

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Study Session Worksheet

Presentation Date: May 13, 2013 **Approx Start Time:** 10:30 **Approx Length:** 60 min

Presentation Title: Comprehensive Fee Schedule, session #2

Department: County Administration

Presenters: Deputy Administrator Laurel Butman

Other Invitees: Parks: Rick Gruen; Transportation & Development: Barb Cartmill

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Preliminary approval of remaining fees for inclusion in FY 2014-15 budget proposals.

EXECUTIVE SUMMARY:

Each year, the Board of County Commissioners sets fees and fines along with adoption of the budget for the coming fiscal year. Early review and preliminary approval of proposed fees and fines allows County departments to integrate those proposals into the requested budgets they submit to the County Administrator. On March 25, 2014 the Board completed its first review of proposed fees and fines for the coming fiscal year. For a few discrete fee categories within County Parks and the Department of Transportation & Development, the Board requested revisions from the originating departments. This study session is for the purpose of reviewing and providing preliminary approval for those revisions.

For purposes of this study session only departments with additional revisions to their fees and/or fines are represented with revised, new or discontinued items highlighted.

A summary of changes is as follows.

County Parks further revised its Special Use fees to clarify terms and set differential fees for nonprofits that, while ensuring greater cost recovery, recognize the sometimes limited resources of these groups. Revisions in the Special Use category, as directed, can be found in Attachment A.

Transportation & Development further revised its fees, particularly FILO and road vacation fees in response to Board direction. Changes are included in Attachment B.

The County Parks overall fee schedule presented in March did not distinguish between fees and fines. A revised schedule that corrects this error can be found in Attachment C.

NOTE: All fee changes are highlighted on the attachments.

FINANCIAL IMPLICATIONS (current year and ongoing):

Fee and fine changes are meant to respond to constituent and market forces and demands. For departments dependent on cost recovery to be able to provide required levels of service, annual adjustments allow them to keep pace with economic changes.

LEGAL/POLICY REQUIREMENTS:

Unless otherwise delegated, the Board of County Commissioners establishes fees and fines as part of the annual budget adoption process.

PUBLIC/GOVERNMENTAL PARTICIPATION:

The Budget Committee meets for several days of review and hearings in the spring. Fees and fines are at that point integrated into the Administrator’s Proposed Budget and subject to review at that time. The fees and fines are formally adopted by the Board of County Commissioners at a hearing in June at which they also formally adopt the budget.

OPTIONS:

- 1. Preliminarily approve the remaining proposed fees and fines for budget committee review.
- 2. Provide further direction to departments regarding remaining proposed fees and fines.

RECOMMENDATION:

Staff respectfully recommends preliminary approval of the remaining proposed departmental fees and fines for budget committee review.

ATTACHMENTS: (All changes are highlighted in attachments)

- 1. Attachment A: Transportation & Development fees
- 2. Attachment B: County Parks Special Use Fees & Permit Application
- 3. Attachment C: County Parks Overall Fees & Fines Schedule **corrected**

SUBMITTED BY:

Division Director/Head Approval _____
 Department Director/Head Approval _____
 County Administrator Approval LB

For information on this issue or copies of attachments, please contact Laurel Butman @ 503-655-8893

Fiscal Impact Statement

RESOURCES:

Is this item in your current work plan and budget?

- YES
- NO (but to be included in requested budgets for FY 2014-15)

START-UP EXPENSES AND STAFFING (if applicable): N/A

ONGOING OPERATING EXPENSES/SAVINGS AND STAFFING (if applicable): N/A

ANTICIPATED RESULTS: Noted in worksheet and attachments

COSTS & BENEFITS: Noted in worksheet and attachments

Attachment A – Transportation & Development Summary of Changes

*Proposed changes are highlighted in YELLOW.

DEPARTMENT/DIVISION	AUTHORIZING LEGISLATION	Current FEE amount	Proposed FEE amount	Comparables
DTD - DEPARTMENT OF TRANSPORTATION & DEVELOPMENT				
Returned Check (NSF Fee), Department-wide	Code §1.01.090	\$0	\$25	<ul style="list-style-type: none"> • Clack County Surveyor = \$25 • Clack County Treasurer = \$25 • Clack County Community Health = \$25 • Multnomah County = \$25 • Washington County = \$20 + Bank Charge
DTD - BUILDING CODES DIVISION				
Installations w/o permits	ORS 455.028	Double Permit Fee	Actual cost of investigation	<ul style="list-style-type: none"> • State statute modified this charge - should be consistent across jurisdictions
DTD - DOG SERVICES				
Impound/Intake Fee – 1st Impound	Code §5.01.060.C	\$45	\$50	<ul style="list-style-type: none"> • Washington County = \$10 w/ license; \$54 without license
Subsequent impounds in the same year: 2nd Impound		\$75	\$100	<ul style="list-style-type: none"> • Washington County = \$106 • Washington County = \$160
3rd Impound		\$150	\$150	
<i>Note: Waive fee for first-time strays picked up with license and vaccination.</i>				
Owner surrender fee	Code §1.01.090	\$40	\$55	<ul style="list-style-type: none"> • Washington County = \$40 owned dog, when space is available • Multnomah County = \$20
Dead animal disposal		\$15	\$40	<ul style="list-style-type: none"> • Washington County = \$24-\$122 based on weight
Outside License Sales - Veterinarian Retention, Flat Fee per License Sale		\$1.50	\$2.00/license	<ul style="list-style-type: none"> • Washington County = \$2/license • Multnomah Co. = \$1/renewal license, \$2/new license.
DTD – ENGINEERING				
Fee in Lieu Of (Sidewalks)	ZDO §1007.10	\$25/Lineal Foot	No Change	
Road Vacation, Preliminary Feasibility Study	Code §1.01.090	\$0	\$250	<ul style="list-style-type: none"> • Multnomah Co = \$200
Road Vacation		Varied	Actual Costs (50% Deposit, Estimated Costs)	<ul style="list-style-type: none"> • Multnomah Co = deposit of 100% of estimated cost; minimum \$1,000 +\$65 posting fee and recording fees.
DEPARTMENT/DIVISION	AUTHORIZING LEGISLATION	Current	Proposed	Comparables

