

**Agenda**  
**Shady Cove Regular City Council Meeting**  
**Thursday, August 3, 2023**  
**6 PM**

<https://us02web.zoom.us/j/82239207820?pwd=WE5OTkhYQzA3cFZtRnF1Nys3c09GZz09>

Meeting ID: 822 3920 7820

Passcode: 906350

One tap mobile

+13462487799,,82239207820#,,,,\*906350# US (Houston)

+16694449171,,82239207820#,,,,\*906350# US

**I. Call to Order**

- A. Roll Call
- B. Pledge of Allegiance
- C. Announcements by Presiding Officer

1. This meeting is being digitally recorded.
2. The next regularly scheduled meeting of the City Council will be held on August 17, 2023 at 6 PM, both in Council Chambers and via Zoom.
3. The next regularly scheduled meeting of the Planning Commission is August 10 at 6 PM, both in Council Chambers and via Zoom.
4. The next regular meeting of the Parks, Recreation, and Tourism Commission is scheduled for August 9, 2023 at City Hall
5. The next meeting of the Emergency Management Commission is not scheduled at this time.
6. These meeting dates and times are subject to change
7. Anyone wishing to address the City Council concerning items of interest may do so. The person addressing the Council must complete a Public Comment Card and submit it to the City Administrator prior to the meeting. All remarks will be addressed to the whole City Council and limited to 3 minutes per person. Public Comments may also be submitted by email to the City Administrator, at TCorrigan@shadycove.org, no later than 4:00 PM the day of the meeting. The Council reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

**II. Public Comment on Agenda Items**

**III. Consent Agenda (pgs.3-8)**

- A. Minutes of 07/20/23
- B. Bills Paid 07/13/23 - 07/26/23 - \$19,981.98

**IV. Items Removed from Consent Agenda**

**V. Staff Reports**

- A. Jackson County Deputy
- B. Fire Chief Travis Crume, FD4
- C. Commission/Committee Reports
- D. City Administrator

**VI. Old Business**

- A. Jet Boat Letter
- B. Volunteer Group Applications (pgs.9-12)
- C. Parks, Recreation, and Tourism Recommendations
- D. Hiland Water Letter
- E. Short Term Rental Ordinance (pending)

**VII. New Business**

- A. Update Fee Schedule (pgs.13-18)
- B. City Administrator Selection Committee

**VIII. Written Communication**

**IX. Public Comment on Non-Agenda Items**

**X. Council Comments on Non-Agenda Items**

- A. Mayor Ball
- B. Councilor Nuckles
- C. Councilor Winfrey
- D. Councilor Hubbard
- E. Councilor Mitchell

**Adjournment**

City of Shady Cove  
**City Council Regular Meeting**  
Thursday, July 20, 2023, 6:00 PM  
Meeting was held at City Hall and on Zoom

**I. CALL TO ORDER**

Mayor Ball called the Regular City Council Meeting to order at 6:00 PM.

The Pledge of Allegiance was recited.

**I.C. ANNOUNCEMENTS**

Roll Call

Council Present: Mayor Ball, Councilor Winfrey, Councilor Nuckles, Councilor Hubbard, Councilor Mitchell

Staff Present: Thomas J. Corrigan, City Administrator

Mayor Ball made the announcements on the agenda.

**II. PUBLIC COMMENT ON AGENDA ITEMS**

None

**III. CONSENT AGENDA**

A. Minutes of 07/06/23

B. Bills Paid Report 06/29/23-07/12/23- \$43,334.33

**Motion to Accept Consent Agenda**

Motion: Councilor Nuckles

Second: Councilor Hubbard

Motion Carried: 5-0

**IV. ITEMS REMOVED FROM CONSENT AGENDA**

None

**V. STAFF REPORTS**

A. Jackson County Deputy – Two largest cases they have worked were a fire and a possible gunshot. Arrested a male for a no-contact order and multiple other charges. Other case is a fraud case and at this time he cannot give much information.

B. Fire Chief Travis Crume, FD4- Had 114 calls last month. One fire that they had under control in 45 minutes. He is still working on the Community Wildfire Risk

Reduction Grant and will give updates at each meeting. All the smoke is coming from fire in Agnes that is at 14,000 acres at this time.

