



City Council
March 03, 2025
6pm

Newberg Public Safety Building 401 E. Third Street
Denise Bacon Community Room

Online: <https://us06web.zoom.us/j/89536547180>
Public Comment Registration

[View Slides](#)

-
1. Call to Order
 2. Roll Call
 3. Pledge of Allegiance
 4. [City Manager Report](#)
 - 4.1. [February Narrative Report](#)
 5. Public Comments
 6. Consent Calendar*
 - 6.1. [Resolution to Authorize Grind and Inlay Road Repairs*](#)
 7. Public Hearing
 - 7.1. [Master Fee Schedule](#)
 - i [Master Fee Schedule Update Resolution 2025-3961](#)
 - ii [Exhibit A: Master Fee Schedule](#)
 8. New Business

8.1. Sister City Discussion

i [Sister City Discussion information RCA](#)

9. ADJOURNMENT

ADA STATEMENT

Contact the City Recorder's Office for physical or language accommodations at least 2 business days before the meeting. Call (503) 537-1283 or email cityrecorder@newbergoregon.gov. For TTY services please dial 711.

*Indicates supplementary item

REQUEST FOR COUNCIL ACTION



Date Action Requested: (March 5, 2025)

Order <input type="checkbox"/>	Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>	Proclamation <input type="checkbox"/>
Subject: CM narrative for February 2025 events			Staff: Will Worthey CM Department: Administration		
Work Session <input type="checkbox"/> Business Session <input checked="" type="checkbox"/>			Order On Agenda: CM report		

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action: NA

Recommendation: NA

Executive Summary: The summary of events conducted by city departments in February of 2025

Fiscal Impact: All were conventionally budgeted items.

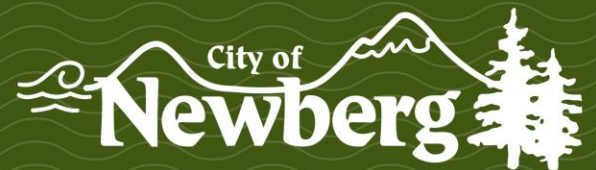
Council Goals:

Goal 4: Create and maintain a high level of transparency with our residents in order to build trust.

O1: Expand communication outreach in regard to regular city events and additional involvement with city businesses by the end of 2026.

Newberg CM report

Events for February 2025



Engineering:

- Keller has submitted the 90% plans for the water basin covers.
- Arguing with OHA in the materials.
- New WTP citing study Draft geotechnical report is currently under review
- Site report coming soon
- PLC project is 99% finished
- Wynooski storm outfall is done

Finance:

- W2s and 1099s issued in January
- 1095s were issued
- Attended Department of Revenue Annual Budget Training
- Finance and CDD participated in an OpenGov implementation meeting for the building/planning permit software
- OpenGov should go live in March
- Budget, budget, and more budget!

Human Resources:

- Coordinated with Emily Salsbury to put on the first Lunch and Learn of the year on AI
- Attended a webinar on Compensation Law and Pay Equity
- Explored a new training software which is tailored towards Public Works positions
- HR received nearly 200 applications across 5 positions

Information Technology:

- Began working on deployment schedule for laptops and other devices that need to be upgraded to windows 11, or retired, before Windows 10 goes end of support later this year.
- Worked with Public Works and our access control vendor to come up with options to better secure their sites, expand the access control system at the maintenance yard.
- Rolled out the first test batch of Windows 11-based Virtual Desktops to volunteers, in preparation for moving to Windows 11 city-wide in the coming months.

Public Works general:

- Finalized and submit the annual Solid Waste Recycling Report for Yamhill County & DEQ
- Distributed free emergency training opportunities
- Prepared the Boil Water Notice for Water line Break on 2/17/2025

Maintenance Work Highlights:

- | | | |
|---------------------------------|-----------|--------------|
| • Sewer Mainline Pipe Cleaned | 1,800 Ft | |
| • Sewer Mainline Pipe Inspected | 13,755 Ft | = 2.6 Miles |
| • Storm Runoff Pipe Cleaned | 14,520 Ft | = 2.75 Miles |

More Maintenance Work Highlights:

- Miles of Street Swept 93 miles
- Street Sweeping Debris Removed 48 Cubic Yards
- Total Number of Water Meters 7,661 (2" or larger = 312)
- Water Valves Exercised 222
- Water Meter Service Activities 60
- Fleet/Equipment Service/Repairs 44

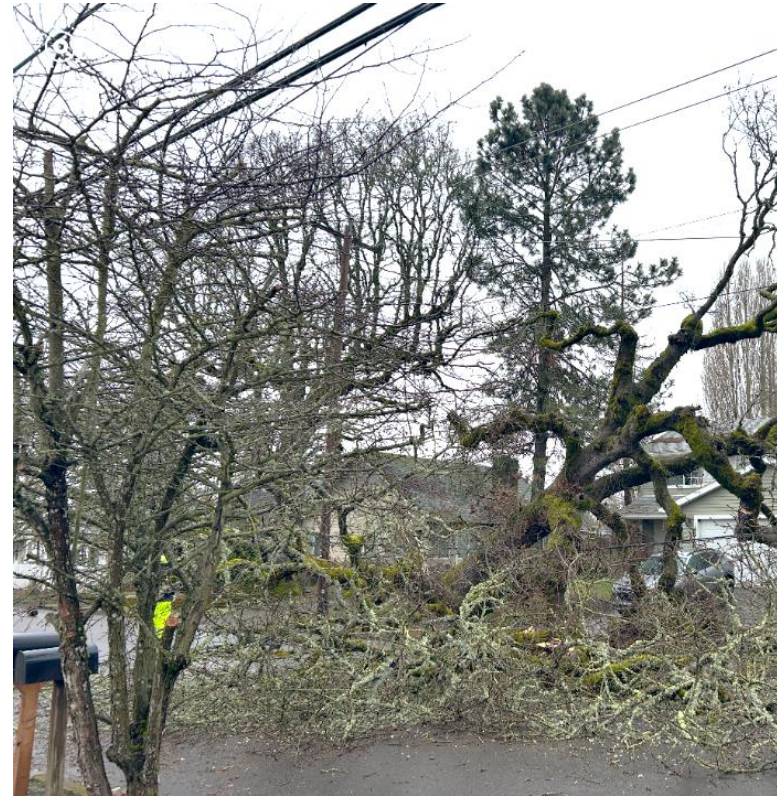
**800 N Meridian ST water
service install**



**Live water service tap 170 E
third ST**



February 17, 2025
Downed Tree at 1559 E Second St
Created PGE power outage of over 1,200 Services on the SE
side of town for several hours



Operations (Wastewater) Highlights:

- Fixed leaks on hypo pump 1
- Replaced a failed O-ring on clarifier 1
- Replaced filters on top of the fuel bin for the dehydration unit
- Took apart and cleaned piping for the bin vent filter
- Welcomed Anthony “Tony” Dante on board to fill our vacant Operator 1 position
- PLC replacement of our plant control panel took place.

Operations (Water) Highlights:

- Replaced level indicator at North Valley Reservoir
- Added 12,000 lbs of media to the 6 water filters
- Cleaned North Settling Basin Flow Meter and replaced failed pipe saddle
- Completed annual state and federal air discharge reports
- Programmed new cellular based auto dialer and configured the old dialer to run as a backup

Water main break Jaquith Park Estates :

- Monday February 17, 2025 about 11am
- 34-year-old 8” main line valve top had blown off due to severely rusted and corroded bolts
- Public messaging & repairs began immediately
- Bottled water was delivered to the area for the affected residents
- Service was restored by 9pm
- Boil water notice ran until Wednesday, February 19, with a negative sample
- Corroded bolts on the adjacent valve were replaced
- Maintenance will be potholing the other valves in the immediate area to inspect and replace the bolts as necessary



Water Main Break Images

Snow Event:

- Sanding of the designated city priority and emergency routes was done on the 11th and early morning of the 12th.
- One of the multi-functional equipment pieces that is also used is pictured here.
- The Vent-Trac has multiple attachments, and the broom is used during snow events.



Public Safety:

- Congratulations Madison is officially solo status in Dispatch
- Officers delivered over 150 meals to seniors on February 13th this has become a tradition for our department. Thank you to ***It's Party Time Catering*** for organizing this event.
- SRO's appreciation week occurred.
- The SRO position is even more unique as the front row seat becomes the daily lives of our community's youth.
- Our SRO's get a chance to mentor, educate and on occasion, hold people accountable. They see your children laugh, cry, struggle and succeed.