	LEGISLATION	FEE amount	FEE amount	
DTD – ENGINEERING (Continued)				
Road Vacation w/o Public Hearing: Applicants provide completed documents	Code §1.01.090	\$3,011	Actual Costs (120% Deposit, Estimated Costs)	
Road Vacation w/ Public Hearing: Applicants provide completed expert documents	Code §1.01.090	\$7,662	Actual Costs (120% Deposit, Estimated Costs)	
Road Vacation w/ Public Hearing: County staff provide investigation & documentation		\$11,544	Actual Costs (120% Deposit, Estimated Costs)	
DTD - PLANNING – Land Use Applications				
Comprehensive Plan Map Amendment	ZDO §1502	\$3,165	\$4,000	<ul style="list-style-type: none"> • Washington Co= full recovery w/deposit of \$3,500 • Jackson Co= full recovery w/deposit of \$7,670 • Oregon City=\$2,735 • Lane Co starts @ \$11,620 & goes up • Gresham=\$11,516
Zone Change (Planning Commission & BCC Review) - filed concurrently with another land use application for the same property		\$2,510	No Change	<ul style="list-style-type: none"> • Jackson Co = full cost recovery w/ deposit of \$4,447 • Oregon City = \$2,735 • Lane Co starts @ \$12,900 and goes up.
Pre-Application Conference (Institutional, Commercial, Multi-family, Industrial)		\$285	\$400	<ul style="list-style-type: none"> • Oregon City = \$1044 • Washington Co = \$260 (not applied to app fees) • Jackson Co = \$859
Pre-Application Conference (All others)		\$285	\$300	<ul style="list-style-type: none"> • Oregon City = \$538 • Washington Co = \$260 (not applied to app fees) • Jackson Co = \$859
<i>Note: Pre-application fees will be credited toward a corresponding land use application submitted by the same applicant within one year of the conference.</i>				
GIS/AutoCAD mapping & Drafting	Code §1.01.090	\$0	\$70/hour; 1-hour minimum.	<ul style="list-style-type: none"> • Most jurisdictions have full cost recovery based on staff wage and time spent

DEPARTMENT OVERVIEW:

DEPARTMENT WIDE

~~Returned Check (NSF) Fee — \$25~~

~~Adopt a fee that is consistent department-wide to capture the administrative cost of returned checks. This fee helps cover staff time, bank fees and processing costs. (Accepted at work session dated 03-25-2014)~~

BUILDING CODES

~~Work without Permits | Compliance Fee — \$ — Varies (Permit Fee + Actual cost for investigation)~~

~~Modify the amount we charge for a violation of work performed without a building permit per a recent statutory change to ORS 455.058. (Accepted at work session dated 03-25-2014)~~

DOG SERVICES

~~Impound/Intake Fee~~

~~\$50 — 1st Impound~~

~~\$100 — 2nd Impound~~

~~\$150 — 3rd Impound (No change to existing fee)~~

~~Proposed fee structure is more in line with neighboring counties. The first impound will be charged \$50 regardless of whether the dog is licensed. Staff costs remain the same regardless of licensing. No change to the 3rd impound fee under the proposal using increments of \$50. (Accepted at work session dated 03-25-2014)~~

~~Owner Surrender Fee — \$55 — Owner Surrender Fee~~

~~The cost of impounding a dog is approximately \$47.00, including vaccinations, health check, data entry, dewormer, flea meds and the online notice of the dog's whereabouts. Additional costs can be incurred depending on the overall condition of the dog. Owner Surrender dogs are typically in care for at least 2-3 days. (Accepted at work session dated 03-25-2014)~~

~~Dead Animal Disposal — \$40 — Dead Animal Disposal~~

~~We currently pay approximately \$200 per truck load; the number of animals per truck will vary depending on size but we average about 15 animals per truck. Additionally, we have included a half hour of staff time for processing, which equates to 80% cost recovery. (Accepted at work session dated 03-25-2014)~~

~~Outside License Sales — \$2.00 — Outside License Sales — Veterinarians Retention~~

