



# AGENDA CITY COUNCIL

91136 N Willamette Street

541-682-7852 | [coburgoregon.org](http://coburgoregon.org)

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Tuesday, July 08, 2025 at 6:00 PM

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The public may attend this meeting at City Hall or via Zoom. To participate via Zoom, you must pre-register with the city by 3 PM the day of the meeting. Council meetings are recorded and live-streamed at [www.coburgoregon.org](http://www.coburgoregon.org) (NO registration required). For questions, contact the City Recorder, Sammy Egbert, at [sammy.egbert@ci.coburg.or.us](mailto:sammy.egbert@ci.coburg.or.us) or 541-682-7852.

## CALL TO ORDER

## PLEDGE OF ALLEGIANCE

## ROLL CALL

## MAYOR COMMENTS

## AGENDA REVIEW

## PUBLIC COMMENT *(Sign up prior to meeting. Limit 3 minutes.)*

**CONSENT AGENDA** *(Councilors may remove an item from the "Consent" agenda for discussion by requesting such action prior to consideration.)*

1. Minutes June 10, 2025, City Council
2. Minutes June 24, 2025, City Council Special Meeting

## SPECIAL GUEST

3. Lane Transit District

## ORDINANCES AND RESOLUTIONS

4. **RESOLUTION 2025-16** A RESOLUTION AUTHORIZING 2025-2027 DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT HOUSING PLANNING ASSISTANCE GRANT APPLICATION
5. **Public Hearing**  
**RESOLUTION 2025-11** A RESOLUTION ADOPTING FEES AND ADMINISTRATIVE SURCHARGES FOR PLANNING AND DEVELOPMENT APPLICATIONS AND SERVICES

## CONTRACTS

6. Intergovernmental Agreement with Harrisburg for Traffic and Code Enforcement

## COUNCIL ACTION ITEMS

## ADMINISTRATIVE REPORTS

7. Total Maximum Daily Load Report
8. Police Department Quarterly Report
9. Administrative Monthly Report
10. Financial Report

## LIAISON UPDATES AND COUNCIL COMMENTS

11. August City Council Recess

**ADJOURNMENT**

*The City of Coburg will make reasonable accommodations for people with disabilities. Please notify City Recorder 72 hours in advance at 541-682-7852 or [sammy.egbert@ci.coburg.or.us](mailto:sammy.egbert@ci.coburg.or.us).*



**MINUTES**  
**Coburg City Council Meeting**  
June 10, 2025 at 6:00 PM  
Coburg City Hall  
91136 N Willamette Street

**MEMBERS PRESENT:** Nancy Bell, Cathy Engebretson, Alan Wells, John Lehmann, Jaymason Bouwman, Donnie Myers

**MEMBERS ABSENT:** Claire Smith

**GUESTS/STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief; Greg Peck, Finance Director; Brian Harmon, Public Works Director

**TRANSCRIBED BY:** Madison Balcom, Administrative Assistant

**CALL TO ORDER**

Mayor Bell called the City Council meeting to order at 6:02pm.

**PLEDGE OF ALLEGIANCE**

Councilor Lehmann led the Pledge of Allegiance.

**ROLL CALL**

City Recorder, Sammy Egbert called roll. A quorum was present.

**MAYOR’S COMMENTS**

Mayor Bell thanked everyone for coming prepared to the meeting. She also explained that as a council, they have a lot of work to do, which makes it important that everyone reads their packets and comes prepared and requires some reevaluation of how many meetings per month are needed.

Ms. Bell also thanked Public Works and all staff for the work that’s been done in the parks and mentioned how great they are looking. There will be a ribbon cutting ceremony for Pavilion Park on June 30<sup>th</sup> at 6pm, which Bell encouraged councilors and community members to attend.

**AGENDA REVIEW**

Ms. Egbert noted that agenda item 8, the Harrisburg Police Agreement, will be moved to the July agenda, and copies of the City Administration Report were provided.

**PUBLIC COMMENT**

There were no request(s) for public comment.

## CONSENT AGENDA

There were no requests to remove an item from the consent agenda.

### 1. Minutes from May 13, 2025 City Council Meeting

**MOTION:** Councilor Bouwman, seconded by Councilor Wells moved to approve the Consent Agenda as presented.

***The motion passed unanimously as 5:0, with Councilors Bouwman, Engebretson, Lehmann, Myers and Wells voting affirmatively, none opposed.***

Mr. Lehmann noted that he didn't think the minutes adequately reflected the lengthy discussion that was held regarding the Stallings Lane Wellhouse. Ms. Bell explained that the meetings are all recorded in full and available for viewing at all times, however it can be difficult to capture the complexity of those kinds of discussions in the minutes.

## SPECIAL GUEST

### 2. Coburg Main Streets

Megan Dompe, Coburg Main Streets Director, provided a report on the Main Street services provided to the City of Coburg through their contract. She went through the items in the report including the tourism marketing campaign, seasonal community events, community newsletter, and managing and operating the information kiosk. There were no further questions.

## ORDINANCES AND RESOLUTIONS

### 3. Second Reading

**ORDINANCE A-257** AN ORDINANCE ESTABLISHING A PARKS AND PUBLIC OPEN SPACE MAINTENANCE SUPPORT FEE

Mr. Hanks noted that there are no changes to the ordinance from first reading to second reading. Hanks also went over the process that was taken to create this fee, including the outreach and communication efforts that were put out to the community during the process.

**MOTION:** Councilor Myers moved, seconded by Councilor Lehmann, to approve the second reading and adopt Ordinance A-257 An Ordinance establishing a Parks and Open Space Maintenance Support fee.

***The motion passed as 4:1, with Councilors Engebretson, Lehmann, Myers and Wells voting affirmatively, and Councilor Bouwman opposed.***

### 4. Public Hearing

**RESOLUTION 2025-14** A RESOLUTION SETTING PARK AND OPEN SPACE MAINTENANCE FEE

Mayor Bell opened the public hearing at 6:42pm.

Mr. Hanks gave a presentation on the resolution. Hanks said that fees like this for parks and public safety are happening all over the state. The City goal is to move from survivability to sustainability and

eventually to resiliency. The next step of that process is to work on and evaluate long range revenue options.

Mr. Lehmann and Mr. Wells had some questions about the general fund and the allocation of the proposed parks and open space fee. Hanks also went over why this fee is needed, what it will help cover and the maintenance levels it will go towards.

Mayor Bell closed the public hearing at 7:14pm.

**MOTION:** Councilor Lehmann, seconded by Councilor Myers, moved to approve Resolution 2025-14 titled “A resolution setting the Park and Open Space Maintenance Support Fee” with a fee imposed on \$5 per month per unit, including the CPI index for annual adjustment, and an effective date of July 1, 2025.

***The motion passed as 3:2, with Councilors Engebretson, Lehmann and Myers voting affirmatively, and Councilors Bouwman and Wells opposed.***

Councilors Wells and Bouwman expressed their concerns with the community involvement and input on the proposed fee.

**5. RESOLUTION 2025-10** A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2025-26

Mr. Hanks gave a staff report reviewing the salary and classification schedule. Mr. Lehmann had a question about the process of step increases, which Hanks answered.

**MOTION:** Councilor Engebretson, seconded by Councilor Bouwman, moved to approve Resolution 2025-10 A resolution adopting the FY26 salary and classification schedule.

***The motion passed unanimously as 5:0, with Councilors Bouwman, Engebretson, Lehmann, Myers and Wells voting affirmatively, none opposed.***

**6. Budget Hearing**

**RESOLUTION 2025-13** A RESOLUTION ADOPTING THE CITY OF COBURG BUDGET FOR FISCAL YEAR 2025-26, CREATING APPROPRIATIONS, SETTING THE TAX, IMPOSING THE TAX, AND CATEGORIZING THE TAX.

Ms. Bell opened the public hearing at 7:37pm.

Mr. Hanks gave a staff report about the budget and budget process. This resolution is the essential document that locks it in and gets submitted to the state and Lane County. Hanks went through the presentation going over staff allocation, PERS rates, functions of the general fund and other funds, and explained the change for the Stallings Lane Wellhouse project.

Ms. Bell closed the public hearing at 8:00pm.

**MOTION:** Councilor Lehmann, seconded by Councilor Bouwman, moved to approve Resolution 2025-13 adopting the budget for Fiscal Year 2025-26 as presented in the amount of \$12,112,045 and approve the property taxes for the 2025-26 Fiscal Year at the

rate of \$3.7506 per \$1,000 of assessed value categorized as subject to general government limitation.

***The motion passed unanimously as 5:0, with Councilors Bouwman, Engebretson, Lehmann, Myers and Wells voting affirmatively, none opposed.***

## CONTRACTS

### 7. Dispatch Services with Lane County

Mr. Hanks noted that this is the final year of the multi-year agreement for dispatch services with the Lane County Sheriffs Office. It is likely that staff will be working with them on a contract renewal over the winter.

**MOTION:** Councilor Myers, seconded by Councilor Bouwman, moved to approve the Lane County Intergovernmental Agreement amendment 57995-2 in the amount of \$77,663.87 and authorize the City Administrator to execute the contract as presented.

***The motion passed unanimously as 5:0, with Councilors Bouwman, Engebretson, Lehmann, Myers and Wells voting affirmatively, none opposed.***

### 8. Coburg Main Street Agreement for Services

Mr. Hanks gave a brief staff report on the agreement for services. This item is to extend the term of the contract, which was designed as a one year, to which an amendment was created to change the term only. The dollars and terms of the agreement all stay the same.

**MOTION:** Councilor Engebretson, seconded by Councilor Bouwman, moved to approve the amendment 1 between the City of Coburg and Coburg Main Street, extending the contract term to June 30, 2026 with all other contract terms unchanged.

***The motion passed unanimously as 5:0, with Councilors Bouwman, Engebretson, Lehmann, Myers and Wells voting affirmatively, none opposed.***

## ADMINISTRATIVE INFORMATION REPORTS

### 9. Administrative Monthly Report

Mr. Hanks went through the items in the report including changes of City Hall office hours to Monday through Thursday 8:00am to 4:30pm and closed on Friday's, with more specific availability for certain departments and sub-services. Hanks also went over some cyber security technology enhancements, vegetation management, upcoming meetings, current projects and contracts, and department activity and statistics.

### 10. Financial Monthly Report

The report was provided. Hanks went over some specifics. Ms. Engebretson had some questions regarding the estimated cash balance, which Hanks answered and briefly went over some of the influencing components.

Hanks also mentioned the use of electric bikes and scooters and mentioned that staff will be putting out some laminated flyers with information regarding the use of those in the community. The Police Department has also taken some action on this issue and have already seen a decrease in activity.

**LIAISON UPDATES**

Mr. Myers attended the Finance Audit Committee meeting and went over the topics that were discussed at the meeting.

Ms. Engebretson went over some of the discussions about revenue at the Lane ACT meetings.

Ms. Bell also mentioned some topics of discussion at the Metropolitan Policy Committee that she attends. Bell also went over the Executive and Budget Committee topics for LCOG, and the major cuts they are looking at taking.

Mr. Bouwman is waiting to hear back from LTD regarding their presentation to council.

**DRAFT**

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 8:34 pm.

**APPROVED** by the City of Coburg City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Nancy Bell, Mayor of Coburg

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder



**MINUTES**  
**City Council Special Meeting**  
June 24, 2025 at 6:00 PM  
Coburg City Hall  
91136 N Willamette Street

**MEMBERS PRESENT:** Nancy Bell, Cathy Engebretson, Claire Smith, John Lehmann, Jaymason Bouwman, Donnie Myers

**MEMBERS ABSENT:** Alan Wells

**GUESTS/STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Larry Larson, Coburg Police Chief; Brian Harmon, Public Works Director

**TRANSCRIBED BY:** Madison Balcom, Administrative Assistant

**CALL TO ORDER**

Mayor Bell called the City Council meeting to order at 6:01pm.

**PLEDGE OF ALLEGIANCE**

Councilor Lehmann led the Pledge of Allegiance.

**ROLL CALL**

City Recorder, Sammy Egbert called roll. A quorum was present.

**MAYOR’S COMMENTS**

Mayor Bell thanked everyone for their preparation, thoughtful decision making, and presence at the Council meetings. Mayor Bell talked about some current and past budget processes. She also went over the costs of the Pavilion Park project and how those were funded. Ms. Bell proposed the idea of changing the council work sessions to special meetings so that they can make decisions and have further discussions to continue working through the many items on their plate.

**PUBLIC COMMENT**

There were no request(s) for public comment.

**ORDINANCES, RESOLUTIONS AND CONTRACTS**

- 1. RESOLUTION 2025-07 A RESOLUTION APPROVING THE TRANSFER OF APPROPRIATIONS IN THE FISCAL YEAR 2024-25 BUDGET**

Mr. Hanks gave a report on supplemental budgets and budget transfers, as well as the financial planning annual cycle.

Hanks explained the appropriation levels and went over the staff report and resolution for the transfer of appropriations. The staff report included personnel-related transfers and capital and operations-related transfers, which Hanks reviewed. Hanks explained that SDC's can only be used for things that include a growth component, like expanding the park system or the storm drain system and also have to be on your masterplan with a determined growth component.

The capital and operations related transfers include several unanticipated major maintenance and repair projects in the water fund. Mr. Bouwman asked if these were due to emergency repairs or regular updates due to age. Hanks said that two of three repairs were due to emergencies, and one was to prevent an emergency due to faster than expected deterioration of parts.

Mr. Lehmann asked if a two-year budget process would help eliminate some of these unexpected components. Mr. Hanks said it helps on the capital side and does have a benefit on appropriations but has little effect on many other little things in the budget. Hanks will provide more details on that process in the next City Administration report. Lehmann also had a few clarifications on where in the fund these transfers are coming from, which Hanks answered.

**MOTION:** Councilor Myers, seconded by Councilor Bouwman moved to adopt Resolution 2025-07, A resolution authorizing the transfers of appropriations in the City of Coburg's 2024-2025 fiscal year budget.

