



CITY OF MANZANITA

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COUNCIL REGULAR SESSION

Pine Grove Community Center
<https://ci.manzanita.or.us>

AGENDA

March 5, 2025
06:00 PM Pacific Time

Council will hold this meeting at the Pine Grove Community Center

Video Information: The public may watch live on the

[City's Website: ci.manzanita.or.us/broadcast](http://ci.manzanita.or.us/broadcast)

or by joining via Zoom:

<https://us02web.zoom.us/j/85605188660?pwd=eoz1aBH4c7McZk9urNeGZOprFNviaP.1>

Meeting ID: 856 0518 8660 Passcode: 325293

Call in number: +1 253 215 8782

If you would like to submit written testimony to the City Council on items included on the agenda, please send your comments to cityhall@ci.manzanita.or.us and indicate the agenda item and date of meeting.

Note: Agenda item times are estimates and are subject to change

1. CALL TO ORDER (6:00 p.m.)

2. AUDIENCE PARTICIPATION

Comments must be limited to city business topics that are not on the agenda. A topic may not be discussed if the topic record has been closed. All remarks should be directed to the whole Council. The presiding officer may refuse to recognize speakers, limit the time permitted for comments, and ask groups to select a spokesperson. **Comments may also be submitted in writing before the meeting, by mail, e-mail (to cityhall@ci.manzanita.or.us), or in person to city staff**

3. CONSENT AGENDA

Consent items are not discussed during the meeting; they are approved in one motion and any Council member may remove an item for separate consideration.

A. Approval of Minutes

- a. February 05, 2025, Regular Session
- b. February 12, 2025, Work Session

B. Approval of Bills

4. INFORMATION

- A.** City Manager Report
Leila Aman, City Manager

- B.** Vehicle Access to Manzanita Beach Update
Jerry Spegman, Councilor

- C.** Update Regarding Stone, Kugler, and Swanson v. City of Manzanita
James Walker, City Attorney, Miller Nash
Souvanny Miller, Miller Nash

- D.** Classic Street Connection Project Update
Travis Tormanen, Windsor Engineers
David Tormanen, Windsor Engineers

- E.** Emergency Volunteers Corps of Nehalem Bay (EVCNB) Update
Lee Hiltenbrand, EVCNB

5. OLD BUSINESS

- A.** Moratorium on Dune Grading
Leila Aman, City Manager

6. NEW BUSINESS

- A.** Fiscal Year 2025/2025 Master Fee Schedule
Leila Aman, City Manager

- B.** Fiscal Year 2025/2026 Salary Schedule
Leila Aman, City Manager

- C.** Short-Term Rental Freeze Extension
Leila Aman, City Manager

- D.** Furniture Contract
Leila Aman, City Manager

- E.** Appointments to the Comprehensive Plan Advisory Steering Committee (PASC)
Cody Aucoin, Project Manager

7. COUNCIL UPDATES

8. ADJOURN (8:00)

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at cityhall@ci.manzanita.or.us or phone at 503-812-2514. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the ci.manzanita.or.us/broadcast.



MEMORANDUM

To: City Council

Date Written: February 28, 2025

From: Leila Aman, City Manager

Subject: **March 5, 2025, City Council Regular Session**

4. INFORMATION

B. VEHICLE ACCESS to MANZANITA BEACH UPDATE

Councilor Jerry Spegman will provide an update on the process of restricting Vehicle Access to the beach and provide additional information on an upcoming public hearing on the matter.

C. UPDATE REGARDING STONE, KUGLER, AND SWANSON V. CITY OF MANZANITA

City Attorney James Walker and Souvanny Miller will provide a status update of the lawsuit filed against the City by Will Stone, Randy Kugler and Laura Swanson.

D. CLASSIC STREET CONNECTION PROJECT UPDATE

Representatives from Windsor Engineers who are leading the design of the Classic Street Connection project will provide an update on the project and the design process.

E. EVCNB UPDATE

Lee Hiltenbrand, from EVCNB will provide an outline of concerns related to any local disaster.

5. OLD BUSINESS

A. MORATORIUM ON DUNE GRADING

Council is asked to make a motion to adopt findings to extend the Moratorium for six months from its current expiration date of March 8, 2025, to continue in effect until expiring on September 1, 2025, unless revoked by the City Council or extended in accordance with ORS 197.520(4). While the Moratorium is in effect, the City shall not consider or approve any permit for view grading as defined in the Manzanita Zoning Ordinance 95-4, Section 3.085.6. This is for the purpose of continuing to make progress toward updating the Comprehensive Plan including Goal 18 that addresses view grading. (see attached Findings in the Council Packet)

6. NEW BUSINESS

A. FY 25 – 26 MASTER FEE SCHEDULE

See staff report.

B. FY 25 – 26 SALARY SCHEDULE

The City Manager is requesting City Council to approve a Resolution setting salaries for Fiscal Year 2025-2026. The City Manager is requesting a Cost of Living Adjustment at 3%. The CPI is based on the Bureau of Labor Statistics West Region/ for the Pacific which showed an increase of 2.8% over the past 12 months. Nationally CPI for all items rose by 05% in January 2025 and CPI for all items increased by 3% over the last 12 months.

C. STR FREEZE EXTENSION

The City Manager is requesting City Council approve a Resolution extending the suspension of the processing and issuance of new short-term rental licenses (Resolution 22-05) for an additional 12 months, providing for further Council discussion, staff and legal time to amend Ordinance 10-03 and 95-4, two separate readings, plus the required 30 days until these amendments can be made effective.

D. CLASSIC STREET UPDATE

Representatives from Windsor Engineering will provide an overview of the Classic Street Connection Project, general project timeline and highlight issues still need be resolved before the project can be finalized and put out to bid.

E. FURNITURE CONTRACT

The City Manager has been working with a firm to provide and install new furniture in City Hall. The firm was selected using the State of Oregon's price agreement list therefore was not required to conduct a formal or intermediate procurement process. The city has finalized the furniture required for city hall in an amount not to exceed \$107,500.90. The City Manager has signature authority to execute contracts for \$100,000 or less. The City Manager is requesting council approval to execute a contract for the procurement and installation of furniture for new city hall in the amount of \$107,500.90.

F. APPOINTMENTS TO PASC

Three members have been added to the Comprehensive Plan Public Advisory Steering Committee (PASC) following the conclusion of the selection process: Patrick Johnston, Rick Jackson, and Andrew Buck. As the five original members were appointed via Resolution, staff are requesting that City Council approve a Resolution appointing Patrick Johnston, Rick Jackson, and Andrew Buck to the PASC as a matter of consistency and formality, though they've been acting in their roles as committee members already.

CITY OF MANZANITA
FEBRUARY 5, 2025
CITY COUNCIL REGULAR SESSION

1. CALL TO ORDER: The meeting was called to order on February 5, 2025, at 6:01pm at the Pine Grove Community Center by Mayor Kathryn Stock.

Roll: Council members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart and Tom Campbell. Staff present: City Manager Leila Aman, and Police Sergeant Mike Sims. Staff Present via Zoom: Accounting Manager Nina Crist, Hatfield Fellow Cody Aucoin and Assistant City Recorder Nancy Jones. Panelist's present: Tillamook People's Utility District General Manager Todd Simmons.

A. Proclamation Honoring Dr. James Bond – Councilor Tom Campbell

Councilor Tom Campbell introduced a Proclamation that honors former mayor Dr. James Bond. He spoke about his accomplishments and announced that he was the first black mayor in the State of Oregon. He served two terms as mayor in Manzanita from 1995 until 1998.

Mayor Kathryn Stock read the Proclamation and declared February 2025 as Black History Month in Manzanita.

2. AUDIENCE PARTICIPATION: There were 20 people in attendance, 18 attended via zoom, 26 attended via website. There were no public comments.

3. CONSENT AGENDA:

A. APPROVAL OF MINUTES –

- a. January 08, 2025, Regular Session
- b. January 15, 2025, Work Session
- c. January 21, 2025, Budget Committee Work Session

B. APPROVAL OF BILLS FOR PAYMENT

A motion was made by Kozlowski, seconded by Campbell, to approve the consent agenda that included approval of the January 08, 2025, Regular Session Minutes; January 15, 2025, Work Session Minutes; January 21, 2025, Budget Committee Work Session Minutes; Approved payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Motion passed unanimously.

4. INFORMATION:

A. City Manager Report - City Manager Leila Aman

- City Manager Leila Aman provided an update to Resolution 25-01, "Requesting that the Oregon Parks and Recreation Commission open rulemaking on a proposed change to OAR 736-024-0015(b)(A) and (B)." She announced that this request will be reviewed by the Oregon Parks and Recreation Commission on February 25, 2025. If approved, there will be a hearing scheduled in April with anticipated adoption in June.
- Aman discussed the status of the Classic Street Connection project design and announced an open house focusing on the streetscape. The open house is scheduled for February 20th from 5pm to 7pm at the Pine Grove community house.
- Aman provided an update on the Nehalem Bay State Park project and said that renovations to the main entrance are expected to begin next month. The project is progressing as scheduled and is expected to re-open in July of 2025.
- Aman provided an update to the City Hall project and said that the mechanical, electrical and plumbing is currently underway. She reported that insulation began last week, and she specified that sheetrock, drywall, and siding will begin soon. The project remains on schedule and on budget.
- Planning Commission is scheduled for February 10, 2025, at 4pm.
- Court is scheduled for February 14, 2025, at 1:30pm.

5. NEW BUSINESS:

A. Appointment of Council President – Mayor Kathryn Stock

Councilor Hart nominated Linda Kozlowski to return as Council President. Kozlowski responded that she would like to continue to serve as Council President.

A motion was made by Hart to elect Linda Kozlowski as City Council President. Seconded by Spegman; Motion passed unanimously.

B. Tillamook People's Utility District (TPUD) Update – General Manager Todd Simmons

Tillamook People's Utility District (TPUD) General Manager Todd Simmons spoke about electrical challenges, affordability, and resource adequacy in the Northwest. He provided a history, spoke about customer usage, and said that the district is mostly a residential winter peaking utility. He shared the mission and vision of Tillamook People's Utility District (TPUD) and spoke about balancing affordability, environmental responsibility, and electrical reliability. He specified three risks that affect electrical stability - extreme winter storms, wildfires and power supply deficits. He explained rate increases, spoke about power supply deficits, impacts on reliability and affordability. He reported that electricity use continues to rise and announced that the base load is at capacity due to higher demand and decommissioning of old electrical plants. He communicated that more base load resources or more transmissions connected to renewables would need to be built. He stated that the Northwest Regional Forecast predicts more than thirty percent of the regional electric demand growth possible by 2033.

Allowed for public comment: There was one public comment

C. Findings for Exemption to Competitive Bidding Qualification + Bid – City Manager Leila Aman

City Manager Leila Aman asked the city council to act as the local contract review board to adopt findings to grant the city an exception to the competitive bidding process for the Classic Street Connection project.

Mayor Stock opened the public hearing at 7:25pm.