**Way to go
Madison!!**



SRO's
Stearns and
Moreland



Community Development Events:

- 100-Lot Planned Unit Subdivision on N Springbrook Road approved by Planning Commission (appeal deadline is Feb 27)
- Code Maintenance Package approved by Council
- Design review application submitted for redevelopment of former Roundtable site (for a New Restaurant)

City Recorder Events:

- Website launched and working well!
- First Friday open house saw over 100 residents touring the building.
- Collaboration with IT on new Email Retention Plan
- Updating Council Rules- coming to council soon!

So that's it for this month!

As you can see, residents' tax dollars have been hard at work as usual.

Questions?

REQUEST FOR COUNCIL ACTION



Date Action Requested: (March 3rd, 2025)

Order ☐ Ordinance ☐ Resolution ☒ Motion ☐ Information ☐ Proclamation ☐

No. 2025-3963

Subject:

Resolution 2025-3963 Authorizing Grind and Inlay Road Surface Repairs at Various Locations

Staff: Will Worthey
Department: Engineering

Business Session

Order On Agenda: Consent

Hearing Type: Administrative

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action:

Recommendation:

Staff suggests the following motion:

“I move that the CM be authorized to spend up to a maximum of \$600,000 for Grind and Inlay road surface rehabilitation at the listed locations in June and July of 2025”

Executive Summary:

In June of 2024 a wide-ranging request for proposal was sent out to all major regional road repair firms seeking bids for each of the performance years from 2024 until 2027. This was also advertised in the Oregonian business section. The RFP requested each firm give us their best price for different road application or answer “no bid” if they were unable to undertake that class of road rehabilitation.

Eagle Elsner was the successful bidder for grind and inlay while **Doolittle** was the successful firm for Slurry Seals and similar applications.

The multi-year bid process enables the engineering team to start its negotiations each year with an approximate number already “dialed in”. This lets the city drive a better bargain when the firm does the site inspection and walk through.

Following council goals, the majority of road repairs for this summer will occur in the older part of town with Fulton also being targeted. Fulton was chosen because it is at a point where a grind and inlay is needed soon to avoid the road having to be completely reconstructed for many millions of dollars.

This will also allow a much-needed water line replacement to occur on Fulton before road re-surfacing occurs. This request for council action only covers this year's grind and inlay work. Separate requests will come to council for the slurry cape seal work and the crack seal work.

This is the scope of G/I work for June of 2025:

LOCATION	APPLICATION	TIMING	SQUARE FEET
E Fourth St from Howard to College	G/I - Eagle Elsner	2nd week of June	15,675
S Center St	G/I - Eagle Elsner	3rd week of June	58,923
About 100 feet west on 7th from Center Street	G/I - Eagle Elsner	3rd week of June	2,830
S Meridian St - last block	G/I - Eagle Elsner	3rd week of June	10,595

Price **\$209,016.73**

This is the scope of G/I work for July of 2025:

LOCATION	APPLICATION	TIMING	SQUARE FEET
E Fulton St	G/I - Eagle Elsner - price assumed 3" G/I ave assumed some spots will be 2" some 4"	2nd Week of July	65,823
E Fulton	Soft Spot Repairs various locations (Exc, Haul Off, Dump Fees, Fabric, Import-Place-Compact Aggregate, Base rebuild work in select locations)		15,405
Meadow lane	G/I - Eagle Elsner	2nd or 3rd Week of July	8,611

Price **\$337,075.02**

Staff are requesting a 10% contingency to this request to allow for unexpected below grade discoveries principally due to the very poor condition of Fulton. See total below.

Fiscal Impact:

The requested funds are part of the contentiously budgeted TUF allocations for the summer of 2025.

The total appropriation requested for this grind and inlay work is therefore **\$600,000** to allow for Fulton contingencies.

Council Goals:

Goal 4: Create and maintain a high level of transparency with our residents in order to build trust.

O1: Expand communication outreach in regard to regular city events and additional involvement with city businesses by the end of 2026

Continuous goal A:

Ensure Newberg infrastructure (roads, water, city employees) is in good repair and supply.

- Review the capital improvement projects annually.
- Focus on road and sidewalk improvements in Districts 1 & 3



RESOLUTION NO. 2025-3963

A Resolution Authorizing Grind and Inlay Road Surface Repairs at Various Locations

Recitals:

1. A multi-year road resurfacing RFP was issued from the city in June of 2024
2. Submissions from many firms were received and scored in July of 2024.
3. The performance period for the applicable pricing is 2024 to 2027.
4. Eagle Elsner was selected as the Grind and Inlay service provider whereas Doolittle was selected for applications like Slurry Seal
5. Eagle Elsner and city staff conducted a site walk through during January of 2025 to confirm road area estimates and firm up this year's pricing.

The City of Newberg Resolves as Follows:

1. To award the Grind and Inlay work for the listed streets at a value not to exceed \$600,000 to Eagle Elsner for work to be carried out in June and July of 2025.

Effective Date of this resolution is the day after the adoption date, which is: March 4th, 2025.

Adopted by the City Council of Newberg, Oregon, this 3rd day of March, 2025.

Rachel Thomas, City Recorder

Attest by the Mayor this 4th day of March, 2025.

Bill Rosacker, Mayor

REQUEST FOR COUNCIL ACTION



Date Action Requested: March 17, 2025

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/>	
No. 2025-3961	
Subject: A Resolution to update the Master Fee Schedule including the re-establishment of a Demolition Permit Fee and addition of a Grant-writing Services Fee	Staff: Dan Keuler, Accounting Manager Department: Finance File No.
Business Session	Order On Agenda:
Hearing Type: Administrative	

Recommendation:

Adopt Resolution No. 2025-3961, a resolution updating the Master Fee Schedule for the City of Newberg.

Executive Summary:

The Master Fee Schedule (MFS) was established in April 2016 with Resolution 2016-3268 and last updated in March of 2024 via Resolution 2024-3920. The MFS does not include any franchise fees, city taxes, or pass-through fees collected for other entities. Various fees are tied to consumer price index (CPI) measurements. The fee-in-lieu of parking program fee is tied to the Engineering News Record Construction Cost Index for Seattle for December of each year, which for 2024 is 4.5%. All other rates subject to annual CPI increase use the CPI-U, which for December 2024 is 2.9%. These fees subject to the approval of the Master Fee Schedule will be effective on April 1, 2025.

Highlight of Fee Changes:

- **City Recorder:** The City Attorney research rate within the Public Records Request charges was increased from \$300.00 per hour to \$404.00 per hour to more accurately reflect legal costs charged through our legal contract for outside legal counsel.

A new fee is being added to the MFS to represent a new opportunity to give the public access to receive grant-writing services. The City's Digital Archivist and Grant Writer will be available to provide professional assistance including application writing/editing, identification of grantors, creation of project one-pagers, navigation of federal grant reporting requirements, etc. The rate set for this service will be \$50 per hour, which is the approximate loaded rate for this staff member.

- **Finance:** The Municipal Services Statement Fees were updated as presented on the MFS to appropriately reflect the increases that took place on January 1, 2025.
- **Library:** In November 2024 the Library Advisory Board approved a change to the Interlibrary Loan (ILL) Policy to charge library patrons \$5 per ILL beyond the first 12 free ILLs. Interlibrary Loans are loans from outside our library system of eighteen libraries in the Chemeketa Cooperative Regional Library Service, items for which the library often pays the cost of shipping items across the country. The change to \$5 better reflects what we are paying for the mailings.

- **Permit Center:** Building and Planning Fees subject to CPI adjustments were updated in accordance with the above-mentioned CPI-U, and the Fee-in-lieu of Parking rate updated using the Engineering News Record Construction Cost Index for Seattle.

The Demolition Permit Fee was previously removed from the Building Permit section of the MFS as it was determined to not have pertained to the Building Code Division and therefore not within the building department's scope of work. However, it is now being added back under the Engineering portion of the MFS as it was determined to be necessary for proper inspection and reporting requirements through engineering/public works. This fee, as it existed previously, will be re-established at the base inspection permit rate of \$108.22 and will be subject to annual indexing using the CPI-U as it did previously.

The business license and permit fees were reorganized and reclarified to be more in line with the code, present more clearly, and create a more complete presentation within their own fee category, rather than within planning. This included adding the Temporary Merchant Business license fee amount to the license fee list. This fee is in the code but has never been observed, pursuant to 5.05.040. We also have the Peddler/solicitor/street vendor business license fee called out, which is in the code but has never been officially observed, pursuant to 5.05.040.