***The motion passed unanimously as 5:0, with Councilors Bouwman, Engebretson, Lehmann, Myers and Smith voting affirmatively, none opposed.***

**2. RESOLUTION 2025-15 A RESOLUTION AMENDING RESOLUTION 2025-10 AND ADOPTING EXHIBIT AS THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2025-26**

Mr. Hanks explained that Resolution 2025-10, passed on June 10<sup>th</sup>, was the incorrect spreadsheet. This resolution and amendment now has the correct spreadsheet, but nothing else in the resolution has changed. Hanks explained the error and what the difference is between the two versions.

**MOTION:** Councilor Smith, seconded by Councilor Bouwman moved to approve Resolution 2025-15, A resolution amending Resolution 2025-10 and adopting Exhibit A as the Salary and Classification Schedule for fiscal year 2025-26.

***The motion passed unanimously as 5:0, with Councilors Bouwman, Engebretson, Lehmann, Myers and Smith voting affirmatively, none opposed.***

**LIAISON UPDATES AND COUNCIL COMMENTS**

Mr. Bouwman gave a personal update and thanked the Coburg Fire District and Council for their support.

Ms. Engebretson noted a few things regarding the budget and revenue challenges. She explained the reason behind the parks and open space fee, and the services the community would be losing if the fee was not implemented.

Mr. Lehmann mentioned some comments he had received from community members regarding several different topics. Ms. Smith also spoke on the best way to communicate and answer those questions from community members. Ms. Engebretson brought up the idea of an open house to go over some of those topics with the community. Ms. Smith also mentioned the idea of breaking down each departmental budget separately in the Mayor’s Comments. Mr. Hanks let council know that staff is working on a Budget in Brief document, which goes over and answers a lot of those questions in a way the community can better relate and understand.

Mayor Bell reminded council of the upcoming League of Oregon Cities Municipal Fundamentals Training, and the LOC Small Cities Meeting held in Coburg.

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 7:20 pm.

**APPROVED** by the City Council of the City of Coburg on this \_\_\_\_ day of \_\_\_\_\_, 2025.

DRAFT

\_\_\_\_\_  
Nancy Bell, Mayor of Coburg

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder



# Housing Capacity Analysis Grant Application

## Resolution 2025-16 Authorizing 2025-2027 DLCD Housing Planning Assistance Grant Application in Partnership with LCOG

Meeting Date	Staff Contact	Email
July 8th, 2025	Megan Winner, Planning Director Adam Hanks, City Administrator	megan.winner@coburgoregon.gov adam.hanks@coburgoregon.gov

### SUMMARY AND REQUESTED COUNCIL ACTION

It is the administrative policy and operating norm to seek formal Council approval for grant applications greater than \$10,000 in funding potential. Resolution 2025-16 provides formal approval to submit a grant application seeking Department of Land Conservation and Development (DLCD) funding to conduct the residential portion of a buildable lands inventory (BLI) utilizing the DLCD Housing Planning Assistance Grant Program in partnership with Lane Council of Governments (LCOG) and a limited number of additional Lane County cities.

#### Suggested Motion

*I move to adopt Resolution 2025-16, a resolution authorizing 2025-2027 Department of Land Conservation and Development Housing Planning Assistance Grant Application.*

### BACKGROUND

The City of Coburg’s buildable lands inventory (BLI) is severely outdated, and the Council adopted Framework for Continued Progress includes updating the BLI as a priority(Framework Objective II-2). DLCD currently has grant funding available specifically for housing planning, which could address the residential lands portion of a BLI update. This would be a joint application led by LCOG in partnership with a small number of other Lane County cities of varied, but smaller, sizes.

The Lane Council of Governments (LCOG), with assistance from the City of Coburg and in partnership with a limited number of additional Lane County cities, would prepare an application to the Oregon Department of Land Conservation and Development’s (DLCD) 2025–2027 Housing Planning Assistance Program to support the completion of a Housing Capacity Analysis (HCA) for the City of Coburg. Oregon DLCD’s Housing Planning Assistance Program provides funding and technical support to cities, counties, tribal governments, and regional entities to help plan for housing that meets the needs of all Oregonians. The program assists communities in conducting Housing Capacity Analyses, preparing Housing Production Strategies, updating comprehensive plans and development codes, and addressing regulatory barriers to housing development.

Emphasizing equity, affordability, and housing choice, the program prioritizes projects that support statutory compliance with Oregon’s housing laws, promote fair housing outcomes, and build local capacity to address housing challenges.

Coburg has longstanding challenges in addressing increasing housing pressure. Coburg lacks current, data-driven insight into its capacity to meet present and future housing needs, including potential UGB expansion. The City’s most recent state-acknowledged housing analysis is outdated and does not reflect current demographic shifts, market trends, or policy needs. Through this proposed project, Coburg will work closely with LCOG and other Lane County communities to develop a clear understanding of its buildable land supply, future housing needs across income levels, and opportunities to align local policies with Oregon’s statewide housing goals. With support from LCOG and DLCD, the City seeks to position itself to make informed planning decisions that promote housing affordability, choice, and long-term livability.

The application period is currently open and will close in August. If the project is successful, work would begin in late 2025 or early 2026. The grant would provide dedicated funding for Coburg staff to support the project at a range of levels. Other communities investigating the opportunity presently are Creswell and Cottage Grove. Although LCOG is proposing attractive efficiencies of scale with project, each of the proposed communities has varying regulatory nuances based on population and LCOG’s methodology will be appropriately customized for each community. A Technical Advisory Committee and community outreach will be a part of the proposed project scope of work. DLCD does not have a match requirement for the funding. A City resolution of commitment will be required for any successful award.

**RECOMMENDATION**

Staff recommends Council adopt the attached resolution authorizing grant application to the 2025- 2027 DLCD Housing Planning Assistance Grant Program.

**BUDGET / FINANCIAL IMPACT**

Grant funds will be awarded to LCOG as the primary application/project manager/facilitator of the work product(s). Documented Coburg staff time within the project scope is eligible for reimbursement, providing external revenue for a portion of the budgeted personnel costs within the Planning Department portion of the General Fund. No local matching funds are required.

**RELEVANT COUNCIL GOAL, CITY POLICY OR COMPREHENSIVE PLAN**

The proposed project supports the long-range planning goal of the Council Framework which explicitly prioritizes updating the buildable lands inventory. It also supports Coburg’s Comprehensive Plan objective for Goal 10: Housing, to “Promote a range of housing choices to meet the needs of existing and future residents” and several policies of Goal 10 such as,

- “Policy 13: The City shall coordinate with LCOG to review housing data from each census. The Housing Element of this plan shall then be reviewed and revised to reflect the new data and any other new state, federal and/or county programs or information.” and

- *“Policy 27: The City shall consider a range of tools to meet the housing needs of present and future residents, including (but not limited to) multiple residential zones, mixed-use zones, sufficient land to meet identified housing needs, appropriate minimum lot sizes, and accessory dwelling units.”*

**PUBLIC INVOLVEMENT**

A Technical Advisory Committee and community outreach will be a part of the proposed project scope of work. Planning Commission and City Council would also be involved throughout the process with updates and acceptance of the final project deliverables.

**NEXT STEPS**

Upon Council approval, staff will coordinate with LCOG to complete a grant application to the DLCD program for consideration. Should the grant be awarded, staff will bring the contract agreement forward to Council for final review and acceptance.

**ATTACHMENTS**

1. Draft Resolution 2025-16 Authorizing 2025-2027 DLCD Housing Planning Assistance Grant Application
2. Housing Planning Assistance Overview Packet - provides an overview of the program's goals, priorities, eligibility requirements, and evaluation criteria

**RESOLUTION 2025-16**

**A RESOLUTION AUTHORIZING 2025-2027 DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT HOUSING PLANNING ASSISTANCE GRANT APPLICATION**

**Whereas**, the Housing Division and Housing Accountability and Production Office within the Department of Land Conservation and Development (DLCD) provide resources to help Oregon communities prepare and update local land use plans and implement ordinances that respond to identified housing needs, growth management, and resource protection issues; and

**Whereas**, it is anticipated that the Oregon Legislature will appropriate funds to DLCD to provide planning assistance to local governments by the end of 2025; and

**Whereas**, to support project timelines, DLCD is beginning the grant application before the close of the 2025 Legislative session, noting “the full scope of funding availability is tentative,” and

**Whereas**, the Lane Council of Governments will be the applicant for the Housing Planning Assistance Grant as a regional entity applying for a joint project, including the City of Coburg and other cities in Lane County; and

**Whereas**, the Coburg City Council finds that participating with LCOG in a regional grant opportunity would benefit and support updating Coburg's Buildable Lands Inventory;

**THE CITY OF COBURG RESOLVES AS FOLLOWS:**

**Section 1.** The City Council supports the grant application to DLCD for Housing Planning Assistance Grant.

**Section 2.** The City Administrator is hereby authorized to execute the final Intergovernmental Agreement (IGA) on behalf of the City of Coburg.

**Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**Adopted** by the **City Council** of the **City of Coburg**, Oregon, by a vote of \_\_\_ for and \_\_\_ against, this 8<sup>th</sup> day of July 2025.

\_\_\_\_\_  
Nancy Bell, Mayor

ATTEST: \_\_\_\_\_  
Sammy L. Egbert, City Recorder

# Department of Land Conservation and Development



## Application for Housing Planning Assistance Grants & Consultant Support

### 2025-2027

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## HOUSING PLANNING ASSISTANCE GRANT PROGRAM OVERVIEW

### PROGRAM

#### DESCRIPTION

The Housing Division and Housing Accountability and Production Office (HAPO) within the Department of Land Conservation and Development (DLCD) provide resources to help Oregon communities prepare and update local land use plans and implement ordinances that respond to identified housing needs, growth management, and resource protection issues.

By the end of the 2025 legislative session, DLCD anticipates the Oregon Legislature to appropriate funds to DLCD for the purpose of providing planning assistance to local governments to:

- 1) Develop, adopt, and implement plans needed to support housing production, affordability, and choice, including Housing Capacity Analyses (HCA) and Housing Production Strategies (HPS) under Statewide Planning Goal 10 - Housing.
- 2) Develop, adopt, and implement urbanization and public facilities plans to support development readiness or amend an Urban Growth Boundary where a need is identified.
- 3) Update local development codes and comprehensive plans to comply with applicable state housing statutes and reduce regulatory barriers to housing production, especially laws adopted by the 2025 Legislature.

To provide as much time as practicable to support project timelines, DLCD is beginning the application process before the close of the 2025 Legislative session.

**Please note that, at the time of publication of these application materials, the Legislature has not yet approved funding for certain kinds of housing planning assistance. As such, while DLCD can confirm some funding availability, the full scope and amount of funding availability is tentative at this time and is subject to change.**

**The deadline for all housing planning assistance applications is August 4, 2025.**

#### WHO CAN APPLY

Planning Assistance applications will be accepted from the following applicant types. For applicants requesting multiple services, please submit a separate application form for each project.

### Cities and Counties

- Any city or county with an applicable statutory requirement related to housing, including:
  - Goal 10 planning (housing capacity analysis and housing production strategy) for cities above 10,000 population
  - Goal 14 planning (Urban Growth Boundary amendments, land exchanges, and urban/rural reserves) where a need has been identified
  - Middle housing requirements under ORS 197A.420
  - Other housing-related statutory requirements, such as accessory dwelling units, manufactured/prefabricated homes, and clear and objective standards.
- A city or county optionally seeking to facilitate housing production, affordability, and choice within their community.

### Regional Entities

- Counties, regional governments, or councils of government seeking to pursue a regionally-based project or support one or more cities or counties with a housing-related project or projects.

### Tribal Governments

- In May 2025, the legislature passed, and Governor Kotek signed, House Bill 2347. This bill, among other provisions, removes a previously existing prohibition on DLCDC's ability to fund housing planning related projects conducted by federally-recognized tribes. Specifically, the bill states that DLCDC may fund housing planning projects that *“enable local governments and tribes to take other actions to incentivize the production of needed housing within the jurisdiction of the local government or tribe or on lands owned or managed by a federally recognized Indian tribe”*.

## GRANT PROGRAM CONTACTS

DLCDC staff are available to answer your questions regarding application requirements and status. The first point of contact is the regional representative for your jurisdiction. You can find the regional representative assigned to your jurisdiction or region at <https://www.oregon.gov/lcd/CPU/Pages/Regional-Representatives.aspx>.

If you cannot contact your regional representative, please contact:

For Housing Programmatic questions, please contact the housing team: [Housing.dlcd@dlcd.oregon.gov](mailto:Housing.dlcd@dlcd.oregon.gov)

For HAPO compliance-related questions, please contact the HAPO team:  
[Dlcd.HAPO@dlcd.oregon.gov](mailto:Dlcd.HAPO@dlcd.oregon.gov)

## AWARD TYPES

DLCD offers two types of grant funding awards to provide flexibility for jurisdictions 1) Government-to-government “direct” grants between DLCD and the applicant and 2) DLCD “consultant-provided” contracts on behalf of the applicant. When applying for grant funding under this application, jurisdictions must select which award type they are seeking. The award types are described in more detail below.

### “Direct” Grants

A “Direct” grant is an award that DLCD provides directly to a jurisdiction to implement the project. In this case, the local government is can use grant funds to fund their own staff or contractors to complete the project. Direct grants between DLCD and the local government are typically completed quicker than DLCD “consultant-provided” contracts because any procurement or external party contracting responsibility is that of the local government.

### “Consultant-Provided” Contracts

DLCD has procured and contracted with several consulting teams to support local governments to complete projects funded under the Housing Planning Assistance Grant program. If a jurisdiction does not wish to take on the responsibility of their own procurement process to find a qualified contractor to support the work of their project, DLCD may contract with a consultant on behalf of the local jurisdiction. DLCD would manage the administration of the contract including but not limited to invoicing, amendments, and contract close-out on behalf of the local jurisdiction.