~~*Flat fee/per license~~

~~Veterinarians sell dog licenses on behalf of Clackamas County when dogs receive their vaccinations. The veterinarian office currently retains \$1.50 per license for handling this transaction. The veterinarians have commented about the added workload to process paperwork. Other counties are paying \$2 and we are proposing a retainage more in line with other counties. (Accepted at work session dated 03-25-2014)~~

ENGINEERING | DEVELOPMENT REVIEW

Clackamas County Parks – Special Use Application/Revised March, 2014

Fee in Lieu of (FILO) ——— \$26.93/Lineal Foot (7.7% Annual Rate Adjustment)

The Fee in Lieu of (FILO) was created so contractors can opt not to construct small segments of sidewalks where no connection to an existing sidewalk system currently exists. This fee ensures fairness and provides a mechanism for collecting funding to complete the sidewalk gaps along the essential pedestrian network in the urban area. Applicants have the option of constructing the required frontage improvements or paying the FILO.

FILO is adopted in Section 1007 of the ZDO and this chapter is under review as part of the 5-year ZDO audit. Under the current ordinance, a single family home would pay \$25/lineal foot of lot frontage; a development with more than one dwelling unit that is eligible under the ZDO would be required to submit an engineer's cost estimate for the frontage improvements. The \$25/foot fee is consistent with the current cost of a 5-foot sidewalk, without any additional project scope. We are not recommending an increase to the FILO cost per lineal foot at this time. Instead, staff will review the methodology as part of the ZDO audit and identify changes to the current fee structure to better capture the cost of building the pedestrian facilities and supporting infrastructure.

Road Vacation Fees

\$250 Preliminary Feasibility Study (Non-refundable fee)

We typically invest two to three hours of staff time at \$80-100 per hour for feasibility work (\$200-300). This preliminary feasibility study fee is being proposed because currently when staff is asked to review a proposal for a road vacation, if the proposal does not move forward the County is left with no opportunity to recover the associated labor costs. This fee applies to requests originating from a property owner and will not apply to county initiated actions.

\$ - Varies Road Vacations

The labor and associated processing cost varies on road vacations. This fee structure attempts to capture actual costs based on the level of participation from the applicant and the professional services requested of the county. The staff estimate will be based on the level of staff assistance required (County/Surveyor prepares exhibits, etc.) Staff recommends collecting a deposit equal to 50% of the estimated costs to process the road vacation up front and then the applicant will be asked to pay any remaining balance to recover actual staff time prior to BCC approval.

PLANNING

Comprehensive Plan Map Amendment | Zone Change

\$4,000 Comprehensive Plan Map Amendment

~~\$3,000~~ Zone Change

The increase to the Comprehensive Plan Map Amendment brings us more in line with neighboring counties but falls short of capturing the cost of processing these applications. On average, we recover 25% of our total cost on a comprehensive plan/text amendment. The proposed increase from \$3,165 to \$4,000 would bring this up to 31% cost recovery. A typical amendment can range in cost from \$10,000-20,000; however, projects the scope of the Eagle Landing amendment can cost upwards of \$47,000.

We will not be seeking an increase to the Zone Change application at this time. These applications are less labor intensive than a comprehensive plan amendment and are not typically applied for as an individual application.

Staff has included a thorough review of these two fees in their 14/15 work plan to identify whether these applications typically result in added A/V that supports the subsidy during the land use process. Is a different fee structure necessary to support comprehensive plan amendments and zone changes that are more likely to increase jobs/AV?

Pre-Application Conference

\$400 Pre-Application Conference (Institutional, Industrial, Commercial, Multifamily)

\$300 Pre-Application Conference (All Others)

Commercial, industrial, institutional and multi-family projects require coordination with other agencies and are more time consuming than other proposals. We are proposing adjustments to the pre-application fee that provide a tiered charge for equitable cost recovery. The modifications would bring us up to 52% cost recovery on institutional, industrial, commercial and multifamily projects that do not move forward with land use (we currently recover an average of 37%).

Residential proposals are often pursued by a property owner who has a parcel of land that is large enough to be divided. The staff time required on these permits can vary, depending on the amount of assistance required from staff. In many cases, a two lot partition will require as much staff time as a 34-lot subdivision. Currently, we recover an average of 52% on these residential projects; our proposal would bring this average up to 55%.

When an application is received within one year of the preapplication conference, the full cost of a preapplication conference is credited toward the land use application. In those cases, we do not recover any of these pre-land use costs.

GIS/AutoCAD Mapping

\$70/hour* Environmental Applications (Habitat Conservation Area/Water Quality Resource District)

*One hour minimum

We are proposing a fee to cover the costs of mapping requests associated with the environmental applications (HCA/WQRD). Applicants and consultants request GIS data for certain permits and the proposed structure allows individual assessment because not all applications require these maps. The proposed fee mirrors that of the department-wide hourly rate that was adopted to ensure consistency across the division.

