

CITY OF LINCOLN CITY

LINCOLN CITY COUNCIL AGENDA

MONDAY JUNE 24, 2024 6:00 PM

6:00 PM - The City of Lincoln City will hold a regular meeting via Zoom.

The Courtroom, located on the 3rd floor of City Hall, will be open to citizens that wish to view the meeting at City Hall. Citizens present in the Courtroom, will be given the opportunity to comment via Zoom. Laptops will be set up for those comments. A member of the Information Technology staff will be present during the meeting to assist with any technical issues.

Public comments can be submitted to publiccomment@lincolncity.org, or by attending the Council meeting.

Public comments submitted by email to publiccomment@lincolncity.org will be entered into the official record, distributed to the governing body, and summarized; however, due to personal privacy issues they are not generally published in the online agenda packet.

Citizens requesting to give public comment via Zoom must email publiccomment@lincolncity.org no later than noon on the meeting day. The request must include the person's name, the subject the person wishes to address, and the phone number the person intends to use for the meeting. Instructions will be sent to the person requesting prior to the meeting. Persons who will give public comment via Zoom will need to leave the microphone muted and camera off until the public comment portion of the meeting.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, for a hearing-impaired device, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting. To request information in an alternate format or other assistance, please contact the City's ADA Coordinator, Kevin Mattias, at [541-996-1013](tel:541-996-1013) or kmattias@lincolncity.org. Visit the [ADA Accessibility | City of Lincoln City, OR](#) webpage to view how the City continues to remain in compliance with Title II of the Americans with Disabilities Act regarding City programs, services, processes, and facilities.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the meeting.

All information for this meeting is available at www.lincolncity.org under "Government" then select "Public Meeting, Agendas, Packets & Video". This meeting will be televised live on Channel 4. For additional rebroadcast times, please consult the Channel 4 guide on the hour.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. CONSENT AGENDA

1. Regular Meeting – Minutes of Regular Meeting – June 10, 2024, 6:00 PM

E. COUNCIL DELIBERATIONS

F. COMMENTS FROM CITIZENS PRESENT ON AGENDA/NON-AGENDA ITEMS

Article I, Section 8, of the Oregon Constitution provides: No law shall be passed restraining the free expression of opinion, or restricting the right to speak, write, or print freely on any subject whatever; but every person shall be responsible for the abuse of this right. Be advised: Comments by citizens under this Public Comments Section of the Agenda or under Public Hearings are solely the opinions and statements of the speakers and are not statements by the City of Lincoln City and do not represent the opinions of the City of Lincoln City, its officers and employees.

G. PRESENTATIONS

2. 2024 Annual Housing Update

H. PUBLIC HEARING / ORDINANCE

I. PUBLIC HEARINGS / PUBLIC COMMENTS

1. Public Hearing: Resolution 2024-16 Adopting Fee Schedule
2. Public Hearing: Resolution 2024-19 Supplemental Budget
3. Public Hearing - Resolution 2024-20 Surplus City Properties

J. ORDINANCES

K. RESOLUTIONS

4. RESOLUTION NO. 2023-16 A RESOLUTION OF THE CITY OF LINCOLN CITY ADOPTING REVISIONS TO THE CITY ADMINISTRATION (ADMINISTRATIVE FEES – BUSINESS RELATED) FEE SCHEDULE
5. RESOLUTION 2024-19 A RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET OF THE CITY OF LINCOLN CITY, OREGON, FOR THE FISCAL YEAR 2023-2024, AS APPROVED BY THE CITY COUNCIL, AND MAKING APPROPRIATIONS
6. RESOLUTION 2024-20 A RESOLUTION OF THE CITY OF LINCOLN CITY AUTHORIZING AND DIRECTING THE SALE OF CITY OWNED REAL PROPERTY

L. SPECIAL ORDER OF BUSINESS

7. Contract Award for Advance Metering Installation Contract

M. CITY MANAGER/CITY ATTORNEY REPORTS

N. ACTIONS, IF ANY, BASED ON WORK SESSION, EXECUTIVE SESSION OR PUBLIC COMMENT

O. ADDITIONAL COMMENTS FROM CITIZENS PRESENT ON NON-AGENDA ITEMS

Article I, Section 8, of the Oregon Constitution provides: No law shall be passed restraining the free expression of opinion, or restricting the right to speak, write, or print freely on any subject whatever; but every person shall be responsible for the abuse of this right. Be advised: Comments by citizens under this Public Comments Section of the Agenda or under Public Hearings are solely the opinions and statements of the speakers and are not statements by the City of Lincoln City and do not represent the opinions of the City of Lincoln City, its officers and employees.

P. ANNOUNCEMENTS OR COMMENTS BY CITY COUNCIL

Q. ADJOURNMENT

CITY OF LINCOLN CITY

CITY COUNCIL MINUTES OF THE MEETING

June 10, 2024, 6:00 PM

The final minutes for this meeting are supplemented by an electronic recording of the meeting, which may be viewed online at www.lincolncity.org under the tab "Agendas, Packets, and Videos". The staff reports, resolutions, ordinances, and other documents related to this meeting are also available at the same location. This meeting is rebroadcast on Cable Channel 4. (See Channel 4 guide on the hour at <http://www2.lincolncity.org/program-guide/>).

APPROVED BY CITY COUNCIL

DATE:

A. CALL TO ORDER

Mayor Wahlke called the meeting to order at 6:00 PM.

B. ROLL CALL

Attendee Name	Title	Status	Arrived
Marci Baker	City Councilor	Present	
Todd Barker	City Councilor	Present	
Judy Casper	Councilor Ward 3	Present	
Riley Hoagland	Councilor Ward 2	Excused	
Rick Mark	Councilor Ward 3	Present	
Mitch Parsons	Councilor Ward 1	Excused	
Susan Wahlke	Mayor	Present	

Staff Present: Daphnee Legarza, City Manager; David James Robinson, City Attorney; Chief Broderick, Lincoln City Police Department; Alison Robertson, Economic Development and Urban Renewal Director; Kim Cooper Findling, Explore Lincoln City Director; Jeanne Sprague, Parks and Recreation Director; Stephanie Reid, Public Works Director; Debbie Bridges, Finance Director; David Twigg, I.T. Support Specialist; Jamie Young, City Recorder.

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was skipped due to the meeting being held remotely.

D. CONSENT AGENDA

MOTION:	Consent Agenda
MOVER:	Rick Mark, Councilor Ward 3
SECONDER:	Judy Casper, Councilor Ward 3
AYES:	Baker, Barker, Casper, Mark, Wahlke
EXCUSED:	Hoagland, Parsons
RESULT:	Passed

1. Regular Meeting – Minutes of Regular Meeting – May 13, 2024, 5:00 PM
2. Regular Meeting – Minutes of Regular Meeting – May 13, 2024, 6:00 PM
3. Regular Meeting – Minutes of Work Session – May 14, 2024, 5:00 PM

E. COUNCIL DELIBERATIONS

None

F. COMMENTS FROM CITIZENS PRESENT ON AGENDA/NON-AGENDA ITEMS

None

G. PRESENTATIONS

None

H. PUBLIC HEARING / ORDINANCE

None

I. PUBLIC HEARINGS / PUBLIC COMMENTS

1. Transportation and Parks System Development Charges Methodology

MOTION:	Motion to Close the Public Hearing: System Development Charges Methodology
MOVER:	Rick Mark, Councilor Ward 3
SECONDER:	Judy Casper, Councilor Ward 3
AYES:	Baker, Barker, Casper, Mark, Wahlke
EXCUSED:	Hoagland, Parsons
RESULT:	Passed via Voice Vote

Mayor Wahlke opened the public hearing at 6:07 PM. Stephanie Reid introduced Zech Hazel and Doug Gabbard of the FCS Group. Mr. Gabbard and Mr. Hazel gave a report on the system development charges. The Council asked questions regarding the slides. The Council and staff had a discussion regarding the information. No citizens were present for comments.

2. Public Comment: Resolution 2024-12 Setting Water / Sewer Rates

Mayor Wahlke opened the public hearing at 6:50 PM. Debbie Bridges, Finance Director, presented the staff report. No Citizens were present for comment. Mayor Wahlke closed the public comment at 6:51 PM.

3. Public Hearing: Resolution 2024-14 State Shared Revenue

MOTION: Motion to Close the Public Hearing for Resolution 2024-14 State Shared Revenue
MOVER: Judy Casper, Councilor Ward 3
SECONDER: Rick Mark, Councilor Ward 3
AYES: Baker, Barker, Casper, Mark, Wahlke
EXCUSED: Hoagland, Parsons
RESULT: Passed via Voice Vote

Mayor Wahlke opened the public hearing at 6:52 PM. Debbie Bridges, Finance Director, presented the staff report. No Citizens were present for comment.

4. Public Hearing: Resolution 2024-15 Adopt Budget

MOTION: Motion to Close the Public Hearing for Resolution 2024-15 Adopt Budget
MOVER: Judy Casper, Councilor Ward 3
SECONDER: Rick Mark, Councilor Ward 3
AYES: Baker, Barker, Casper, Mark, Wahlke
EXCUSED: Hoagland, Parsons
RESULT: Passed via Voice Vote

Mayor Wahlke opened the public hearing at 6:53 PM. Debbie Bridges, Finance Director, presented the staff report. No Citizens were present for comment.

J. ORDINANCES

None

K. RESOLUTIONS

5. Resolution No. 2024-12 - A resolution setting forth water/sewer rates

MOTION: Motion to Approve Resolution 2024-12: Setting Water / Sewer Rates
MOVER: Judy Casper, Councilor Ward 3
SECONDER: Rick Mark, Councilor Ward 3
AYES: Baker, Barker, Casper, Mark, Wahlke
EXCUSED: Hoagland, Parsons
RESULT: Passed by Roll Call Vote

6. Resolution 2024-13: A resolution of the City of Lincoln City for a time extension authorizing and directing the disposition of city real property to Northwest Coastal Housing for a tiny home development

MOTION: Motion to Approve Resolution 2024-13: Amending Resolution 2023-01 (City Property Transfer at NE 10th St)
MOVER: Todd Barker, Councilor Ward 1
SECONDER: Marci Baker, Councilor Ward 2
AYES: Baker, Barker, Casper, Mark, Wahlke
EXCUSED: Hoagland, Parsons
RESULT: Passed by Roll Call Vote

Council and Staff had a discussion regarding the resolution.

7. Resolution No. 2024-14 - A resolution declaring the City's election to receive state revenues

MOTION: Motion to Approve Resolution 2024-14: State Shared Revenue
MOVER: Marci Baker, Councilor Ward 2
SECONDER: Todd Barker, Councilor Ward 1
AYES: Baker, Barker, Casper, Mark, Wahlke
EXCUSED: Hoagland, Parsons
RESULT: Passed by Roll Call Vote

8. Resolution No. 2024-15 - Adopting the budget

MOTION: Motion to Approve Resolution 2024-15: Adopt Budget
MOVER: Rick Mark, Councilor Ward 3
SECONDER: Judy Casper, Councilor Ward 3
AYES: Baker, Barker, Casper, Mark, Wahlke
EXCUSED: Hoagland, Parsons
RESULT: Passed by Roll Call Vote

9. Resolution No. 2024-17 - Transportation System Development Charges

MOTION: Motion to Approve Resolution 2024-17: Transportation System Development Charges
MOVER: Judy Casper, Councilor Ward 3
SECONDER: Todd Barker, Councilor Ward 1
AYES: Baker, Barker, Casper, Wahlke
NAYS: Mark
EXCUSED: Hoagland, Parsons
RESULT: Passed by Roll Call Vote

Council and staff discussed the information provided.

10. Resolution No. 2024-18 - Parks System Development Charges

MOTION: Motion to Direct Staff to Bring Back a Dollar Amount on Resolution 2024-18: Parks System Development Charges
MOVER: Rick Mark, Councilor Ward 3
SECONDER: Marci Baker, Councilor Ward 2
AYES: Baker, Barker, Casper, Mark, Wahlke
EXCUSED: Hoagland, Parsons
RESULT: Passed via Voice Vote

Council and staff discussed the information provided.

L. SPECIAL ORDER OF BUSINESS

11. Marketing Agency of Record Personal Services Agreement

MOTION: Motion to Approve the Contract and Designate DVA Advertising and Public Relations as the Marketing Agency of Record for the City of Lincoln City through Explore Lincoln City for the Next Three Years

MOVER: Judy Casper, Councilor Ward 3

SECONDER: Rick Mark, Councilor Ward 3

AYES: Baker, Barker, Casper, Mark, Wahlke

EXCUSED: Hoagland, Parsons

RESULT: Passed by Roll Call Vote

Kim Cooper Findley spoke about the marketing agency of record contract and explained the process. Council and Staff discussed the information presented.

12. Schooner Creek Discovery Park - Phase 1 Construction

MOTION: Motion to Approve the Third Amendment to the Progressive Design/Build Agreement for Construction of Phase 1 (Playground) in the Amount of \$2,134,784.80

MOVER: Todd Barker, Councilor Ward 1

SECONDER: Rick Mark, Councilor Ward 3

AYES: Baker, Barker, Casper, Mark, Wahlke

EXCUSED: Hoagland, Parsons

RESULT: Passed by Roll Call Vote

M. CITY MANAGER/CITY ATTORNEY REPORTS

Daphnee Legarza spoke about the HVAC repairs and postponing the Escribe program. David Robinson spoke about his first two weeks.

N. ACTIONS, IF ANY, BASED ON WORK SESSION, EXECUTIVE SESSION, OR PUBLIC COMMENT

13.

MOTION: Make a Motion to Direct Staff to Research the Feasibility of Identifying the Beach Access Points as Tourist Attractions to Allow Potential Funding Opportunities from Explore Lincoln City’s Tourist Room Tax Revenues

MOVER: Todd Barker, Councilor Ward 1

SECONDER: Marci Baker, Councilor Ward 2

AYES: Baker, Barker, Casper, Mark, Wahlke

EXCUSED: Hoagland, Parsons

RESULT: Passed by Voice Vote

14.

MOTION: Motion to Direct Staff to Explore an Increase in the Occupational Tax Permit

MOVER: Rick Mark, Councilor Ward 3

SECONDER: Todd Barker, Councilor Ward 1

AYES: Baker, Barker, Casper, Mark, Wahlke

EXCUSED: Hoagland, Parsons

RESULT: Passed by Voice Vote

O. ADDITIONAL COMMENTS FROM CITIZENS PRESENT ON NON-AGENDA ITEMS

None

P. ANNOUNCEMENTS OR COMMENTS BY CITY COUNCIL

Councilor Baker spoke about having agenda items summarized. Ms. Legarza said they would take a look and report back. Councilor Baker also spoke about EV Charging Stations. Ms. Robertson gave information on the locations and status. Ms. Legarza said the Cultural Center is hoping to have the fast charging stations open July 1st.