## ELIGIBLE PROJECTS

Housing Planning Assistance is used to help complete projects necessary for local governments to achieve the following priorities:

## AND EVALUATION CRITERIA

### Award Evaluation Criteria and Priorities

1. *The project fulfills a housing-related statutory obligation* including adoption of a Housing Capacity Analysis or Housing Production Strategy
2. *The project facilitates housing production, affordability, and choice* where it is needed most, including in tribal governments, and
3. *The project emphasizes fair and equitable housing outcomes.*

To evaluate applications against the priorities above, DLCD will use the Planning Assistance evaluation review criteria, explained in sections 1 through 5 below. Please address these, as applicable, in your application attachment.

Projects are not expected to satisfy non-mandatory criteria, but those that rate well under one or more of them will have an improved likelihood of receiving grant funds.

## 1. Project Objectives

The *project objectives* are clearly stated; address the problem, need, opportunity, and issues; are defined in a manner consistent with the statewide planning goals; and directly relate to a clear statement of expected outcomes. The project objectives need to be reasonably achievable within the project budget and timeline.

## 2. Program Priorities

The project addresses the *program priorities* as follows:

### **1. The project fulfills a housing-related statutory obligation.**

First priority for grant and consultant support will be for projects fulfilling a housing-related statutory obligation, including the on-going implementation of Goal 10 and related provisions. Funding will be awarded in consideration of statutory applicability, deadlines, and local capacity to fulfill statutory requirements. Examples of projects include, but are not limited to projects in which a local government is required to:

- Develop a housing capacity analysis in accordance with ORS 197A.270 or ORS 197A.335 and OAR 660-008-0000 to OAR 660-008-0035.
- Adopt a housing production strategy in accordance with ORS 197A.100 and OAR 660-008-0000 to OAR 660-008-0035.
- Adopt a housing coordination strategy in accordance with House Bill 2001 (2023 Session).
- Amend local development codes to comply with the provisions of ORS 197A.420 allowing middle housing.
- Amend local development codes to comply with other housing-related statutory requirements, including:
  - ORS 197A.400 – clear & objective requirements
  - ORS 197A.425 – accessory dwellings
  - ORS 197.475 – manufactured/prefabricated housing
  - Other housing-related statutory requirements
- Amend an Urban Growth Boundary when a housing need is identified in a housing capacity analysis.

## **2. The project facilitates housing production, affordability, and choice where it is needed most, including in tribal governments.**

Additional prioritization will be given to projects that substantially encourage housing production, affordability, and choice, especially in communities facing severe disparities in cost burden and other housing outcomes. This includes prioritization for smaller, capacity-constrained jurisdictions, and tribal governments seeking to support housing production. Examples of potential projects include, but are not limited to:

- Any project included in criterion #1 that is not statutorily required.
- Develop or adopt a plan or action that facilitates housing production, affordability, and choice, such as a code audit/amendment, local affordable housing funding strategy, or local program related to housing.
- The adoption of urban reserves to facilitate future Urban Growth Boundary amendments where a need is identified.
- Facilitate an Urban Growth Boundary land exchange to bring land into the Urban Growth Boundary that is more likely to support the development of needed housing.
- Adopt or amend a concept area & development readiness plan that enables and facilitates housing production in an identified area within an Urban Growth Boundary.

## **3. The project emphasizes fair and equitable housing outcomes.**

Additional prioritization will be given to projects that emphasize equitable outcomes & engagement and affirmatively further fair housing. As provided in ORS 197A.100(9), affirmatively furthering fair housing means:

“meaningful actions that, when taken together, address significant disparities in housing needs and access to opportunity and replace segregated living patterns with truly integrated and balanced living patterns to transform racially and ethnically concentrated areas of poverty into areas of opportunity and foster and maintain compliance with civil rights and fair housing laws.”

### **3. Project Description**

The *approach, budget (if requesting a direct grant), products, and timing* are defined for every task and are reasonable considering the benefits of the project and the work proposed is reasonably likely to achieve the project objectives.

Several sample work programs are provided as attachments to this grant packet that jurisdictions may use to inform their own project description. If an applicant expects the project to look substantially similar to the template, they do not need to submit a separate project scope. However,

**2025-2027 Housing Planning Assistance Application Packet Page 5**

if the applicant expects the project to include significant differences from the provided templates, *they must submit a project scope thoroughly outlining the expected work for the project* (see the attached application for detail on what to include).

Priority will be given to applications that provide detailed project descriptions with well-defined tasks, products, and timelines.

#### 4. Grantee Capacity

The application and past performance on grant-funded projects (where applicable) demonstrate that there is *adequate local capability* to successfully manage the project. DLCD may consider past performance on grant-funded projects as a prioritization factor of submitted applications.

#### 5. Leverage

*Local matching contributions* demonstrating commitment to the project. Matching contributions are *not mandatory* for an application to be successful, but a demonstration of local commitment can tip the balance in favor of some applications. Matching funds do not need to be from the applicant's budget – they could come from another state agency, a federal agency, or a foundation. In-kind and other non-cash match are also considered, such as staff time dedicated to a project.

### **REVIEW PROCESS**

Applications will be reviewed considering the evaluation criteria explained above. DLCD will award those applications that best satisfy these criteria.

DLCD will notify applicants of award decisions at the earliest time possible. To start projects as soon as possible, DLCD is aiming to notify applicants of award decisions within 30 days of the application period close, but this is subject to change. Unsuccessful applications may be reconsidered if additional assistance becomes available throughout the 2025-2027 biennium.

Once awards are determined, the assigned DLCD grant manager will work closely with the awardee to complete the statement of work and execute agreements. This will be completed at the earliest time possible; past experience indicates this phase usually takes 60 to 90 days after notice of award to complete a grant agreement and up to several months to execute a contract with a DLCD-provided consultant. DLCD staff aims to **execute grant agreements by approximately November 1, 2025 and consultant contracts by January 1, 2026**. This process can take longer depending on the complexity of the statement of work.

## ELIGIBLE COSTS

Grant funds may be expended only for direct project-related costs associated with the funded project. Eligible costs include salary of staff assigned to the project, consultant fees, postage, supplies, and printing. Equipment purchases and indirect costs, including general administrative overhead and software costs, are not eligible.

**Costs incurred prior to the execution date of the grant agreement are not eligible project costs and cannot be reimbursed.** This includes costs of preparing the grant application, preparing a statement of work, and any other work completed before grant agreement execution.

Grant funds are provided on a reimbursement basis for products in accordance with the reimbursement schedule specified in the grant agreement.

## APPLICATION INSTRUCTIONS

**1. Complete the grant application.** Be specific and thorough in describing all anticipated grant products as described in the application form. Submit application materials **by midnight August 4, 2025** to:

By e-mail to: [housing.dlcd@dlcd.oregon.gov](mailto:housing.dlcd@dlcd.oregon.gov)

*Please note that we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to DLCD by emailing [housing.dlcd@dlcd.oregon.gov](mailto:housing.dlcd@dlcd.oregon.gov). Contact as soon as possible.*

**2. Include a resolution or letter from the governing body of the city or county demonstrating support for the project.** The application must include a resolution or letter from the governing body of the city or county demonstrating support for the project. If the applicant is a regional entity applying for a joint project including multiple local governments, a letter from the local government governing body or administrator with authorization to execute intergovernmental agreements supporting the application may be included in lieu of a resolution. The letter of support may be received by DLCD after the application submittal deadline, how it must be received before planning assistance is awarded.

**3.** DLCD will confirm receipt of applications by e-mail, review applications promptly, contact applicants if additional information is needed to complete review, and notify applicants of our decision.

## RESERVATION OF RIGHTS

DLCD reserves all rights regarding this funding opportunity, including but not limited to, the right to:

- Amend or cancel this funding opportunity without liability if DLCD decides to do so.
- When appropriate, DLCD will issue revisions, substitutions, or clarifications as addenda to this funding opportunity. Changes and modifications to the funding opportunity shall be recognized only if in the form of written addenda issued by DLCD and posted on the website:  
<https://www.oregon.gov/lcd/Housing/Pages/Assistance-Funding.aspx>
- Set a maximum award amount per recipient organization and set a maximum amount per client.
- Waive any minor informality or non-conformance with the provisions or procedures of this funding opportunity.
- Seek clarification of any application.
- Negotiate the requirements described in this funding opportunity.
- Reject any application upon a finding by DLCD that accepting the application may impair the integrity of the solicitation process or that rejecting the application is in the best interest of DLCD as determined by DLCD, in its sole discretion.
- Verify any information or endorsements included in the application or letters of support to ensure accuracy.
- Approve funding awards for less than the amount requested by an applicant.
- Adjust the amount of funding and negotiate modifications to the applicant's project and budget prior to the execution of a grant agreement and related legal documents for the award.

Approval of an application will be conditional and subject to further review and execution of a grant agreement. Grant agreements may also be subject to review and approval by the Oregon Department of Justice.

Applicants will not receive awarded funds until documents required in the Notice of Intent to Award and any follow-up documents have been submitted and are deemed satisfactory by DLCD and a grant agreement is executed.

Pre-award costs are not eligible for funding unless expressly authorized by DLCD, in its sole discretion.

DLCD also reserves the right to amend any grant agreement that is issued as a result of this funding opportunity.

## Important Housing Planning Assistance Dates

Date	Planning Assistance Milestone
June 2, 2025   1:30 – 3p	Open Forum for follow-up question & answer <a href="#">Zoom link</a>   Meeting ID: 821 4886 4505   Passcode: 598033
June 3, 2025	Application period opens; materials distributed
August 4, 2025	Application period closes; materials submittal deadline
Early September	Anticipated funding decision; award notices sent
October – November 2025	Direct grant agreements anticipated execution
November – December 2025	Consultant contract anticipated execution
June 15, 2027	Project completion deadline



## Resolution 2025-11 A Resolution Adopting Fees and Administrative Surcharges for Planning and Development Applications and Services

Meeting Date	Staff Contact	Email
July 8th, 2025	Adam Hanks, City Administrator Megan Winner, Planning Director	adam.hanks@coburgoregon.gov megan.winner@coburgoregon.gov

### SUMMARY AND REQUESTED COUNCIL ACTION

Current fees and charges for planning and development applications and services are not sufficient to cover actual City costs. Land use applications vary in complexity and volume and staff have adjusted the fees and administrative surcharges to generally capture the average costs for processing such requests. Adoption of Resolution 2025-11 is requested.

#### Suggested Motion

*I move to adopt Resolution 2025-11 A Resolution Adopting/setting Fees and Charges for Planning and Development Applications and Services*

### BACKGROUND

Ordinance A- 208 as amended by Ordinance A-208-A and A-208-B establishes fees and charges for planning and development applications, requires an annual review by Council and that changes be made by resolution.

Ordinance A-204 establishes an administrative surcharge in addition to the fees set by ordinance or resolution for city services and that the City Council shall consider the surcharges proposed by the City Administrator.

The proposed Land Use Fee Schedule (Attachment A) includes both base fees and surcharge fees. The surcharge fee fluctuates with each land use application to allow a more complete recovery of City costs for the provision of services, while the base fee remains consistent for each land use procedural type. All land use and development permit applications and approvals, except some building permits, are decided by using one of the four procedures. The procedure “type” assigned to each application governs the decision-making process for that permit or approval. There are four types of permit/approval procedures: Type I, II, III, and IV. As the type goes up in number, so too does the complexity of review, requirements and approval processes, often needing more involvement of staff and consultants. For this reason, the base cost of each type of application increases with the increase in land use procedural type. The goal is for applicants to pay to process applications for current land use proposals by using application and land use type to establish a

total charge (combination of base fee and surcharge) that generally captures the average of direct and indirect costs that can vary greatly depending on complexity, volume and other factors, to capture approximately 70-75% of current planning programming. This approach differs from the purpose statement of the original Ordinance 208 that is also additionally referenced in subsequent 208 amendments.

**RECOMMENDATION**

Staff recommend approval of Resolution 2025-11 to update the land use fee schedule. However, staff is also interested in ensuring Council and community understanding and agreement to the desired intention of the fee methodology, which may benefit from further discussion and direction to staff should a more standard, streamlined resolution fee update as proposed not be desired by Council.

**BUDGET / FINANCIAL IMPACT**

The purpose of the review and recommended updating of land use fees is to ensure that the development community, rather than the general resident/business taxpayer, pays for the services rendered to process the development application. Long range planning is more appropriately funded through general fund revenues such as property taxes as the entire community benefits from that program (and it is a state requirement to complete and update). The Building program has its own separate fee schedules and has state statutes that guide the cost recovery requirements. Staff will assemble a spreadsheet with a summary level breakdown of the different program components of the Planning Department for Council review and comment.

**PUBLIC INVOLVEMENT**

Public notice was given in accordance with applicable state laws. 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 rate increase.

**NEXT STEPS**

If adopted, Resolution 2025-11 will take effect the day after Council consideration and the City will establish an updated Land Use Fee Schedule.

**ATTACHMENTS**

1. Draft Resolution 2017-11 – 2025 City of Coburg Land Use Fee Schedule
2. Ordinance 208
3. Ordinance 208-A
4. Ordinance 208-B
5. Ordinance A- 204

**RESOLUTION 2025-11**

**A RESOLUTION ADOPTING FEES AND ADMINISTRATIVE SURCHARGES FOR PLANNING AND DEVELOPMENT APPLICATIONS AND SERVICES**

**WHEREAS**, Ordinance A-204 creates an administrative surcharge for every fee or charge established by Ordinance or Resolution and 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; and

**WHEREAS**, Current planning and development fees are insufficient to generally cover the cost of services provided; and

**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.

**NOW THEREFORE, THE COBURG CITY COUNCIL RESOLVES AS FOLLOWS:**

1. The City of Coburg adopts fees and administrative surcharges for planning and development applications and services in EXHIBIT A “2025 City of Coburg Land Use Fee Schedule.”

**Adopted** by the **City Council** of the **City of Coburg**, Oregon, by a vote of \_\_\_\_ for and \_\_\_\_ against, this 8th day of July 2025.