**C. Commission/Committee Reports:**

Parks, Recreation, and Tourism-Commissioner Pulcini- Working on couple of events. One is the City birthday celebration in September and the other one is a Harvest Fest in October.

Planning- Commissioner Stirling- Had a Commission Meeting on July 13 where they were to discuss the Comprehensive Plan and it did not get very far. In next couple of meetings, will be reviewing the outstanding items that have been on Agenda and not yet completed.

- D. City Administrator- Tom Corrigan-** Air quality index is questionable and we have some KN-95 masks left. The library has a lot of events going on. There will be another meeting with Pacific Power on August 7<sup>th</sup> at the library at 10:30 AM. There are still a lot of toxic emails around. LOC conference is approaching and have not heard from anyone else for registration besides Councilor Hubbard. CIS still has free training online. Will send the site. We have letters of support from the Fire Chief and school and URCC for the Transportation Growth Management grant. Recently there have been numerous citizen complaints about growing marijuana within City. There have been a lot of businesses popping up that do not have a business license. Citizens are still asking about crosswalks across Hwy. Still have many things to finalize on the Short-term Rentals. Still dealing with some enforcement issues, so will need a list of what is outstanding. Library District is looking at a grant for a charging station from Pacific Power. Facebook has been up for a week and have a few likes. Nothing can be done about profanity signs unless Council wants to make an Ordinance related to free speech. Still working on some issues on different road developments on Train Ln and Rene Dr. Asked if Council can update the fee schedule.

## **VI. OLD BUSINESS**

- A. Silas Olson – Hiland Water-** The mechanism that allows them to draw water out of the river to treat drinking water is over capacity so will need to obtain a storage agreement from the Army Corp of Engineers. He reached out to the Water Resource Department two and half years ago and after many emails back and forth, he received a draft agreement and they are coming close to receiving a final. There was no definite plan as to what areas would be supplied water. It was stated that the City could acquire water rights much sooner than Hiland. He also discussed acquisition of Hiland Water by NW Natural. Mayor Ball- He let Silas know the letter will be discussed with Council and he would contact him with a decision.

- B. Jet Boat Letter – Councilor Mitchell- He attended the Upper Rogue Guardsman Meeting and now he would like to make some changes to the letter with comments and an approval from the Mayor.  
Mayor Ball- Asked Councilor Mitchell to make the changes to the letter and send him a draft so can get it finalized and sent out.
- C. Parks, Recreation, and Tourism Recommendations- Commissioner Pulcini- September 24th, they would like to have the birthday party from 11am to 3pm at Aunt Caroline's Park. The second event on October 14<sup>th</sup> will be the Harvest Fest  
Mayor Ball- Told Commissioner Pulcini the 2 events she has brought to Council today sound great and to please keep bringing event ideas to Council.
- D. Visual Calendar- Councilor Hubbard- The timeline to get the Calendar completed and out is coming up quickly so need to make a decision on dates.  
Mayor Ball- Wants to try hard to get the Calendar put together and distributed by end of year for 2024.
- E. Ordinance 299- City Administrator- Every City collects fees differently.  
Mayor Ball- Need to keep fees very simple and gave Tom direction to update so can bring it back for formal adoption. Need to schedule a Workshop to discuss other fees.

## **VII. NEW BUSINESS**

- A. Transportation Growth Management Grant - City Administrator - Along with the letter, he needs to have a copy of the minutes from Council to show that the City approved to apply for the grant.

### **Motion to Approve the Oregon Department of Transportation Letter Dated July 20, 2023**

Motion: Councilor Nuckles  
Motion Carried: 4-0

Second: Councilor Hubbard

### **Motion to Extend Meeting to 8:15 PM**

Motion: Councilor Nuckles  
Motion Carried: 4-0

Second: Councilor Mitchell

## **VIII. WRITTEN COMMUNICATION**

None

## **IX. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Sandra Barber- She wants to know the status on the Emergency Management Commission.

Mayor Ball- There are 3 applications at this time and can get this back up and going

again.

