

1. 2:00 P.M. Agenda

Documents:

[2023-11-21 Planning Commission Agenda.pdf](#)

2. Meeting Materials

Documents:

[McCoy Application.pdf](#)
[McCoy Staff Report.pdf](#)
[McCoy Site Plan.pdf](#)
[McCoy Garage Dimensions.pdf](#)
[Hogan Volunteer Application.pdf](#)
[Rev. Conditional Use App. Form.pdf](#)
[Bandon Fee Schedule.pdf](#)
[Florence - Planningfeeschedule_-_2019-2020.Pdf](#)
[Sisters- Master_Fee_Schedule_Final_6.28.23.Pdf](#)
[Building Activity 11-20-23.Pdf](#)



CITY OF YACHATS
PLANNING COMMISSION MEETING
Tuesday, November 21, 2023, at 2:00 pm
To Be Held Via Zoom & In Person Located at:
Commons Bldg., Civic Meeting Room 1
441 Hwy 101 N., Yachats OR 97498

Join Zoom Meeting

<https://us02web.zoom.us/j/82730920856>

Meeting ID: 827 3092 0856

Regular Meeting

- I. Meeting Called to Order
- II. Announcements and Correspondence
- III. Citizens' Concerns (limited to items not on the agenda, 5-minute limitation per person)
- IV. Public Hearing
 - a. Case File #6-CU-PC-23 McCoy Application for a Home Occupation
- V. New Business
 - a. Hogan Volunteer Application
 - b. Conditional Use Form
- VI. Reports
 - a. Commission Chairs' Meeting
 - b. Planner's Report
- VII. Other Business
 - a. From Commission – Bandon Fee Schedule
 - b. From Staff

This meeting is open to the public and all interested persons are invited to attend the ZOOM Meetings. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. The minutes of this meeting is the Audio Tape which will added to the packet after the meeting within 24 hours. In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance. POSTED 11/17/2023 By: Kimmie Jackson, Deputy City Recorder

Land Use Application

City of Yachats
441 Hwy 101 N
PO Box 345
Yachats OR 97498
(541) 547-3565

Fee:

Date Received: 10/30/23

PAID

☒ Conditional Use \$250 ☐ Nonconforming Use \$250 ☐ Variance \$250
☐ Zone Change \$500 ☐ Comprehensive Plan Change \$500
☐ Urban Growth Boundary Change \$1000
(Actual expenses in excess of the application fee will be billed.)

Applicant: Denise McCoy Phone: (541) _____

Address: 263 Lemwick Ln.

City: Yachats State: OR Zip: 97498

Relationship to property: Owner
(Owner, Contract Purchaser, etc.)

Legal Description: map# 14-12-22-00-00811-00 Current Zone: _____

Lot Dimensions: 90' x 84' Area: _____ Flood Zone: _____

Natural Hazard: _____ Topography: _____

Directions to Property: _____

Previous Planning Actions on Property: _____

Reason for Request: Conduct Occupation in Home

Existing Structures on Property:

Proposed Use and Structures:

Current Utilities and Providers: City of Yachats, Central Lincoln, Spectrum

Anticipated Date of Development: 11/15/2023

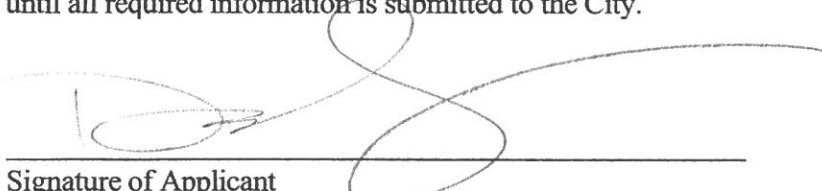
Land Use Application

Supplemental Required Information

Attachments to Application (check all that apply)

- ☐ Plot Plan of subject property showing all property lines
- ☐ Existing and proposed structures and their location in relationship to property lines
- ☐ Total floor area, use and height of all existing and proposed uses
- ☐ Operating characteristics of all proposed commercial use
- ☐ Location, extent, arrangement, and proposed improvements of all off-street parking and loading facilities.
- ☐ Location of access to adjacent arterial or collector
- ☐ State or County Road Approach Permit
- ☒ Narrative which address applicable ordinance standards (required for all land use actions)
- ☐ Other: _____

I have read the above application and hereby certify all information contained therein to be true and complete to the best of my ability. I understand that this application will not be processed until all required information is submitted to the City.



Signature of Applicant

Signature of Property Owner (if other than applicant)

Narrative for Home Occupation – Conditional Use – for **Denise McCoy, LMT**

My name is Denise McCoy. I am applying for Conditional Use for a Home Occupation. I am a Licensed Massage Therapist (LMT) in the state of Oregon. I have been an LMT since 1988. My objective is to conduct a Licensed Massage Therapy practice out of my home here in Yachats, OR. Myself and my husband, Richard ("Randy") McCoy are the residents of our home.

Please review the following information related to my objective.

Business: Denise McCoy, LMT (Licensed Massage Therapist)

Services provided: Therapeutic Massage

Location of Business: In my home

Standards to be Followed for Denise McCoy, LMT, Home Occupation:

- My home occupation shall be secondary to the main use of the property as my residence
- No structural alterations have been made to accommodate the home occupation.
- Denise McCoy will be the only person engaged in the home occupation.
- There will be absolutely no window display or other external signage for the home occupation.
- No materials or mechanical equipment shall be used which is detrimental to the residential use of the dwelling or adjoining dwellings because of vibration, noise, dust, smoke, odor, hazardous or toxic chemicals, interference with radio or television reception, or other factors.
- Home Occupation requires no deliveries to or from the house whatsoever.
- Parking of vehicles will be limited to, and contained, in our driveway as permitted following required setbacks. There will be absolutely no on-street parking.

Services Details & Practices:

- Hours of operation: Monday – Friday, 9:00am – 5:00pm (By Appointment Only)
- Serving 1 client at a time for 60-90 minute treatment
- Minimum of 30 minutes between each client/appointment
- Client will park in our large driveway space
- Appointments are scheduled so that no more than two client vehicles will be parked on property at the same time
- Services are provided "by appointment only". So, no "drop-ins"; no external signage

Thank you so much for your
consideration


Denise McCoy, LMT
OMBT 6438

CASE FILE: #6-CU-PC-23
DATE FILED: October 2, 2023
DATE APPLICATION DEEMED COMPLETE: October 3, 2023
HEARING DATE: November 21, 2023
PREVIOUS ACTION: None

STAFF REPORT
Conditional Use Application

APPLICANT: Denise McCoy

A. REPORT OF FACTS

1. **Property Location:** The subject property is located at 263 Lemwick Lane and described on the Lincoln County Assessor's Map 14-12-22-DD as Tax Lot 811.
2. **Applicant's Request:** The applicant is requesting a conditional use permit for a Home Occupation. The proposed use is a massage therapy practice secondary to the main use of the residence.
3. **Zoning:** R-2 Residential Zone
4. **Plan Designation:** Residential
5. **Lot Size and Dimensions:** The subject property totals 0.18 acres or 7,840.8 square feet. The lot dimensions are approximately 85' x 90'.
6. **Surrounding Land Use:** Surrounding land uses consist primarily of single-family residences.
7. **Utilities:**
Water & Sewer: City of Yachats
Electricity: Central Lincoln PUD
8. **Development Constraints:** None

B. EVALUATION OF REQUEST

1. **Applicant's Proposal:** The applicant submitted the required application form and fee.
2. **Relevant Yachats Municipal Code (YMC) Criteria:**

YMC Section 9.04.030 Definitions

"Home occupation" means a business, profession or other economic activity conducted full or part-time in the principal residence and/or accessory structure of the person conducting the business.

YMC Section 9.16.030 R-2 Residential Zone

Conditional Uses

In an R-2 zone, the following uses and their accessory uses may be permitted subject to the provisions of Chapters [9.44](#), [9.48](#), [9.52](#) and [9.72](#) where applicable:

- A. Residential facility;
- B. Governmental structure or use of land; and public utility facility;
- C. Home occupations. See Definitions;
- D. Temporary real estate office offering residential property in the immediate vicinity for sale;
- E. Bed and breakfast facility. (Ord. 301, Amended, 9/8/2011; Ord. 175, 1995; Ord. 73I, 1994; Ord. 73E § 2.020(2), 1992)

YMC Section 9.48.010 General requirements – Off-street Parking and Loading

Refer to Chapter [9.04.030](#) Definitions for the definition of “Parking, off street.” At the time a structure is erected or enlarged or the use of an existing structure is changed, off-street parking spaces, loading areas and access thereto shall be provided as set forth in this section unless: (1) greater requirements are otherwise established; or (2) approved planned unit developments (PUDs) provide other parameters.