\_\_\_\_\_  
Nancy Bell, Mayor

ATTEST: \_\_\_\_\_  
Sammy L. Egbert, City Recorder

Planning and Development Fees and Charges				
Ordinance A-208				
Type 1 (administrative)	Base Charge	Surcharge Fee	Total Amount	Notes
Building Permit   Land Use Review	\$100	\$0	\$100	
Code-interpretation		300		Type II
Floodplain-Development permit		500		Processed as CUP per Article VII H.2
Final plat approval (subdivision and partition)	\$100	\$100/lot	Varies based on number of lots	Ordinance A-200-L Article XII.D.1
Final subdivision plat, 6 lots and-up				Consolidating to "Final Plat"
Lot of record – lot confirmation	\$100	0	\$100	Additional hourly research rates may apply
Sign permit (new and replacement)	\$100	\$1/square foot	\$100+ Varies based on square footage of signage	
Original Art Mural Application	\$100	0	\$100	Less than sign because criteria simpler to evaluate
Property line adjustment including consolidation	\$100	\$1,000	\$1,100	Type I per Article XII.H - requires more review and recording?
Mobile Food Vending	\$100	0	\$100	
Tree removal (Public Works)				PW
Type 2 (limited land use)				
Code Interpretation	\$300	\$0-\$300	\$300-\$600	Plng Official-Plng Commission Decision
Non-Conforming Use Determination		700		?? No type/procedure listed in Art. VI
Property line adjustment including consolidation	\$300	\$1,000-	\$1,300-	Type I per Article XII.H - moving up
Change in Use - Land Use Review Type II	\$300	\$900		Type II Land Use Review (requires more staff time and noticing than Type I)
Partition replat		Same as subdivision		Replat is partition - same process to plat and replat
Minor modification to approval	\$300	\$900	\$1,200	
Site Design Review – Type II commercial/industrial	\$300	\$3,500	\$3,800	
Site review – historic structure	\$300	2100		
Site review – manufactured home park	\$300	\$5,400 + \$30 PDU		
Zone change (Type II)	\$300	3000 \$5000	\$5,500	Article XXI
Temporary use permit - Type II Land Use Review	\$300	\$900-800	\$1,200	Type II Land Use Review per Article XI.1.h & Article XVIII.A.1
Partition - Tentative plat approval	\$300	\$100/lot	\$300 plus number of lots	
Type 3 (quasi-judicial)				
Appeal to City Council	\$500	\$1,050	\$1,550	
Appeal to Planning Commission	\$500	\$1,050	\$1,550	Type II & III - use same as original application
Conditional use permit	\$500	\$3,200	\$3,700	Type III
Home occupation permit (for proposals that cannot meet district standards)	\$500	900 1050	\$1,550	Land Use Review per Article XI.1.g
Master planning – major amendment	\$500-	2700		is major modification to approval
Major modification to approval	\$500	\$2700-\$3700	Varies based on procedural type	Type II & III - use same as initial project approval
Site Design Review - Type III	\$500	\$4,500	\$5,000	
Mobile Home Planned Unit Development with subdivision	\$500	??		Procedural type not called out - unclear
Planned unit development without subdivision		\$4,110 + \$16 PDU		

asd

Making Type II Land Use Reviews consistent

Preliminary partition/subdivision plat, 1-2 lots (residential)		\$1,100 + \$380/lot		
Preliminary subdivision, 3-5 lots (residential)		\$2,100 + \$360/lot		
Preliminary subdivision, 6-10 lots (residential)	\$500-	\$3,100 + \$260/lot		
Preliminary subdivision, 20-40 lots (residential)	\$500-	\$4,100 + \$210/lot		
Preliminary subdivision, 41-100 lots (residential)	\$500-	\$7,300 + \$170/lot		
Subdivision - Tentative Plat Approval	\$500	\$7000 + \$100/lot	Varies based on number of lots	
Variance — Major Review	\$500	\$800 to \$2,700 \$3000	Varies based on complexity of proposal	Ord A-220-I Article X
Zone change (Type III/Quasi-Judicial))	\$500	<del>3000</del> \$5000	\$5,500	
Zoning Map change	\$500-	\$3,000-		Map updated with zoning district change
<b>Type 4 (legislative)</b>				
Annexation	\$1,000	10500 \$15500	\$16,500	Type II but Council approves per Art. XX.A.1
Zone change (Type IV/Legislative)	\$1,000	3000 \$5000	\$6,000	
Comprehensive plan amendment — text	\$1,000	3700 \$5,000	\$6,000	just one comp plan amendment process
Comprehensive plan amendment — map	<del>\$1,000-</del>	<del>\$4,600-</del>		
Development code amendment (text)	\$1,000	\$3,000	\$4,000	
Master Planning – Detailed Development Plan	\$1,000	See Subdivision \$7000		
Master Planning – Overlay Zone and Concept Plan	\$1,000	4000 \$5000		Base fee only charged once if done concurrently??
Vacation	\$1,000	4800 \$2500	\$3,500	
<b>Other</b>				
Zoning Code, hard copy		\$30		
Land Use Compatibility Statements (LUCS)		\$70		
Public Notice Mailing List		Varies		Ord A-220-L
Pre-application-1 <sup>st</sup> 2 hours exempt		\$200/hr.		
Sign replacement		\$25-		
Administrative Appeal		\$160-		
SDC Financing Fees		4500 \$2000		
Hourly research		\$100/hour		


**ORDINANCE NO. 208**

AN ORDINANCE ESTABLISHING FEES AND CHARGES FOR PLANNING AND DEVELOPMENT APPLICATIONS , REPEALING CONFLICTING ORDINANCES, AND DECLARING AN EMERGENCY TO EXIST

**WHEREAS**, The City of Coburg has determined the current fees are insufficient and do not cover actual costs for processing requests, and

**WHEREAS**, the increase in the number and complexity of land use applications is anticipated to require the selective use of professional planning assistance, increasing the cost of processing land use applications.

**THE CITY OF COBURG ORDAINS AS FOLLOWS:****SECTION 1. PURPOSE**

Coburg needs to process numerous land use applications. Some of these applications are straightforward and may be processed quickly. Other applications are complex and involved and require a great deal of staff work before a final decision is made. Setting a standard fee for two different applications often results in a situation where the costs of the most complex applications greatly exceed the standardized fees, while the charges for a simple application may be a little greater than the cost to the City. The purpose of this Ordinance is to establish a process whereby the applicant will pay the actual cost of processing a development application.

**SECTION 2. DEPOSIT REQUIRED**

All land use applications will require a deposit, as determined by the fee schedule attached to this Ordinance as Exhibit "A". Processing expenses shall be deducted from this deposit until final action on the application has been taken by the City, whether the final action is by the Planning Commission or the City Council. The deposit shall consist of several elements, including a basic processing fee which will include the cost of processing the application for which it is difficult or impossible to capture hourly rates, including, the submission of the application, the cost of providing notice, the cost of recording the completed application. These costs shall not be refundable. The deposit shall also include a staffing fee, which shall represent an amount roughly equal to the average cost of the City staff providing professional services in the processing of an application. If the application deposit is insufficient to cover the costs of processing the application the applicant shall be notified of the deficiency and that he/she shall be billed by the city for reasonable processing expenses in excess of the deposit. If there is a balance in the application deposit when the City has taken final action on the application, the balance will be refunded to the applicant.

### **SECTION 3 MONITOR ALL COSTS AND EXPENSES**

The Finance Director shall track expenditures, by application. Expenditures include, but are not limited to, mailing costs, newspaper notification costs, staff labor and costs associated with appropriate review by the City Engineer and the City Attorney. The Finance Director shall tally these costs on a monthly basis and shall notify the applicant of the balance of the application deposit no later than the 20<sup>th</sup> day of the month following the month for which the accounting is being made. The application fee paid by an applicant is intended to pay processing costs as they occur. The City will not hold deposited amounts until after the application processing is complete, but will use the deposit as costs are incurred.

### **SECTION 4 COLLECTION OF COSTS BEYOND DEPOSIT**

In the event that the expenses of an application exceed the amount of deposit, the Finance Director shall notify the applicant of the additional cost. The applicant shall, within 30 days of notice from the Finance Director, submit an additional deposit amount equal to the Professional Staff deposit set for the type of application involved, or pay the final charges, if processing has been completed.

### **SECTION 5 REFUND**

If, when processing has been completed and the planning decision on the application is final, any amount of the Professional Staffing Fee remains on deposit, the Finance Director shall refund the unspent deposit to the applicant. Further authorization of the refund by the Council is not required.

### **SECTION 6 FEES TO BE ADJUSTED REGULARLY**

The City Administrator is authorized and directed to monitor the City's actual costs for all planning related services, and to adjust all components of the fees set forth in Exhibit A as needed to maintain the purpose of this ordinance.

### **SECTION 7 PAYMENT IN FULL REQUIRED**

The applicant shall pay the full cost of processing an application, whatever the outcome of the planning process. The amount of any unpaid invoice from the Finance Director, along with interest at the statutory amount, shall become a lien on the applicant's property which is the subject of the planning application. Each applicant shall sign an agreement consenting to the lien of unpaid planning fees at the time of the application.

### **SECTION 8 REPEAL**

Any ordinance, or part thereof, which has established different planning fees, or procedures for capturing these fees, is hereby repealed to the extent that any difference or conflict exists.

**SECTION 9. SEVERABILITY**

The sections or subsections of this ordinance are severable to the extent allowed by law. The invalidity of a section or subsection shall not affect the validity of the remaining sections or subsections of this ordinance, which shall remain in full force and effect.

**SECTION 10. EMERGENCY DECLARED**

Whereas it is necessary for the general welfare of the citizens of the City of Coburg that the City capture the actual cost of planning application processing, an emergency is hereby declared to exist, and this ordinance shall take effect immediately upon its passage by the City Council and approval by the Mayor.

The foregoing ordinance was, by City Council consent, after public notice, public hearing and Council deliberations, read twice by title only in accordance with the City Charter on the 24 day of July, 2007, whereupon it was put to a vote, the results of which were:

YES: 4

NO: 0

ABSTAIN: 0

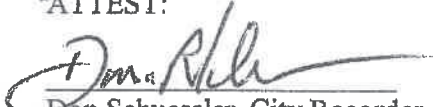
PASSED:

REJECTED:

SIGNED AND APPROVED this 24<sup>TH</sup> day of July, 2007

  
Judith A Volta, Mayor

ATTEST:

  
Don Schuessler, City Recorder



**Exhibit A to Ordinance A-208A**  
**City of Coburg Land Use Application Fees**  
 February 2008 Update

Type of Application	Administrative charge (Non-Refundable)	Initial Staff Charge		Hours	Total Initial Deposit
		Amount	Amount		
<b>Type 1 (administrative)</b>					
Appeal to city council	\$225	\$300		4	\$525
Appeal to planning commission	\$225	\$300		4	\$525
Code Interpretation	\$150	\$200		3	\$350
Development permit/Floodplain	\$150	\$200		3	\$350
Facilities permit/ROW	0	\$150		2	\$150
Lot of record	0	\$150		2	\$150
Non-conforming use	\$150	\$200		3	\$350
Pre-application meeting	No charge	\$100		1	\$100
Preliminary subdivision extension	0	\$200		3	\$200
Property line consolidation	\$150	\$300		4	\$450
Sign permit [see type II]	0	\$150		2	\$150
Subdivision replat	Same as subdivision				
Tree removal	0	\$150		2	\$150
Type 1 Variance Building Permit	0	\$200		3	\$200
<b>Type 2 (limited land use)</b>					
Boundary line adjustment	\$150	\$300		5	\$450
Change in Use	\$150	\$300		5	\$450
Partition replat	Same as subdivision				
Property line consolidation	\$150	\$300		5	\$450
Sign permit, Free standing/Hwy	\$0	\$150		2	\$150
Site review – commercial/Industrial	\$500 + \$200 EPR	\$1,200 base fee + \$300 EPR		17	\$2,200
Site review – historic structure	\$300 + \$200 EPR	\$500 + \$300 EPR		7	\$1,300
Site review – manufactured home park	\$750 + \$10 PDU + \$200 EPR	\$1,200 + \$20 PDU + \$300 EPR		17	\$2,450 + \$30 PDU
Temporary use permit	\$150	\$250		3.5	\$400
<b>Type 3 (quasi-judicial)</b>					
Conditional use permit	\$350 + \$200 EPR	\$750 + \$300 EPR		11	\$1,600
Final subdivision plat, 1-5 lots	\$250	\$350		5	\$600
Final subdivision plat, 6 lots and up	\$250	\$500		7	\$750
Home Occupation	\$150	\$300		5	\$450
Master Planning - Major Amendment	\$350 + \$200 EPR	\$500 + \$300 EPR		7	\$1,350
Partition	Same as subdivision	Same as subdivision			

**Exhibit A to Ordinance A-208A**  
**City of Coburg Land Use Application Fees**  
 February 2008 Update

Type of Application	Administrative charge	Initial Staff Charge	Hours	Total Initial Deposit
	(Non-Refundable)	Amount		
<b>Type 3 (Continued)</b>				
Planned unit development with subdivision	\$650 + \$15 PDU + \$200 EPR	\$1,300 base fee + \$300 EPR	19	\$2,350 + \$15 PDU
Planned unit development without subdivision	\$550 + \$15 PDU + \$200 EPR	\$1,000 + \$300 EPR	14	\$2,050 + \$15 PDU
Preliminary partition/subdivision plat, 1-2 lots (residential)	\$150 + \$90 lot for CPR	\$400 + \$100 lot for CPR	8	\$550 + \$190 lot
Preliminary subdivision plat, 3-5 lots (residential)	\$250 + \$70 lot for CPR	\$800 + \$80 lot for CPR	13	\$1,050 + \$150 lot
Preliminary subdivision, 20-40 lots (residential)	\$550 + \$50 lot for CPR	\$1,500 base fee + \$55 lot for CPR	37	\$2,050 + \$100 lot
Preliminary subdivision, 41-100 lots (residential)	\$1,250 + \$40 lot for CPR	\$2,400 base fee + \$45 lot for CPR	45	\$1,550 + \$85 lot
Preliminary subdivision, 6-19 lots (residential)	\$350 + \$60 lot for CPR	\$1,200 base fee + \$65 lot for CPR	24	\$1,550 + \$115 lot
Preliminary subdivision, greater than 101 lots (residential)	\$2,000 + \$35 lot for CPR	\$3,000 base fee + \$35 lot for CPR	43	\$5,000 + \$70 lot
Variance	\$350 + \$200 EPR	\$500 + \$300 EPR	7	\$1,350
Zone change (individual review)	\$500	\$1,000	14	\$1,500
Zoning Map change	\$500	\$1,000	14	\$1,500
<b>Type 4 (legislative)</b>				
Annexation	\$500	\$3,000	40	\$3,500
Comprehensive plan amendment – text	\$350	\$1,000	14	\$1,350
Comprehensive plan amendment – map	\$500	\$1,200 base fee	17	\$1,700
Development code amendment (text)	\$350	\$750	11	\$1,100
Master Planning – Development Review	See Subdivision	\$1,000	14	\$1,500
Master Planning – Overlay District and Concept	\$500			
Vacation	\$150	\$500	7	\$650
<b>Other</b>				
Development code, electronic copy	\$5	No charge		\$5
Development code, hard copy	\$15	No charge		\$15
Other fees		\$150		\$150
Pre-application-1 <sup>st</sup> 2 hours total exempt	\$0	\$100 per hour		
Sign replacement	\$25	\$0		\$25

