

Current Planning Services

- Section was renamed to Current Planning Services.
- Administrative Permits were placed alphabetically in the Planning Fee section.
- Administrative Permit – Agricultural Setback Relief was deleted.
- Appeals fee is requesting board direction. See attached memo from Director.
- Bass Lake Hills Specific Plan STMS fee added to reference the charge in Ordinance 130.70.010.
- Commercial Cannabis Fees added to the department fee schedule from Resolution 141-2019.
- Conditional Use Permits were placed alphabetically.
- Financial Impact Analysis / Public Facilities Financing Plan was added to the schedule. See attached fee justification.
- Mitigation Monitoring and Reporting Program / Conditions of Approval was added to the schedule. See attached memo from Director.
- Model Water Efficient Landscape Ordinance was added to the schedule. See attached memo from Director.
- Vacation Home Rentals were added, rescinding Resolution 008-2019.
- The Variance code deleted the code section, do not want to have codes listed as they change before we can update the fee schedule.
- Scanning fee added.



PLANNING & BUILDING DEPARTMENT

2850 Fairlane Court, Placerville, CA 95667
Phone (530) 621-5355, Fax (530) 642-0508

Date: June 19, 2019
To: Honorable Board of Supervisors
From: Tiffany Schmid, Director 
Department of Planning and Building
Subject: **Land Use Decision Appeal Fee**

The Board has directed Staff to explore ways to increase revenue and ensure that departments are recouping the cost of doing County business to the extent possible in an effort to reduce General Fund cost.

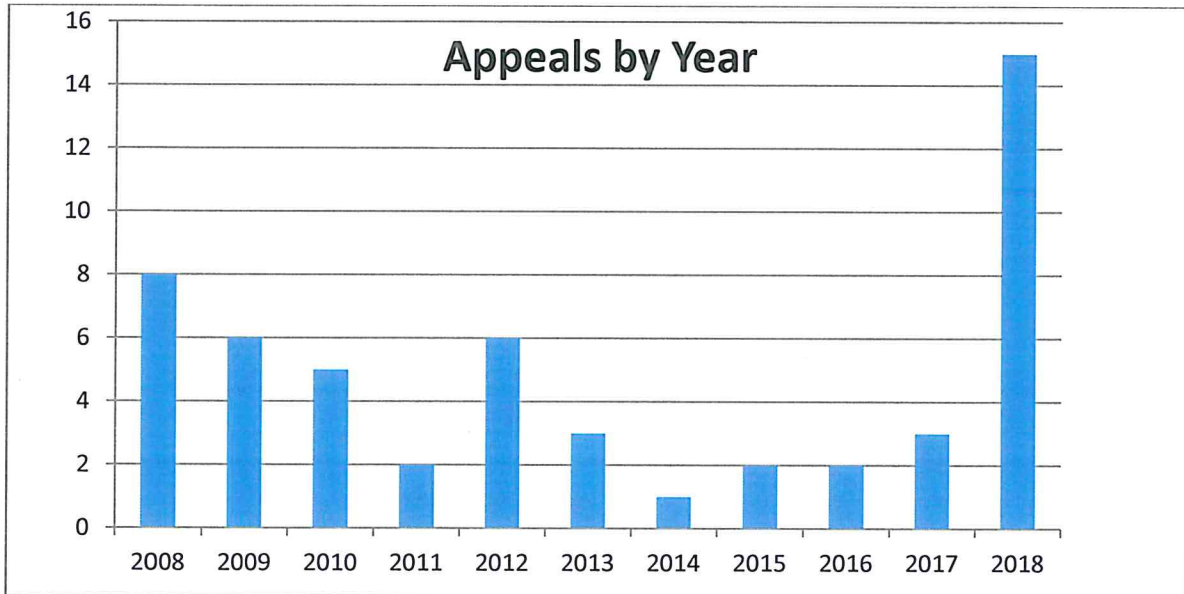
A fee of particular concern for the Department of Planning and Building is the Appeal fee. The County currently charges \$239 for the Appeal of a land use decision, which covers approximately 2 hours of staff time at the current hourly rate of \$119/hour.