City Manager Leila Aman communicated that the State of Oregon procurement laws require public works projects to accept the lowest bidding price, and she provided an overview of the findings to allow for an exemption of this rule. Aman said this alternative method will allow the city to consider the contractor’s qualifications along with the bid price and would provide an option to look at the contractor’s experience with similar projects, and their ability to meet the aggressive timeline. She spoke about the request for proposals (RFP) process.

There were no comments or questions from the public.

Mayor Stock closed the public hearing at 7:36pm.

A motion was made by Hart to accept Resolution 25-03 Adopting Findings and Granting Exemption from Competitive Bidding for Classic Street Construction Project and to Authorize Solicitation by Means of a Competitive Request for Proposals that Considers Qualification and Bid Price. Seconded by Kozlowski; Motion passed unanimously

D. Salary Scheduled for Project Manager Position – City Manager Leila Aman

City Manager Leila Aman proposed a full-time Project Manager Position and said this new position would manage various projects. She said that this would be an internal promotion and confirmed Hatfield Fellow Cody Aucoin for the position. It is planned for Cody Aucoin to start full time at the end of March since that is when his internship concludes.

A motion was made by Kozlowski to accept Resolution 25-04 Setting Salary for the Position of Project Manager for Fiscal Year 2024-2025. Seconded by Campbell; Motion passed unanimously.

E. Recognition of Service for Jim Dopp, Budget Committee – Mayor Kathryn Stock

Mayor Kathryn Stock recognized Jim Dopp, a volunteer citizen who has served on the budget committee. She announced that he is retiring and thanked him for his many years of commitment and dedication to the budget committee.

F. Budget Committee Appointments – Councilor Jerry Spegman

Councilor Jerry Spegman spoke about the budget committee appointment process and announced that there are two vacant seats. He reported that the city received two qualified

applicants, and he recommended Kit Keating and Shawn Koch to be appointed to the budget committee. Both seats are three-year terms expiring March 2028.

A motion was made by Spegman to accept Resolution 25-05 Making Appointments to the Budget Committee. Seconded by Kozlowski; Motion passed unanimously.

G. 2023-2024 Audit Plan of Action – Accounting Manager Nina Crist

Accounting Manager Nina Crist spoke about the fiscal year 2023/2024 audit plan of action. She communicated that council approval of the plan of action is required by the state of Oregon to show that the city adequately communicated any deficiencies that were found during the audit. She reported that due to the small staff, the city has a segregation of duties deficiency every year. She explained that the city has partnered with Grand Peaks to develop internal controls, policies and procedures to help downgrade future deficiencies to findings.

A motion was made by Hart to accept the 2023-2024 Audit Plan of Action as Presented. Seconded by Campbell; Motion passed unanimously.

H. Oregon Sanctuary Law – Mayor Kathryn Stock & Police Sergeant Mike Sims

Police Sergeant Mike Sims spoke about Oregon sanctuary state laws, revised statute 181A.820, and house bill 3265. He stated that Oregon has been a sanctuary state since 1987. He communicated the difference between Local law enforcement partners and federal immigration law enforcement and how they operate independently of each other. If you believe your immigration rights have been violated, contact the Sanctuary Promise Hotline at 1-844-924-stay or 1-844-6-amparo.

For more information visit the Oregon Department of Justice website.

<https://www.doj.state.or.us/oregon-department-of-justice/civil-right>

Allowed for public comment: There were four public comments.

6. COUNCIL UPDATES:

Council members took turns sharing information and updates of what they were involved in for the month.

7. INFORMATION AND ADJOURN:

-The next Planning Commission meeting is scheduled for February 10, 2025, at 4pm.

-Manzanita Municipal Court will be held February 14, 2025 at 1:30pm, and is open to the public.

Mayor Stock adjourned the meeting at 8:47PM.

**MINUTES APPROVED THIS
5th Day of March, 2025**

Kathryn Stock, Mayor

Attest:

Leila Aman, City Manager

**CITY OF MANZANITA
FEBRUARY 12, 2025
CITY COUNCIL WORK SESSION**

1. CALL MEETING TO ORDER: The meeting was called to order on February 12, 2025, at 2:00pm via Zoom by Mayor Kathryn Stock.

ROLL: Members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, and Tom Campbell. Staff present: City Manager Leila Aman, Accounting Manager Nina Crist, Hatfield Fellow Cody Aucoin, and Assistant City Recorder Nancy Jones. Panelist present: None

2. Short-Term Rental Policy Discussion

Council President Linda Kozlowski shared a brief history of the short-term rentals in Manzanita. She said that in 1995 the city established a seventeen and a half percent growth control of total housing within the city limits, and in 2022 the city placed a three-year partial freeze on short-term rental growth. She communicated that the growth freeze expires this year and stated that the short-term rental committee has provided council with three options to manage short-term rental numbers and presented options for growth, proximity and occupancy controls. She specified three options to manage rental growth (A) Percentage Based Growth (modified status quo), seventeen and a half percent of total houses in the city. (B) Fixed License Ceiling would cap the number at two hundred and seventy-five licenses. (C) Incremental Growth allows for the number of licenses to increase by two per year. She spoke about a density/proximity measurement plan to measure short-term rental density limiting five rentals in a one-hundred-foot radius catchment area. She spoke about occupancy limits and changing the current occupancy number from two per bedroom plus four to two per bedroom plus two. The maximum number of occupants would not exceed fourteen, regardless of the number of bedrooms, except for infants under the age of two.

Each counselor took turns sharing their preferred choices on growth, proximity and occupancy. Regarding the growth choices, there was a consensus against (A) the current seventeen and a half percent, there was not a consensus for either option (B) fixed cap or option (C) incremental cap. There was a consensus to move forward with the proximity and occupancy choices.

Mayor Kathryn Stock asked the city manager to provide input regarding the impact and implementation of the proximity choice prior to council deciding on this issue. This topic will be scheduled for another discussion in a future meeting.

5. Adjourn: Mayor Stock adjourned the meeting at 3:37pm.

**MINUTES APPROVED THIS
5th Day of March 2025**

Kathryn Stock, Mayor

Attest:

Leila Aman, City Manager

BILLS FOR APPROVAL OF PAYMENT

From 02/1/2025 - 02/28/2025

| VENDOR | TOTAL | ADMIN | POLICE | BLDG | COURT | PARKS | CH EXP | ROADS | Visitors Center | WATER |
|--|------------|------------|---------|----------|----------|----------|------------|------------|-----------------|------------|
| KLOSH (OWNERS REP.) | \$3,613.83 | | | | | | \$3,613.83 | | | |
| LANCASTER MOBLEY (TRAFFIC ENGINEER) | \$1,395.00 | | | | | | | \$1,395.00 | | |
| LAURIE MILLER (STAFF REIMBURSEMENT) | \$40.20 | | | | | | | | \$40.20 | |
| LB BUILDING SRVCS. (BLDG INSPECTOR) | \$731.25 | | | \$731.25 | | | | | | |
| LES SCHWAB (VEHICLE MAINT. & SUPP.) | \$1,491.84 | | | | | | | | | \$1,491.84 |
| MANZ. LUMBER (MTRLS & SUPP.) | \$107.17 | | | | | \$107.17 | | | | |
| NAPA (VEHICLE MAINT. & SUPP.) | \$219.38 | | | | | | | \$11.99 | | \$207.39 |
| NEHALEM BAY WW (WASTEWATER) | \$765.00 | \$90.00 | \$90.00 | \$90.00 | | \$405.00 | | | | \$90.00 |
| OAWU (ANNUAL RENEWAL) | \$1,004.80 | | | | | | | | | \$1,004.80 |
| ONE ELEVEN (IT SERVICES) | \$4,060.00 | \$4,060.00 | | | | | | | | |
| ONE ELEVEN (EQUIPMENT) | \$1,782.00 | \$70.00 | | | | | | \$204.00 | | \$1,508.00 |
| OR. DEPT REV (FINES & ASSMNTS.) | \$300.00 | | | | \$300.00 | | | | | |
| PACIFIC OFFICE (PSTG & COPIER) | \$135.00 | \$101.25 | | | | | | | | \$33.75 |
| PINE GROVE (VENUE RENTAL) | \$750.00 | \$450.00 | | | | | | \$181.26 | | \$118.74 |
| RICHARD GRAVES (ENGINEER) | \$4,550.00 | | | | | | \$4,550.00 | | | |

BILLS FOR APPROVAL OF PAYMENT

From 02/1/2025 - 02/28/2025

| VENDOR | TOTAL | ADMIN | POLICE | BLDG | COURT | PARKS | CH EXP | ROADS | Visitors Center | WATER |
|---|---------------------|--------------------|-------------------|-------------------|-----------------|-----------------|---------------------|---------------------|-------------------|--------------------|
| RTI (PHONE SERVICE) | \$572.62 | \$95.90 | | \$96.81 | | | | | | \$379.91 |
| STAPLES (OFFICE SUPPLIES) | \$252.86 | \$252.86 | | | | | | | | |
| STATE OF WA. (RECORDS REQUEST) | \$0.04 | | | | \$0.04 | | | | | |
| SWEET SEPTIC (PORTABLE TOILETS) | \$295.00 | | | | | | | | \$295.00 | |
| TILL. CO. CREAMERY (MTRLS & SUPP.) | \$149.00 | | | | | | | | | \$149.00 |
| TILL. CO. PAYABLE (FINES & ASSMNTS.) | \$96.00 | | | | \$96.00 | | | | | |
| TCVA (VC COORD.) | \$3,695.75 | | | | | | | | \$3,695.75 | |
| TPUD (ELECTRICITY) | \$5,106.28 | \$1,028.28 | \$257.26 | | | \$94.53 | \$182.62 | \$609.00 | \$131.08 | \$2,803.51 |
| US BANK (CITY VISA) | \$2,470.05 | \$657.71 | | | | | | \$322.00 | \$135.86 | \$1,354.48 |
| VERIZON (TELEPHONE) | \$1,276.06 | \$337.90 | \$110.74 | \$343.74 | | | | | \$111.86 | \$371.82 |
| WALTER WEND. (CITY PLANNER) | \$2,300.00 | \$2,300.00 | | | | | | | | |
| WA. FEDERAL (UNDERHILL LOAN) | \$77,666.22 | \$77,666.22 | | | | | | | | |
| WINDSOR (CIVIL ENGINEER) | \$186,409.05 | | | | | | | \$112,617.31 | | \$73,791.74 |
| TOTALS | \$772,698.02 | \$90,191.25 | \$1,111.61 | \$1,801.78 | \$594.39 | \$625.66 | \$466,119.10 | \$119,653.73 | \$4,647.41 | \$87,953.09 |



CITY OF MANZANITA

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To: Mayor and City Council

Date Written: February 18, 2025

From: Leila Aman, City Manager

Reviewed By: Souvanny Miller, City Attorney

Subject: DUNE GRADING MORATORIUM FINDINGS PER ORS 197.520 (4)

PROCEDURAL BACKGROUND

On November 9, 2022, the City adopted a Moratorium on view grading as defined in the Manzanita Zoning Ordinance 95-4, Section 3.085.6.

