

Lowell City Council
Work Session Agenda
Tuesday, June 2, 2026, at 7:00 P.M.
Lowell Rural Fire Protection District Fire Station 1
389 North Pioneer Street, Lowell, OR 97452

Call to Order/Roll Call

Councilors: Mayor Weathers ____ Murray ____ Harris ____ Stratis ____ Bennett ____

Work sessions are held for the City Council to receive background information on City business and to give Council members an opportunity to ask questions and express their individual views. No decisions are made, and no votes are taken on any agenda items. The Public is invited to attend, however, there is generally no public comment period.

Work Session Topic(s)

1. Resolution 878 – Financial Management Policy
2. Resolution 879 – Master Schedule
3. Lowell School District Special Events Application

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Sam Dragt at 541-937-2157.

Adjourn

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CITY OF LOWELL, OREGON

Resolution No 879

A Resolution Updating a Master Fee Schedule and Rescinding Resolution 859

WHEREAS: In accordance with Ordinance 228, fees charged by the City for permits and services are to be reviewed periodically for adequacy. The City of Lowell updated the fee schedule in June 2025 and will update annually as part of the budget process.

WHEREAS: This resolution rescinds Resolution 859.

BE IT RESOLVED: The Master Fee Schedule attached hereto and incorporated herein by reference be established.

Adopted by the City Council of the City of Lowell this 16th Day of June 2026.

AYES: _____

NAYS: _____

APPROVED:

Maureen Weathers, Mayor

ATTEST:

Max Baker, Interim City Recorder

CITY OF LOWELL
MASTER FEE SCHEDULE

	Fee	Unit/ Comment
1 General Services		
a. Administrative Services		
1 Notary Services - Per Document, oath or affirmation	10.00	
2 Lien Search Fees - Per Tax Lot	25.00	
3 Returned Check Fee	35.00	
4 Collections Fee - Added to all accounts sent to a collections agent		25% of Account Balance
5 Public Records - Research Fee, billed in 15 minute increments		See Section 2
<i>*Any public record requiring more than 15 minutes to produce will be billed a public records research fee at the applicable staff rate outlined in section 2 of this fee schedule billed to the nearest 15 minute increment.</i>		
b. Printing & Copies - All copies including copies for public records		
1 Letter & Legal Size - Black & White, Per Page	0.20	
2 Letter & Legal Size - Color, Per Page	0.75	
3 11 x 17 - Black & White, Per Page	0.50	
4 11 x 17 - Color, Per Page	1.00	
5 Copy of Public Record Request over 11 x 17		Cost plus 10%
6 Copies of Public Records - CD	10.00	
7 Copies of Public Record - Meetings	10.00	
<i>*Printing costs apply to any printing of emailed documents</i>		
<i>**Public Records Research fees are billed separately - See section 1</i>		
8 Laminating	1.50	Per sheet
2 Staff Time and Equipment		
a. Staff Time		
1 City Administrator	100.00	Per hour
2 Public Works Staff	60.00	Per hour
3 Administrative Staff	65.00	Per hour
4 Library Staff	45.00	Per hour
5 Attorney		Actual Cost
<i>*Public works hours are billed with a 1 hour minimum</i>		
b. Equipment Time		
1 Vehicles & Rolling Stock	67.00	Per hour
2 Other Equipment (Mowers, Trimmers, Pumps, etc.)	31.00	Per hour
3 Equipment Rented by City Staff		Cost plus 10%
<i>*Equipment hours are billed with a 1 hour minimum</i>		
3 Municipal Court		
a. Court Fine Payment Plan - Per Citation	25.00	
b. Diversion Fee - Per Offense	150.00	
c. Fine Amounts		See LMC 5.001
4 Code Enforcement		
a. Animal Licenses		See LMC 5.206
b. Code Violations		See LMC 5.001

