

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ASSISTANT CITY MANAGER KRISTIN GRASSETH

RE: RESTRUCTURING BUILDING DEPARTMENT UPDATE

DATE: MAY 26, 2020

BACKGROUND INFORMATION:

In May 2020, City Council gave permission for the Building Department to open a comment period for the proposed fee adjustment of the building fee schedule. The last time building fees had been evaluated was 1998. Due to the timing of the proposed changes, staff was not able to prepare notification for contractors about the proposed fee adjustment until now. Dates within the current timeline have now been pushed back to adjust for the changes, these setbacks will not hinder the implementation as we had time built into timeline. See the attached revised timeline.

Notifications will be on posted asking for written comments to be submitted by email to the building department. Comment period will end with any final public comments at July 8th, 2020 council meeting.

Ordinance 20-01 is in draft mode as it is currently being revised to reflect up to date statues and guidelines. Scott Gebhart and Councilor Steve Nuttall have been working together to identify areas within Ordinance 93-06 that will need to be changed as the referenced OAR's are no longer valid or accurate and have been changed within the Oregon State Building Codes and those changes have not been reflected in our Ordinance.

Revised Tentative Timeline – Structuring the Building Department

5/26/2020



CITY COUNCIL
MEETINGS
2020



- **Collect Council and public input for fee increase**
- **Prepare changes to revised draft Ordinance 20-01**
- **Tentative cost analyses.**
- **E- Permitting data conversion and training**

- **New full time Building Official/Code enforcement starts**
- **Final Council and public comment at July 8,2020 Council Meeting/Close Comment period**
- **Read Ordinance 20-01 for its first reading at July 8, 2020 Council Meeting**

- **Read Ordinance 20-01 for its second and final reading**
- **Continue training for e-permitting**

- **New fees take effect**
- **Implement e-permitting program**
- **Complete the restructuring of the Building Department**

May 2020 Tentative Timeline – Structuring the Building Department

CITY COUNCIL MEETINGS 2020

<p>MAY</p>	<ul style="list-style-type: none"> • Approve first reading of Ordinance 20-01 • Collect public input for fee increase • Approve increase hours of the BO
<p>JUNE</p>	<ul style="list-style-type: none"> • Approve second reading of Ordinance 20-01 • Collect public input for fee increase • Terminate agreement with Cannon Beach (earlier=better)
<p>JULY</p>	<ul style="list-style-type: none"> • Ordinance 20-01 takes effect • Approve fee increase • FT BO starts
<p>AUGUST</p>	<ul style="list-style-type: none"> • Continue training for e-permitting • Continue creating a sense of consistency in customer service
<p>SEPTEMBER</p>	<ul style="list-style-type: none"> • New fees take effect • Implement e-permitting program • Complete the restructuring of the Building Department