Councilor Casper spoke about the icons of the signs for the pearls. Councilor Barker asked if Roads End will get an icon.

Councilor Barker spoke about the budget committee and thanked everyone.

Councilor Mark spoke about the crosswalk at City Hall. Councilor Baker spoke about North 17th. Councilor Mark spoke about the OCZMA meeting that he attended.

Mayor Wahlke spoke about the report that she received from the Regional Solutions Team and will have the City Recorder send to Council.

Q. ADJOURNMENT

Mayor Wahlke adjourned the meeting at 9:29 PM.

SUSAN WAHLKE, MAYOR

ATTEST:

JAMIE YOUNG, CITY RECORDER

Council Communication

2024 Annual Housing Update

Meeting Date: June 24, 2024 Primary Staff Contact: Alison Robertson
 Department: Economic Development E-Mail: alisonr@lincolncity.org
 Secondary Dept: Planning Department Secondary Contacts:
 Approval: Daphnee Legarza Estimated Time: 50 Min

Objective:

The objective of this presentation is to provide City Council with an official update on housing efforts in Lincoln City.

Timeline of Activities and Meetings:

- 2009
 - Urban Renewal Agency adopts a Substantial Amendment to the Urban Renewal Year 2000 Development Plan to include an Economic Development assistance program as a project category to the plan.
- 2011
 - Lincoln Community Land Trust (now Proud Ground) completes County Workforce Housing Needs Assessment.
- 2012
 - Economic Development options were presented to the Urban Renewal Agency for consideration at a future meeting
 - New commercial tools adopted in 2013 and 2014
- 2014
 - Workforce Housing added to the Year 2000 Development Plan list of possible projects
- 2017
 - Housing Needs Assessment adopted by City Council
- 2018
 - City-owned properties offered to development community through Request for Expressions of Interest (RFEI)
 - 3 properties for residential projects
 - 4 properties for mixed-use projects
 - Housing update to City Council
- 2019
 - City Council work session on housing
 - Ordinance amendments pertaining to housing
 - Reduced parking count for multi-unit residential development
 - Four-flat dwellings and tiny house developments

- Revised accessory dwelling unit requirements to remove subjective design standards and owner-occupancy requirements as mandated by state legislation
 - County Housing Strategy Plan accepted by City Council via Resolution 2019-02
 - Lincoln City, Newport, and the Tribes partnership with Lincoln County on affordable housing grant from Oregon Department of Land Conservation & Development (DLCD)
 - Economic Development Toolbox created by Urban Renewal Agency and City Council
 - Staff directed to establish criteria for tools, including those to assist with housing
- 2020
 - July 1, 2020 Population: 9,912
 - City entered into agreement with Helping Hands Re-entry Program to address transitional housing
 - Housing update to City Council (May 11th)
 - Lincoln County awarded \$15,000 of Economic Development grant funds to the Lincoln City Urban Renewal Agency, toward property acquisition of an additional 1 acre of land on Highway 101 to be combined with City acreage for IHI's affordable workforce housing development at NE 25th Street
 - City Council emergency (fire/wind event) Resolution 2020-22
 - Allow temporary RV/mobile home parks for emergency housing
- 2021
 - July 1, 2021 Population: 10,067 (threshold over 10,000 Pop for different statewide housing rules)
 - Lincoln Palisades V final plat is recorded
 - Lincoln Palisades VI preliminary plat approval is received
- 2022
 - July 1, 2022 Population: 10,134
 - Housing update to City Council (March 28th)
 - Planning Department creates Housing Resources Pamphlet (yellow)
 - Planning Department completes Lincoln City Housing Needs Analysis Update (updates must occur every 5 years; update will be adopted with the Comprehensive Plan)
 - Work continues on the Helping Hands transitional housing facility
 - IHI receives development review approval and building permits for 107 affordable housing apartment units
 - Sam Health receives development review approval for 18 market-rate apartment units
 - Wecoma Place receives development review approval and building permits for 44 affordable housing units
 - Camy Tiny Houses receives development review approval for 21 tiny houses
 - Lincoln County Housing Authority applies for development review approval for a 12-unit affordable tiny house development

- Market-rate units at The Ocean and The Ocean II are completed and opened for occupancy
- Final plat is recorded for Lincoln Palisades Phase 5
- Ordinance amendments to Title 17 are made to remove obstructions to housing development
- Planning Director Participated in Lincoln County Workforce Housing Funding – Action Plan.
- Planning Director & Ec Dev Director presented on Housing Panel for the North Coast Housing Summit (December)
- 2023:
 - DLCDC Grant to create Housing Production Roadmap (in process - completion by June 2025)
 - DLCDC Grant to evaluate Mass Timber Code allowances for alternate construction methods to achieve greater housing production (report completed; ordinance anticipated 2024)
 - City Comprehensive Plan adopted – to include new Housing element

Summary of Need and Annual Unit Counts:

Lincoln City has been proactive in addressing housing efforts at all parts of the housing continuum. The 2022 Updated Housing Needs Assessment, which addressed land within the Lincoln City Urban Growth Boundary (UGB), says:

- There are a total of 6,735 housing units in Lincoln City as of 2019
- Owner-occupied housing units represent 52% of the occupied housing inventory, while renter-occupied units account for the other 48% of the occupied inventory.
- The need for additional housing units in Lincoln City, over the next 20 years (2022 to 2042) is 1,458 (1,469 with 11 units for Group Quarters).

From 2016 to 2022, structural permits were issued for 786 housing units. 43% of the permits were for single-unit dwellings (detached, attached, or accessory dwelling units). 5% of the permits were for manufactured homes, 3% for duplexes, and 49% for multi-unit dwellings (structures containing three or more dwelling units).

This update notes that 2022 saw a significant increase in the number of issued permits for multi-unit dwellings. These include the following projects now finalizing construction:

- IHI with 107 affordable units at NE 25th and Hwy 101 (City and Urban Renewal Agency provided funding for property acquisition, pre-development work, environmental and archaeological surveys, tax abatement, SDC deferral)
- Wecoma Place with 44 affordable units at NE 29th and Hwy 101 (City provided SDC deferral and tax abatement)

This update notes that two of the issued permits for detached single-unit dwellings were for Habitat for Humanity houses (home ownership for below 80% AMI/MFI) that are under construction, nearing completion for a goal of occupancy by the end of 2023. City provided \$75,000 in partnership grant funds toward the project for pre-development/early development work (excavation and foundation).

More information on motel/hotel conversion to residential will be included in the verbal staff report.

Budget as Adopted for FY2024-25:

- City Workforce Housing Fund
 - Partnership opportunities with Housing Providers like Habitat for Humanity, Proud Ground, etc. (\$30,000 for pre-development or other assistance)
 - Property development (\$200,000 for pre-development or other assistance)
- Economic Development Fund: Continued development partnership funding for housing on public properties in 2018 Development Offering (\$500,000)
- Villages at Cascade Head Fund: Continued development partnership funding for housing on city-owned property for Fernwood re-zoning, planning, etc. (\$100,000)

Staff activities:

- Public property review and surplus declaration for sale if no public purpose
- Public property development – Fernwood in Villages at Cascade Head (developer work continues)
- \$3M State allocation for lift station to ready vacant property for new housing development
- Evaluation of SDC deferral program to occupancy, for any multi-unit developments
- Future focus on missing middle housing efforts for those 80%-120/125% of Median Household Income

Highlighting Partnerships

The City is not a developer, but does hold land to partner with others on housing production that meets public purpose and Council Housing Goals. The City has also made available through the City Grants to Outside Non-Profits, additional funds for housing agencies. Between 2021-2024, \$85,000 was issued to 5 local non-profits. Production of all housing on the continuum, whether rental or ownership, helps to improve the local housing shortage and shift people into homes that are the right price, right size and right condition.

Some of Lincoln City's housing partners are here with us tonight to provide a brief update from their organizations:

Housing Authority of Lincoln County
 Innovative Housing Inc.
 Northwest Coastal Housing
 Habitat for Humanity of Lincoln County

Attachments:

Tracking_Housing_2024_0614_BreakOutType (PDF)

HOUSING RESOURCES booklet JUNE 2024 (PDF)

Outside Agency Grants Housing Continuum (PDF)

Type	2016	2017	2018	2019	2020	2021	2022	2023	8-Year Total (2016-2023)	2035 Forecast Scenario A (Needed Units; P.27 HNA)	2035 Forecast Scenario B (Needed Units; P.27 HNA)
Single Family Detached	42	49	53	49	43	46	42	22	384	798	940
Townhouse	0	0	0	0	0	2	0	3	2	0	0
ADU	0	3	1	0	1	0	2	5	7	0	0
Manufactured Home	5	6	3	6	7	6	5	4	45	141	185
Duplex	4	8	4	0	1	2	2	1	23	160	205
Multi-Family (3+)	29	0	30	0	42	10	271	21	162	385	484
Total	80	66	91	55	94	66	322	56	623	1484	1814
Annual Average (20 years)										82	91
Difference from Avg - Scenario A	-2	-16	9	-27	12	-16	240	-26	174		
Difference from Avg - Scenario B	-11	-25	0	-36	3	-25	231	-35	102		

As of 06/14/24

HOUSING RESOURCES

A list of resource organizations and projects addressing affordable housing/ houselessness in the Lincoln City area.



JUNE 2024

For information about this list contact the
City of Lincoln City Planning Department
801 SW Highway 101
541-996-1232

Houselessness is simply lacking a place to live. We use the term “houseless” because we have learned that is the term most of this particular population chooses to use. We choose to listen to their preference and make the conscious effort to empower these individuals in any way we can, which sometimes means adjusting our word choice.

Housing Authority of Lincoln County

Providing affordable housing options throughout Lincoln County.

Address: 1039 NW Nye St, Newport, OR
Phone: 541-265-5326
Email: info@housinglincolncountyor.gov
Web: www.housinglincolncountyor.gov

Contact People:

Robyn Cole, Housing Program Manager (ext 315)
Eva Gonzalez, Family Center Coordinator (ext 316)

Home Share Oregon

Connecting homeowners who have a spare bedroom to rent and those in need of affordable housing.

Phone: 503-515-2397
Email: info@homeshareoregon.org
Web: www.homeshareoregon.org

Habitat for Humanity of Lincoln County

Providing home ownership opportunities, home repairs, and access to matched savings accounts for down payments and repairs.

Phone: 458-277-7601
Email: office@habitatlincoln.org
Web: habitatlincoln.org

Affordable housing apartment complex
nearing completion in Lincoln City:

G.2.b

NE 25th St and Hwy 101

Innovative Housing

Phone: 971-867-6210

Email: Lincoln25@pinehurstmanagement.com

Wecoma Place at NE 29th and Hwy 101

Housing Authority of Lincoln County

Phone: 541-265-5326

Email: info@housinglincolncountyor.gov

Web: www.housinglincolncountyor.gov

For assistance connecting with a range of local resources, including housing:

211info

Helping people identify, navigate, and connect with the local resources they need.

Phone: 211

Email: help@211info.org

Web: www.211info.org

Oregon Housing and Community Services (OHCS)

The state housing finance agency providing resources to reduce poverty and increase access to stable housing.

Phone: 503-986-2000

Email: HCS_Housing.Info@hcs.oregon.gov

Web: www.oregon.gov/OHCS

Northwest Coastal Housing

Providing affordable, safe, decent, and stable housing with compassion and integrity.

Phone: 541-574-0320

Email: nwcoastalhousing@gmail.com

Web: www.nwcoastalhousing.org

Proud Ground

Helping homeowners purchase affordable homes through the largest Community Land Trust in the Pacific Northwest.

Phone: 503-493-0293

Email: info@proudground.org

Web: www.proudground.org

Helping Hands Reentry

Serving homeless men, women, & children who are ready to make sustainable changes to improve their lives.

Phone: 541-574-0320

Email: contact_us@helpinghandsreentry.org

Web: www.helpinghandsreentry.org

Agency	Organization	Address	Purpose	Amount Awarded 2016-2017	Amount Awarded 2017-2018	Amount Awarded 2018-2019	Amount given 2019-2020	Amount Awarded 2020-2021	Amount Awarded 2021-2022	Amount Awarded 2022-2023	Amount Awarded 2023-2024
10	Coastal Support Services	1808 Northeast Hwy 101, Lincoln City, OR 97367	Providing person centered assistance to those struggling with homelessness and extreme hardship	\$500	\$45,000	\$4,600	\$2,000	\$0	\$5,000	\$5,000	\$20,000
15	Family Promise of Lincoln County	P.O. Box 1146, Gleneden Beach, OR 97388	Serve homeless and low income families with children 18 or younger within Lincoln County	\$4,500	\$9,000	\$10,000	\$975	\$7,733	\$10,000	\$0	\$15,000
17	Helping Hands Reentry Outreach Centers	PO Box 413, Seaside OR 97138	To provide Trauma-Informed, Data-Driven, Person-Centered care for those experiencing homelessness in Oregon through Resources, Reentry, and Recovery	\$2,000	\$1,000	\$3,000	\$0	\$0	\$0	\$0	\$10,000
23	My Sister's Place	PO Box 2152, Newport, OR 97365	Supporting Survivors, Strengthening Communities, Empowering Change	\$12,000	\$12,000	\$12,000	\$3,000	\$0	\$10,000	\$5,000	\$0
29	Northwest Coastal Housing	PO Box 1457, Newport, OR	Install 300 child safety screens on selected living room and bedroom windows at the Ridge Apts in Lincoln City. The screens designed to prevent child falls from windows and used as a criminal activity deterrent.	\$4,800	\$0	\$0	\$0	\$0	\$5,000	\$0	\$0
Annual Total				\$23,800	\$67,000	\$29,600	\$5,975	\$7,733	\$30,000	\$10,000	\$45,000
2016 - 2024 Sum Total											\$219,108
2021 - 2024 Sum Total											\$85,000

Council Communication

Public Hearing: Resolution 2024-16 Adopt Fee Schedule

Meeting Date:	June 24, 2024	Primary Staff Contact:	Debbie Bridges
Department:	Finance	E-Mail:	dbridges@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	15 minutes

294.160 Opportunity for public comment on new fee or fee increase. (1) The governing body of a city, county or other unit of local government shall provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase or an increase in the rate or other manner in which the amount of a fee is determined or calculated.

For further information see staff report under Resolution 2024-16.