## **X. COUNCIL COMMENTS ON NON-AGENDA ITEMS**

- A. Councilor Nuckles- Thanked everyone for coming. Wished Councilor Hubbard and Councilor Mitchell a very Happy Birthday.
- B. Councilor Mitchell – He would like to have a new and updated zoning map. Thanked everyone for coming.
- C. Councilor Hubbard- Thanked everyone for coming and was very pleased with everything that was discussed tonight.
- D. Councilor Winfrey- Thanked everyone for coming and looked forward to getting more done for our great City.
- E. Mayor Ball- Thanked everyone for coming and let Councilors know he appreciates them all for all they do. Wants to let everyone know Tom Corrigan will be retiring by end of the year and the workshop will be mainly to discuss process and other things about the hiring process of a new City Administrator.

## **ADJOURNMENT**

There being no further business before the Council, Mayor Ball adjourned the meeting at 8:05 PM.

Approved:

Attest:

\_\_\_\_\_  
Mayor Ball

\_\_\_\_\_  
Thomas J. Corrigan  
City Administrator

### **Council Vote:**

Mayor Ball	_____
Councilor Nuckles	_____
Councilor Winfrey	_____
Councilor Hubbard	_____
Councilor Mitchell	_____

Report Criteria:  
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
43	Christian, David	07102023	Radio 07/10/2023-07/14/20	1	07/13/2023	90.00	.00	90.00	50893	07/26/2023
		07102023	Radio 07/17/2023-07/21/20	2	07/13/2023	90.00	.00	90.00	50893	07/26/2023
Total 43:						180.00	.00	180.00		
61	Hornecker Cowling, LLP	130366	General Advice File No: 32	1	07/17/2023	1,779.62	.00	1,779.62	50895	07/26/2023
		130366	General Advice File: 32076	2	07/17/2023	337.50	.00	337.50	50895	07/26/2023
Total 61:						2,117.12	.00	2,117.12		
83	KAS & Associates, Inc.	21768	Private Project review Clev	1	06/25/2023	420.00	.00	420.00	50899	07/26/2023
		21769	Private Project review, mis	1	06/25/2023	105.00	.00	105.00	50899	07/26/2023
		21770	Private Project review, S. P	1	06/25/2023	70.00	.00	70.00	50899	07/26/2023
Total 83:						595.00	.00	595.00		
135	RVCOG	23-3843	Associate land use planner	1	05/22/2023	202.07	.00	202.07	50902	07/26/2023
		23-3843	Associate land use planner	2	05/22/2023	4,367.17	.00	4,367.17	50902	07/26/2023
		23-3843	Mileage March 2023	3	05/22/2023	172.92	.00	172.92	50902	07/26/2023
		23-3857	Associate land use planner	1	05/22/2023	3,529.19	.00	3,529.19	50902	07/26/2023
		23-3857	Mileage April 2023	2	05/22/2023	144.10	.00	144.10	50902	07/26/2023
Total 135:						8,415.45	.00	8,415.45		
148	SOREDI	2022-27753	Annual membership	1	07/18/2023	1,163.63	.00	1,163.63	50903	07/26/2023
Total 148:						1,163.63	.00	1,163.63		
189	Jackson County - Animal C	110349	Deer removal 120 Rene Dri	1	07/11/2023	69.50	.00	69.50	50897	07/26/2023
Total 189:						69.50	.00	69.50		
221	Hunter Communications	398447	Phone/Internet	1	07/08/2023	705.17	.00	705.17	50896	07/26/2023
Total 221:						705.17	.00	705.17		
257	AT&T Mobility	2872860888	Cell phones	1	07/05/2023	277.57	.00	277.57	50892	07/26/2023
Total 257:						277.57	.00	277.57		
260	Philadelphia Insurance Co	2005938976	Liability - 83452993	1	07/06/2023	300.00	.00	300.00	50900	07/26/2023
Total 260:						300.00	.00	300.00		
262	US Bank St. Paul	6963953	04200 Trustee, Subtotal Ad	1	06/23/2023	800.00	.00	800.00	50905	07/26/2023
Total 262:						800.00	.00	800.00		
264	Upper Rogue Independent	2311	Government Public Notice	1	06/28/2023	270.00	.00	270.00	50904	07/26/2023
Total 264:						270.00	.00	270.00		
430020	Confident Staffing, Inc.	49619	P. Lybarger seasonal work	1	07/09/2023	482.00	.00	482.00	50894	07/26/2023
		49619	M. Smith accounting-bookk	2	07/09/2023	519.13	.00	519.13	50894	07/26/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		49619	P. Lybarger seasonal work	3	07/09/2023	469.95	.00	469.95	50894	07/26/2023
		49619	M. Smith accounting-bookk	4	07/09/2023	641.21	.00	641.21	50894	07/26/2023
Total 430020:						2,112.29	.00	2,112.29		
430032	JP Morgan Chase	08062023	City Hall landscaping, Rock	1	07/20/2023	67.91	.00	67.91	50898	07/26/2023
Total 430032:						67.91	.00	67.91		
430096	RF Specialties of California	CS-23-5450	SCALA FMVMP 88-98 MH	1	07/07/2023	2,908.34	.00	2,908.34	50901	07/26/2023
Total 430096:						2,908.34	.00	2,908.34		
Grand Totals:						19,981.98	.00	19,981.98		

