

ORDINANCE NO. 208

AN ORDINANCE ESTABLISHING FEES AND CHARGES FOR PLANNING AND DEVELOPMENT APPLICATIONS , REPEALING CONFLICTING ORDINANCES, AND DECLARING AN EMERGENCY TO EXIST

WHEREAS, The City of Coburg has determined the current fees are insufficient and do not cover actual costs for processing requests, and

WHEREAS, the increase in the number and complexity of land use applications is anticipated to require the selective use of professional planning assistance, increasing the cost of processing land use applications.

THE CITY OF COBURG ORDAINS AS FOLLOWS:

SECTION 1. PURPOSE

Coburg needs to process numerous land use applications. Some of these applications are straightforward and may be processed quickly. Other applications are complex and involved and require a great deal of staff work before a final decision is made. Setting a standard fee for two different applications often results in a situation where the costs of the most complex applications greatly exceed the standardized fees, while the charges for a simple application may be a little greater than the cost to the City. The purpose of this Ordinance is to establish a process whereby the applicant will pay the actual cost of processing a development application.

SECTION 2. DEPOSIT REQUIRED

All land use applications will require a deposit, as determined by the fee schedule attached to this Ordinance as Exhibit "A". Processing expenses shall be deducted from this deposit until final action on the application has been taken by the City, whether the final action is by the Planning Commission or the City Council. The deposit shall consist of several elements, including a basic processing fee which will include the cost of processing the application for which it is difficult or impossible to capture hourly rates, including, the submission of the application, the cost of providing notice, the cost of recording the completed application. These costs shall not be refundable. The deposit shall also include a staffing fee, which shall represent an amount roughly equal to the average cost of the City staff providing professional services in the processing of an application. If the application deposit is insufficient to cover the costs of processing the application the applicant shall be notified of the deficiency and that he/she shall be billed by the city for reasonable processing expenses in excess of the deposit. If there is a balance in the application deposit when the City has taken final action on the application, the balance will be refunded to the applicant.

SECTION 3 MONITOR ALL COSTS AND EXPENSES

The Finance Director shall track expenditures, by application. Expenditures include, but are not limited to, mailing costs, newspaper notification costs, staff labor and costs associated with appropriate review by the City Engineer and the City Attorney. The Finance Director shall tally these costs on a monthly basis and shall notify the applicant of the balance of the application deposit no later than the 20th day of the month following the month for which the accounting is being made. The application fee paid by an applicant is intended to pay processing costs as they occur. The City will not hold deposited amounts until after the application processing is complete, but will use the deposit as costs are incurred.

SECTION 4 COLLECTION OF COSTS BEYOND DEPOSIT

In the event that the expenses of an application exceed the amount of deposit, the Finance Director shall notify the applicant of the additional cost. The applicant shall, within 30 days of notice from the Finance Director, submit an additional deposit amount equal to the Professional Staff deposit set for the type of application involved, or pay the final charges, if processing has been completed.

SECTION 5 REFUND

If, when processing has been completed and the planning decision on the application is final, any amount of the Professional Staffing Fee remains on deposit, the Finance Director shall refund the unspent deposit to the applicant. Further authorization of the refund by the Council is not required.

SECTION 6 FEES TO BE ADJUSTED REGULARLY

The City Administrator is authorized and directed to monitor the City's actual costs for all planning related services, and to adjust all components of the fees set forth in Exhibit A as needed to maintain the purpose of this ordinance.

SECTION 7 PAYMENT IN FULL REQUIRED

The applicant shall pay the full cost of processing an application, whatever the outcome of the planning process. The amount of any unpaid invoice from the Finance Director, along with interest at the statutory amount, shall become a lien on the applicant's property which is the subject of the planning application. Each applicant shall sign an agreement consenting to the lien of unpaid planning fees at the time of the application.

SECTION 8 REPEAL

Any ordinance, or part thereof, which has established different planning fees, or procedures for capturing these fees, is hereby repealed to the extent that any difference or conflict exists.

SECTION 9. SEVERABILITY

The sections or subsections of this ordinance are severable to the extent allowed by law. The invalidity of a section or subsection shall not affect the validity of the remaining sections or subsections of this ordinance, which shall remain in full force and effect.

SECTION 10. EMERGENCY DECLARED

Whereas it is necessary for the general welfare of the citizens of the City of Coburg that the City capture the actual cost of planning application processing, an emergency is hereby declared to exist, and this ordinance shall take effect immediately upon its passage by the City Council and approval by the Mayor.

