

Summary of Proposed Fee Schedule Changes May 2010

Appeals: The existing appeal fee is a \$100 fixed fee, except for an appeal filed by the project applicant whose fee is subject to Time and Materials with a \$1,000 deposit. All appeals take more than one hour of staff time to process the application. The proposed fee schedule increases the fixed appeal fee to \$200.

Collections: The proposed fee schedule proposes a new fee associated with unpaid balances turned over to the County Revenue Recovery Division. A 15 percent additional charge will be assessed. This is recommended to cover the costs associated with additional work to process the unpaid balances as well as the charges from Revenue Recovery.

Boundary Line Adjustments (Lot Line Adjustments): The existing fee is a \$200 fixed fee for a Boundary Line Adjustment. The average time to process a standard application is three hours.

The proposed fee schedule increases the BLA fee to \$300 as a fixed fee. Conversion to T&M would not occur except by agreement with the applicant due to unique circumstances as determined by the Director.

All costs of processing these applications would be recovered. A new fee for the new service of granting a time extension is also recommended (\$50).

Building Permit Review: These fees are associated with the Planning Division review of building and grading permits for zoning compliance as well as other regulations. Existing fees are \$50 to \$320 fixed fees and the proposed fees are \$25 to \$600 fixed fees. Fees are based on average time to review and approve building and grading permits.

1. The proposed fees include a new fee associated with determinations on Flood Zones, Legal Parcel Review, and TRPA MOU compliance (\$100). This fee would be in addition to the other fees for development on lots with these constraints because of the additional work required.
2. The proposed fees for Commercial and Tenant Improvement fees are further graduated to distinguish between non-complex permits (\$50) and complex permits (\$600 or \$300).

Certificate of Compliance: The existing fee is charged as Time and Materials with a \$2,000 deposit.

1. The average time to process these types of Certificates of Compliance is 35 hours. The proposed fee schedule changes this to a fixed fee of \$3,500.

2. Another category is a “no hearing” certificate of compliance. The existing fixed fee is \$500. The proposed fee schedule increases to a fixed fee of \$600, since the process time averages six hours.

Design Review: The Design Review application fees are differentiated by the required approval process and CEQA process. Some Design Review applications are required to be approved by the Planning Commission and the rest may be approved by the Planning Director. Design Review applications that require an EIR or Negative Declaration require additional processing time than those that are exempt from further CEQA review.

1. The existing fee for the “Planning Commission, Major” Design Review is charged by Time and Materials with a \$2,000 deposit. The average time to process this type of application is 50 hours. The proposed fee schedule changes it to a fixed fee of \$5,000.
2. The existing fee for the “Planning Commission, Minor” Design Review is a fixed fee of \$500. The proposed fee schedule changes it to a fixed fee of \$1,000 because most of these types of design reviews were being converted to T&M and charged approximately 25 hours (or \$2,500). Because there is a wide range of project types, most can be accommodated with the new fixed fee, but some will need to be converted to Time and Materials.
3. The existing fee for “Staff Level, Major” is charged by Time and Materials with a \$1,000 deposit. The proposed fee schedule changes this to a \$5,000 fixed fee because the average time to process this type of application is 50 hours.
4. The existing fee for “Staff Level, Minor” is a fixed fee of \$300. The proposed fee increases this to a fixed fee of \$1,000 which would cover the cost of processing these applications.

Development Agreement: Existing fee is charged by Time and Materials with a \$5,000 deposit. Proposed fee change is only to reduce the Time and Materials deposit amount to \$2,500.

General Plan (map amendment): Existing fee is charged by Time and Materials with a \$2,000 deposit. Proposed fee change is to increase the Time and Materials deposit to \$4,000 due to the complexity of these types of permits.

Hourly Rate: The existing hourly rate is \$100 per hour. There is no change to the adopted hourly rate for Planning Services.

Mobile Home, Temporary: The existing fee is a fixed fee of \$60 and the proposed fee schedule increases the initial application fee to \$200, but reduces the renewal fee from \$60 to \$50, and eliminates the “late fee” charge of \$100. The rationale for this change is

that the initial application takes the majority of time to process and the renewals are routine. The “Late Fee” does not serve as an incentive and should be removed.

Parcel Maps: Parcel Map applications are primarily two-to-four lot residential parcel subdivisions. A commercial or industrial map (with any number of lots) is also processed as a Parcel Map. The existing fees are Time and Materials with various deposit amounts. The proposed fees schedule changes most of the Time and Materials fee process to fixed fees to establish certainty with the process costs. No conversion to Time and Materials would be made unless there were extraordinary circumstances as determined by the Director.