## Report Criteria:

Detail report type printed



**CITY OF SHADY COVE**  
22451 Highway 62 • P.O. Box 1210 • Shady Cove, OR 97539  
Phone: 541-878-2225 • Fax: 541-878-2226

## APPLICATION FOR SHADY COVE VOLUNTEER GROUP

PLEASE PRINT

DATE: 7/26/2023

APPLICANT INFORMATION		
Name: <u>PAULETTE KOVAC</u>		
Physical Address: <u>120 CASTALINE</u>		
City: <u>SHADY COVE</u>	State: <u>OR</u>	Zip: <u>97539</u>
Mailing Address: <u>PO BOX 1342</u>		
City: <u>SC</u>	State: <u>OR</u>	Zip: <u>97539-1342</u>
Home Phone:		Cell Phone:
Email Address: <u>PKOVAC9999@AOL.COM</u>		
Current Occupation: <small>(If retired or unemployed, state your general or past profession.)</small> <u>RETIRED - PHONE CO. MANAGER</u>		
How long have you lived in Shady Cove? (Optional) <u>SINCE NOV 2003</u>		
How long have you lived in Jackson County? (Optional) <u>11 4 4</u>		
Days/Times of Best Availability: <u>MOST DAYS + TIMES</u>		
Are you a current or past employee of the City of Shady Cove, an occasional or potential contract employee, or do you have any other real or potential conflict of interest in working or serving in this capacity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, please describe:		
AREAS OF INTEREST/EXPERTISE		
Please list areas of interest/expertise. This information will be used to match you to volunteering opportunities that are best aligned with your interests and skills. <u>GARDENING, POWER TOOL OPERATION, PAINTING, REPAIR WORK, ANY HANDS ON TYPE OF WORK.</u>		

Interest/expertise continued (if necessary):

AREAS OF NO INTEREST

Please use this space to let us know of jobs that you are NOT interested in helping with:

ORGANIZING OR HEADING UP PROJECTS

By signing this application, electronically or otherwise, I affirm that all information included is true and accurate to the best of my knowledge. I authorize the City of Shady Cove to publicly discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position. I further understand that I may be asked to complete a background check.

Signature of Applicant

*Shirley Ann*

Date

7/26/2023

**How to Submit:**

Email:

[TCorrigan@shadycove.org](mailto:TCorrigan@shadycove.org)

In Person

22451 Hwy 62

By Mail

PO Box 1210 Shady Cove, OR 97539

**Questions?**

Call City Hall at 541-878-2225 or send an email to the email as listed above.

**CITY OFFICE USE ONLY**

DATE RECEIVED

7-26-23

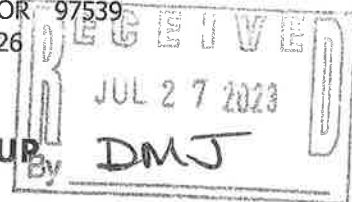
INITIALS

SG

*The City of Shady Cove is an Equal Opportunity Provider.*



**CITY OF SHADY COVE**  
22451 Highway 62 • P.O. Box 1210 • Shady Cove, OR 97539  
Phone: 541-878-2225 • Fax: 541-878-2226



## APPLICATION FOR SHADY COVE VOLUNTEER GROUP

PLEASE PRINT

DATE: 7/24/23

### APPLICANT INFORMATION

Name: Heather Erickson

Physical Address: 21900 Highway 62

City: Shady Cove

State: OR

Zip: 97539

Mailing Address: 331 Englemann Lane

City: Medford

State: OR

Zip: 97501

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: heathereismed@yahoo.com

Current Occupation: restaurant owner  
(If retired or unemployed, state your general or past profession.)