The foregoing ordinance was, by City Council consent, after public notice, public hearing and Council deliberations, read twice by title only in accordance with the City Charter on the 24th day of July, 2007, whereupon it was put to a vote, the results of which were:

YES: 4

NO: 0

ABSTAIN: 0

PASSED: ✓

REJECTED:

SIGNED AND APPROVED this 24th day of July, 2007


Judith A. Volta, Mayor

ATTEST:

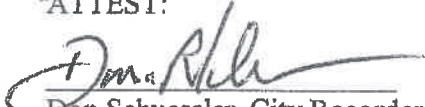

Don Schuessler, City Recorder

Exhibit A to Ordinance A-208A
City of Coburg Land Use Application Fees
February 2008 Update

Type of Application	Administrative charge (Non-Refundable)	Initial Staff Charge		Total Initial Deposit
Type 1 (administrative)		Amount	Hours	
Appeal to city council	\$225	\$300	4	\$525
Appeal to planning commission	\$225	\$300	4	\$525
Code Interpretation	\$150	\$200	3	\$350
Development permit/Floodplain	\$150	\$200	3	\$350
Facilities permit/ROW	0	\$150	2	\$150
Lot of record	0	\$150	2	\$150
Non-conforming use	\$150	\$200	3	\$350
Pre-application meeting	No charge	\$100	1	\$100
Preliminary subdivision extension	0	\$200	3	\$200
Property line consolidation	\$150	\$300	4	\$450
Sign permit [see type II]	0	\$150	2	\$150
Subdivision replat	Same as subdivision			
Tree removal	0	\$150	2	\$150
Type 1 Variance Building Permit	0	\$200	3	\$200
Type 2 (limited land use)				
Boundary line adjustment	\$150	\$300	5	\$450
Change in Use	\$150	\$300	5	\$450
Partition replat	Same as subdivision			
Property line consolidation	\$150	\$300	5	\$450
Sign permit, Free standing/Hwy	\$0	\$150	2	\$150
Site review – commercial/Industrial	\$500 + \$200 EPR	\$1,200 base fee + \$300 EPR	17	\$2,200
Site review – historic structure	\$300 + \$200 EPR	\$500 + \$300 EPR	7	\$1,300
Site review – manufactured home park	\$750 + \$10 PDU + \$200 EPR	\$1,200 + \$20 PDU + \$300 EPR	17	\$2,450 + \$30 PDU
Temporary use permit	\$150	\$250	3.5	\$400
Type 3 (quasi-judicial)				
Conditional use permit	\$350 + \$200 EPR	\$750 + \$300 EPR	11	\$1,600
Final subdivision plat, 1-5 lots	\$250	\$350	5	\$600
Final subdivision plat, 6 lots and up	\$250	\$500	7	\$750
Home Occupation	\$150	\$300	5	\$450
Master Planning - Major Amendment	\$350 + \$200 EPR	\$500 + \$300 EPR	7	\$1,350
Partition	Same as subdivision	Same as subdivision		

Exhibit A to Ordinance A-208A
City of Coburg Land Use Application Fees
February 2008 Update

Type of Application	Administrative charge (Non-Refundable)	Initial Staff Charge Amount	Hours	Total Initial Deposit
Type 3 (Continued)				
Planned unit development with subdivision	\$650 + \$15 PDU + \$200 EPR	\$1,300 base fee + \$300 EPR	19	\$2,350 + \$15 PDU
Planned unit development without subdivision	\$550 + \$15 PDU + \$200 EPR	\$1,000 + \$300 EPR	14	\$2,050 + \$15 PDU
Preliminary partition/subdivision plat, 1-2 lots (residential)	\$150 + \$90 lot for CPR	\$400 + \$100 lot for CPR	8	\$550 + \$190 lot
Preliminary subdivision plat, 3-5 lots (residential)	\$250 + \$70 lot for CPR	\$800 + \$80 lot for CPR	13	\$1,050 + \$150 lot
Preliminary subdivision, 20-40 lots (residential)	\$550 + \$50 lot for CPR	\$1,500 base fee + \$55 lot for CPR	37	\$2,050 + \$100 lot
Preliminary subdivision, 41-100 lots (residential)	\$1,250 + \$40 lot for CPR	\$2,400 base fee + \$45 lot for CPR	45	\$1,550 + \$85 lot
Preliminary subdivision, 6-19 lots (residential)	\$350 + \$60 lot for CPR	\$1,200 base fee + \$65 lot for CPR	24	\$1,550 + \$115 lot
Preliminary subdivision, greater than 101 lots (residential)	\$2,000 + \$35 lot for CPR	\$3,000 base fee + \$35 lot for CPR	43	\$5,000 + \$70 lot
Variance	\$350 + \$200 EPR	\$500 + \$300 EPR	7	\$1,350
Zone change (individual review)	\$500	\$1,000	14	\$1,500
Zoning Map change	\$500	\$1,000	14	\$1,500
Type 4 (legislative)				
Annexation	\$500	\$3,000	40	\$3,500
Comprehensive plan amendment – text	\$350	\$1,000	14	\$1,350
Comprehensive plan amendment – map	\$500	\$1,200 base fee	17	\$1,700
Development code amendment (text)	\$350	\$750	11	\$1,100
Master Planning – Development Review	See Subdivision			
Master Planning – Overlay District and Concept	\$500	\$1,000	14	\$1,500
Vacation	\$150	\$500	7	\$650
Other				
Development code, electronic copy	\$5	No charge		\$5
Development code, hard copy	\$15	No charge		\$15
Other fees		\$150		\$150
Pre-application-1 st 2 hours total exempt	\$0	\$100 per hour		
Sign replacement	\$25	\$0		\$25

