



MEMORANDUM

---

**DATE:** May 22, 2023  
**TO:** Honorable Mayor and City Councilmembers  
 Dave Perrault, City Administrator  
**FROM:** Julie Hanson, Assistant to the City Administrator/City Clerk  
**SUBJECT:** Ordinance 2023-005 Amending the 2023 Fee Schedule

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

---

**Council Should Consider**

Motions to approve, table, or deny the following:

- Approving Ordinance 2023-005 Amending the 2023 Fee Schedule
- Authorizing Publication of a Summary Ordinance

*Approval for authorization to publish a Summary Ordinance of 2023-005 requires an affirmative vote of four City Councilmembers.*

**Background**

Staff is proposing two amendments to the 2023 Fee Schedule. The first is a simple housekeeping edit related to Copying charges on page 1 of the Fee Schedule to include “legal size” in addition to the reference to the standard size of 8½ x 11 at a rate of \$.25 per page. Large size remains at \$.50 per page. This is to comply with State Statute.

The second proposed amendment relates to the requirement for a Commercial Recreation Outdoor permit. The City Council approved a Zoning Code amendment on April 24, 2023 that provided language to define and allow for an accessory commercial recreational outdoor activity (cornhole, horseshoes, bocce ball, etc.) as an accessory use in the B-2 General Business District. The amendment included the requirement for an administrative permit.

The administrative permit may be issued by the Community Development Department following staff review of a site plan and specifics and is subject to various requirements (see Section 3 of Attachment A). Staff recommends the fee for this permit be \$100 (for staff review time, administrative issuance of the permit, and inspections). This fee is also in keeping with a similar permit for Commercial Outdoor Display and Sales Area (also \$100).

Should the City Council approve the two proposed amendments (clarification of copy charges and a fee of \$100 for a newly created Commercial Recreation Outdoor permit), staff would also request authorization to publish a Summary Ordinance due to the length of the full Fee Schedule.

**Budget Impact**

N/A

**Attachments**

Attachment A: Copy of Ordinance 2023-004 adopted April 24, 2023

Attachment B: Draft Ordinance 2023-005 (see pages 1 and 6)

Attachment C: Summary Ordinance 2023-005