

Agenda
Shady Cove Regular City Council Meeting
(date changed due to holidays)
Thursday, November 30, 2023
6 PM

<https://us02web.zoom.us/j/88525319893?pwd=YnRYRHlQL1NwYUICdkdwC8wWXlwZz09>

Meeting ID: 885 2531 9893

Passcode: 661669

One tap mobile

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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 December 7, 2023 at 6 PM, both in Council Chambers and via Zoom.
- 3. The next regularly scheduled meeting of the Planning Commission is December 14 at 6 PM, both in Council Chambers and via Zoom.
- 4. The next regular meeting of the Recreation and Tourism Commission has not been set at this time.
- 5. The next meeting of the Emergency Management Commission is December 4 at 6 PM at City Hall and Zoom.
- 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 11/16/23

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (541) 878-2225. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

- B. Bills Paid 11/09/23 - 11/20/23 - \$139,636.36

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. City Administrator Search Update
- B. City Logo
- C. Extension of Food Truck Hours of Operation Abeyance

VII. New Business

- A. After-the-Fact Fees and Fee Schedule (pgs.9-16)
- B. Mayor's Monarch Society
- C. City Hall Schedule

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, November 16, 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 Nuckles, Councilor Winfrey, 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

Hank Hohenstein- Concerns about taking Parks out of the Parks, Recreation, and Tourism.

III. CONSENT AGENDA

A. Minutes of 11/02/23

B. Bills Paid Report 10/26/23-11/08/23- \$11,055.84

Motion to Accept Consent Agenda

Motion: Councilor Mitchell

Second: Councilor Nuckles

Motion Carried: 5-0

IV. ITEMS REMOVED FROM CONSENT AGENDA

None

V. STAFF REPORTS

A. Fire Chief Travis Crume, FD4- Next event is their smoke installation day and Red Cross is joining forces with JCFD support group and will be canvassing the area and doing free smoke alarm installations. Next event will be the Jackson County Fire District Support Group children's Christmas party on December 9, 2023 at 1:00 PM.

They now have the panels up for their reader board and when they get the power out to it, they will be going live. The Upper Rogue Wild Fire Fuel Reduction Program grant for is now up and running. The safety message for tonight is to make sure your chimney is clean to prevent a flue fire. FD4 does have chimney brushes available to use at no cost.

B. Commission/Committee Reports:

Planning- Commissioner Stirling- Planning Commission had a Public Hearing on November 9, 2023 to consider a Conditional Use Permit that was approved. Also on their agenda was a discussion about Transient Merchants, Itinerant Merchants and Temporary Vendors. Some of the Commissioners want to have more time to discuss and would like to make the next meeting on December 14, 2023, a Workshop and invite some vendors for more input.

-Councilor Nuckles- She will go and give a personal invite to the few vendors in the City of Shady Cove and will put in a request to the Eagle Point Upper Rogue Chamber to put it on their website so if there are some vendors that would like to attend so can get more input.

Emergency Management- Jay Taylor- Thanked Council for letting them take on the task of searching a company that would do our emergency sirens. He reached out to the previous Emergency Management Commission for some input as they already put in time on the project and has information on one of the companies and he also has contacted few other companies.

-Councilor Nuckles- She would like to rely on the vendor for all the information on the sirens from the best ones to use and location to install them.

-Mayor Ball- We are in a situation where we have some Covid funds and we want to make sure we get the best sirens so we can make sure our citizens are as safe as possible.

Parks, Recreation, and Tourism- Liaison Councilor Nuckles- They have not had a meeting. They are working on the holiday tree lighting that is on December 8 from 6-7:30 PM. PRT purchased some metal decorations to hang and one large ornament that says Merry Christmas. It needs to be discussed if the ornament can be hung on the bridge. There will be two ornaments hung on each end of the bridge. The questions is any religious implication in the phrase denoting on Christmas as opposed to other holidays.

-Councilor Mitchell- He feels he thinks the Merry Christmas is more of a children's type atmosphere and the ornaments should be put up.

-Councilor Hubbard- He supports the ornaments that have Merry Christmas on them.

-Councilor Winfrey- She has already seen the decorations and feels there is nothing wrong with hanging the ornaments.

-Mayor Ball- His only concern is ODOT but does not think they will say anything. agrees with everyone else about the ornaments and says go ahead and hang them. If it is offensive to too many people, they can be taken down or if ODOT deems they aren't safe, they will be taken down.