ORDINANCE NO. A-208-A

AN ORDINANCE AMENDING ORDINANCE 208, ESTABLISHING FEES AND CHARGES FOR PLANNING AND DEVELOPMENT APPLICATIONS, AMENDING EXISTING FEES, ESTABLISHING A PROCESS FOR FUTURE FEE CHANGES, AND DECLARING AN EMERGENCY TO EXIST

WHEREAS, The City of Coburg has determined the current land use fees are insufficient and do not cover actual costs for processing requests, and

WHEREAS, the increase in the number and complexity of land use applications is anticipated to require the selective use of professional planning assistance, increasing the cost of processing land use applications,

NOW, THEREFORE, THE CITY OF COBURG ORDAINS AS FOLLOWS:

SECTION 1. ADDITIONAL FEES ESTABLISHED

The fees established by Coburg Ordinance 208 are supplemented by additional fees, which have been added to and included in the Land Use Fee Schedule attached here to as Exhibit A. Future additions or deletions from the fee schedule shall be made by Council Resolution.

SECTION 2. EXISTING FEES AMENDED

Due to the increase in costs associated with planning applications, it is necessary to adjust some of the fees originally established by Ordinance 208. Exhibit A to this ordinance includes those adjusted fees. The City Administrator is authorized and directed to monitor the City's actual costs for all planning related services, and to adjust all components of the fees set forth in Exhibit A as needed to maintain the purpose of Ordinance 208.

SECTION 3 ORDINANCE 208 TO REMAIN IN EFFECT

Except for the amendments set forth in Exhibit A, Ordinance 208 shall remain in effect as a statement of purpose and as it sets forth the process for collecting development fees.

SECTION 4 EMERGENCY DECLARED

Whereas it is necessary for the general welfare of the citizens of the City of Coburg that the City capture the actual cost of planning application processing, an emergency is hereby declared to exist, and this ordinance shall take effect immediately upon its passage by the City Council and approval by the Mayor.

The foregoing ordinance was, by City Council consent, after public notice, public hearing and Council deliberations, read twice by title only in accordance with the City Charter on the 12th day of February, 2008, whereupon it was put to a vote, the results of which were:

YES: _____

NO: _____

ABSTAIN: _____

PASSED: _____

REJECTED: _____

SIGNED AND APPROVED this _____ day of February, 2008

Judith A Volta, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

ORDINANCE NO. A-208-B

AN ORDINANCE AMENDING ORDINANCE 208-A, ESTABLISHING FEES AND CHARGES FOR PLANNING AND DEVELOPMENT APPLICATIONS; ADDING PUBLIC WORKS, SELECT POLICE, AND ADMINISTRATIVE FEES, AMENDING EXISTING FEES, AMENDING THE PROCESS FOR FUTURE FEE CHANGES, AND DECLARING AN EMERGENCY TO EXIST

WHEREAS, The City of Coburg has determined that City related fees change over time, otherwise they do not cover actual costs for processing requests, and

WHEREAS, the land use application fee structure has proven to be an efficient tool that could benefit other department's fee structures in a central location,

NOW, THEREFORE, THE CITY OF COBURG ORDAINS AS FOLLOWS:

SECTION 1. ADDITIONAL FEES ESTABLISHED

The fees established by Coburg Ordinance 208-A are supplemented by additional fees, which have been added to and included in the Land Use Fee and other City Department fee Schedule attached here to as Exhibit A. Future additions or deletions from the fee schedule shall be reviewed annually and made by Council Resolution.

SECTION 2. EXISTING FEES AMENDED

Due to the increase in costs associated with City applications licenses, and such, it is necessary to adjust some of the fees originally established by Ordinance 208. Exhibit A to this ordinance includes those adjusted fees. The City Administrator is authorized and directed to monitor the City's actual costs for all City-related services, and to adjust all components of the fees set forth in Exhibit A as needed to maintain the purpose of Ordinance 208.

SECTION 3 ORDINANCE 208 TO REMAIN IN EFFECT

Except for the amendments set forth in Exhibit A, Ordinance 208 shall remain in effect as a statement of purpose and as it sets forth the process for collecting development fees.

SECTION 4 EMERGENCY DECLARED

Whereas it is necessary for the general welfare of the citizens of the City of Coburg that the City capture the actual cost of citywide application processing, an emergency is hereby declared to exist, and this ordinance shall take effect immediately upon its passage by the City Council and approval by the Mayor.

