I (Planning review only)	\$ 350
Level II (City-wide departmental review)	1,000
Historic Review	no charge
9.11. Sidewalk Use Permit (Café)	Fee
Fee	\$ 100
9.12. Sign Review	Fee
Face change	\$ 50
Temporary	50
Permanent	250
9.13. Street Name Change	Fee
Deposit	\$ 940
9.14. Temporary Use Permit	Fee
Administrative	\$ 280
Commission/Council	3,500

9.15. Vacations

	Fee
Street	\$ 6,000
Tree Easement	1,000

9.16. Variance

	Fee
Class I	\$ 825
Class II	2,900

After the initial charge for the first variance, subsequent variances will be charged one-half the fee when processed as one application.

9.17. Zone Change

	Deposit
Plan Map Amendment	\$ 3,000

9.18. Land Use Declaration

	Fee
Responding to land use information requests	\$ 100

9.19. Development Agreement

Deposit
\$ 2,500

9.20. Final Plats

	Fee
Final Plats Partition	\$ 1,500
Final Plats Subdivision	2,000

Pursuant to Section 89.080 of the West Linn Community Development Code

10. Building Fees

10.1. Building and Solar Permit Fees

Building Valuation (BV):	Minimum base fee	Plus each additional \$1K of BV
\$0 up to \$2,000	\$ 135	-
\$2,001 up to \$25,000	105	\$ 19
\$25,001 up to \$50,000	548	15
\$50,001 up to \$100,000	907	9
Over \$100,000	1,389	7

These fees are based on building valuation (BV) and set by the State Building Codes Division.

10.2. Plan Reviews

	Fee
Structural	65% of permit fee
Fire, Life, and Safety	45% of permit fee (Commercial only/when applicable)

10.3. Deferred Submittals

\$250 for the first deferred item and \$125 for each additional item; or 10 percent of the of the permit fee for the value of the deferred work, whichever is greater.

The fee methodology is mandated by Oregon Administrative Rules.

10.4. Phased Permits

\$338 for the first phase and \$169 for each addition phase, plus 10 percent of the building fee. Maximum \$2,025 per phase added to the building permit fee.

10.5. Master Plans and Architect/Engineer Approved Plan Review

	Fee
Hourly rate - normal work hours	[Refer to Section 1.3. for hourly rate information.]
Evening and weekend hourly rate	[Refer to Section 1.3. for hourly rate information.]

10.6. Demolition

	Fee
Residential	\$ 81
Commercial	Based on valuation. Apply contract price to building permit table.

10.7. Dye Test

	Fee
Residential	\$ 62
Commercial	Charged an hourly rate (see Section 1.3. for hourly rate information).

10.8. Consultation

	Fee
Fee	Charged an hourly rate (see Section 1.3. for hourly rate information).

10.9. Grubbing

	Fee
Fee	\$ 135

10.10. Tree Review

	Fee
Fee	\$ 101

Associated with residential permit - \$101 flat fee

10.11. Administrative Civil Penalties Appeal

	Fee
Appeal to the City Manager, the amount of the penalty the Building Official assessed for violating the Specialty Codes	\$ 540

10.12. Grading Plan Review Fee

	Fee for first 10,000 Cubic Yards	Plus fee for each additional CY over 10,000 Cubic Yards
Cubic Yards (CY):		
0 to 50	No fee, no permit required	n/a
51 to 100	\$36	n/a
101 to 1,000	58 (for 1st 100 CY)	n/a
1,001 to 10,000	77 (for 1st 1,000 CY)	n/a
10,001 to 100,000	77 (for 1st 10,000 CY)	\$38 (each additional 10,000 CY)
100,001 to 200,000	417 (for 1st 100,000 CY)	20 (each additional 10,000 CY)
Over 200,000	624 (for 1st 200,000 CY)	11 (each additional 10,000 CY)