Staff conducted a review of land use decision appeals sent to the Board from 2008 through 2018. The Planning and Building Department processed 53 appeals in this 11-year period (see graph below). Of these appeals, 31 were associated with Time and Materials (T&M) projects, 8 were associated with projects that had been converted to T&M, 11 were associated with Flat Fee projects, and 3 were "Other" Fee projects, including a grading permit, a fee waiver project, and a code case.

The appeals were on actions taken by the Director (1), Zoning Administrator (9), Planning Commission (39), Agricultural Commission-ag setbacks (2), Code Enforcement Hearing Officer (1), and a Court ordered re-hearing (1).

Below is a breakdown of the Board's actions taken on these 53 appeals:

- Denied: 37
- Approved: 11
- Denied/Approved "In Part": 2
- Referred Back to Planning Commission: 1
- Withdrawn at Board Hearing: 2



Staff reached out to other Counties for a comparison review. Sacramento, Placer, Butte, and Yolo provided information on the cost and number of appeals received by their Board of Supervisors for land use decisions for the same 11-year period and the current cost to submit an appeal. All four counties provided their fee and Placer County and Yolo County provided a summary of the number and type of appeals over a 4-year period and 10-year period, respectively.

Sacramento County charges a flat fee of \$1553 or \$3106 depending on the decision making body, Placer County charges a flat fee of \$602, Butte County charges a flat fee of \$676 or \$726 depending on the decision making body, and Yolo County charges a flat fee of \$941. The average of the low-end of the appeal fee for these four jurisdictions is \$943.

Below is a summary of this information:

El Dorado County

- Land Use Appeals filed from 2008 through 2018: **53**
- Current cost to file an Appeal: **\$239**

Total Appeal fees received in 11-year period: \$11,063

Total cost in staff time based on CDA 2014 fee study data: \$130,000

Placer County

- Land Use Appeals filed from 2015 through 2018: **8**
- Current cost to file an Appeal: **\$602**

Total Appeal fees received in 4-year period: \$4,816

Yolo County

- Land Use Appeals filed from 2009 through 2018: **12**
- Current cost to file an Appeal: **\$941**

Total Appeal fees received in 10-year period: \$11,292

The Community Development Agency conducted a comprehensive fee study in 2014. The study showed the average amount of Planning staff time spent on an appeal was 27.01 hours, which, at \$119/hour (the hourly rate of a Planner), equates to \$3221.48.

Due to regulatory timeframes to schedule an Appeal for hearing, they take priority over other high-priority, revenue-generating projects staff are processing. The effect of this can be very disruptive when the volume of appeals increases, as it did in 2018 when 15 appeals were received.

Staff is recommending the Board consider an increase to the Appeal fee from \$239 to \$943 (the low average of the four County comparison), which equates to approximately 8 hours of staff time at \$119/hour. While this does not fully recoup the full cost of staff time necessary to process the Appeal, it provides a balanced approach to cost recovery and due process.

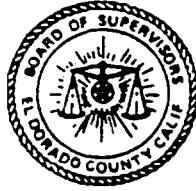
Further, recognizing the Appeal process is a continuation of the application process and, but for the application, there would be no Appeal, staff is recommending the Board direct Staff to bill staff time and the cost of public notification to T&M projects once the Appeal fee is exhausted. For projects that were processed under a Flat Fee, staff is recommending the Board direct Staff to convert those into T&M projects and to bill staff time and the cost of public notification, once the Appeal fee is exhausted.

As an alternative the Board could choose to:

- A. Set the fee at \$943, Time and Materials, to recoup the cost of staff time;
- B. Set the fee at \$943 for projects appealed to the Planning Commission and \$3221 for those appealed to the Board of Supervisors;
- C. Set the fee at \$3221 to fully recoup the cost of staff time;
- D. Leave the Appeal fee at its current rate of \$239 and continue to use General Fund funding to cover staff time to process Appeals for development projects; or
- E. Set the fee at another amount deemed appropriate by the Board, but not to exceed the cost of providing the service.