How long have you lived in Shady Cove? (Optional)

How long have you lived in Jackson County? (Optional)

1 year

Days/Times of Best Availability:

open

Are you a current or past employee of the City of Shady Cove, an occasional or potential contract employee, or do you have any other real or potential conflict of interest in working or serving in this capacity?

☐ Yes

☒ No

If yes, please describe:

### AREAS OF INTEREST/EXPERTISE

Please list areas of interest/expertise. This information will be used to match you to volunteering opportunities that are best aligned with your interests and skills.

anything

AREAS OF NO INTEREST

Please use this space to let us know of jobs that you are NOT interested in helping with:

By signing this application, electronically or otherwise, I affirm that all information included is true and accurate to the best of my knowledge. I authorize the City of Shady Cove to publicly discuss the information provided herein and to assist in responding to any questions asked which are relevant to this position. I further understand that I may be asked to complete a background check.

Signature of Applicant



Date

7/04/23

**How to Submit:**

Email: [TCorrigan@shadycove.org](mailto:TCorrigan@shadycove.org)  
In Person 22451 Hwy 62  
By Mail PO Box 1210 Shady Cove, OR 97539

**Questions?**

Call City Hall at 541-878-2225 or send an email to the email as listed above.

**CITY OFFICE USE ONLY**

DATE RECEIVED

7/24/23

INITIALS

DMJ

The City of Shady Cove is an Equal Opportunity Provider.

Exhibit "A"  
Attachment to City of Shady Cove Fee Resolution No. 21-08

<b>ADMINISTRATIVE FEE</b>		
Administrative Fee	\$45.00	Per hour, per person, after first 15 minutes.
Copies	\$0.30	Per page.
Copies	\$0.55	Per side for 11x17.
Audio Recording (CD)	\$5.00	Actual cost of CD and staff time to reproduce CD.
Returned Check Fee	\$30.00	Returned Check/ACH Fee.
Debit / Credit Card Transaction Fees	TBD	
<b>BUSINESS LICENSE</b>		
Business License	\$85.00	All business licenses. Businesses located in the City, out of City or Home Occupations, etc.
Duplicate Business License	\$10.00	
1 to 30 Day License	\$10.00	One per fiscal year.
License Late Fee	20%	If paid after August 1 a 20% (\$17.00) late fee will be assessed.
License Reinstatement Fee	\$25.00	
Prorated Business License	\$7.00/Month + Next Fiscal Yr.	For a new business beginning after Dec 31 through the end of the fiscal year + full rate of the next fiscal year.
Flag Program	\$50.00	Per calendar year
<b>LIQUOR LICENSE</b>		
Change of Ownership	\$35.00	
Renewal	\$35.00	
Temporary/Special Event	\$35.00	
<b>TAXES AND FEES</b>		
Raft Rental Tax	\$3.00	Per raft rental (Ord. 199 & 232).
Transient Occupancy Tax	6%	(Ord. 140, 140-01, & 171)
<b>PLANNING FEES ***</b>		
Access Permit	\$200.00	Road access.
Ancillary - Up to 100 Sq. Ft.	\$75.00	Applies to small outdoor improvements ancillary to existing structures such as decks and stairs.
Appeal	\$300.00	
Conditional Use Permit	\$600.00	
Consulting, Legal and Professional Charges	Admin Fee	Plus \$45.00 per hour, per person after first 15 minutes.
Extensions	\$25.00	
Fence Permits (Non-Floodplain)	\$50.00	
(Floodplain)	\$250.00	
Final Plat	Half Original Fee	
Floodplain - Additional Inspections	\$150.00	
Floodplain Applications : Minor	\$275.00	Minor includes one inspection.
Floodplain Applications : Major	\$700.00	Includes up to three inspections.
Floodplain Minor File Review	\$150.00	No on site inspection.
Floodplain Minor File Review	\$75.00	Tree removal.
Lot Line Adjustment	\$300.00	
Land Partition Minor	\$600.00	No road creation.