Council Communication

Public Hearing: Resolution 2024-19 Supplemental Budget

Meeting Date:	June 24, 2024	Primary Staff Contact:	Debbie Bridges
Department:	Finance	E-Mail:	dbridges@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	10 Minutes

ORS 294.471 provides that the governing body of any municipal corporation may make a supplemental budget where an occurrence or condition which had not been anticipated at the time of the preparation of the budget for the current year requires a change in financial planning.

Notice has been made as required.

For further information see staff memo under Resolution 2024-19.

Council Communication

Public Hearing - Resolution 2024-20 - City Surplus Properties

Meeting Date:	June 24, 2024	Primary Staff Contact:	Alison Robertson
Department:	City Council	E-Mail:	alisonr@lincolncity.org
Secondary Dept:	Administration	Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	10 Min

Question:

Following the public hearing, should the City Council approve Resolution 2024-20 authorizing and directing the disposition and sale of nine (9) City owned properties.

- Tax lot # 06-11-35-00-00403-00 Address: Vacant – Approx. 1.25-acre portion of property NW of NE Port Drive.
- Tax lot # 06-11-35-BB-11200-00 Address: Vacant - West of 6495 NE Sal La Sea DR
- Tax lot # 07-11-15-DD-01900-00 Address: Vacant – North of 1025 SE Hwy 101
- Tax lot # 07-11-15-DD-02100-00 Address: Vacant – North of 1025 SE Hwy 101
- Tax lot # 07-11-15-DD-02200-00 Address: Vacant – North of 1025 SE Hwy 101
- Tax lot # 07-11-15-DD-02300-00 Address: Vacant – North of 1025 SE Hwy 101
- Tax lot # 07-11-15-DD-02400-00 Address: Vacant – North of 1025 SE Hwy 101
- Tax lot # 07-11-27-AB-00700-00 Address: 3250 SE Fleet Ave.
- Tax lot # 07-11-22-CD-13505-00 Address: Vacant – SE Corner of SW Coast Ave. and SW 29th St.

Authority:

The Council has the authority to dispose of real property per ORS Chapter 271 (specifically ORS 271.310) as well as ORS 221.725.

ORS 271.310. Transfer or lease of real property owned or controlled by political subdivision; Procedure in case of qualified title.

ORS 221.725 Sale of city real property; publication of notice; public hearing.

Background:

Periodically, an inventory and review of City owned properties is completed to ensure properties are being used efficiently, that the City has the needed land for future projects and to determine if any properties can be deemed surplus and subsequently prepared for sale.

This report also includes an update on the Villages at Cascade Head properties to reflect current zoning and future development plans.

City Owned Property

City owned property makes up about 940 acres of which 834 are located within City limits. 834 acres is about 22% of all acreage within the City limits. City property is used for many public purposes (See Table 1). Parks and Open Space make up over half of all City owned land. City facilities like City Hall, the Police station, water and waste water treatment facilities and utility equipment like pump stations account for about 13% of all City owned property. The City also leases properties like the former DeLake School Building to the Lincoln City Cultural Center, Mo's Restaurant Land Lease, and the former Ballard Motors Building to the Lincoln City Glass Center.

Table 1. Summary of City Owned Property		
Designation	Total Acreage	% of acreage
Open Space & Parks	506	54%
Other	269	32%
City Facilities	152	13%
Leased or rented properties	6	1%
Proposed surplus	3	0%
Total	940	46%

The City also has about 300 acres, shown as "other" in Table 1. About 226 are located in Villages at Cascade Head. The remaining acreage is wetlands (26 acres), land needed for future public purposes like right of way, utilities, or facilities.

Villages at Cascade Head

The 363-acre Villages at Cascade Head (VCH) property was purchased by the City in 2013, the uses of those acres are described in Table 2. This table provides a summary of the acreage at VCH. All of the City-owned property within the VCH is undeveloped, other than a 7-acre portion (Fernwood Phase I) that is served by public utilities. The City is currently in negotiations with a developer to build affordable workforce housing on the 7-acre area that is served by utilities. Subsequently, upon the completion of Fernwood Phase I an additional four acres (Fernwood Phase II) will be built out with

more residential housing. There is also a planned commercial area which accounts for about 10 acres. The City is also negotiating with a developer to buildout the commercial area.

Table 2. Summary of Villages Property		
Designation	Total Acreage	% of acreage
Zoned for development	226	62%
Open Space	116	32%
Wetland	14	4%
Utility, ROW, other	7	2%
Total	363	100%

When subtracting out the 116 acres set aside for open space, 7 acres used for utilities or the 14 acres with known wetlands, that leaves about 226 acres that are zoned for development. This number of developable acres will also need to provide roads, utilities, parking, stormwater infrastructure, and does not consider environmentally constrained portions of the property, such as slopes or unidentified wetlands. See Figure 1 for a map of the Villages at Cascade Head.

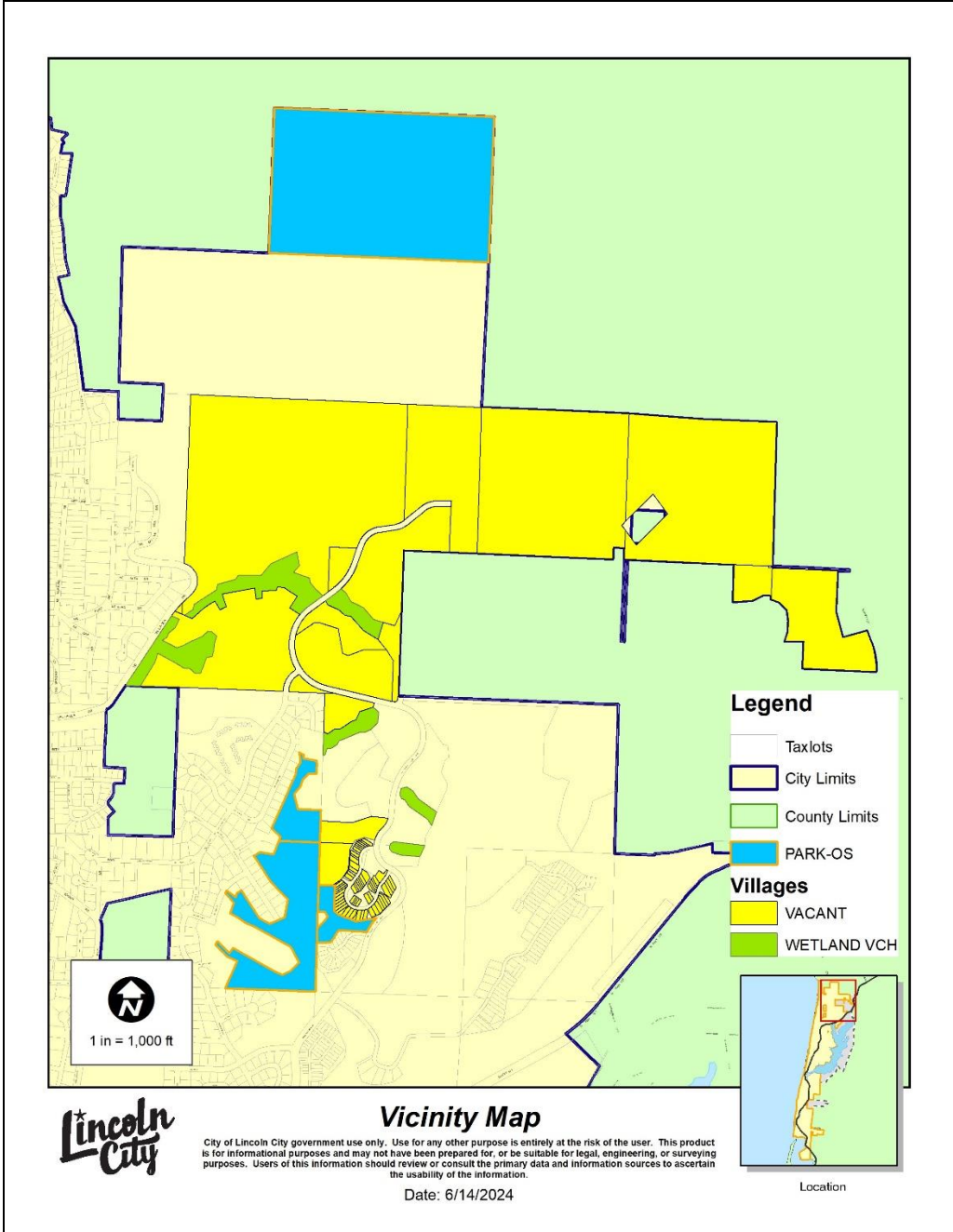


Figure 1. Villages at Cascade Head

In summary, in the near to mid-term (3-5 years) the intent is to have about 10 acres of housing and 10 acres of commercial space developed.

Surplus properties

During the review of public properties, City staff was consulted on whether any properties outside the VCH can be deemed surplus. Through that process 9 tax lots were identified and shown in Figures 2, 3 and 4.

1. Tax lot # 06-11-35-00-00403-00 (Only the small portion of the lot shown)
2. Tax lot # 06-11-35-BB-11200-00

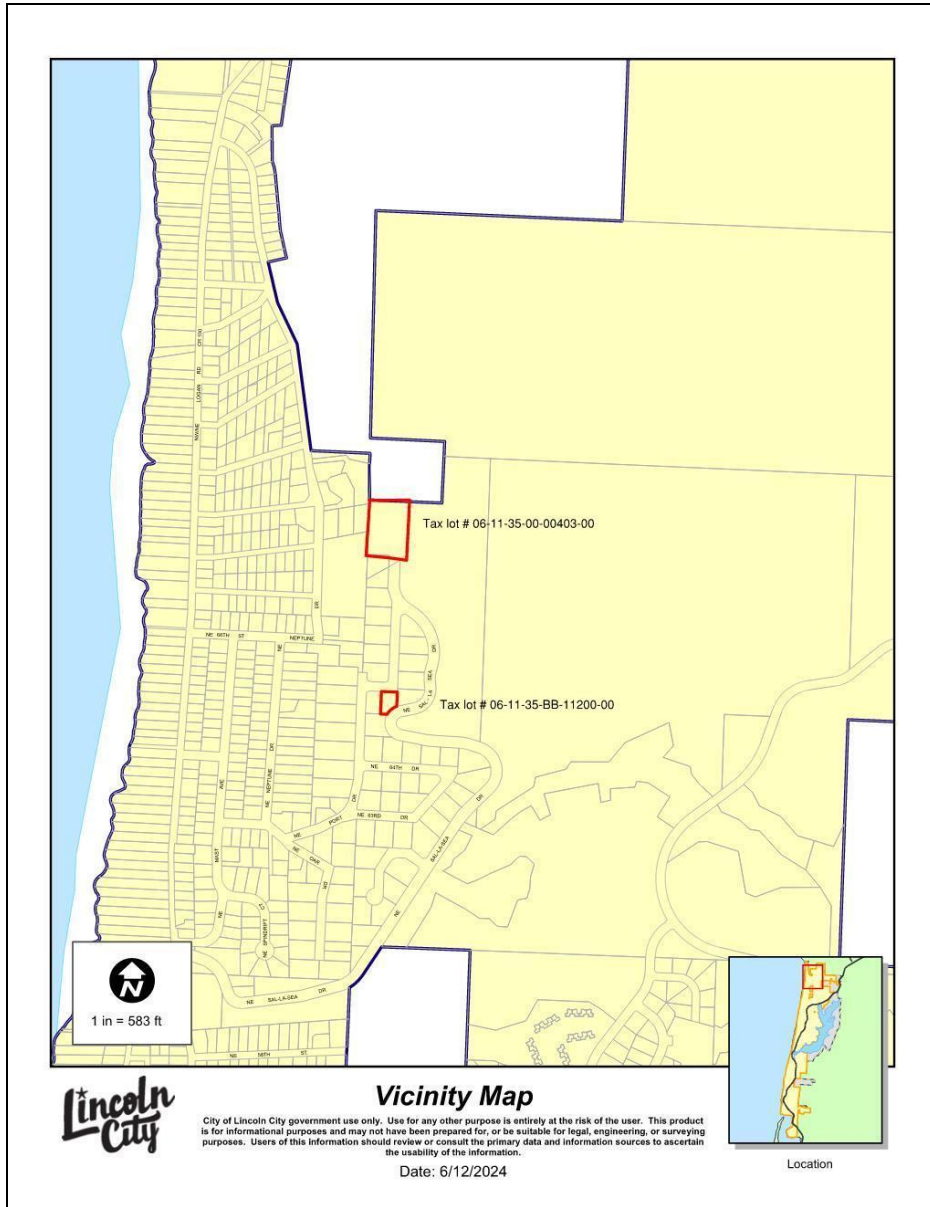


Figure 2. Northern properties for surplus

3. Tax lot # 07-11-15-DD-01900-00
4. Tax lot # 07-11-15-DD-02100-00
5. Tax lot # 07-11-15-DD-02200-00
6. Tax lot # 07-11-15-DD-02300-00
7. Tax lot # 07-11-15-DD-02400-00