Sec. 130.70.010 - Title, Purpose, and Intent.

This Chapter shall be known as the **Bass Lake Hills Specific Plan Supplemental Tentative Map Submittal (BLHSP STMS) Fee Ordinance**. Its purpose is to authorize a Bass Lake Hills Specific Plan Reimbursement Fee, as described in the Bass Lake Hills Specific Plan. It is the intent of this Chapter to establish a method to reimburse the Bass Lake Hills Specific Plan Initial Participation Developer (aka Bass Lake Hills Specific Plan Trust) and the County for costs incurred in the preparation and adoption of the Bass Lake Hills Specific Plan and the environmental documents. BLHSP STMS Fees shall be paid to the County by developers who derive benefit from the Specific Plan. The County, in turn, may use fees collected in compliance with this Chapter to reimburse the Bass Lake Hills Specific Plan Trust and the County for financial contributions toward the preparation and adoption of the Bass Lake Hills Specific Plan and environmental documents.



RESOLUTION NO. 337-2005

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, on April 25, 1995 the Board of Supervisors determined that it was necessary to plan for the development of certain real property in El Dorado County through the consideration of a specific plan pursuant to Government Code Section 65450 et.seq. referred to as the Bass Lake Hills Specific Plan; and

WHEREAS, the Board of Supervisors determined that it was necessary to obtain engineering design services to support the preparation of the Bass Lake Hills Specific Plan and approved an agreement for said services, dated April 25, 1995; and

WHEREAS, the Board of Supervisors approved on April 25, 1995 the Reimbursement Agreement with the Bass Lake Hills Specific Plan Trust whereby it was agreed that the Trust would pay into a County trust fund the deposits necessary to pay for engineering and design services determined to be necessary to prepare the Bass Lake Hills Specific Plan, and Public Facilities Financing Plan, and whereby the County agreed to reimburse the Trust from Supplemental Tentative Map Submittal Fees (STMS Fees) to be levied by the County in the future on all subsequent subdivision map applications located within the Specific Plan area; and

WHEREAS, on November 7, 1995 the Board of Supervisors adopted Resolution No. 288-95 thereby approving the Bass Lake Hills Specific Plan; and

WHEREAS, Section 9.3.1, Reimbursement of County Costs, of the Bass Lake Hills Specific Plan calls for the imposition of specific plan fees to reimburse County costs for preparation, adoption, administration, and CEQA mitigation measure monitoring of the plan; and

WHEREAS, Section 9.3.1, Reimbursement of County Costs, of the Bass Lake Hills Specific Plan further defined administration of the plan to include preparation and review of the Public Facilities Financial Plan; and

WHEREAS, Section 9.4, Public Facility Financing Plan, requires the financing plan to be prepared and approved prior to or concurrent with the submittal of the first tentative map application, and

WHEREAS, on November 7, 1995 the Board of Supervisors directed staff to bring back to the Board the appropriate Ordinance specifying the imposition of a Specific Plan fee to cover the costs of preparing the same pursuant to California Government Code Section 65456 (a); and

WHEREAS, staff prepared and submitted to the Board of Supervisors the Bass Lake Hills Specific Plan Public Facilities Financing Plan which was approved by the Board June 8, 2004; and

Whereas, staff presented to the Board of Supervisors for adoption an ordinance entitled, Bass Lake Hills Specific Plan Cost Reimbursement Fee, whereby said ordinance authorized the Bass Lake Hills Specific Plan Supplemental Tentative Map Submittal Fee (STMS Fee); and

WHEREAS, staff has determined that total County costs for the preparation and adoption of the Specific Plan and Public Facilities Financing Plan, including cost subject to reimbursement to the Trust, is \$138,874*, including trust account administration fee of 3%; and

WHEREAS, the Reimbursement Agreement Bass Lake Hills Specific Plan, Paragraph 3 states, "Reimbursement payments shall be forwarded to the Trust within thirty (30) days of the receipt of STMS Fees by the County until all of the amount owing to the Trust is paid before any additional costs incurred by the County are reimbursed from the Specific Plan STMS Fees trust fund account."; and

WHEREAS, the Bass Lake Hills Specific Plan STMS Fee has been calculated to be \$99.00 per dwelling unit based upon average cost formula with all figures rounded to the next whole number as follows: \$138,874/1,404 dwelling units = STMS Fee.