City Administrator-Tom Corrigan- Following up on Deputy Amaya's report last time in regard to noise complaints that go to dispatch. Jackson County has a procedure for that and the CSO has been discussing it with him. He has been working with ODOT on fuel reduction and where they feel we do not need to use from our grant. The first Governor's Executive Orders were regarding housing and homelessness and the next is flood mapping. The County will discuss this soon. He has been sending out emails with information that he has been receiving from different commissions and committees, so please check your email. On August 17, Council passed an updated fee schedule, Resolution 23-05, and we are still working on it. We are getting an increased amount of after-the-fact permitting that is more Expensive, so the Planner suggested asking Council if we have an after the fact permit fee. City Hall will be closed November 23 & 24 for Thanksgiving.
-Mayor Ball- He would like to move the next two Council meetings to November 30 and December 7, 2023. He would also like to direct Staff to put something together for the permit fee.

VI. OLD BUSINESS

A. Planning Commission Recommendations- None

B. Realignment of PRT Mission:

Mayor Ball- The two pages we are concerned about is Addendum 1

Motion to Accept Addendum 1 Revisions Red Lines with the Addition of Adding Currently Existing Parks to General Duties and Responsibilities. New Paragraphs A&B

Motion: Councilor Nuckles

Second: Councilor Mitchell

Motion Carried: 5-0

-Mayor Ball- He is requesting that the positions for Recreation and Tourism and Planning be posted.

C. Calendar Distribution- Decided Calendar Distribution

D. Reader Board Bids- Discussed School Board bids as well as FD4. Reviewed three vendor proposals and accepted the one from Sign Dude

Motion to Accept Sign Dude's Proposal for \$53,568.43 Plus a 10% Contingency as a Friendly Amendment

Motion: Councilor Mitchell

Second: Councilor Hubbard

Motion Carried: 5-0

-Mayor Ball- Thanked Councilor Mitchell for his follow through and pushing forward. Thanked City Administrator Tom Corrigan and Spencer for all the work done on getting area done for new sign.

E. City Logo:

-Mayor Ball- Need to discuss so can get ideas and push forward on the logo.

-Councilor Nuckles- She feels we need to get in contact with Business Oregon for help. Also need to decide if we want to keep the old logo or go with the new one.

-Mayor Ball- Councilor Nuckles and Councilor Winfrey will look into the logo as well as contact the colleges for Capstone projects.

VII. NEW BUSINESS

None

VIII. WRITTEN COMMUNICATION

Susan Kupa- Had a complaint about a construction site with loud noises and a well-lit area behind her residence on Brophy Way at 5 AM.

Hank Hohenstein- Has a book called Nature's Best Hope. **Would like Council to read.**

IX. PUBLIC COMMENT ON NON-AGENDA ITEMS

None

X. COUNCIL COMMENTS ON NON-AGENDA ITEMS

A. Councilor Mitchell- Thanked everyone for coming. Would like Council to consider having a workshop in the near future regarding the Fee Schedule and look at an updated budget.

B. Councilor Winfrey- She was shown an article by ODOT that was a reminder when you are traveling, some of the roads are going to be plowed only once a day so be sure to check your trip check before traveling. Thanked everyone for coming. Looking forward to the Christmas party for the kids. Also looking forward to working with Councilor Nuckles on the City Logo project.

C. Councilor Hubbard - Thanked everyone for coming. He is looking forward to the Holiday Tree Lighting on the large Blue Spruce.

D. Councilor Nuckles- Thanked everyone that attended the Jackson County open house for the boat ramp.

E. Mayor Ball- Thanked everyone for coming and told everyone to have a blessed Thanksgiving.

F.

ADJOURNMENT

There being no further business before the Council, Mayor Ball adjourned the meeting at 7:52 PM.

Approved:

Attest:

Mayor Ball

Thomas J. Corrigan
City Administrator

Council Vote:

Mayor Ball

Councilor Nuckles

Councilor Winfrey

Councilor Mitchell

Councilor Hubbard

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
42	Department of Administrati	ARQ26079	ORCPP Procurement Mem	1	11/08/2023	500.00	.00	500.00	51030	11/20/2023
Total 42:						500.00	.00	500.00		
43	Christian, David	1192023	Radio 11/06/2023-11/10/20	1	11/09/2023	90.00	.00	90.00	51029	11/20/2023
Total 43:						90.00	.00	90.00		
83	KAS & Associates, Inc.	21993	874 Kee Lane, private proj	1	10/25/2023	448.17	.00	448.17	51031	11/20/2023
Total 83:						448.17	.00	448.17		
85	Kennedy Fuel	81364	Service call City Hall therm	1	11/05/2023	150.00	.00	150.00	51032	11/20/2023
Total 85:						150.00	.00	150.00		
135	RVCOG	24-4038	Associate land use planner	1	10/24/2023	3,411.06	.00	3,411.06	51034	11/20/2023
		24-4038	Mileage July 2023	2	10/24/2023	115.28	.00	115.28	51034	11/20/2023
		24-4038	Mileage August 2023	3	10/24/2023	115.28	.00	115.28	51034	11/20/2023
		24-4038	Associate land use planner	4	10/24/2023	1,904.65	.00	1,904.65	51034	11/20/2023
		24-4038	Associate land use planner	5	10/24/2023	3,185.96	.00	3,185.96	51034	11/20/2023
		24-4038	Associate land use planner	6	10/24/2023	75.90	.00	75.90	51034	11/20/2023
		24-4038	Mileage Sept 2023	7	10/24/2023	144.10	.00	144.10	51034	11/20/2023
Total 135:						8,952.23	.00	8,952.23		
139	Shady Cove Hardware, LL	421683, 422	fasteners	1	10/31/2023	3.04	.00	3.04	51035	11/20/2023
		421683, 422	brake cleaner, engine brite	2	10/31/2023	34.36	.00	34.36	51035	11/20/2023
		421683, 422	Stihl 2 cycle oil	3	10/31/2023	15.99	.00	15.99	51035	11/20/2023
Total 139:						53.39	.00	53.39		
147	Sign Dude	11172023		1	11/17/2023	30,000.00	.00	30,000.00	51038	11/17/2023
Total 147:						30,000.00	.00	30,000.00		
257	AT&T Mobility	2872860888	Cell phones	1	11/05/2023	269.83	.00	269.83	51028	11/20/2023
Total 257:						269.83	.00	269.83		
258	WECO - Carson	CP-0025147	Gas/Diesel 11/2023	1	11/16/2023	125.99	.00	125.99	51037	11/20/2023
Total 258:						125.99	.00	125.99		
262	US Bank St. Paul	2437494	Account 220239000 Orego	1	11/09/2023	98,846.75	.00	98,846.75	51036	11/20/2023
Total 262:						98,846.75	.00	98,846.75		
268	Project A, Inc.	23-1364	Word Press Development a	1	11/15/2023	200.00	.00	200.00	51033	11/20/2023
Total 268:						200.00	.00	200.00		
Grand Totals:						139,636.36	.00	139,636.36		

City of Shady Cove

Resolution 23-05

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE,
OREGON, ESTABLISHING FEES AND CHARGES**

Whereas, it is the policy of the City of Shady Cove to require the recovery of certain City costs from fees and charges levied therefore in providing City services products and regulations; and

THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1: Fees Established

Fees and charges for certain City services, products and regulations are established and set as enumerated in the attached Exhibit "A" incorporated by reference as though fully set forth herein.

SECTION 2: Rates Note Enumerated

Rates for any category, not enumerated in this Resolution, may, from time to time, be set by the City Council.

SECTION 3: Resolutions Repealed

All previous Fee Resolutions are hereby repealed.

SECTION 4: Effective Date

This Resolution shall be effective July 1, 2023

Adopted by the Shady Cove City Council this 3rd day of August, 2023

Approved:

Attest:

Jon Ball
Mayor

Thomas J. Corrigan
City Administrator

Council Vote:

Mayor Ball

Councilor Nuckles

Councilor Winfrey

Councilor Hubbard

Councilor Mitchell

EXHIBIT "A"**Attachment to City of Shady Cove Fee Resolution No. 23-05**

ADMINISTRATIVE FEES		
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/CRED CARD TRANSACTION FEES	TBD	
BUSINESS LICENSE		
BUSINESS LICENSE	\$85.00	ALL BUSINESS LICENSES: BUSINESSES LOCATED IN THE CITY, OUT OF CITY OR HOME OCCUPATIONS
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 + THE FOLLOWING 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 CALENDER YEAR
LIQUOR LICENSE		
CHANGE OF OWNERSHIP	\$35.00	
RENEWAL	\$35.00	
TEMPORARY/ SPECIAL EVENT	\$35.00	
TAXES AND FEES		
RAFT RENTAL TAX	\$3.00	PER RAFT RENTAL (ORD. 199 & 232)
TRANSIENT OCCUPANCY TAX	6%	(ORDINANCE 140, 140-01 & 171)

PLANNING FEES

*** All Planning Fees may be subject to actual cost of such as: engineer, arborist, county, attorney, surveyor, etc.

ACCESS PERMIT	\$200.00	ROAD ACCESS
ANCILLARY - UP TO 100 SQ. FT.	\$75.00	APPLIES TO SMALL OUDOOR 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	\$50.00	
FENCE PERMITS (NON-FLOODPLAIN)	\$50.00	
FENCE PERMITS (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 INSPECTIONS
FLOODPLAIN MINOR FILE REVIEW	\$75.00	TREE REMOVAL
LOT LINE ADJUSTMENT	\$300.00	
LAND PARTITION MINOR	\$600.00	NO ROAD CREATION
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	\$2,500.00	PLUS \$100.00 PER LOT, ENGINEER AND LEGAL COSTS
PRE-APPLICATION CONFERENCE	\$400.00	\$100.00 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 AND COMMERCIAL, PLUS ANY REQUIRED ENGINEERING COST
SUBDIVISION OR MOBILE HOME PARK	\$2,500.00	PLUS \$100.00 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 AND COMP. PLAN AMENDMENT	\$2,500.00	PLUS ANY REQUIRED ENGINEERING COST
ZONE CHANGE AND ANNEXATION	\$3,000.00	PLUS ANY REQUIRED ENGINEERING COST
STREET IMPROVEMENTS		
28' WITH CURB AND GUTTER	\$120.00 PER LINEAR FOOT	ESTABLISHED BY RESOLUTION No. 99-12
36' WITH CURB AND GUTTER	\$136.00 PER LINEAR FOOT	ESTABLISHED BY RESOLUTION No. 99-12
STORM DRAINAGE		
EXCAVATION AND BACKFILL, 18 HOPE, PIPE CURB INLETS	\$60.00 PER LINEAR FOOT	ESTABLISHED BY RESOLUTION No. 99-12

WATER IMPROVEMENTS		
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 No. 99-12
ENGINEERING/CONTRACT/ADMINISTRATION & SURVEY WORK		
ENGINEERING/CONTRACT/ADMINISTRATION & SURVEYING	\$40.00 PER LINEAR FOOT	ESTABLISHED BY RESOLUTION No. 99-12
5' CONCRETE SIDEWALK (OPTIONAL ON STREET IMPROVEMENT)	\$20.00 PER LINEAR FOOT OR \$4.00 PER SQUARE FOOT	ESTABLISHED BY RESOLUTION No. 99-12
SYSTEM DEVELOPMENT CHARGES (SDC'S) 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
PUBLIC SAFETY		
DRIVER LICENSE REINSTATEMENT	\$20.00	
PUBLIC SAFETY SURCHARGE	\$18.00	PER MONTH PER UNIT, RESIDENTIAL AND NON-RESIDENTIAL
PUBLIC SAFETY FEE - CODE ENFORCEMENT	\$3.00	PER MONTH PER UNIT, RESIDENTIAL AND NON-RESIDENTIAL
PUBLIC SAFETY FEE	\$10.50	UNIMPROVED PROPERTIES
PUBLIC SAFETY LATE FEE	\$5.00/MONTH	PLUS 10% PER ANNUM
SEWER MONTHLY RATES		
Residential		
EQUIVALENT DWELLING UNIT (EDU)		
SINGLE FAMILY	\$46.25	
MULTIPLE FAMILY	\$46.25	PER UNIT
MOBILE HOME PARK	\$46.25	PER SPACE
LODGING		
MOTEL	\$48.25	PLUS \$10.00 PER UNIT (20.7% OF EDU)*
R.V. PARK	\$48.25	PLUS \$10.00 PER UNIT (20.7% OF EDU)* IF RENTED FOR MORE THAN 30 DAYS THE FULL EDU RATE (\$48.25) APPLIES
RESTAURANTS AND BARS		
RESTAURANTS AND BARS	\$48.25	PLUS \$1.75 PER SEAT (3.6% OF EDU)*
OTHER COMMERCIAL		
CAR WASH	\$48.25	PER STALL
LAUNDROMAT	\$48.25	PLUS \$23.00 PER WASHING MACHING (47.7% OF EDU)*
BUSINESS/BUILDING WITH 1-5 EMPLOYEES	\$48.25	
BUSINESS/BUILDING WITH 6+ EMPLOYEES	\$96.50	
FATS, OILS, GREASE SURCHARGE (FOG)	\$50.00	1 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, CUMMULATIVELY)

OTHER		
CHURCHES, OTHER NON-PROFITS	\$48.25	
RECREATION VEHICLE DUMPING STATION	\$96.50	
SERVICE OUTSIDE THE CITY	\$68.25	
SCHOOL	\$48.25	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	\$48.25	FULL MONTHS ONLY (COMMERCIAL)
VACATED BUILDINGS SEWER MAINTENANCE FEE	\$46.25	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

DISCLAIMER

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

✓ 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				200% of original fee	"After-the-fact" applications.

Type I Reviews

	Basic Fee	+	Added Fee	Total	Description
Ancillary Improvement				\$100	For outdoor improvements ancillary to existing structures, such as decks and stairs. Up to 100 sq. ft.
Development Review	\$200	+	Engineering costs	\$200 +	Residential, Non-Floodplain.
Fence Permit				\$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
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
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 Permit				\$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 +	
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	
Zone Change	\$1,500	+	Engineering costs	\$1,500 +	No change to Comprehensive Plan.
Zone Change & Comprehensive Plan Amendment	\$3,000	+	Engineering costs	\$3,000 +	