



## Resolution 2025-11 A Resolution Adopting Fees and Administrative Surcharges for Planning and Development Applications and Services

Meeting Date	Staff Contact	Email
July 8th, 2025	Adam Hanks, City Administrator Megan Winner, Planning Director	adam.hanks@coburgoregon.gov megan.winner@coburgoregon.gov

### SUMMARY AND REQUESTED COUNCIL ACTION

Current fees and charges for planning and development applications and services are not sufficient to cover actual City costs. Land use applications vary in complexity and volume and staff have adjusted the fees and administrative surcharges to generally capture the average costs for processing such requests. Adoption of Resolution 2025-11 is requested.

#### Suggested Motion

*I move to adopt Resolution 2025-11 A Resolution Adopting/setting Fees and Charges for Planning and Development Applications and Services*

---

### BACKGROUND

Ordinance A- 208 as amended by Ordinance A-208-A and A-208-B establishes fees and charges for planning and development applications, requires an annual review by Council and that changes be made by resolution.

Ordinance A-204 establishes an administrative surcharge in addition to the fees set by ordinance or resolution for city services and that the City Council shall consider the surcharges proposed by the City Administrator.

The proposed Land Use Fee Schedule (Attachment A) includes both base fees and surcharge fees. The surcharge fee fluctuates with each land use application to allow a more complete recovery of City costs for the provision of services, while the base fee remains consistent for each land use procedural type. All land use and development permit applications and approvals, except some building permits, are decided by using one of the four procedures. The procedure “type” assigned to each application governs the decision-making process for that permit or approval. There are four types of permit/approval procedures: Type I, II, III, and IV. As the type goes up in number, so too does the complexity of review, requirements and approval processes, often needing more involvement of staff and consultants. For this reason, the base cost of each type of application increases with the increase in land use procedural type. The goal is for applicants to pay to process applications for current land use proposals by using application and land use type to establish a

total charge (combination of base fee and surcharge) that generally captures the average of direct and indirect costs that can vary greatly depending on complexity, volume and other factors, to capture approximately 70-75% of current planning programming. This approach differs from the purpose statement of the original Ordinance 208 that is also additionally referenced in subsequent 208 amendments.

### **RECOMMENDATION**

Staff recommend approval of Resolution 2025-11 to update the land use fee schedule. However, staff is also interested in ensuring Council and community understanding and agreement to the desired intention of the fee methodology, which may benefit from further discussion and direction to staff should a more standard, streamlined resolution fee update as proposed not be desired by Council.

### **BUDGET / FINANCIAL IMPACT**

The purpose of the review and recommended updating of land use fees is to ensure that the development community, rather than the general resident/business taxpayer, pays for the services rendered to process the development application. Long range planning is more appropriately funded through general fund revenues such as property taxes as the entire community benefits from that program (and it is a state requirement to complete and update). The Building program has its own separate fee schedules and has state statutes that guide the cost recovery requirements. Staff will assemble a spreadsheet with a summary level breakdown of the different program components of the Planning Department for Council review and comment.

### **PUBLIC INVOLVEMENT**

Public notice was given in accordance with applicable state laws. 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 rate increase.

### **NEXT STEPS**

If adopted, Resolution 2025-11 will take effect the day after Council consideration and the City will establish an updated Land Use Fee Schedule.

### **ATTACHMENTS**

1. Draft Resolution 2017-11 – 2025 City of Coburg Land Use Fee Schedule
2. Ordinance 208
3. Ordinance 208-A
4. Ordinance 208-B
5. Ordinance A- 204