



## COMMUNITY DEVELOPMENT COMMITTEE

### MINUTES

4:00 PM December 5, 2023  
2<sup>nd</sup> Floor Conference Room, City Hall

#### 1. ROLL CALL

**Council Members:** Gary Bode, Brent Lenssen, Scott Korthuis

**Future Council Members:** Gary Vis

**Staff:** Anthony Burrows, Heidi Gudde, John Williams, Dave Timmer

**Guests:** none

#### 2. APPROVAL OF MINUTES

Community Development Committee Meeting Minutes of 10/18/23 approved as presented.

#### 3. DISCUSSION ITEMS

Unified Fee Schedule Review. Anthony Burrow, the City's Finance Director, joined the meeting to give an overview of

Most fees are proposed to increase 20%. This was discussed in light of the fact that the Consumer Price Index has increased 23-24% since 2018. The Committee expressed interest bumping this increase to 25% to carry us through 2024.

The fees for the Community Development Dept were included in the meeting package and Anthony distributed the fees from the other departments as well. He noted that some additional fees need to be added from the Public Works Department.

Vis noted that as we consider year to year increases we should consider carefully the field fees for Bender Park as non-profits need to cover these costs. Review of ambulance fees is also warranted as these expenses are high.

Gudde called attention to the HBD Commercial Parking – Payment in lieu of on-site parking. The rate is proposed to increase from \$2350 to \$8900 based on the market rate.

**Conclusions:** Committee concluded that the a 25% increase for the building and planning fees rather than 20% and have these documents in time for the PW Committee on December 6.

LMC Text Amendment - Special Events – Feedback from Council after memo. Dave Timmer recapped the process we have been working on for the Special Events amendment.

Fees structure needed by resolution after the code has been amended. The fee rates are not included in code. The code will indicate which tier of special event require a fee. Currently the code proposal is written to include no fee for a Tier 1 event but does assume that Tier 2 will include a fee and insurance.

**Conclusions:** Combine Tier 1 and 2 events as the type of events so that there are fewer tiers. Events at the Fairgrounds or the Rotary Building – or other facilities constructed for special events do not need to get a special event permit.

LMC Text Amendment - Civil Penalties Code Update – This code amendment is meant to address code violations that the code currently classifies as misdemeanors rather than civil penalties. The current code also give staff authority to levy fines but does not give direction the rate of fees other than “up to \$5000 per day”. The new code gives a structure listed as C-1 through C-9 offenses. This code amendment was introduced at the Nov 20<sup>th</sup> Council Meeting.

Slated to go before the Council on January 2<sup>nd</sup>.

2024 Goals and Initiatives. The Planning Division was going to be working on a Comprehensive Plan update and the Building Division will be implementing a new software update to accept permits via an online portal.

Commercial and Multi-Family Design Standards – talked about the upcoming dissolution of the Design Review Board as required by the State in ESHB 1293.

#### 4. **INFORMATIONAL ITEMS**

Pepin Creek Sub-Area status update.

- Pending annexations in the sub-area.
- Transportation Planning and the work currently being done by Transpo to create a cohesive network within the sub-area.

**Next Meeting Date: December 20, 2023**