- A. Requirements for types of buildings and uses not specifically listed herein shall be determined by the City Planner, based upon the requirements of comparable uses listed.
- B. In the event several uses occupy a single structure or parcel of land, the total requirements shall be the sum of the requirements of the several uses computed separately.
- C. Owners of two (2) or more uses, structures or parcels of land may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap, provided that satisfactory legal evidence is presented to the Planning Commission in the form of deeds, leases or contracts to establish joint use.
- D. Off-street parking spaces for dwellings shall be located on the same lot with the dwelling. Parking spaces for non-residential uses shall be located not farther than five hundred (500) feet from the building or use they are required to serve, measured in a straight line from the building.
- E. Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees only, and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business or use.
- F. Areas used for parking and maneuvering of vehicles shall have surfaces such as gravel, pavement, tile, brick or concrete material suitable for parking a vehicle, improved to minimum City road standards, maintained adequately for all-weather use, and be so drained as to avoid flow of water across public sidewalks.
- G. Except for parking to serve dwelling uses, parking and loading areas adjacent to or within residential zones or adjacent to residential uses shall be designed to minimize disturbance of residents by the erection between the uses of a sight-obscuring fence of not less than five (5) feet in height where vision clearance is required.
- H. Perpendicular or diagonal parking spaces for commercial uses that are located along the outer boundaries of a lot shall be contained by a curb or bumper rail at least four (4) inches high and set back a minimum of four and one-half (4.5) feet from the property line.
- I. Any lights provided to illuminate any public or private parking area or sales area shall be arranged so as to reflect the light away from any abutting or adjacent residential zone.
- J. Groups of more than four (4) parking spaces shall be served by a driveway so that no backing movements or other maneuvering within a street, other than an alley, will be required.
- K. Loading of Merchandise, Materials or Supplies. Buildings or structures which receive and distribute material or merchandise by truck shall provide and maintain off-street loading berths in sufficient numbers

and size to adequately handle the needs of the particular use. Off-street parking areas used to fulfill the requirements of this title may be used for loading and unloading operations during periods of the day when not required to take care of parking needs.

L. Off-Street Parking Space Requirements.

1. Residential Dwellings. Residential dwellings shall provide the following off-street parking spaces:

One-family dwelling, two (2) spaces;

Two-family dwelling, four (4) spaces;

Three-family dwelling, five (5) spaces;

Four-family dwelling, six (6) spaces;

Each additional unit, one and one-half space (rounded-up to the nearest whole number).

2. Manufactured dwelling park: two (2) spaces for each manufactured dwelling space.

3. Motel, hotel or resort: one space for each guest accommodation.

4. Nursing home or similar institution: one space for each three (3) beds.

5. Church, club or similar place of assembly: one space for each four (4) seats, or one space for each twenty-five (25) square feet of floor area used for assembly.

6. Library: one space for each one hundred (100) square feet of floor area.

7. Dance hall, skating rink, or similar commercial amusement enterprise: one space for each seventy (70) square feet of floor area.

8. Bowling alley: six (6) spaces for each alley.

9. Retail store: one space for each two hundred (200) square feet of floor area.

10. Service or repair shop, retail store handling bulky merchandise such as automobiles and furniture: one space for each six hundred (600) square feet of floor area.

11. Bank, office: one space for each three hundred (300) square feet of floor area.

12. Medical and dental clinic: one space for each two hundred (200) square feet of floor area.

13. Eating and drinking establishments: one space for each one hundred (100) square feet of total floor area.

14. Light industrial: one space for each six hundred (600) square feet of total floor area. (Ord. 354 § 2, 2018; Ord. 314, Amended, 07/12/12; Ord. 304, Amended, 9/8/2011; Ord. 180 § 1, 1996; Ord. 175, 1995; Ord. 73E § 3.020, 1992)

YMC Chapter 9.72 Conditional Uses

Section 9.72.010 Authorization to grant or deny conditional use permits.

Conditional uses listed in this title may be permitted, enlarged, altered or denied by the Planning Commission in accordance with the standards and procedures set forth in this chapter.

A. In taking action on a conditional use permit application, the Planning Commission may either permit or deny the application. The Planning Commission's action must be based on findings addressing the requirements of the comprehensive plan and zoning ordinance, as addressed in Chapter 9.88.

B. In permitting a conditional use or the modification of a conditional use, other than a manufactured dwelling, manufactured dwelling park or multifamily dwelling, the Planning Commission may impose, in addition to those standards and requirements expressly specified by this title, additional conditions which are considered necessary to protect the best interests of the surrounding City as a whole. These conditions may include, but are not limited to, the following:

1. Increasing the required lot size or yard dimensions;
2. Limiting the height of buildings;
3. Controlling the location and number of vehicle access points;
4. Increasing the street width;
5. Increasing the number of required off-street parking spaces;
6. Limiting the number, size, location and lighting of signs;
7. Requiring fencing, screening, landscaping, walls, drainage or other facilities to protect adjacent or nearby property;
8. Designating sites for open space;
9. Setting a time limit for which the conditional use is approved;
10. Regulation of noise, vibration, odors and sightliness;
11. Requiring surfacing of parking areas;
12. Regulation of hours of operation and duration of use or operation;
13. Such other conditions as will make possible the development of the City in an orderly and efficient manner and in conformity with the intent and purpose of the Yachats comprehensive plan;
14. If at any time the standards or requirements for conditional use approval are not followed, a zoning violation will be considered to exist.

C. In the case of a use existing prior to the effective date of the ordinance codified in this title and classified in this title as a conditional use or a nonconforming use, a change in use or in lot area or an alteration of structure shall conform with the requirements for conditional use.

D. The Planning Commission may require that the applicant for a conditional use furnish the City with a performance bond of up to the value of the cost of the improvement to be guaranteed by such bond, in order to assure that the conditional use is completed according to the plans as approved by the Planning Commission.

Section 9.72.050 Standards and procedures governing conditional uses.

In addition to the standards of the zone in which the conditional use is located and the other standards of this title, conditional uses shall meet the following standards:

- A. Hotels or resorts in an R-4 zone shall have a minimum lot area per guest unit of one thousand five hundred (1,500) square feet (Not Applicable)
- B. Special Setback Requirements (Not Applicable)
- C. Standards for Public Utility Facilities (Not Applicable)
- D. Standards for a Home Occupation.
 - 1. The home occupation shall be secondary to the main use of the property as a residence.
 - 2. No structural alteration, including the provision of an additional entrance, shall be permitted to accommodate the home occupation except when otherwise required by law. Such structural alteration shall not detract from the outward appearance of the property as a residential use.
 - 3. No persons other than those residing in the dwelling are to be engaged in the home occupation unless authorized by the Planning Commission through a conditional use permit.
 - 4. No window display and no sample commodities displayed outside the building shall be allowed. One unlighted sign not exceeding one and one-half square feet in area shall be permitted. The sign shall either be attached to the exterior of the building, or, if detached from the building, shall not be located in a required front or street side yard.
 - 5. No materials or mechanical equipment shall be used which is detrimental to the residential use of the dwelling or adjoining dwellings because of vibration, noise, dust, smoke, odor, hazardous or toxic chemicals, interference with radio or television reception, or other factors.
 - 6. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to create undesirable traffic or congestion.
 - 7. No parking of vehicles in a manner or frequency so as to cause disturbance or inconvenience to nearby residents shall be allowed.
 - 8. A valid business license from the City shall be required.
 - 9. If the applicant certifies in writing that the home occupation meets all of the above standards, the City Planner or designee may authorize the licensing of the home occupation and waive the conditional use permit requirement. Such license shall be subject to annual review.
- E. Standards for Bed and Breakfast Facilities (Not Applicable)
- F. Standards for Formula Businesses (Not Applicable)

G. Standards for Light Industrial (Not Applicable)

3. **Public Testimony Received:** At the time this staff report was prepared, the City had received no written testimony.