10.13. Grading Permit Fee

	Fee for first 1,000 of Cubic Yards	Plus fee for each additional CY over 1,000 (or fraction thereof)
Cubic Yards (CY):		
0 to 50	No fee, no permit required	n/a
51 to 100	\$58	n/a
101 to 1,000	58 (for 1st 100 CY)	\$27 (each additional 100 CY)
1,001 to 10,000	302 (for 1st 1,000 CY)	23 (each additional 1,000 CY)
10,001 to 100,000	505 (for 1st 10,000 CY)	103 (each additional 10,000 CY)
Over 100,000	1,427 (for 1st 100,000 CY)	57 (each additional 10,000 CY)

10.14. Fire Sprinkler Permit Fee

	Fee
Residential House square footage:	
0 to 2,000	\$135 (one hour)
2,001 to 3,600	\$169 (1.25 hours)
3,601 to 7,200	\$203 (1.50 hours)
Over 7,200	\$270 (two hours)
All other sprinklers	Based on the valuation of the work, applied to the Building Permit Fee schedule

10.15. Fire Sprinkler Plan Review

	Fee
Fee	25% of permit fee

10.16. Medical Gas

Based on the valuation of the work, applied to the Building Permit Fee schedule.

10.17. Public Works Review and Inspection

	Fee
General review associated with residential permit	\$ 473
All others, see Public Works Department fee schedule.	
Stormwater Management Facility Review and Inspection	203

10.18. Partial Permit

	Fee
Residential	\$ 101
Commercial	338

10.19. Occupancy Certificate

	Fee	
Commercial only	\$ 405	(Temporary certificate of occupancy)

10.20. Plumbing Permit Fees

New One- and Two-family dwellings only (includes 100 feet
for each utility connection)

	Fee
SFR (1) Bath	\$ 529
SFR (2) Bath	701
SFR (3) Bath	855
Each additional ½ bath/kitchen	92

10.21. Site Utility Fees

	Fee
Catch basin/area drain	\$ 24
Drywells/leach line/trench drain	24
Footing drain (Per 100' or fraction)	103
Manufactured home utilities	103
Manholes	24
Rain drain connector	24
Sanitary sewer (Per 100' or fraction)	103
Storm sewer (Per 100' or fraction)	103
Water services (Per 100' or fraction)	103

10.22. Fixture or Item

	Fee
Absorption valve	\$ 24
Back flow preventer (irrigation)	24
Backwater valve	24
Basins/lavatory	24
Clothes washer	24
Dishwasher	24
Drinking fountain(s)	24
Ejectors/sump	24
Expansion tank	24
Fixture/sewer cap	24
Floor drains/floor sinks/hub	24
Garbage disposal	24
Hose bib	24
Ice maker	24
Interceptor/grease trap	24
Primer(s)	24
Roof drain (commercial)	24
Sink(s), basin(s), lav(s)	24
Sump	24
Tubs/shower/shower pan	24
Urinal	24
Water closet	24
Water heater	24
Minimum	135

10.23. Mechanical Permit Fees

	<u>Fee</u>
Duct Work	\$ 26
Air Conditioning	34
Alteration of Existing	26
Boiler	34
Heat Pumps	34
Furnace	42
Heaters-Wall Mounted	34
Appliance Vent	26
Dryer Vent	26
Kit. Hood	26
Exhaust Vent	18
Fuel Piping (4 outlets)	12
Fuel Piping (each above 4)	3
Decorative Fireplace (manufactured)	42
Insert	42
Wood Stove	42
Hydronic hot water system	42
Log lighter	26
Barbecue	26
Gas clothes dryer	26
Other	26
Minimum	135