NOW, THEREFORE, BE IT RESOLVED that the Bass Lake Hills Specific Plan Supplemental Tentative Map Submittal Fee of \$99 per dwelling unit be adopted by El Dorado County to become effective JANUARY 3rd, 2005:

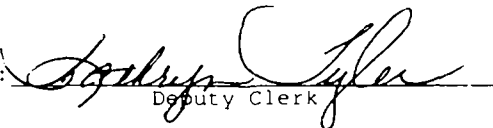
* Total County Cost, equals \$138,874, of which Trust cost is \$112,429, County cost is \$22,400, and administrative fee cost of \$4,045. STMS Fees as collected shall be deposited into a County trust account, and distributed in accordance with the Bass lake Hills Specific Plan Trust Reimbursement Agreement.

Note: On-going administration costs and CEQA mitigation monitoring costs are directly related to plan implementation and are therefore not a component of Total County Cost for preparation and adoption cited above. Administration and CEQA mitigation monitoring costs shall be recovered by Time and Materials provisions of existing application fee resolutions or revisions approved by the Board of Supervisors.

The STMS Fee shall be applicable to "non-residential" development within the Specific Plan area. The amount of the STMS Fee shall be based upon the resultant reduction of the maximum number of dwelling units allowed by the Specific Plan as attributed to "non-residential" development.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 1ST day of NOVEMBER, 2005, by the following vote of said Board:

Attest:
Cindy Keck
Clerk of the Board of Supervisors

By: 
Deputy Clerk

Ayes: SWEENEY, BAUMANN, PAINE

Noes: NONE

RECUSED: DUPRAY


Chairman, Board of Supervisors

I CERTIFY THAT:

THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

DATE: _____

Attest: CINDY KECK, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By: _____



RESOLUTION NO. 141-2019
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

RESOLUTION ESTABLISHING FEES FOR EL DORADO COUNTY COMMERCIAL CANNABIS
PERMITTING PROGRAM

WHEREAS, in accordance with Sections 324 and 1000 of the California Elections Code, the State of California held a statewide general election on November 6, 2018 in which El Dorado County placed five commercial cannabis ballot measures N, P, Q, R, and S that were passed by the El Dorado County voters; and

WHEREAS, in Measure N, pursuant to Article 5, Section 130.51.020 (Application Forms, Submittal Process, and Fees), application fees adopted by resolution of the Board of Supervisors shall be paid upon application submittal. Additional fees may be required subject to the provisions of the adopted fee schedule, such as for “time and material” fee categories; and

WHEREAS, Government Code Sections 54985 and 66016 and County Code Section 1.04.260 provide for the Board of Supervisors to establish rates, charges and fees for certain activities and services; and

WHEREAS, the County conducted a fee analysis of the time allocation of County staff and the full recoverable cost of those employees, to determine the reasonable cost of providing the services and regulatory activities for the County’s Commercial Cannabis Permitting Program, a summary of which is included as Attachment A to this Resolution, which is incorporated herein by reference; and

WHEREAS, the proposed fees are directly related to the cost reasonably necessary to provide each service in the County’s Commercial Cannabis Program; and

WHEREAS, pursuant to California Government Code Section 50076 and California Constitution Article XIII C, Section 1, subdivision (e)(1), (2) and (3), a fee for services and regulatory activities may be charged by the local government provided that it does not exceed the reasonable cost of providing the service or regulatory activity for which the fee is charged; and

WHEREAS, the Board finds that the fees set forth in this Resolution are exempt from CEQA review pursuant to 14 CCR §§ 15273 and 15378(b)(5) and Public Resources Code Section 21080, subdivision (b)(8)(A) and (B), in that the fees will be used for operating expenses and for the purchase of supplies, equipment and materials and that the fees provided in Exhibit A do not exceed the estimated amounts required to provide the services for which they are charged and represent only amounts necessary to recover the cost of providing the service and enforcing the regulation for which they are charged; and

WHEREAS, the Board finds, in accordance with 14 CCR § 15273(a) and (c), that the fees will be used for the purposes of meeting operating expenses and for the purchase of supplies, equipment and materials; and

WHEREAS, the Board hereby sets the fees for the Commercial Cannabis Permitting Program as determined to be reasonable by said fee analysis.