C. STAFF ANALYSIS

1. **The Request and the R-2 Residential Zone**

The YMC provides the following standards for a home occupation in the R-2 Residential Zone:

- 1) The home occupation shall be secondary to the main use of the property as a residence.
Applicant's Response: My home occupation shall be secondary to the main use of the property as my residence.
- 2) No structural alteration, including the provision of an additional entrance, shall be permitted to accommodate the home occupation except when otherwise required by law. Such structural alteration shall not detract from the outward appearance of the property as a residential use.
Applicant's Response: No structural alterations have been made to accommodate the home occupation.
- 3) No persons other than those residing in the dwelling are to be engaged in the home occupation unless authorized by the Planning Commission through a conditional use permit.
Applicant's Response: Denise McCoy will be the only person engaged in the home occupation.
- 4) No window display and no sample commodities displayed outside the building shall be allowed. One unlighted sign not exceeding one and one-half square feet in area shall be permitted. The sign shall either be attached to the exterior of the building, or, if detached from the building, shall not be located in a required front or street side yard.
Applicant's Response: There will be absolutely no window display or other external signage for the home occupation.
- 5) No materials or mechanical equipment shall be used which is detrimental to the residential use of the dwelling or adjoining dwellings because of vibration, noise, dust, smoke, odor, hazardous or toxic chemicals, interference with radio or television reception, or other factors.
Applicant's Response: No materials or mechanical equipment shall be used which is detrimental to the residential use of the dwelling or adjoining dwellings because of vibration, noise, dust, smoke, odor, hazardous or toxic chemicals, interference with radio or television reception, or other factors.
- 6) No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to create undesirable traffic or congestion.
Applicant's Response: Home Occupation requires no deliveries to or from the house whatsoever.
- 7) No parking of vehicles in a manner or frequency so as to cause disturbance or inconvenience to nearby residents shall be allowed.
Applicant's Response: Parking of vehicles will be limited to, and contained, in our driveway as permitted following required setbacks. There will be absolutely no on-street parking.

Staff Response: *The YMC does not specify the additional number of off-street parking places required for the proposed use, but the applicant's narrative addresses the issue. Specifically, it says "Serving 1 client at a time for 60-90 minute treatment" and "Appointments are scheduled so that no more than two client vehicles will be parked on property at the same time".*

The home has both a standard garage (16'x24') and an RV garage (13'x30'). The existing garage space is more than adequate to meet the two off-street parking spaces required for the residence.

The attached site plan shows the front yard setback to be 44 feet at its minimum depth. Each of the two driveways shown on the plan could accommodate a 9'x18' parking space without intruding into the 20' required front yard setback.

- 8) A valid business license from the City shall be required.

Staff Response: *Obtaining a valid business license from the City should be a condition of approval.*

- 9) If the applicant certifies in writing that the home occupation meets all of the above standards, the City Planner or designee may authorize the licensing of the home occupation and waive the conditional use permit requirement. Such license shall be subject to annual review.

2. Conditional Use

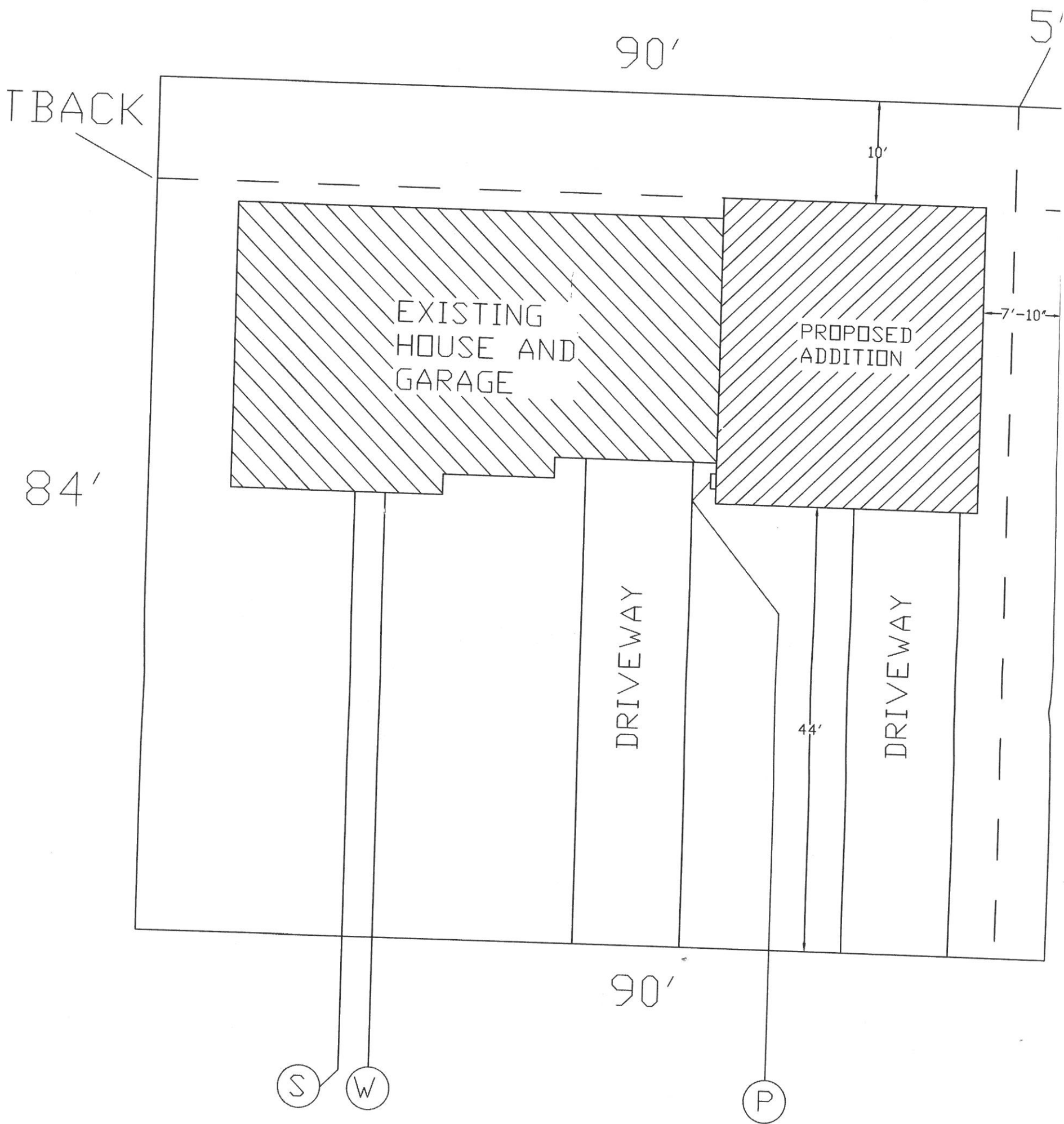
In taking action on a conditional use permit application, the Planning Commission may either permit or deny the application. The Planning Commission's action must be based on findings addressing the requirements of the comprehensive plan and zoning ordinance. In permitting a conditional use the Planning Commission may impose conditions which are considered necessary to protect the best interests of the surrounding city as a whole.

D. CONCLUSIONS

If the request is denied, the Planning Commission should state the general reasons and facts relied on, and direct staff to prepare findings for adoption at the next meeting. If the request is approved, the Planning Commission should state any conditions of approval. Staff recommends that obtaining a valid business license from the City be a condition of approval.