11. Systems Development Charges (SDCs)

City SDCs had no change for
ENR CCI Index

11.1. General SDC Information

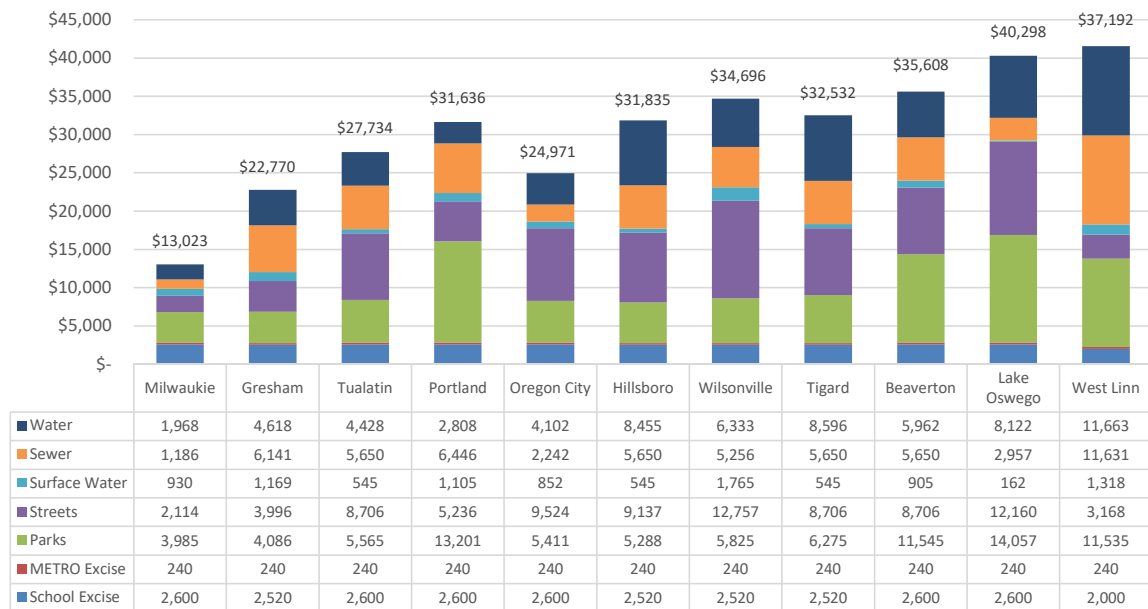
West Linn SDC fees shall be indexed for inflation annually using the Engineering News – Record Construction Cost Index (20-city average) for the most recent 12-month period per Code Section 4.415(3).

Below is a summary table of all SDC charges for a Single Family Dwelling (effective July 1, 2019):

Per Single Family Dwelling:	Reimbursement	Improvement	Administrative	Total
Street SDC	\$ 1,494	\$ 159	\$ 98	\$ 1,751
Bike/Ped SDC	1,399	18	-	1,417
Water SDC	712	8,475	238	9,425
Surface Water SDC	965	290	63	1,318
Parks SDC	-	11,228	307	11,535
Sewer SDC	744	2,900	137	3,781
Sub-total, SDCs to City	\$ 5,314	\$ 23,070	\$ 843	\$ 29,227
Plus Water SDC collected for South Fork Water Board (updated effective January 1, 2019)				2,238
Plus Sewer SDC collected for Tri-City Service District				7,850
Plus Excise Tax collected for Metro on valuations over \$100,000				240
Plus Excise Tax collected for School District on new construction or additions				2,000
Total SDCs due for Single Family Dwelling				<u>\$ 41,555</u>

Comparison of Neighboring Cities' New Single-Family SDC Fees

Based on a 2,000sqft home with 500sqft garage, \$200,000 value



11.2. Street SDC

Effective July 1, 2019 [see updated 7/1/19 table attached]

City of West Linn

Master Fees and Charges

FY 2019 (effective July 1, 2018)

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11.3. Bike/Ped SDC

Effective July 1, 2019 [see updated 7/1/19 table attached]

11.4. Water SDC

Note: see also the additional SDC collected on behalf of South Fork Water Board
[SFWB Water SDC for 5/8" meter is currently = \$2,238 for 2019 and \$2,220 for 2018]

Effective July 1, 2018 [ENR CCI increase 8.66%]