On February 10, 2023, at least 14 days prior to the public hearing to extend the Moratorium for a period of six months, the City provided the Department of Land Conservation and Development (DLCDC) written notice that the City Council would be considering an extension of the Moratorium on March 8, 2023. Meg Reed, Ocean Shores Specialist, DLCDC, provided the City with a response indicating that the notice was sufficient on February 14, 2023. The City Council approved the extension of the Moratorium for a period of six months expiring on September 9, 2023.

On August 8, 2023, at least 14 days prior to the public hearing to be held to consider the extension of the Moratorium, the City provided written notice to DLCDC. This notice was provided via email to Brett Estes, North Coast Regional Representative, DLCDC, and Meg Reed, Ocean Shores Specialist, DLCDC. Staff was provided with an email response from Mr. Estes on August 8, 2023, indicating receipt of the notice. On September 6, 2023, the City held a public hearing.

On February 12, 2024, at least 14 days prior to the public hearing to be held to consider the extension of the Moratorium, the City provided written notice to DLCDC. This notice was provided via email to Brett Estes, North Coast Regional Representative, DLCDC, and Meg Reed, Ocean Shores Specialist, DLCDC. Staff was provided with an email response from Ms. Reed on February 12, 2024, indicating receipt of the notice. On March 6, 2024, the City held a public hearing.

On August 13, 2024, at least 14 days prior to the public hearing to be held to consider the extension of the Moratorium, the City provided written notice to DLCDC. This notice was provided via email to Brett Estes, North Coast Regional Representative, DLCDC, and Meg Reed, Ocean Shores Specialist, DLCDC. Staff was provided with an email response from Ms. Reed on

August 16, 2024 indicating receipt of the notice. On September 4, 2024, the City held a public hearing.

On February 12, 2025 at least 14 days prior to the public hearing to be held to consider the extension of the Moratorium, the City provided written notice to DLCD. This notice was provided via email to Brett Estes, North Coast Regional Representative, DLCD, and Meg Reed, Ocean Shores Specialist, DLCD. Staff were provided with an email response from Ms. Reed on February 13, 2025 indicating receipt of the notice. On March 5, 2025, the city held a public hearing.

PROPOSED SCOPE OF THE EXTENSION

This Moratorium shall be extended for six months from its current expiration date of March 5, 2025, and continue in effect until expiring on September 1, 2025, unless revoked by the City Council or extended in accordance with ORS 197.520(4).

While the Moratorium is in effect, the City shall not consider or approve any permit for view grading as defined in the Manzanita Zoning Ordinance 95-4, Section 3.085.6.

DEFINITIONS

“Affected geographical area” includes all properties within the beaches and dunes overlay zone. This land is “urban or urbanizable land” within the meaning of ORS 197.520.

PROPOSED FINDINGS IN SUPPORT OF THE EXTENSION OF MORATORIUM

Pursuant to ORS 197.520(4), the City of Manzanita finds as follows:

- I. The problem giving rise to the need for the Moratorium still exists, specifically:
 1. The City’s current Foredune Management Plan (“Plan”), reflected in Manzanita Development Code 3.080, is 25 years old, and a number of things have changed since the Plan was adopted. The plan does not reflect the current status of the foredune system or best practices with respect to management. For instance, the amount of sand in the dune system has grown substantially over time. This has made it virtually impossible to grade to the dune profile dimensions specified in the Plan. Additionally, more regulatory agencies have indicated to the City that they need to be more closely involved in grading activities. For example, disposal of excess sand in the intertidal zone may need to be reviewed and modified, and a separate Corps of Engineers permit may need to be obtained. The Plan also does not take into account today’s tidal flooding and erosion conditions.
 2. Because the Plan is out of date and does not reflect current conditions or best management practices, allowing view grading under the existing Plan may result in

irrevocable public harm as follows:

- a. Sand being distributed from private property onto the public ocean shore recreation area, or sand being disturbed in the ocean shore recreation area for the benefit of one or a small number of private landowners, despite:
 - i. Minimal to no public need or justification for view grading and,
 - ii. Overwhelming public opposition to recent applications for view-grading projects.
- b. Negative impacts to the public enjoyment of the dunes during view grading activities.
- c. Destabilization of the vegetated dunes from unsupported view grading of the dunes which could lead to impacts to both private and public development and infrastructure.
- d. Unknown impacts on coastal shoreland resources such as razor clam and western snowy plover habitat from sand redistribution.
- e. Unknown impacts on ocean resources by sand displacement into the intertidal zone from sand redistribution.
- f. Establishment of additional European beach grass (which is allowed under the existing Plan) in the foredune area, rather than native beach grasses.
- g. Un-studied impacts on public resources and nearby private properties relating to current and future anticipated seasonal tidal events, flooding and erosion.

3. Based on the foregoing, there is a compelling need for the Moratorium.

II. The City is making reasonable progress to alleviate the problem giving rise to the need for the Moratorium by:

1. The City has hired a consultant to update the Comprehensive Plan including Goal 18 that addresses view grading. The Fiscal Year 2024-2025 budget includes sufficient approved resources to update the Comprehensive Plan. The Comprehensive Plan process commenced with the first meeting of the Public Advisory Steering Committee meeting held on July 31, 2024.
2. The City and consultant are working to finalize a DLCD grant specific to Goals 17 and 18. The original project phasing included Goal 18 in its last phase, to begin in the Fall 2025. The DLCD grant will allow Goal 18 to be prioritized sooner in the update process which will start earlier in the Spring 2025.

III. The Moratorium shall be extended by a period of six months to allow the City to continue making progress toward updating the Comprehensive Plan.



City of Manzanita

COUNCIL STAFF REPORT

To: Mayor and City Council

Date Written: February 19, 2025

From: Leila Aman, City Manager
Scott Gebhart, Development Services Manager

Subject: 2025-2026 Fee Schedule

ACTION REQUESTED

Discuss and adopt a Resolution implementing a new Master Fee Schedule for Fiscal Year 2025-2026.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[April 3, 2024](#) – City Council Adopted a Master Fee schedule for all city fees and charges.

ANALYSIS

In 2024, staff consolidated all fees into the Master Fee Schedule and includes all fees and rates charged by the City of Manzanita. Fees were established to recover costs. Proposed adjustments are only for fees that do not result in sufficient cost recovery.

The staff report summarizes all proposed fee adjustments. The Proposed Master Fee Schedule (Attachment A) includes a description of all fees, the current fee, and the proposed new fee where applicable.

Water Rates – These fees are paid by property owners for water usage and are utilized for the purpose of operating and maintaining the water system. These rates are currently set by Resolution 23-19 and authorized to be changed by Resolution via section 17 of Ordinance 90-8. In 2023 Oregon Association of Water Utilities completed a water rate study and the findings of the study were presented, and new rates adopted in July of 2023 and implemented in October of 2023. City Council elected to not implement a rate adjustment for Fiscal Year 2024-2025.

Best practice is to ensure that rates are adjusted annually to account for inflation. The rate study conducted by OAWU recommends using the Consumer Price Index (CPI) for water and sewerage maintenance. The CPI for water and sewerage maintenance for 2024 was 5.25%. *Staff recommend a rate adjustment using a 5-year average to account for variation in inflation. For the period between 2020-2024 the five-year average was 4.33%. (Please note the five-year average includes all of 2020, 2021, 2022, 2023 and 2024)* Currently the inside residential base rate is \$47.56. The proposed inflation adjustment will increase the base rate for residential customers inside of the city limits by \$2.06/month making the new base rate \$49.62. *The fee schedule includes an adjustment to all water rates including tiered rates by 4.33%.*

System Development Charges (Water, Stormwater, Parks) - Section 4 (A) of Ordinance 23-02 establishes that “Changes in the System Development Charges shall also be adopted by resolution excepting those resulting from cost changes as provided in Section 8.D.1, or from inflationary impacts as provide in Section 8.D.2.” Section 8.D.2 includes reference to Section 8.D.3 which states “Inflationary cost impacts shall be measured and calculated each year by the Public Works Director and charged accordingly. Inflationary cost impacts may be measured using the Pacific Northwest Construction cost changes in the Engineering News Record Construction Cost Index (ENR Index) as represented by the City of Seattle, Washington. *The proposed rate adjustment using the ENR Index for SDCs is 0.3%.*”

Land Use and Development – these are fees charged for land use and development related applications and activities. These fees are primarily paid for by property owners, homeowners, or developers. *Staff are proposing a fee increase of \$250 for annexations to reflect recent experience and time required for processing an annexation. There are no other proposed fee adjustments for Land Use and Development.*

Building Fees: These fees are paid by property owners, homeowners, or developers who require a building permit. Building permit fees are restricted to the administration and enforcement of state building codes. Staff propose an increase in building permit fees to facilitate the hiring of a permit technician to provide support to the Building Official. See attachment 2 for proposed fee increases.

BUDGET IMPACT

The fee adjustments will provide additional revenue to balance primarily, the impacts of inflation on the General Fund, Water Utility Fund, System Development Charge Fund and the Building Fund.

WORKLOAD IMPACT

No workload impact is expected.

COORDINATION, CONCURRENCE, OR DISSENT

Administration, Development Services, and Public Works have provided input and reviewed the proposed changes.

STAFF RECOMMENDATION

Staff requests that the city council discuss and approve the proposed fee adjustments and adopt Resolution implementing a new Master Fee Schedule that will go into effect on July 1, 2025.

ALTERNATIVES

Council may direct staff to not adjust some or all the proposed fees.

ATTACHMENTS

1. Resolution and FY 2025-2026 Master Fee Schedule
2. Master Fee Schedule Comparing Existing and Proposed Fees
3. Current and Proposed Building Fees



City of Manzanita

COUNCIL RESOLUTION No. 25-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON,
REPEALING THE 2024-2025 MASTER FEE SCHEDULE AND ADOPTING THE 2025-2026
MASTER FEE SCHEDULE**

WHEREAS, the City of Manzanita (the “City”) currently collects fees, rates, and charges pursuant to schedules set out in various Ordinances and Resolutions that were combined together into one Master Fee Schedule;

WHEREAS, Section 17 of Ordinance 90-8 authorizes the City Council to adopt by resolution such water rates and services charges as the Council deems to be in the interest of operating and maintaining the City water system;

WHEREAS, ORS 455.210 (3)(a) permits a municipality to adopt by regulation such fees as may be necessary and reasonable to provide for the administration and enforcement of provisions of the structural code or One and Two Family Dwelling Code for which the City has assumed responsibility;

WHEREAS, Ordinance 23-02 section 8.D.3 provides that system development charges may be adjusted for inflation using the Pacific Northwest Construction cost changes in the Engineering News Record Construction Cost Index (ENR Index) as represented by the City of Seattle, Washington; and

WHEREAS the cost of processing annexations is greater than originally anticipated and is proposed to be adjusted; and

WHEREAS, staff have reviewed all other fees and have determined there is sufficient cost recovery and no adjustments should be made to those fees this year; and

WHEREAS, in 2024 the city adopted a Master Fee Schedule that is inclusive of all fees administered by the City of Manzanita that allows for updates to occur on an annual basis in concert with the city’s budgeting process; and

WHEREAS, the City Council deems the fees, rates, and charges reflected in the Master Fee Schedule attached hereto as Exhibit A, to be reasonable;

Now, Therefore, the City Council resolves as follows:

Section 1: Building Permits

The City Council adopts the fee schedule for Building Permits reflected in the Master Fee Schedule, attached hereto as Exhibit A.