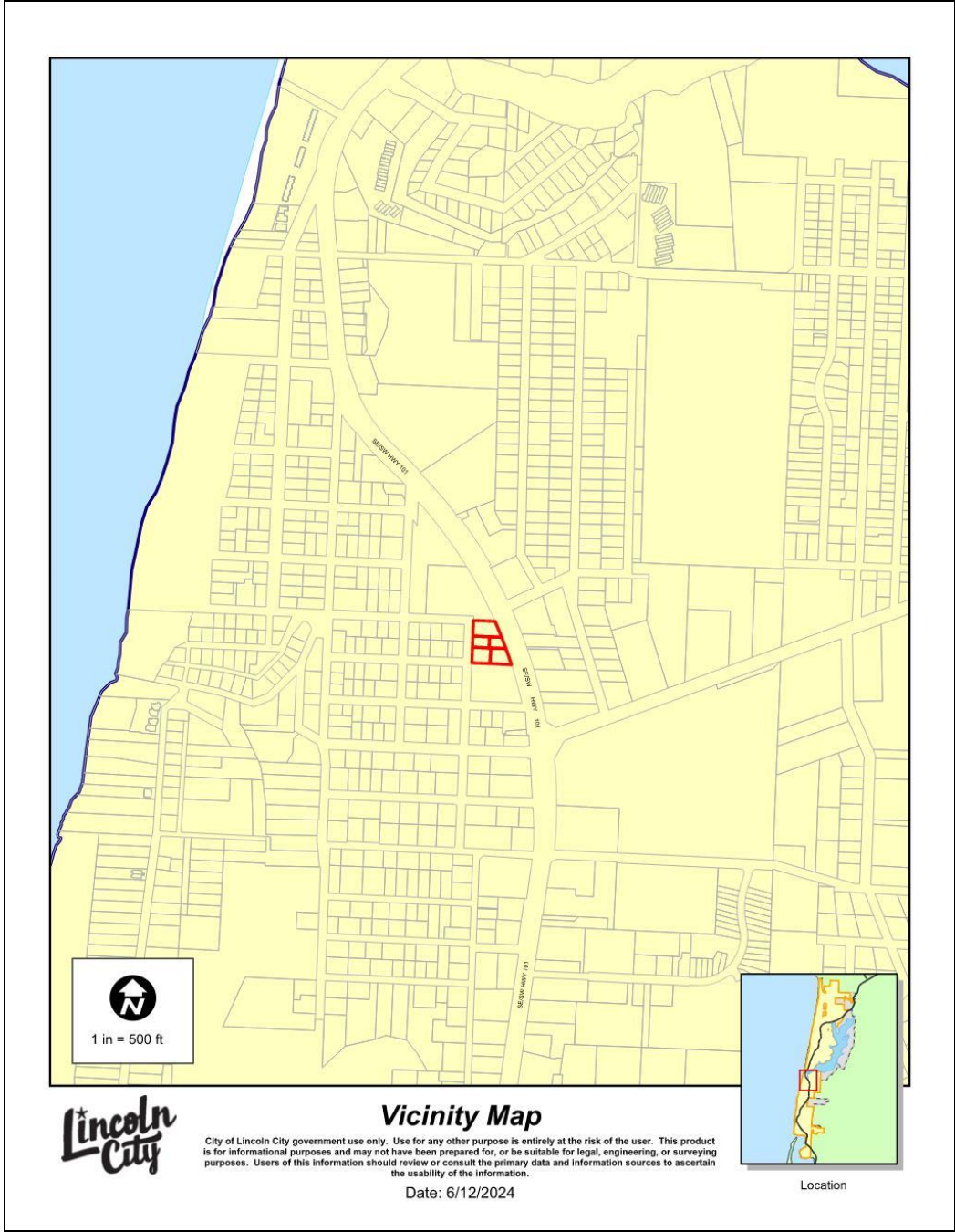


Figure 3. Properties near Lincoln City for surplus

- 8. Tax lot # 07-11-27-AB-00700-00
- 9. Tax lot # 07-11-22-CD-13505-00

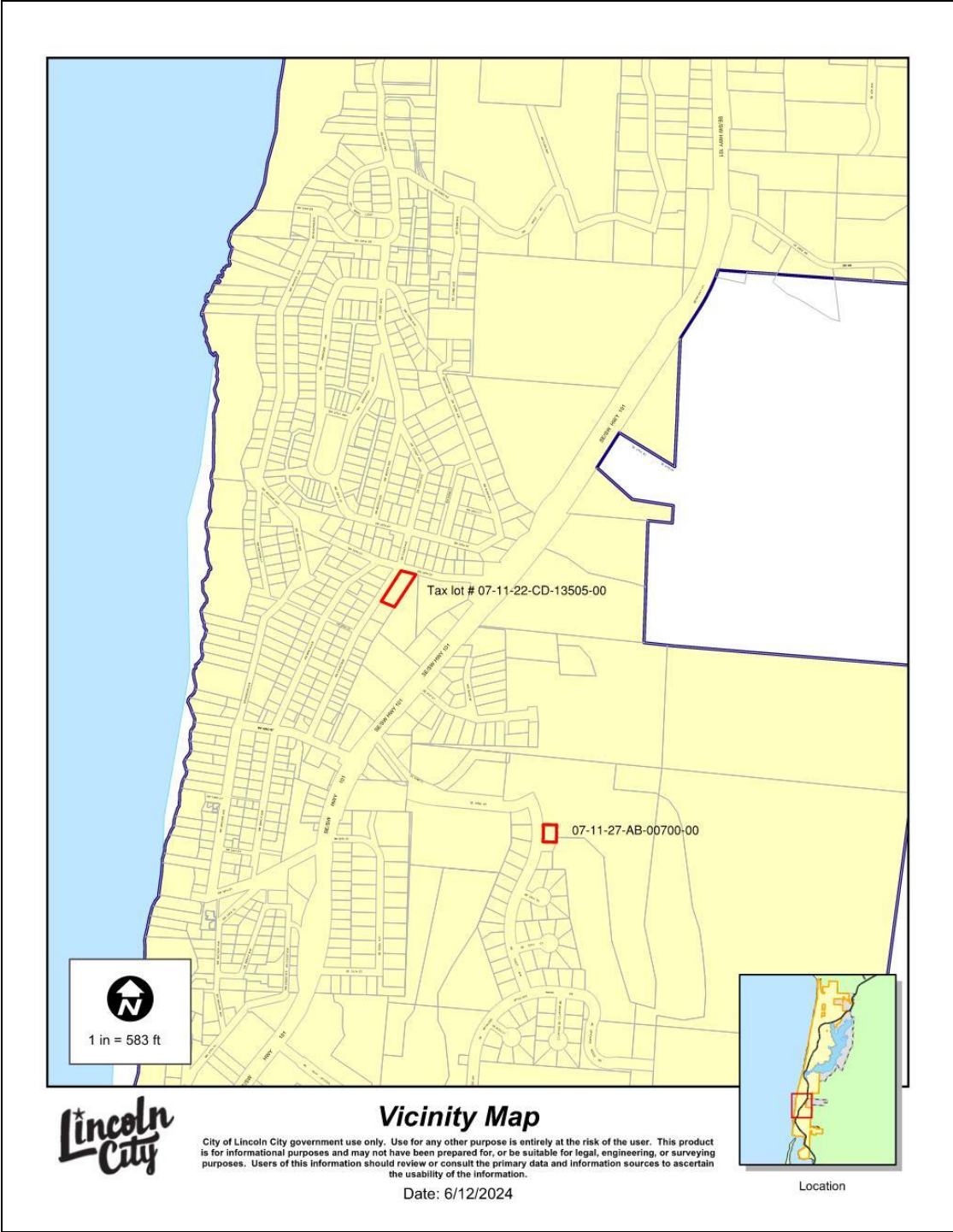


Figure 4. Southern properties for surplus

Council Options:

- 1. Conduct the public hearing.

2. Approve the Resolution, with or without modifications to remove properties (Staff Recommendation)
3. Postpone for additional information.

Potential Motions:

1. Motion to approve Resolution 2024-20
2. Do not approve Resolution 2024-20

Council Communication

Resolution 2024-16: Adopting Master Fee Schedule

Meeting Date:	June 24, 2024	Primary Staff Contact:	Debbie Bridges
Department:	Finance	E-Mail:	dbridges@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	20 Minutes

Question:

Should the City Council approve Resolution 2024-16 which adopts revisions to the City Administration (Administrative Fees – Business Related) fee schedule?

Staff Recommendation:

Staff recommends the City Council approve the revised master fee schedule as submitted.

Authority:

294.160 Opportunity for public comment on new fee or fee increase. (1) The governing body of a city, county or other unit of local government shall provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase or an increase in the rate or other manner in which the amount of a fee is determined or calculated.

Background:

Staff is requesting the following revisions to the fee schedule.

Administrative Fees - Miscellaneous:

Remove the following:

CD's \$15.00:	No longer provided
Computer Generated Reports (\$0.50/screen page):	Covered by printing fee
Credit Card Fees:	Removed as there is no charge
Drop Box Account (private):	We do not provide this to the public
DVD's \$15.00:	No longer provided
Emailing Documents:	Removed as there is no charge
Fax Transmission-\$5.00 first page/\$1.00 add'l:	No longer provided

Changed fee on the following:

- Photocopies (black and white) changed from \$0.30 per side to \$0.10 per side
- Photocopies (b&w 11 x 17) changed from \$0.40 per side to \$0.20 per side

Building Permit Fees:

Fees totally redone; Electrical, Plumbing, and technology fees added

Driftwood Public Library:

- Removed Card Replacement Fee \$1.00
- Removed Photocopies (double sided) \$0.15
- Changed the following card fee (for out of district residents)
 - Annual changed from \$50.00 to \$68.00
 - Six months changed from \$25.00 to \$34.00
 - Three months changed from \$12.50 to \$24.00

Municipal Court:

Removed several fees not used by the Court

Changed the follow fee amounts:

- Administrative fee changed from \$35.00 to \$65.00
- Suspension fee changed from \$25.00 to \$35.00

Community Center:

Changed type of all access passes Annual: slight change in amount

Removed All Access Pass – Quarterly and 4 weeks

Added All Access Pass – Monthly

15-Use Punch Passes – small modifications

Changed Non-Resident (Local Leagues) changed from \$60.00 to \$55.00

Changed Gym Rental rates:

- Commercial, fee per hour changed from \$99.00 to \$100.00
- Commercial, per day changed from \$375.00 to \$792.00
- Non-Profit fee per hour changed from \$58.00 to \$54.00
- Non-Profit fee per day changed from \$281.00 to \$464.00
- Private Groups per hour no change (\$67.00)
- Private Groups per day changed from \$312.00 to \$536.00

Changed Meeting Room Small rates:

- Non-profit changed from \$15.00 to \$18.00
- Commercial group changed from \$32.00 to \$33.00

Removed Rock Climbing Adjust per session rates

Park Fees:

Groupings and rates changed for all Parks

Planning:

Added Right of Way Vacation fee \$1,000 plus costs

Public Works Administrative

Changed Erosion Control Kit fee changed from \$145.75 to \$159.00

Bellhaven Fees:

Rate change changed from \$1,029.00 to \$1,209.00

Public Works Installation Fee

Changed Meter and service line install changed from \$2,468.00 to \$2,992.00

Changed Meter only install fee changed from \$146.00 to \$200.00

Park System Charge

Per unit fee changed changed from \$2,257.00 to \$2,685.00

Public Works ROW

Plan Review/Inspection fee changed from \$707.50 to \$721.65

Stormwater Fee for Single Family

Per square foot of impervious surface: changed from \$0.03 to \$0.04

System Development Charges rates changed

Single Meter lodging water units changed from \$1,674.00 x # units to \$1,967.00 x #

Single Meter lodging sewer changed from \$3,096.00 to \$3,637.00 x # units

Single Meter Multi Family water changed from \$1,608.00 to \$1,889.00 x # units

Single Meter Multi Family sewer changed from \$2,970.00 to \$3,487.00 x # units

Residential ¾" Meter – water changed from \$3,394.00 to \$3,987.00

Residential ¾" Meter – sewer changed from \$6,273.00 to \$7,367.00

Residential 1" Meter – water changed from \$5,655.00 to \$6,641.00

Residential 1" Meter – sewer changed from \$10,453.00 to \$12,276.00

Residential 1.5" Meter – water changed from \$11,244.00 to \$13,205.00

Residential 1.5" Meter – sewer changed from \$20,904.00 to \$24,549.00

Residential 2" Meter – water changed from \$18,094.00 to \$21,248.00

Residential 2" Meter – sewer changed from \$33,448.00 to \$39,279.00

Traffic Impact Fees – North end

Villages at Cascade Head & Lincoln Palisades changed from \$4,838.00 to \$5,681.00

Transportation Fee

Per unit rate changed changed from \$794.00 to \$933.00

Water and Sewer Billing Rates

Added to fee schedule, per rates adopted at Council meeting June 10, 2024

Council Options:

- Approve Resolution 2024-16 adopting the revised fee schedule
- Approve Resolution 2024-16 adopting the revised fee schedule as amended
- Do not approve Resolution 2024-16

Attachments:

Resolution 2024-16 Fee Schedule (PDF)

RESOLUTION NO. 2024-16

A RESOLUTION OF THE CITY OF LINCOLN CITY ADOPTING REVISIONS TO THE CITY ADMINISTRATION (ADMINISTRATIVE FEES – BUSINESS RELATED) FEE SCHEDULE

WHEREAS, the City of Lincoln City has established fees and charges for various applications;

WHEREAS, the code and ordinances provide that the City shall set administrative fees and revise those fees as necessary by resolution of the City Council.

WHEREAS, ORS 294.160 mandates that the City provide an opportunity for public comment when fees or charges are established or increased; and

WHEREAS, Council desires to approve the placement of fees under City Administration as set forth herein; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LINCOLN CITY, AS FOLLOWS:

Section 1. The recitals set forth above are true and correct and incorporated herein by this reference.

Section 2. The City Council of the City of Lincoln City hereby adopts the attached revisions to the administrative fee schedule attached and incorporated herein by this reference. The attached schedule of fees and charges are adopted as the current fees and charges for the City of Lincoln City. Fees and charges not specifically amended by this Resolution remain in full force and effect.

Section 3. This Resolution is effective as of the date of its adoption.

PASSED AND APPROVED by the City Council of the City of Lincoln City, Oregon, this 24th day of June, 2024.