<b>PLANNING FEES continued***</b>		
Land Partition Major	\$1,200.00	Extension or creation of a road.
Other Inspection Services	Admin Fee	Plus \$45.00 per hour, per person after first 15 minutes.
Planned Unit Development	\$2,000.00	Plus \$50.00 per lot
Pre-Application Conference	\$400.00	\$100 Credit on land use approval application.
Revision to Prior Approval	Half Original Fee	
Sign Permit	\$50.00	Per property.
Land Use Approval	\$175.00	Plus any required engineering cost.
Site Development Review	\$175.00	Resident, Non Floodplain, Plus any required engineering cost.
Site Design Review	\$450.00	Resident, Floodplain & Commercial, Plus any required engineering cost.
Subdivision or Mobile Home Park	\$2,000.00	Plus \$50.00 per lot, Plus any required engineering cost.
Variance	\$500.00	Plus any required engineering cost.
Zone Change Application	\$1,500.00	Plus any required engineering cost.
Zone Change & Comp Plan Amendment	\$2,500.00	Plus any required engineering cost.
Zone Change & Annexation	\$3,000.00	Plus any required engineering cost.
<b>STREET IMPROVEMENTS</b>		
28' with Curb and Gutter	\$120.00 per linear foot	Established by Resolution #99-12
<b>STREET IMPROVEMENTS</b>		
36' with Curb and Gutter	\$136.00 per linearfoot	Established by Resolution #99-12
<b>STORM DRAINAGE</b>		
Excavation and backfill, 18 HOPE, pipe curb inlets	\$60.00 per linear foot	Established by Resolution #99-12
<b>WATER IMPROVEMENTS</b>		
8" C-900 PVC water main, 6" fire hydrant lines, water service lines, excavation and backfill and valves, bends, appurtenances	\$55.00 per linear foot	Established by Resolution #99-12
<b>ENGINEERING / CONTRACT / ADMINISTRATION &amp; SURVEY WORK</b>		
Engineering/Contract/Administration & Surveying	\$40.00 per linear foot	Established by Resolution #99-12
5' Concrete Sidewalk (Optional on Street Improvement)	\$20.00 per linear foot or \$4.00 per square foot	Established by Resolution #99-12
<b>SYSTEM DEVELOPMENT CHARGES (SDC's)</b>		
Ordinance No. 271 & Resolution No. 15-18 - Single Family Residential/ EDU		
Parks: Single Family	\$1,500.00	Established by Resolution 19-04.
Storm Water: Single Family	\$1,500.00	Established by Resolution 19-04.
Transportation: Single Family	\$7,500.00	Established by Resolution 19-04.
<b>PUBLIC SAFETY</b>		
Driver License Reinstatement	\$20.00	
Public Safety Surcharge	\$18.00	Per month per unit. Residential & Non Residential. <del>Excludes unimproved properties</del>
Public Safety Fee - Code Enforcement	\$3.00	Per month per unit. Residential & Non Residential. <del>Excludes unimproved properties</del>

<b>SEWER MONTHLY RATES</b>		
<b>Residential</b>		
<b>EQUIVALENT DWELLING UNIT (EDU)</b>		
Single Family	\$44.00	
Multiple Family	\$44.00	Per Unit.
Mobile Home Park	\$44.00	Per Space.
<b>LODGING</b>		
Motel	\$46.00	Plus \$10.00 per unit (21.7% of EDU)*.
R.V. Park	\$46.00	Plus \$10.00 per unit (21.7% of EDU)*. If rented for more than 30 days the full EDU rate (\$46.00) applies.
<b>RESTAURANTS &amp; BARS</b>		
Restaurants & Bars	\$46.00	Plus \$1.75 per seat (3.8% of EDU)*
<b>OTHER COMMERCIAL</b>		
Car Wash	\$46.00	Per Stall.
Laundromat	\$46.00	Plus \$23.00 per washing machine (50% of EDU)*.
Business/Building with 1-5 employees	\$46.00	
Business/Building with 6 + employees	\$92.00	
Fats, Oils, Grease Surcharge (FOG)	\$50.00	1st month out of compliance
Fats, Oils, Grease Surcharge (FOG)	\$100.00	Each additional month out of compliance (with maximum limit of \$1,000.00 per month)
<b>OTHER</b>		
Churches, Other Non-Profit	\$46.00	
Recreation Vehicle Dumping Station	\$92.00	
Service Outside the City	\$67.50	
School	\$46.00	Plus \$0.35 per student and employee (307)**.
Utility Billing Late Fee	1.5% or \$10.00	assessed monthly at 1.5% or \$10.00, whichever is more.
Utility Billing Collection Fee	25%	25% administrative fee added to all accounts turned over to collections.
Vacated Buildings Sewer Maintenance Fee	\$46.00	Full months only. (Commercial)
Vacated Buildings Sewer Maintenance Fee	\$44.00	Full months only. (Residential)
Lien Search	\$25.00	
*Percentage will be applied to any subsequent change in EDU rate.		
** Number of students and employees will be validated each year.		
***All Planning Fees may be subject to actual cost of such as; engineer, arborist, County, attorney, surveyor, etc.		