- **Police:** There is no change to Police fees.
- **Public Works:** There is no change to Public Works fees.

Fiscal Impact:

Fees are necessary to help the City provide municipal services and recover resources used.

Strategic Assessment:

Resolution 2025-3961 helps the City to manage and operate the City government in an efficient and effective manner.

RESOLUTION No. 2025-3961

A Resolution to update the Master Fee Schedule including the re-establishment of a demolition permit fee and the addition of a grant-writing services fee.

Recitals:

1. The City performs and offers certain services, the cost of which are most reasonably borne by the resident, as opposed to paying for said services from general City funds.
2. In April, 2016, the City established a Master Fee Schedule via Resolution 2016-3268 to create transparency and increase efficiency in managing city services and was last updated via Resolution 2024-3920 in March of 2024.
3. On March 18, 2024 the City Council passed Resolution 2024-3920, which included the removal of the Demolition Permit Fee from Building Permits section of the Master Fee Schedule. Beginning April 1, 2025 the City will add the Demolition Permit Fee back but under the Engineering section of the MFS.
4. This past year the City added the Digital Archivist and Grant Writer position within the staff of the City of Newberg. This employee will be available for providing professional assistance including application writing/editing, identification of grantors, creation of project one-pagers, navigation of federal grant reporting requirements, etc. Beginning April 1, 2025 the City will offer these professional services to citizens or local organizations by appointment and will charge \$50 per hour.
5. Middle Housing Land Division is a permit type allowed under state law and therefore relevant to include under the City's Master Fee Schedule.
6. In November 2024 the Library Advisory Board approved a change to the Interlibrary Loan (ILL) Policy to charge library patrons \$5 per ILL beyond the first 12 free ILLs.
7. The City submitted Building fees on January 23, 2025 to the Oregon Building Codes Division and posted notice in the Newberg Graphic on January 30, 2025, per Oregon Administrative Rule 918-020-0220.

The City of Newberg Resolves as Follows:

1. To approve the grant-writing service fee, to be set at \$50.00 per hour.
2. To update the MFS by adding the type II middle housing land division fee.
3. To update the MFS by re-establishing the demolition permit fee within the Engineering fees.
4. To update the Master Fee Schedule approved via Resolution No. 2025-3961 for all city departments.
5. Have the fee schedule attached to this resolution as Exhibit A take effect April 1, 2025 with the exception of fees not subject to this approval process, as they are established separately via code or resolution.

Effective Date of this resolution is April 1, 2025.

Adopted by the City Council of Newberg, Oregon, this 17th day of March, 2025

Rachel Thomas, City Recorder

Attest by the Mayor this ___ day of March, 2025.

Bill Rosacker, Mayor

Resolution 2025-3961 Exhibit A
Master Fee Schedule

CITY RECORDER	
PUBLIC RECORDS FEES – Initially set by Resolution 2008-2771	
<i>Research Requests – These fees are in addition to any copy, shipping, and handling fees. When research is less than 15 minutes, research fees may be waived. Research is charged at 1 hour minimum and billed in 15 minute increments after 1 hour.</i>	
General records research	\$60.00 per hour
City Attorney research	\$404.00 per hour
Paper Copies and prints – Fees noted are for one sided copies. For two-sided copies, fees are double those shown.	
Letter, legal, or tabloid size. Larger sizes charged at third copy party rate	25 cents per page, per copy
Copies by third party	Actual Cost
Shipping and Handling	Actual Cost
Other Records	
City of Newberg Street maps	\$3.00
Comprehensive Plan Map and Zoning Maps	\$15.00
Custom Maps – Engineering (GIS/Large)	\$15.00 per map plus \$62.00 per hour labor
OTHER CITY RECORDER / ADMIN FEES	
Notarization Fee (By appointment only)	\$10.00 per action
Grant writing services (by appointment only)	\$50.00 per hour

FINANCE	
GENERAL FEES	
Lien Search	\$27.00
NSF returned checks	\$25.00
MUNICIPAL SERVICES STATEMENT FEES - Administrative	
Late Fee	\$20.00 per meter
Water Connection Fee	\$20.00 per meter
Water Re-connection Fee	\$50.00 per meter

Resolution 2025-3961 Exhibit A
Master Fee Schedule

FINANCE	
MUNICIPAL SERVICES STATEMENT FEES - Public Safety Fees ¹	
Public Safety Fee ²	
5/8" or 3/4" meter	\$4.46
1" meter	\$11.15
1.5" meter	\$22.30
2" meter	\$35.68
3" meter	\$71.36
4" meter	\$111.50
8" meter	\$356.80
Communications Officer Public Safety Fee ²	
3/4" or 5/8" meter	\$2.70
1" meter	\$6.75
1.5" meter	\$13.50
2" meter	\$21.60
3" meter	\$43.20
4" meter	\$67.50
8" meter	\$216.00

¹ These fees are updated via a separate approval process.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

FINANCE		
MUNICIPAL SERVICES STATEMENT FEES - Transportation Utility Fee ¹		
Residential Land Uses		
Single Family Detached Housing	\$6.60	per dwelling unit
Multi-Family	\$4.46	per dwelling unit
Mobile Home	\$3.45	per dwelling unit
Non-Residential Land Uses		
Class 1 - Manufacturing	\$4.92	per 1000 sf
Class 2 - Office	\$19.38	per 1000 sf
Class 3 - Auto Repair, Clinic	\$28.23	per 1000 sf
Class 4 - Sit Down Restaurant	\$44.24	per 1000 sf
Class 5 - Convenience Store, Drive Thru	\$128.47	per 1000 sf
Class 6 - Others		
Senior Adult Housing Attached	\$2.70	per dwelling unit
Congregate Care	\$1.48	per dwelling unit
Assisted Living	\$1.94	per bed
Continued Care Retirement Community	\$1.76	per unit
Hotel	\$5.98	per room
Motel	\$4.13	per room
City Park	\$1.39	per acre
County Park, Farmland, Commercial Agriculture	\$1.65	per acre
Golf Course	\$26.14	per hole
Public Elementary School	\$0.48	per student
Public Middle/Junior High School	\$0.60	per student
Public High School	\$0.63	per student
Private School (K-12)	\$1.81	per student
Junior/Community College	\$0.90	per student
University/College	\$1.26	per student
Quick Lubrication Veh. Shop	\$17.02	per service position
Gas/serve Station	\$71.53	per fueling position
Gas/Serve Station with Conv. Market	\$52.41	per fueling position
Food Cart	\$63.02	per food cart

¹ These fees are updated via a separate approval process.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

FINANCE	
MUNICIPAL SERVICES STATEMENT FEES - Water Service Charges ¹	
Service Charge (\$/month)	\$3.79
Meter Charge (\$/month)	
3/4" meter	\$21.30
1" meter	\$36.21
1.5" meter	\$70.29
2" meter	\$112.89
3" meter	\$213.00
4" meter	\$355.71
6" meter	\$709.29
8" meter	\$1,135.29
10" meter	\$1,774.29
Nonpotable Meter Charge (\$/month)	
4" meter	\$62.21
8" meter	\$195.75
Volume Charge (\$/ccf)	
Single Family Residential	\$4.59
Multi-family Residential	\$3.88
Commercial	\$4.75
Industrial	\$5.58
Irrigation	\$8.77
Outside City	\$6.89
Public Agency	\$5.20
Non-Potable	\$3.10

¹ These fees are updated via a separate approval process.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

FINANCE	
MUNICIPAL SERVICES STATEMENT FEES - Wastewater Service Charges ¹	
Service Charge (\$/month)	\$32.51
Multi-family per unit Charge	\$25.52
Volume Charge (\$/ccf)	
Single Family Residential	\$10.57
Multi-family Residential	\$10.57
Commercial 1	\$10.57
Commercial 2	\$13.40
Commercial 3	\$21.78
Industrial	\$13.40
Outside City	\$10.57
Sewer Only (no water service) Flat Rate including monthly service charge	\$77.41
MUNICIPAL SERVICES STATEMENT FEES - Stormwater Service Charges ¹	
Service Charge (\$/month)	\$17.89

¹ These fees are updated via a separate approval process.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