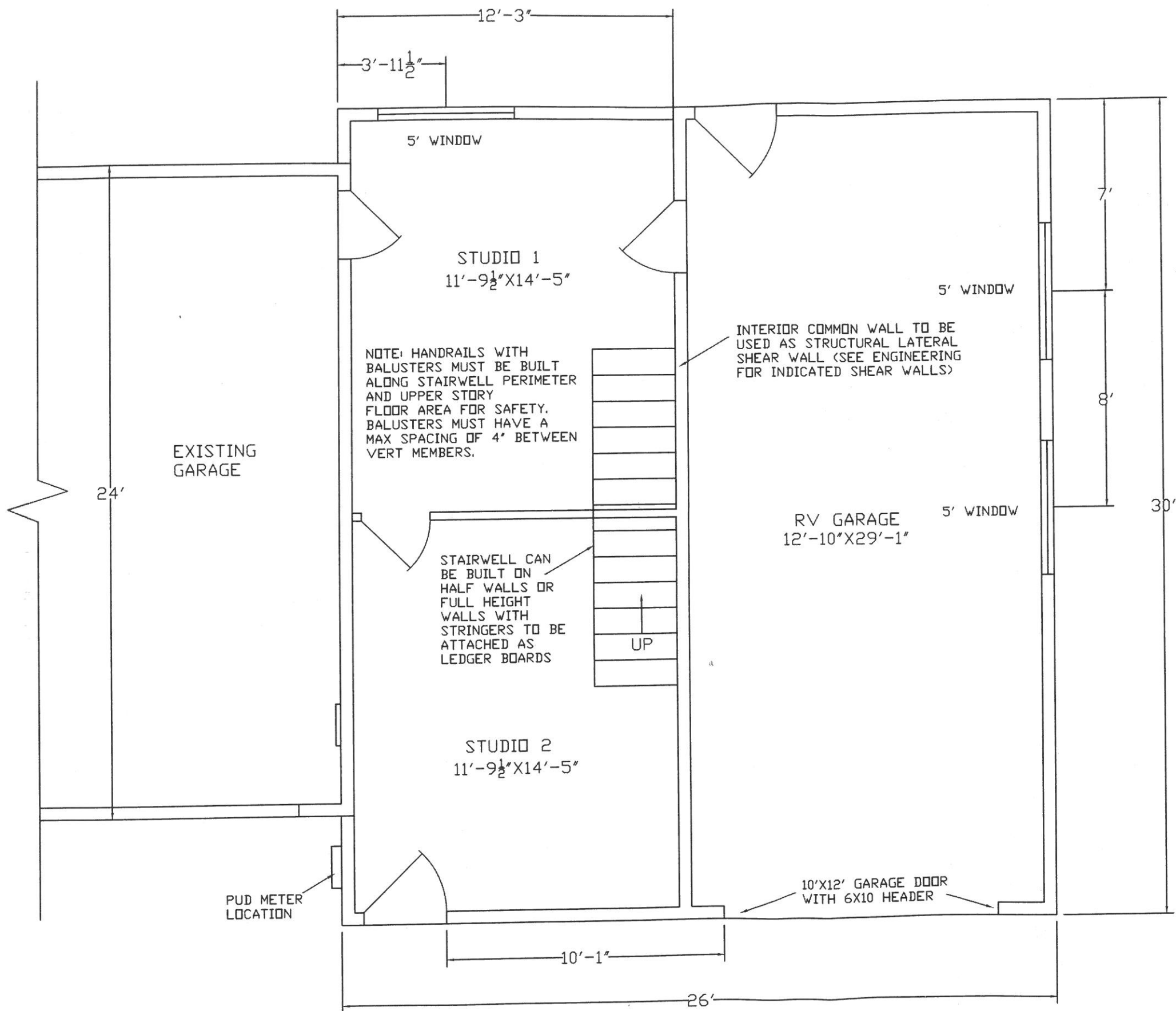
Submitted by,

Katherine Guenther
City Planner



243 LEMWICK LANE

SITE



NOTE: DOOR AND WINDOW HEADERS
TO BE 4X8 DOUG FIR #2 UNO

FIRST STORY

City of Yachats Volunteer Agreement

City of Yachats

501 Highway 101 N

PO Box 345

Yachats, OR 97498

Phone: 541-547-3565

Fax: 541-547-3063

Thank you for your interest in volunteering for City of Yachats. We look forward to partnerships with volunteers to enable us to effectively serve the citizens of our community. In order to ensure the safety of our volunteers and protect the interests of City of Yachats, we require potential volunteers to complete this questionnaire form and participate in a background check. Thank you for volunteering.

First Name	Craig
Last Name	Hogan
Address	924 Hanley Drive, PO Box 668
City	Yachats
State	OR
Zip Code	97498
Daytime Phone	772
Evening Phone	<i>Field not completed.</i>
Email	craighogan@uchicago.edu

(Section Break)

Volunteer Activity

Please describe the type of volunteer work you are interested in performing or activity/event you wish to volunteer for.

I am interested in serving on the Planning Commission.

Please list the date(s) or range of dates for which you would like to volunteer

Effective immediately

Statement of Interest or Related Experience for Commissions & Committees

I think community engagement in city planning is important, particularly for the long term. I have no experience in city planning but have participated in project and building planning for universities, laboratories, and federal agencies.

Upload document, if needed

Field not completed.

References

*Please list two references that are **not related to you** and that have knowledge of your relevant experience for the type of volunteer activity you are interested in.*

Reference 1

First Name	John
Last Name	Theilacker
Address	<i>Field not completed.</i>
City	Yachats
State	OR
Zip Code	97498
Phone Number	<i>Field not completed.</i>
Relationship	neighbor
Years Known	less than 1
Reference 2	
First Name	David
Last Name	Diamond
Address	<i>Field not completed.</i>
City	Yachats
State	OR
Zip Code	97498
Phone Number	<i>Field not completed.</i>
Relationship	neighbor
Years Known	2
Emergency Information	
<i>Name and contact information for the person(s) to reach in the event of an emergency.</i>	
Name	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Relationship	<i>Field not completed.</i>
Name	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>

Relationship	Field not completed.
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I understand and agree to the following:

- I will keep all issues pertaining to city business confidential
- I may be subject to background and motor vehicle record checks.
- I will adhere by Oregon Occupational Safety and Health Division (OR-OSHA) safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

I hereby certify that the facts set forth in this volunteer registration are true to the best of my knowledge. I agree that if the information given in my registration, resume, or any other materials, or during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status.

I understand that City of Yachats is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration form is intended to create a contract between City of Yachats and me. In addition to the above items, I agree to comply with the policies, rules, regulations, and procedures of City of Yachats, which I understand may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or City of Yachats.

Signature	Craig Hogan
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Date	10/12/2023
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Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement

I PARENT/GUARDIAN as parent or legal guardian, hereby grant permission for MINOR to do volunteer work for City of Yachats. In the event of an emergency, accident, or illness, I authorize City of Yachats and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature in the following hereby represents that I have read, understand, and to this agreement.

Parent/Guardian	Field not completed.
-----------------	----------------------

Minor	Field not completed.
-------	----------------------

Signature	Field not completed.
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Date	Field not completed.
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Version 2022-10-01

Conditional Use Application

City of Yachats
501 Hwy. 101 N
PO Box 345
Yachats, OR 97498
(541) 547-3565

Fee: _____
Date Received: _____

Applicant _____ Phone: _____

Address _____

City_____ State_____ Zip_____

Relationship to Property _____
Owner, Contract Purchaser, etc.

Legal Description _____

Current Zoning _____

Proposed Use(s) _____

Written Explanation How the Proposed Use(s) meets the criteria and standards for Conditional Use Approval_____

[illegible]

Application for approval of the following uses permitted by Conditional Use shall include the submittal of a Basic Site Plan:

- Home Occupation
- Temporary Real Estate Office
- Bed and Breakfast Facility
- Residential Facility
- Private Boat Dock

Basic Site Plan – Two dimensional plan accurately drawn, clear, measurable, and fully dimensioned, showing the following information:

1. Written scale, graphic scale, and north arrow
2. Property boundaries with dimensions of each boundary
3. Building setbacks to property lines
4. Required off-street parking spaces and space dimensions
5. Required yards, including streetside setback, if applicable
6. Driveway and point(s) of ingress and egress
7. Existing fences, walls, and hedges at property boundaries
8. All zoning tabulations

Application for approval of all other uses permitted by Conditional Use shall include submittal of a Detailed Site Plan and Architectural Plans and Elevations.

Detailed Site Plan

- (1) Site plan, including date drafted, space(s) for revision date, with north arrow, drawn to scale of one inch equals twenty (1"=20') feet, unless otherwise approved by the City Planner. The plan must be accurately drawn, clear, measurable, and fully dimensioned. Provide written scale, graphic scale and north arrow.
- (2) Total gross and net land areas of the entire site. ("Net" is minus the square footage of any land proposed for dedication to the public, not including easements.)
- (3) Label and show the lengths of all existing property lines of the development site.
- (4) Label and show the zoning designations, property boundaries, land uses, and approximate building locations of all adjacent properties.

- (5) Label and show the locations, widths, and names of all existing or platted adjacent public streets, alleys, sidewalks, planter strips, curbs, and other public rights-of-way, and other important features such as City boundary lines.
- (6) Either as part of the detailed site plan, or on a separate sheet drawn to the same scale as the site plan, existing site features shall be shown, including ground topography (contours), wooded or naturally vegetated areas, trees of eight (8) inches diameter at breast height (DBH) or greater, floodplains, shorelines, wetlands, riparian corridors, geologic hazard zone, and any existing buildings, roads, trails, fences, or other physical improvements, and all existing easements.
- (7) Label and show all existing natural drainage patterns, flow arrows showing existing and proposed drainage patterns, and existing and proposed swales, ditches, or other drainage ways.
- (8) Location, dimensions, use, coverage, and height of proposed buildings and proposed improvements in relation to property and street lines. Clearly indicate and label existing and proposed building elements, and their dimensions to adjacent property lines.
- (9) Dimensional features showing compliance with the applicable area, width, coverage, yard, vision clearance, natural resource protection standards, and other design standards as specified in this Chapter.
- (10) Location, dimension, and arrangements of proposed site elements including sidewalks, parking areas, site access, and interior circulation, off-street loading and unloading, trash disposal areas, and lighting for these areas.
- (11) Zoning tabulations based on the underlying zone or zones if split, including minimum lot area and proposed lot area (measured in square feet, or acres if exceeding one (1) acre); maximum gross floor area and proposed gross floor area, if applicable; maximum residential density and proposed residential density (measured in dwelling units per acre), if applicable; minimum yard areas and proposed yard areas; maximum building height and proposed building height, as defined and calculated in accordance with Section 9.52.171 of the Yachats Municipal Code; maximum building and impervious lot coverage and proposed building and impervious lot coverage; and minimum required parking and proposed (off-street) parking.
- (12) Location, dimensions, and arrangement of all areas devoted to open space, retention of existing trees and vegetation, proposed ground cover, trees and other native plantings, and recreation.