## City of Shady Cove — Planning Fees

### ✓ PLANNING FEE SCHEDULE – Please Mark All That Apply

#### Administrative

	Basic Fee	+	Added Fee	Total	Description
Administration Hourly Fee				\$45 / hour	Per person, after the first 15 minutes.
Consulting, Legal and Professional Charges				\$45 / hour	
Other Inspection Services				\$45 / hour	Except Floodplain.
Extensions				\$50	
Revisions to an approved application				50% of original fee	
Appeals				50% of original fee	
Retroactive Enforcement				200% of original fee	

#### Type I Reviews

	Basic Fee	+	Added Fee	Total	Description
Access Permit				\$200	For access to a public street or road.
Ancillary Improvement				\$100	For outdoor improvements ancillary to existing structures, such as decks and stairs. Up to 100 sq. ft.
Fence Permits				\$50	
Home Occupation Permit				\$100	
Land Partition (Minor)				\$800	No new roads created or extended.
Land Use Approval	\$200	+	Engineering costs	\$200 +	
Lot Line Adjustment				\$300	
Pre-Application Conference				\$100	\$50 credit on application
Sidewalk, Driveway, or Encroachment Permit				\$100	
Sign Permit				\$50	Per property
Site Development Review	\$200	+	Engineering costs	\$200 +	Residential, Non-Floodplain.
Any other Type I Review				\$200	

### Type II Reviews

	Basic Fee	+	Added Fee	Total	Description
Code Interpretation				\$200	
Home Occupation Permit				\$100	
Pre-Application Conference				\$200	\$100 credit on application
Site Development Review	\$200	+	Engineering costs	\$200 +	Commercial, Non-Floodplain.
Variance (Class A)	\$600	+	Engineering costs	\$600 +	For up to 10% change in setbacks, lot coverage, or landscaping.
Land Partition (Major)				\$1,200	New road created, and conforms to street pattern.
Subdivision or Mobile Home Park	\$2,500	+	\$100 per lot and engineering costs	\$2,500 +	
Final Plat Review				50% of original fee	
Floodplain Development Permit				\$400	Includes one (1) inspection
Floodplain Development, Additional Inspections				\$150	Per inspection.
Riparian Landscape				\$200	
Any other Type II Review				\$400	

### Type III Reviews

	Basic Fee	+	Added Fee	Total	Description
Conditional Use Permit				\$600	
Land Partition (Major)				\$1,200	New road created, but does not conform to street pattern.
Pre-Application Conference				\$400	\$200 credit on application
Site Design Review	\$600	+	Engineering costs	\$600 +	
Variance (Class B)	\$600	+	Engineering costs	\$600 +	
Variance (Class C)	\$600	+	Engineering costs	\$600 +	
Zone Change Application	\$1,500	+	Engineering costs	\$1,500 +	No change to Comp Plan.
Zone Change & Comp Plan Amendment	\$3,000	+	Engineering costs	\$3,000 +	

### Type III Reviews (continued)

	Basic Fee	Added Fee	Total	Description
Planned Unit Development	\$2,500	+ \$100 per lot and engineering costs	\$2,500 +	
Subdivision or Mobile Home Park	\$2,500	+ \$100 per lot and engineering costs	\$2,500 +	
Final Plat Review			50% of original fee	

Any other Type III Review	\$600
---------------------------	-------

### Type IV Reviews

	Total	Description
Annexation & Zone Change	\$3,000	

### DISCLAIMER

All Planning Fees may be subject to invoicing of actual costs, such as: engineer, arborist, County, attorney, land surveyor, etc.