1
2 _____
3 SUSAN WAHLKE
4 MAYOR

5
6
7 ATTEST:

8
9
10
11 _____
12 JAMIE YOUNG
13 CITY RECORDER

14
15
16 APPROVED AS TO FORM

17
18
19
20 _____
21 DAVID JAMES ROBINSON
22 CITY ATTORNEY

NOTICE: Public Record Fees on this Schedule are Based upon the Estimated Time to Search, Retrieve, and Redact the Record, Multiplied by the Hourly Rate of the Employee(s) that will be Responding to the Request

ADMINISTRATIVE FEES - Business Related

Alarm Permits - Commercial	\$75.00
Alarm Permits - Residential	\$50.00
Liquor License - Original Application	\$100.00
Liquor License - Change of Ownership/Name/Location/or Privilege	\$75.00
Liquor License-Renewal/Temp Sales/Temp Use of Annual License	\$35.00
Business Occupation Tax Permit (BOTP):	
Application Fee	\$50.00
Annual Fee	\$100.00
More Than Three (3) Employees	\$10.00 per each employee
Mobile Food Unit Annual Fee	\$100
Space/Booth/Table Inside Business	\$20.00 each
Street Vendor	\$25.00
Associate Fee	\$10.00 per person
Change of Ownership/Location	\$50.00
Display of Outdoor Merchandise - Winter Seasonal	\$25.00
Display of Outdoor Merchandise - Temporary	\$25.00
Home Occupation Permit	\$50.00
Vacation Rental Dwelling:	
License Fee	\$100.00
License Renewal - Annual	\$100.00
License Renewal - Late Fee	\$150.00
Local Rep Change (Not at Renewal)	Actual Cost
Vehicle for Hire:	
Annual Application Fee:	
Application Initial	\$150.00
Application Renewal	\$100.00
Annual Vehicle License Fee:	
License Fee	\$100.00
Annual Business Occupational Tax Permit:	
Permit Fee	\$100.00

ADMINISTRATIVE FEES - Miscellaneous

GIS Maps (On CD)	\$150.00
GIS Maps (Paper)	\$100.00 per hour
Initiative Petition Filing Fee (Non-refundable)	\$280.00
Initiative Referendum Filing Fee (Non-refundable)	\$140.00
Initiative Petition or Referendum Final Filing Fee	\$500.00
Lien Search	\$25.00
Mailing	Actual Cost
Map Copies (black and white sheets 24" x 36")	\$3.00 per sheet
Map Copies (colored sheets 24" x 36")	\$15.00 per sheet
Notarial Fees (Per OAR 160-100-0400 and ORS 194.164):	
City Business ONLY	No charge
Overnight Parking Permit (48 Hours)	\$50.00
Photocopies (black and white)	\$.10 per side copied
Photocopies (black and white - 11" x 17")	\$.20 per side copied
Photocopies (color up to 11" x 17")	\$1.00 per side copied
Photocopies (color 11" x 17")	\$1.50 per side copied
Postage	Actual Cost
Public Information Request (Staff time - first 15 min free)*	Staff Time

*Actual cost or the stated fee is determined by multiplying the loaded hourly rate of the involved city employee by the time spent making

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Recording Fee:	
Consents To Annex, Deeds, Easements, etc.	Pursuant to Lincoln County Code
Satisfaction of Lien	Pursuant to Lincoln County Code
Registration of distressed property	No charge
Returned or NSF Checks	\$25.00
Special Events Permit	\$50.00
USB Drive	\$15.00
STRUCTURAL PERMIT FEES:	
TOTAL VALUATION	
\$1.00 TO \$2,000	\$95.00
\$2,001 TO \$25,000	\$95 for the first \$2,000 plus \$12 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,000.00 to \$50,000.00	\$371 for the first \$25,000 plus \$10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$621 for the first \$50,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001.00 and up	\$921 for the first \$100,000 plus \$5 for each additional \$1,000 or fraction thereof.
Per OAR 918-050-0100, building valuation for new construction and additions is determined per the ICC Building Valuation	
OTHER FEES AS APPLICABLE	
Structural Plan Review (when applicable)	65% of structural permit fee
Seismic Surcharge – Structural and Mechanical plan review required on essential facilities	1% of structural permit fee
Additional Plan Review (when applicable) - hourly	\$95.00/hour, minimum one (1) hour
Fire Life Safety Plan Review (when applicable)	40% of structural permit fee
Reinspection – per each	\$95.00
Each additional inspection, above allowable – per each	\$95.00
Inspections for which no fee is specifically indicated (as required) and change of occupancy.	\$95.00/hour, minimum one (1) hour
Inspection outside of normal business hours - hourly	\$95.00/hour, minimum two (2) hours
Deferred Submittal Plan Review Fee – in addition to project plan review fees	65% of the building permit fee based on the value of the particular deferred submittal with a \$200.00 minimum
Permit Reinstatement fee – to renew already expired permit, as eligible and approved by the Building Official; subject to State Surcharge	\$100.00
Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge	\$75.00
Plan Review of Master Plans that have been previously reviewed. (This applies to re-submitted reviewed plans without changes and within the same code cycle and subject to the approval of building official).	50% of calculated plan review fee
Temporary Certificate of Occupancy (30 day) (Issuance of a temporary C of O, and extensions, requires approval of the	Residential: \$200/month Commercial: \$300/month
Foundation-only permit (This permit fee for partial work is in addition to the full permit fee)	20% of full permit fee based on full valuation
Shell-only permit (Future tenant improvement requires permits based on valuation of work are required prior to occupancy)	Deduct 20% from the valuation per ICC Building Valuation Data Table
Change of contractor on permit, if allowed	\$100.00

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Phased Project Plan Review Fee – in addition to project plan review fees	\$275.00 minimum phasing (application) fee plus 10% of the total project building permit fee not to exceed \$1500.00 per phase
Structural demolition –When required per local ordinance	\$50.00
Structural alteration (<u>not</u> demo) Requires State Surcharge	See Structural Permit Fee table, by valuation
Building Appeals Hearing Filing Fee	\$150.00
Note: The fees noted above that are not specific to structural (e.g. Change of contractor, Phased project Plan Review Fee, Permit Extension) apply to all disciplines; not just structural.	
Residential Fire Suppression – Standalone System, fee includes plan review. This applies to One and Two Family Dwellings and Townhouses Also, see Plumbing Fee section for Continuous Loop/Multipurpose System	
Square Footage of Area to be Covered	
0 – 2000 sq ft	\$200.00
2001 – 3600 sq ft	\$275.00
3601 - 7200 sq ft	\$350.00
7201 sq ft and greater	\$425.00
Commercial Fire Suppression	
See Structural Permit Fee table, by valuation, and plan review fee noted above	
Fire alarm/notification system – This applies to commercial buildings and separate Electrical Permit is required	
See Structural Permit Fee table, by valuation, and plan review fee noted above	
Solar Structural Installation Permits – separate Electrical Permit application may also be required	
Solar Permit (when required) – Prescriptive Path System, fee includes plan review. (Includes two (2) inspections, additional inspections, if required, are per hourly rate above).	\$250.00
Solar Permit – Non-Prescriptive Path System	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.
Investigation Fees - Applicable to all disciplines and as established by the Building Official.	
Investigation Fee – A* Low effort to determine compliance	\$95.00/hour, minimum one (1) hour
Investigation Fee – B* Medium effort to gain compliance. Stop Work Order posted. Applicant obtains requirement permits within 10 business days.	\$95.00/hour, minimum three (3) hours
Investigation Fee – C* High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in the past 12 months for starting work without permits or other violations	\$95.00/hour, minimum four (4) hours
*This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
Note: All permits and inspections are subject to state 12% state surcharge in accordance with state law. See Building Codes Division website for additional information on state surcharge.	
MANUFACTURED DWELLING PLACEMENT PERMIT FEES	
Manufactured Dwelling Placement Fee *	\$400.00

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State (Cabana) Fee	\$30.00
* Per OAR 918-050-0130(1)-(2), fee includes the concrete slab, runners or foundations that are prescriptive, electrical	
Manufactured Dwelling/RV Parks – Area Development Permit (ADP)	
The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.	
ELECTRICAL PERMIT FEES:	
New Construction	
Residential	
First 1000 sq ft or less	\$250.00
Each additional 500 sq ft or portion thereof	\$50.00
Limited Energy – new residential construction	\$50.00
Each Manufactured Home/Modular Dwelling service	\$100.00
Multifamily	
New Multifamily Construction	Fee for largest unit calculated using above sq ft rates - plus 50% of permit fee for each additional unit
Multifamily, new construction – Limited Energy System – per floor	\$50.00
Multifamily, new construction – Protective Signaling – per floor	\$50.00
Service Feeders – Installation, Alteration, Relocation	
200 amp or less	\$150.00
201 – 400 amps	\$175.00
401 – 600 amps	\$300.00
601 – 1000 amps	\$400.00
Over 1000 amps or volts	\$500.00
Reconnect Only	\$100.00
Temporary Service Feeders – Installation, Alteration, Relocation	
200 amp or less	\$100.00
201 – 400 amps	\$125.00
401 – 600 amps	\$200.00
601 – 1000 amps	\$300.00
Over 1000 amps or volts	\$500.00
Branch Circuits – New, Alteration, Relocation	
With service or feeder – per each	\$12.00
Without service or feeder	\$90.00 for first branch circuit,
Renewable Energy	
Renewable energy for electrical systems- 5kva or less	\$100.00
Renewable energy for electrical systems- 5.01kva through 15kva	\$150.00
Renewable energy for electrical systems- 15.01kva through 25kva	\$250.00
Renewable energy - solar generation over 25kva	\$250.00 for first 25kva plus \$6.25 per kva over 25kva, – <i>maximum fee at 100kva</i>
Renewable energy for wind systems - 25.01kva through 50kva	\$350.00
Renewable energy for wind systems - 50.01kva through 100kva	\$800.00
Other Electrical Fees	
Pump or Irrigation Circle – per each	\$95.00
Sign or Outline Lighting – per each	\$95.00

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Signal Circuit(s) or Limited Energy system, alteration or extension, each system – non-new residential and all commercial (<i>new residential and multifamily construction – see above</i>)	\$95.00
Swimming Pool (<i>incl. panel, 3 circuits and bonding</i>)	\$95.00
Master Permit – application fee, one time at initial application; renews annually as applicable	
Master Permit – inspection fee – per hour; includes travel time, inspection, and report writing	\$100.00
Electrical Plan Review	\$95.00/hour, minimum one (1) hour
(See OAR 918-311-0040 for applicability)	25% of electrical permit fee
Additional Plan Review (when applicable) – per hour	\$95.00/hour, minimum one (1) hour
Reinspection – per each	\$95.00
Each additional inspection, above allowable – per each	\$95.00
Inspections for which no fee is specifically indicated (as required) – per hour	\$95.00/hour, minimum one (1) hour
Inspection outside of normal business hours – per hour	\$95.00/hour, minimum two (2) hours + mileage
Investigation fee - Electrical	See Structural Investigation Fees
Minimum Fee – Electrical	\$95.00
Mechanical Fees- Residential	
Air conditioner	\$25.00
Air handling unit of up to 10,000 cfm	\$25.00
Air handling unit 10,001 cfm and over	\$25.00
Appliance of piece of equipment regulated by code but not classified in other appliance categories	\$25.00
Attic or crawl space fans	\$25.00
Chimney/liner/flue/vent	\$25.00
Clothes dryer exhaust	\$25.00
Decorative gas fireplace	\$50.00
Ductwork only	\$25.00
Evaporative cooler other than portable	\$25.00
Floor furnace, including vent	\$25.00
Flue vent for water heater or gas fireplace	\$25.00
Furnace – greater than 100,000 BTU	\$50.00
Furnace – up to 100,000 BTU	\$50.00
Furnace/burner including duct work/vent/liner	\$50.00
Gas or wood fireplace/insert	\$50.00
Gas fuel piping outlets one (1) to four (4) outlets	\$25.00
Additional gas piping outlets over four (4)/each	\$10.00
Heat pump	\$25.00
Hood served by mechanical exhaust, including ducts for hood	\$25.00
Hydronic hot water system	\$25.00
Installation or relocation domestic/type incinerator	\$25.00
Mini split system	\$25.00
Oil tank/gas diesel generators	\$50.00
Pool or spa heater, kiln	\$25.00
Range hood/other kitchen equipment	\$50.00
Repair, alteration, or addition to mechanical appliance including installation of controls	\$25.00

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Suspended heater, recessed wall heater, or floor mounted heater	\$25.00
Ventilation fan connected to single duct	\$25.00
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$25.00
Water heater	\$25.00
Wood/pellet stove	\$50.00
Other heating/cooling	\$25.00
Other fuel appliance	\$50.00
Other environment exhaust/ventilation	\$25.00
Mechanical Fees- Commercial	
Based on valuation, see structural permit fees	
Other Mechanical Fees	
Mechanical Plan Review (when applicable)	25% of mechanical permit fee
Additional Plan Review (when applicable) – per hour	\$95.00/hour, minimum one (1) hour
Reinspection – per each	\$95.00
Each additional inspection, above allowable – per each	\$95.00
Inspections for which no fee is specifically – per each indicated (as required)	\$95.00/hour, minimum one (1) hour
Inspection outside of normal business hours	\$95.00/hour, minimum two (2) hours
Investigation fee - Mechanical	See Structural Investigation Fees
Residential or Commercial Mechanical Minimum Permit Fee-	\$95.00
Plumbing Permit Fees	
New one (1) & two (2) Family Dwelling – includes one (1) kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath counted as whole.	
One bathroom, one kitchen	\$450.00
Two (2) bathrooms, one (1) kitchen	\$525.00
Three (3) bathrooms, one (1)kitchen	\$600.00
Each additional bathroom > three (3) – or – kitchen > one (1)	\$100.00/each
Each additional 100 ft or fraction thereof of site utilities – water, sewer, storm (which includes rain, footing, trench, and leach) – <i>first 100 ft included in bathroom/kitchen fee</i>	\$75.00
Commercial and Non-New Residential	
Site Utilities	
Sanitary Sewer - First 100 feet or less	\$95.00
Sanitary Sewer - Each additional 100 feet or fraction thereof	\$75.00
Storm – first 100 feet or less	\$95.00
Storm – Each additional 100 feet or fraction thereof	\$75.00
Water – first 100 feet or less	\$95.00
Water – Each additional 100 feet or fraction thereof	\$75.00
Fixtures (cost per each)	
Absorption valve	\$25.00
Backflow preventer	\$25.00
Backwater valve	\$25.00
Catch basin or area drain	\$25.00
Clothes washer	\$25.00
Dishwasher	\$25.00
Drinking fountain	\$25.00
Ejectors/sump pump	\$25.00

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Expansion tank	\$25.00
Fixture cap	\$25.00
Floor drain/floor sink/hub drain	\$25.00
Garbage disposal	\$25.00
Hose bib	\$25.00
Ice maker	\$25.00
Primer	\$25.00
Residential fire sprinklers	\$25.00
Sink/basin/lavatory	\$25.00
Stormwater retention/detention tank/facility	\$25.00
Swimming pool piping	\$50.00
Trench drain	\$25.00
Tub/shower/shower pan	\$25.00
Urinal	\$25.00
Water closet	\$25.00
Water heater	\$25.00
Other – plumbing	\$25.00
Alternate potable water heating system	\$25.00
Interceptor/grease trap	\$25.00
Manholes	\$25.00
Roof drain (commercial)	\$25.00
Re-piping/retrofit water supply-residential	\$50.00
Residential or Commercial Plumbing Minimum Permit Fee	\$95.00
Medical Gas – fee based on installation costs and system equipment, including but not limited to inlets, outlets,	
Valuation	
\$1 - \$2,000	\$150.00
\$2,001 - \$25,000	\$150.00 for the first \$2,000 plus \$15.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$100,000	\$495.00 for the first \$25,000 plus \$10 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and above	\$1,245.00 for the first \$100,000 plus \$7.00 for each additional \$1,000 or fraction thereof
Residential Fire Suppression – Multipurpose/Continuous Loop System, fee includes plan review	
<i>[See Structural Fee section for Standalone System]</i>	
Square Footage of Area to be Covered	
0 – 2,000 sq ft	\$200.00
2,001 – 3,600 sq ft	\$250.00
3,601 - 7,200 sq ft	\$350.00
7,201 sq ft and greater	\$450.00
Other Plumbing Fees	
Plumbing Plan Review (when applicable) – commercial or residential	40% of commercial plumbing permit fee
Additional Plan Review (when applicable) – per hour	\$95.00/hour, minimum one hour
Reinspection – per each	\$95.00/each
Each additional inspection, above allowable – per each	\$95.00
MH Park Service Connect Sewer, Water & Storm (per space)	\$95.00
Inspections for which no fee is specifically indicated (as required) – per hour	\$95.00/hour, minimum one (1) hour
Inspection outside of normal business hours – per hour	\$95.00/hour, minimum 2 (two) hours + mileage
Investigation fee - Plumbing	See Structural – Investigation Fees

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Note: Grading fees will only apply if the jurisdiction adopts Appendix J-Grading locally by ordinance.