Section 2: Land Use and Development Permit Applications.

The City Council adopts the fee schedule for Land Use and Development that includes an increase to the annexation fee as reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 3: Inspection and License Fees for Short Term Rentals.

The City Council adopts the fee schedule for Short Term Rentals reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 4: Water Utility Fees.

The City Council adopts the Water Rate Schedule adjusted for inflation reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 5: System Development Charges for Water, Stormwater and Parks

SDC amounts adopted by this resolution are adjusted and reflect the changes in the Pacific Northwest Construction cost changes in the Engineering News Record Construction Cost Index (ENR Index), as represented by the City of Seattle, Washington.

Section 6: Business License Fees.

The City Council adopts the Business License Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 7: Court Fees.

The City Council adopts the fee schedule for Court Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 8: Police Department Fees.

The City Council adopts the fee schedule for Police Department Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.



Section 9: Administrative Fees.

The City Council adopts the fee schedule for Administrative Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 10: Right of Way Permits.

The City Council adopts the fee schedule for Right of Way Permits reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 11: Traffic Control Plans.

The City Council adopts the fee schedule for Traffic Control Plans reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 12: Other Public Works Fees.

To compensate the City via a daily rental rate for use of its equipment, the City Council adopts the Other Public Works Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 13: Master Fee Schedule

A) The City Council repeals the 2024-2025 Master Fee Schedule and replaces it with the 2025-2026 Master Fee Schedule attached hereto as Exhibit A, and incorporates it herein by this reference.

B) The City Council shall review the Master Fee Schedule and make any adjustments to fees, rates, or charges therein annually in concert with the City's budget process.

Introduced and adopted by the City Council on _____, 2025.

This resolution is effective on **July 1, 2026**.



City of Manzanita

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

| CATEGORY | ITEM | INCLUDED IN BASE FEE | ADDITIONAL FEES | FEE |
|---------------------------------|---|--|---|------------|
| LAND USE AND DEVELOPMENT | Administrative Review/Pre-Application Meeting | Includes all staff time and one half (.5) hour Planning Consultant | PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee | \$250.00 |
| | Variance | Includes all staff time and six (6) hours Planning Consultant. | | \$1,200.00 |
| | Partition | Includes all Staff time, six (6) hours Planning Consultant, and one (1) hour Engineer. | | \$1,500.00 |
| | PUD (Zone Change Required) | Includes all Staff time and eight (8) hours Planning Consultant, one (1) hour Engineer, and one (1) hour Attorney. | | \$2,250.00 |
| | Subdivision | Includes all Staff time, eight (8) hours Planning Consultant, one (1) hour Engineer, and one (1) hour Attorney. | | \$2,250.00 |
| | Lot Line Adjustment | | | \$300.00 |
| | Signs | | | \$150.00 |
| | Conditional Use | Includes all Staff time, six (6) hours Planning Consultant | PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee | \$1,200.00 |
| | Site Plan Review | Includes all Staff time, five (5) hours Planning Consultant and one (1) hour Engineer | | \$1,000.00 |
| | Zone Change/Comp Plan Amendment | Includes all Staff time, ten (10) hours Planning Consultant, one (1) hour Engineer, and four (4) hours Attorney. | | \$4,000.00 |
| | Vacations | Includes all Staff time and four (4) hours Planning Consultant, and two (2) hours Attorney. | | \$2,000.00 |

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

| CATEGORY | ITEM | INCLUDED IN BASE FEE | ADDITIONAL FEES | FEE |
|--------------------------------------|------------------------------|--|---|------------|
| | Temporary Permit | Includes all Staff time and two (2) hours Planning Consultant | | \$300.00 |
| LAND USE AND DEVELOPMENT | Annexation | Includes all Staff time and ten (10) hours Planning Consultant, one (1) hour Engineer, and two (2) hours Attorney. | PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee | \$2,750.00 |
| | Amendment to Urban Growth | Includes all Staff time and thirteen (13) hours Planning Consultant, two (2) hours Engineer, and two (2) hours Attorney. | | \$4,000.00 |
| | Pre-Application Conference | | | \$500.00 |
| | Accessory Structure/Addition | | | \$150.00 |
| | House or Mobile Home | | | \$300.00 |
| | Multi-Family Dwelling | First 2 units. | Plus \$103 each additional unit. | \$400.00 |
| | Commercial/Other | Includes all Staff time, five (5) hours Planning Consultant and one (1) hour Engineer | PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee | \$1,500.00 |
| | Multiple Applications | If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest Base Fee of the applications necessary, plus 50% of the other Base fee involved. | | |
| | Appeal | | | \$500.00 |
| | Tree Removal Permit | | Plus \$51.50 for each additional tree. | \$150.00 |
| Address Request | | | \$100.00 | |
| Dune Grading - Remedial/Construction | | | \$400.00 | |

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

| CATEGORY | ITEM | INCLUDED IN BASE FEE | ADDITIONAL FEES | FEE |
|---|---|--|---|--------------|
| SHORT TERM RENTAL | New Application | | | \$650.00 |
| | Periodic Re-Inspection | | | \$350.00 |
| | Follow Up Inspection | | | \$325.00 |
| | Random Inspection | | | \$225.00 |
| | Annual Renewal | | | \$850.00 |
| WATER UTILITY - SYSTEM DEVELOPMENT CHARGES | Water System Development Charges. 3/4" x 5/8" Water Service | | Requires Tier 2 ROW Permit and New Water Service fee. (Materials cost may vary) | \$7,107.26 |
| | Water System Development Charges. 1" Water Service (2 EDU) | | | \$17,578.58 |
| | Water System Development Charges. 1 - 1/2 " Water Service (4.5 EDU) | | | \$31,983.66 |
| | Water System Development Charges. 2" Water Service (8 EDU) | | | \$56,860.07 |
| | Water System Development Charges. 3" Water Service (18 EDU) | | | \$127,935.66 |
| | Water System Development Charges. 4" Water Service (32 EDU) | | | \$227,441.28 |
| WATER UTILITY RATE SCHEDULE | Inside Commercial Monthly Water Rate | Inside city | Plus Inside City Consumption unit | |
| | | 5/8" x 3/4" Meter | | \$59.54 |
| | | 1" Meter | | \$83.36 |
| | | 1 1/2" Meter | | \$107.18 |
| | | 2" Meter | | \$172.68 |
| | Outside Commercial & Residential Monthly Water Rate | 5/8" x 3/4" Meter | Residential 2 units included in base, Plus Outside City Consumption unit | \$71.45 |
| | | 1" Meter | | \$99.96 |
| | | 1 1/2" Meter | | \$128.60 |
| | | 2" Meter | | \$207.19 |
| | Inside Residential Monthly Water Rate | 5/8" x 3/4" Meter | Residential 2 units included in base, Plus Outside City Consumption unit | \$49.62 |
| | | 1" Meter | | \$89.32 |
| | Inside Residential Monthly Water Rate | 1 1/2" Meter | Residential 2 units included in base, Plus Outside City Consumption unit | \$143.89 |
| | | 2" Meter | | \$172.68 |
| Inside City Consumption unit | Tier 1 | Commercial 0 - 5,000 Residential 2,001 - 5,000 | \$9.91 | |

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

| CATEGORY | ITEM | INCLUDED IN BASE FEE | ADDITIONAL FEES | FEE |
|------------------------------------|--|---|---|------------|
| | | Tier 2 | Commercial 5,001 - 10,000 Residential 5,001 - 10,000 | \$11.48 |
| | | Tier 3 | Commercial +10,001 Residential +10,001 | \$12.78 |
| | Outside City Consumption unit | Tier 1 | Commercial 0 - 5,000 Residential 2,001 - 5,000 | \$11.89 |
| | | Tier 2 | Commercial 5,001 - 10,000 Residential 5,001 - 10,000 | \$13.77 |
| | | Tier 3 | Commercial +10,001 Residential +10,001 | \$15.34 |
| WATER UTILITY RATE SCHEDULE | Wholesale Water - Monthly Water Rate (Rt 53 & Tideland) | | | \$148.67 |
| | Wholesale Consumption unit, per unit | | | \$2.87 |
| WATER UTILITY OTHER FEES | Bulk Hydrant Water Meter | | | \$30.00 |
| | Delinquent Notice | | | \$5.00 |
| | Shut Off Notice | | | \$40.00 |
| | Delinquent Turn-off or turn-on. Regular business hours. | | | \$50.00 |
| | Delinquent turn-on. Water restoration during non-working hours, holidays, and weekends. Service is not available 8:00pm - 8:00am | Double fee of delinquent Turn-off or turn-on. Regular business hours. | | \$100.00 |
| | Water Account sent to collections | | | \$50.00 |
| | Same day water turn-on or off service (other than emergency or shut-off for delinquency) | Regular business hours. | | \$40.00 |
| | NSF | | | \$40.00 |
| | Water Service Transfer Fee | | | \$60.00 |
| | Fire Hydrant - Fire Flow Test | | per hydrant | \$200.00 |
| | Lien Search | | | \$20.00 |
| | Water meter Install | | *Includes 3/4" x 3/4" meter ONLY if requested for residential fire sprinkler systems. Requires Tier 2 ROW Permit. | \$1,395.00 |
| STORM WATER | STORM WATER, System Development Charges | Storm drainige into a city maintained system. | Requires Tier 2 or 3 ROW Permit for a phycial connection to a approved storm system. | \$1,715.00 |
| PARK SYSTEM DEVELOPMENT | Park Fees, System Development Charges | | | \$63.86 |

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

| CATEGORY | ITEM | INCLUDED IN BASE FEE | ADDITIONAL FEES | FEE |
|---|---|----------------------|---|------------|
| Right of Way Permits and Traffic Control Plan Review | Tier 1 ROW Permit | | | \$100.00 |
| | Tier 2 ROW Permit | | Performance deposit based on disturbance of materials maybe required. Minimum performance deposit is \$250. Concrete and asphalt cut \$30.00 per square foot. | \$300.00 |
| Right of Way Permits and Traffic Control Plan Review | Tier 3 ROW Permit | | Base fee covers first 2 sheets, additional sheet review cost is \$400 per sheet. Performance deposit based on disturbance of materials maybe required. | \$2,900.00 |
| | Tier 3 ROW Inspections up to 20 hours. | | Additional hours will be billed at a rate of \$100 per hour. | \$1,950.00 |
| | Tier 3 ROW Permit Plan Re-review or Supplemental review (More than 3 reviews) | | Additional hours will be billed at a rate of \$100 per hour if review is expected to exceed 2 hours. | \$230.00 |
| | Agreement for Public Improvements (Bond) | | \$3,000 Fee is a deposit to cover time and materials. If time exceeds the base, notice will be given on needed amount. | \$3,000.00 |
| | Tier 1 Traffic Control Plan Review | | | \$200.00 |
| | Tier 2 Traffic Control Plan Review | | | \$1,600.00 |
| | Tier 3 Traffic Control Plan Review | | | \$3,600.00 |
| | Road Grading Permit | | Permit is for road edge grading to city standard. If work done out side of requirements a Tier 1 or 2 permit maybe required. | \$0.00 |

