

RESOLUTION NO. 465

A RESOLUTION MODIFYING ARTICLE IV OF RESOLUTION NO. 370
BY THE ADDITION OF SECTION 10.

WHEREAS, due to a recent request from a particular builder for a refund of sewer connection fees, it has become evident that inclusion of a refund clause in Article IV of the governing resolution is required; and

WHEREAS, the City has certain administrative charges which are accumulated in the process of issuing Sewer Connection Permits and accepting sewer connection fees. In order for the City to recover these administrative costs, it will be necessary to provide for administrative costs in any sewer connection fee refund process.

NOW, THEREFORE, THE CITY RESOLVES as follows:

Add to Article IV of Resolution No. 370, Section 10 -
Refunding of Connection Fees.


When an applicant for a Sewer Connection Permit requests to the Public Works Director, in writing, that the sewer connection fee be refunded, the following shall be done:

- 1) The Public Works Director shall cause a verification

to be made that in fact the sewer connection was not connected.

- 2) When item (1) above has determined no sewer connection was made, the Director shall review each refund request separately, to assure that a sewer connection was not mandatory. In any event, reasoning for denial of refund shall be based on the Wilsonville City Code, governing rules, regulations, resolutions and resolutions adopted by the Department of Environmental Quality, State of Oregon and administered by the City of Wilsonville.
- 3) The refund amount, if approved by the Director, shall be equal to the total sewer connection fee paid for the structure(s), for which the applicant is requesting a refund, less fifteen percent (15%) for administrative charges.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 4th day of March, 1985, and filed with the Wilsonville City Recorder this same date.


A. G. MEYER, Mayor

ATTEST:


DEANNA J. THOM, City Recorder

CITY OF WILSONVILLE
MEMO

FEBRUARY 27, 1985
DATE

TO: MAYOR AND CITY COUNCIL
FROM: LARRY R. BLANCHARD
PUBLIC WORKS DIRECTOR *LRB*
SUBJECT: CB-R-120-85/CB-R-119-85

On February 9, 1985, I received a letter from Rollin Morris, dated February 7, 1985, regarding the inability to complete a single family house addressed at 29348 S.W. Courtside Drive. In review of Mr. Morris' request, it is apparent that Resolution No. 370, which regulates user and connection fees for sanitary sewer did not have any method of refunding said connection fees. Also Resolution No. 203, which regulates user and connection fees for water did not have a mechanism for refunding connection fees.

In review of the normal administrative costs involved in processing a permit, the following is normally done as a part of that permit.

1. The plan review is completed and the permit is issued.
2. The permit fee and forms are sent to Finance. The Finance Dept. then deposits the fund and processes the necessary paperwork in order account for the connection monies.
3. When a refund is requested the necessary paperwork is completed by the Public Works Dept., which in turn is transferred to the Finance Dept.
4. Upon review of the connection fee refund request, the Finance Dept. would then issue a check and mail said check to the refund request applicant.

At this point in time, depending on the size of the project, the administrative time spent for issuing this permit was between one & four hours of administrative time per person involved. Therefore, it was estimated that approximately 15% would be used in determining administrative charges for each permit.

RECOMMENDATION

Approve CB-R-119-85 and CB-R-120-85

lrb:md

cc: Internal - Sanitary Sewer Work Program/Concerns
Water Work Program/Concerns

Attach.

Feb. 7-1985

To the City of Wilsonville,

Dear Sir:

Due to unknown fill on the lot 29348 S. W. Courtside Dr. The owner will not be able to have the house built. Farm Home Adm. will not allow any more money to put into the cost of the lot for Bldg. Purpose. I purchased all the permits before I found out there was so deep of fill on the lot. I would very much appreciate it if I could redeem the money I paid for on the Bldg permit, Mechanical, Sewer & Water Meter, Sidewalk.

Thank you.

Rollin J. Morris
1034 Woodlawn Ave.
Cor. City Cor. 97045