LIBRARY	
Damage to Items	Time & Materials (up to replacement cost)
Lost or Destroyed Items	Price of the item. <i>Fines are set by CCRLS</i>
Computer Printing & Copies	20¢ each B & W 50¢ each Color
Exam Proctoring Fee	10¢ each B & W; 50¢ each color per page for printing \$5.00 per test
Inter Library Loan Fee	\$5 each after 12 items per year
Non-resident Library Card Fee	\$79 per year-Household \$40 for 6 months \$70 per year- Senior, \$35 for 6 months Free limited-access library cards available

Resolution 2025-3961 Exhibit A
Master Fee Schedule

BUILDING	
PERMIT CENTER FEES	
Building Permit Fees - Valuation Table^{1,2}	
\$1 - \$500	\$108.22
\$501 - \$2,000	\$108.22 for the first \$500 plus \$1.50 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$130.72 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$310.12 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$456.37 for the first \$50,000 plus \$3.90 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and above	\$651.37 for the first \$100,000 plus \$3.25 for each additional \$1,000 or fraction thereof
Fire Alarm Permit, Fire Sprinkler Permit – Commercial, Fire Suppression Permit – for Type 1 Hood	Use Building Valuation Table
Fire Sprinkler Permit – Residential Stand Alone	Not part of the plumbing system, requires a building permit and plumbing (backflow) permit
Solar	\$108.22 - Prescriptive Based on Building Value - Non-Prescriptive
Building Plan Review Fee	85% of the Building Permit Fee
Fire and Life Safety Plan Review Fee	60% of the Building Permit Fee
Community Development Fee¹	.75% of the project valuation

¹ See Glossary for Valuation Definitions

² See Glossary for ICC Valuation Data February 2025

Resolution 2025-3961 Exhibit A
Master Fee Schedule

BUILDING	
PERMIT CENTER FEES	
Grading Permit Fees - Valuation Table	
0 – 50 Cubic Yards	No permit required
51 - 100 Cubic Yards	\$108.22
101 - 1,000 Cubic Yards	\$108.22 for the first 100 Cubic Yards plus \$21.68 for each additional 100 Cubic Yards or fraction thereof
1,001 - 10,000 Cubic Yards	\$303.34 for the first 1,000 Cubic Yards plus \$29.48 for each additional 1,000 Cubic Yards or fraction thereof
10,001 – 100,000 Cubic Yards	\$568.66 for the first 10,000 Cubic Yards plus \$82.10 for each additional 10,000 Cubic Yards or fraction thereof
100,001 Cubic Yards and above	\$1,307.56 for the first 100,000 Cubic Yards plus \$45.23 for each additional 100,000 Cubic Yards or fraction thereof
Grading Plan Review Fee¹	85% of the Grading Permit Fee
Phased Permit Fees¹	\$339.57 plus 10% of the Building Permit Fee with a maximum of \$1,500 excluding Phase 1
Other Fees:	
Inspections Outside of normal business hours	\$108.22 per hour minimum of 2 hours
Additional plan review required by changes, additions or revisions to approved plans, Inspections for which no fee is specifically indicated, occupancy change permit	\$108.22 first hour, fraction thereof each ¼ hour, minimum of 1 hour
Reinspection Fee	\$108.22 each
Investigation Fee	\$108.22 per hour minimum ¼ hour
Deferred Submittal	\$279.80 for each deferred or 10% of the permit fee for the value of the deferred work, whichever is greater

¹ See Glossary for Valuation Definitions

Master Fee Schedule

BUILDING - Mechanical		
PERMIT CENTER FEES		
Furnace:	Res Fee	Com Value
FAU/Gravity Furnace <100K BTU	\$26.68	\$2,019.92
FAU/Gravity Furnace > 100K BTU	\$26.68	\$2,329.66
Wall/Floor/Suspended/Mounted	\$26.68	\$2,019.92
Other Heating Units:		
Wood/Fireplace/Masonry/Factory Built	\$43.62	\$1,553.80
Room Heaters, Non-Portable	\$26.68	\$155.38
Appliance Vents and Air Ducts	\$14.81	\$932.28
Boilers/Compressors/Absorption Systems:		
1 - 100K BTU	\$24.99	\$2,019.92
101K – 500K BTU	\$40.53	\$3,573.71
501K – 1,000K BTU	\$55.46	\$4,816.73
1,001K – 1,750K BTU	\$80.87	\$7,147.61
> 1,750K BTU	\$131.68	\$10,410.34
Air Handler:		
1 - 10K CFM	\$19.92	\$2,329.66
>10K CFM	\$26.68	\$2,329.66
Evaporative Coolers	\$26.68	\$2,019.92
Ventilation and Exhaust:		
Ventilation Fan – Single Duct	\$14.81	\$932.28
Ventilation System	\$19.92	\$932.28
Exhaust Hoods	\$19.92	\$1,553.80
Incinerator:		
Domestic	\$30.08	N/A
Commercial/Industrial	N/A	\$9,633.48
Gas Piping:		
Gas Pipe Outlet 1-4	\$18.21	\$774.59
Gas Pipe Outlet Each Outlet over 4	\$8.03	\$155.38
Miscellaneous: Clothes Dryer/Water Heater/Etc.	\$19.92	N/A
Minimum Fee (<i>min fee is charged unless the calculated fee is greater</i>):	\$108.22	N/A

Resolution 2025-3961 Exhibit A
Master Fee Schedule

BUILDING - Mechanical	
PERMIT CENTER FEES	
Mechanical Permit Fee - Valuation Table – Commercial/Industrial	
\$1 - \$2,000	\$108.22
\$2,001 - \$5,000	\$108.22 for the first \$2,000 and \$2.30 for each additional \$100 or fraction thereof, to and including \$5,000
\$5,001 - \$10,000	\$177.22 for the first \$5,000 and \$1.80 for each additional \$100 or fraction thereof, to and including \$10,000
\$10,001 - \$50,000	\$267.22 for the first \$10,000 and \$1.50 for each additional \$100 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$867.22 for the first \$50,000 and \$1.25 for each additional \$100 or fraction thereof, to and including \$100,000
\$100,001 and above	\$1,492.22 for the first \$100,000 and \$1.10 for each additional \$100 or fraction thereof
Type 1 Hood	Use Mechanical valuation table
Mechanical Plan Review Fee	50% of the Mechanical permit fee

Resolution 2025-3961 Exhibit A
Master Fee Schedule

BUILDING - Plumbing	
PERMIT CENTER FEES	
1 & 2 Family New:	
1 Bath	\$262.48
2 Bath	\$347.17
3 Bath	\$431.86
Each additional bath/kitchen	\$108.22
1 & 2 Family Alteration	
Per Fixture	\$25.42
1 & 2 Family Fire Sprinkler system – multi-purpose (is part of the plumbing system):	
0 - 2,000 Square Feet	\$108.22
2,001 - 3,600 Square Feet	\$144.26
3,601 - 7,200 Square Feet	\$180.35
>7,201 Square Feet	\$252.48

Resolution 2025-3961 Exhibit A
Master Fee Schedule

BUILDING - Plumbing	
PERMIT CENTER FEES	
Commercial:	
Per Fixture	\$25.42
Water/Sanitary/ Sewer:	
First 100 Feet	\$108.22
Each additional	\$42.36
1 & 2 Family Rain Drains: Downspouts	\$108.22
Miscellaneous:	
Alternative Water Heating	\$108.22
Backflow Device	\$108.22
Minimum Fee: Minimum Fee is charged unless the calculated fee is greater	\$108.22
Medical Gas Permit Fee - Valuation Table	
\$1 - \$25,000	\$340.29
\$25,001 - \$50,000	\$340.29 for the first \$25,000 + \$5.85 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$486.54 for the first \$50,000 + \$3.90 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and above	\$681.54 for the first \$100,000 + \$3.25 for each additional \$1,000 or fraction thereof
Plumbing Plan Review Fee	50% of the Plumbing Permit Fee
Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)	5% of the permit amount