**ORDINANCE NO. A-208-A**

**AN ORDINANCE AMENDING ORDINANCE 208, ESTABLISHING FEES AND CHARGES FOR PLANNING AND DEVELOPMENT APPLICATIONS, AMENDING EXISTING FEES, ESTABLISHING A PROCESS FOR FUTURE FEE CHANGES, AND DECLARING AN EMERGENCY TO EXIST**

**WHEREAS**, The City of Coburg has determined the current land use fees are insufficient and do not cover actual costs for processing requests, and

**WHEREAS**, the increase in the number and complexity of land use applications is anticipated to require the selective use of professional planning assistance, increasing the cost of processing land use applications,

**NOW, THEREFORE, THE CITY OF COBURG ORDAINS AS FOLLOWS:**

**SECTION 1. ADDITIONAL FEES ESTABLISHED**

The fees established by Coburg Ordinance 208 are supplemented by additional fees, which have been added to and included in the Land Use Fee Schedule attached here to as Exhibit A. Future additions or deletions from the fee schedule shall be made by Council Resolution.

**SECTION 2. EXISTING FEES AMENDED**

Due to the increase in costs associated with planning applications, it is necessary to adjust some of the fees originally established by Ordinance 208. Exhibit A to this ordinance includes those adjusted fees. The City Administrator is authorized and directed to monitor the City's actual costs for all planning related services, and to adjust all components of the fees set forth in Exhibit A as needed to maintain the purpose of Ordinance 208.

**SECTION 3 ORDINANCE 208 TO REMAIN IN EFFECT**

Except for the amendments set forth in Exhibit A, Ordinance 208 shall remain in effect as a statement of purpose and as it sets forth the process for collecting development fees.

**SECTION 4 EMERGENCY DECLARED**

Whereas it is necessary for the general welfare of the citizens of the City of Coburg that the City capture the actual cost of planning application processing, an emergency is hereby declared to exist, and this ordinance shall take effect immediately upon its passage by the City Council and approval by the Mayor.

The foregoing ordinance was, by City Council consent, after public notice, public hearing and Council deliberations, read twice by title only in accordance with the City Charter on the 12<sup>th</sup> day of February, 2008, whereupon it was put to a vote, the results of which were:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

PASSED: \_\_\_\_\_

REJECTED: \_\_\_\_\_

SIGNED AND APPROVED this \_\_\_\_\_ day of February, 2008

\_\_\_\_\_  
Judith A Volta, Mayor

ATTEST:

\_\_\_\_\_  
Sammy L. Egbert, City Recorder

**ORDINANCE NO. A-208-B**

**AN ORDINANCE AMENDING ORDINANCE 208-A, ESTABLISHING FEES AND CHARGES FOR PLANNING AND DEVELOPMENT APPLICATIONS; ADDING PUBLIC WORKS, SELECT POLICE, AND ADMINISTRATIVE FEES, AMENDING EXISTING FEES, AMENDING THE PROCESS FOR FUTURE FEE CHANGES, AND DECLARING AN EMERGENCY TO EXIST**

**WHEREAS**, The City of Coburg has determined that City related fees change over time, otherwise they do not cover actual costs for processing requests, and

**WHEREAS**, the land use application fee structure has proven to be an efficient tool that could benefit other department's fee structures in a central location,

**NOW, THEREFORE, THE CITY OF COBURG ORDAINS AS FOLLOWS:**

**SECTION 1. ADDITIONAL FEES ESTABLISHED**

The fees established by Coburg Ordinance 208-A are supplemented by additional fees, which have been added to and included in the Land Use Fee and other City Department fee Schedule attached here to as Exhibit A. Future additions or deletions from the fee schedule shall be reviewed annually and made by Council Resolution.

**SECTION 2. EXISTING FEES AMENDED**

Due to the increase in costs associated with City applications licenses, and such, it is necessary to adjust some of the fees originally established by Ordinance 208. Exhibit A to this ordinance includes those adjusted fees. The City Administrator is authorized and directed to monitor the City's actual costs for all City-related services, and to adjust all components of the fees set forth in Exhibit A as needed to maintain the purpose of Ordinance 208.

**SECTION 3 ORDINANCE 208 TO REMAIN IN EFFECT**

Except for the amendments set forth in Exhibit A, Ordinance 208 shall remain in effect as a statement of purpose and as it sets forth the process for collecting development fees.

**SECTION 4 EMERGENCY DECLARED**

Whereas it is necessary for the general welfare of the citizens of the City of Coburg that the City capture the actual cost of citywide application processing, an emergency is hereby declared to exist, and this ordinance shall take effect immediately upon its passage by the City Council and approval by the Mayor.

The foregoing ordinance was, by City Council consent, after public notice, public hearing and Council deliberations, read twice by title only in accordance with the City Charter on the 14<sup>th</sup> day of January, 2014, whereupon it was put to a vote, the results of which were:

YES: 6

NO: 0

ABSTAIN: None

PASSED: Yes

| REJECTED: No

SIGNED AND APPROVED this 14 day of January, 2014

  
\_\_\_\_\_  
Jae Podewell, Mayor

ATTEST:

  
\_\_\_\_\_  
Sammy L. Egbert, City Recorder

**Attachment B to Ordinance A-208-A, City of Coburg Land Use Application Fees, January 2014 Update**  
**Pages 1 and 2**  
**Administrative Order Number 01-06, Setting Administrative Surcharges for Certain Fees and Charges for Services of the City of Coburg**  
**Pages 3 and 4**

Regular Product or Service	Current Fee	Notes
<b>Administrative</b>		
Copies (per side)	\$0.50 and \$0.25	\$0.50 a page for first 20 pages, \$0.25 for each additional page over 20
Fax of Records per page)	\$0.50	Fee breakdown is unnecessary, charge by individual page
Lien Search	25.00	
Returned Checks NSF	\$30.00	
Public Records Request		This fee varies and is specific in the in public records request policy. Usually requires a \$25.00 deposit to process.
Special Event License (e.g. parks)	\$200.00	Resolution 2005-18
Solicitors Application and License	\$150.00	*or \$25.00 per person (whichever is greater) Resolution 2005-18
Transient Merchants License	\$50.00	Per month
Transient Merchants Application	\$150.00	Resolution 2005-18
OLCC License Renewal	\$35.00	
DMV Wrecker's License	\$35.00	
<b>Police Department</b>		
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	
<b>Public Works Department</b>		
Tree Permit Fee	\$10.00	
Failure to Connect Water	\$636.00	Base water rate x 12 months, assessed annually, (Ordinance A-224-A sec 4.8)
Failure to Connect Wastewater	\$1,020	Base wastewater rate x 12 months, assessed annually
Water Bill Late Payment	\$5.00	Assessed monthly, Ordinance A-224-A 11.6-1
Water Service Deposit Ord A-224-A sec 5.2	\$52.00	Equal to four billing cycles not less than established in this administrative order
Unauthorized Water Turn-On	\$50.00 Min	Ordinance A-224-A Sec 13.7
Restoration of Service, 1 <sup>st</sup>	\$25.00	Ordinance 224 Sec 5.2.3
2 <sup>nd</sup>	\$50.00	Ordinance 224 Sec 5.2.3
City of Coburg -- Administrative Order Number 01-06		
<b>Municipal Court</b>		
Copies: fee per case	\$5.00	
Certified in addition to base fee	\$5.00	
-Archived files, per file	\$15.00	

**Attachment B to Ordinance A-208-A, City of Coburg Land Use Application Fees, January 2014 Update**  
**Pages 1 and 2**  
**Administrative Order Number 01-06, Setting Administrative Surcharges for Certain Fees and Charges for Services of the City of Coburg**  
**Pages 3 and 4**

Discovery	\$15.00	
DMV Suspension Packet	\$11.00	
Warrant	\$50.00	
Suspension	\$15.00	
Promissory Note per case	\$15.00	
<b>Other</b>		
<b>FACILITIES USE FEES:</b>		
Pavillion Park	\$50.00	
Norma Pfeiffer Park North	\$25.00	
Norma Pfeiffer Park South	\$25.00	
Moody Park	\$25.00	
License Fee	Varies	
Fire Hydrant Meter Rental		
Deposit:	\$1,000.00	Refundable when meter is returned
Rental:	\$2.00/day	
Use per gallon	\$1.00/1000gal	
<i>City of Coburg – Administrative Order Number 01-06</i>		

**Attachment B to Ordinance A-208-A, City of Coburg Land Use Application Fees, January 2014 Update**  
**Pages 1 and 2**  
**Administrative Order Number 01-06, Setting Administrative Surcharges for Certain Fees and Charges for Services of the City of Coburg**  
**Pages 3 and 4**

Type of Land Use Application	Administrative charge (Non-Refundable)		Initial Staff Charge Amount		Hours	Total Initial Deposit
Type 3 (Continued) Planned unit development with subdivision	\$1,300 + \$15 PDU + \$400 EPR		\$2,600 base fee + \$600 EPR		19	\$4,950 + \$15 PDU
Planned unit development without subdivision	\$1,110 + \$15 PDU + \$400 EPR		\$2,000 + \$600 EPR		14	\$4,110 + \$15 PDU
Preliminary partition/subdivision plat, 1-2 lots (residential)	\$300 + \$180 lot for CPR		\$800 + \$200 lot for CPR		8	\$1,100 + \$380 lot
Preliminary subdivision plat, 3-5 lots (residential)	\$500 + \$140 lot for CPR		\$1,600 + \$160 lot for CPR		13	\$2,100 + \$300 lot
Preliminary subdivision, 20-40 lots (residential)	\$1,100 + \$100 lot for CPR		\$3,000 base fee + \$110 lot for CPR		37	\$4,100 + \$210 lot
Preliminary subdivision, 41-100 lots (residential)	\$2,500 + \$80 lot for CPR		\$4,800 base fee + \$90 lot for CPR		45	\$7,300 + \$170 lot
Preliminary subdivision, 6-19 lots (residential)	\$700 + \$120 lot for CPR		\$2,400 base fee + \$130 lot for CPR		24	\$3,100 + \$260 lot
Preliminary subdivision, greater than 101 lots (residential)	\$4,000 + \$70 lot for CPR		\$6,000 base fee + \$70 lot for CPR		43	\$10,000 + \$140 lot
Variance	\$700 + \$400 EPR		\$1,000 + \$600 EPR		7	\$27,00
Zone change (individual review)	\$1,000		\$2,000		14	\$3,000
Zoning Map change	\$1,000		\$2,000		14	\$3,000
Type 4 (legislative)						
Annexation	\$1,500		\$9,000		46	\$10,500
Comprehensive plan amendment – text	\$700		\$3,000		20	\$3,700
Comprehensive plan amendment –map	\$1,000		\$3,600 base fee		23	\$4,600
Development code amendment (text)	\$700		\$2,250		17	\$2,950
Master Planning – Development Review	See Subdivision					
Master Planning – Overlay District and Concept	\$1,000		\$3,000		20	\$4,000
Vacation	\$300		\$1,500		13	\$1,800
Other						
Development code, electronic copy	\$10		No charge			\$10
Development code, hard copy	\$30		No charge			\$30
Single design standard variance	\$175		No charge			\$175
Pre-application-1 <sup>st</sup> 2 hours exempt	\$0		\$100 per hour			\$175
Sign replacement	\$50		\$0			\$50

**Attachment B to Ordinance A-208-A, City of Coburg Land Use Application Fees, January 2014 Update**  
**Pages 1 and 2**  
**Administrative Order Number 01-06, Setting Administrative Surcharges for Certain Fees and Charges for Services of the City of Coburg**  
**Pages 3 and 4**