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

| CATEGORY | ITEM | INCLUDED IN BASE FEE | ADDITIONAL FEES | FEE |
|--------------------------------|--|--|--|------------|
| Other Public Works Fees | Equipment use Fee | \$20.00 Per business day. Items that may be used for fee include Metal detector, 2 baracades, 10 traffic cones | This covers the use to the Public the use of cones and metal detector. | \$20.00 |
| COURT | Late payment fee | | | \$15.00 |
| | Return Item/NSF Fee | | | \$50.00 |
| | Failure to Appear for Trial | | | \$115.00 |
| | License Suspension | | | \$115.00 |
| | Payment Plan | | | \$60.00 |
| | Turnover to Collections | | | \$60.00 |
| POLICE DEPARTMENT | Police Reports | Staff Hourly Rate | These are processed as records requests | \$0.00 |
| | Finger Printing | | | \$35.00 |
| | Admin Costs Associated with Towed Vehicles | | | \$375.00 |
| ADMIN | NSF | | | \$50.00 |
| | Business License Permit- Billed Annually | 1-2 Employees | | \$100.00 |
| | | 3-5 Employees | | \$135.00 |
| | | 6+ Employees | | \$175.00 |
| | Copying Fee | Per page | | \$0.25 |
| | Special Event Permits | | | \$0.00 |
| | Records Requests | Employee hourly rate | | Hourly |
| BUILDING PERMITS | See building permit fees | | | |

Master Fee Schedule - Building Fees

| STRUCTURAL PERMIT FEE TABLE | | | | |
|---|-------------------------------|------------------------------|---------|---|
| Valuation | fee | | | |
| \$1 - \$500 | \$109.18 | | | |
| \$501 - \$2000 | \$109.18 | For the first \$500 plus | \$4.65 | For each additional \$100 or fraction thereof, to and including \$25,000 |
| \$2001 - \$25000 | \$178.93 | For the first \$2,000 plus | \$18.56 | For each additional \$1,000 or fraction thereof, to and including \$25,000 |
| \$25001 - \$50000 | \$605.81 | For the first \$25,000 plus | \$13.93 | For each additional \$1,000 or fraction thereof, to and including \$100,000 |
| \$50001 - \$100000 | \$954.06 | For the first \$50,000 plus | \$9.30 | For each additional \$1,000 or fraction thereof, to and including \$100,000 |
| \$100001 - and up | \$1,419.06 | For the first \$100,000 plus | \$7.74 | For each additional \$1,000 or fraction thereof |
| When a structural permit is required by the state building code for retaining walls, decks, fences, accessory structures, etc – see Structural Permit fees by valuation | | | | |
| OTHER STRUCTURAL FEES | | | | |
| Structural Plan Review (when | 75% of structural permit fee | | | |
| Additional Plan Review (when applicable) - 30 minute minimum | \$109.18 | | | |
| Fire Life Safety Plan Review (when applicable) | 50 % of structural permit fee | | | |
| Each additional inspection, above allowable- per each | \$109.18 | | | |
| Re-Inspection - per each | \$109.18 | | | |
| Inspections for which no fee is specifically indicated (as required) - hourly. Minimum 1 hour | \$109.18 | | | |
| Inspections outside of normal business hours. Minimum 2 hours | \$109.18 | | | |

| | |
|--|--|
| Deferred Submittal Plan Review Fee - in addition to project plan review fees | 65% of the building permit fee calculated using the value of the deferred portion with a \$250 minimum |
| Phased Project Plan Review Fee – in addition to project plan review fees | \$324.25 minimum plus 10% of total project building permits, not to exceed \$1500.00 for each phase. In addition to standard plan review fees. |
| Structural demolition – complete demolition, not subject to State Surcharge | \$1,000.00 |
| Structural alteration (not demo) – partial, soft, interior | See Structural Permit Fee table by valuation, incurs State Surcharge |
| Structural Minimum Permit Fee | \$109.18 |
| Moving structure permit, other than U-1 | \$601.00 |
| Re-Roof residential when a permit is required | \$109.18 |
| Commercial re-roof | See Structural Permit Fee table by valuation, incurs State Surcharge |
| Residential Fire Suppression- Standalone System 13R, fee includes plan review (See Plumbing Fee section for Continuous Loop/Multipurpose System 13D) | |
| Square Footage of Area to be Covered | Fee |
| 0 – 2000 sq ft | \$412.00 |
| 2001 – 3600 sq ft | \$515.00 |
| 3601 - 7200 sq ft | \$669.50 |
| 7201 sq ft and greater | \$824.00 |
| Commercial Fire Suppression | See Structural Permit Fee table by valuation |
| Solar Permit – Prescriptive Path System, fee includes plan review. Separate Electrical Permit required, contact Tillamook County. | \$218.36 |
| Solar Permit – Non-Prescriptive Path System | Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation. |
| Investigation Fees - actual or average cost may include supervision, overhead, equipment, and/or rate/wage of the employee(s) involved. Applicable to all disciplines. | |
| Investigation Fee – hourly. Minimum 2 hours | \$109.18 |

When applicable, structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, as per OAR 918-050-0000.

MANUFACTURED DWELLING PLACEMENT FEE*

Manufactured Dwelling Placement Fee *

| | |
|--|----------|
| Single wide | \$208.60 |
| Double wide | \$416.12 |
| Triple wide | \$622.12 |
| Earthquake resistant bracing system (when not part of original dwelling) | \$109.18 |
| State (Cabana) Fee | \$30.00 |

* Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.

-- See Structural schedule by valuation for non-dwelling modular placements

MANUFACTURED DWELLING/RV PARKS- AREA DEVELOPMENT PERMIT (ADP)

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.

MECHANICAL PERMIT FEES

| Residential | Fee – per each appliance |
|---|---------------------------------|
| Air conditioner | \$57.68 |
| Air handling unit of up to 10000 cfm | \$42.23 |
| Air handling unit 10001 cfm and over | \$57.68 |
| Appliance of piece of equipment regulated by code but no classified in other appliance categories | \$42.23 |
| Attic or crawl space fans | \$28.84 |
| Chimney/liner/flue/vent | \$46.35 |
| Clothes dryer exhaust | \$42.23 |
| Decorative gas fireplace | \$42.23 |
| Ductwork-no appliance/fixture - per each | \$42.23 |
| Evaporative cooler other than portable | \$75.19 |
| Floor furnace, including vent | \$57.68 |
| Flue vent for water heater or gas | \$42.23 |
| Furnace – less than 100000 BTU | \$66.95 |

| | |
|--|-------------------------------------|
| Furnace – more than 100000 BTU | \$57.68 |
| Furnace/burner including duct work/vent/liner | \$57.68 |
| Gas or wood fireplace/insert | \$42.23 |
| Gas fuel piping outlets 1 – 4 outlets | \$23.69 |
| Each additional outlet | \$7.21 |
| Heat pump | \$75.19 |
| Hood served by mechanical exhaust, including ducts for hood | \$42.23 |
| Hydronic hot water system | \$57.68 |
| Installation or relocation domestic/type incinerator | \$57.68 |
| Mini split system | \$75.19 |
| Range hood/other kitchen equipment | \$42.23 |
| Suspended heater, recessed wall heater, or floor mounted heater | \$57.68 |
| Ventilation fan connected to single duct | \$28.84 |
| Ventilation system not a portion of heating or air-conditioning system authorized by permit | \$42.23 |
| Water heater | \$57.68 |
| Wood/pellet stove | \$42.23 |
| Other heating/cooling | \$42.23 |
| Other fuel appliance | \$42.23 |
| Other environment | \$42.23 |
| Commercial Mechanical Fees | |
| Fee as per Structural Permit Fee table by valuation | |
| Other Mechanical Fees | |
| Mechanical Plan Review (when applicable) | 35% of mechanical permit fee |
| Additional Plan Review (when applicable) – 30 minutes minimum | \$109.18 |
| Reinspection – per each | \$109.18 |
| Each additional inspection, above allowable – per each | \$109.18 |
| Inspections for which no fee is specifically indicated – per each (as required). Minimum 1 hour. | \$109.18 |
| Inspection outside of normal business hours. Minimum 2 hours. | \$109.18 |
| Investigation fee - Mechanical | See Structural – Investigation Fees |

| | |
|--|-----------------------|
| Mechanical Minimum Permit Fee | \$109.18 |
| PLUMBING PERMIT FEES | |
| New 1&2 Family Dwelling – includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath counted as whole. | |
| One bathroom, one kitchen | \$370.80 |
| Two bathrooms, one kitchen | \$404.79 |
| Three bathrooms, one kitchen | \$456.29 |
| Each additional bathroom > 3 – or – kitchen >1 | \$53.56 |
| Each additional 100 ft or fraction thereof of site utilities – water, sewer, storm (which includes rain, footing, trench, and leach) – first 100 ft included in bathroom/kitchen fee | \$46.35 |
| Commercial and Non-New Residential | |
| Site Utilities | Fee |
| Sanitary Sewer - First 100 feet or less | \$84.46 |
| Sanitary Sewer - Each additional 100 feet or fraction thereof | \$46.35 |
| Storm – first 100 feet or less | \$84.46 |
| Storm – Each additional 100 feet or fraction thereof | \$46.35 |
| Water – first 100 feet or less | \$84.46 |
| Water – Each additional 100 feet or fraction thereof | \$46.35 |
| Fixtures | Fee – per each |
| Absorption valve | \$28.84 |
| Backflow preventer | \$57.68 |
| Backwater valve | \$28.84 |
| Catch basin or area drain | \$28.84 |
| Clothes washer | \$28.84 |
| Dishwasher | \$28.84 |
| Drinking fountain | \$28.84 |
| Ejectors/sump pump | \$28.84 |
| Expansion tank | \$28.84 |
| Fixture cap | \$28.84 |
| Floor drain/floor sink/hub drain | \$28.84 |
| Garbage disposal | \$28.84 |
| Hose bib | \$28.84 |
| Ice maker | \$28.84 |
| Primer | \$28.84 |