Master Fee Schedule

BUILDING - Manufactured Parks										
PERMIT CENTER FEES										
Manufactured Dwelling Park Permit Fee – Table 1										
Park Class	\$1 - \$500					\$15.00				
	\$501 - \$2,000					\$15.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000				
	\$2,001 - \$25,000					\$45.00 for the first \$2,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$25,000				
	\$25,001 - \$50,000					\$252.00 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000				
	\$50,001 - \$100,000					\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000				
	\$100,001 - \$500,000					\$639.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000				
	\$500,001 - \$1,000,000					\$2,039.50 for the first \$500,000 plus \$2.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000				
	\$1,000,001 and above					\$3,039.50 for the first \$1,000,000 plus \$2.00 for each additional \$1,000 or fraction thereof				
	Manufactured Dwelling Park Valuation Fee - Table 2 ¹									
	Spaces Per Acre									
	4	5	6	7	8	9	10	11	12	
A	23,326.60	21,808.64	20,543.69	19,531.73	18,519.74	17,760.77	17,254.79	16,963.50	16,748.83	
B	21,757.25	20,653.60	18,974.36	17,962.38	16,950.43	16,191.44	15,685.48	15,432.47	15,037.18	
C	20,988.70	19,875.62	18,215.39	17,203.40	16,875.31	15,432.47	14,926.49	14,673.49	14,420.48	

¹ See glossary for definitions

Master Fee Schedule

BUILDING - Manufactured Parks	
PERMIT CENTER FEES	
Formula for Manufactured Dwelling Park Permit and Plan Review Fee:	
1. Square Feet of Area being developed ÷ 43,560 (43,560 = 1 acre)	
2. Number of spaces ÷ number of acres = valuation in Table 2	
3. Valuation in Table 2 x Number of spaces = Permit Fee in Table 1	
4. The Permit Fee is taken from Table 1	
5. The Plan Review Fee is 85% of the Permit Fee	

BUILDING - Recreational Parks	
PERMIT CENTER FEES	
Recreational Park Permit Fee – Table 1	
\$1 - \$500	\$15.00
\$501 - \$2,000	\$15.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$45.00 for the first \$2,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$252.00 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 - \$500,000	\$639.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 - \$1,000,000	\$2,039.50 for the first \$500,000 plus \$2.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and above	\$3,039.50 for the first \$1,000,000 plus \$2.00 for each additional \$1,000 or fraction thereof

Resolution 2025-3961 Exhibit A
Master Fee Schedule

BUILDING - Recreational Parks										
PERMIT CENTER FEES										
Park Class	Recreational Park Valuation Fee ¹ - Table 2									
	Spaces Per Acre									
	6	8	10	12	14	16	18	20	22	
	A	2,637	2,470	2,320	2,189	2,074	1,978	1,907	1,849	1,798
	B	2,483	2,317	2,176	2,035	1,920	1,824	1,754	1,696	1,645
C	1,792	1,626	1,485	1,344	1,229	1,133	1,062	1,005	954	
Formula for Recreational Park Permit and Plan Review Fee: 1. Square Feet of Area being developed ÷ 43,560 (43,560 = 1 acre) 2. Number of spaces ÷ number of acres = valuation in Table 2 3. Valuation in Table 2 x Number of spaces = Permit Fee in Table 1 4. The Permit Fee is taken from Table 1 5. The Plan Review Fee is 85% of the Permit Fee										

BUILDING - Manufactured Building	
PERMIT CENTER FEES	
Manufactured Building Permit Fees:	
Manufactured Building in a Park	\$778.35 Flat Fee
Manufactured Building Elsewhere	\$962.40 Flat Fee
Manufactured Building Commercial	Based on Building Value

¹ See glossary for definitions

Resolution 2025-3961 Exhibit A
Master Fee Schedule

PLANNING	
PERMIT CENTER FEES	
Pre-Application Review	\$100.00
Type I (Administrative Review):	
Any Type I action not specifically listed in this section	\$214.00
ADU Design Review	\$214.00
Cottage Cluster Design Review	\$429.00
Property Consolidation	\$214.00
Code Adjustment	\$536.00
Design Review – (Commercial/Industrial minor addition review)	0.3% of project value, \$536 minimum
Minor modification or extension of Type I decision	\$214.00
Major modification of Type I decision	50% of original fee
Partition final plat	\$1,078 + \$92 per parcel
Property line adjustment	\$1,078.00
Sign review	\$93 + \$1 per sq. ft. of sign face
Subdivision, PUD or Condominium final plat	\$2,161 + \$92 per lot or unit
Type II (Land Use Decision):	
Any Type II action not specifically listed in this section	\$1,078.00
Minor modification or extension of Type II decision	\$214.00
Major modification of Type II decision	50% of original fee
Design Review (Including Mobile/Manufactured Home Parks)	0.6% of total project cost, \$1,078 minimum
Middle Housing Land Division	\$1,078 + \$92 per parcel
Partition preliminary plat	\$1,078 + \$92 per parcel
Subdivision preliminary plat	\$2,161 + \$92 per lot
Variance	\$1,078.00
Type III (Quasi-Judicial Review)	
Any Type III action not specifically listed in this section	\$2,290.00
Annexation	\$3,010 + \$286 per acre
Comprehensive plan amendment (Site specific)	\$2,821.00
Conditional Use Permit	\$2,290.00
Minor modification or extension of Type III decision	\$214.00
Major modification of Type II decision	50% of original fee

Resolution 2025-3961 Exhibit A
Master Fee Schedule

PLANNING	
PERMIT CENTER FEES	
Historic Landmark establishment or modification	\$0.00
Historic Landmark elimination	\$2,626.00
Planned Unit Development	\$4,574 + \$92 per unit
Subdivision preliminary plat	\$2,161 + \$92 per lot
Zoning Amendment (site specific)	\$2,852.00
Type IV (Legislative amendments)	
Comprehensive plan text amendment or large scale map revision	\$3,244.00
Development Code text amendment or large scale map revision	\$3,244.00
Appeals	
Type I or II Appeal to Planning Commission	\$618.00
Type I or II Appeal to City Council	\$1,120.00
Type III Appeal to City Council	\$1,316.00
Type I Adjustments or Type II variances that are not designed to regulate the physical characteristics of a use permitted outright	\$345.00
Exhibitor license fee appeal to the City Council	50% of Exhibitor License Fee
Other Fees:	
Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)	5% of the permit amount
Expedited Land Division	\$8,038 + \$92 per lot or unit
Urban Growth Boundary amendment	\$5,136.00
Vacation of Public Right-of-Way	\$2,131.00
Fee-in-lieu of Parking Program	\$17,028 per vehicle space
Bike Rack Cost Sharing Program	\$100 per rack
Vertical Housing Development Zone fees	\$600.00 certification and application fee \$400.00 annual monitoring fee

Resolution 2025-3961 Exhibit A
Master Fee Schedule

BUSINESS LICENSES AND PERMITS	
Yearly Business Licenses	
General	\$50.00 per year
Home Occupation	\$25.00 per year
Peddler/Solicitor/Street Vendor	\$25.00 per 6 mo only
Perpetual Temporary Merchant in Operations more than 45 days	\$75.00 per year
Exhibitor License	\$156.00
Business Permits - one time fee	
Temporary Merchant in Operations from 4 to 45 days	\$126.00
Temporary Merchant in Operations more than 45 days	\$426.00
Peddler/Solicitor/Street Vendor License	No additional fees

POLICE	
Alarm Permit: False alarms – First 2 free, 3 to 9 false alarms	\$50.00 per incident per calendar year
Alarm Permit: False alarms – Over 10	\$100 per incident per calendar year
Dance Permit	\$10.00
Liquor License Applications	\$25.00
Dog Impound Fees	
Kenneling Fees	\$25.00 per day, plus required medical costs associated with
Subsequent impound citation – 2nd violation	\$75.00 per incident per calendar year
Subsequent impound citation – 3rd + violations	\$150.00 per incident per calendar year
Police Public Records	
Certified Background Check	\$35.00 per person
Photographs	\$15.00 per link
Reports	\$15.00
Research	\$27.18/hour labor over ½ hour
Tapes: Audio	\$37.00 per link
Body Cam (USB)	\$70.00 plus \$35.00 per half hour of redaction prep past first hour
USB	\$39.00

Resolution 2025-3961 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Operations	
Newgrow Compost (Bulk)	Fees set by City Manager
Sawdust	\$30.00 per cubic yard
Septic Drop-off (permitted septic companies only)	\$.15 per gallon
Recreational Vehicle Waste	\$5.00 per vehicle

PUBLIC WORKS - Maintenance	
Hydrant Meter Fees¹	
Non-refundable Application Fee	\$150.00
Water usage fee > 10,001 gallons	Charged at the current industrial volume rate (\$5.58 @ 100CCF)
Billing Fee	\$10/month
Rental Fee	\$5/day
Monthly Stormwater Service Charge	Charged at the current monthly rate (\$17.89/mo)
Refundable Meter & Valve Deposit	\$1,500.00

¹ These fees are updated via a separate approval process.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Engineering		
PERMIT CENTER FEES		
System Development Charges ²		
Wastewater Development Fee ¹ :		
For the first 18 fixture units	\$6,039.00	
Per each fixture unit over 18	\$335.50	
Water Development Fee ¹ :	Potable	Nonpotable
3/4" meter	\$7,846.12	\$4,066.00
1" meter	\$13,338.40	\$6,912.20
1.25" meter	\$19,615.30	\$10,165.00
1.5" meter	\$25,892.19	\$13,417.80
2" meter	\$41,584.43	\$21,549.80
3" meter	\$78,461.19	\$40,659.99
4" meter	\$131,030.19	\$67,902.19
6" meter	\$258,921.94	\$134,177.98
8" meter	\$415,844.32	\$215,497.97
Storm System Development Fee: ¹		
Single Family - Equivalent Dwelling Unit (EDU) ¹	\$629.57 flat fee	
Other than Single Family	(Impervious Area/2877) x \$629.57	

¹ See glossary for definitions and summaries of the incentive programs allowing for various waivers or discounts.