Attachment B – County Parks’ Special Use Fees & Permit Application

DEPARTMENT/DIVISION	AUTHORIZING LEGISLATION	Current FEE amount	Proposed FEE amount
SPECIAL USE FEES			
Special Use Permit Application Processing Fee		\$ 0	<i>No change</i>
PROPERTY USE FEE (FOR NON-RESERVED PARK AREAS):			
Non-Profit, School or Public Entity Use -			
Up to 100 people			\$ 125 per day
Over 100 People			\$ 250 per day
Private and Commercial (non film and media event):			
Up to 100 People			\$ 200 per day
101 - 250 People			\$ 350 per day
> 250 People			\$ 500 per day
<i>Note: allowable numbers may vary by park/park capacity</i>			
FACILITY/ COST RECOVERY FEES:			
Park Staff		\$ 47 per hour/person	<i>No change</i>
Water/Electricity		\$ 35 per day	
RV Waste Disposal		\$ 15 per dump	
Clean-up		Actual Cost	
Traffic Control		Actual Cost	
Police/Fire		Actual Cost	
Other Costs:		Actual Cost	
<i>Note: Deposits may be required based on proposed use(s) of the Park</i>			

CLACKAMAS COUNTY PARKS SPECIAL USE PERMIT APPLICATION

Thank you for your interest in considering Clackamas County Parks for your event.

A Special Use Permit application form is required for any organized **event** taking place within the Clackamas County Parks system. Please visit Clackamas County Parks at www.clackamas.us/parks to see our parks and park amenities as well as download or complete your Special Use Permit application. Clackamas County Parks will issue your Parks Special Use permit and collect the required fees. While we do not have a Special Use Permit application processing fee, there are property use and other fees associated with holding organized events in our parks. Our fee schedule is posted below.

Please read the Special Use Permit application instructions prior to completing a permit application. For additional information about hosting organized events in our Clackamas County Parks, please contact the Clackamas County Parks office at (503) 742-4414 or parksreservations@clackamas.us with any questions or concerns.

SPECIAL USE FEE SCHEDULE

Permit Fee:

- Special Use Permit Application Processing Fee \$ 0

Property Use Fee (for non-reserved park areas):

- **Non-Profit, School or Public Entity Use -**
 - Up to 100 people \$ 125 per day
 - Over 100 People \$ 250 per day
- **Private and Commercial (non film and media event) -**
 - Up to 100 People \$ 200 per day
 - 101 - 250 People \$ 350 per day
 - > 250 People \$ 500 per day

Note: allowable numbers may vary by park/park capacity

Facility/ Cost Recovery Fees:

- Park Staff \$ 47 per hour/person
- Water/Electricity \$ 35 per day
- RV Waste Disposal \$ 15 per dump
- Clean-up Actual Cost
- Traffic Control Actual Cost
- Police/Fire Actual Cost
- Other Costs: Actual Cost
- Note: Deposits may be required based on proposed use(s) of the Park

For more information, please contact:
Clackamas County Parks Department
150 Beavercreek Road, Suite 419 | Oregon City, OR 97045
www.reservations.clackamas.us

Parks Reservations | 503.742.4414 | Email: parksreservations@clackamas.us

SPECIAL USE PERMIT FAQs

1. When do I need to get a special use permit?

Special Use Permits allow access to park land for a wide variety of non-traditional park uses including but not limited to large group activities, activities that require placing structures on park land, activities that would not normally be allowed under the park rules, activities that restrict public access to, or use of, the park by others. The following list gives some common examples of activities that do and don't require a permit.

Examples of activities that **would** require a permit:

- An organized group using a portion of the park not designated for group use.
- An activity that will require a structure such as a stage, large event sized tents, bleachers or other structures not normally found in the park.
- An activity that restricts public access to an area of a park such as a running event that takes over a parking lot and park trail or a festival that uses the entire day use area in a park.
- A multi-day cycling event camping in a park day use area.
- A commercial film shoot that requires the public be excluded from a portion of the park or that requires equipment be set up in the park (**see County Film and Media Application**).
- An activity that requires park staff be available to the group, such as dedicated interpretive staff or additional staff to provide services (i.e. maintenance, garbage, utilities, etc.) to facilitate the activity.
- Activities that could pose a safety concern such as black powder events or fireworks displays.
- Activities that have some form of vending associated with them, such as a concession stand or sales of products to participants.
- Short term non-exclusive commercial vending such as a weekend coffee cart or horse rental when the financial transactions are conducted in the park.

Examples of activities that **would not** require a permit:

- Family gatherings or other small events not restricting other park users.
- A wedding or similar event being held in a park with no set up or seating and the public is not being excluded from the area.
- Commercial photography using a hand held camera and no props as long as the activity does not exclude the public from the area.
- A guided trip or instructions given in a park as long as the financial transactions occur outside of the park, for example bird watching or kayak lessons.
- A school field trip using the park in a traditional manner: hiking on the trails, wildlife viewing or traditional recreation, and the group does not require park staff involvement such as an interpretive ranger. **However park reservations are required.**

The above list does not cover all activities that require a permit. It is meant to assist in determining if your activity would need a permit, and if there is any uncertainty regarding the need for a permit please contact the park staff at the location where your activity will be held.

Please Note: Parking fees are required for all events and activities, whether a permit is required or not.