CITY OF LOWELL
MASTER FEE SCHEDULE

	Fee	Unit/ Comment
5 Library		
a. Membership		
1 Within Municipal City Limits	Free	
2 Outside Municipal City Limits - Annually	30.00	Household
b. Library Cards		
1 First Time - Original Membership - All Members (One Time Fee)	5.00	
2 Replacement Cards - All Members - Per Card	3.00	
c. Fees & Fines		
2 Lost or Damaged Books		Cost or like replacement
3 Lost or Damaged Electronic Media		Cost or like replacement
6 Utility Fees and Charges		
a. Utility Deposit		
1 Residential Single Family Dwelling - 3/4" Meter	250.00	
2 Residential Single Family Dwelling - Greater than 3/4" Meter		2 x Average Monthly Bill
2 Multi-Family Dwelling Units	300.00	+ 20.00 Per Unit
3 Master Metered Residential Parks	300.00	+ 20.00 Per Unit
4 Commercial & Industrial		2 x Average Monthly Bill
<p style="margin-left: 40px;"><i>*All billing calculations are based on the individual location history. If no billing history exists, then the deposit shall be 2 times the estimated monthly usage billed at the current rate.</i></p> <p style="margin-left: 40px;"><i>**All average and estimated billing calculations will be rounded to the nearest \$50 increment</i></p>		
b. Water Service Connection Fees		
	Meter Size:	3/4" 1" 2"
1 Water Meter (only)	555.00	805.00 2,155.00
2 Meter Box & Lid (only)	165.00	165.00 780.00
3 Tap (only)	310.00	425.00 610.00
4 Tap & Water Meter	865.00	1,230.00 2,765.00
5 City Constructed, No Street Cut	1,265.00	1,705.00 4,005.00
6 City Constructed, With Street Cut	2,965.00	3,405.00 5,705.00
<p style="margin-left: 40px;"><i>*All fees for city constructed improvements include up to 25' of service line. If more than 25' of service line is required, materials will be calculated at cost plus 10%</i></p> <p style="margin-left: 40px;"><i>**Fees for meters larger than 2" will be calculated at cost plus 10%</i></p>		
c. Sewer Service Connection Fees		
<i>All Sewer Connections are Developer Constructed</i>		
1 Connection Inspection - Tap Required	250.00	
2 Connection Inspection - No Tap Required		Plumbing Permit Required
3 Sewer Disconnect Inspection	300.00	
d. Fees & Penalties		
1 Payment Plan	25.00	
2 Delinquent Account Fee	10.00	
3 Door Hanger Fee	15.00	
4 Shut off Fee	25.00	
5 Return to Service	50.00	
<p style="margin-left: 40px;"><i>*All fees & penalties are per occurrence</i></p>		