² These fees are established via a separate approval process - Refer to Ordinance No. 2024-2922. Fees are calculated based on the Permit Issuance Date - Ordinance 2023-3887.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Engineering			
PERMIT CENTER FEES			
Transportation Development Fee²:			
Single Family / ADU ¹ / Duplex / Triplex / Quadplex / Cottage Cluster– per unit,	\$6,266.08		
Multi Family – per unit	\$4,115.95		
Manufactured Home – in a park	\$3,010.17		
Manufactured Home – Elsewhere	\$6,266.08		
Commercial/Industrial	See Transportation SDC Calculation Formula in the Glossary.		
Wastewater Connection Fee	Actual costs		
Water Connection Fee	Actual costs		
Signalization Fee - Single Family	\$278.10		
	BASE	ADDITIONAL	PER
Sidewalk or Driveway approach permit and inspection	\$35.95	\$0.34	Square Feet
Public street ADA ramp review and inspection	\$42.73	N/A	Each ramp
Land Use Review Fees:	BASE	ADDITIONAL	PER
Planning review, Partition, Subdivision, and Planned Unit Development (Type II/III applications)	\$350.67	\$15.58	lot after 19 2-19 lots
Final plat review, partition and subdivision	\$350.67	\$8.81	each lot
Development Review for public improvements on Commercial, Industrial, Institutional zone, and Multifamily developments	\$490.42	\$280.13	Additional first acre

¹ See glossary for definitions and summaries of the incentive programs allowing for various waivers or discounts.

² These fees are established via a separate approval process. The City of Newberg has many incentive programs to encourage business development. These can be found within Ordinance 2024-2922. Fees are calculated based on the Permit Issuance Date - Ordinance 2023-3887.

The formula used to calculate the fee is: $SDC\ Fee^1 = UNIT \times ITE\ PMPH\ Vehicle\ Trip\ Rate \times 1.68 \times \$3,656.67$

The conversion of PM peak hour vehicle trip-ends (PMPHVT) to PM peak hour person trip-end (PMPHPT) is: $PMPHVT \times 1.68$
 $PMPHPT/PMPHVT = PMPHPT$.

Resolution 2025-3961 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Engineering			
PERMIT CENTER FEES			
Construction/Site Development Plan Review and Inspection Fees	BASE	ADDITIONAL	PER
Erosion Control Plan review and inspection:			
500 To 5000 Square Feet disturbed	\$209.59	N/A	each permit
5001 Square Feet to less than 1 acre disturbed	\$490.42	N/A	each permit
1 acre and larger disturbed	By DEQ permit	N/A	N/A
Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)	5% of the permit amount		
Site Improvement:			
Public Improvement site development permit – refer to application form for additional fee details	5%	N/A	Public construction cost estimate
Single Family house Site Plan Review, stormwater review and Engineering Building permit final	\$209.59	N/A	EACH PERMIT
Stormwater: Commercial/Industrial/Multi Family private facility storm drainage plan review and final inspection for water quality/quality facilities	\$419.87 First Acre	\$105.12 Additional Developed Acre	
Reinspection Fee	\$70.55		
Demolition Permit	\$108.22 flat fee – Complete Based on building value – Partial		
Hardship Requests	\$280.13		
Utility Right of Way Non-refundable Application Fee	\$500.00		
Right of Way, Easement Review	\$350.67		
Subsurface Permit for Franchise	\$209.59		
Stormwater Fee in lieu - Private	\$1.50/SF		
Stormwater Fee in lieu - Public	\$2.00/SF		

Building Permit Fees - Building Valuation Table (see page 24): The Fee complies with the definition of “valuation” in Section 423 of the State of Oregon Structural Specialty Code and includes Architectural, Structural, Electrical, Plumbing, Heating, Ventilation Devices and Equipment. The valuation also includes the contractor’s profit which should not be omitted. The determination of value or valuation under any provisions of this code shall be made by the Building Official. The value shall be the estimated amount from the City of Newberg building valuation data table or the estimated value including all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical , plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment, whichever is greater.

The square foot construction costs table determines the cost of the project by the building use and type of construction. To calculate the valuation, the cost per square foot is multiplied by the projects total square footage. For projects where square footage is not added, the value is calculated by multiplying product value by 1.6 to determine valuation.

Refund Fee Schedule	
Refund Type	Refund
Outside City Limits	100%
Permit Submitted/Plan Review Not Started	80%
Permit Submitted/Plan Review Started/Completed	Building Plan Review Not Refundable
Permit Submitted/ Plan Review Completed/ Permit Issued	Not Refundable
	Building / Plumbing / Mechanical Plan Review Fees
	80% Refundable
	Permit Fees (Building/Plumbing/Mechanical) / Community Development /
	State Surcharge (Building/Plumbing/Mechanical) / Technology (Building/Plumbing/Mechanical)
	100% Refundable
	Third Party Fees - Chehalem Park & Recreation / School CET

NEWBERG MASTER FEE GLOSSARY FOR 2025-26

SQUARE FOOT CONSTRUCTION COSTS		TYPE OF CONSTRUCTION								
GROUP	(INTERNATIONAL BUILDING CODE)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	ASSEMBLY, THEATERS, WITH STAGE	330.56	318.80	309.39	297.20	277.71	269.67	287.04	258.79	248.89
A-1	ASSEMBLY, THEATERS, WITHOUT STAGE	303.49	291.73	282.32	270.13	250.88	242.84	259.97	231.96	222.06
A-2	ASSEMBLY, NIGHTCLUBS	272.51	264.43	256.91	248.19	232.76	226.12	239.28	211.57	204.72
A-2	ASSEMBLY, RESTAURANTS, BARS, BANQUET HALLS	271.51	263.43	254.91	247.19	230.76	225.12	238.28	209.57	203.72
A-3	ASSEMBLY, CHURCHES	308.01	296.25	286.84	274.65	255.52	247.48	264.49	236.60	226.71
A-3	ASSEMBLY, GENERAL, COMMUNITY HALLS, LIBRARIES, MUSEUMS	258.66	246.90	236.50	225.30	205.06	198.01	215.15	186.13	177.24
A-4	ASSEMBLY, ARENAS	302.49	290.73	280.32	269.13	248.88	241.84	258.97	229.96	221.06
B	BUSINESS	289.51	279.23	269.21	257.82	235.42	227.07	247.91	210.39	200.78
E	EDUCATIONAL	276.33	266.73	258.30	247.60	231.08	219.28	239.09	202.46	195.97
F-1	FACTORY AND INDUSTRIAL, MODERATE HAZARD	160.20	152.78	143.34	138.64	123.55	117.41	132.48	102.44	95.93
F-2	FACTORY AND INDUSTRIAL, LOW HAZARD	159.20	151.78	143.34	137.64	123.55	116.41	131.48	102.44	94.93
H-1	HIGH HAZARD, EXPLOSIVES	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	N.P.
H234	HIGH HAZARD	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	85.50
H-5	HPM	289.51	279.23	269.21	257.82	235.42	227.07	247.91	210.39	200.78
I-1	INSTITUTIONAL, SUPERVISED ENVIRONMENT	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
I-2	INSTITUTIONAL, HOSPITALS	455.16	444.88	434.86	423.47	399.17	N.P.	413.57	374.14	N.P.
I-2	INSTITUTIONAL, NURSING HOMES	315.97	303.75	293.73	282.34	261.43	N.P.	272.44	236.40	N.P.
I-3	INSTITUTIONAL, RESTRAINED	338.01	327.73	317.71	306.32	285.40	276.05	296.41	260.38	248.77
I-4	INSTITUTIONAL, DAY CARE FACILITIES	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
M	MERCANTILE	203.29	195.21	186.69	178.98	163.28	157.64	170.06	142.09	136.24
R-1	RESIDENTIAL, HOTELS	264.67	255.41	246.77	238.13	218.35	212.40	238.17	196.75	190.67
R-2	RESIDENTIAL, MULTIPLE FAMILY	221.32	212.06	203.42	194.78	175.96	170.01	194.82	154.36	148.28
R-3	RESIDENTIAL, ONE- AND TWO-FAMILY	209.61	203.74	198.94	195.12	188.41	181.45	191.77	175.86	165.67
R-4	RESIDENTIAL, CARE/ASSISTED LIVING FACILITIES	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
S-1	STORAGE, MODERATE HAZARD	148.46	141.04	131.60	126.90	112.12	105.97	120.74	91.00	84.50
S-2	STORAGE, LOW HAZARD	147.46	140.04	131.60	125.90	112.12	104.97	119.74	91.00	83.50
U	UTILITY, MISCELLANEOUS	114.09	107.37	99.89	95.60	85.13	79.54	90.99	67.39	64.19

