

MINUTES OF THE ORLAND CITY COUNCIL & PLANNING COMMISSION
SPECIAL JOINT MEETING HELD SEPTEMBER 30, 2019

CALL TO ORDER

Meeting called to order by Mayor Roundy at 2:00 p.m.

PLEDGE OF ALLEGIANCE

Meeting opened with the pledge of allegiance.

ROLL CALL

Councilmembers present: Dennis Hoffman, Billy Irvin, Jim Paschall and Mayor Bruce Roundy
Councilmembers absent: Vice Mayor Salina Edwards
Commissioners present: Mike Yalow, Doris Vickers, Stephen Shoop, Wade Elliott and Chair Sharon Lazorko
Commissioners absent: None
Staff present: Chief of Police Joe Vlach, Fire Chief Justin Chaney, Public Works Director Ed Vonasek, Recreation Director Joe Fenske, Library Director Jody Meza, Accounting Manager Janet Wackerman, City Attorney Greg Einhorn, Assistant City Manager/City Clerk Angie Crook and City Manager Pete Carr
Others present: Nicole KISSUM & Kevin Gardner of NBS Consultants and Joe Colgan of Colgan Consulting

PRESENTATION

Study Session: Presentation and Discussion of Draft User-Fee and Development Impact Fee (DIF) Studies. No formal action has been requested. Information and discussion only.

City Planner Friend presented Council and staff with the draft final reports of the Planning User Fee study and Development Impact Fee (DIF) study which were prepared by NBS Consultants.

Mr. Friend gave a summary on the assumptions and basis of the study, as well as a review of the existing impact fees and proposed impact fees. Mr. Friend advised Council of the following DIF study conclusions and recommended program changes:

- Consider the inclusion of a 2% administrative charge to cover administrative costs of the program.
- The current DIF charges justify an increase based upon the projected capital needs costs through 2039.
- Include water and wastewater fees as they are not currently included as part of DIF program and are collected separately from DIF fees.

Council and members of the Planning Commission discussed the City's current level of service, the cost to provide services, new growth and development and the need to review the development impact fees

annually and assumptions every five years. Council agreed to include the water and wastewater fees, public arts fee along with the other impact fees. Council agreed, except for Councilmember Irvin, to add a 2% administrative fee. Council and Commission agreed to provide complete transparency in regards to fees.

Mayor Roundy called a brief recess at 3:22 p.m.

Meeting resumed at 3:30 p.m.

Mr. Friend summarized the following proposed modifications of Planning Users Fees:

- Adding a new fee category for Minor Use Permits
- Modify Fee Tiers for subdivision map applications
- Modify acreage tiers for General Plan and Specific Plan Amendments
- Add a new building permit fee for General Plan Update costs
- Overall update to all User Fee categories
- Update hourly charge-out rate

Mr. Friend noted the last Planning Fee User update (minor update) was in 2010. Mr. Friend advised Council will need to determine what rate of recovery the City wants to incur in processing a planning application request. The City is currently at a 41% overall cost recovery rate. It was noted that the General Plan Update has a zero% cost recovery rate. Mr. Friend stated increased planning service charges and creating a General Plan Update surcharge would assist in recovering more costs.

Discussion suggested a gradual increase in the planning user fees and agreed there should be a new fee category for Minor Use Permits. Council and Planning Commission members also discussed the proposed building permit surcharge and stated the City should consider a different funding mechanism to set aside dollars for the future General Plan update.

Recommendations will be brought back by staff to the Planning Commission and Council at a later date.

CITIZEN COMMENTS

ADJOURN

Meeting adjourned at 4:28 p.m.

Angela Crook, City Clerk

Bruce T. Roundy, Mayor