Type of Land Use Application	Administrative charge (Non-Refundable)	Initial Staff Charge		Hours	Total Initial Deposit
		Amount	Amount		
<b>Type 1 (Administrative)</b>					
Appeal to City Council	\$450	\$300	\$300	4	\$1,050
Appeal to Planning Commission	\$450	\$300	\$300	4	\$1,050
Code Interpretation	\$300	\$400	\$400	3	\$700
Development permit/Floodplain	\$300	\$400	\$400	3	\$700
Facilities permit/ROW	0	\$300	\$300	2	\$300
Lot of record	0	\$300	\$300	2	\$300
Non-conforming use	\$300	\$400	\$400	3	\$700
Pre-application meeting	No charge	\$200	\$200	1	\$200
Preliminary subdivision extension	0	\$400	\$400	3	\$400
Property line consolidation	\$300	\$600	\$600	4	\$900
Sign permit (see type II)	0	\$300	\$300	2	\$300
Subdivision replat	Same as subdivision				
Tree removal	0	\$300	\$300	2	\$300
<b>Type 2 (limited land use)</b>					
Boundary line adjustment	\$300	\$600	\$600	5	\$900
Change in Use	\$300	\$600	\$600	5	\$900
Partition replat	Same as subdivision				
Property line consolidation	\$300	\$600	\$600	5	\$900
Sign permit, free standing/Hwy	\$0	\$300	\$300	2	\$300
Site review – commercial/Industrial	\$1,000 + \$200 EPR	\$2,400 base fee + \$300 EPR	\$2,400 base fee + \$300 EPR	17	\$3,900
Site review – historic structure	\$600 + \$200 EPR	\$1,000 + \$300 EPR	\$1,000 + \$300 EPR	7	\$2,100
Site review – manufactured home park	\$1,500 + \$10 PDU + \$600 EPR	\$2,400 + \$20 PDU + \$900 EPR	\$2,400 + \$20 PDU + \$900 EPR	17	\$5,400 + \$30 PDU
Temporary use permit	\$300	\$500	\$500	3.5	\$800
<b>Type 3 (quasi-judicial)</b>					
Conditional use permit	700 + \$400 EPR	\$1,500 + \$600 EPR	\$1,500 + \$600 EPR	14	\$3,200
Final subdivision plat, 1-5 lots	\$500	\$700	\$700	8	\$1,200
Final subdivision plat, 6 lots and up	\$500	\$1,000	\$1,000	10	\$1,500
Home occupation	\$300	\$600	\$600	8	\$900
Master Planning - Major Amendment	\$700 + \$400 EPR	\$1,000 + \$600 EPR	\$1,000 + \$600 EPR	10	\$2,700
Partition	Same as subdivision				

Land Use Fees – Amended January 2014      EPR = Engineering Plan Review      PDU = Per Dwelling Unit      CPR = Construction Plan Review

**ORDINANCE NO. A-204**

AN ORDINANCE CONCERNING THE ESTABLISHMENT OF AN ADMINISTRATIVE SURCHARGE IN ADDITION TO THE FEES SET BY ORDINANCE OR RESOLUTION FOR CITY SERVICES AND DECLARING AN EMERGENCY TO EXIST

**THE CITY OF COBURG ORDAINS AS FOLLOWS:**

**SECTION 1. PURPOSE**

The City of Coburg has set fees for important special city services by Ordinance, or by Resolution. Because of the nature of City operations, a portion of the administrative cost for providing such services is also often paid from the City's other collected revenues. As available funds have been reduced by other costs, the City has been less able to cover the cost of these services from other revenues. Therefore, the City must create a system whereby the City Administrator is directed to regularly review the City's established fees and the cost of providing services covered by the fees. It is most appropriate that the City Administrator perform this task, since the purpose is to make certain that the revenue collected equals the cost to the City of providing the services.

**SECTION 2. ADMINISTRATIVE SURCHARGE ESTABLISHED**

Except where already established by Ordinance where the method of change of an administrative fee is set by state law, there is hereby created an administrative surcharge for every fee or charge established by a Coburg Ordinance or Resolution. Until modified by the City Administrator as described by this Ordinance, the surcharge shall be set at \$0.00. For purposes of this Ordinance the term fee or charge may be used interchangeably, and a general reference to charges shall include all similar fees charged by the City of Coburg. Where any Ordinance requires that a permit be obtained from the City, but does not set a fee for such a permit, the City Administrator may, if it is otherwise consistent with this Ordinance, consider the charge to be zero, and set an Administrative surcharge as provided here.

**SECTION 3. INCREASE OR MODIFICATION OF ADMINISTRATIVE SURCHARGE**

- A. At least once each year, and more often if necessary, the City Administrator shall direct a review of City charges and fees and the cost of providing the services directly related to those fees. The review of costs shall include the costs of staff to administer the provision of the services. This shall include the cost of developing and keeping a record of the service and the transaction, the cost of any inspections, and other costs related to providing the service in a manner that accords with the purposes of the Ordinance establishing the service.
- B. The review of charges shall identify any charges that, within the last year, have not collected sufficient revenue for the City to recover the cost to the City of providing the service for which a charge was made. Where such information can be ascertained, the review shall also include fees for services where there was not a revenue shortfall but which it is the determination of the City Administrator that such a revenue shortfall may occur in the future.
- C. The City Administrator shall prepare a report to the Council, identifying those fees or charges where the current fee or charge is not adequate to cover the administrative cost of providing the City Service. The report shall also include the surcharge determined to be appropriate to allow a more complete recovery of City costs for the provision of services.

D. Any surcharge increased above \$0.00 by the City Administrator, and any subsequent modification thereof, shall set the surcharge at that minimum level estimated to be necessary to provide adequate revenue to allow the efficient operation of the City in accordance with the directions of the Council at the time the underlying fee was established or thereafter modified, including any expressed or implied desires to recover less than full costs.

E. The City Council shall consider the proposed Administrative surcharges of the City Administrator at the Council's next regular meeting, or as soon after the Administrator's report is prepared as is consistent with Council business. After consideration of the report, and any other information the Council wishes to consider, the Council may direct the Administrator to modify some or all of the proposed surcharges. The Administrator's proposed surcharges that are not disapproved by the Council shall take effect the day after the Council consideration, or as soon thereafter as the Administrator can make the changes directed by the Council.

**SECTION 4. LIMITATIONS**

An Administrative surcharge may not be changed more than twice in a year. Except in an emergency, the Administrator shall combine proposed changes, so that the Council review of proposed changes is most efficient. In the event that the City Administrator is not able to direct the necessary review of charges, the City Treasurer may act for the City Administrator. An Administrative surcharge shall be subject to the provisions for waiver or modification of the fee for City services upon which the surcharge is based.

**SECTION 5. EMERGENCY DECLARED**

Whereas it is necessary for the general welfare of the citizens of the City of Coburg to establish procedures for creating adequate charges to ensure the continued operation and the provision of desired services in Coburg, an emergency is hereby declared to exist, and this ordinance shall take effect immediately upon its passage by the City Council and approval by the Mayor.

The foregoing ordinance was, by City Council consent, after public notice and Council deliberations, read by title only in accordance with the City Charter on the 11<sup>th</sup> day of July, 2006, whereupon it was put to a vote, the results of which were:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

PASSED: \_\_\_\_\_

REJECTED: \_\_\_\_\_

SIGNED AND APPROVED this 11<sup>th</sup> day of July, 2006

\_\_\_\_\_  
Judith A Volta, Mayor

ATTEST:

\_\_\_\_\_  
Donald Schuessler, City Recorder

**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 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 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
<b>Type 1 (administrative)</b>		
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	
<b>Type 2 (limited land use)</b>		
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
<b>Type 3 (quasi-judicial)</b>		
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 Ordinance A-208, A-208-A, A-208-B	Amount	Notes
<b>Type 3 (Continued)</b>		
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-I Article X-Fee
Zone change (individual review)	\$3,000	
Zoning Map change	\$3,000	
<b>Type 4 (legislative)</b>		
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	
<b>Other</b>		
Development code, electronic copy	\$10	
Development code, hard copy	\$30	
Land Use Compatibility Statements (LUCS)	\$70	
Pre-application-1 <sup>st</sup> 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
<b>Administrative</b>		
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	
Noise Variance	\$35.00	ORD A-249
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	
<b>Police Department</b>		
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

<b>Police Department</b>		
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	
<b>Public Works Department</b>		
Public Facilities Right-of-Way Application Fee	\$150.00	
Public Facilities Right-of-Way Inspection Fees		
<ul style="list-style-type: none"> <li>• Single Residential</li> <li>• Subdivision or Multiple Residential</li> <li>• Commercial   Industrial</li> <li>• Utility Franchise</li> </ul>	 \$50.00 \$300.00 \$600.00	
<ul style="list-style-type: none"> <li>a) Single site excavation up to 40 feet</li> <li>b) Fee for Boring and Overhead</li> <li>c) Fee for Excavation over 40 feet</li> <li>• Government</li> </ul>	 \$75.00 \$0.10 per linear foot \$0.38 per linear foot \$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 <sup>st</sup>	\$25.00	Ordinance A-224-A Sec 5.2.3
2 <sup>nd</sup>	\$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

<b>Municipal Court</b>		
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
		<b>Updated Resolution 2021-19</b>

**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 fees 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



## Intergovernmental Agreement with City of Harrisburg Traffic and Code Enforcement Services

Meeting Date	Staff Contact	Email
July 8, 2025	Adam Hanks, City Administrator Larry Larson, Police Chief	<a href="mailto:Adam.Hanks@coburgoregon.gov">Adam.Hanks@coburgoregon.gov</a> <a href="mailto:Larry.Larson@coburgoregon.gov">Larry.Larson@coburgoregon.gov</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

The City of Coburg has had an Intergovernmental Agreement (IGA) with the City of Harrisburg since late 2019 to provide traffic and code enforcement services of the Coburg Police Department in Harrisburg. The prior IGA expired June 30, 2025. A new three-year contract utilizing the same structure as the prior contract is presented to Council for review and approval.

#### Suggested Motion

*I move to approve the Intergovernmental Agreement for Traffic and Code Enforcement Services to the City of Harrisburg as presented and authorize the City Administrator to execute the contract upon approval.*

### BACKGROUND

The original IGA was developed and approved as a pilot program between the City of Coburg and City of Harrisburg in late 2019 and has proved to be a successful and fruitful partnership between the two jurisdictions.

The IGA details the types of services and the minimum hours for each of the three services outlined as well as special event hours for Harrisburg community events. The services and hours for FY26 are as follows:

- Traffic Enforcement – 25 hours per month
- Code Enforcement – 20 hours per month
- Bailiff Services – 5 hours per month
- Special Events – 48 hours per year

Additional hours are requested and approved between the Harrisburg City Administrator and the Coburg Police Chief based on available staffing.

The hourly billable rate of \$98.92 is a blended rate comprised of an anticipated ratio of hours

provided by various staff classifications within the Police Department including Police Chief, Sergeant, Officer, Reserve Officer and includes a 5% administration fee for contract administration, billing and records retention by City Admin staff.

Chief Larson is the City's primary point of contact for service coordination for the IGA and provides regular reports to the Harrisburg Council on the IGA services provided.

**RECOMMENDATION**

Staff recommends approval of the Harrisburg Police Services IGA for Traffic and Code Enforcement as presented.

**BUDGET / FINANCIAL IMPACT**

The services provided by the City of Coburg to the City of Harrisburg provide general fund revenues of \$61,330 in year one of the agreement and increase slightly each of the two following years. For context, this level of revenue is approximately equivalent to a \$6.00 per month public safety fee on utility bills.

**PUBLIC INVOLVEMENT**

Prior IGA agreements have been presented to Council for deliberation and approval. The City of Harrisburg likewise presents and obtains approval of the IGA via the Harrisburg Council in public meetings.

**NEXT STEPS**

If approved, staff will execute the agreement and continue providing high quality traffic and code enforcement services to the City of Harrisburg.

**ATTACHMENTS**

1. City of Harrisburg IGA Agreement - Draft

**INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES**

**CITY OF HARRISBURG/CITY OF COBURG**

THIS AGREEMENT is made and entered by and between the CITY OF HARRISBURG hereinafter called HARRISBURG, a municipal corporation of the State of Oregon, and the CITY OF COBURG, hereinafter called COBURG, a municipal corporation of the State of Oregon.

**WITNESSETH**

WHEREAS: Harrisburg is desirous of contracting with Coburg for the performance of the hereinafter described law ~~and enforcement~~ traffic enforcement functions within the boundaries of Harrisburg by Coburg thereof, and;

WHEREAS: Both cities desire to provide mutual support and assistance in furnishing quality and cost-effective municipal services to our respective residents, as well as an enhanced emergency response.

WHEREAS: Representatives of both cities shall meet during the month of April, or at other mutually agreed time(s), to measure the success and mutual benefit of this IGA with due consideration of all necessary amendments to this agreement as well as possible expansion of this agreement to encompass additional, joint municipal services in 20235 and beyond.

WHEREAS, Coburg has agreed to tender such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of ORS 190.010.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN CONTAINED, IT IS MUTUALLY AGREED AS FOLLOWS:

1. **TERM:** The term of this agreement shall be two-three years, commencing July 1, 20225 and terminating June 30, 20248, except as may be extended and amended as mutually agreed or terminated in accordance with Section 8 of this agreement.
2. **COMPENSATION:** Harrisburg shall pay to Coburg for such law enforcement services as provided herein as follows:

- a. Costs for this period. Payments shall be made in equal quarterly installments, and shall be invoiced by the City of Coburg.
- b. Hourly rates shall be adjusted on an annual basis consistent with February CPI-U, and shall be conveyed to Harrisburg by March 1 of each year.
- c. Base and Annual Hours can be adjusted as needed by either Coburg or Harrisburg by March 1 of each year.

Annual Contract	Base Hours	Annual Hours	Hourly Rate
July 1, 2025 to June 30, 2026	52	620	\$98.92
July 1, 2026 to June 30, 2027	57	680	
July 1, 2027 to June 30, 2028	62	740	

d. In the event an incident within Harrisburg requires extraordinary police services above and beyond the typical investigation and causes the hours to be performed on behalf of Harrisburg to exceed the base hours average, Harrisburg shall pay for such services at the established hourly rate listed above. Prior to any payments being made under this subparagraph, the City Administrators shall review the time involved in the investigation and jointly agree on the additional amount of compensation which should be due.

e. Coburg shall provide a minimum amount of hours per week/month to be dedicated to Harrisburg as listed below. Harrisburg may adjust the time spent by Coburg in traffic enforcement or code enforcement as needed and warranted on a monthly basis.

Code Enforcement – Per Week		Traffic - Monthly		Bailiff - Monthly	
	Annual		Annual		
5	<u>260</u>	25	300	5	60
5	260	30	360	5	60
5	260	35	<u>420</u>	5	60

e.f. Special Event Hours shall be provided according to the following schedule, with the monthly numbers per task to be adjusted to compensate.