- (13) A copy of the last recorded subdivision plan of which the property is part.
- (14) Locations and designs of all on-site and off-site improvements related to access control and traffic capacity.
- (15) State or County Road Approach Permit, if applicable.

Architectural Plans and Elevations

Any application for conditional use shall be accompanied by fully dimensioned architectural drawings, elevations, and plans for any proposed principal building or structure, or any addition to an existing principal structure. Drawings shall provide building height, materials, and colors to be used. Home occupations, bed and breakfast facilities, residential facilities, temporary real estate offices, parking areas, and private boat docks shall be excluded from this requirement.

In the case where any or all of the above are unnecessary as in the case of a change of use in an existing structure, the City Planner shall determine which items in subsection (1) through (14) of this section will not be required for application. The Planning Commission may request additional items if they determine that these additional items are necessary to understand and make a decision on the application.

“I have read the above application and hereby certify all information contained therein to be true and complete to the best of my ability. I understand that this application will not be processed until all required information is submitted to the City.”

Signature of Applicant

Signature of Property Owner (if other than applicant)

2022 – 2023 PLANNING DEPARTMENT FEE SCHEDULE

Planning Action	Fee
General	
Records Request	Hourly Rate + Cost of materials
Research Request (greater than 5 minutes)	Hourly Rate + Cost of materials
Pre-Application Meeting	\$250
GIS Maps	\$25
Public Hearing Notices and Publication	Actual Cost
Third Party Review (Engineering, geotechnical or soils report, etc.)	Actual Cost
Permit Extension (Administrative Approval)	\$200
Permit Extension (Planning Commission Approval)	Actual Cost
Re-Submittal Review Fee	30% of original application fee
Required or Re-inspection Fee	\$50
Missed Inspection Fee	\$250
After-the-fact Permit	\$500
Outside City Water Service Request	\$95
Vacation*	\$500
Street Opening*	\$500
LUCS/No Permit Needed Review	\$95
New or Change of Address	\$47
Code Interpretation	\$200
TYPE I	
Residential Zoning Compliance Review	
Temporary Structure + Other Type I Review	\$50
Minor Decision -Type I	\$200
Residential Structure Under 1500 square feet	\$500
Residential Structure 1501 - 2500 square feet	\$750
Residential Structure 2501 - 3499	\$1,250
Residential Structure 3500 square feet and up	\$2,500
Commercial Zoning Compliance Review	
Temporary Structure + Other Type I Review	\$75
Accessory Structure/Remodel Under 200 square feet	\$300
Accessory Structure/Remodel Over 200 square feet – or new connections	\$500
Commercial Structure Up to 3500 square feet	\$2,000
Commercial Structure 3501 – 10,000 square feet	\$2,500
Commercial Structure 10,001 or more	\$3,000
Home Occupation Permit	\$300
Mobile Food Unit Type I	\$125
Mobile Food Unit Type II	Actual Cost (\$500 Base Fee)
Sign Permit	\$100
Certificate of Appropriateness	\$100
Property Line Adjustment*	\$350 per adjustment
Final Plat Review	Actual Cost
TYPE II	
Plan Review	
Residential	Actual Cost (\$500 Base Fee)
Commercial	Actual Cost (\$1,000 Base Fee)

Subdivision Tentative Plan*	Actual Cost (\$1,600 and \$200/lot Base Fee)
Partition*	Actual Cost (\$1,000 and \$100/lot Base Fee)
Adjustment	Actual Cost (\$250 Base Fee)
Appeal of a Type II Decision	\$250
TYPE III	
Planned Unit Development (PUD)	Actual Cost (\$2,750 and \$200/unit Base Fee)
Variance	Actual Cost (\$500 Base Fee)
Conditional Use Permit*	Actual Cost (\$750 Base Fee)
RV/Manufactured Dwelling Park	Actual Cost (\$500 and \$100/unit Base Fee)
Appeals	Actual Cost + \$250 or half of original fee, up to \$1,000 Deposit
TYPE IV	
Annexation*	\$3,750
Zoning Code Amendment (text/map) *	\$3,000
Comprehensive Plan Amendment*	\$3,500
Combined Map/Plan Amendment*	\$3,700

* Pre-Application is required; *may be required for other applications at the discretion of the Planning Manager.*

* Residential structures include single-family, duplex, triplex, multi-family, and additions.

* Deposits may be adjusted by the Planning Director or Planning Manager when applications are consolidated into a single process or if an application presents unusual complexity due to size, location, or other factors as determined by the Planning Director or Planning Manager.

* Applicants pay all costs for required engineering, geotechnical, or soils report review, plus deposit as determined by the Planning Director or Planning Manager.

* The hourly rate shall be determined on an annual basis by the City Manager or his designee.

* All fees are nonrefundable

*** The 2022-2023 FY hourly rate is: \$ 125.00**

Planning / Land Use Application Fees

Updated July 1, 2019

Type 1			
Staff Review	-	No Public Notice	
Design Review or Change of Use	\$	318.08	
DMV Review Form	\$	10.13	
Expansion, Change of Use, Remodel	\$	26.34	
<i>Within Lmtd. Industrial or Pacific View Business Park districts</i>			
Final Minor Partition Map	\$	160.05	
Flood Plain Permit	\$	106.37	
Landscape Plan Minor Modification	\$	26.34	
Land Use Compatibility Statement	\$	53.69	
Lot Line Adjustment	\$	106.37	
Other Review	\$	26.34	
Parking Lot Construction or Resurfacing (calculated as a building permit)			
<i>Application fee in addition to any other land use approvals</i>			
Planned Unit Development Required Application Conference	\$	106.37	
Preliminary Investigation for Prime Wildlife Overlay	\$	160.05	
Revised or Supplemental Plan (required as a Condition of Approval)	Per Plan \$	160.05	
Site Investigation Report - Phase 1	\$	575.38	
Stormwater or Parking	\$	482.19	
Written Code Analysis or Letter of Zoning Compliance	\$	190.44	
Written Code Analysis or Letter of Zoning Compliance (research of past approvals required)			*TBD - Staff Time

Type 2			
Staff Review	-	Public Notice	
Administrative Design Review	\$	212.73	
Landscape Plan Major Modification	\$	212.73	
Special Use Permit	\$	639.20	
Vegetation Clearing Permit	\$	479.15	
Mural Permits	\$	532.84	

Type 3			
Planning Commission	-	No Public Notice	
Major Partition Final Plat	\$	1,278.41	
Subdivision Final Plat	\$	1,704.88	

Type 3			
Planning Commission	-	Public Hearing	
Conditional Use Permit (CUP) without Design Review	\$	426.47	
Conditional Use Permit (CUP) and Design Review - base fee	\$	1,597.50	
<i>Plus: amount/1,000 sq. ft. of floor area >10,000 sq. ft</i>	\$	50.00	
Design Review	\$	1,491.14	
<i>Plus: amount/1,000 sq. ft. of floor area >10,000 sq. ft</i>	\$	50.00	
Extension of Approval Period	\$	532.84	
Final Development Plan for PUD	\$	2,663.18	
<i>(Application fee in addition to Public Works fees for Public Improvement Plans)</i>			
Modification to Subdivision Regulations	Per Modification \$	319.10	
Preliminary Planned Unit Development - base fee	\$	3,995.27	
<i>Plus: amount/acre > 10 acres</i>	\$	160.05	

Restoration of Nonconforming Building/Use	\$	426.47
Site Investigation Report - Phase 2 (in addition to CUP fee)	\$	532.84
<i>(required for reductions in setback to Munsel Creek, other drainages, and active dunes)</i>		
Tentative Minor Partition Plan	\$	1,597.50
Tentative Major Partition Plan	\$	2,130.34
Tentative Subdivision Plan - base fee	\$	2,130.34
<i>Additional per lot fee</i>	\$	53.69
Variance	\$	1,384.77
Waiver of Side Yard Setback	\$	426.47

Type 4	<i>Planning Comm. & City Council</i>	<i>Public Hearing</i>
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Annexation & Zoning of Annexed Area		TBD
Plan Designation Map Amendment		TBD
<i>Applicant also responsible for any County fees for co-adoption</i>		
Zone Change	\$	2,663.18
Zone Change and Plan Designation Map Amendment < 5 acres	\$	3,196.02
Zone Change and Plan Designation Map Amendment >= 5 acres		TBD
Citizen-Initiated Legislative Amendment		TBD
<i>Applicant also responsible for any County fees for co-adoption</i>		
Appeal of Staff Decision to Planning Commission	\$	372.78
Appeal of Planning Commission Decision to City Council	\$	532.84
<i>If appeal involves a Site Investigation Report - Phase 2, applicant is required to pay City's cost to obtain a professional review of Report</i>		
Initial Appeal (per ORS 227.175)	\$	250.00
Vacation of Right-of-Way (plus cost of land)	\$	3,196.02