The foregoing ordinance was, by City Council consent, after public notice, public hearing and Council deliberations, read twice by title only in accordance with the City Charter on the 14th day of January, 2014, whereupon it was put to a vote, the results of which were:

YES: 6

NO: 0

ABSTAIN: None

PASSED: Yes

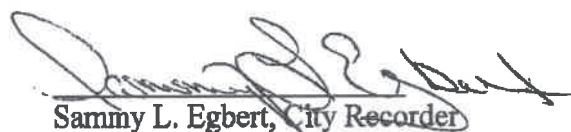
| REJECTED: No

SIGNED AND APPROVED this 14 day of January, 2014



Jae Podewell, Mayor

ATTEST:



Sammy L. Egbert, City Recorder

Attachment B to Ordinance A-208-A, City of Coburg Land Use Application Fees, January 2014 Update
Pages 1 and 2
Administrative Order Number 01-06, Setting Administrative Surcharges for Certain Fees and Charges for Services of the City of Coburg
Pages 3 and 4

Regular Product or Service	Current Fee	Notes
Administrative		
Copies (per side)	\$0.50 and \$0.25	\$0.50 a page for first 20 pages, \$0.25 for each additional page over 20
Fax of Records per page)	\$0.50	Fee breakdown is unnecessary, charge by individual page
Lien Search	25.00	
Returned Checks NSF	\$30.00	
Public Records Request		This fee varies and is specific in the in public records request policy. Usually requires a \$25.00 deposit to process.
Special Event License (e.g. parks)	\$200.00	Resolution 2005-18
Solicitors Application and License	\$150.00	*or \$25.00 per person (whichever is greater) Resolution 2005-18
Transient Merchants License	\$50.00	Per month
Transient Merchants Application	\$150.00	Resolution 2005-18
OLCC License Renewal	\$35.00	
DMV Wrecker's License	\$35.00	
Police Department		
Copy of Police Reports	\$15.00	
Reprints of Police Photos	\$10.00	CD with up to 30 photos
Finger Prints	\$15.00	
Vehicle Impound Fee	\$110.00	
Public Works Department		
Tree Permit Fee	\$10.00	
Failure to Connect Water	\$636.00	Base water rate x 12 months, assessed annually, (Ordinance A-224-A sec 4.8)
Failure to Connect Wastewater	\$1,020	Base wastewater rate x 12 months, assessed annually
Water Bill Late Payment	\$5.00	Assessed monthly, Ordinance A-224-A 11.6-1
Water Service Deposit Ord A-224-A sec 5.2	\$52.00	Equal to four billing cycles not less than established in this administrative order
Unauthorized Water Turn-On	\$50.00 Min	Ordinance A-224-A Sec 13.7
Restoration of Service, 1 st	\$25.00	Ordinance 224 Sec 5.2.3
2 nd	\$50.00	Ordinance 224 Sec 5.2.3
City of Coburg – Administrative Order Number 01-06		
Municipal Court		
Copies: fee per case	\$5.00	
Certified in addition to base fee	\$5.00	
-Archived files, per file	\$15.00	

Attachment B to Ordinance A-208-A, City of Coburg Land Use Application Fees, January 2014 Update

Pages 1 and 2

**Administrative Order Number 01-06, Setting Administrative Surcharges for Certain Fees and Charges for Services of the City of Coburg
Pages 3 and 4**

Discovery	\$15.00	
DMV Suspension Packet	\$11.00	
Warrant	\$50.00	
Suspension	\$15.00	
Promissory Note per case	\$15.00	
Other		
FACILITIES USE FEES:		
Pavillion Park	\$50.00	
Norma Pfeiffer Park North	\$25.00	
Norma Pfeiffer Park South	\$25.00	
Moody Park	\$25.00	
License Fee	Varies	
Fire Hydrant Meter Rental		
Deposit:	\$1,000.00	Refundable when meter is returned
Rental:	\$2.00/day	
Use per gallon	\$1.00/1000gal	
<i>City of Coburg – Administrative Order Number 01-06</i>		

Attachment B to Ordinance A-208-A, City of Coburg Land Use Application Fees, January 2014 Update
Pages 1 and 2
Administrative Order Number 01-06, Setting Administrative Surcharges for Certain Fees and Charges for Services of the City of Coburg
Pages 3 and 4