Grading Permit Fees

Grading permit fees are applicable where Appendix J is adopted locally. See adopted appendix for grading requirements, definitions, and other information. No state surcharge.

Cubic Yards

25 cubic yards or less	No permit required
26 – 100 cubic yards	\$90.00
101 – 1,000 cubic yards	\$90.00 for the first 100 cubic yards, plus \$20.00 for each additional 100 cubic yards or fraction thereof
1,001 – 10,000 cubic yards	\$270.00 for the first 1,000 cubic yards, plus \$30.00 for each additional 1,000 cubic yards or fraction thereof
10,001 – 100,000 cubic yards	\$540.00 for the first 10,000 cubic yards, plus \$80.00 for each additional 10,000 cubic yards or fraction thereof
100,001 or more cubic yards	\$1,260.00 for the first 100,000 cubic yards, plus \$40.00 for each additional 100,000 cubic yards or fraction thereof

Plan Review Fee	65% of permit fee
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Administration Fees

Technology Fee	3% of permit fee
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CONFERENCE/MEETING ROOMS:

Meeting rooms rental policy: If the building is opened during non-operating hours, rental shall be subject to actual personnel cost required to open, staff, or close the building. Any use of the City's technology in Council Chambers or the Northwest Conference Room, whether during operating hours or non-operating hours, will be subject to actual personnel cost required to utilize the technology. Room rental shall be subject to City Manager approval with a two (2) hour minimum. ***Restricted to governmental or educational institutions**

*City Council Chambers (fee per hour with two (2) hour minimum)	\$15.00
*City Council Chambers (fee per day)	\$100.00
Computer Lab (fee per hour)	\$10.00
Computer Lab (fee per day)	\$75.00
Driftwood Library Meeting Room	
Commercial Groups (fee per hour)	\$30.00
Commercial Groups (fee per day)	\$200.00
Private Groups (fee per hour) - Meeting not open to public	\$10.00
Private Groups (fee per day) - Meeting not open to public	\$65.00
Northwest Conference Room (fee per hour)	\$10.00
Northwest Conference Room (fee per day)	\$75.00
Public Works Conference Room (fee per hour)	\$10.00
Public Works Conference Room (fee per day)	\$75.00

DRIFTWOOD PUBLIC LIBRARY:

Administrative Fees:	
Failure to pick up Inter Library Loan (ILL) Materials	\$5.00
Flash Drives	Actual Cost
Headphones (Taken outside of the library)	Actual Cost
Internet Printing Fees (fee per page)	\$0.10
Photocopies (single sided)	\$0.10

Lost/Damaged Items:

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Lost/Damaged Items	Retail Replacement
Lost/Damaged packaging	\$5.00
Lost/Damaged Labels (fee per label)	\$1.00
Meeting Room Fees (Waived for non-profits):	
Commercial Groups (fee per hour)	\$30.00
Commercial Groups (fee per day)	\$200.00
Private Groups (fee per hour) - Meeting not open to public	\$10.00
Private Groups (fee per day) - Meeting not open to public	\$65.00
Out of District Card Fees:	
Annual	\$68.00
Six (6) Months	\$34.00
Three (3) Months	\$24.00
Overdue Fines:	
Maximum overdue fines per item	\$10.00
Interlibrary loan overdue fee	\$1.00/day
EXPLORE LINCOLN CITY:	
Renewal/Temporary Sales/Temporary Use of Annual Logo License	\$50.00
MUNICIPAL COURT:	
Administrative Fee	\$65.00
Contract Payment Set-Up Fee	\$25.00
Suspension Fee	\$35.00
PARKS AND RECREATION - Community Center:	
Admission - Daily:	
All Access:	
Youth (Ages 2-17) General Admission Drop-in	\$3.25
Youth (Ages 2-17) In-City Discount Drop-in	\$3.25
All Access Regular Price	\$8.00
All Access Adult (Ages 18-64 w/ In-City Discount)	\$5.00
All Access *Special Population Regular Price	\$6.50
All Access *Special Population w/ In-City Discount	\$4.25
*Includes Medicare, Medicaid & Veterans	
All Access Pass- Annual	
All Access Youth (Ages 2-17)	\$259.00
All Access Regular Price	\$517.00
All Access w/In-City Discount	\$380.00
All Access *Special Population Regular Price	\$385.00
All Access *Special Population w/ In-City Discount	\$300.00
All Access Household Pass	\$1,099.00
All Access Household Pass w/ In-City Discount	\$817.00
*Includes Medicare, Medicaid & Veterans	
All Access Pass- Quarterly- Removed for 2024-25 Now auto renew by month	
All Access Pass- 4 Weeks- Removed for 2024-25 Now auto renew by month	
All Access Pass - Monthly - New name and auto pay discount	
All Access Youth (Ages 2-17)	\$33.00
All Access Youth (Ages 2-17) w/ Auto Pay Discount	\$25.00
All Access Regular Price	\$65.00
All Access w/Auto Pay Discount	\$48.00
All Access w/In-City Discount	\$48.00
All Access w/In-City + Auto Pay Discounts	\$36.00
All Access *Special Population Regular Price	\$48.00
All Access *Special Population w/Auto Pay Discount	\$37.00
All Access *Special Population w/ In-City Discount	\$38.00
All Access *Special Population w/ In-City + Auto Pay Discounts	\$29.00

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All Access Household Pass	\$138.00
All Access Household Pass w/Auto Pay Discount	\$104.00
All Access Household Pass w/ In-City Discount	\$103.00
All Access Household Pass w/ In-City Discount + Auto Pay Discount	\$78.00
15-Use Punch Passes	
15-Use Punch Pass Youth (Ages 2-17)	\$43.00
15-Use Punch Pass Adult (Ages 18-61)	\$106.00
15-Use Punch Pass Adult (Ages 18-64) w/ In-City Discount	\$64.00
15-Use Punch Pass *Special Population	\$84.00
15-Use Punch Pass *Senior (Ages 62+) w/ In-City Discount	\$54.00
*Includes Medicare, Medicaid & Veterans	
Medicaid/Medicare Programs	
Silver & Fit, Renew Active, Aaptiv Advantage, One Pass	Minimum of \$3.80/visit
Swim Lessons	
In-City	\$52.00
Outside City	\$65.00
Private - one (1) student	\$33.00
Private - two (2) students	\$52.50
Rec Kids (Price is Per Contact Hour):	
Summer Camp Weekly In-City & Winter Break Camp	\$3.25
Summer Camp Weekly Outside City & Winter Break Camp	\$3.75
Annual School Year and No School Days In-City	\$3.25
Annual School Year and No School Days Outside City	\$3.75
Youth Sports	
Resident (Local Leagues)	\$55.00
Non-Resident (Local Leagues)	\$55.00
County Leagues	\$55.00
PARKS AND RECREATION - Center Permits for Exclusive Use of a Community Center Area: Day permit is now based on eight 8 hrs/day. Calculated on percentage of private rate, commercial is 150% and non-profit is 80%.	
Meeting Room - Meeting room policy- if the building is opened during non-operating hours, rental shall be subject to actual personnel costs required to open, staff, or close the building. Room rental shall be subject to a two-hour minimum.	
Meeting room policy fee for non-operating building hours	\$38.00
Application Fee - Non refundable	
For permits for exclusive use of a Community Center area	\$10.00
Concessions - Code requires 10% Gross sales or Flat Rate	
Interim Daily Rate	\$50.00
(Not available for concessions exceeding 180 days)	
Interim Monthly Rate	\$1,000.00
(Not available for concessions exceeding 180 days)	
Gym Rental:	
Commercial Groups (subject to availability, fee per hour)	\$100.00
Commercial Groups (subject to availability, fee per day)	\$792.00
Non-Profit Groups (Fee per hour)	\$54.00
Non-Profit Groups (Fee per day)	\$464.00
Private Groups (Subject to availability, fee per hour)	\$67.00
Private Groups (Subject to availability, fee per day)	\$536.00
Kitchen Rental:	
Deposit for cleaning only	\$60.00

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Locker Rental:	
Quarter Small	\$28.00
Quarter Large	\$33.50
Annual Small	\$85.25
Annual Large	\$113.50
Meeting Room - Large:	
Non-Profit Groups (fee per hour) with Kitchen	\$28.00
Non-Profit Groups (fee per hour) without Kitchen	\$21.00
Private Groups (fee Per hour) with Kitchen	\$36.00
Private Groups (fee per hour) without Kitchen	\$26.00
Commercial Groups (fee per hour) with Kitchen	\$54.00
Commercial Groups (fee per hour) without Kitchen	\$40.00
Meeting Room - Small	
Non-Profit Groups (fee per hour)	\$18.00
Private Groups (fee per hour)	\$22.00
Commercial Groups (fee per hour)	\$33.00
Refundable deposit for rental with more than 50 participants	\$54.00
Pool Rental	
Private Groups - First 25 Swimmers (per hour)	\$91.00
Private Groups - For each additional 25 swimmers (per hour)	\$25.00
Private School - Pool Time	\$25.00
Private School - For Guard or Instructor (per hour)	\$41.00
Lincoln County School District - Pool	Free
Lincoln County School District - For Guard or Instructor (per hour)	\$41.00
Rock Climbing	
Hourly Rental - In-City Rate	\$41.00
Hourly Rental - Outside City	\$50.00
Youth (<i>per session</i>)	\$5.00
PARKS AND RECREATION - Park Permits for Exclusive Use of a Public Park Area: Day permit is now	
Note - Cleanup fee to be billed at time and materials for groups not leaving facilities in a clean condition.	
Application Fee - Non refundable	
For permits for exclusive use of a Public Park area.	\$10.00
Community Center - Outdoor Basketball Court w/ picnic tables	
Fee Per Hour two (2) hour minimum	\$19.00
Concessions - Code requires 10% Gross sales or Flat Rate	
Interim Daily Rate	\$50.00
(Not available for concessions exceeding 180 days)	
Interim Monthly Rate	\$1,000.00
(Not available for concessions exceeding 180 days)	
Dorchester Park - Picnic Shelter	
Non-profit Group - Per hour - two (2) hour minimum	\$15.00
Non-profit Group - Per day	\$120.00
Private Per Hour - two (2) hour minimum	\$19.00
Private Group - Per day	\$152.00
Commercial Group - Per hour - two (2) hour minimum)	\$29.00
Commercial Group -Per day	\$232.00
Dorchester Park - Multi-Sports Courts	
Per Court: Non-profit Group - Hourly	\$15.00
Per Court: Non-profit Group - Daily	\$120.00
Per Court: Private Group - Hourly	\$27.00
Per Court: Private Group - Daily	\$216.00
Per Court: Commercial Group - Hourly	\$40.50

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Per Court: Commercial Group - Daily	\$280.00
Josephine Young Memorial Park - Picnic Tables	
Picnic Table - Fee Per Hour - two (2) hour minimum per table:	
Non-profit Group - Per hour - two (2) hour minimum	\$15.00
Non-profit Group - Per day	\$120.00
Private - Fee Per Hour - two (2) hour minimum per table	\$19.00
Private Group - Per day	\$152.00
Commercial Group - Fee Per Hour - two (2) hour minimum per table	\$29.00
Commercial Group -Per day	\$232.00
Kirtsis Park-Fields	
Individual Fields Non-Profit Group (per hour)	\$47.00
Individual Fields Non-Profit Groups (per day)	\$416.00
Individual Fields Private Groups (per hour)	\$59.00
Individual Fields Private Group (per day)	\$472.00
Individual Fields Commercial Groups (per hour)	\$88.50
Individual Fields Commercial Groups (per day)	\$708.00
Light Use fee at Kirtsis Park (per night)	\$38.00
Nelscott Deck (Scott Plaza) Rental:	
Deck/Plaza - Fee Per Hour - two (2) hour minimum per table:	
Non-profit Group - Fee Per Hour - two (2) hour minimum per table	\$17.00
Non-profit Group - Per day	\$136.00
Private Group - Fee Per Hour - two (2) hour minimum per table	\$21.00
Private Group - Per day	\$168.00
Commercial Group - Fee Per Hour - two (2) hour minimum per table	\$32.00
Commercial Group -Per day	\$256.00
Regatta Park - Picnic Shelter	
Small Shelter - Fee Per Hour - two (2) hour minimum per table:	
Non-profit Group - Fee Per Hour - two (2) hour minimum per table	\$15.00
Non-profit Group - Per day	\$120.00
Private Per Hour with two (2) hour minimum	\$19.00
Private Group - Per day	\$152.00
Commercial Group - Per hour with two (2) hour minimum	\$29.00
Commercial Group -Per day	\$232.00
Regatta Park - Stage	
Fee Per Hour with two (2) hour minimum:	
Non-profit Group - Per hour with two (2) hour minimum	\$36.00
Non-profit Group - Per day	\$208.00
Private Per Hour with two (2) hour minimum	\$45.00
Private Group - Per day	\$360.00
Commercial Group - Per hour with two (2) hour minimum	\$68.00
Commercial Group -Per day	\$544.00
Sandpoint Park - Picnic Tables	
Picnic Table - Fee Per Hour - two (2) hour minimum per table:	
Non-profit Group - Per hour with two (2) hour minimum	\$15.00
Non-profit Group - Per day	\$120.00
Private - Per hour with two (2) hour minimum	\$19.00
Private Group - Per day	\$152.00
Commercial Group - Per hour (two-hour minimum)	\$29.00
Commercial Group -Per day	\$232.00
Siletz Bay - Picnic Tables	
Picnic Table - Fee Per Hour - two (2) hour minimum per table:	
Non-profit Group - Per hour (two-hour minimum)	\$15.00
Non-profit Group - Per day	\$120.00

