

February 22, 2010: Planning Division Proposed Fee Schedule Discussion:

Collections: The fee schedule adds a new requirement that unpaid balances turned over to the County Revenue Recovery Division will be assessed an additional charge of 15%. This is recommended to cover the costs associated with additional work to process the unpaid balances and charges from Revenue Recovery.

Appeals: The current fee to appeal actions on all applications is based on who files the appeal. If the applicant is the appellant, then DSD collects \$100 and charges additional Time and Materials (T&M) fees. If someone other than the applicant files the appeal, the \$100 fee is charged as a fixed fee (no T&M charges). All appeals take a minimum of two hours of staff time to process the application to the appeal hearing. DSD recommends increasing the appeal fee to \$200 to cover the cost of processing the appeal.

Boundary Line Adjustments (Lot Line Adjustments): The current fee is \$200 for a Boundary Line Adjustment and the “Merger” of parcels is a \$100 fee. The current DSD practice is to convert all BLA applications to a T&M status because of the unknown complexity of each case. The average time to process a normal application is three hours.

DSD recommends increasing the BLA fee to \$300 as a fixed fee. Conversion to T&M would only occur on a limited basis when the BLA application is identified as unique by the Director. All costs of processing these applications would be recovered. New fee for time extension is also recommended (\$50).

Planning Commission Surcharge: This is a new fee. Costs associated include legal advertisements; agendas; and Planning Commissioner’s costs: stipend (\$100 per meeting), lunch, and mileage. Proposed fee schedule adds a new Planning Commission surcharge to all applications requiring Planning Commission review or approval based on the CEQA document under review: \$600 for EIR; \$300 for ND/MND; \$100 for Categorical Exemptions. Most costs associated with the Planning Commission would be recovered. Items with significantly higher costs would be converted to T&M for recovery. Miscellaneous items and those not subject to CEQA would not be covered.

Certificate of Compliance: The current fee is a \$2,000 deposit and is charged by T&M. The average time to process these types of Certificates of Compliance is 35 hours. DSD recommends changing to a fixed fee of \$3,500.

A sub-category is a “no hearing” certificate of compliance, based on DSD Director determination. Current fee is \$500 and the DSD recommends increasing to a fixed fee of \$600 since the process time is closer to 6 hours. Normally, no conversion to T&M would be made.

Design Review: The current fee is a \$2,000 deposit and is charged by T&M. The average time to process “major” Design Review applications is 50 hours. DSD recommends changing to a fixed fee of \$5,000.

A sub-category is a “standard” design review with a current fee of \$500. The proposed change is to change to a fixed fee of \$2,500 because most of these types of design reviews were being converted to T&M and charged approximately 25 hours or \$2,500.

Another sub-category is a “minor - staff level” design review with a current fee of \$300. This is also proposed for a fixed fee of \$500 to cover average costs of the permit. No conversion to T&M would normally be made.

Development Agreement: Current fee is \$5,000 and is charged by T&M. Proposed fee change is only to reduce the deposit amount to \$2,500 plus T&M. Very few DA’s are processed, but the costs rarely exceed the proposed deposit amount.

General Plan (map amendment): Current fee is \$2,000 and is charged by T&M. Proposed fee change is only to increase the deposit to \$4,000 T&M due to the complexity of these types of permits.

Parcel Maps: Current fees are \$2,000 and are charged by T&M. The average time to process Parcel Map applications is 52 hours. Proposed fee is a fixed fee of \$5,200. No conversion to T&M would normally be made.

A sub-category of Parcel Maps is a “Commercial/Industrial” Parcel Map. The current fee is to charge the “Tentative Map fees for Class 1 Subdivisions” which is \$5,000 T&M. The proposed fee schedule just clarifies the fee by directly stating the fee is: \$5,000 T&M.

Revisions to Parcel Maps are currently 75% of the original fee (or 25% if considered a minor revision). These also were charged at a T&M rate, while the proposed fee schedule changes this to a fixed fee of 75% (or 25%).

Corrections to a Recorded Parcel Map/Final Map are currently charged a fixed fee of \$500. The proposed fee is increased to \$750, but remains a fixed fee. The increase is to cover the approximated average permit costs.

Planned Development: Current fees are \$2,000 and are charged by T&M (or \$3,000 T&M in conjunction with a zone change) T&M. Proposal is only to increase the deposit to \$6,000 T&M to address the more typical project cost.

Revisions to the Development Plan are currently 75% of the original fee and charge is by T&M. Proposed change is to charge the 75% of the new deposit amount, but as a fixed fee instead of T&M. Some cases will be converted to T&M due to complexity as determined by the Director.