2. How is a Special Use Permit application different than a Reserved Area fee?

A number of our County Parks have designated facilities for picnic areas, shelters and campsites that can be reserved for group, family or other activities. These sites can be reserved online or through County Parks reservation systems and have established fees. Any other activity (see FAQ #1) that restricts the use of undesignated reserve areas requires a Special Use Permit application.

3. Who Do I Contact to Get a Permit or answer questions about a Permit?

Special use permit applications and information about park activities are handled by Clackamas County Parks Administration. Please call 503.742.4414 or stop by the Parks Office in Development Services Building, 150 Beaver Creek Rd, Suite 419, Oregon City, OR 97045.

4. What criteria will be used to evaluate my application?

Once a completed application is received it will be evaluated against the following criteria:

- a. **Consistency with local, state, and federal laws** - all activities must comply with the law and rules governing the park land where the activity will occur.
- b. **Compliance with park rules governing special use permits** - the activity must comply with County Ordinance found in Chapter 6 on non-traditional park use
- c. **Disruption of traditional park use** - activities should not totally exclude the public from the park, although exclusive use of some areas of the park can be allowed, and the impact of the activity on areas surrounding the park and neighbors is also considered.
- d. **Impact on public health, safety or welfare** - activities should not put the public or the participants at undue risk, although measures taken by the organizer to mitigate such risk will be considered in the evaluation.
- e. **Impact on natural and cultural resource values** - activities should not adversely impact natural or cultural resources within the park and must comply with any resource management plans, policies, or procedures adopted for the park.
- f. **Applicant's ability to finance, plan and manage the activity** - an evaluation will be made regarding the applicant's ability to fulfill any sanitation, safety, medical care, fire control, security, crowd, noise, and traffic control requirements, as well as any measures required to protection of park resources which are set forth by the park in the conditions of the permit.
- g. **Previous experience in conducting similar activities** - the evaluation will take into consideration any previous experience the applicant has in conducting similar activities in the past.
- h. **Measures proposed to mitigate negative impacts** - if the activity will have negative impacts consideration will be given to measures proposed to lessen or eliminate those impacts.
- i. **Ability to fully meet the terms and conditions of the permit** - the evaluation will consider evidence presented by the applicant regarding their ability to fully meet any requirements placed on them by the terms and conditions of the permit, including past performance conducting other activities in County Parks.
- j. **Positive impact on the local community, environment, or park** - any positive impacts of the activity on the local community through support of tourism and their economy, the environment through restoration and preservation efforts, or park land and facilities through enhancement efforts will be considered when evaluating the permit application.

5. How are applications prioritized?

Applications are considered in the order they are received, however ongoing events that have been conducted on an annual basis at a given date are given priority over new events. It is recommended that applicants make contact with the park staff as early in the process as possible to ensure the date of their activity is available and that the activity will be possible in the proposed area of the park.

6. Am I required to have insurance for my special use activity?

Yes, liability insurance is required for all special use permits. The basic insurance requirement is coverage with limits of not less than \$1,000,000, and for activities or uses that are assessed as having high risk exposure insurance with limits of up to \$4,000,000 may be required. Examples of high risk activities include but are not limited to: public fireworks displays; Civil War reenactments or other black powder events; and construction projects involving heavy equipment.

Note: Insurance coverage for activities and events requiring a special use permit must name Clackamas County as additional insured. The Certificate of Insurance must be received by the Parks Department prior to the activity or event.

Clackamas County Parks & Forest
APPLICATION TO HOLD A SPECIAL EVENT / ACTIVITY
Revision date: March 2014

Applicant should complete this section and attach any additional information as appropriate.

APPLICANT INFORMATION

Applicant Name:		Organization:	
Mailing Address:			
City:	State:	Zip:	
E-Mail Address:			
Phone:	Cell:	Fax:	

ON SITE RESPONSIBLE CONTACT

Name:	Cell:
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ACTIVITY PROPOSED

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ACTIVITY LOCATION

Park/Beach	Specific area of use:
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ACTIVITY DATE(S) (Include setup & cleanup days/times)

Start Date:	Start Time:	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
Finish Date:	Finish Time:	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

DESCRIPTION OF ACTIVITIES (attach additional sheets if necessary)

Additional description detail attached.

PERMIT FEES (Use fee worksheet or work with park staff to determine total fees)

A) Total property use fees per schedule:	\$ _____
B) Other fees/waivers (requires approval by park staff)	\$ _____
Total special use permit fees – line A minus line B (does not include performance bond if required): \$ _____	

ADDITIONAL REQUIREMENTS: (Please attach)

- Site plan indicating the location of activities, construction of facilities, structures, embellishment, and utilities, including staging area.
 - Description of parking and security arrangements
 - Description of plans for use of amplified sound, alcohol, entry fees and sale of goods and services.
 - Plan for timely cleanup and restoration of area use.
 - Fee calculation worksheet showing number of participants by day for multi-day events and activities.
- * Applicant shall be at least 18 years of age, or 21 years if alcohol is to be served. Applicant assumes full responsibility and liability for damages or injury to any member of the public arising out of the activity or use, including personal injury and property damages and for any damage to park property, including natural and cultural resources.*
- * Applicant shall indemnify and hold harmless Clackamas County, its Parks Advisory Board and members thereof, the Parks Department and its employees against any and all damages, claims or causes of action arising from or in connection with the activity or use.*