Event	SubTask	People	Hours - EA
4 <sup>th</sup> of July	Parade	2	5
	Fireworks	2	5
<b>Total 4<sup>th</sup> of July</b>		<b>4</b>	<b>20</b>
Harvest Festival	Per Day	2	7
<b>Harvest Festival Total</b>		<b>4</b>	<b>28</b>

3. **ADDITIONAL HOURS:** Additional hours may be requested by Harrisburg to cover special events or patrols. Such requests shall be made in writing to Coburg no less than 30 days prior to the event or patrol. Coburg shall make reasonable accommodations to cover these additional hours. Unless prior arrangements are made and agreed to by both parties in writing, Harrisburg shall pay for such services at the average hourly rate listed above. Additional hours available for special events will be based solely on the availability of Coburg officers to cover such event.
4. **POLICE RESPONSIBILITIES:** The Linn County Sheriff's Department still provides police services to Harrisburg. Coburg agrees to provide police traffic and code enforcement services within the corporate limits of Harrisburg to the extent and in the manner herein set forth below. The police services shall encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a city police department. Such services shall include enforcement and investigations involved in the field of public safety, criminal law enforcement, or related fields within the legal power of the Chief of Police to so provide and shall be provided in conformance with the standards generally accepted within the policing profession. The law enforcement services provided by Coburg shall include the following:
- a. **Traffic Patrols.** Police patrols with a minimum of ~~35-25~~ hours dedicated to traffic enforcement per month and up to a maximum of 10-5 hours per month week of crime prevention and code enforcement patrol. Patrols shall be conducted on both a regular and irregular basis or as specifically requested by Harrisburg. The ~~35~~ hours dedicated to traffic enforcement will be in marked police vehicles. These hours will increase by 5 hours a month over the next two years, unless otherwise determined by Coburg and/or Harrisburg.
  - b. **Code Enforcement.** Coburg officers shall perform miscellaneous code enforcement functions for the City of Harrisburg, as described in HMC Titles 6, 8, 9, and 10, in coordination with the Harrisburg Code Enforcement Officer. City code enforcement functions shall include, among others:
    - (1) Reporting possible code violations
    - (2) Delivering written violation notices and citations to responsible party(ies),
    - (3) Make initial contact and investigate possible code violations as requested by the Code Enforcement Officer,
    - (4) All code enforcement-related activities and functions shall be at the direction of the Harrisburg Code Enforcement Officer who, with the City Administrator, shall have the authority to reduce or eliminate Coburg Police code enforcement functions in Harrisburg.
  - c. Travel time shall be charged at a rate of 15 minutes total per roundtrip to Harrisburg.

- d. Immediate and appropriate response to calls, subject only to necessary priorities caused by concurrent matters. Priority non-traffic enforcement calls should go to Linn County Sheriff. Coburg will respond to these calls when requested by the Linn County Sheriff or Harrisburg staff and as priorities allow. ~~Harrisburg will need to make the decision as to whether they wish to count the time spent on a priority non-traffic call as part of 35 hours per this agreement, or if they wish to pay the City of Coburg for the officer time spent per the 'Average' hourly rate as established in Section 2 of this agreement.~~
- e. Provide a written report to Harrisburg on or before the **10th** day of each month following the end of the quarter setting forth the actual number of calls for service and number of citations and arrests for the previous quarter. The Chief of Police or his designee shall attend any and all meetings concerning policing issues as may be necessary and as requested by Harrisburg or Coburg.
- f. Conduct spot radar enforcement as necessary to alert drivers of speed limits during normal duty hours. In addition, Coburg shall furnish Harrisburg a summary traffic survey on an annual basis, but not later than June 30, 2023 of each year, documenting the type, frequency and severity of traffic violations noted by Coburg officers and/or traffic survey equipment. The Coburg Police Chief will work with the Harrisburg staff to define the scope and delivery of a traffic survey. If the traffic survey scope and delivery is outside of the allocated 25 hours per month, then the City of Coburg will be reimbursed for the additional hours at the standard hourly charge established in Section 2 (a) of this agreement.
- g. Prosecution of misdemeanors and infractions in Harrisburg Municipal Court as set forth in Section 6 of this Agreement. The Harrisburg Municipal Court normally convenes on the second Wednesday of every month. Citations issued shall be made available via encrypted email, by fax, or dropped in person within seven days of issuance. Physical copies of the citations for in the prior month shall be delivered or mailed to, or otherwise made available, to the Harrisburg Court Clerk to arrive not later than last day of that month.
- h. Advise City officials of situations encountered by patrolling officers that may affect the health, safety and welfare of residents and visitors, including inadequate, missing or broken traffic or safety signs;
- i. Advise City officials of the need for new ordinances or revisions to existing ordinances to address changes in state legislation and/or law enforcement concerns;
- (1) Assist the City Administrator in preparing responses to queries from County, State and other jurisdictions in matters relating to law enforcement needs and activities, jail facilities, reports and similar matters;

(2) Maintain close liaison with City officials concerning law enforcement matters;

(3) ~~Upon request, The Coburg Chief of Police or his designee shall attend Harrisburg City Council meetings-work sessions in April, July, October, and December~~ ~~January, to review the quarterly report and upon request shall attend~~ such other meetings as may be appropriate, and as may be mutually agreed.

- (i) Assist victims and witnesses at the crime scene;
- (ii) Preserve crime scenes;
- (iii) Retain evidence;
- (iv) All original reports shall be maintained by the Coburg police department and made available upon request in accordance with state law;
- (v) Administration. The Coburg Chief of Police shall be under the administrative direction of the City Administrator of the City of Coburg and shall exercise all authority vested in that office.
- (vi) Make available for the performance of the duties herein properly supervised officers, certified by the Oregon Department of Public Safety Standards and Training (except as to reserve officer/cadets), and furnish and supply all other necessary labor, supervision, equipment, communications facilities, and supplies to maintain the level of services to be rendered hereunder. Harrisburg shall supply support for Coburg when able including but not limited to a 'Ready Room', emergency vehicle towing and repair, and other miscellaneous support of Coburg officers while within Harrisburg city limits or in transit to or from Coburg.
- (vii) Coburg and Harrisburg shall cooperate and coordinate with the preparation and dissemination of public information to help citizens of both communities better understand the role, benefits, and limitations of this agreement.

5. **ADDITIONAL ASSOCIATED PUBLIC SAFETY SERVICES:** As noted in Section 4.c. of this Agreement, Harrisburg may at times request associated public safety services typically performed by a city police department but not directly related to traffic enforcement. Coburg will reasonably endeavor to provide these services to the best of its ability, subject to availability of personnel and other limiting factors. These services will not be counted towards monthly hours and Coburg shall be reimbursed at the average hourly rate established in Section 2 of this agreement.

6. **PERSONNEL:** The rendition of such service, standards of performance, the discipline of officers, and other matters incident to the performance of such services and control of personnel so employed shall remain solely with the City of Coburg.

- a. With the exception of police department reserves, all personnel employed in the performance of such services pursuant to this agreement shall be Coburg employees and all persons employed hereunder shall have City pensions, salary, worker's compensation and any status or rights under the provisions of City employment paid for by Coburg.
- b. Harrisburg shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any Coburg personnel performing services hereunder for Harrisburg or any liability other than that provided for in this agreement. Except as otherwise herein specified, Harrisburg shall not be liable for compensation or indemnity to any Coburg employee for any injury, or sickness arising out of his or her employment.
7. **COURT:** Upon request of the Harrisburg Municipal Court Judge or Clerk, Coburg may provide a bailiff for the Harrisburg Municipal Court who shall be present whenever the Court is in session. An Officer scheduled to testify at Court may serve as Bailiff. If Harrisburg elects to have an officer at Court, then Harrisburg shall pay for such services at the average hourly rate listed above. Hours served as Court Bailiff shall be in addition to the hours of traffic patrol described in Section 4-a.
8. **DISPUTE RESOLUTION:** Specifically, the Administrators shall attempt to resolve any disputes between the cities concerning the terms of this agreement and the performance thereof and may recommend that the cities enter into mediation or arbitration if the Administrators are unable to resolve a dispute matter. The type and quality of service shall be reviewed annually by the respective councils.
9. **TERMINATION:** This agreement may be terminated by either city at any time upon giving 30 days written notice of their intent to do so. Termination of this agreement may also be made by 24-hour emergency email notice by Coburg to the Harrisburg City Administrator ~~and/or Asst. City Administrator~~, or notice by Harrisburg to the Coburg City Administrator in the event of an unforeseen or an urgent or emergency situation. These include, but are not limited to, the necessary allocation of City personnel or equipment elsewhere, a financial exigency, or other pressing City need as determined by the Coburg City Administrator or Harrisburg City Administrator.
10. **HOLD HARMLESS:** The parties hereby covenant and agree to hold and save each other, their officers, agents and other employees, harmless from all claims whatsoever, including attorney's fees and costs, by reason of any act or omission of each city, its officers, agents, or employees. Coburg will provide Harrisburg a certificate of insurance indicating the City of Coburg carries an insurance policy providing liability insurance for its Police Department and any contractual arrangements with other agencies.
11. **MISCELLANEOUS:** Any amendments or modification hereto shall be made in writing as approved by respective councils.





# Total Maximum Daily Load (TMDL) 2024 DEQ Water Quality Implementation Activity Report

Meeting Date	Staff Contact	Email
July 8 <sup>th</sup> 2025	Adam Hanks, City Administrator Brian Harmon, Public Works Director	<a href="mailto:Adam.Hanks@coburgoregon.gov">Adam.Hanks@coburgoregon.gov</a> <a href="mailto:Brian.Harmon@coburgoregon.gov">Brian.Harmon@coburgoregon.gov</a>

### SUMMARY AND REQUESTED COUNCIL ACTION

Staff is requesting Council review and acceptance of the 2024 Total Maximum Daily Load (TMDL) Annual Report, a required component of the City’s Department of Environmental Quality (DEQ) approved five-year TMDL Implementation Plan.

**Suggested Motion**

*No motion required. Informational Report only*

### BACKGROUND

Coburg is part of the Upper Willamette sub-basin of the Willamette River and is a designated management agency responsible for supporting and implementing strategies that mitigate or eliminate heat, bacteria and mercury contributions to surface waters within the City of Coburg.

Under the regulatory oversight of the Oregon Department of Environmental Quality (DEQ), every five years, the City of Coburg is required to create a TMDL Implementation Plan. The Coburg Five Year TMDL Plan was last updated and approved in 2023 and is valid through 2028. As part of the implementation of the plan, an annual report is required to be generated, presented to Council and submitted to DEQ. Below is a summary report of activities completed in 2024 that support the implementation plan categorized by pollutant/source.

### **Mercury**

**Source #1: Stormwater Runoff: Pollution Prevention and Good Housekeeping for Municipal Operations**

*Strategy:* Properly operate and maintain its facilities using prudent pollution prevention and good housekeeping to reduce discharge of mercury related pollutants.

*Status update:*

- Existing bioswales are mowed and maintained to reduce noxious weeds.
- No repairs were performed or necessary in 2024
- Work performed is as needed and tracked through task management software via work orders with the capability of logging hours, equipment used, notes, and photos.
- 70 hours of Bioswale maintenance activity

- 129 hours of street sweeping completed
- 77 hours of leaf collections completed

Source #2 : Erosion and Sedimentation

*Strategy:* Develop bio-shale management program

*Status update:* RARE member drafted the Vegetation Management and Maintenance Plan. This plan is in final steps of development. This plan should be ready to implement in late 2025

**Temperature**

Source #1: Solar radiation

*Strategy:* Protect and enhance existing shading vegetation

*Status update:* Creation and distribution of infographic bookmark (RARE) to the Coburg Charter School and significant updates to the City website focused on water quality

Source #2: Wastewater Treatment plant discharge

*Strategy:* Maintain low effluent temperature.

*Status update:* No permit violations in 2024. Data is recorded daily and reported to the DEQ monthly.

**Bacteria**

Source: Pet and animal waste

*Strategy:* Reduce the amount of pet waste that is not properly disposed of.

*Status update:* Stations are inspected daily and refilled weekly. The City of Coburg supplied an estimated 38,540 bags in 2024.

**All Pollutants**

Source #1: Riparian restoration

*Strategy:* Engage with the Muddy Creek Irrigation Project

*Status update:* Public Works Director attended 9 Muddy Creek Irrigation Project Board meetings

Source #2: Storm water runoff

*Strategy:* Develop stormwater master plan.

*Status update:* Master Plan is in final stages of development (90% complete) and will be presented to both the Park and Tree Committee and Council upon its completion

*Strategy:* Perform tree planting on available city property.

*Status update:* RARE member organized the planting of many native plantings at Jacob Spores Park. Public Works staff lead the planting of several trees and shrubs at pavilion Park

**Source #3: Public outreach and education activities.**

*Strategy:* Inform the public of the impact they have on the TMDL. Add to website

*Status update:* RARE Member conducted major website updates with much more robust and engaging educational information.

*Status update:* Staff continues to develop knowledge and skill relating to the most efficient means of operating a water and wastewater facility. Three (of five) staff members attended state level water/wastewater conferences in 2024.

**RECOMMENDATION**

N/A – Informational report from staff.

**BUDGET / FINANCIAL IMPACT**

No direct revenue streams exist to support the TMDL implementation activities and reporting. Actions taken by staff are supported through existing revenues relating to water quality in the Street Fund (storm drain) and Water Fund, as well as some soft costs within the General Fund (administration)

The City applied for and was awarded a DEQ grant specifically have access and utilization of a RARE(Resource Assistance for Rural Environments) member for 2024. RARE staff resource was fully funded via grant award and had no cost to the City. This member helped us achieve many projects for Riparian Restoration and Outreach and education for the public, as well as for the specific items noted in the summary above and in the attached Implementation matrix.

**RELEVANT COUNCIL GOAL, CITY POLICY OR COMPREHENSIVE PLAN**

Council Framework Goals/Objectives FY26 - Action II-4 Vegetation Management and Education Plan

**PUBLIC INVOLVEMENT**

This annual report is a component of public education and outreach. The RARE member that supported Coburg’s TMDL work in FY25 was tasked with a number of community engagement and education activities to further the effectiveness and support for Coburg’s regulatory and environmental commitment to maintaining and improving water quality locally and within the Upper Willamette River basin.

**NEXT STEPS**

Staff will continue working on implementation of the strategy to meet timelines and provide City Council and Oregon DEQ with status updates.