Size of Meter	Meter Equivalency		Reimbursement	Improvement	Administrative	Total
per factor of 1		1.00	\$712	\$8,475	\$238	\$9,425
5/8"	1		\$712	\$8,475	\$238	\$9,425
3/4"	1.5		\$1,068	\$12,713	\$357	\$14,138
1"	2.5		\$1,780	\$21,188	\$595	\$23,563
1.5"	5		\$3,560	\$42,375	\$1,190	\$47,125
2"	8		\$5,696	\$67,800	\$1,904	\$75,400
3"	16		\$11,392	\$135,600	\$3,808	\$150,800
4"	25		\$17,800	\$211,875	\$5,950	\$235,625
6"	50		\$35,600	\$423,750	\$11,900	\$471,250
8"	80		\$56,960	\$678,000	\$19,040	\$754,000
10"	125		\$89,000	\$1,059,375	\$29,750	\$1,178,125

Effective July 1, 2019 [ENR CCI no change]

Size of Meter	Meter Equivalency		Reimbursement	Improvement	Administrative	Total
per factor of 1		1.00	\$712	\$8,475	\$238	\$9,425
5/8"	1		\$712	\$8,475	\$238	\$9,425
3/4"	1.5		\$1,068	\$12,713	\$357	\$14,138
1"	2.5		\$1,780	\$21,188	\$595	\$23,563
1.5"	5		\$3,560	\$42,375	\$1,190	\$47,125
2"	8		\$5,696	\$67,800	\$1,904	\$75,400
3"	16		\$11,392	\$135,600	\$3,808	\$150,800
4"	25		\$17,800	\$211,875	\$5,950	\$235,625
6"	50		\$35,600	\$423,750	\$11,900	\$471,250
8"	80		\$56,960	\$678,000	\$19,040	\$754,000
10"	125		\$89,000	\$1,059,375	\$29,750	\$1,178,125

11.5. Surface Water SDC

Based on impervious area, City surface water per ESU (2,914ft²)

Effective July 1, 2018 [ENR CCI increase 8.66%]

Unit		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$965	\$290	\$63	\$1,318
Single family	1.00	\$965	\$290	\$63	\$1,318

Effective July 1, 2019 [ENR CCI no change]

Unit		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$965	\$290	\$63	\$1,318
Single family	1.00	\$965	\$290	\$63	\$1,318

11.6. Park SDC

Effective July 1, 2018 [ENR CCI increase 8.66%]

Unit		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$0	\$4,237	\$116	\$4,353
Single family	2.65	\$0	\$11,228	\$307	\$11,535
Multi-family	1.874	\$0	\$7,938	\$218	\$8,156

Effective July 1, 2019 [ENR CCI no change]

Unit		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$0	\$4,237	\$116	\$4,353
Single family	2.65	\$0	\$11,228	\$307	\$11,535
Multi-family	1.874	\$0	\$7,938	\$218	\$8,156

11.6. Sewer SDC

Note: see also the additional SDC collected on behalf of Tri-City Service District
[Tri-City Service District Sewer SDC is currently 1 EDU = \$3,490]

Effective July 1, 2018 [ENR CCI increase 8.66%]

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>		1.00	\$744	\$2,900	\$137	\$3,781
Single family	-	-	\$744	\$2,900	\$137	\$3,781
Multi-family	-	-	\$414	\$1,615	\$77	\$2,106
Commercial	5/8"	1	\$744	\$2,900	\$137	\$3,781
Commercial	3/4"	1.5	\$1,116	\$4,350	\$206	\$5,672
Commercial	1"	2.5	\$1,860	\$7,250	\$343	\$9,453
Commercial	1.5"	5	\$3,720	\$14,500	\$685	\$18,905
Commercial	2"	8	\$5,952	\$23,200	\$1,096	\$30,248
Commercial	3"	16	\$11,904	\$46,400	\$2,192	\$60,496
Commercial	4"	25	\$18,600	\$72,500	\$3,425	\$94,525
Commercial	6"	50	\$37,200	\$145,000	\$6,850	\$189,050
Commercial	8"	80	\$59,520	\$232,000	\$10,960	\$302,480
Commercial	10"	125	\$93,000	\$362,500	\$17,125	\$472,625

Effective July 1, 2019 [ENR CCI no change]

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>		1.00	\$744	\$2,900	\$137	\$3,781
Single family	-	-	\$744	\$2,900	\$137	\$3,781
Multi-family	-	-	\$414	\$1,615	\$77	\$2,106
Commercial	5/8"	1	\$744	\$2,900	\$137	\$3,781
Commercial	3/4"	1.5	\$1,116	\$4,350	\$206	\$5,672
Commercial	1"	2.5	\$1,860	\$7,250	\$343	\$9,453
Commercial	1.5"	5	\$3,720	\$14,500	\$685	\$18,905
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Commercial	3"	16	\$11,904	\$46,400	\$2,192	\$60,496
Commercial	4"	25	\$18,600	\$72,500	\$3,425	\$94,525
Commercial	6"	50	\$37,200	\$145,000	\$6,850	\$189,050
Commercial	8"	80	\$59,520	\$232,000	\$10,960	\$302,480
Commercial	10"	125	\$93,000	\$362,500	\$17,125	\$472,625

City of West Linn

SDC per Land Use

New Methodology and Fees Adopted Effective July 1, 2015
 [ENR CCI remained the same for all SDC Fees Effective July 1, 2019] excluding Street SDCs

						Effective August 1, 2019					
		ITE	Number of	New		Improvement Cost		Reimbursement Cost		Admin	
		Average	Person	% Primary	Person	Bike/Ped	Street	Bike/Ped	Street		
		Daily Trips	Trips ¹	Trips	Trip Ends						
21	Commercial Airport	CFD	123.1	206.8	100%	206.8					
30	Intermodal Truck Terminal	Acre	62.5	105.0	100%	105.0					
110	General Light Industrial	1,000 SFGFA	5.3	8.8	100%	8.8					
130	Industrial Park	1,000 SFGFA	5.3	9.0	100%	9.0					
140	Manufacturing	1,000 SFGFA	3.0	5.1	100%	5.1					
151	Mini-Warehouse	1,000 SFGFA	2.4	4.0	100%	4.0					
160	Data Center	1,000 SFGFA	1.0	1.7	100%	1.7					
210	Single-Family Detached Housing	Dwelling unit	9.4	15.7	100%	15.7					
220	Apartment	Dwelling unit	6.5	10.9	100%	10.9					
230	Residential Condominium/Townhouse	Dwelling unit	5.7	9.5	100%	9.5					
240	Mobile Home Park	ODU	4.9	8.2	100%	8.2					
254	Assisted Living	Bed	2.6	4.3	100%	4.3					
310	Hotel	Room	7.9	13.2	100%	13.2					
320	Motel	Room	5.6	9.5	100%	9.5					
411	City Park	Acre	6.1	10.3	100%	10.3					
417	Regional Park	Acre	5.0	8.4	100%	8.4					
430	Golf Course	Acre	5.3	8.9	100%	8.9					
444	Movie Theater with Matinee	Movie screen	387.0	650.2	100%	650.2					
492	Health/Fitness Club	1,000 SFGFA	30.3	50.9	100%	50.9					
495	Recreational Community Center	1,000 SFGFA	27.4	46.0	100%	46.0					
520	Elementary School	1,000 SFGFA	7.1	12.0	59%	7.1					
522	Middle School/Junior High School	1,000 SFGFA	6.4	10.7	59%	6.3					
530	High School	1,000 SFGFA	6.0	10.0	59%	5.9					
540	Junior/Community College	1,000 SFGFA	21.4	36.0	100%	36.0					
560	Church	1,000 SFGFA	13.2	22.2	100%	22.2					
565	Day Care Center	1,000 SFGFA	18.0	30.3	33%	10.0					
590	Library	1,000 SFGFA	50.5	84.8	100%	84.8					
610	Hospital	1,000 SFGFA	12.2	20.4	100%	20.4					
620	Nursing Home	1,000 SFGFA	7.2	12.1	100%	12.1					