(FOR DEPARTMENT COMPLETION ONLY)

DATE APPLICATION RECEIVED: _____ FEES PAID: _____ DATE RECEIVED: _____

Special Use Fee Calculation:

Property Use Fee: Partial Full
No. _____ Amt. \$

Recovery Fee: Item _____ Amt. \$

Item _____ Amt. \$

Item _____ Amt. \$

Item _____ Amt. \$

Total to Line A:
\$ _____

Adj. to Line B: \$ _____

DEPOSIT REQUIRED Yes No Amt. \$ _____

DEPOSIT RECEIVED: _____ Chk. # _____

Date

CLACKAMAS COUNTY PARKS & FOREST

SPECIAL USE PERMIT
PERMIT # _____

PERMITTEE:		ORGANIZATION:		
MAILING ADDRESS:				
CITY:		STATE:		ZIP
PHONE:		CELL:		
ON SITE CONTACT PERSON:		CELL:		
ACTIVITY LOCATION:		INSURANCE CERT:		
CRITERIA EVALUATION: YES/NO/NA				
ACTIVITY PERMITTED:		DATE:		
ADDITIONAL CONDITIONS OF THIS PERMIT:				
ISSUING PARK/LOCATION:				
ADDRESS:				
CITY:		STATE:		ZIP:
PHONE:				
APPROVED BY:		TITLE:		

**Clackamas County Parks, at its discretion, cancel a special use permit in the event of any emergency, significant law enforcement problem or substantial threat to public welfare, safety or property, arising from or affecting this activity, or for breach of permit conditions.*

**Clackamas County Parks retains the right to enter onto any park land at any time for the purpose of inspection, management or law enforcement.*

THIS PERMIT TO BE MADE AVAILABLE, UPON REQUEST, FOR THE ENTIRE DURATION OF THIS ACTIVITY

This permit is non-transferable.

Attachment C – County Parks Overall Fees & Fines Schedule, **CORRECTED**

DEPARTMENT/DIVISION	AUTHORIZING LEGISLATION	Current FEE AMOUNT	Proposed FEE amount
BUSINESS & COMMUNITY SERVICES – PARKS FEES			
Barton Park			
Picnic Area #1 covered shelter 150 persons – Reserved rental fee	Code §1.01.090	\$125	<i>No changes for FY 2014-15</i>
Picnic Area #1 covered shelter 150 persons – Drop-In rental fee	Code §1.01.090	\$93.75	
Picnic Area #2 covered shelter 300 persons – Reserved rental fee	Code §1.01.090	\$150	
Picnic Area #2 covered shelter 300 persons – Drop-In rental fee	Code §1.01.090	\$112.50	
Picnic Area #3 75 persons – Reserved rental fee	Code §1.01.090	\$45	
Picnic Area #3 75 persons – Drop-In rental fee	Code §1.01.090	\$33.75	
Picnic Area #4 200 persons – Reserved rental fee	Code §1.01.090	\$75	
Picnic Area #4 200 persons – Drop-In rental fee	Code §1.01.090	\$56.25	
Picnic Area #5 150 persons – Reserved rental fee	Code §1.01.090	\$65	
Picnic Area #5 150 persons – Drop-In rental fee	Code §1.01.090	\$48.75	
Picnic Area #6 250 persons – Reserved rental fee	Code §1.01.090	\$450	
Picnic Area #6 250 persons – Drop-In rental fee	Code §1.01.090	\$337.50	
Picnic Area #7 100 persons – Reserved rental fee	Code §1.01.090	\$125	
Picnic Area #7 100 persons – Drop-In/Off-Season rental fee	Code §1.01.090	\$93.75	
Eagle Fern Park			
Picnic Area #1 covered shelter 100 persons - Reserved rental fee	Code §1.01.090	\$110	<i>No changes for FY 2014-15</i>
Picnic Area #1 covered shelter 100 persons–Drop-In/Off-Season rental fee	Code §1.01.090	\$82.5	
Picnic Area #2 covered shelter 300 persons – Reserved rental fee	Code §1.01.090	\$150	
Picnic Area #2 covered shelter 300 persons – Drop-In rental fee	Code §1.01.090	\$112.50	
Picnic Area #3 100 persons – Reserved rental fee	Code §1.01.090	\$55	
Picnic Area #3 100 persons – Drop-In rental fee	Code §1.01.090	\$41.25	
Picnic Area #4 100 persons – Reserved rental fee	Code §1.01.090	\$55	
Picnic Area #4 100 persons – Drop-In rental fee	Code §1.01.090	\$41.25	
Feyrer Park			
Picnic Area #1 100 persons – Reserved rental fee	Code §1.01.090	\$45	<i>No changes for FY 2014-15</i>
Picnic Area #1 100 persons – Drop-In rental fee	Code §1.01.090	\$33.75	
Picnic Area #2 covered shelter 150 persons – Reserved rental fee	Code §1.01.090	\$125	
Picnic Area #2 covered shelter 150 persons–Drop-In/Off-Season rental fee	Code §1.01.090	\$93.75	
DEPARTMENT/DIVISION	AUTHORIZING	Current	Proposed