NOW, THEREFORE, BE IT RESOLVED the El Dorado County Board of Supervisors establishes the fees for the unincorporated portion of El Dorado County as shown in Exhibit A:

BE IT FURTHER RESOLVED that the Commercial Cannabis Permitting Program Fees Shall be subject to the Planning and Building Department Policies and Procedures and Commercial Cannabis Ordinances.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 10th day of September, 2019, by the following vote of said Board:

Ayes: Veerkamp, Frentzen, Novasel, Hidahl, Parlin

Attest:

Noes: None

Kim Dawson

Absent: None

Clerk of the Board of Supervisors

By:

Kyra Schaffenberg
Deputy Clerk

Brian K. Veerkamp
Vice - Chair, Board of Supervisors
Brian K. Veerkamp

COMMERCIAL CANNABIS PERMITTING PROGRAM FEE SCHEDULE

Planning and Building Department

Commercial Cannabis Pre-Application – As established in the most recent Pre-Application Review – both minor and major – set by resolution at the time of the application submission for the Planning and Building Department, Environmental Management Department, and Transportation Department.

Commercial Cannabis Use Permit – As established in the most recent Conditional Use Permit – Planning Commission/Zoning Administrator, Major, or – Planning Commission/Zoning Administrator, Medium –or – Planning Commission/Zoning Administrator, Minor – set by resolution at the time of application submission for the Planning and Building Department, Environmental Management Department, and Transportation Department.

Cultivation

Commercial Cannabis Annual Operating Permit – Initial Application - \$7,284

Commercial Cannabis Monitoring Program – \$4,933

Commercial Cannabis Annual Operating Permit – Renewal – \$4,983

Existing Retailers

Commercial Cannabis Annual Operating Permit – Initial Application - \$4,553

Commercial Cannabis Monitoring Program – \$3,318

Commercial Cannabis Annual Operating Permit – Renewal – \$3,836

Retailers, Distribution, and Testing Laboratories

Commercial Cannabis Annual Operating Permit – Initial Application - \$5,642

Commercial Cannabis Monitoring Program – \$3,318

Commercial Cannabis Annual Operating Permit – Renewal – \$3,836

Manufacturing

Commercial Cannabis Annual Operating Permit – Initial Application - \$6,445

Commercial Cannabis Monitoring Program – \$4,158

Commercial Cannabis Annual Operating Permit – Renewal – \$4,419

Financial Impact Analysis / Public Facilities Financing Plan

FIA / PFFP

COST PER HOUR

\$1,000 deposit, then T&M

Other Information and Issues

General Plan Policy 10.2.1.5 states "A public facilities and services financing plan that assures that costs burdens of any civic, public, and community facilities, infrastructure, ongoing services, including operations and maintenance necessitated by a development proposal, as defined below, are adequately financed to assure no net cost burden to existing residents may be required with the following development applications:

A. Specific plans; and

B. All residential, commercial, and industrial projects located within a Community Region or Rural Center which exceed the following thresholds:

1. Residential.....50 units
2. Commercial.....20 acres or 100,000 square feet
3. Industrial20 acres or 250,000 square feet"

And

General Plan Policy 10.2.5.2 directs the County to "amend the discretionary development review process to require the identification of economic factors derived from a project such as sales tax, property tax, potential job creation (types and numbers), wage structures, and multiplier effects in the local economy".

Currently staff has no way of recouping the cost to review, update and/or implement Fiscal Impact Analyses (FIA) or Public Facility Financing Plans (PFFP). To recoup this cost, Staff is recommending the Board approve an FIA Review Fee and a PFFP Review Fee based on T&M with a deposit of \$1,000 and then time and materials.