710	General Office Building	1,000 SFGFA	8.4	14.1	100%	14.1					
720	Medical-Dental Office Building	1,000 SFGFA	27.3	45.9	100%	45.9					
731	State Motor Vehicles Department	1,000 SFGFA	120.9	203.1	100%	203.1					
732	United States Post Office	1,000 SFGFA	88.4	148.4	100%	148.4					
750	Office Park	1,000 SFGFA	8.5	14.3	100%	14.3					
760	Research and Development Center	1,000 SFGFA	6.2	10.5	100%	10.5					
770	Business Park	1,000 SFGFA	9.4	15.9	100%	15.9					
812	Building Materials and Lumber Store	1,000 SFGFA	43.1	72.5	100%	72.5					
813	Free-Standing Discount Superstore	1,000 SFGFA	38.5	64.6	72%	46.5					
814	Variety Store	1,000 SFGFA	30.6	51.4	48%	24.5					
815	Free-Standing Discount Store	1,000 SFGFA	28.2	47.4	48%	22.6					
816	Hardware/Paint Store	1,000 SFGFA	25.9	43.5	45%	19.4					
817	Nursery (Garden Center)	1,000 SFGFA	82.9	139.2	100%	139.2					
820	Shopping Center	1,000 SFGFA	20.7	34.7	50%	17.4					
826	Specialty Retail Center	1,000 SFGFA	40.6	68.2	100%	68.2					
841	Automobile Sales	1,000 SFGFA	29.3	49.2	100%	49.2					
843	Automobile Parts Sales	1,000 SFGFA	27.2	45.8	44%	20.1					
848	Tire Store	1,000 SFGFA	17.1	28.7	69%	19.7					
850	Supermarket	1,000 SFGFA	47.3	79.5	39%	30.8					
851	Convenience Market (Open 24 Hours)	1,000 SFGFA	246.8	414.6	33%	134.9					
857	Discount Club	1,000 SFGFA	42.3	71.1	100%	71.1					
862	Home Improvement Superstore	1,000 SFGFA	16.7	28.1	44%	12.4					
880	Pharmacy/Drugstore without Drive-Thro	1,000 SFGFA	38.1	64.1	42%	27.1					
881	Pharmacy/Drugstore with Drive-Through	1,000 SFGFA	36.8	61.9	38%	23.5					
890	Furniture Store	1,000 SFGFA	1.8	3.1	37%	1.1					
911	Walk-in Bank	1,000 SFGFA	121.3	203.8	100%	203.8					
912	Drive-in Bank	1,000 SFGFA	33.5	56.3	27%	15.4					
925	Drinking Place	1,000 SFGFA	154.9	260.2	100%	260.2					
931	Quality Restaurant	1,000 SFGFA	37.4	62.9	43%	26.7					
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	52.6	88.3	40%	35.1					
933	Fast-Food Restaurant without Drive-Thro	1,000 SFGFA	208.3	349.9	40%	139.1					
934	Fast-Food Restaurant with Drive-Through	1,000 SFGFA	219.1	368.0	41%	150.7					
936	Coffee/Donut Shop without Drive-Throu	1,000 SFGFA	102.6	172.4	40%	68.5					
937	Coffee/Donut Shop with Drive-Through	1,000 SFGFA	335.2	563.1	41%	230.5					
938	Coffee/Donut Kiosk	1,000 SFGFA	306.0	514.1	17%	87.4					
944	Gasoline/Service Station	VFP	59.0	99.1	35%	34.7					
945	Gasoline/Service Station with Convenie	VFP	20.8	34.9	13%	4.5					
946	Gasoline/Service Station with Car Wash	VFP	36.5	61.3	24%	14.7					
***	Other (median)		27.2	45.8	100%	45.8					
***	Other (average)		54.0	90.7	76%	68.8					
Per Average Daily Person Trip-End Unit SDC Fee (eff. 8/1/19)							\$89.09	\$95.19	\$1.17	\$10.10	\$6.24