CITY OF LOWELL
MASTER FEE SCHEDULE

	Fee	Unit/ Comment
7 Permits		
a. Special Events & Public Benefit Permit Application - Non refundable	250.00	
b. Camping Permits		
1 Camping/RV Occupancy Permit - Private Property	35.00	Each
2 Camping/RV Occupancy Permit - Public Property	15.00	Per day
c. Right of Way Permits - All Right-of-way Permits are Per Occurrence		
1 Temporary Right-of-way Use - 30 days or less	75.00	
2 Long Term Right-of-way Use - Over 30 days	175.00	
3 Right-of-way License	300.00	
4 Right-of-way Excavation Permit - No Street Cut	500.00	
5 Right-of-way Excavation Permit - Street Cut Required	750.00	
6 Driveway Permit - With or Without Building Permit	500.00	Per apron
7 Plan Review/Inspection for all public & private improvements not covered elsewhere by fees	Cost plus 10%	
d. Mobile Food Vendor Application Fee - Non refundable	50.00	Annually
8 Land Use & Development Permits	Application	
a. Amendments	Type	
1 Text Amendments	4	1,500.00
2 UGB Expansion Request	4	4,000.00
3 Zone Change/ Map Amendments	4	4,000.00
b. Annexation		
1 Annexation	4	3,500.00
<i>*Plus actual attorney and election cost if applicable</i>		
c. Appeal		
1 Appeal of Staff Decision to Planning Commission	3	500.00
2 Appeal of Planning Commission Decision to City Council	4	2,500.00
3 Appeal, LUBA Remand Hearing	4	4,000.00
4 Appeal of Civil Penalty	4	500.00
d. Conditional Use		
1 ADU - Accessory Dwelling Unit	1	450.00
2 Bed & Breakfast	3	450.00
2 Cottage Cluster	1	500.00 Plus \$150 per unit
3 Home Occupation - Type I	1	50.00
4 Home Occupation - Type III	3	250.00
5 Manufactured Dwelling Parks	3	750.00 Plus \$150 per unit
6 Multi Family & Residential Care Facilities	3	750.00 Plus \$150 per unit
7 Residential Care Home	3	750.00
8 All Other	3	500.00
e. Fences & Screening		
1 Fence or Perimeter Screening	1	25.00
<i>*Permit required when not otherwise included with a land use permit.</i>		
f. Land Division		
1 Lot Consolidation	1	350.00
2 Lot Line Adjustment	1	350.00
3 Subdivision/Partition - Tentative Plan	3	2,500.00 Plus \$200 per lot
4 Subdivision/Partition - Minor Modification	1	500.00
5 Subdivision/Partition - Final Plat	1	1,000.00
6 Subdivision/Partition - Replat	3	1,500.00 Plus \$200 per lot
7 Expedited Land Division	2	2,650.00
<i>*Special Standards fees may apply - see section 8 (j)</i>		

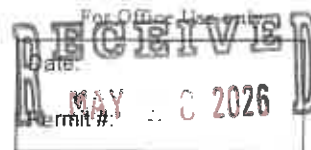
CITY OF LOWELL
MASTER FEE SCHEDULE

		Application	Fee	Unit/ Comment
8 Land Use & Development Permits - Continued				
g. Planned Unit Development		Type		
1	PUD - Planned Unit Development - 0-5 acres	4	3,500.00	*Plus notice fee
2	PUD - Planned Unit Development - each add'l acre	4	500.00	*Plus notice fee
3	PUD - Modification - Minor	1	350.00	*Plus notice fee
4	PUD - Modification - Major	4	750.00	*Plus notice fee
h. Sign Permits				
1	Perimeter Street Sign	1	100.00	
2	Building Sign	1	75.00	
3	Residential Signs for Home Occupation	1	25.00	
4	Replacing Sign facia, no structural changes	1	30.00	
5	Additional Sign, same application	1	25.00	
6	Portable or Temporary Sign	1	30.00	Annually - each
i. Site Plan				
1	Up to 1,000 sq ft	3	500.00	*Plus notice fee
2	1,001 to 5,000 sq ft	3	750.00	*Plus notice fee
3	5,001 to 10,000 sq ft	3	1,275.00	*Plus notice fee
4	More than 10,000 sq ft	3	1,800.00	*Plus notice fee
	<i>*Site plan review within the boundary of the Regulating Plan shall be processed as a type 2 application.</i>			
j. Special Standards				
1	Flood Plain/ Flood Hazard Area	1	450.00	
2	Hillside - Any lot containing Slopes of 15% or greater	3	500.00	Per lot
3	Riparian Area Development	3	450.00	
4	Wetlands Development	3	450.00	
	<i>*Special Standards fees are additive to other land use application fees</i>			
k. Temporary Use				
1	Temporary Manufactured Dwelling	2	See Section 8 (i) - Site Plan	
2	Temporary Caretaker, Office or Building Space	2	See Section 8 (i) - Site Plan	
3	Temporary Use, Other	3	500.00	Conditional Use
l. Vacation				
1	Easement	4	1,000.00	*Plus notice fee
2	Public Right-of-Way	4	1,500.00	*Plus notice fee
m. Variance				
1	Variance - Minor	3	450.00	
2	Variance - Major	3	750.00	
3	Variance - Floodplain	1	450.00	See Special Standards
n. Miscellaneous Planning Fees				
1	Code Interpretation	1	300.00	
2	Pre-Application Consultation	1	150.00	
2	Pre-Application Conference (<i>Req'd for all type 3 apps</i>)	1	400.00	Per hour
3	Zoning Verification/ LUCS Statement	1	100.00	
4	Non-Conforming Use	1	375.00	
5	Lot of Record Verification	1	500.00	
6	Notice Fee	N/A	250.00	+ Actual cost over base