**ATTACHMENTS**

- 1. Coburg Five Year TMDL Implementation Matrix 2024 Annual Update Report

**City of Coburg TMDL 5-year Implementation Plan Update 2023- 2028 (2024 ANNUAL REPORT & STATUS UPDATE)**  
**Receiving waters: Coburg are Muddy Creek Irrigation Ditch and the Mill Slough**

Pollutant	Source	Strategy	Implementation	Benchmark	Measure	Timeline	Funding	Status Update
<b>Temperature</b>	Solar radiation	1. Protect and enhance existing shading vegetation.	a. Maintain Goal 5 inventory and protect and enhance Coburg local wetlands and riparian area inventory listed in ordinance A-237.	Number of documented violations decrease overtime.  photo points used to show increases in health vegetation.	Track the number of violations and follow-up actions.  Document photo points and visual changes in every fifth year of implementation.	Year 1-5 continuation of ordinance enforcement; annual review  Year 5 1, 3, and 5: Assessment of photos; every other year	Grant. Park/Street	<b>No Violations in 2024.</b>
		2. Provide outreach and education to property owners about importance of riparian functions, protection and enhancement.	a. Include information in the city newsletter on a semi-annual basis.	Information to be included in newsletter is available for distribution	Track and document information included in newsletter	Years 1-5: Develop and distribute outreach materials twice a year.	Street	<b>RARE created a bookmark and distributed those to the Coburg Charter School and also did major updates to the City website adding water quality content</b>
	Waste water Treatment plant discharge	1. Maintain low effluent temperature.	a. Maintain compliance with current NPDES permit requirements. Utilize the plants cooling water system to maintain lower temperatures.	Perform testing of the effluent discharge. File test results, Compliance benchmark with current NPDES permit.	Monitor effluent temperatures/test results.	Ongoing; annual review	Sewer	<b>No permit violations in 2024. Data is recorded daily and reported to the DEQ monthly.</b>
Pollutant	Source	Strategy	Implementation	Benchmark	Measure	Expected Timeline	Funding	Status Update
<b>Bacteria</b>	Pet and animal waste	1. Reduce the amount of pet waste that is not properly disposed of.	a. Install additional pet waste stations  b. Maintain current stations.  c. Enforce existing pet waste pick-up ordinance ORD A-171.	Continue maintaining existing stations. Add more stations as need increases and space is available.	Pet waste stations installed. Track number of bags used or cost to supply bags on annual basis.  Track the number of citations issued.	Year 1-5: Keep pet waste stations supplied and track enforcement of ORD A-171.	Parks	<b>38,400 bags were distributed in 2024. Stations are inspected daily and refilled weekly.</b>
	Wastewater treatment plant.	1. Maintain compliance with the current NPDES permit for the facility.	a. Perform regular inspections and tests of the effluent quality leaving the plant.	Follow current Benchmarks set by the current NPDES permit. Perform the weekly Bacteria testing with QC.	Lab testing of effluent with tracking and filing of lab results.	Existing; on-going.	Sewer	<b>No violations in 2024</b>



	Stormwater Runoff: Erosion and sedimentation	1. Develop bio swale management program.	a. Develop and implement a bio swale inspection program and schedule	1. Inspect bioswales on a quarterly basis or more often depending on conditions, e.g. heavy storms, draught etc.  2. Follow BMP for bio swale maintenance quarterly.	Fill out inspection forms. Track the number of inspections and repairs.	Year 1: Develop inspection program and schedule  Year 2: Implement, and track inspections, issues and follow-up actions.	Street	<b>RARE member drafted the Vegetation Management and Maintenance Plan.</b>  <b>Plan should be ready to implement in late 2025</b>
		2. Provide training opportunities for public works staff	a. Staff attend at least one training a year, e.g. training may include erosion and sediment control BMPs, inspection protocols, complaint response, and other topics related to program implementation.	Attend at least one course annually to ensure proper practices are being implemented.	Track and document courses attended, topics covered, and staff that attended	Year 1: Identify staff that will attend trainings, and which trainings or certifications will be pursued.  Years 1-5: Staff will attend relevant training at least one time a year.	Street	<b>Task not met due to staff reduction</b>
	3. Reduce erosion and sediment from development	a. Require erosion and sediment control plan and proof of DEQ 1200-C permit coverage for new development and/or redevelopment activities that disturb one- acre or more  b. Follow development code for new development and redevelopment until new code is adopted to cover one half acre.	Include 1200-C permit information in building permit packet or at permit counter  c. Draft erosion and sediment control requirement from one half acre to one acre in the development code.	a. Track and document that all development that disturbs one acre or more has a DEQ 1200-C permit.  b. Track and document the number of erosion and sediment control plans.	a. Year 1-3: Work with planning to draft amendment to current permit requirements. Year 4-5: annual review b. City's sediment erosion and control plan requirements for developments ½ acre or more to be completed and fully implemented by March 3, 2031	Planning	<b>One 1200-C permit was issued for work done on a street reconstruction project</b>	

		4. Post construction site runoff	a. Follow current development code for new development and redevelopment. (Coburg Zoning Code Article VII, Section 5)	<ol style="list-style-type: none"> <li>1. Ensure proper post construction site runoff plans are met during planning phase.</li> <li>2. Perform inspections post construction before finalizing permit.</li> <li>3. Perform annual inspections of stormwater system.</li> <li>4. Require maintenance agreements for any privately owned stormwater facilities</li> </ol>	<ol style="list-style-type: none"> <li>1. Track and document stormwater controls during planning phase.</li> <li>2. Track and document results of inspections of stormwater system post construction.</li> <li>3. Track and document results of annual inspections of stormwater system.</li> </ol>	Year 1-5: Annually	Sewer/parks/streets	<p><b>1200C permits are required and approved prior to tentative approval. This is documented in the applicants permit paperwork</b></p> <p><b>No development occurred in 2024 that would have started this process. RARE member performed development process compliance review to capture requirements in memo</b></p>
		escalating enforcement and response procedures	b. Follow written enforcement and response procedures outlined in Ordinance A-108-1, sections 54-62 for all qualifying construction sites.	Continue implementing current enforcement and response procedures.	Keep records of violations and repeat violations.	Year 1-5: Annually	Sewer/parks/streets	<b>No violations occurred in 2024</b>
Stormwater Runoff: Illicit Discharge		1. Enforce illicit discharge/illegal dumping ordinances; respond to and address illicit discharges	Enforce Nuisance Ordinance A – 108 – I, which includes water pollution, placed waste, solid waste (debris) and other discharges	Continue to enforce ordinance	Track and document violations, follow-up and enforcement actions	Ongoing; annual review	Sewer/parks/streets	<b>No illicit discharges were found in 2024</b>
			Develop a complaint form available at city hall and online for community members to report illicit discharges or illegal dumping; clearly identify on the city’s website what phone number to call if someone has a concern about an illicit discharge or illegal dumping.	All complaints are to be responded to within three working days	Track complaints received and follow-up actions	<p>Year 1: Develop complaint form; clearly identify phone number to call on city’s website if someone has a report of an illicit discharge or illegal dumping.</p> <p>Year 2: Send a form to everyone in the local newsletter.</p>		<b>No complaints were documented in 2024</b>

						Years 3-5: Continuous use of the form for complaints.		
			1. Develop and maintain up-to-date map of catch basins and stormwater conveyance system	a. Update map as needed	Map of stormwater conveyance system is current	Map of stormwater conveyance system is current	Year 1: Review all catch basins and other stormwater conveyance owned or maintained by the city and confirm system map is current  Years 2-5: Update map as needed	<b>This process is in final stages of development RARE member developed shapefiles of catch basin system &amp; points in ArcGIS</b>
Stormwater Runoff: Public Outreach and Education	1. Provide outreach education to local students.	Presentation of the effects of storm water issues in the community using city website and other outreach and education tools/ methods.  1. Public works will promote a booth at local city events. 2. Review city website annually to keep information relevant.			Perform at least one qualitative assessment on annual basis for one outreach/ education effort	Year 1: draft education presentation materials.  Year 2: Education outreach effort will be designed with a qualitative assessment.  Year 3-5: Continuation of program		<b>RARE member sponsored by DEQ lead 3 class sessions on water quality class to the 5 grade class at Coburg Charter School. These classes included experiments and also touring the Water Reclamation Facility for the City of Coburg.</b>
	2.	Provide information and education for safe disposal/recycling options for items such as fluorescent bulbs and hazardous waste.  Provide annual education to the public regarding the importance of proper disposal of hazardous items containing mercury.	a. Inform the public of events or locations to dispose of their hazardous waste.  b. Advertise county wide collection events sponsored by county or other entities	Track and save records of events and newsletters sent regarding the locations.	Year 1-5: Ongoing; annual review	General/street/parks	<b>Dumpster Day event by the Coburg community foundation  Coburg PD and Fire Dist held document Shred-a-thon and drug take back event. The City also provides information battery recycling and hazardous waste on City website</b>	

	Stormwater Runoff: Public Involvement and Participation	<ol style="list-style-type: none"> <li>1. Present TMDL reports and five year matrix updates at City Council meeting.</li> <li>2. Provide Public opportunities to participate in stormwater control measures.</li> </ol>	Follow current public notice requirement procedures as well as continuing to keep the city website up to date with TMDL related materials, contact information, and education materials.	Annually, present TMDL report to city council.	Retain documentation of city Council meetings as well as public notices related to stormwater. Document any changes to city website in relation to TMDL.	Year 1-5: continue presenting annual TMDL reports to city council.		<b>The 2024 report will be presented to City Council in July of 2025</b>
Pollutant	Source	Strategy	Implementation	Benchmark	Measure	Expected Timeline	Funding	Status Update
<b>All Pollutants</b>	Riparian restoration	1. Engage with the Muddy Creek Irrigation Project	<ol style="list-style-type: none"> <li>a. Attend meetings, record and file information gained.</li> <li>b. Meet with SWCD staff to discuss opportunities to better engage with Muddy Creek Irrigation Project water users</li> </ol>	Quarterly attendance.	Track the number of meetings attended, document discussions with irrigation district and next steps for engaging irrigation district.	Years 1-5: attend meetings Quarterly	Admin	<b>Public works Director attended 8 board meetings</b>
	Storm water runoff	Develop storm water master plan	Create and adopt storm water master plan	Draft SWMP	Perform revision every five years.	Year 1: Develop draft plan. Year 2: Implement plan. Year 5: Review plan at least once every five years	SDC/General	<b>Master Plan is in final stages of development 90% complete</b>
		Perform tree planting on available city property.	a. The city participates in an annual Arbor day celebration by planting trees with the local school children	Budgeted for annual Arbor day celebration activity.	Location and the number of trees planted.	Years 1-5: Trees planted on city property each year	Parks/street	<b>RARE member organized the planting of many native plantings at Jacob Spores Park. Public Works lead the planting of several trees and shrubs at pavilion Park</b>
	Public outreach and education activities.	Inform the public of the impact they have on the TMDL. Add to website	Write an article in the local news letter on best practice management practices. Add to website	Address a topic on a biannual basis	Track outreach efforts	Year 1-5: Biannual	Parks/streets	<b>RARE Member conducted major website updates with much more robust and engaging educational content</b>

Commented [WP\*D3]: Is this timeline consistent with the information that the city provided with its 2022 annual report, titled "Progress Made on Stormwater Master Plan"

		Keep City Council aware of TML program implementation, successes, challenges, and funding needs.	Present TMDL matrix and annual report or five-year review to City Council at least once a year	TMDL program staff are on the City Council meeting agenda	Document meeting presentation date and agenda	Years 1-5: annually	Admin/general	<b>Annual report will be presented to City Council during the July 2025 meeting</b>
	Staff Training	1. training for pest management.	Provide training to public works crew training on proper pesticide and fertilizer application rates and techniques	Perform training every two years	Document training and report every two years.	Years 1-5 annually	Parks dept	<b>Crews will do the training in 2025</b>
		2. staff training in spill response.	Provide spill training and refresher courses to staff initially responding to spills.	Perform annually.	Track the number of staff in attendance.	Year 1-5 annually	Streets dept.	<b>Training was performed as part of the monthly safety meetings</b>
		3. Promote staff education related to Environmentally friendly solutions	Participate in and attend environmental and water quality related professional meetings and conferences.	Attend at least one meeting or conference annually	Track the number of meetings and staff in attendance	Year 1-5 annually	Water/sewer dept.	<b>Public works Director attends a conference every year for water and sewer related topics</b>
	Tracking and reporting	Track and document implementation progress and challenges. Revise implementation plan as needed	Submit annual report or Year Five Review to DEQ	Annual	Submit complete annual report or Year Five Review by due dates	Year 1-5 annually	Admin/general	<b>Annual report to be submitted in June of 2025 for 2024</b>









PUBLIC WORKS

- + Streets
- Water
  - Water Quality
  - Backflow Prevention
  - Wastewater
- + Parks & Open Space
- Engineering
- Park & Tree Committee

## Water Quality Report

News Release Date:05-15-2025

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### What is TMDL?

Total Maximum Daily Loads

It indicates the maximum number of pollutants that can enter a body of water while meeting the EPA's water quality standards.

The Total Maximum Daily Load (TMDL), often referred to as a clean water plan, is a science-based strategy for cleaning up polluted water to ensure it meets state water quality standards. A TMDL represents a specific numerical value that indicates the maximum amount of a pollutant that a surface water body can receive while still complying with these standards.

The City of Coburg is implementing measures to lower its total maximum daily load to comply with state water quality standards.

For more information on the TMDL, go to Department of Environmental Quality: Total Maximum Daily Loads: Total Maximum Daily Loads: State of Oregon.

Pollutants dumped into storm drains go untreated and flow directly to the river, harming wildlife.

When pollutants are dumped into household drains, they undergo treatment at a water treatment facility before being discharged into the river. This process reduces the impact on wildlife.

[What Can We Do?](#)


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[Where Can I Dispose of All My Chemicals?](#)

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[Annual Water Quality Report](#)

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 [2024 Water Quality Report](#)  
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