Source: ITE Trip Generation Manual, 9th Edition, compiled by FCS GROUP

1.68 ¹Person trip conversion rate of 1.68 derived from 2009 U.S. National Household Transportation Survey findings

Abbreviations

CFD - commercial flights per day

ODU - occupied dwelling unit

SFGFA - square feet of gross floor area

SFGLA - square feet of gross leasable area

VFP - vehicle fueling position

Attachments

1. Fees of other entities that the City of West Linn is required to pass through
 - 1.1. METRO - Construction Excise Tax
 - 1.2. WLWSD - Construction Excise Tax
 - 1.3. LOSD - Construction Excise Tax
 - 1.4. Water SDC - South Fork Water Board water SDC charges
 - 1.5. Sewer SDC - Tri-City Service District sewer SDC charges
2. Copy of Resolution adopting Master Fees and Charges booklet
3. Copies of the three Construction Excise Tax agreements and provisions

Attachments

1. Construction Excise Tax agreement with other entities

1.1. METRO - Construction Excise Tax

	Fee	
Tax percentage to be assessed on value of construction	0.12%	of construction
City's administrative fee retained to cover collection costs	5%	of tax amount
Maximum amount of tax assessed	\$ 12,000	
Exempt construction projects that are under this value	\$ 100,000	
Expiration date (extended in June 2014)	Dec. 2020	
Date the tax first went into effect	July 1, 2006	
http://www.metro-region.org/index.cfm/go/by.web/id=18459		

1.2. WLWSD - Construction Excise Tax

Residential - tax amount on value of construction	\$ 1.26	per square foot
Nonresidential - tax amount on value of construction	\$ 0.63	per square foot
City's administrative fee retained to cover collection costs	4%	of tax amount
Date the tax first went into effect	June 17, 2017	

1.3. LOSD - Construction Excise Tax [increased for CCI eff. 10/01/2010]

Residential - tax amount on value of construction	\$ 1.05	per square foot
Nonresidential - tax amount on value of construction	\$ 0.53	per square foot
City's administrative fee retained to cover collection costs	4%	of tax amount
Date the tax first went into effect	April 1, 2010	

1.4. South Fork Water Board - Water SDC Fee

Meter Size	Equivalent Meter Factor (EMF)	Water SDC Fee (eff. 1/1/17)	Water SDC Fee (eff. 1/1/18)	Water SDC Fee (eff. 1/1/19)
5/8" x 3/4"	1	\$ 1,658	\$ 2,220	\$ 2,238
3/4"	1.5	2,487	\$ 3,330	\$ 3,357
1"	2.5	4,146	\$ 5,550	\$ 5,596
1.5"	5	8,292	\$ 11,099	\$ 11,191
2"	8	13,267	\$ 17,759	\$ 17,906
3"	16	26,533	\$ 35,518	\$ 35,812
4"	25	41,458	\$ 55,496	\$ 55,956
6"	50	82,916	\$ 110,993	\$ 111,911
8"	80	132,666	\$ 177,588	\$ 179,058
10"	115	190,708	\$ 255,283	\$ 257,396

1.5. Tri-City Service District - Sewer SDC Fee

[see next page for table, details, and information]