Type of Land Use Application	Administrative charge (Non-Refundable)	Initial Staff Charge Amount	Hours	Total Initial Deposit
Type 3 (Continued)				
Planned unit development with subdivision	\$1,300 + \$15 PDU + \$400 EPR	\$2,600 base fee + \$600 EPR	19	\$4,950 + \$15 PDU
Planned unit development without subdivision	\$1,110 + \$15 PDU + \$400 EPR	\$2,000 + \$600 EPR	14	\$4,110 + \$15 PDU
Preliminary partition/subdivision plat, 1-2 lots (residential)	\$300 + \$180 lot for CPR	\$800 + \$200 lot for CPR	8	\$1,100 + \$380 lot
Preliminary subdivision plat, 3-5 lots (residential)	\$500 + \$140 lot for CPR	\$1,600 + \$160 lot for CPR	13	\$2,100 +\$300 lot
Preliminary subdivision, 20-40 lots (residential)	\$1,100 + \$100 lot for CPR	\$3,000 base fee +\$110 lot for CPR	37	\$4,100 + \$210 lot
Preliminary subdivision, 41-100 lots (residential)	\$2,500 + \$80 lot for CPR	\$4,800 base fee +\$90 lot for CPR	45	\$7,300 + \$170 lot
Preliminary subdivision, 6-19 lots (residential)	\$700 + \$120 lot for CPR	\$2,400 base fee + \$130 lot for CPR	24	\$3,100 + \$260 lot
Preliminary subdivision, greater than 101 lots (residential)	\$4,000 + \$70 lot for CPR	\$6,000 base fee + \$70 lot for CPR	43	\$10,000 + \$140 lot
Variance	\$700 + \$400 EPR	\$1,000 + \$600 EPR	7	\$27 00
Zone change (individual review)	\$1,000	\$2,000	14	\$3,000
Zoning Map change	\$1,000	\$2,000	14	\$3,000
Type 4 (legislative)				
Annexation	\$1,500	\$9,000	46	\$10,500
Comprehensive plan amendment – text	\$700	\$3,000	20	\$3,700
Comprehensive plan amendment –map	\$1,000	\$3,600 base fee	23	\$4,600
Development code amendment (text)	\$700	\$2,250	17	\$2,950
Master Planning – Development Review	See Subdivision			
Master Planning – Overlay District and Concept	\$1,000	\$3,000	20	\$4,000
Vacation	\$300	\$1,500	13	\$1 800
Other				
Development code, electronic copy	\$10	No charge		\$10
Development code, hard copy	\$30	No charge		\$30
Single design standard variance	\$175	No charge		\$175
Pre-application-1 st 2 hours exempt	\$0	\$100 per hour		
Sign replacement	\$50	\$0		\$50

Attachment B to Ordinance A-208-A, City of Coburg Land Use Application Fees, January 2014 Update

Pages 1 and 2

**Administrative Order Number 01-06, Setting Administrative Surcharges for Certain Fees and Charges for Services of the City of Coburg
Pages 3 and 4**

Type of Land Use Application	Administrative charge (Non-Refundable)	Initial Staff Charge		Total Initial Deposit
		Amount	Hours	
Type 1 (Administrative)				
Appeal to City Council	\$450	\$300	4	\$1,050
Appeal to Planning Commission	\$450	\$300	4	\$1,050
Code Interpretation	\$300	\$400	3	\$700
Development permit/Floodplain	\$300	\$400	3	\$700
Facilities permit/ROW	0	\$300	2	\$300
Lot of record	0	\$300	2	\$300
Non-conforming use	\$300	\$400	3	\$700
Pre-application meeting	No charge	\$200	1	\$200
Preliminary subdivision extension	0	\$400	3	\$400
Property line consolidation	\$300	\$600	4	\$900
Sign permit (see type II)	0	\$300	2	\$300
Subdivision replat	Same as subdivision			
Tree removal	0	\$300	2	\$300
Type 2 (limited land use)				
Boundary line adjustment	\$300	\$600	5	\$900
Change in Use	\$300	\$600	5	\$900
Partition replat	Same as subdivision			
Property line consolidation	\$300	\$600	5	\$900
Sign permit, free standing/Hwy	\$0	\$300	2	\$300
Site review – commercial/Industrial	\$1,000 + \$200 EPR	\$2,400 base fee + \$300 EPR	17	\$3,900
Site review – historic structure	\$600 + \$200 EPR	\$1,000 + \$300 EPR	7	\$2,100
Site review – manufactured home park	\$1,500 + \$10 PDU + \$600 EPR	\$2,400 + \$20 PDU + \$900 EPR	17	\$5,400 + \$30 PDU
Temporary use permit	\$300	\$500	3.5	\$800
Type 3 (quasi-judicial)				
Conditional use permit	700 + \$400 EPR	\$1,500 + \$600 EPR	14	\$3,200
Final subdivision plat, 1-5 lots	\$500	\$700	8	\$1,200
Final subdivision plat, 6 lots and up	\$500	\$1,000	10	\$1,500
Home occupation	\$300	\$600	8	\$900
Master Planning - Major Amendment	\$700 + \$400 EPR	\$1,000 + \$600 EPR	10	\$2,700
Partition	Same as subdivision	Same as subdivision		

Land Use Fees – Amended January 2014

EPR = Engineering Plan Review

PDU = Per Dwelling Unit

CPR = Construction Plan Review

ORDINANCE NO. A-204

AN ORDINANCE CONCERNING THE ESTABLISHMENT OF AN ADMINISTRATIVE SURCHARGE IN ADDITION TO THE FEES SET BY ORDINANCE OR RESOLUTION FOR CITY SERVICES AND DECLARING AN EMERGENCY TO EXIST

THE CITY OF COBURG ORDAINS AS FOLLOWS:

SECTION 1. PURPOSE

The City of Coburg has set fees for important special city services by Ordinance, or by Resolution. Because of the nature of City operations, a portion of the administrative cost for providing such services is also often paid from the City's other collected revenues. As available funds have been reduced by other costs, the City has been less able to cover the cost of these services from other revenues. Therefore, the City must create a system whereby the City Administrator is directed to regularly review the City's established fees and the cost of providing services covered by the fees. It is most appropriate that the City Administrator perform this task, since the purpose is to make certain that the revenue collected equals the cost to the City of providing the services.