A. PRIVATE GARAGES AND COVERED DECKS, USE UTILITY, MISCELLANEOUS

B. UNFINISHED BASEMENTS (GROUP R-3) = \$31.50 PER SQ. FT.

C. FOR SHELL ONLY BUILDINGS DEDUCT 20 PERCENT

D. N.P. = NOT PERMITTED

E. CARPORT, COVERED PORCH, PATIO, OR DECK SQUARE FOOTAGE SHALL BE CALCULATED SEPARATELY AT 50% OF THE VALUE OF A PRIVATE GARAGE FROM THE ICC BUILDING VALUATION DATA TABLE CURRENT AS OF APRIL 1 – OAR 918-050-0100

Community Development Fee: Revenues are used to cover the costs of operating the Permit Center. The Permit Center provides services including customer information, planning and zoning, and engineering review that are necessary prior to building plan review, and are not covered under Building Plan Review Fees.

Grading Plan Review Fee: The fee for Grading Permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

Manufactured Dwelling Park Valuation Fee – Table 2 Definitions

- * Deduct 10% from the valuation of parks constructed east of the cascade summit
- * Class A Parks contain paved streets, curbs and sidewalks
- * Class B Parks contain no paved streets, no curbs but have sidewalks on one side of each street
- * Class C Parks contain no paved streets, no curbs but have sidewalks on one side of each street
- * Parks containing spaces in more than one class, figure the spaces in each class; then add them together to obtain the total valuation for the park.
- * The Area Development Permit does not include permits or related fees for buildings, manufactured dwelling installations, accessory buildings or structures, mechanical, plumbing or electrical systems, boiler, or elevated or permits required by other agencies.
- * See Oregon Administrative Rule (OAR) 918-600-030 for plan review and inspection fees based on this valuation

Phased Permit Fees: in each phase of Building, Phase 1 – Foundation, Phase 2 – Building “Shell”, Phase 3 – Completion, Building Permits may be obtained as phased permits under the following conditions: 1) In each phase there must be sufficient information provided in order to allow a complete review of the plans. 2) Plans shall be prepared by a licensed Oregon architect or engineer. 3) Deferral of any submittal items shall have prior approval of the Building Official. The licensed Oregon architect or engineer of record shall list the deferred submittals on the plans and shall review the deferred submittal documents for compatibility with the design of the building prior to submittal to the Building Official for review. 4) The City of Newberg will accept plans submitted in the sequence listed for phased development. 5) Grading and site utilities are not part of the phase program.

Recreational Park Valuation Fee - Table 2 Definitions

- * Deduct 10% from the valuation of parks and camps constructed east of the cascade summit
- * Class A Parks and camps contain paved streets and electric, water and sewer service to each R.V or camping space
- * Class B Parks and camps contain electric, water and sewer service to each R.V. or camping space, but do not have paved streets
- * Class C Parks and camps contain a combination of no more than two services involving electric, water or sewer and do not have paved streets
- * When a park or camp contains spaces in more than one class, figure the spaces in each class, then add them together to obtain the total valuation

Recreational Park Valuation Fee - Table 2 Definitions (continued)

* The area developed permit does not include permits or related fees for buildings, manufactured dwelling installations, accessory buildings or structures, mechanical, plumbing or electrical systems, boiler, or elevators, or permits required by other agencies

* See Oregon Administrative Rule (OAR) 918-600-030 for plan review and inspection fees based on this valuation

PERMIT CENTER –ENGINEERING**SYSTEM DEVELOPMENT CHARGES DEFINITIONS**

Efficiency Dwelling Unit (EDU): A Studio or one bedroom Accessory Dwelling Unit (ADU) with less than 600 square feet floor area and one bathroom. The unit is located on a lot with other dwelling units or primary uses.

Accessory Dwelling Unit (ADU): An interior, attached or detached residential structure that is used in connection with or that is accessory to a single-family dwelling. An Accessory Dwelling Unit may not exceed 50 percent of the size of the primary unit, up to a maximum of 1,000 square feet. See Newberg Municipal Code 15.05.030.

Dwelling Unit: a single unit of one or more habitable rooms providing complete independent facilities for occupants, including permanent provisions for living, sleeping, eating, cooking and sanitation. See Newberg Municipal Code 15.05.030.

Wastewater System Development Fee: Revenues are used to maintain the City's Wastewater System. This fee is collected for any new connections to the City's Wastewater System and is determined by the number of fixture units i.e. sink, bathtub, etc. in the unit.

Water System Development Fee: Revenues are used to maintain the City's Water System. This fee is collected for each new connection to the City's water system and is determined by the size of the water meter. Standard single family meter size is $\frac{3}{4}$ ".

Storm System Development Fee: Revenues are used to maintain the City's Stormwater System. This fee is collected for each new development that connects to or otherwise uses the City Stormwater System and is determined by the square feet of impervious area. Impervious surface is the hard surface area which either prevents or retards entry of water into the soil mantle and/or causes water to run off the surface in greater quantities or at an increased rate of flow from that present under natural conditions. Impervious surface areas include, but are not limited to, rooftops, concrete or asphalt paving, walkways, patios, driveways, parking lots or storage areas and trafficked gravel or other surfaces which impede the natural infiltration or runoff of surface water. An equivalent dwelling unit (EDU) is equal to 2,877 square feet of impervious area.

Transportation System Development Fee: Revenues are used for future expansion of the City's Streets. This fee is collected for each new development that connects to the City's current street system and is determined by a methodology utilizing a PM peak hour person trip-end (PMPHPT) basis for calculating future trip growth. The transportation charge is calculated based on the "land use", "units", and trips during pm peak hours both in a vehicle and as a pedestrian. Land use references the type of development, from a hotel to a golf course to a library to a single-family home, and so on. Units are determined by the

land use – municipalities can calculate units based on square footage size, the amount of acreage, or on the number of rooms. The City of Newberg uses the Institute of Transportation Engineers Trip Generation Manual (ITE) to determine trip rates for peak hours. Therefore, different types of development are charged different rates per square foot, or other Unit, as defined in the ITE. The ITE typically provides PM peak hour vehicle trip-ends for the various types of land use categories, or ITE Code designations.

The formula used to calculate the fee is: $SDC\ Fee1 = UNIT \times ITE\ PMPH\ Vehicle\ Trip\ Rate \times 1.68 \times \$3,656.67$

The conversion of PM peak hour vehicle trip-ends (PMPHVT) to PM peak hour person trip-end (PMPHPT) is: $PMPHVT \times 1.68\ PMPHPT/PMPHVT = PMPHPT$.

**INCENTIVE PROGRAMS TO ENCOURAGE DEVELOPMENT – Refer to Ordinance 2024-2922 Attachment B
Pending amendments to Newberg Municipal Code (NMC) Section 13.05**

13.05.040 (C)

C. For residential developments where dwelling units, as defined by the Oregon Residential Specialty Code, are one thousand square feet or less, except for multifamily housing as defined in ORS 456.515(8), the city will, at the election of the developer, modify the system development charge owed by applying a factor of twenty percent to the system development charge computed for the development. For multi-parcel developments, a factor of twenty percent may be applied only to those parcels whose only above grade improvements are single-family houses with dwelling units that are 1000 square feet or less. Developers that claim this system development charge modifier cannot claim any other waiver or discount for system development charges.