Additional Review Fees

Consultant Review (pass-through charge)		Actual cost
<i>Applications or documents necessitating review from consultants (i.e. city engineer, city attorney, etc.) shall be charged the consultant cost to the City. The City will bill the applicant for charges incurred.</i>		
Continuance requested by Applicant or Applicant submission of new information		
Requiring new staff report		1/3 original application fee
Requiring a revised staff report and renoticing		1/2 original application fee
Expedited Processing		
		Actual consultant cost and/or staff billing rate x1.25
Review of Performance Agreement and Financial Security	\$	105.20
Pre-Application Conference	Per Hour (hourly rate plus 20%)	See City-wide fees
<i>If a related land use application is submitted within 3 months of conference, up to one hour of conference time will be deducted from land use application fee</i>		
Review of Covenants and Easements (not shown on a plat)	Per Document \$	53.69
Staff time for research or other assistance		See City-wide fees
Recording fees (Actual cost of recording with Lane County)		
Traffic Impact Study, staff review	\$	157.70
Architectural Review Application Fee		
Florence Urban Renewal Agency's Preservation and Rehabilitation Program Projects (FURA projects ≥ \$5,000)	\$	-

**CITY OF SISTERS
MASTER FEE SCHEDULE**

		CURRENT	
ITEM NO.	DESCRIPTION	FEE (\$)	UNIT AND/OR COMMENT
ADMINISTRATIVE			
ADM 1	Portable Data Storage Device	10.00	each
	Maps		
ADM 2	Small (8 1/2 x 11)	1.00	
ADM 3	Medium (11 x 17)	5.00	
ADM 4	Large (24 x 36 or larger)	10.00	
ADM 5	Copies	0.25	/page
ADM 6	Certified Copy	3.75	/document
ADM 7	Fax Charges	5.00	/1st page
ADM 8	Additional pages	2.00	each
	Public Records Request		
ADM 9	City Staff Research	60.00	/per hour
ADM 10	Attorney Fees	Actual Cost	
ADM 11	Liquor License (new application)	25.00	
ADM 12	Recording Fee	20.00	Plus County Recording Fee
	Violations:		
ADM 13	Class A	100.00	
ADM 14	Class B	250.00	
ADM 15	Class C	500.00	
ADM 16	Parking Citation	25.00	
ADM 17	Health and Safety Fee	up to 35.00	
BUILDING FEES			
	Building Permits	Collected by Deschutes County Building Safety Division	
CDD 1	Advanced Planning Fee	0.27% of Building Valuation*	
		*to be collected by Deschutes County	
COMMUNITY DEVELOPMENT			
Planning Fees			
CDD 2	Accessory Dwelling (Type I)	250.00	Chapter 2.15.300 No Fee if submitted with Building Permit for Primary Dwelling
CDD 3	Agreement Recording (not tied to Land Use Decision)	600.00	
CDD 4	Annexation/Development Agreement	3,500.00	Base fee plus actual attorney and election cost, if applicable - 4.1 Chapter 4.1.800
	Appeal		
CDD 5	Appeal of staff decision to Planning Commission	500.00	
CDD 6	Appeal of Planning Commission decision to City Council	2,500.00	Plus cost of transcripts
CDD 7	Appeal, LUBA Remand Hearing	4,000.00	
CDD 8	Appeal of Civil Penalty	500.00	Plus actual costs of hearing officer greater than \$500
CDD 9	Code Interpretation (Type II)	300.00	Chapter 4.8
CDD 10	Comprehensive Plan Text / Ordinance Map Amendment	4,000.00	Chapter 4.1 and 4.7
CDD 11	Minor Conditional Use *	500.00	Chapter 4.4
CDD 12	Conditional Use*	2,000.00	Chapter 4.4
CDD 13	Extension Fee (First)	150.00	
CDD 14	Extension (Second)	500.00	
CDD 15	Final Plat Review/Condominium Plat Review	500.00	
CDD 16	Home Occupation	250.00	Chapter 2.15.700
CDD 17	Lot Line Adjustment	500.00	Chapter 4.3.1100
	Master Planned Development		Chapter 4.5
CDD 18	0 to 4.99 acres	4,000.00	
CDD 19	5 to 10 acres	5,000.00	
CDD 20	More than 10 acres	6,000.00	
CDD 21	Partition/Replat	1,600.00	Chapter 4.3
CDD 22	Sign, Permit	100.00	Chapter 3.4
CDD 23	Replacing sign facia, no structural changes	50.00	Chapter 3.4
CDD 24	Additional sign, same application	25.00	Chapter 3.4
CDD 25	Temporary Sign Permit	10.00	Chapter 3.4.1000
CDD 26	Portable Sign	40.00	Annually - Chapter 3.4.600.M.
CDD 27	Relocation of approved signs	40.00	
	Site Plan Review*		Chapter 4.2
CDD 28	Less Than 1,000 sq.ft.	2,000.00	
CDD 29	1,001 to 5,000 sq.ft.	2,500.00	
CDD 30	5,001 to 10,000 sq.ft.	3,500.00	
CDD 31	More than 10,000 sq.ft.	4,000.00	
	Accessory structure (not including residential)		Chapter 2.15.400 and 4.2

**CITY OF SISTERS
MASTER FEE SCHEDULE**

ITEM NO.	DESCRIPTION	FEE (\$)	UNIT AND/OR COMMENT
CDD 32	201 sq.ft. to 1,000 sq.ft. Site Suitability Check / Land Use Review	250.00	
CDD 33	Subdivision/Replat	4,000.00	Plus \$50/lot - Chapter 4.3
CDD 34	Cottage Development	750.00	Plus Subdivision fee
CDD 35	Temporary Use Permit (Type I)	150.00	Chapter 2.15.1900
CDD 36	Temporary Use Permit (Type II)	500.00	Chapter 2.15.1900
CDD 37	Minor Variance	500.00	Chapter 5.1
CDD 38	Major Variance	1,500.00	Chapter 5.1
CDD 39	Short Term Rental	500.00	
CDD 40	Zone Change	6,000.00	Chapter 4.1 and 4.7
CDD 41	Hearing Fee	500.00	
CDD 42	Zoning Verification/LUCS	100.00	
CDD 43	Lot of Record Verification (Letter Type I)	250.00	
CDD 44	Modification to Approved Decision	25% of original fee; applicable to approvals issued after June 30, 2010 plus \$25 per lot/unit or \$0.10/sq. ft. for commercial	
CDD 45	Lot of Record Verification (Administrative Determination)	500.00	
CDD 46	Declaratory Ruling (Administrative Decision)	1,250.00	
CDD 47	Declaratory Ruling (Planning Commission)	2,000.00	
Miscellaneous Planning Fees			
CDD 48	Research	100.00	/per hour
CDD 49	Tree Replacement Fee	175.00	Chapter 3.2.500.D.2.C
CDD 50	Parking 'In-Lieu' of Development Fee	2,314.00	/per space
Public Works Development Plan Review			
CDD 51	Masterplan	3,600.00	
CDD 52	Subdivision	1,440.00	Plus \$80 per lot
CDD 53	Site Plan Review	1,020.00	
CDD 54	Minor Partition	800.00	
CDD 55	Final Plat	260.00	
CDD 56	Access Permit	120.00	
CDD 57	Zoning Map Amendment	4,320.00	
CDD 58	Right of Way/Easement Vacation Application	1,700.00	
CDD 59	Certificate of Occupancy	50.00	First Inspection
CDD 60		50.00	Each Inspection after first inspection
CDD 61	Pre-Application Meeting with City Engineer	130.00	/per hour
CDD 62	Construction Plan Review	440.00	/per sheet (<2)
			\$90 per addtl sheet
FINANCE			
Business License			
Fee (July 1 - June 30)			
FIN 1	Regular - Outside City Limits	105.00	annual
FIN 2	Non-Profit	10.00	annual
FIN 3	Employee - Outside City Limits	4.00	each
FIN 4	Parking District Fee	0.05	per sq.ft.
FIN 5	Lien Check	25.00	
FIN 6	Returned Item Charge (NSF)	25.00	
FIN 7	Transient Merchant License	100.00	per application
FIN 8	Transient Room Tax/Additional Reg.[Section 3.040]	Calculated at 8.99% (.0899) Each	Transient Lodging Operator may retain 5% of their tax revenues collected as a collection reimbursement charge.
FIN 9	Social Gaming License	100.00	annual
FIN 10	Vehicle for Hire License	0.00	
FIN 11	Short Term Rental Operating License	100.00	per unit, annually, not prorated
FRANCHISE FEES			
<i>(For information only, fees set by separate agreement)</i>			
FF 1	Cable Television	5%	gross revenue
FF 2	Central Electric Co-op	7%	gross revenue
FF 3	Republic Services	7%	gross revenue
FF 4	City of Sisters Sewer	7%	gross revenue
FF 5	City of Sisters Water	7%	gross revenue
FF 6	Telephone	7%	gross revenue
PUBLIC EVENTS			
PE 1	Alcohol Consumption Permit	10.00	