SECTION 2. ADMINISTRATIVE SURCHARGE ESTABLISHED

Except where already established by Ordinance where the method of change of an administrative fee is set by state law, there is hereby created an administrative surcharge for every fee or charge established by a Coburg Ordinance or Resolution. Until modified by the City Administrator as described by this Ordinance, the surcharge shall be set at \$0.00. For purposes of this Ordinance the term fee or charge may be used interchangeably, and a general reference to charges shall include all similar fees charged by the City of Coburg. Where any Ordinance requires that a permit be obtained from the City, but does not set a fee for such a permit, the City Administrator may, if it is otherwise consistent with this Ordinance, consider the charge to be zero, and set an Administrative surcharge as provided here.

SECTION 3. INCREASE OR MODIFICATION OF ADMINISTRATIVE SURCHARGE

A. At least once each year, and more often if necessary, the City Administrator shall direct a review of City charges and fees and the cost of providing the services directly related to those fees. The review of costs shall include the costs of staff to administer the provision of the services. This shall include the cost of developing and keeping a record of the service and the transaction, the cost of any inspections, and other costs related to providing the service in a manner that accords with the purposes of the Ordinance establishing the service.

B. The review of charges shall identify any charges that, within the last year, have not collected sufficient revenue for the City to recover the cost to the City of providing the service for which a charge was made. Where such information can be ascertained, the review shall also include fees for services where there was not a revenue shortfall but which it is the determination of the City Administrator that such a revenue shortfall may occur in the future.

C. The City Administrator shall prepare a report to the Council, identifying those fees or charges where the current fee or charge is not adequate to cover the administrative cost of providing the City Service. The report shall also include the surcharge determined to be appropriate to allow a more complete recovery of City costs for the provision of services.

D. Any surcharge increased above \$0.00 by the City Administrator, and any subsequent modification thereof, shall set the surcharge at that minimum level estimated to be necessary to provide adequate revenue to allow the efficient operation of the City in accordance with the directions of the Council at the time the underlying fee was established or thereafter modified, including any expressed or implied desires to recover less than full costs.

E. The City Council shall consider the proposed Administrative surcharges of the City Administrator at the Council's next regular meeting, or as soon after the Administrator's report is prepared as is consistent with Council business. After consideration of the report, and any other information the Council wishes to consider, the Council may direct the Administrator to modify some or all of the proposed surcharges. The Administrator's proposed surcharges that are not disapproved by the Council shall take effect the day after the Council consideration, or as soon thereafter as the Administrator can make the changes directed by the Council.

SECTION 4. LIMITATIONS

An Administrative surcharge may not be changed more than twice in a year. Except in an emergency, the Administrator shall combine proposed changes, so that the Council review of proposed changes is most efficient. In the event that the City Administrator is not able to direct the necessary review of charges, the City Treasurer may act for the City Administrator. An Administrative surcharge shall be subject to the provisions for waiver or modification of the fee for City services upon which the surcharge is based.

SECTION 5. EMERGENCY DECLARED

Whereas it is necessary for the general welfare of the citizens of the City of Coburg to establish procedures for creating adequate charges to ensure the continued operation and the provision of desired services in Coburg, an emergency is hereby declared to exist, and this ordinance shall take effect immediately upon its passage by the City Council and approval by the Mayor.

The foregoing ordinance was, by City Council consent, after public notice and Council deliberations, read by title only in accordance with the City Charter on the 11th day of July, 2006, whereupon it was put to a vote, the results of which were:

YES: _____

NO: _____

ABSTAIN: _____

PASSED: _____

REJECTED: _____

SIGNED AND APPROVED this 11th day of July, 2006

Judith A Volta, Mayor

ATTEST:

Donald Schuessler, City Recorder

RESOLUTION 2021-19

A RESOLUTION ADOPTING ADMINISTRATIVE SURCHARGES, ADMINISTRATIVE FEES, PLANNING AND DEVELOPMENT CHARGES INCLUDED IN 2021 FEE SCHEDULE.

WHEREAS, Ordinance A-204 creates an administrative surcharge for every fee or charge established by Ordinance or Resolution, specific fees listed in previous Ordinances and Resolutions are set at \$0.00. The City Administrator is to consider the charge to be zero and set an administrative surcharge consistent to Ordinance A-204.

WHEREAS, per Ordinance A-204 at least once a year the City Administrator shall direct a review of the Administrative Surcharges in the fee schedule and report to Council. Administrative surcharges take effect the day after Council consideration; and

WHEREAS, Ordinance A-208 as amended by Ordinance A-208-A and A-208-B establishes fees and charges for planning and development applications; and

WHEREAS, Ordinance A-208-B requires an annual review by Council and that changes be made by resolution.

WHEREAS, Oregon Revised Statue 294.160 requires the City to provide an opportunity for interested persons to comment on the enactment of any Resolutions prescribing a new fee or a fee or rate increase. A Public Hearing was held on August 10, 2021.

