

COBURG CITY COUNCIL ACTION/ISSUE ITEM



TOPIC: Resolution 2023-16 A Resolution Adopting the Administrative Surcharges, Administrative Fees, and Planning and Development Charges in the 2023 City Fee Schedules

Meeting Date: October 10, 2023

Staff Contact: Sammy Egbert, City Recorder

Contact: 541-682-7852, sammy.egbert@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Adoption of Resolution 2023-16.

***Recommended Council motion:** I move to Adopt Resolution 2023-16, a resolution adopting administrative surcharges, administrative fees, planning and development charges included in the 2023 fee schedule.*

POLICIES OR CITY COUNCIL GOALS(S) ADDRESSED

Fiscal management and administration

BACKGROUND

2006 Ordinance A-204 was adopted creating 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 and an administrative order set the surcharges a fee schedule.

2007 Ordinance A-208 was adopted changing the Planning Fee Structure and setting fees and charges for Planning and Development Applications. This changes the planning fees from set amounts to applicants paying a fixed amount deposit at the start of application process. The Finance Director will track expenditures by application and at the end of the process collect balance due or issues a refund.

2008 Ordinance A-208-A was adopted amending Planning and Development fees and allowing for future changes to be done by resolution.

2014 Ordinance A-208-B Amends ORD A-200-A Establishing new fees and charges for Planning and development.

City Administrative Surcharge Fees regulated under Ordinance A-204 and Planning and development fees regulated under Ord A-208-B are compiled into one fee schedule.

The fee schedule was reviewed by staff and proposed changes are indicated on the attached document.

RECOMMENDATION AND ALTERNATIVES

It is recommended that City Council consider the adoption of Resolution 2023-16 approving the proposed changes to the fee schedules.

PUBLIC INVOLVEMENT

ORS 294.160 requires that a public hearing be held to provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase.

Public hearing was noticed and will be held during the October 10, 2023 City Council meeting.

NEXT STEPS

Implementation of 2023 City of Coburg Fee Schedule as adopted.

ATTACHMENTS

- A. Draft Resolution 2023-16
 - EXHIBIT A. 2023 City of Coburg Fee Schedule
 - B. 2021 City of Coburg Fee Schedule with proposed changes tracked.
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ATTACHMENT A

RESOLUTION 2023-16

A RESOLUTION ADOPTING ADMINISTRATIVE SURCHARGES, ADMINISTRATION FEES AND PLANNING AND DEVELOPMENT CHARGES INCLUDED IN 2023 CITY OF COBURG 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 rate increase. A Public Hearing was held on October 10, 2023.

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 in EXHIBIT A “2023 City of Coburg Fee Schedule”.

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

Nancy Bell, Mayor

ATTEST: _____
Sammy L. Egbert, City Recorder