| | |
|---|---|
| Sink/basin/lavatory | \$28.84 |
| Stormwater retention/detention | \$96.82 |
| Swimming pool piping | \$63.86 |
| Trench Drain | \$28.84 |
| Tub/shower/shower pan | \$28.84 |
| Urinal | \$28.84 |
| Water closet | \$30.84 |
| Water heater | \$57.68 |
| Other – plumbing | \$28.84 |
| Alternate potable water heating | \$66.95 |
| Interceptor/grease trap | \$28.84 |
| Manholes | \$28.84 |
| Roof drain (commercial) | \$57.68 |
| Medical Gas and Process Piping Permit Fees – Commercial Plumbing | |
| Valuation | Fee |
| \$1.00 - \$5,000 | \$109.18 |
| \$5,001 - \$10,000 | \$109.18 For the first \$5,000 plus \$3.30 For each \$100 or fraction thereof. |
| \$10,001 - \$100,000 | \$274.18 For the first \$10,000 plus \$11.32 For each additional \$1,000 or fraction thereof. |
| \$100,001 and above | \$1,292.98 For the first \$100,000 plus \$8.01 For each additional \$1,000 or fraction thereof. |
| Residential Fire Suppression – Multipurpose/Continuous Loop System 13D, fee includes plan review | |
| [See Structural Fee section for Standalone System 13R] | |
| Square Footage of Area to be Covered | Fee |
| 0 – 2000 sq ft | \$257.50 |
| 2001 – 3600 sq ft | \$309.00 |
| 3601 - 7200 sq ft | \$360.50 |
| 7201 sq ft and greater | \$412.00 |
| Other Plumbing Fees | |
| Plumbing Plan Review (when applicable) – commercial | 35% of commercial plumbing permit fee |
| Plumbing Plan Review (when applicable) – residential | 35% of residential plumbing permit fee |
| Additional Plan Review (when applicable) – 30 minutes minimum | \$109.18 |
| Reinspection – per each | \$109.18 |
| Each additional inspection, above allowable – per each | \$109.18 |

| | |
|---|--|
| Inspections for which no fee is specifically indicated (as required) per hour. Minimum 1 hour. | \$109.18 |
| Inspection outside of normal business hours per hour. Minimum 2 hours | \$109.18 |
| Investigation fee - Plumbing | See Structural – Investigation Fees |
| Plumbing Minimum Permit Fee – commercial | \$218.36 |
| Plumbing Minimum Permit Fee – residential | \$109.18 |
| MISCELLANEOUS PERMIT FEES | |
| Permit Reinstatement fee – expired permits not yet 12 months past their expiration date, as eligible, subject to State Surcharge | \$500.00 or ½ the cost of a new permit, whichever is greater. |
| Permit Reinstatement fee - Expired permits over one year past their expiration | New application with current valuation fees |
| Permit Reinstatement fee - Expired permits lacking only the final inspection | \$109.18 |
| Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge. 1st Request | \$218.36 |
| 2nd Request | \$436.72 |
| Copy fees | 8 ½ x 11 B&W \$0.25 each |
| | Color \$0.50 each |
| | 11 x 17 B&W \$0.75 each |
| Returned Check fee (NSF) | \$50.00 |
| Seismic Surcharge – Structural/Mechanical – review required on all essential structures | 1% of building permit fee |
| Refund processing fee – not subject to State Surcharge | \$50.00 |
| Expedited Plan Review fee – Structural, in addition to standard plan review fees – plan review services outside of normal timeframes established, must be pre-approved, subject to availability/resources | \$109.18 per hour with a minimum of 50% of standard plan review fee. |

| | |
|--|------------------|
| Temporary Occupancy, Residential (30-day max) | \$500.00 |
| Temporary Occupancy, Commercial (30-day max) | \$1,000.00 |
| Change of Use or Change of Occupancy permit fee, when no structural work is proposed | \$1,000.00 |
| Technology Fee | 5% of permit fee |

**Attachment 1
CITY OF MANZANITA
MASTER FEE SCHEDULE**

| CATEGORY | ITEM | INCLUDED IN BASE FEE | ADDITIONAL FEES | CURRENT FEE | PROPOSED FEE |
|---------------------------------|---|--|---|--------------------|---------------------|
| LAND USE AND DEVELOPMENT | Administrative Review/Pre-Application Meeting | Includes all staff time and one half (.5) hour Planning Consultant | PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee | \$250.00 | \$250.00 |
| | Variance | Includes all staff time and six (6) hours Planning Consultant. | | \$1,200.00 | \$1,200.00 |
| | Partition | Includes all Staff time, six (6) hours Planning Consultant, and one (1) hour Engineer. | | \$1,500.00 | \$1,500.00 |
| | PUD (Zone Change Required) | Includes all Staff time and eight (8) hours Planning Consultant, one (1) hour Engineer, and one (1) hour Attorney. | | \$2,250.00 | \$2,250.00 |
| | Subdivision | Includes all Staff time, eight (8) hours Planning Consultant, one (1) hour Engineer, and one (1) hour Attorney. | | \$2,250.00 | \$2,250.00 |
| | Lot Line Adjustment | | | \$300.00 | \$300.00 |
| | Signs | | \$150.00 | \$150.00 | |
| | Conditional Use | Includes all Staff time, six (6) hours Planning Consultant | PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee | \$1,200.00 | \$1,200.00 |
| | Site Plan Review | Includes all Staff time, five (5) hours Planning Consultant and one (1) hour Engineer | | \$1,000.00 | \$1,000.00 |
| | Zone Change/Comp Plan Amendment | Includes all Staff time, ten (10) hours Planning Consultant, one (1) hour Engineer, and four (4) hours Attorney. | | \$4,000.00 | \$4,000.00 |
| | Vacations | Includes all Staff time and four (4) hours Planning Consultant, and two (2) hours Attorney. | | \$2,000.00 | \$2,000.00 |
| | Temporary Permit | Includes all Staff time and two (2) hours Planning Consultant | | \$300.00 | \$300.00 |

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

| CATEGORY | ITEM | INCLUDED IN BASE FEE | ADDITIONAL FEES | CURRENT FEE | PROPOSED FEE |
|---------------------------------|--------------------------------------|--|---|--------------------|---------------------|
| LAND USE AND DEVELOPMENT | Annexation | Includes all Staff time and ten (10) hours Planning Consultant, one (1) hour Engineer, and two (2) hours Attorney. | PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee | \$2,500.00 | \$2,750.00 |
| | Amendment to Urban Growth | Includes all Staff time and thirteen (13) hours Planning Consultant, two (2) hours Engineer, and two (2) hours Attorney. | | \$4,000.00 | \$4,000.00 |
| | Pre-Application Conference | | | \$500.00 | \$500.00 |
| | Accessory Structure/Addition | | | \$150.00 | \$150.00 |
| | House or Mobile Home | | | \$300.00 | \$300.00 |
| | Multi-Family Dwelling | First 2 units. | Plus \$103 each additional unit. | \$400.00 | \$400.00 |
| | Commercial/Other | Includes all Staff time, five (5) hours Planning Consultant and one (1) hour Engineer | PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee | \$1,500.00 | \$1,500.00 |
| | Multiple Applications | If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest Base Fee of the applications necessary, plus 50% of the other Base fee involved. | | | |
| | Appeal | | | \$500.00 | \$500.00 |
| | Tree Removal Permit | | Plus \$51.50 for each additional tree. | \$150.00 | \$150.00 |
| | Address Request | | | \$100.00 | \$100.00 |
| | Dune Grading - Remedial/Construction | | | \$400.00 | \$400.00 |
| SHORT TERM RENTAL | New Application | | | \$650.00 | \$650.00 |
| | Periodic Re-Inspection | | | \$350.00 | \$350.00 |
| | Follow Up Inspection | | | \$325.00 | \$325.00 |
| | Random Inspection | | | \$225.00 | \$225.00 |
| | Annual Renewal | | | \$850.00 | \$850.00 |

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

| CATEGORY | ITEM | INCLUDED IN BASE FEE | ADDITIONAL FEES | CURRENT FEE | PROPOSED FEE |
|---|--|--|---|--------------|--------------|
| WATER UTILITY - SYSTEM DEVELOPMENT CHARGES | Water System Development Charges. 3/4" x 5/8" Water Service | | Requires Tier 2 ROW Permit and New Water Service fee. (Materials cost may vary) | \$7,086.00 | \$7,107.26 |
| | Water System Development Charges. 1" Water Service (2 EDU) | | | \$17,526.00 | \$17,578.58 |
| | Water System Development Charges. 1 - 1/2" Water Service (4.5 EDU) | | | \$31,888.00 | \$31,983.66 |
| | Water System Development Charges. 2" Water Service (8 EDU) | | | \$56,690.00 | \$56,860.07 |
| | Water System Development Charges. 3" Water Service (18 EDU) | | | \$127,553.00 | \$127,935.66 |
| | Water System Development Charges. 4" Water Service (32 EDU) | | | \$226,761.00 | \$227,441.28 |
| WATER UTILITY RATE SCHEDULE | Inside Commercial Monthly Water Rate | Inside city | Plus Inside City Consumption unit | | |
| | | 5/8" x 3/4" Meter | | \$57.07 | \$59.54 |
| | | 1" Meter | | \$79.90 | \$83.36 |
| | | 1 1/2" Meter | | \$102.73 | \$107.18 |
| | | 2" Meter | | \$165.51 | \$172.68 |
| | Outside Commercial & Residential Monthly Water Rate | 5/8" x 3/4" Meter | Residential 2 units included in base, Plus Outside City Consumption unit | \$68.48 | \$71.45 |
| | | 1" Meter | | \$95.81 | \$99.96 |
| | | 1 1/2" Meter | | \$123.26 | \$128.60 |
| | | 2" Meter | | \$198.59 | \$207.19 |
| | Inside Residential Monthly Water Rate | 5/8" x 3/4" Meter | Residential 2 units included in base, Plus Outside City Consumption unit | \$47.56 | \$49.62 |
| | | 1" Meter | | \$85.61 | \$89.32 |
| | Inside Residential Monthly Water Rate | 1 1/2" Meter | Residential 2 units included in base, Plus Outside City Consumption unit | \$137.92 | \$143.89 |
| | | 2" Meter | | \$165.51 | \$172.68 |
| | Inside City Consumption unit | Tier 1 | Commercial 0 - 5,000 Residential 2,001 - 5,000 | \$9.50 | \$9.91 |
| | | Tier 2 | Commercial 5,001 - 10,000 Residential 5,001 - 10,000 | \$11.00 | \$11.48 |
| | | Tier 3 | Commercial +10,001 Residential +10,001 | \$12.25 | \$12.78 |
| Outside City Consumption unit | Tier 1 | Commercial 0 - 5,000 Residential 2,001 - 5,000 | \$11.40 | \$11.89 | |
| | Tier 2 | Commercial 5,001 - 10,000 Residential 5,001 - 10,000 | \$13.20 | \$13.77 | |
| | Tier 3 | Commercial +10,001 Residential +10,001 | \$14.70 | \$15.34 | |