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Private Per Hour (two-hour minimum)	\$19.00
Private Group - Per day	\$152.00
Commercial Group - Per hour (two-hour minimum)	\$29.00
Commercial Group -Per day	\$232.00
Skate Park Rental - Special Event Permit Required:	
Non-profit Groups - Hourly	\$42.00
Non-profit Groups - Daily	\$333.00
Private Groups - Hourly	\$52.00
Private Groups - Daily	\$416.00
Commercial Groups - Hourly	\$78.00
Commercial Groups - Daily	\$624.00
Schooner Creek Discovery Park	
Individual Fields Non-Profit Group (per hour)	\$47.00
Individual Fields Non-Profit Groups (per day)	\$378.00
Individual Fields Private Groups (per hour)	\$59.00
Individual Fields Private Group (per day)	\$472.00
Individual Fields Commercial Groups (per hour)	\$88.50
Individual Fields Commercial Groups (per day)	\$708.00
Taft Waterfront Park SW 51st Street - Picnic Shelter	
Large Shelter - Per hour with two (2) hour minimum:	
Non-profit Group - Per hour with two (2) hour minimum	\$36.00
Non-profit Group - Per day	\$208.00
Private - Per hour with two (2) hour minimum	\$45.00
Private Group - Per day	\$360.00
Commercial Group - Per hour with two (2) hour minimum	\$68.00
Commercial Group -Per day	\$544.00
Wecoma Park - 2 Picnic Tables	
Picnic Table - Per Hour (two-hour minimum) Per Table:	
Non-profit Group - Per hour with 2-hour minimum	\$15.00
Non-profit Group - Per day	\$120.00
Private Per Hour with 2-hour minimum	\$19.00
Private Group - Per day	\$152.00
Commercial Group - Per hour with 2-hour minimum	\$29.00
Commercial Group -Per day	\$232.00
PLANNING AND COMMUNITY DEVELOPMENT:	
Adjustment- Design Standard	\$150.00
Administrative Adjustment (AA)	\$400.00
Agreement to Delay Landscaping Installation	\$150.00
Annexation	\$1,000.00
Appeals	\$250.00
Bed & Breakfast Application	\$50.00
Comprehensive Plan Map Amendment	\$2,500.00
Conditional Use Permit (CUP)	\$900.00
Development Review	\$1,000.00
Director's Interpretation	\$500.00
Floodplain Development Permit	\$250.00
Geologic Hazard Report/Beach Protective Structure Review	\$500.00
Land Use Compatibility Statement (LUCS)/Zoning Confirmation	\$50.00
Miscellaneous (Describe):	Varies
Mobile Food Unit Land Use Review	\$150.00
Modification of Approved Type II Application	\$250.00
Modification of Approved Type III Application	\$600.00
Natural Resource Development Review	\$500.00
Natural Resource Development Variance	\$900.00

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Nonconforming Determination	\$350.00
Nonconforming Restoration Type II	\$350.00
Nonconforming Restoration Type III	\$800.00
Partition	\$350.00
Planned Unit Final Master Plan	\$1,000.00
Planned Unit Preliminary Master Plan	\$2,000.00
Planning Re-inspection (per re-inspection)	\$50.00
Planning Review for Building Permits	\$300.00
Pre-Application Conference	\$250.00
Property Line Adjustment (PLA)	\$350.00
Right-of-Way Vacation	\$1000 plus costs (publishing, postage, and recording)
Statutory Development Agreement	\$1,500.00
Subdivision Final Plat	\$500.00
Subdivision Preliminary Plat	\$1,000.00
Time Extension Application	\$150.00
Tree Removal Permit Application	\$50.00
Text Amendment	\$1,500.00
Urban Growth Boundary (UGB) Amendment	\$2,500.00
Vacation Rental Dwelling (VRD) Accessory to Unlimited	\$300.00
Vacation Rental Dwelling (VRD) Land Use Review	\$590.00
Vacation Rental Dwelling (VRD) Unit Re-inspection	\$100.00
Variance	\$900.00
Verbatim Written Transcript	\$500.00
Zoning Change (ZC)	\$2,500.00
Zoning Sign Permit	\$100.00
POLICE DEPARTMENT - ADMINISTRATIVE	
Code Enforcement Fees/Assessments	10% of fine
Copies of Police Reports/Video:	
First 5 pages	\$15.00
Each additional page	\$0.30
CD's and DVD's	\$15.00
Video Redaction (per 10 minutes)	\$98.00
Actual cost or the stated fee is determined by multiplying the loaded hourly rate of the involved city employee by the time spent making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the request. In addition, attorney time reviewing and redacting materials will be included.	
Fingerprinting:	
Children (free as public service)	Free
First Two Cards	\$30.00
Each Additional Card	\$5.00
Impound Fee	\$100.00
CAD Incident Response Reports	\$10.00
PUBLIC WORKS - ADMINISTRATIVE:	
***PLEASE NOTE THAT WATER, SEWER, PARK AND TRANSPORTATION FEE SYSTEM DEVELOPMENT	
ADVANCED FINANCE DISTRICT:	
Application Fee for 1-14 benefited properties	\$250.00
Application Fee for 15 or more benefiting properties	\$750.00
Application Processing Fee	\$100.00
ADMINISTRATIVE FEES:	
Account Change Fee	\$25.00

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After Hours Fee	\$50.00
Delinquent Notice - Door Hanger	\$25.00
Disconnection Fee - (Turn-Off Services)	\$50.00
Erosion Control Kit	\$159.00
Fire Hydrant Meter Deposit	\$1,000.00
Fire Hydrant Meter Install	\$55.00
Fire Hydrant Relocation	\$3,125.00
Grease Trap Ordinance (Non-Compliance)	25% of total wastewater, & wastewater commodity charges
* Illegal Connection - (Turn-On of Services)	\$50.00
Inspection Fee - Sewer (Includes staff time, vehicle use & Meter Read)	\$100.00
Meter Test (Customer Request)	\$35.00
Meter Test - (Inaccurate Meter)	No fee
Re-establishing Water After Hours - After City Hall Work Hours	\$50.00
Septage Handling Fee - Per Gallon	\$0.15
Street Cut Fee (Since Street Improvement)	\$500.00 for 1st year
	\$400.00 for 2nd year
	\$300.00 for 3rd year
	\$200.00 for 4th year
	\$100.00 for 5th year
* Illegal conduct will be documented and referred for prosecution. See e.g. ORS 164.365 Criminal Mischief in the First Degree. Fee is not a civil compromise.	
BELLHAVEN FEES:	
Bellhaven Fees	\$1,209.00
GIS FEES:	
CD of City Mapping Data	\$150.00
Mapping (Including paper and plotter cost)	\$100.00/hr.
INSTALLATION FEE (City):	
Meter and service line	\$2,992.00
Meter only	\$200.00
Residential Irrigation Meter	\$721.66
PARK SYSTEM CHARGE (Revised Every January 1) :	
Per Unit - Effective 09/12/94, Res. 94-28	\$2,685.00
PUBLIC WORKS PERMIT - RIGHT-OF-WAY:	
Plan Review & Inspection Fee - SFR/Duplex (Includes staff time, vehicle use and administrative costs)	\$721.65
Additional Revisions (Beyond 2)	\$200.00
Additional Inspections (Beyond 2)	\$100.00
STORMWATER FEE FOR SINGLE FAMILY RESIDENCE:	
Per square foot of impervious surface	\$0.04
SYSTEM DEVELOPMENT CHARGES (Revised Every January 1):	
Multi-Family Dwelling and Lodging Facilities That Share:	
A Single Meter:	
Lodging Water	\$1,967.00 x # of units
Lodging Sewer	\$3,637.00 x # of units
Multi-Family Dwellings Water	\$1,889.00 x # of units
Multi-Family Dwellings Sewer	\$3487.00 x # of units
Residential:	
3/4" Meter - Water	\$3,987.00
3/4" Meter - Sewer	\$7,367.00
1" Meter - Water	\$6,641.00

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1" Meter - Sewer	\$12,276.00
1.5" Meter - Water	\$13,205.00
1.5" Meter - Sewer	\$24,549.00
2" Meter - Water	\$21,248.00
2" Meter - Sewer	\$39,279.00
Water and Sewer Rates Effective August 15th Billing- Monthly Base Charge	
In-City Water	
5/8 Single Family	\$29.03
5/8 Other	\$27.76
1"	\$51.23
1.5"	\$98.16
2"	\$168.53
3"	\$332.73
4"	\$590.81
6"	\$1,177.52
8"	\$1,954.53
In-City Sewer	
5/8 Single Family	\$40.20
5/8 Other	\$40.20
1"	\$64.79
1.5"	\$114.07
2"	\$187.87
3"	\$360.17
4"	\$631.04
6"	\$1,246.43
Outside City Water	
5/8 Single Family	\$61.54
5/8 Other	\$58.85
1"	\$108.61
1.5"	\$208.10
2"	\$357.28
Outside City Sewer	
5/8 Single Family	\$85.22
5/8 Other	\$85.22
1"	\$137.35
1.5"	\$241.83
2"	\$398.28
Usage Charge Per 100 Cubic Feet (748 gallons)	
In-City Water	
Residential non-peak months*	\$4.35
Residential -peak months**	\$4.84
Commercial non-peak months	\$4.35
Commercial -peak months**	\$4.80
In-City Sewer	
Residential non-peak months*	\$6.67
Residential -peak months**	\$6.67
Commercial non-peak months	\$6.67
Commercial -peak months**	\$6.67
Outside City Water	
Residential non-peak months*	\$9.22
Residential -peak months**	\$10.26
Commercial non-peak months	\$9.22
Commercial -peak months**	\$10.18
Outside City Sewer	
Residential non-peak months*	\$14.14

CITY OF LINCOLN CITY
 Fee Schedule
 Effective July 1, 2024

Residential -peak months**	\$14.14
Commercial non-peak months	\$14.14
Commercial -peak months**	\$14.14
Fire Standby charge	10% of Base Charge based on standby meter size
Schooner Creek Surcharge	\$28.70
<p>* Residential minimum allowed consumption per each dwelling unit designed for occupancy by one family shall be allowed 400 cubic feet of consumption per month to be included within the base charge before the consumption rate per 100 cubic feet is charged, if the individual dwelling unit is connected to a water meter serving only that unit.</p>	
<p>** Peak months are the months where the majority of the consumption occurs during the months of July, August and September.</p>	
<p>DISCOUNT FOR DIGITAL BILLING AND PAYMENT</p> <p>A discount of \$0.50 per month per account shall be given to any customer who elects to receive a paperless (digital) statement and who pays the monthly bill using the City's online service.</p>	
<p>TRAFFIC IMPACT FEES - North End</p>	
Villages at Cascade Head and Lincoln Palisades 1, 2, and 3	\$5,681.00
<p>TRANSPORTATION FEE (Revised Every January 1):</p>	
Per Unit	\$933.00
<p>SOCIAL GAMING PERMIT FEES</p>	
Application Fee - Initial	\$200.00
Application Fee - Annual Renewal	\$200.00
Criminal Background Check Fee	\$25.00
Fingerprinting Fee	\$15.00

Council Communication

Resolution 2024-19: Supplemental Budget FY23-24

Meeting Date:	June 24, 2024	Primary Staff Contact:	Debbie Bridges
Department:	Finance	E-Mail:	dbridges@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	5 minutes

Authority:

ORS 294.471 provides that the governing body of any municipal corporation may make a supplemental budget where an occurrence or condition which had not been anticipated at the time of the preparation of the budget for the current fiscal year requires a change in financial planning.

Background:

Following are the items for which Finance is requesting appropriation changes in the FY2023-24 budget. This supplemental budget request requires a public hearing; notice has been published in the News Guard.

General Fund

- City Administration \$74,845
Request is to add \$74,845 to City Administration capital outlay for the new software subscription eScribe. Per GASB 96 the net present value of the license portion of the payments are to be recorded as a capital expenditure. This expenditure is offset by the addition of financing revenue in same amount.

Lincoln Square Operations Fund

- Lincoln Square Maintenance \$60,000
Request is to add \$60,000 to materials and services. There have been more expenditures needed in this fund than was anticipated in the original adopted budget. We had a couple issues with the fire suppression system that entailed callouts and emergency repairs. There were also some unplanned Culinary Center costs. This increase is funded by a decrease in contingency.

Internal Service Fund

- Geographical Information System \$43,152
Request is to add \$31,527 to GIS for capital outlay for the new software subscription ESRI, and \$11,625 to debt service for same. Per GASB 96 the net present value of the license portion of the payments are to be recorded as a capital expenditure, and the license portion of the payment made during the fiscal year is to be recorded as debt service. This expenditure is partially offset by the addition of \$31,527 in financing revenue. The remaining \$11,625 is funded by a decrease in contingency.

Street Capital Fund

- Transfers Out \$15,000
Request is to increase Transfers Out by \$15,000. Transfers out to the % for Art fund are higher than budgeted for. This increase is funded by a decrease in capital.

Police Building Bond 2018 Fund

- Transfers Out \$51,373
Request is to add Transfers Out category for \$51,373. The money left in this fund is from transfers in from the General Fund (not bond proceeds). As construction is finished, the remaining balance will be transferred back to the General Fund and this fund will be closed.

Water Bonds Fund

- Debt Service \$68
Request is to add \$68 to debt service. The final bond payment was \$68 higher than budgeted for. This increase is funded by additional transfer in from the Water Operations fund. This fund will be closed out this fiscal year.

Explore Lincoln City Fund

- Debt Service \$816
Request is to add \$816 to debt service, to fund debt service expense of the postage machine per GASB 87. This increase is funded by a decrease in capital.

Sewer Operations Fund

- Sewer Utility Maintenance \$100,000
Request is to add \$100,000 to capital expenditures, for capital needs that were unanticipated. We had several pump failures at three of our pump stations throughout the year that required immediate replacement, including rental of emergency pumps. This increase is funded by a reduction in Contingency.

Council Options:

- Motion to approve resolution 2024-19 adopting a supplemental budget for FY2023-24.
- Motion to approve resolution 2024-19 adopting a supplemental budget for FY2023-24, as amended.
- Do not approve resolution 2024-19.

Attachments:

Resolution 2024-19 - Supplemental Budget FY2023-24 (DOC)

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RESOLUTION 2024-19

A RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET OF THE CITY OF LINCOLN CITY, OREGON, FOR THE FISCAL YEAR 2023-2024, AS APPROVED BY THE CITY COUNCIL, AND MAKING APPROPRIATIONS

WHEREAS, ORS 294.471 provides that the governing body of any municipal corporation may make a supplemental budget where an occurrence or condition which had not been anticipated at the time of the preparation of the budget for the current year requires a change in financial planning; and

WHEREAS, the publication of the supplemental budget was given in the manner provided in ORS 294.311;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lincoln City as follows:

Section 1. That it hereby adopts the supplemental budget for 2023-2024, and is now on file in the office of the Finance Director.