Pre-Application Review: Current fees are \$300 for minor pre-application and \$1,000 T&M for a major pre-application. Proposed change is to increase the minor pre-application fee to \$600 as a fixed fee, since the fees are currently converted to T&M and

charge an average of \$600. The major pre-application deposit would increase to \$2000 T&M.

Research: Current fees are \$50 for various Zoning Determination letters. Proposed increase to a fixed fee of \$100 and a new \$50 fee 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 based on T&M.

Temporary Mobile Homes: Permit fees are proposed to increase from \$60 to \$300 for the initial application. Renewals are required every two years. The current renewal fee is \$60 and the proposed renewal fee is \$50. This change reflects the work to review and approve the initial application and set up monitoring program. The renewal process becomes simplified. The “late fee” of \$100 is removed.

Site Plan Review (and Building Permit Review): Current fees are between \$50 and \$300 for various administrative permits listed in the Zoning Ordinance as well as review of building permits for compliance with Zoning, General Plan, and other regulations. Proposed fees range from \$50 to \$600.

Establishes a new fee associated with determinations on Flood Zones and Legal Parcel Review (\$50). This fee would be in addition to the other fees for development on lots with these constraints because of the additional work is required.

Commercial and Tenant Improvement fees are further graduated to distinguish between non-complex permits (\$50) and complex permits (\$600 or \$300).

New fee proposed for the review of subdivision improvement plans (\$300).

Special Use Permit: Current fee is \$2,000 and is charged by T&M. The average time to process Special Use Permit Applications is approximately 40 hours. Proposed fee is \$4,000 fixed fee. The Director may convert complex applications to T&M.

A sub-category is the “minor” special use permit (usually CEQA Categorical Exemption cited). The current fee is \$500, but 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 current fee is \$5,000 T&M. Proposed fee is to increase the deposit to \$7,500 T&M. 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.

A sub-category is the “Final Map” application with a current fee of \$1,500. Proposed fee increase to \$2,000 (fixed fee).

Variance: The current fee is \$800 but is typically converted to T&M. The average time to process Variance applications is 22 hours. The proposed fee is a fixed fee of \$2,200.

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 current fee is \$2,000 and charge is by T&M (or \$3,000 T&M if in conjunction with a General Plan Amendment). The average time to process Zone Change applications is 47 hours. The proposed fee deposit is increased to \$2,800 and \$5,000 respectively.

Average Hours and Cost to Process Major Applications

Application type	Average Hours *	Cost at \$100 per hour
Certificates of Compliance	35.5 hours	\$3,550
General Plan Amendment	81 hours	\$8,100
General Plan Amendment and Rezone	153 hours	\$15,300
Design Review	50 hours	\$5,000
Parcel Map	52 hours	\$5,200
Planned Development	62 hours	\$6,200
Pre-Application (minor)	7 hours	\$700
Special Use Permit	38 hours	\$3,800
Subdivision	97 hours	\$9,700
Rezone	47 hours	\$4,700
Variance	22 hours	\$2,200

* Note: Average Hours for most application types is calculated from the data collected from applications approved between January 1, 2005 and February 13, 2008. COCs were calculated based on COCs in 2006 (due to low permit volumes in more recent years). Pre-applications and Variances were based on 2008 averages (due to low permit volumes in 2009).

Summary of Proposed Planning Division Permit Fee changes:

Category	Proposed change:	Estimated Revenue per year:*
Collections charges	Add 15%	\$1,500
Appeals	Increase	\$1,000
BLA	Change to Fixed Fee	0
Planning Commission Surcharge	New fee.	\$12,000
Certificate of Compliance	Change to Fixed Fee	0
Design Review	Change to Fixed Fee	0
Development Agreement	Changed Deposit	0
General Plan Amendment	Changed Deposit	0
Parcel Map	Change to Fixed Fee	0
Parcel Map Amendments	Increase	\$1,000
Planned Development	Changed Deposit	0
Pre-Application	Increase	\$3,000
Research/Zone Letters	Increase	\$3,500
SPR/Building Permit	Increase	\$15,000
Special Use Permit	Change to Fixed fee	0
Subdivision Map	Changed Deposit	0
Variance	Increase	0
Variance – Admin types	New Fee	\$3,000
Zone Change	Changed Deposit	0
Total:		\$40,000

* Increased Revenue per year is assumed to be “0” for most permits since most permits are automatically converted to T&M upon submittal. Estimate is based on 2009 permit volumes.