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

| CATEGORY | ITEM | INCLUDED IN BASE FEE | ADDITIONAL FEES | CURRENT FEE | PROPOSED FEE | |
|---|--|---|--|---|--------------|------------|
| WATER UTILITY RATE SCHEDULE | Wholesale Water - Monthly Water Rate (Rt 53 & Tideland) | | | \$142.50 | \$148.67 | |
| | Wholesale Consumption unit, per unit | | | \$2.75 | \$2.87 | |
| WATER UTILITY OTHER FEES | Bulk Hydrant Water Meter | | | \$30.00 | \$30.00 | |
| | Delinquent Notice | | | \$5.00 | \$5.00 | |
| | Shut Off Notice | | | \$40.00 | \$40.00 | |
| | Delinquent Turn-off or turn-on. Regular business hours. | | | \$50.00 | \$50.00 | |
| | Delinquent turn-on. Water restoration during non-working hours, holidays, and weekends. Service is not available 8:00pm - 8:00am | Double fee of delinquent Turn-off or turn-on. Regular business hours. | | | \$100.00 | \$100.00 |
| | Water Account sent to collections | | | \$50.00 | \$50.00 | |
| | Same day water turn-on or off service (other than emergency or shut-off for delinquency) | Regular business hours. | | | \$40.00 | \$40.00 |
| | NSF | | | \$40.00 | \$40.00 | |
| | Water Service Transfer Fee | | | \$60.00 | \$60.00 | |
| | Fire Hydrant - Fire Flow Test | | | per hydrant | \$200.00 | \$200.00 |
| | Lien Search | | | \$20.00 | \$20.00 | |
| | Water meter Install | | | *Includes 3/4" x 3/4" meter ONLY if requested for residential fire sprinkler systems. Requires Tier 2 ROW Permit. | \$1,395.00 | \$1,395.00 |
| | STORM WATER | STORM WATER, System Development Charges | Storm drainige into a city maintained system. | Requires Tier 2 or 3 ROW Permit for a phycial connection to a approved storm system. | \$1,715.00 | \$1,715.00 |
| PARK SYSTEM DEVELOPMENT | Park Fees, System Development Charges | | | \$62.00 | \$63.86 | |
| Right of Way Permits and Traffic Control Plan Review | Tier 1 ROW Permit | | | \$100.00 | \$100.00 | |
| | Tier 2 ROW Permit | | Performance deposit based on disturbance of materials maybe required. Minimum performance deposit is \$250. Conrete and asphalt cut \$30.00 per square foot. | \$300.00 | \$300.00 | |

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

| CATEGORY | ITEM | INCLUDED IN BASE FEE | ADDITIONAL FEES | CURRENT FEE | PROPOSED FEE |
|---|---|--|--|-------------|--------------|
| Right of Way Permits and Traffic Control Plan Review | Tier 3 ROW Permit | | Base fee covers first 2 sheets, additional sheet review cost is \$400 per sheet. Performance deposit based on disturbance of materials maybe required. | \$2,900.00 | \$2,900.00 |
| | Tier 3 ROW Inspections up to 20 hours. | | Additional hours will be billed at a rate of \$100 per hour. | \$1,950.00 | \$1,950.00 |
| | Tier 3 ROW Permit Plan Re-review or Supplemental review (More than 3 reviews) | | Additional hours will be billed at a rate of \$100 per hour if review is expected to exceed 2 hours. | \$230.00 | \$230.00 |
| | Agreement for Public Improvements (Bond) | | \$3,000 Fee is a deposit to cover time and materials. If time exceeds the base, notice will be given on needed amount. | \$3,000.00 | \$3,000.00 |
| | Tier 1 Traffic Control Plan Review | | | \$200.00 | \$200.00 |
| | Tier 2 Traffic Control Plan Review | | | \$1,600.00 | \$1,600.00 |
| | Tier 3 Traffic Control Plan Review | | | \$3,600.00 | \$3,600.00 |
| | Road Grading Permit | | Permit is for road edge grading to city standard. If work done out side of requirements a Tier 1 or 2 permit maybe required. | \$0.00 | \$0.00 |
| Other Public Works Fees | Equipment use Fee | \$20.00 Per business day. Items that may be used for fee include Metal detector, 2 baracades, 10 traffic cones | This covers the use to the Public the use of cones and metal detector. | \$20.00 | \$20.00 |
| COURT | Late payment fee | | | \$15.00 | \$15.00 |
| | Return Item/NSF Fee | | | \$50.00 | \$50.00 |
| | Failure to Appear for Trial | | | \$115.00 | \$115.00 |
| | License Suspension | | | \$115.00 | \$115.00 |
| | Payment Plan | | | \$60.00 | \$60.00 |
| | Turnover to Collections | | | \$60.00 | \$60.00 |

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

| CATEGORY | ITEM | INCLUDED IN BASE FEE | ADDITIONAL FEES | CURRENT FEE | PROPOSED FEE |
|--------------------------|--|----------------------|---|-------------|--------------|
| POLICE DEPARTMENT | Police Reports | Staff Hourly Rate | These are processed as records requests | \$0.00 | \$0.00 |
| | Finger Printing | | | \$35.00 | \$35.00 |
| | Admin Costs Associated with Towed Vehicles | | | \$375.00 | \$375.00 |
| ADMIN | NSF | | | \$50.00 | \$50.00 |
| | Business License Permit-Billed Annually | 1-2 Employees | | \$100.00 | \$100.00 |
| | | 3-5 Employees | | \$135.00 | \$135.00 |
| | | 6+ Employees | | \$175.00 | \$175.00 |
| | Copying Fee | Per page | | \$0.25 | \$0.25 |
| | Special Event Permits | | | | \$0.00 |
| | Records Requests | Employee hourly rate | | Hourly | Hourly |
| BUILDING PERMITS | See building permit fees | | | | |

CURRENT BUILDING FEES

| STRUCTURAL PERMIT FEE TABLE | |
|---|--|
| Valuation | Fee |
| \$1 - \$500 | \$106.00 |
| \$501 - \$2000 | \$106.00 for the first \$500 plus \$3.32 for each additional \$100 or fraction thereof, to and including \$2000 |
| \$2001 - \$25000 | \$155.80 for the first \$2000 plus \$13.26 for each additional \$1000 or fraction thereof, to and including \$25000 |
| \$25001 - \$50000 | \$460.78 for the first \$25000 plus \$9.95 for each additional \$1000 or fraction thereof, to and including \$100000 |
| \$50001 - \$100000 | \$709.53 for the first \$50000 plus \$6.64 for each additional \$1000 or fraction thereof |
| \$100001 and up | \$1041.53 for the first \$100000 plus \$5.53 for each additional \$1000 or fraction thereof |
| When a structural permit is required by the state building code for retaining walls, decks, fences, accessory structures, etc – see Structural Permit fees by valuation | |
| OTHER STRUCTURAL FEES | |
| Structural Plan Review (when applicable) | 75% of structural permit fee |
| Additional Plan Review (when applicable) – 30 minutes minimum | \$54.00 |
| Fire Life Safety Plan Review (when applicable) | 50% of structural permit fee |
| Each additional inspection, above allowable – per each | \$106.00 |
| | |
| Inspections for which no fee is specifically indicated (as required) - hourly | \$106.00, minimum one hour |
| Inspection outside of normal business hours - hourly | \$106.00, minimum 2 hours |

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| Deferred Submittal Plan Review Fee – in addition to project plan review fees | 65% of the building permit fee calculated using the value of the deferred portion with a \$250 minimum |
| Phased Project Plan Review Fee – in addition to project plan review fees | \$315.00 minimum plus 10% of total project building permits, not to exceed \$1500.00 for each phase. In addition to standard plan review fees. |
| Structural demolition – complete demolition, not subject to State Surcharge | \$106.00 |
| Structural alteration (not demo) – partial, soft, interior | See Structural Permit Fee table by valuation, incurs State Surcharge |
| Structural Minimum Permit Fee | \$106.00 |
| Moving structure permit, other than U-1 | \$583 |
| Re-Roof residential when a permit is required | \$106 |
| Commercial re-roof | See Structural Permit Fee table by valuation, incurs State Surcharge |
| Residential Fire Suppression- Standalone System 13R, fee includes plan review (See Plumbing Fee section for Continuous Loop/Multipurpose System 13D) | |
| Square Footage of Area to be Covered | Fee |
| 0 – 2000 sq ft | \$400.00 |
| 2001 – 3600 sq ft | \$500.00 |
| 3601 - 7200 sq ft | \$650.00 |
| 7201 sq ft and greater | \$800.00 |
| Commercial Fire Suppression | See Structural Permit Fee table by valuation |
| Solar Permit – Prescriptive Path System, fee includes plan review | \$250.00 |
| Solar Permit – Non-Prescriptive Path System | Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation. |
| Investigation Fees - actual or average cost may include supervision, overhead, equipment, and/or rate/wage of the employee(s) involved. Applicable to all disciplines. | |
| Investigation Fee – hourly | \$106.00/hour, minimum two hours |

When applicable, structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, as per OAR 918-050-0000.

MANUFACTURED DWELLING PLACEMENT FEE*

| Manufactured Dwelling Placement Fee * | |
|---|---------|
| Single wide | \$202 |
| Double wide | \$404 |
| Triple wide | \$604 |
| Earthquake resistant bracing system (when not part of original dwelling installation) | \$126 |
| State (Cabana) Fee | \$30.00 |

* Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.

-- See Structural schedule by valuation for non-dwelling modular placements

MANUFACTURED DWELLING/RV PARKS- AREA DEVELOPMENT PERMIT (ADP)

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.

MECHANICAL PERMIT FEES

| Residential | Fee – per each appliance |
|---|--------------------------|
| Air conditioner | \$56.00 |
| Air handling unit of up to 10000 cfm | \$41.00 |
| Air handling unit 10001 cfm and over | \$56.00 |
| Appliance of piece of equipment regulated by code but no classified in other appliance categories | \$41.00 |
| Attic or crawl space fans | \$28.00 |
| Chimney/liner/flue/vent | \$45.00 |
| Clothes dryer exhaust | \$41.00 |
| Decorative gas fireplace | \$41.00 |
| | |
| Evaporative cooler other than portable | \$73.00 |
| Floor furnace, including vent | \$56.00 |
| Flue vent for water heater or gas fireplace | \$41.00 |
| Furnace – less than 100000 BTU | \$65.00 |

| | |
|---|---|
| Furnace – more than 100000 BTU | \$56.00 |
| Furnace/burner including duct work/vent/liner | \$56.00 |
| Gas or wood fireplace/insert | \$41.00 |
| Gas fuel piping outlets 1 – 4 outlets | \$23.00 |
| Each additional outlet | \$7.00 |
| Heat pump | \$73.00 |
| Hood served by mechanical exhaust, including ducts for hood | \$41.00 |
| Hydronic hot water system | \$56.00 |
| Installation or relocation domestic/type incinerator | \$56.00 |
| Mini split system | \$73.00 |
| Range hood/other kitchen equipment | \$41.00 |
| Suspended heater, recessed wall heater, or floor mounted heater | \$56.00 |
| Ventilation fan connected to single duct | \$28.00 |
| Ventilation system not a portion of heating or air-conditioning system authorized by permit | \$41.00 |
| Water heater | \$56.00 |
| Wood/pellet stove | \$41.00 |
| Other heating/cooling | \$41.00 |
| Other fuel appliance | \$41.00 |
| Other environment exhaust/ventilation | \$41.00 |
| Commercial Mechanical Fees | |
| | Fee as per Structural Permit Fee table by valuation |
| Other Mechanical Fees | |
| Mechanical Plan Review (when applicable) | 35% of mechanical permit fee |
| Additional Plan Review (when applicable) – 30 minutes minimum | \$54.00 |
| Reinspection – per each | \$106.00 |
| Each additional inspection, above allowable – per each | \$106.00 |
| Inspections for which no fee is specifically indicated – per each (as required) | \$106.00, minimum one hour |
| Inspection outside of normal business hours | \$106.00, minimum 2 hours |
| Investigation fee - Mechanical | See Structural – Investigation Fees |