**CITY OF SISTERS
MASTER FEE SCHEDULE**

ITEM NO.	DESCRIPTION	FEE (\$)	UNIT AND/OR COMMENT
PE 2	Applicant's Event Tent	100.00	each/per day
	Barricades/Signs		
PE 4	Type II	5.00	each/per day
PE 5	Type III	10.00	each/per day
PE 6	Beer Garden Permit	250.00	
	City Labor Per Hour Per Employee		
PE 7	Public Works - Straight Time	40.00	/hour
PE 8	Public Works - Overtime	60.00	/hour
PE 9	Administrative	60.00	/hour
	Deposit		
PE 10	Small Event (25-75 attendees)	100.00	first day
PE 11		50.00	each additional day
PE 12	Medium Event (76 to 250 attendees)	200.00	first day
PE 13		100.00	each additional day
PE 14	Large Event (251 or more attendees)	500.00	first day
PE 15		300.00	each additional day
PE 16	City Wide Event	2,000.00	first day
PE 17		300.00	each additional day
PE 18	Picnic Tables	10.00	each/per day
PE 19	Portable Power Box	30.00	per day
PE 20	20 amp Electric HookUp	10.00	per circuit/day
PE 21	50 amp Electric HookUp	25.00	per circuit/day
PE 22	Traffic Cones	2.50	each/per day
PE 23	Transient Merchant Fee	20.00	each/per event
PE 24	"Event Ahead" Signs	10.00	each/per day

PUBLIC WORKS

	Miscellaneous Fees:		
PW 1	Sidewalk Permit	100.00	
PW 2	Overnight Parking Permit	90.00	
PW 3	Encroachment Permit	50.00	
PW 4	Dry Well construction permit	50.00	
PW 5	Right of Way (ROW) Trenching/Boring Permit	10.00	per lineal foot in asphalt. \$3.00 per lineal foot outside of asphalt.
PW 6	Public Works Document	25.00	
PW 7	Service Calls	125.00	
PW 8	Emergency Large Equipment Use	125.00	/hour
PW 9	Emergency Small Equipment Use	65.00	/hour
PW 10	Emergency Vactor Use	175.00	/hour
PW 11	Barricades/Signs	5.00	/day
PW 12	Deposit per barricade/sign	5.00	each
PW 13	Traffic Cones	2.50	/day
PW 14	Deposit per cone	2.50	each
PW 15	Parklet Permit	300.00	each
PW 16	Temporary Road/Sidewalk Closure Permit	60.00	each

SISTERS OVERNIGHT PARK

(All RV and Tent sites are for a maximum of 6 persons and 2 motor vehicles per site)

SOP 1	Additional Person	2.00	per night
SOP 2	Additional Motor Vehicle	5.00	per night
SOP 3	Fire Wood	5.00	per bundle
SOP 4	Non Hook-Up RV/Tent Site	25.00	per night, plus applicable state and local taxes
	Maximum of 6 people and 2 motor vehicles per site		
SOP 5	Full Hook-Up RV Site - 30 AMP	50.00	per night, plus applicable state and local taxes
	Maximum of 6 people and 2 motor vehicles per site		
SOP 6	Full Hook-Up RV Site - 50 AMP	55.00	per night, plus applicable state and local taxes
	Maximum of 6 people and 2 motor vehicles per site		
SOP 7	Hiker/Cyclist Tent Site Rate	5.00	per night, plus applicable state and local taxes
SOP 8	RV Dump Fee	10.00	
SOP 9	Shower Fee	1.00	per 2 minutes

WATER AND WASTEWATER FEES

Existing Fee

Deposit - Utility Services

**CITY OF SISTERS
MASTER FEE SCHEDULE**

ITEM NO.	DESCRIPTION	FEE (\$)	UNIT AND/OR COMMENT
	Residential:		
DP 1	Within city limits	150.00	
DP 2	Outside city limits	90.00	
	Commercial:		
DP 3	Within city limits	200.00	
DP 4	Outside city limits	113.00	
DP 5	Bulk Water Meter	250.00	
LIAP 1	Low Income Assistance Program		<i>Pays 75% times the water, sewer and garbage rates</i>
	Wastewater		
	Other Rates		
WW 1	Discharge Permit (Short duration discharge)		
	High Strength (kitchen/washing machine) Grey water only	0.30	/gallon
	Low Strength (shower/hand sink)	0.25	/gallon
WW 2	Flow Testing	395.00	per location
WW 3	Industrial Permit writing/monitoring	100.00	/annually
WW 4	Sewer line T.V. Inspection	383.00	
WW 5	Additional charge for over 400'	0.96	/ft.
WW 6	Source detection inspection	100.00	/hour
	Tap Fee (Includes Right Of Way Trenching/Boring Fees)		
WW 7	4" Sewer	550.00	
WW 8	6" Sewer	575.00	
	Sewer Rate		
WW 9	Sewer (per EDU)	41.60	monthly
	Water		
	Backflow Testing		
WTR 1	Commercial	19.85	
WTR 2	Repair and retesting	18.50	
WTR 3	Residential	12.85	
WTR 4	Repair and retesting	9.95	
	Bulk water		
WTR 5	Per 1,000 gallons	3.30	
WTR 6	Bulk water meter	34.30	base rate per month
WTR 7	Bulk water meter account setup fee	105.00	one time fee per account
WTR 8	Outside City limits		<i>Pays 1 1/2 times water sewer and garbage rates</i>
	Standby water service for fire service		
WTR 9	4" and smaller	10.00	/per service
WTR 10	6" supply	15.00	/per service
WTR 11	8" supply	20.00	/per service
	Water Rate		
WTR 12	5/8" and 3/4" meters	19.37	base rate
WTR 13	1" and 1 1/2" meters	21.72	base rate
WTR 14	2" meter	24.07	base rate
WTR 15	3", 4", 6", 8" meters	58.70	base rate
WTR 16	Per 100 cu.ft.	1.00	
	Water Meter		
WTR 17	4 inch meter	3,678.00	each
WTR 18	3 inch meter	2,213.00	each
WTR 19	2 inch meter	1,811.00	each
WTR 20	2 inch meter valve	324.00	each
WTR 21	1 1/2 inch meter	1,602.00	each
WTR 22	1 1/2 inch meter valve	255.00	each
WTR 23	1 inch meter	566.00	each
WTR 24	5/8 - 3/4 inch meter	425.00	each
	Miscellaneous		
	Turn on or turn off for repairs or other*		
WTR 25	During the business hours of 8:00 am to 3:30 pm**	45.00	/per trip

**CITY OF SISTERS
MASTER FEE SCHEDULE**

ITEM NO.	DESCRIPTION	FEE (\$)	UNIT AND/OR COMMENT
WTR 26	After business hours, weekend, holidays Turn on or turn off for delinquency	90.00	/per trip
WTR 27	During the business hours of 8:00 am to 3:30 pm**	45.00	/per trip
WTR 28	After business hours, weekend, holidays	90.00	/per trip
WTR 29	Utility Processing fee	20.00	
WTR 30	Utility Transfer fee	20.00	
WTR 31	Water Tap Fee (Includes Right Of Way Trenching/Boring Fees)	500.00	
WTR 32	Utility Penalty Fee for delinquent accounts		
	Assessed on the 25th of the month	10.00	/per month
	Assessed after the 25th of the month	1.00	/day
	Collection Agency Fee	23%	of outstanding balance

*Leak investigation, repair, home inspection and seasonal.

