

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.

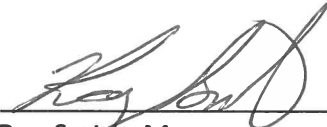
WHEREAS, Oregon Revised Statute 294.160 requires the City to provide an opportunity for interested persons to comment on the enactment of any Resolutions prescribing a new fee or a fee or rate increase. A Public Hearing was held on August 10, 2021.

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 Ordinance A-208, A-208-A, A-208-B	Amount	Notes
		All fees are for actual City cost and include necessary Administrative, Planning, Public Works, Fire, CPR and EPR time per A-208-A
Type 1 (administrative)		
Building Permit/Review	\$70	
Code interpretation	\$300	
Development permit Floodplain	\$500	
Facilities permit ROW (Public Works)	\$150	
Final subdivision plat, 1-5 lots	\$75/lot	Ordinance A-200-I Article XII.D.1
Final subdivision plat, 6 lots and up	\$65/lot	Ordinance A-200-I Article XII.D.1
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		Amount	Notes
Ordinance A-208, A-208-A, A-208-B			
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-220-1 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	ORD A-249
Noise Variance	\$35.00	
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 gees 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