***Notice fee is additive and applies to all applications requiring neighborhood notifications outlined in section 9.3*

* Notice Fee - Notices required in section 9.3 of the Lowell Land Development Code where permissible uses of a property are required to be mailed to the owner of each lot that may be affected. Includes the actual costs for all labor, supplies and postage.

Facility Permit Application for
**Special Events and
Public Benefits**



BY:

1) APPLICANT INFORMATION

Name & Mailing Address: Shannon Fassbender 65 S. Pioneer St. Lowell, OR 97452
E-mail Address (required for permit issuance): sfassbender@lowell.k12.or.us
Daytime Phone: 541.515.6675 Cell Phone: 541.515.6675

2) EVENT INFORMATION

Event Name: Class of 2026 Parade Previous Permit # (if applicable): _____
Event Date(s): 6.5.26 Event Start Time: 6:15pm
Event Sponsor: Lowell School District Website: lowell.k12.or.us
Contact Person & Cell # during the event: Shannon Fassbender 541.515.6675
Total Event Time(s) – include staging and clean-up: 1 hour

- a. Type of event - check applicable box Foot Race Bike Race Bike Ride Bridge Decoration
 Parade Festival Other (describe): _____
b. Roads involved in the event: North Moss St. & East Main St.

- c. Approximate number of people that you expect to participate in the event: 34
d. If your event takes place during school hours, will bus routes be affected? Yes No
e. Will Participants follow "rules of the road" or do you anticipate traffic impacts such as certified flaggers, course marshals, road delays or detours? We will use flaggers during the parade.

3) REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION

All materials, including this application, must be submitted at least four (4) weeks prior to the event. If materials are not submitted on time, your issued permit may be delayed, which could result in the cancellation of your event.

- Certificate of Insurance for Commercial General Liability is required (see Section 6 for details)
 Route map and traffic control plan (include Begin/Finish points, all County roads involved in the event and course directional arrows)
 Pamphlets, registration packet information, website or flyers

4) FEES

Special Events require a \$250 non-refundable application fee that acts as a deposit for the actual cost of services. The total cost shall include hourly costs for Direct Labor in addition to Operational Overhead. Any amount due in excess of the application fee shall be paid prior to the issuance of the permit.