** Reconnection payment is subject to availability of administrative staff to receive and record payment

REFUSE

City Managed Accounts (*Regular Refuse rate, plus an administration fee of \$25.00*)

Monthly rates:

Residential:

CMA 1	32 Gal Cart Curb	45.07
CMA 2	64 Gal Cart Curb	52.25
CMA 3	90 Gal Cart Curb	62.33

Commercial:

CMA 4	32 Gal Cart Curb	45.41
CMA 5	64 Gal Cart Curb	57.10
CMA 6	90 Gal Cart Curb	70.56
CMA 7	1 YD-1 WKLY	116.55
CMA 8	1 YD-2 WKLY	209.22
CMA 9	1YD-3 WKLY	295.97
CMA 10	1 YD-2 WKLY	382.71
CMA 11	1YD-3 WKLY	469.44
CMA 12	1.5 YD-1 WKLY	156.50
CMA 13	1.5 YD-2 WKLY	280.57
CMA 14	1.5 YD-3 WKLY	401.17
CMA 15	1.5 YD-3 WKLY	521.79
CMA 16	1.5 YD-3 WKLY	642.38
CMA 17	2 YD-1 WKLY	199.18
CMA 18	2 YD-2 WKLY	360.89
CMA 19	2 YD-3 WKLY	521.08
CMA 20	2 YD-3 WKLY	681.26
CMA 21	2 YD-3 WKLY	841.26
CMA 22	3 YD-1 WKLY	268.79
CMA 23	3 YD-2 WKLY	493.50
CMA 24	3 YD-3 WKLY	718.05
CMA 25	3 YD-3 WKLY	942.63
CMA 26	3 YD-3 WKLY	1,167.18
CMA 27	4 YD-1 WKLY	328.90
CMA 28	4 YD-2 WKLY	609.81
CMA 29	4 YD-3 WKLY	890.55
CMA 30	4 YD-3 WKLY	1,171.27
CMA 31	4 YD-3 WKLY	1,452.04
CMA 32	5 YD-1 WKLY	383.95
CMA 33	5 YD-2 WKLY	714.81
CMA 34	5 YD-3 WKLY	1,045.44
CMA 35	5 YD-3 WKLY	1,376.11
CMA 36	5 YD-3 WKLY	1,706.75
CMA 37	6 YD-1 WKLY	432.00
CMA 38	6 YD-1 WKLY	803.56
CMA 39	6 YD-1 WKLY	1,174.89
CMA 40	6 YD-1 WKLY	1,546.23
CMA 41	6 YD-1 WKLY	1,917.58

Allied Waste Transfer Services of Oregon DBA Republic Services of Oregon

Monthly rates:

Residential:

HCD 1	32 Gal Cart Curb	20.07
HCD 2	64 Gal Cart Curb	27.25
HCD 3	90 Gal Cart Curb	37.33

**CITY OF SISTERS
MASTER FEE SCHEDULE**

ITEM NO.	DESCRIPTION	FEE (\$)	UNIT AND/OR COMMENT
	<i>Commercial:</i>	0.00	
HCD 4	32 Gal Cart Curb	20.41	
HCD 5	64 Gal Cart Curb	32.10	
HCD 6	90 Gal Cart Curb	45.56	
HCD 7	1 YD-1 WKLY	91.55	
HCD 8	1 YD-2 WKLY	184.22	
HCD 9	1 YD-3 WKLY	270.97	
HCD 10	1 YD-4 WKLY	357.71	
HCD 11	1 YD-5 WKLY	444.44	
HCD 12	1.5 YD-1 WKLY	131.50	
HCD 13	1.5 YD-2 WKLY	255.57	
HCD 14	1.5 YD-3 WKLY	376.17	
HCD 15	1.5 YD-4 WKLY	496.79	
HCD 16	1.5 YD-5 WKLY	617.38	
HCD 17	2 YD-1 WKLY	174.18	
HCD 18	2 YD-2 WKLY	335.89	
HCD 19	2 YD-3 WKLY	496.08	
HCD 20	2 YD-4 WKLY	656.26	
HCD 21	2 YD-5 WKLY	816.26	
HCD 22	3 YD-1 WKLY	243.79	
HCD 23	3 YD-2 WKLY	468.50	
HCD 24	3 YD-3 WKLY	693.05	
HCD 25	3 YD-4 WKLY	917.63	
HCD 26	3 YD-5 WKLY	1,142.18	
HCD 27	4 YD-1 WKLY	303.90	
HCD 28	4 YD-2 WKLY	584.81	
HCD 29	4 YD-3 WKLY	865.55	
HCD 30	4 YD-4 WKLY	1,146.27	
HCD 31	4 YD-5 WKLY	1,427.04	
HCD 32	5 YD-1 WKLY	358.95	
HCD 33	5 YD-2 WKLY	689.81	
HCD 34	5 YD-3 WKLY	1,020.44	
HCD 35	5 YD-4 WKLY	1,351.11	
HCD 36	5 YD-5 WKLY	1,681.75	
HCD 37	6 YD-1 WKLY	407.00	
HCD 38	6 YD-2 WKLY	778.56	
HCD 39	6 YD-3 WKLY	1,149.89	
HCD 40	6 YD-4 WKLY	1,521.23	
HCD 41	6 YD-5 WKLY	1,892.58	
SYSTEM DEVELOPMENT CHARGES			
SDC 1	Park - Current SDC rate applies at point of payment	1,193.00	/per housing unit
SDC 2	Transportation - Current SDC rate applies at point of payment	2,609.00	/per PM peak hour trip
	Sewer - Current SDC rate applies at point of payment		
SDC 3	.75" Meter size	5,166.00	
SDC 4	1.0" Meter size	8,609.00	
SDC 5	1.5" Meter size	17,220.00	
SDC 6	2" Meter size	27,552.00	
SDC 7	3" Meter size	51,658.00	
SDC 8	4" Meter size	86,099.00	
SDC 9	6" Meter size	172,195.00	
SDC 10	8" Meter size	275,513.00	
	Water - Current SDC rate applies at point of payment		
SDC 11	.75" Meter size	3,951.00	
SDC 12	1.0" Meter size	6,588.00	
SDC 13	1.5" Meter size	13,175.00	
SDC 14	2" Meter size	21,079.00	
SDC 15	3" Meter size	39,525.00	
SDC 16	4" Meter size	65,873.00	
SDC 17	6" Meter size	131,748.00	
SDC 18	8" Meter size	210,796.00	

City of Yachats
Building Activity
January 1 - November 20, 2023

Project Name	Description	Parcel #	Address	Zone	Opened	Status
COLLINS	Foundation Repair	14-12-27-DA-6300	266 West 4th Street	C1	1/10/23	Permit Issued
CHANDLER	Addition to SFD	14-12-26-CC-7400	304 Combs Circle	R1	1/18/23	Permit Issued
CAREY	New SFD	14-12-27-DA-2600	168 East 3rd Street	C1	2/20/23	Permit Issued
HUBBELL	Repair/extend Deck	14-12-34-AA-814	181 Reeves Circle	R1	3/1/23	Permit Issued
COLEMAN	New SFD	14-12-26-CC-208	504 Bayview Terrace	R1	3/5/23	Permit Issued
LIPPINCOTT	Remove Mobile/Addition	14-12-27-DA-11300	417 West 1st Street	R3	3/23/23	Permit Issued
LATTIG/CARVER	New SFD	14-12-26-CD-200	566 Combs Circle	R1	3/28/23	Permit Issued
MAY	Garage Addition	14-12-26-CB-4500	453 Horizon Hill Road	R1	4/5/23	Permit Issued
EDWARDS	Deck Replacement	14-12-26-CC-2700	110 Combs Circle	R1	4/14/23	In Review (LC)
MADISON	Add Dormer to SFD	14-12-26-CD-4000	344 Combs Circle	R1	4/26/23	Permit Issued
LIPPINCOTT	New Multifamily Dwelling	14-12-27-AD-500	33 9th Street	R3	5/8/23	Permit Issued
SCOTT	New Manufactured Home	14-12-27-AD-4600	373 West 7th Street	R1	5/12/23	Permit Issued
TRACY	Add Dormer to SFD	14-12-26-BB-5400	1060 Horizon Hill	R1	5/27/23	Permit Issued
TUTRINOLI	22'x22' Addition	14-12-27-DA-11100	363 West 1st Street	R3	5/30/23	Permit Issued
PAULEY	New SFD	14-12-26-BC-5500	1020 Horizon Hill	R1	6/9/23	Permit Issued
KIERSTEDE	New Duplex	14-12-34-AA-1702	415 Shellmidden Way	R4	6/9/23	Permit Issued
CLARK	Accessory Structure	14-12-27-DA-8600	231 Highway 101 N	C1	7/20/23	Ready to Issue
KAHN	New SFD	14-12-27-DA-1109	100 Gimlet Lane	R1	7/26/23	Ready to Issue
STONE	New SFD	14-12-26-BC-2200	985 Horizon Hill Rd	R1	8/25/23	Ready to Issue
SCHWARTZ	New SFD	14-12-26-BC-5900	1045 Horizon Hill Rd	R1	9/26/23	In Review (LC)
SKELLY	Foundation Repair	14-12-26-CC-102	81 Highway 101 N	R1	10/18/23	Permit Issued
WELCH	New SFD	14-12-27-DD-2600	212 Yachats Ocean Road	R1	10/30/23	In Review (CoY)