Section 2. BE IT FURTHER RESOLVED that the additional amounts for the fiscal year ending June 30, 2024, for the purposes shown below are hereby appropriated as follows:

SEE EXHIBIT "A"

This resolution shall be effective upon passage.

PASSED AND APPROVED by the City Council of The City of Lincoln City this 24th day of June 2024.

SUSAN WAHLKE, Mayor

ATTEST:

JAMIE YOUNG, City Recorder

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**EXHIBIT A
SUMMARY OF SUPPLEMENTAL BUDGET**

FUND: GENERAL FUND

Resource	Amount	Requirement	Amount
1 Subscription Financing	74,845	1 City Administration	74,845
Revised Total Resources	21,132,225	Revised Total Requirements	21,132,225

Comments:

To add \$74,845 in City Admin capital expenditure for new software subscription per GASB 96.

FUND: LINCOLN SQUARE OPERATIONS

Resource	Amount	Requirement	Amount
1 _____		1 Lincoln Square Maintenance	60,000
2 _____		2 Contingency	-60,000
Revised Total Resources	800,159	Revised Total Requirements	800,159

Comments:

To increase appropriation for materials and services which are higher than budgeted.

FUND: INTERNAL SERVICE FUND

Resource	Amount	Requirement	Amount
1 Subscription Financing	31,527	1 Geographical Information	43,152
2 _____		2 Contingency	-11,625
Revised Total Resources	1,679,169	Revised Total Requirements	1,679,169

Comments:

To add \$31,527 in capital expenditures and \$11,625 in debt service for new software subscription per GASB 96.

FUND: STREET CAPITAL FUND

Resource	Amount	Requirement	Amount
1 _____		1 Transfers Out	15,000
2 _____		2 Street Improvements	-15,000
Revised Total Resources	9,012,246	Revised Total Requirements	9,012,246

Comments:

To move \$15,000 of appropriation from Street Improvements to Transfers Out for % of Art.

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FUND: EXPLORE LINCOLN CITY

Resource	Amount	Requirement	Amount
1		1 Tourism Attraction	-816
2		2 Debt Service	816
Revised Total Resources		Revised Total Requirements	
			10,551,076

Comments:

To add additional funding for GASB 87 debt service.

FUND: WATER BONDS FUND

Resource	Amount	Requirement	Amount
1 Transfers In	68	1 Debt Service	68
Revised Total Resources		Revised Total Requirements	
			447,495

Comments:

To add additional funding for final bond payment.

FUND: SEWER OPERATING

Resource	Amount	Requirement	Amount
1		1 Sewer Utility Maintenance	100,000
2		2 Contingency	-100,000
Revised Total Resources		Revised Total Requirements	
			7,829,792

Comments:

To add appropriation for emergency pumpstation repairs that were not in the original adopted budget.

FUND: POLICE BUILDING BOND 2018

Resource	Amount	Requirement	Amount
1		1 Transfers Out	51,573
2		2 Capital Outlay	-51,573
Revised Total Resources		Revised Total Requirements	
			473,579

Comments:

To create Transfers Out category, in order to close fund.

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Council Communication

Resolution 2024-20: Disposition of City Properties

Meeting Date:	June 24, 2024	Primary Staff Contact:	Alison Robertson
Department:	City Council	E-Mail:	alisonr@lincolncity.org
Secondary Dept:	Administration	Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	10 Min

Please see staff report under Public Hearings.

Attachments:

Res 2024-20 Res Directing Sale of City Property (PDF)

RESOLUTION NO. 2024-20

**A RESOLUTION OF THE CITY OF LINCOLN CITY AUTHORIZING AND DIRECTING
THE SALE OF CITY OWNED REAL PROPERTY**

RECITALS

A. The City is the legal Owner of nine (9) real properties located in Lincoln City, Oregon, identified as follows:

- Tax lot # 06-11-35-00-00403-00 Address: Vacant – Approx. 1.25-acre portion of property NW of NE Port Drive.
- Tax lot # 06-11-35-BB-11200-00 Address: Vacant - West of 6495 NE Sal La Sea DR
- Tax lot # 07-11-15-DD-01900-00 Address: Vacant – North of 1025 SE Hwy 101
- Tax lot # 07-11-15-DD-02100-00 Address: Vacant – North of 1025 SE Hwy 101
- Tax lot # 07-11-15-DD-02200-00 Address: Vacant – North of 1025 SE Hwy 101
- Tax lot # 07-11-15-DD-02300-00 Address: Vacant – North of 1025 SE Hwy 101
- Tax lot # 07-11-15-DD-02400-00 Address: Vacant – North of 1025 SE Hwy 101
- Tax lot # 07-11-27-AB-00700-00 Address: 3250 SE Fleet Ave.
- Tax lot # 07-11-22-CD-13505-00 Address: Vacant – SE Corner of SW Coast Ave. and SW 29th St.

B. On June 24, 2024, the Lincoln City City Council, at the Council Chambers at 801 SW Highway 101, Lincoln City, Oregon conducted an advertised public hearing on the proposed individual sale of the nine (9) real properties listed above, pursuant to ORS 221.725 and ORS 271.310.

C. The advertised purpose of the sale, and the reason the City Council finds it necessary or convenient to sell the property, is to generate funds which may be used to buy or develop property suitable for workforce or affordable housing according to the goals stated in the Housing Needs Analysis adopted by Council on July 10, 2017. The properties are being sold to the highest bidder, as is, without restrictions, except those existing of record.

D. The nature of the sale was advertised, and appraisal or other evidence of market value were fully disclosed and entered into the record at the public hearing on June 24, 2024.

E. Pursuant to ORS 221.725, any resident of the City was provided with an opportunity to present oral or written testimony on the subject of the sale to the City Council at the public hearing.

F. After hearing the staff report, public input, and due deliberation, Council made the findings set forth herein and directed the sale or the real properties identified below;

1 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LINCOLN**
2 **CITY, AS FOLLOWS:**

3
4 **SECTION 1. RECITALS.** The above recitals are true and correct and are incorporated
5 herein by this reference.

6
7 **SECTION 2. FINDINGS.**

8
9 The Council finds and determines that the relevant statutory criteria to for disposition of real
10 property are found in or referenced in ORS Chapter 271 (specifically ORS 271.310) as well as
11 ORS 221.725.

12
13 **ORS 271.310. Transfer or lease of real property owned or controlled by**
14 **political subdivision; Procedure in case of qualified title.**

15
16 (1) Except as provided in subsection (2) of this section, whenever any political
17 subdivision possesses or controls real property not needed for public use, or
18 whenever the public interest may be furthered, a political subdivision may sell,
19 exchange, convey or lease for any period not exceeding 99 years all or any part
20 of their interest in the property to a governmental body or private individual or
21 corporation. The consideration for the transfer or lease may be cash or real
22 property, or both.

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26 (4) Unless the governing body of a political subdivision determines under
27 subsection (1) of this section that the public interest may be furthered, real
28 property needed for public use by any political subdivision owning or controlling
29 the property shall not be sold, exchanged, leased or conveyed under the
30 authority of ORS 271.300 to 271.360, except that it may be exchanged for
31 property which is of equal or superior useful value for public use. Any such
32 property not immediately needed for public use may be leased if, in the
33 discretion of the governing body having control of the property, it will not be
34 needed for public use within the period of the lease.

35
36 **221.725 Sale of city real property; publication of notice; public hearing.**

37
38 (1) Except as provided in ORS 221.727, when a city council considers it necessary
39 or convenient to sell real property or any interest therein, the city council shall publish
40 a notice of the proposed sale in a newspaper of general circulation in the city, and
41 shall hold a public hearing concerning the sale prior to the sale.

42 (2) The notice required by subsection (1) of this section shall be published at least
43 once during the week prior to the public hearing required under this section. The
44 notice shall state the time and place of the public hearing, a description of the

1 property or interest to be sold, the proposed uses for the property and the reasons
2 why the city council considers it necessary or convenient to sell the property. Proof of
3 publication of the notice may be made as provided by ORS 193.070.

4 (3) Not earlier than five days after publication of the notice, the public hearing
5 concerning the sale shall be held at the time and place stated in the notice. Nothing in
6 this section prevents a city council from holding the hearing at any regular or special
7 meeting of the city council as part of its regular agenda.

8 (4) The nature of the proposed sale and the general terms thereof, including an
9 appraisal or other evidence of the market value of the property, shall be fully
10 disclosed by the city council at the public hearing. Any resident of the city shall be
11 given an opportunity to present written or oral testimony at the hearing.

12 (5) As used in this section and ORS 221.727, "sale" includes a lease-option
13 agreement under which the lessee has the right to buy the leased real property in
14 accordance with the terms specified in the agreement.

15
16 The Council finds that it has received all information necessary to make a decision based on the
17 Staff Report, public hearing testimony and the exhibits and evidence received.

18
19 The Council finds and determines that this proposal to sell the identified real properties meets all
20 applicable statutory minimum criteria for eligibility to sell real property, as more fully set forth
21 herein. Further the City Council finds and determines that the proposed disposition of real
22 property is deemed "necessary or convenient" to the City, and "furthers the public interest" as
23 the sale will build funds for workforce or affordable housing projects, consistent with the City's
24 2017 Housing Needs Analysis. The Council further finds and determines that the properties
25 identified in Section 3 below are not necessary for public use. The findings herein are supported
26 by competent substantial evidence in the whole record, incorporated herein by this reference.

27
28 **SECTION 3. ORDER.** Based on the above Findings set forth herein and based upon the
29 evidence in the whole record, the City Council hereby approves and directs the sale of the
30 following real properties:

- 31
- 32 • Tax lot # 06-11-35-00-00403-00 Address: Vacant – Approx. 1.25-acre portion of
- 33 property NW of NE Port Drive.
- 34 • Tax lot # 06-11-35-BB-11200-00 Address: Vacant - West of 6495 NE Sal La Sea DR
- 35 • Tax lot # 07-11-15-DD-01900-00 Address: Vacant – North of 1025 SE Hwy 101
- 36 • Tax lot # 07-11-15-DD-02100-00 Address: Vacant – North of 1025 SE Hwy 101
- 37 • Tax lot # 07-11-15-DD-02200-00 Address: Vacant – North of 1025 SE Hwy 101
- 38 • Tax lot # 07-11-15-DD-02300-00 Address: Vacant – North of 1025 SE Hwy 101
- 39 • Tax lot # 07-11-15-DD-02400-00 Address: Vacant – North of 1025 SE Hwy 101
- 40 • Tax lot # 07-11-27-AB-00700-00 Address: 3250 SE Fleet Ave.
- 41 • Tax lot # 07-11-22-CD-13505-00 Address: Vacant – SE Corner of SW Coast Ave.
- 42 and SW 29th St.
- 43

44 The real property sale is delegated to the City Manager and City Attorney who are authorized

1 to execute such deeds and other documents necessary to complete the sale. The Manager and
2 Attorney are authorized to expend funds necessary to effectuate the sale, including but not
3 limited to purchase of real estate and title company services and products. All sales are subject
4 to approval, if needed, of applicable land use actions (e.g. partition). The real property sale is
5 subject to all encumbrances of record and the sale is for cash. If other consideration is offered
6 (exchange of real property), the Manager may return to Council in an advertised public hearing if
7 in the Manager’s sole discretion, the offer is worthy of consideration.

8 **SECTION 4. EFFECTIVE DATE.** This resolution is effective as of the date of its adoption and
9 signature by the Mayor.

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11 PASSED AND ADOPTED by the City Council of the City of Lincoln City this ____ day of
12 _____, 2024.

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SUSAN WAHLKE, MAYOR

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19 ATTEST:

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23 _____
JAMIE YOUNG, CITY RECORDER

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26 APPROVED AS TO FORM:

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30 _____
DAVID JAMES ROBINSON

Council Communication

Contract Award for Advance Metering Installation Contract

Meeting Date:	June 24, 2024	Primary Staff Contact:	Stephanie Reid
Department:	Public Works	E-Mail:	SReid@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	5 minutes

Question:

Should the City Council approve the contract for installation only of water meters and radios for the Advance Metering Infrastructure (AMI) System, Phase 2B?

Staff Recommendation:

Staff recommends the Council approve the contract to only install water meters and radios of the AMI System for Phase 2B to Bateson Enterprises. LLC.

Authority:

LCMC 2.05.060. (Public improvement contracts shall be awarded by competitive bid or as provided by the Public Contracting Code or these rules) In this case, the Council approved the exemption from competitive bid.

Background:

The AMI System is a system where water meters are read by a radio rather than a meter reader visiting each meter on site. The system also provides real time information about the use of water. This information is sent to a Meter Data Management System where the information is process and stored. This information is also sent to the Caselle Software for billing. This information is also available to field operations and alerts are given when the system detects leaks on the service lines. The Public Works Department advertised the "Invitation to Submit Proposals for Progressive Design-Build" on August 20, 2021. On January 10, 2022 City Council selected Ferguson Waterworks to provide the AMI System.

Phase 1 with 378 meters was completed and Phase 2 with 1410 meters is completed except for the large meters which are on order.

The next Phase to be completed is Phase 2B with 725 meters. On February 26, 2024 City Council approved an exemption to the competitive bidding process for installing water meter/radio as part of the City's AMI System. On April 29 in

the Daily Journal of Commerce and on May 1, 2024 in the Lincoln County Legal advertise a Request For Proposals for Installation of Water Meter/Radio only was advertised. On May 16, 2024 the City only received one proposal from Bateson Enterprises, LLC. The proposal included the following budget:

Mobilization	\$7,500.00
Vacuum Trailer Rental	\$13,549.00
Installation of Meters	\$148,500.00
Miscellaneous	\$7,000.00
Total	\$176,549.00

Financial Impact:

The project is funded through the Water Capital Fund. The total project cost is budgeted at \$1,000,000 in FY 23-24. After completion of Phase 2, \$630,000 is remaining the budget for implementation of Phase 2B. Council has already approved the purchase of the water meter/radio on April 22, 2024 in the amount of \$221,668.00 which leaves \$408,332.00 for installation of the water meters.

Potential Motions:

Approve the installation of Phase 2B water meters and radios Bateson Enterprises in the amount of \$176,549.00 with a 10 percent contingency of \$17,654.90 for a total of \$194,203.90. Also approve the percent for art in the amount of \$882.75.