1.5. Tri-City Service District Sewer SDC Fee

1 EDU = \$7,850 proposed

Class of Service	System Development Charge	Sewer Use Charge
Residential		
01. Single Family Dwelling	1 EDU	1 EDU
02. Duplex	0.8 EDU per dwelling unit	1 EDU per dwelling unit
03. Triplex	0.8 EDU per dwelling unit	1 EDU per dwelling unit
04. Multi-Family (Four Plex and Up)	0.8 EDU per dwelling unit	1 EDU per dwelling unit
05. Trailer/Mobile Home Parks	0.8 EDU per dwelling unit	1 EDU per rental space provided sewer service
06. Adult Foster Care Homes ¹	1 EDU	1 EDU per five occupants
Institutional		
10. High Schools	1 EDU per 29 students (ADA) ²	1 EDU per each 1,000 cu. Ft. or fraction thereof per month of metered water consumption
11. Junior High Schools	1 EDU per 29 students (ADA) ²	Same as 10. (above)
12. Elementary and Pre Schools	1 EDU per 65 students (ADA) ²	Same as 10. (above)
13. Community Colleges	1 EDU per 29 students (ADA) ²	Same as 10. (above)
14. Churches	1 EDU per 180 seats (ADA) ³	Same as 10. (above)
-if parsonage	1 EDU per 29 students (ADA) ²	Same as 10. (above)
-if weekday child care or church school	1 EDU per 65 additional students	Same as 10. (above)
-if full time business officer	1 EDU per 1,900 sq. ft. additional meeting area	Same as 10. (above)
-if evening programs conducted three night or more per week	1 EDU per 1,900 sq. ft. additional meeting area	Same as 10. (above)
15. Hospitals - General	1 EDU per bed	Same as 10. (above)
16. Convalescent/Rest Homes	1 EDU per two beds	Same as 10. (above)
17. Adult Foster Care Homes ⁴	1 EDU per two beds	Same as 10. (above)
Commercial		
20. Hotels, Motels	1 EDU per two rooms	1 EDU per two rooms ⁵
-if quality restaurant	1 EDU per 10 seats, 1 EDU per 10 additional seats	1 EDU per 10 seats ⁵
21. Restaurants	1 EDU per 11 seats	1 EDU per 11 seats ⁵
22. Fast Food	1 EDU per 18 seats	1 EDU per 18 seats ⁵
23. Tavern/Lounge	1 EDU per 18 seats	1 EDU per 18 seats ⁵
24. Service Stations (without car wash)	1.7 EDU	1 EDU per each 1,000 cu. Ft. or fraction thereof per month of metered water consumption
25. Car Wash	UEDUs per stall	Same as 24. (above)
26. Rollover (with service station)	5.6 EDUs	Same as 24. (above)
27. Tunnel (with service station)	16 EDUs	Same as 24. (above)
28. Laundromats	1 EDU per machine	Same as 24. (above)
29. Other Commercial (shall include all classes not otherwise included in this table)	The lesser of 1 EDU per 1,900 sq. ft. or less of floor space or 1 EDU per quarter acre or fraction thereof of land acre but not less than 50 percent of maximum charge resulting from the two options.	Same as 24. (above)
Industrial		
30. Light Industrial Waste ⁶	Same as 29. (above)	1 EDU per each 1,000 cu. Ft. or fraction thereof per month of metered water consumption and actual cost to District for removal of SS and BOD per pound for amount resulting from sewage strength in excess of domestic sewage strength. Based on District cost per pound for removal off BOD and SS and cost per gallon for processing sewage flow.
31. Heavy Industrial Waste ⁷	Based on actual cost to District but not less than 16. (above)	
Public Authorities		
40. Cities	See applicable agreements	See applicable agreements

Note: For the purpose of equivalent dwelling units for connection charge purposes, the quotient will be carried to two decimal places.

- 1 Adult foster care homes having an occupancy capacity of five or fewer persons for whom the owner/operator of the facility receives remuneration of any kind shall be charged for one EDU.
- 2 ADA = Average Daily Attendance
- 3 Where seating is on benches or pews, the number of seats shall be computer on the basis of one seat for each 18 inches of bench or pews length.
- 4 Adult foster care homes having an occupancy capacity in excess of five persons for whom the owner/operator of the facility receives remuneration of any kind.
- 5 First year of service is based on seating capacity as shown. Subsequent service based on one EDU per 1,000 cubic feet or fraction thereof of metered water consumption.
- 6 With 30 pounds to 200 pounds of SS per day; 30 pounds to 200 pounds of BOD per day; and less than 10,000 gallons per day
- 7 With more than 200 pounds of SS per day; 200 pounds of BOD per day; and 10,000 gallons or more per day