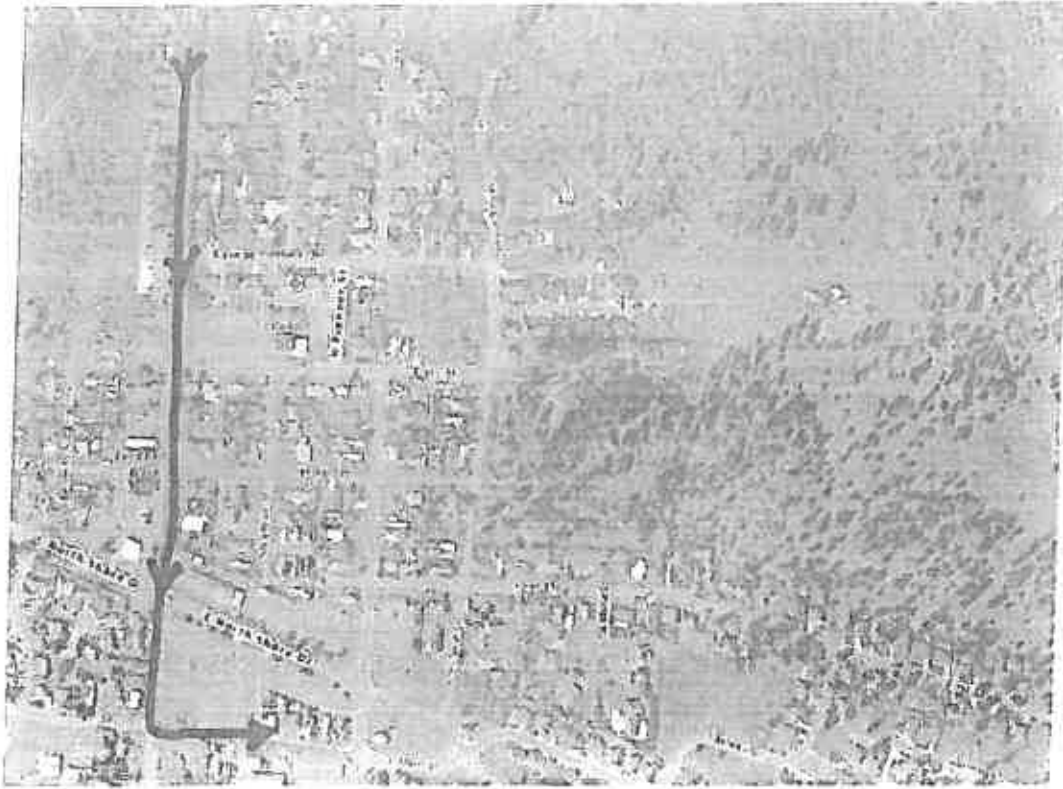
Public Benefit Events are exempt from all fees and include events such as parades and festivals that incorporate the entire community. They include only those events open to the general public and which do not involve the charging of admission or fees for attendance at the event. They also do not involve concession sales of food, drink or merchandise within the public rights of way.

5) ACCEPTANCE OF TERMS

I agree to the terms, conditions, and provisions outlined in both pages of this application, the issued permit, and the rules and regulations set forth by Oregon Administrative Rules 734-056 for Special Event Permits.

APPLICANT'S SIGNATURE Shannon Fassbender DATE 5.12.26

RETURN TO: City of Lowell, 70 N. Pioneer St., P.O. Box 490, Lowell, OR 97452
Telephone 541-937-2157



Parade Route



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER WHA Insurance Agency 2930 Chad Drive Eugene OR 97408		CONTACT NAME: Kelly McCorkle, CJSR PHONE (A/C No. Ext.): (800) 852-6140 FAX (A/C, No.): (541) 342-3786 E-MAIL ADDRESS: kmcCorkle@whainsurance.com	
INSURED Lowell School District #71 65 S Pioneer Street Lowell OR 97452-9721		INSURER(S) AFFORDING COVERAGE INSURER A: Property Casualty Coverage for Education INSURER B: Genesis Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2025 - 2026 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF MM/DD/YYYY	POLICY EXP MM/DD/YYYY	LIMITS
A/B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Public Officials Liability <input checked="" type="checkbox"/> Employment Practices Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	40P60134	07/01/2025	07/01/2026	EACH OCCURRENCE \$ 20,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 20,000,000 PRODUCTS - COMP/OP AGG \$ Cyber Liability-1 \$ 1,000,000
A/B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	40P60134	07/01/2025	07/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Excess Auto Liability \$ 14,500,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A/B	Physical Abuse & Molestation Directors and Officers		40P60134	07/01/2025	07/01/2026	Each Occurrence 20,000,000 General Aggregate 20,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Lowell, its Divisions, Commissioners, Officers, Agents, and Employees. Lane County, its Divisions, Commissioners, Officers, Agents, and Employees are listed as additional insured with respects to 2026 senior parade on June 6, 2026.

CERTIFICATE HOLDER		CANCELLATION	
City of Lowell, its Divisions, Commissioners, Officers, Agents, and 70 N Pioneer St. Lowell OR 97452		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 	

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