	LEGISLATION	FEE AMOUNT	FEE amount
Picnic Area #3 200 persons – Reserved rental fee	Code §1.01.090	\$75	<i>No changes for FY 2014-15</i>
Picnic Area #3 200 persons – Drop-In rental fee	Code §1.01.090	\$56.25	
Metzler Park			
Picnic Area #1 75 persons – Reserved rental fee	Code §1.01.090	\$45	
Picnic Area #1 75 persons – Drop-In rental fee	Code §1.01.090	\$33.75	
Picnic Area #2 150 persons– Reserved rental fee	Code §1.01.090	\$65	
Picnic Area #2 150 persons – Drop-In rental fee	Code §1.01.090	\$48.75	
Picnic Area #3 covered shelter75 persons – Reserved rental fee	Code §1.01.090	\$100	
Picnic Area #3 covered shelter 75 persons – Drop-In/Off-Season rental fee	Code §1.01.090	\$75.00	
Picnic Area #4 100 persons– Reserved rental fee	Code §1.01.090	\$125	
Picnic Area #4 100 persons – Drop-In rental fee	Code §1.01.090	\$93.75	
ALL PARKS			
Each picnic area	Code §1.01.090	\$30 Refundable cleanup deposit	<i>No changes for FY 2014-15</i>
Camping – primitive sites	Code §1.01.090	\$21/night	
Camping – H20/elec. sites	Code §1.01.090	\$26/night	
Reservation fee – nonrefundable	Code §1.01.090	\$8/per site	
Change in Reservation	Code §1.01.090	\$8/per site	
Cancellation in Reservation	Code §1.01.090	\$8/per site	
Extra Vehicle Fee	Code §1.01.090	\$2 per vehicle	
Shower Fees (non-camper)	Code §1.01.090	\$5	
Day Use Parking Fee	Code §1.01.090	\$5/vehicle	
Day Use Season Pass Parking Fee	Code §1.01.090	\$40/1-year \$60/2-year	
Commercial Day Use Parking Fee	Code §1.01.090	\$20/vehicle	
Commercial Day Use Season Pass Parking Fee	Code §1.01.090	\$100/year	
OSMB Licensed Boat Parking Fee	Code §1.01.090	\$2	
OSMB Licensed Boat Season Pass Parking Fee	Code §1.01.090	\$20/1-year \$35/2-year	
ALL PARKS			
Firewood Full box	Code §1.01.090	\$10	<i>No changes for FY 2014-15</i>
DEPARTMENT/DIVISION	AUTHORIZING	Current	Proposed

	LEGISLATION	FEE AMOUNT	FEE amount
Firewood Half box	Code §1.01.090	\$6	<i>No changes for FY 2014-15</i>
Sports Bag Rentals	Code §1.01.090	\$10/day w/\$20 refundable deposit	
Dump station	Code §1.01.090	\$15	
Activity Fee	Code §1.01.090	\$20/item	
Special Use Fees – will be inserted here from attachment A			
BUSINESS & COMMUNITY SERVICES – PARKS FINES			
ALL PARKS			
Alcoholic beverages refundable cleanup deposit	Code §6.06.07.01	\$30 refundable deposit	<i>No changes for FY 2014-15</i>
Witness deposit for park rule violation hearing	Code §6.06.16.03	\$15 per witness	
Entering, using park area or facilities without first paying the required fee	Code §6.06.17	\$20-\$34	
Remaining in or returning to a park area after being ordered to leave	Code §6.06.17	\$25-\$100	
Entering, remaining in park between posted closing/opening time, except when overnight camping permitted	Code §6.06.17	\$25-\$55	
Remaining in or leaving a vehicle parked in a park between posted closing/opening time	Code §6.06.17	\$15-\$25	
Exposing genitalia in public	Code §6.06.17	\$55-\$150	
Performing sexual intercourse in public	Code §6.06.17	\$55-\$150	
Building fires outside park camp stoves, fireplaces, portable stoves or permitted areas	Code §6.06.17	\$35-\$55	
Leaving a fire unattended or failing to extinguish fire before leaving the park area	Code §6.06.17	\$35-\$55	
Building a fire that constitutes a hazard to any pile of wood, grass, tree, underbrush, or other flammable material	Code §6.06.17	\$175-\$225	
Moving a camp stove or fireplace	Code §6.06.17	\$35-\$55	
Hunting, etc, any bird or animal	Code §6.06.17	\$55-\$150	
Discharging any firearms, pellet gun, bow & arrow, slingshot, paintball gun, or other weapon capable of injury	Code §6.06.17	\$250-\$500	
Possessing a pellet gun, bow & arrow, slingshot, other weapon capable of injury or a loaded firearm	Code §6.06.17	\$55-150	
Possessing or using fireworks or other explosives	Code §6.06.17	\$20-\$34	
DEPARTMENT/DIVISION	AUTHORIZING	Current	Proposed

