

# MEMORANDUM

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: ASSISTANT CITY MANAGER KRISTIN GRASSETH**

**RE: FIRST READING OF RESOLUTION 20-23 ON PROPOSED LAND USE/ DEVELOPEMENT FEE ADJUSTMENT.**

**DATE: October 30, 2020**

## **RECOMMENDED ACTIONS:**

*Move to read "Resolution 20-23, a resolution establishing a fee schedule for Land Use/Development." By title only for its first reading and to tentatively approve said Resolution as of its first reading.*

## **BACKGROUND INFORMATION:**

In May 2020 City staff began the process of restructuring the Building and Planning departments with the intent to recover costs for each department that the city had not been able to evaluate for many years. It was determined that our building fees were less than similar jurisdiction and would need to be adjusted before the new e-permitting systems could go into effect. Planning fees did not even come close to covering staff time for even a simple design review let alone an outside consultant if needed.

The City of Manzanita's current land use/development fees were last updated in 2001. Currently our fees do not cover the cost associated with providing land use and planning services. The current fee schedule does not have a fee for the city to charge the applicant in the event a consultant must be used or even with an outside planner, attorney, or engineer. The proposed fee change will allow the city to charge a base fee for city services plus actual costs for outside services.

The proposed fees are based on information provided by a firm referred to us by the City of Nehalem, MorganCPS Group Inc., who provides them with land use and development services. I was advised to look at Cascade Locks fee structure in order to help draft the proposed fee adjustment. Their system was created using a hybrid fee structure which fits our needs and takes into consideration the average time associated with different aspects of processing applications for land use and development along with the ability to pass along additional costs the city may incur when processing an application.

By approving the proposed fee adjustment, the city will be able to better recover the cost of consultations with an outside planner, attorney, engineers, and staff time.