1. Existing fees for a residential Parcel Map are charged by Time and Materials with a deposit of \$2,000. The average time to process Parcel Map applications is 52 hours. The proposed is a fixed fee of \$5,200.
2. Existing fees for a “Commercial/Industrial” Parcel Map are charged by Time and Materials and identified as the “Tentative Map fees for Class 1 Subdivisions.” Under the proposed fee schedule, the fee is a fixed fee of \$5,000 plus \$100 per parcel, which is similar to the Tentative Map fees.
3. Existing fees for Major Revisions to residential Parcel Maps are charged by Time and Materials fee with a deposit of 75 percent of the base fee for a new Parcel Map. The proposed fee schedule changes this to a fixed fee of \$3,900 (which is 75 percent of the application for a Parcel Map).
4. Existing fees for Minor Revisions to residential Parcel Maps are fixed fees and charged as 25 percent of the base fee for a new Parcel Map. The proposed fee is a fixed fee of \$1,300 (which is 25 percent of the application for a Parcel Map).
5. Existing fees for Major Revisions to Commercial/Industrial Parcel Maps is changed from Time and Materials to a fixed fee, with no change in the deposit/fixed fee amount.
6. Existing fees for Corrections to a Recorded Parcel Map/Final Map are a fixed fee of \$500. The proposed fee is increased to a fixed fee of \$750. The increase is to cover the approximated average permit costs.

Planned Development: Existing fees are charged by Time and Materials with a \$2,000 deposit (or \$3,000 T&M deposit if the PD is being processed with a zone change). The proposed fee schedule increases the Time and Materials deposit to \$6,000, to address the more typical project cost.

Pre-Application Review: There are two forms of Pre-Application reviews. Those reviews for projects that are exempt from CEQA, parcel maps, and special use permits are charged the “minor” pre-application fee. “Major” pre-application fees are charged for

tentative maps, rezones, general plan amendments and other applications not considered to be in the “minor” category.

Existing fees are charged by Time and Materials with a \$300 deposit for a minor pre-application and a \$1,000 deposit for a major pre-application. Proposed change is to increase the minor pre-application fee to \$600 as a fixed fee, The major pre-application deposit would remain charged by Time and Materials but would increase to a \$2,000 deposit.

Research: Existing fees for various Zoning Determination letters is a fixed fee of \$50. The proposed fees would increase to a fixed fee range from \$50 to \$100. Additional fixed fees are identified for ABC license verification, DMV zoning verifications, and HCD compliance letters and approvals. Public Convenience and Necessity letters for new liquor licenses is proposed for a new fee of \$250. Research services not currently charged a fee would be charged as “unlisted services/general research” at the \$100 fixed fee or Time and Materials depending on the request.

Site Plan Review: Existing fixed fees are between \$50 and \$300 for various administrative permits listed in the Zoning Ordinance. Proposed fees range from \$100 to \$300 with clarifications of when the fees are collected and what services are provided.

Special Use Permit: There are two major categories of Special Use Permit. The "major" Special Use Permits require CEQA documents such as EIRs or Negative Declarations. The "minor" Special Use Permits are exempt from CEQA.

1. Existing fees for a major Special Use Permit are charged by Time and Materials with a \$2,000 deposit. The average time to process Special Use Permit Applications is approximately 40 hours. Proposed fee is a \$4,000 fixed fee. Due to the wide range of potential projects that require a Special Use Permit, the Director may convert complex applications to Time and Materials.
2. The existing fees for the minor special use permit is a fixed fee of \$500, which does not cover the cost of the permit and is typically converted to T&M. The average time to process these permits is 18 hours. Proposed fee is a fixed fee of \$1,500.

Subdivision Maps: The existing fee is charged by Time and Materials with a \$5,000 deposit. Proposed fee is to maintain the Time and Materials process but increase the deposit to \$7,500. Subdivisions are typically complex and take more staff time for processing, including more CEQA analysis, and the larger deposit is appropriate to account for these larger costs. T&M charges are appropriate due to the complexity of subdivision maps and process.

Subdivision Maps (Final Maps): The existing fee for the “Final Map” application is a fixed fee of \$1,500. Proposed fee increase to \$2,000 (fixed fee).

Variance: The existing fee is a fixed fee of \$800 but is typically converted to Time and Materials. The average time to process Variance applications is 22 hours. The proposed fee is a fixed fee of \$2,200.

Variance (Administrative): A new fee is added to process “administrative variances” pursuant to Section 17.14.020 through .040 (reduction in setbacks due to slopes, average setback along streets); Agricultural Setback relief; Riparian Setback relief; and the 10 percent administrative variance procedures of 17.22.020. The proposed fees range from \$50 to \$600.

Zone Change: The existing fee is charged by Time and Materials with a \$2,000 deposit (or \$3,000 deposit if in conjunction with a General Plan Amendment). The average time to process Zone Change applications is 47 hours. The proposed fee remains a Time and Materials process but the deposit is increased to \$2,800 and \$5,000 respectively.