13.05.120 (D)

D. No transportation system development charges shall be charged for applications that only request a change in use for improvements existing at the time of application submission.

13.05.120 (E)

E. Development of child care facilities as defined by ORS 329A.250(5) and certified per ORS 329A.300 are exempt from all system development charges established under this Chapter.

13.05.125 (B)

B. Partial waivers of twenty-five percent for each category of system development charge shall be applied to developments starting or expanding enterprises that provide family wage jobs as further described in this subsection. No developer may claim any other waiver, modifier, or discount for system development charges in addition to the partial waiver described in this subsection. No partial waiver shall be applied unless the city council affirmatively finds that:

1. The enterprise will create at least twenty family wage jobs.
2. The developer will also be the employer of each individual receiving a family wage job.

13.05.125 (B) (Continued)

3. The family wage jobs will not pay less than one hundred and fifty percent of the applicable minimum wage rate provided under ORS 653.025(1).
4. The enterprise has been reviewed and endorsed by the Strategic Economic Development Corporation of the Mid-Willamette Valley, Oregon or another outside Oregon economic development agency.
5. The duration of each family wage job is permanent in nature and will likely last three or more years.
6. A staff report by the city's community development department supports the award of a partial waiver.

REQUEST FOR COUNCIL ACTION



Date Action Requested: March 3, 2025

Order <input type="checkbox"/>	Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>	Proclamation <input type="checkbox"/>
Subject: Sister City Discussion				Staff: Rachel Thomas Department: City Recorder	
				Order On Agenda: New Business	

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action:

Recommendation: Discussion of desired future for Sister City program.

Executive Summary: Newberg has two sister cities, Poysdorf, Austria, and Asago City, Japan. Both of these relationships are currently in transitional periods and staff desires direction from council on their goals and desires for these relationships.

A sister city relationship is a publicly approved, long-term partnership between two communities which becomes official through a signing ceremony by elected officials. These partnerships are unique in their potential to engage several sectors of a community, including local government, businesses, educators, students, and other citizens through varied connections and projects. Newberg currently has two sister cities.

Our Sister city relationship with Asago City Japan was formally established in 2000, but this came after many years of a successful student exchange program between Chehalem Valley Middle School and Wadayama Middle school. Each year a group of students from Newberg study Japanese culture, train to be ambassadors for our community, and travel to visit our sister city. Two months later, a group of students from Wadayama comes to Newberg, staying with local families and touring our community. In 2000 there was a desire to formalize the relationship and begin to expand the exchange, this resulted in the creation of the Sister City relationship. The stated goals of this were exchange of information to enhance student and community members; sharing of the unique culture and sports of each city and country; use of problem solving experiences (such as discussing shared issues and sharing our unique solutions); the development of information and relationships between each city's local industries; and the continuation of the exchange program for students and community members. There was also a desire that adult delegations might begin traveling back and forth and that a sister city organization might form in Newberg, this has not occurred. The middle school exchanges with Asago have continued championed by dedicated teachers at Chehalem Valley Middle school. During the most recent exchange, the city sponsored a lunch at Jem 100 for the student delegates and a meet and greet with the adult representatives of the delegation at the Chehalem Valley Chamber of Commerce. The City Recorder gave a historic tour of the town and spent time with the students teaching them about our area. Several

attempts have been made in the past year to begin building a sister city organization made of community members, while some interest has been expressed, no progress has been made on this front. We had hoped to send a few adult representatives from the city to Asago City this year with our student exchange, however, after concerns were raised about spending funds on this type of travel, this plan was cancelled in order to allow council time to discuss policies around sister cities.

Poysdorf, Austria is a city of around 6000 residents about an hour from Vienna. This sister city relationship was established in 2006 after local residents Waltraut Goertzen and Lynn Weygant championed the cause. Waltraut, a native of Austria, was impressed by the similarities between Austria and Newberg and saw an opportunity for exchange in the wine industry and cultural exchange. They formed a sister city organization, an independent group that works to support the relationship and plans visits. This relationship has led to exchange between our two wine industries including opportunities for wines from Poysdorf to be sold in Oregon. The goals of this exchange are an exchange of people, culture, education, recreation, customs, economic and community affairs, and the development of friendships between the people of both cities. Biannual visits of adult delegations from Newberg and Poysdorf have continued, and the next scheduled visit is a delegation from Newberg headed to Austria in the summer of 2026. However, the sister city organization is facing leadership challenges as Waltraut and Lynn who have led the group for 20 years have indicated a desire to step down from this role. At this time, a clear leader for the group has not emerged though several individuals have expressed interest in continuing the organization.

There are several challenges facing our sister city relationships right now. Besides the challenges of community engagement and leadership for the efforts, we are faced with limits of what city staff can take on, and concerns about spending taxpayer money on this relationship.

Last year the City spent just under \$9000 on our Sister City relationships. Most of this cost was devoted to the Poysdorf visit which included catered meals for the delegation, contributions to lodging costs, space rentals at the Chehalem Cultural Center, and various small expenses. Relatively little was spent hosting Asago City, though they have requested that we consider sponsoring students this year if possible. The cost to send a delegate to either of our sister cities ends up being between \$3000 and 4000. In the past, all travel expenses have been covered by the delegate, not by the city. However, if the city desires to send a city employee as an official representative on one of these trips, they should expect to cover the travel costs for that employee.

Sister Cities relationships began after World War II as a method to repair international relationships after the worldwide conflict. They can be a beneficial and useful tool for growth in a city, when leveraged intentionally. Cultural and social exchange lays the backbone for economic exchange and growth. Sister Cities tend to be most fruitful when they are based around shared industries or cultural challenges. They can drive tourism, provide valuable educational opportunities, pave the way for international business growth, help expand our horizons on shared challenges, and even provide assistance after disasters.

Staff seeks council direction to know how to prioritize these relationships. If they are to grow and benefit the city, there will be a cost and we will need to devote time and energy. Beyond staff contributions, council and community members must get involved and be willing to participate and even travel. We will need to budget \$10-15,000 for costs each year. It would also be prudent to have clear goals for these relationships to guide the work we do going forward.

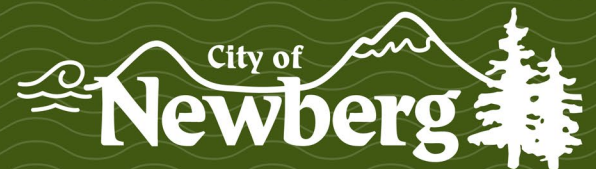
Fiscal Impact: \$10,000 to 15,000 per year

Council Goals: N/A

Newberg Sister Cities

Poysdorf, Austria

Asago City Japan



History of Asago Sister City Relationship

- Established in 2000
- Wadayama Middle School Exchange Program ~40 years old
- Goals:
 - exchange of information to enhance student and community members;
 - sharing of the unique culture and sports of each city and country;
 - use of problem solving experiences;
 - the development of information and relationships between each city's local industries;
 - and the continuation of the exchange program for students and community members.



Current Status- Asago

- Middle School exchanges yearly
- City supported by sponsoring a lunch and meet and greet
- Schools would like student sponsorships
- No adult exchange
- No supporting community organization other than middle school



History of Poysdorf Sister City Relationship

- Established in 2006
- Suggested by local residents
- Wine Industry
- Goals:
 - exchange of people,
 - culture,
 - education,
 - recreation,
 - customs,
 - economic and community affairs
 - development of friendships between the people of both cities.



Current Status- Poysdorf

- Biannual visits- alternating countries
- Wine exchange
- Newberg expected to visit in 2026
- Sister City organization leadership changes



Challenges

- Organizers
- City Staffing limitations
- Budget Commitment



Costs

- Poysdorf:
 - Hosting last visit: \$8000
 - Travel:\$3000-4000/person
- Asago City:
 - Hosting last visit:\$400
 - Travel:\$3000-4000/person
 - Consider Student Sponsorship



Potential Benefits

- Driving tourism through delegation visits
- Educational exchange opportunities
- International business expansion
- Cultural exchange opportunities
- Assistance in disasters
- Shared concepts for solving problems



Future of Relationships

- Should staff time be spent on organizing exchanges and building relationships?
- A budget is required to fund city contributions to exchanges and staff travel.
- What goals does council have for these relationships?