	LEGISLATION	FEE AMOUNT	FEE amount
ALL PARKS			
Possessing containers of alcoholic beverages in excess of the two-quart size in the picnic areas without first depositing a \$30 cleanup deposit	Code §6.06.17	\$25-\$55	<i>No changes for FY 2014-15</i>
Possessing containers of alcoholic beverages in excess of the two-quart size in a designated camping area	Code §6.06.17	\$25-\$55	
Mutilate, deface, etc., any structure, facility or sign in park area Less than \$100 damage More than \$100 damage	Code §6.06.17	\$20-\$34 \$25-\$55 \$150-\$207	
Dig up, deface, etc., any dirt, stone, rock or other substance in park area Lay/set off blast in park area Roll any stones, etc.	Code §6.06.17	\$20-\$34 \$25-\$55 \$25-\$55	
Erecting temporary signs, markers, or inscriptions in park area without permission from a County Park employee	Code §6.06.17	\$10-\$20	
Set up, use public address system without permission from Park Administrator	Code §6.06.17	\$20-\$34	
Washing clothing or cleaning fish in lake, stream, river or pond	Code §6.06.17	\$10-\$20	
Using abusive/threatening language or gestures, creating public disturbances, riotous behavior	Code §6.06.17	\$25-\$55	
Operating, using any noise producing machine, vehicle, etc. in a manner that is disturbing to other park visitors	Code §6.06.17	\$20-\$34	
Picking, cutting, etc. any flowers, shrubs, trees, etc.	Code §6.06.17	\$20-\$34	
Operating a concession in park area without written consent	Code §6.06.17	\$20-\$34	
Solicitation or offering for sale any goods without consent from Park Administrator	Code §6.06.17	\$10-\$20	
Advertising any goods or services without written consent	Code §6.06.17	\$20-\$34	
Distributing any circulars, notices, etc. on property without permission	Code §6.06.17	\$20-\$34	
Riding, driving, leading, or keeping a horse in any park without written consent	Code §6.06.17	\$20-\$34	
Bringing in or keeping any animal in park area unless controlled on a maximum 6 foot leash or allowing animals other than seeing eye dogs in park area buildings	Code §6.06.17	\$20-\$34	
Allowing any animal to annoy, molest, attack, or injure any person or animal in park area	Code §6.06.17	\$25-\$55	
Typing up an animal and leaving them unattended	Code §6.06.17	\$20-\$34	
DEPARTMENT/DIVISION	AUTHORIZING	Current	Proposed

	LEGISLATION	FEE AMOUNT	FEE amount	
ALL PARKS				
Failure of owner to contain/remove animal wastes	Code §6.06.17	\$20-\$34	<i>No changes for FY 2014-15</i>	
Operating any vehicle in violation of Oregon Vehicle Code or other laws	Code §6.06.17	\$25-\$55		
Violation of maximum speed limit or traveling in excess of reasonable and prudent speed: 1-10 mph in excess of limit 11-20 mph in excess of limit 21-30 mph in excess of limit 30+ mph in excess of limit	Code §6.06.17	\$72 \$104 \$170 \$290		
Parking a vehicle any place other than areas designated as parking, or in violation of signs	Code §6.06.17	\$15-\$25		
Parking in an emergency access area or travel lane	Code §6.06.17	\$15-\$25		
Operating a motor vehicle in area not designated for motor vehicle use	Code §6.06.17	\$25-\$55		
Leaving bottles, cans, ashes, waste, etc. in non-designated locations	Code §6.06.17	\$25-\$55		
Bringing into a park area any trash, etc. for the purpose of leaving it there	Code §6.06.17	\$25-\$55		
Kitchen or toilet waste violation	Code §6.06.17	\$55-\$100		
Camping in a non-designated area	Code §6.06.17	\$20-\$34		
Camping in any one park area for more than 10 days in a 14-day period, or in the park system for more than 20 days total from 5/1 to 9/30	Code §6.06.17	\$35-\$55		
Failure to vacate campsite by checkout time	Code §6.06.17	\$25-\$55		<i>No changes for FY 2014-15</i>
Failure to maintain campsite in clean, sanitary and safe manner	Code §6.06.17	\$10-\$20		
Occupying a campsite assigned to another person	Code §6.06.17	\$10-\$20		
More than two vehicles in a campsite	Code §6.06.17	\$10-\$20		
Entering the campground in unauthorized vehicles	Code §6.06.17	\$10-\$20		
Occupying a trailer campsite in a shelter other than, a trailer, camper, or other recreational vehicle capable of utilizing the electrical connections	Code §6.06.17	\$10-\$20		
Making excessive noise between the hours of 10:00 pm. & 7:00 am	Code §6.06.17	\$25-\$55		
Occupation of a campsite by more than one family unit without permission from a park employee	Code §6.06.17	\$10-\$20		
Camping overnight under the age of 18, unless accompanied by an adult	Code §6.06.17	\$10-\$20		
Camping overnight without an approved shelter	Code §6.06.17	\$10-\$20		
Washing vehicle or trailer in campsite	Code §6.06.17	\$15-\$25		
Filling swimming pool in campground	Code §6.06.17	\$15-\$25		

Revised May 2014