NOW THEREFORE, THE COBURG CITY COUNCIL RESOLVES AS FOLLOWS:

1. The City of Coburg adopts administrative surcharges, administrative fees, planning and development charges and all other fees included in the 2021 City of Coburg Fee Schedule.

Adopted by the City Council of the City of Coburg, Oregon, by a vote of 5 for and 0 against, this 10th day of August 2021.


Ray Smith, Mayor

ATTEST:


Sammy L. Egbert, City Recorder

2021 City of Coburg Fee Schedules

Planning and Development Fees and Charges		Notes	
Ordinance A-208, A-208-A, A-208-B	Amount		
Type 1 (administrative)			
Building Permit/Review	\$70	All fees are for actual City cost and include necessary Administrative, Planning, Public Works, Fire, CPR and EPR time per A-208-A	
Code interpretation	\$300		
Development permit Floodplain	\$500		
Facilities permit ROW (Public Works)	\$150		
Final subdivision plat, 1-5 lots	\$75/lot		
Final subdivision plat, 6 lots and up	\$65/lot		
Lot of record – lot confirmation	\$150		
Non-conforming use	\$700		
Sign permit	\$300		
Tree removal (Public Works)	\$300		
Type 2 (limited land use)			
Code Interpretation	\$300		
Non-Conforming Use	\$700		
Boundary line adjustment	\$900		
Change in Use	\$900		
Partition replat	Same as subdivision		
Property line consolidation	\$900		
Site review – Minor	\$900		
Site review – commercial/Industrial	\$3,900		
Site review – historic structure	\$2,100		
Site review – manufactured home park	\$5,400 + \$30 PDU		
Temporary use permit	\$800		
Partition	Same as subdivision		
Type 3 (quasi-judicial)			
Appeal to City Council	\$1050		
Appeal to Planning Commission	\$1050		
Conditional use permit	\$3,200		
Home occupation	\$900		
Master planning - major amendment	\$2,700		

PDU = Per Dwelling Unit CPR = Construction Plan Review EPR = Engineering Plan Review

2021 City of Coburg Fee Schedules

Planning and Development Fees and Charges Ordinance A-208, A-208-A, A-208-B		Amount	Notes
Type 3 (Continued)			
Planned unit development with subdivision		\$4,900 + \$15 PDU	
Planned unit development without subdivision		\$4,110 + \$15 PDU	
Preliminary partition/subdivision plat, 1-2 lots (residential)		\$1,100 + \$380/lot	
Preliminary subdivision, 3-5 lots (residential)		\$2,100 + \$360/lot	
Preliminary subdivision, 6-19 lots (residential)		\$3,100 + \$260/lot	
Preliminary subdivision, 20-40 lots (residential)		\$4,100 + \$210/lot	
Preliminary subdivision, 41-100 lots (residential)		\$7,300 + \$170/lot	
Preliminary subdivision, greater 101 lots (residential)		\$10,000 + \$140/lot	
Variance – Major Review		\$800 to \$2,700	Ord A-220-I Article X-Fee
Zone change (individual review)		\$3,000	
Zoning Map change		\$3,000	
Type 4 (legislative)			
Annexation		\$10,500	
Comprehensive plan amendment – text		\$3,700	
Comprehensive plan amendment –map		\$4,600	
Development code amendment (text)		\$2,950	
Master Planning – Development Review		See Subdivision	
Master Planning – Overlay District and Concept		\$4,000	
Vacation		\$1,800	
Other			
Development code, electronic copy		\$10	
Development code, hard copy		\$30	
Land Use Compatibility Statements (LUCS)		\$70	
Pre-application-1 st 2 hours exempt		\$200/hr.	
Sign replacement		\$25	
Administrative Appeal		\$150	
SDC Financing Fees		\$1,500	

2021 City of Coburg Fee Schedules

Administrative Surcharge and Fees Ordinance A-204	Amount	Notes
Administrative		
Business License Fee	\$50.00 Annually	ORD A-209-B, monthly late fee \$10
Copies	\$0.25	
Fax of Records per page)	\$0.50	
Lien Search	\$25.00	
Returned Checks NSF	\$30.00	
Public Records Request	varies	\$25.00 deposit required rates set by policy.
Special Event License	\$200.00	Resolution 2005-18
Special Event Coincident Activities	\$250.00	Ordinance 198-B Section 6
Solicitors Application and License	\$150.00	\$25.00 per person (whichever greater) Resolution 2005-18
Transient Merchants License	\$50.00	Resolution 2005-18 – Per month
Transient Merchants Application	\$150.00	Resolution 2005-18
OLCC Original Application	\$100.00	ORS 471.164 & 471.166
OLCC Annual License Renewal	\$35.00	
OLCC Change Fee	\$75.00	Change in ownership, location or privilege
OLCC Temporary or Special Application	\$35.00	
Noise Variance	\$35.00	ORD A-249
Recording Sewer Easements with Lane County	\$125.00	
DMV Wrecker's License	\$35.00	
Communications Provider Registration Fee	150.00	ORD A-233-A - Additional license fees may apply
Ordinance Violation Penalties		
Class A	\$500 with max of \$1000	
Class B	\$250 with max of \$500	
Class C	\$75 with max of \$250	
Class D	\$25 with max of \$75	
Police Department		
Copy of Police Reports	\$15.00	
Reprints of Police Photos	\$10.00	CD with up to 30 photos
Finger Prints	\$15.00	
Vehicle Impound Fee	\$110.00	ORD A-202
Dog License Fee, Un-Neutered Fee	\$20.00	ORD A-220A
Dog License Fee, Neutered Fee	\$15.00	
Dog License Fee, Senior Citizen Owner (60 years or older)	\$10.00	
Three year Dog License Fee, Un-Neutered	\$50.00	
Three year Dog License Fee, Neutered	\$40.00	