| | |
|--|----------------|
| Mechanical Minimum Permit Fee | \$106.00 |
| PLUMBING PERMIT FEES | |
| New 1&2 Family Dwelling – includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath counted as whole. | |
| One bathroom, one kitchen | \$360.00 |
| Two bathrooms, one kitchen | \$393.00 |
| Three bathrooms, one kitchen | \$443.00 |
| Each additional bathroom > 3 – or – kitchen >1 | \$52.00/each |
| Each additional 100 ft or fraction thereof of site utilities – water, sewer, storm (which includes rain, footing, trench, and leach) – first 100 ft included in bathroom/kitchen fee | \$45.00 |
| Commercial and Non-New Residential | |
| Site Utilities | Fee |
| Sanitary Sewer - First 100 feet or less | \$82.00 |
| Sanitary Sewer - Each additional 100 feet or fraction thereof | \$45.00 |
| Storm – first 100 feet or less | \$82.00 |
| Storm – Each additional 100 feet or fraction thereof | \$45.00 |
| Water – first 100 feet or less | \$82.00 |
| Water – Each additional 100 feet or fraction thereof | \$45.00 |
| Fixtures | Fee – per each |
| Absorption valve | \$28.00 |
| Backflow preventer | \$56.00 |
| Backwater valve | \$28.00 |
| Catch basin or area drain | \$28.00 |
| Clothes washer | \$28.00 |
| Dishwasher | \$28.00 |
| Drinking fountain | \$28.00 |
| Ejectors/sump pump | \$28.00 |
| Expansion tank | \$28.00 |
| Fixture cap | \$28.00 |
| Floor drain/floor sink/hub drain | \$28.00 |
| Garbage disposal | \$28.00 |
| Hose bib | \$28.00 |
| Ice maker | \$28.00 |
| Primer | \$28.00 |

| | |
|--|---|
| Sink/basin/lavatory | \$28.00 |
| Stormwater retention/detention tank/facility | \$94.00 |
| Swimming pool piping | \$62.00 |
| | |
| Tub/shower/shower pan | \$28.00 |
| Urinal | \$28.00 |
| Water closet | \$28.00 |
| Water heater | \$56.00 |
| Other – plumbing | \$28.00 |
| Alternate potable water heating system | \$65.00 |
| Interceptor/grease trap | \$28.00 |
| Manholes | \$28.00 |
| Roof drain (commercial) | \$56.00 |
| Medical Gas and Process Piping Permit Fees – Commercial Plumbing | |
| Valuation | Fee |
| \$1.00 - \$5,000 | \$106.00 |
| \$5,001 - \$10,000 | \$106.00 for the first \$5,000 plus \$3.20 for each \$100 or fraction thereof |
| \$10,001 - \$100,000 | \$266.00 for the first \$10,000 plus \$10.99 for each additional \$1,000 or fraction thereof |
| \$100,001 and above | \$1255.10 for the first \$100,000 plus \$7.78 for each additional \$1,000 or fraction thereof |
| Residential Fire Suppression – Multipurpose/Continuous Loop System 13D, fee includes plan review | |
| [See Structural Fee section for Standalone System 13R] | |
| Square Footage of Area to be Covered | Fee |
| 0 – 2000 sq ft | \$250.00 |
| 2001 – 3600 sq ft | \$300.00 |
| 3601 - 7200 sq ft | \$350.00 |
| 7201 sq ft and greater | \$400.00 |
| Other Plumbing Fees | |
| Plumbing Plan Review (when applicable) – commercial | 35% of commercial plumbing permit fee |
| Plumbing Plan Review (when applicable) – residential | 35% of residential plumbing permit fee |
| Additional Plan Review (when applicable) – 30 minutes minimum | \$54.00 |
| Reinspection – per each | \$106.00/each |
| Each additional inspection, above allowable – per each | \$106.00 |

| | |
|---|---|
| Inspections for which no fee is specifically indicated (as required) per hour. Minimum 1 hour. | \$106.00/hour, minimum one hour |
| Inspection outside of normal business hours – per hour | \$106.00/hour, minimum 2 hours |
| Investigation fee - Plumbing | See Structural – Investigation Fees |
| Plumbing Minimum Permit Fee – commercial | \$175.00 |
| Plumbing Minimum Permit Fee – residential | \$106.00 |
| MISCELLANEOUS PERMIT FEES | |
| Permit Reinstatement fee – expired permits not yet 12 months past their expiration date, as eligible, subject to State Surcharge | Value of the work remaining unfinished or ½ the cost of a new permit, whichever is greater. |
| Permit Reinstatement fee - Expired permits over one year past their expiration | New application with current valuation fees |
| Permit Reinstatement fee - Expired permits lacking only the final inspection | \$106.00 |
| Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge | \$106.00 1st request |
| | \$212.00 2nd request |
| Copy fees | 8 ½ x 11 B&W \$0.25 each |
| | Color \$0.50 each |
| | 11 x 17 B&W \$0.75 each |
| Returned Check fee (NSF) | \$25.00 |
| Seismic Surcharge – Structural/Mechanical – review required on all essential structures | 1% of building permit fee |
| Refund processing fee – not subject to State Surcharge | \$25.00 |
| Expedited Plan Review fee – Structural, in addition to standard plan review fees – plan review services outside of normal timeframes established, must be pre-approved, subject to availability/resources | \$106.00 per hour with a minimum of 50% of standard plan review fee. |

| | |
|--|------------------|
| Temporary Occupancy, Residential (30-day max) | \$200.00 |
| Temporary Occupancy, Commercial (30-day max) | \$400.00 |
| Change of Use or Change of Occupancy permit fee, when no structural work is proposed | \$126.00 |
| Technology Fee | 5% of permit fee |



COUNCIL RESOLUTION No. 25 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, SETTING SALARIES FOR CITY EMPLOYEES FOR FISCAL YEAR 2024-2025.

WHEREAS, over the last 12 months, the Consumer Price Index for the Western Pacific Region has increased 2.8% percent; and

WHEREAS, nationally the CPI for all items has increased 3% including a .5% increase in January 2025; and

WHEREAS the City Manager proposes a Cost-of-Living Adjustment of 3% to account for the overall increase in the cost of necessities to meet market conditions and provide livable wages for City Staff.

Now, Therefore, be it Resolved by the City Council of the City of Manzanita, Oregon, that the salary schedule for city employees for the fiscal year 25-26 are hereby adopted as follows:

Introduced and adopted by the City Council on **March 5, 2025**.

This resolution becomes effective on **July 1, 2025**.

| FY 26 Proposed Salary Schedule | | | | | |
|---------------------------------------|---------------|---------------|---------------|---------------|---------------|
| Position | Step A | Step B | Step C | Step D | Step E |
| Police Chief | 8,316 | 8,732 | 9,167 | 9,626 | 10,107 |
| Police Sergeant | 7,056 | 7,408 | 7,779 | 8,167 | 8,575 |
| Public Works Director | 7,210 | 7,571 | 7,949 | 8,347 | 8,763 |
| Development Services Manager | 7,210 | 7,571 | 7,949 | 8,347 | 8,763 |
| Accounting Manager | 6,086 | 6,391 | 6,709 | 7,045 | 7,397 |
| Police Officer | 5,548 | 5,826 | 6,116 | 6,422 | 7,031 |
| Assistant City Recorder | 4,817 | 5,058 | 5,312 | 5,576 | 5,857 |
| STR/TLT Program Manager | 4,817 | 5,058 | 5,312 | 5,576 | 5,857 |
| Code Enforcement Officer | 4,817 | 5,058 | 5,311 | 5,577 | 5,857 |
| Planning & Permit Tech | 4,603 | 4,832 | 5,074 | 5,328 | 5,594 |
| Public Works Utility Clerk | 4,554 | 4,780 | 5,020 | 5,271 | 5,534 |
| Utility Worker | 4,126 | 4,332 | 4,548 | 4,776 | 5,015 |
| Senior Utility Worker | 4,817 | 5,058 | 5,312 | 5,576 | 5,857 |
| Operations Manager | 5,438 | 5,710 | 5,996 | 6,295 | 6,611 |
| Project Manager | 5,058 | 5,312 | 5,576 | 5,857 | 6,149 |

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City Recorder



City of Manzanita

COUNCIL RESOLUTION No. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, EXTENDING THE SUSPENSION OF THE PROCESSING AND ISSUANCE OF NEW SHORT TERM RENTAL LICENSES IN THE CITY UNTIL MARCH 4, 2026.

WHEREAS, the City Council suspended via resolution (22-05) the processing and issuance of new short-term rental licenses in the City for a period not to exceed 36 months, beginning April 2022, to sunset April 6, 2025; and

WHEREAS, Council established via resolution (22-02) a Short-Term Rental Committee (STR Committee) and tasked the STR Committee with conducting research and providing the City Council with options for a new short term rental policy; and

WHEREAS, substantial research has been done and policy options have been presented to the City Council by the STR Committee; and

WHEREAS, the City Council is deliberating policy options; and

WHEREAS, any change to the current policy will require additional time for legal review and the preparation and adoption of Ordinance amendments to implement the new policy.

Now, Therefore, be it Resolved by the City Council of the City of Manzanita, Oregon,

Section 1

The City of Manzanita hereby extends its temporary suspension of (a) the issuance of any new short term rental licenses and (b) the acceptance and processing of applications for new short term rental licenses, until March 4, 2026 or until such time as the City Council ends this suspension via Resolution or adoption of Ordinance amendments to implement a new policy, whichever occurs first.

Section 2

This temporary suspension does not apply to applications for, or renewals of, existing short-term rental licenses under Manzanita Ordinance No. 10-03, as amended.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.



City of Manzanita

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder



City of Manzanita

COUNCIL RESOLUTION No. 25-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON,
MAKING ADDITIONAL APPOINTMENTS TO THE COMPREHENSIVE PLAN PUBLIC
ADVISORY STEERING COMMITTEE (PASC)**

WHEREAS, the City of Manzanita is in the process of updating its Comprehensive Plan; and

WHEREAS, the PASC was designated an Ad Hoc Committee that will serve for the duration of the Comprehensive Plan Update only; and

WHEREAS, Citizen Involvement is Goal 1 of the State of Oregon Land Use Planning Goals; and

WHEREAS, Manzanita values and understands that a successful update of the City's Comprehensive Plan requires robust citizen participation and an advisory body representative of its citizens and community members; and

WHEREAS, the selection committee conducted the application review, evaluation and interview process resulting in the appointment of five initial members; and

WHEREAS, the formal selection and interview process continued after the first appointments were made and the following individuals were selected to serve on the PASC:

1. Patrick Johnston, and
2. Rick Jackson; and

WHEREAS, the PASC has made efforts to recruit specifically a local business representative; and

WHEREAS, PASC members and ex officio members have met with and are recommending a local business owner to serve on the PASC as a representative of the local business community:

1. Andrew Buck

Now, Therefore, be it Resolved by the City Council of the City of Manzanita, Oregon, that Patrick Johnston, Rick Jackson, and Andrew Buck are hereby appointed to the Comprehensive Plan Public Advisory Steering Committee and shall serve until the final draft of the Comprehensive Plan is complete.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder