

*City of Durham, Oregon*  
**RESOLUTION NO. 689-25**

**A RESOLUTION OF THE DURHAM CITY COUNCIL, OREGON UPDATING A MASTER FEE  
SCHEDULE FOR THE CITY OF DURHAM, OREGON**

**WHEREAS**, the City of Durham (“City”) adopts fees and charges that are necessary to cover programmatic expenses, and;

**WHEREAS**, the City’s fees do not reflect current market conditions, and;

**WHEREAS**, Oregon State law allows local jurisdictions to recover actual costs; and

**WHEREAS**, the City previously adopted multiple different fee resolutions to address different fees, and also adopted some fees via ordinance; and

**WHEREAS**, the City desires to ultimately consolidate all previously adopted fees into one resolution; and

**WHEREAS**, while the fee schedule adopted by this resolution reflects many of the City’s current fees, some fees may still exist in City ordinances. The City resolves to update the fee schedule periodically to reflect those fees currently captured in other City ordinances or resolutions, as time and resources allow.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
DURHAM, OREGON** as follows:

1. The fees attached in “Exhibit A” are hereby adopted. The fees in “Exhibit A” supersede and replace all fees previously established in Resolutions 688-25 and all other resolutions that establish fees of the types expressly set forth herein.
2. City Council resolves to update the fees attached in “Exhibit A” periodically and to review, update, and consolidate all City fees into one fee schedule, to the reasonable extent permitted by City time and resources. The City Administrator is authorized to correct any scrivener’s errors that may be found in Exhibit “A” during codification.
3. City Council hereby ratifies and authorizes all fees charged by the City of Durham prior to the effective date of Resolution 689-25, to the extent required. If any provision of this Master Fee Schedule are held to be invalid, illegal, or unenforceable, the remaining provisions shall be unaffected and shall remain in full force and effect.
4. This Resolution shall be effective immediately upon its adoption by the City Council.

**PASSED AND ADOPTED** by the City of Durham, Washington County, Oregon, this 16<sup>th</sup> day of December 2025.

**CITY OF DURHAM  
BY:**

\_\_\_\_\_  
Joshua Drake, Mayor

**ATTEST:**

\_\_\_\_\_  
Jordan Parente, City Administrator / Recorder

*City of Durham, Oregon*

**RESOLUTION 689-25 EXHIBIT “A”**

**MASTER FEE SCHEDULE**

*Effective December 16, 2025*

***General Fees***

**Billable Hourly Rates**

Any work performed by staff for research or review during regular business hours. Overtime hours shall be billed as the calculated hourly rate multiplied by 125 percent. The City Administrator is authorized to adjust calculated billings to reflect the impact of unusual circumstances or situations.

City Staff	Billable Hourly Rates
City Attorney	City's Actual Cost + 10% administration fee
City Engineer	City's Actual Cost + 10% administration fee
City Planner	City's Actual Cost + 10% administration fee
City Arborist	City's Actual Cost + 10% administration fee
Administrative Assistant, City Administrator, or Other Staff	\$175 per hour

**Business License Fees**

Item	Fee
Apartment Business License	\$50 + \$12 Per Unit
Business License 0-10 Employees	\$50
Business License 11-50 Employees	\$100
Business License 51 Employees or more	\$200
Home Occupation	Included in Business License Fee
Late Business License Renewals	\$10 per month late

**Miscellaneous Administration Fees**

Item	Fee
NSF Check Charge	\$25 + City's Actual Cost
Special Use Permit	\$75 Per Use

## Public Records Fees

Item	Charge	Charge Basis
Lien Search Request	\$40.00	Per Search
Photocopy and Printing	\$1 for black and white; \$2 for color	Per Impression
Public Records Request 1	City Staff time + copies and materials, or,	\$50 per hour, charged per 15 min increment, first 15 min. free (\$25 minimum) + copies and materials
Public Records Request 2	Contracted City Staff rate + copies and materials	actual charge + copies and materials
Postage and Materials	Actual Cost	Per Item
Other City-created documents	Staff Billable hours + materials	

## Right of Way (ROW) Permit Fees

Item	Improved Surface Fee
Construction Permit	\$150 permit fee plus \$150 inspection fee, or, 4% of total construction value, whichever is greater
Sidewalk/Driveway Apron Permit	\$150 permit fee plus \$150 inspection fee, or, 4% of total construction value, whichever is greater
Inspection Fee	\$150.00

## Telecom Annual License Fee

Item	Fee
Franchise/Telecom License; (Due 12.31 for coming year)	Greater of \$3,000 annually or 5% of gross revenue, as stated in the franchise ordinance.
Interest for fees not paid	9% compounded daily from due date until paid

## Tree Removal and Mitigation Fees Unrelated to Development

Item	Fee
Tree Removals Type A, B, & D	\$150 per tree
Tree Removals Type C, E, F, G, & H	\$250 Per Tree for first five trees; \$500 per tree for each additional tree removed
In-Lieu of Tree Mitigation Fee	\$500 per tree not mitigated

## Small Cell Wireless License

Item	Fee
ROW Application for siting Small Cell Wireless Facilities on existing infrastructure	\$500 for up to 5 sites & \$100 for each additional
New Small Cell Supports in ROW	\$1,000 per new support structure
Per attachment in the Right of Way; (Due 12.31 for coming year)	\$270
Interest for fees not paid	9% compounded daily from due date until paid

# ***Planning Department Fees***

## **Development Actions**

### **Definitions:**

Fee: a sum paid or charged for a city service.

Deposit: an act of placing an amount of money with the city to use for development expenditure.

Development Costs: The applicant is required to bear the full cost of the development review process, including but not limited to costs and fees for the City's planning consultant, engineer and attorney. The development fee schedule listed below represents an estimate of the minimum fees to cover these costs.

The initial application fee will be based on this schedule. If the City's fees exceed those initially paid, the City will invoice the applicant for such additional fees. The City will invoice the applicant for all fees accrued at the end of each phase of the development review process. All such invoices shall be paid to the City before the City processes the succeeding phase(s) of the development review process.

If any fee invoiced is not paid when due, the amount invoiced shall bear interest at the legal rate from the date of the invoice until payment is received. If collection action becomes necessary, the applicant agrees to pay the City's attorney fees and all costs of collection, including preliminary fees and costs, and those awarded at trial and on appeal.

Any questions regarding the applicant's obligations to pay fees under this paragraph shall be addressed to the City Administrator.

## Development Fees

Item	Fee
Adjustment	\$500 + City's Actual Cost
Appeal: Types 1, 2, and 3	\$250 + City's Actual Costs allowed under ORS 227.175.10
Appeal to City Council	\$2,000 + City's Actual Cost
Hearings Officer	\$250 + City's Actual Cost
Business Park Overlay Development	\$2,500 + City's Actual Cost
Comprehensive Plan Amendment	\$6,000 + City's Actual Cost
Conditional Use	\$3,000 + City's Actual Cost
Demolition	\$250 + City's Actual Cost
Grading Permit	\$250 + City's Actual Cost
Wall Permit	\$250 + City's Actual Cost
Tree Removals	\$250 Per Tree for first five trees; \$500 per tree for each additional tree removed
In-Lieu of Tree Mitigation Fee	\$1,500 per tree not mitigated
Expedited Land Division -- Tentative	\$2,500 + City's Actual Cost
Middle Housing Land Division	\$2,500 + City's Actual Cost
Development Review (Site & Design Review)	\$400 + City's Actual Cost
Final Plat Review -- Partition	\$1,500 + City's Actual Cost
Flood Management	\$2,500 + City's Actual Cost
Final Plat Review -- Subdivision	\$3,000 + City's Actual Cost
Land Use Compatibility Statement & DMV Permit	\$250 + City's Actual Cost
Legal Lot Determination	\$1,000 + City's Actual Cost
Partition -- Tentative/Preliminary	\$2,500 + City's Actual Cost
Pre-Application Meeting	\$500 for first hour + City's Actual Cost
Property Line Adjustment	\$1,500 + City's Actual Cost
Sign Permit	\$250 Type I; \$700 Type II; \$2,000 Comprehensive Sign Program
Staff Time (Per Hour)	See Billable Hourly
Street Creation/Vacation	\$4,000 + City's Actual Cost
Subdivision -- Tentative/Preliminary	\$5,500 up to four lots + \$100 per lot for every additional lot
Temporary Use	Temporary Use -- \$100 for 90 days or less; \$300 for over 90 days, \$500 for over one year, not to exceed 18 months
Text Amendment	\$8,000 + City's Actual Cost
Variance (Requires Public Hearing)	\$3,500 + City's Actual Cost
Comprehensive Plan/Zoning Map Amendment -- Legislative	\$8,000 + City's Actual Cost
Comprehensive Plan/Zoning Map Amendment -- Quasi-Judicial	\$8,000 + City's Actual Cost
Minor or Major Modification to an Existing approved land use	Same fee as original application fee and process used to approve original application.