2021 City of Coburg Fee Schedules

Police Department		
Three year Dog License Fee, Senior Citizen Owner (60 years or older)	\$20.00	
Duplicate License	\$5.00	
Non-Commercial Kennel	\$45.00	
Commercial Kennel	\$60.00	
Impoundment Fee	\$25.00	
Daily Care	\$5.00/per day	
Watchdog Permit	\$25.00	
Euthanasia	Cost Reimbursement	
Public Works Department		
Public Facilities Right-of-Way Application Fee	\$150.00	
Public Facilities Right-of-Way Inspection Fees		
• Single Residential	\$50.00	
• Subdivision or Multiple Residential	\$300.00	
• Commercial Industrial	\$600.00	
• Utility Franchise		
a) Single site excavation up to 40 feet	\$75.00	
b) Fee for Boring and Overhead	\$0.10 per linear foot	
c) Fee for Excavation over 40 feet	\$0.38 per linear foot	
• Government	\$0.00	
Tree Permit Fee	\$10.00	
Failure to Connect Water	\$636.00	Ordinance A-224-A sec 4.8
Failure to Connect Wastewater	\$1,020	
New Water Service	Varies	Time and Material
New Sewer Service	Varies	Ordinance A-222-A Sec 1.080
Utility Bill Late Payment	\$5.00	Ordinance A-224-A Sec 11.6-1
Water Service Deposit	\$52.00	Ordinance A-224-A Sec 5.2
Unauthorized Water Turn-On	\$50.00 Min	Ordinance A-224-A Sec 13.7
Restoration of Service, 1 st	\$25.00	Ordinance A-224-A Sec 5.2.3
2 nd	\$50.00	Ordinance A-224-A Sec 5.2.3
Fire Hydrant Meter Rental		
Deposit:	\$1,000.00	Refundable when meter is returned
Rental:	\$2.00/day	
Use per gallon	\$1.00/1000gal	
Park Structure Reservations – Coburg Residents	\$60.00	ORD A-171-A
Park Structure Reservations – Non Residents	\$75.00	ORD A-171-A

2021 City of Coburg Fee Schedules

Municipal Court		
Court Appointed Attorney Fees	\$55.00/hr.	ORS 151.505 (Maximum \$300.00 per appointment)
Copies: fee per case	\$5.00	
Certified Copies in addition to base fee	\$5.00	ORS 192.440(4)
Archived files, per file	\$15.00	
Discovery	\$20.00	
DMV Suspension Packet	\$11.50	ORS 153.624
Juror Service	\$10.00/daily	ORS 10.061
Warrant Fee	\$55.00	ORS 161.665
Suspension Fee	\$15.00	ORS 809.267
Payment Agreement Fee	\$15.00	ORS 1.202
Police Training Fee, per violation case	\$7.00	Ordinance A-212
Probation Court Supervision, per month/case	\$15.00 or \$180/year	Ordinance A-216
Probation Violation Fee (Show Cause), per order		ORS 137.540(11)
-one issue only or first proceeding	\$25.00	
-multiple issue or prior violation	\$50.00	
Motion to Reopen Fee	\$50.00	Ordinance A-216
DUII Diversion Admin Fee	\$200	ORS 813.240
Security Release	15% of Security Amount	ORS 135.265 (2) Not less than \$5.00 or more than \$750.00
Court Technology Fee	\$9.00	ORD A-238 Charge is per violation / crime

Updated Resolution 2021-19

Notes:

- **Ordinance A-204** Establishes administrative surcharge for every fee or charge established by Ordinance or Resolution. Reset all administrative surcharge to \$0.00.
- **Administrative Order 01-06** Set administrative surcharge for certain fees and charges for services of the City.
- **Ordinance A-208** Changes the Planning and land use fees from set amount to applicants paying a fixed amount upfront and will be refunded or billed for actual cost to process individual applications. **Ordinance A-208-A** New fees can be added by resolution, existing fees can be amended by City Administrator. **Ordinance A-208-B** Combine the Planning and Development Fee Schedule & Administrative Fee Schedule.
 - The fee schedules are now combine but management of administrative surcharge fee is in Ordinance A-204 & Planning and Land use management is Ordinance A-208, A-208-A, A-208-B