Mitigation Monitoring Reporting Program / Conditions of Approval

Mitigation Monitoring Reporting Program / Conditions of Approval
MMRP

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 500.00

Other Information and Issues

The Department is currently recovering all costs associated with a Mitigation Monitoring Reporting Program / Conditions of Approval on a Time and Material basis. See Memo from Tiffany Schmid, Director of Planning & Building.




PLANNING & BUILDING DEPARTMENT

2850 Fairlane Court, Placerville, CA 95667
Phone (530) 621-5355, Fax (530) 642-0508

Date: June 19, 2019

To: Honorable Board of Supervisors

From: Tiffany Schmid, Director 
Planning and Building Department

Subject: **Mitigation Monitoring and Reporting Program and Condition of Approval Compliance Fee for Development Projects**

The Board has directed Staff to explore ways to increase revenue and ensure that departments are recouping the cost of doing County business to the extent possible in an effort to reduce General Fund costs.

A cost of doing County business of particular concern for the Planning and Building Department is the staff time associated with monitoring the implementation of Mitigation Monitoring and Reporting Programs (MMRPs) and Conditions of Approval (COAs) once a Planning project has been approved. Currently the County does not recoup any cost for staff time associated with this effort.

All discretionary projects approved by the County include COAs and all projects that are approved with a Mitigated Negative Declaration or an Environmental Impact Report include an MMRP. The County is required to ensure that both COAs and Mitigation Measures are satisfied as the project is constructed and operates. The level of effort to ensure compliance varies according to the complexity of the project and the particulars of any one project site. Costs associated with the compliance effort include, but are not limited to, tasks such as plan review, correspondence, review of documentation from consultants, coordination with resource agencies, and field inspections throughout project construction and operation. The cost to ensure compliance increases with time-intensive tasks such as repeated plan review and frequent site inspections to resolve continuing non-compliance.

Staff sent an email to all County Planning Directors on May 20, 2019 inquiring how they handle the staff cost associated with post-project approval monitoring of COAs and MMRPs. Twelve Counties responded. Of the 12 Counties, 10 charge for MMRP and COA compliance, one is in the process of developing a fee, and one does not charge. Of those who do collect a fee, nine charge on a T&M basis with five of those requiring an upfront deposit.

Following is a summary by jurisdiction:

Amador

Conditions projects to pay for consultants to perform the MMRP and COA compliance review.

Calaveras

Conditions projects to recover the cost of MMRP and COA compliance on a T&M basis.

Madera

Conditions projects to require the collection of an annual deposit ranging from \$5,000 to \$10,000 for post-project approval MMRP and COA compliance depending upon the complexity of the project.

Marin

Bills applicant for MMRP and COA compliance on a T&M basis.

Mono

Currently does not charge for MMRP or COA compliance.

Monterey

Requires a deposit for MMRP and COA compliance followed by T&M billing. The deposit ranges from \$6,077 to \$19,471 based on the number of Conditions and Mitigation Measures applied to the project.

Napa

Requires a \$2,000 deposit for MMRP and COA compliance followed by T&M billing.

Sacramento

Requires an MMRP monitoring fee determined by the County's Environmental Coordinator. The cost is based on the actual direct and indirect costs incurred by County for that particular project, using their adopted T&M labor rates.

Sonoma

Conditions projects to recover the cost of MMRP and COA compliance on a T&M basis.

Sutter

Requires a \$1,000 deposit for MMRP and COA compliance followed by T&M billing.

Ventura

Requires a \$500 deposit for MMRP and COA compliance followed by T&M billing.

Yuba

Is in the process of developing an MMRP and COA compliance fee.

Recommendation:

Staff is recommending the Board adopt an MMRP and COA compliance fee for all projects containing COAs and an MMRP. Based on best practices from other jurisdictions, Staff recommends conditioning the project to require a T&M agreement and a deposit of \$500 to cover approximately three hours of staff time. Three hours would be the minimum amount of staff time spent on any one project. This would include the staff time to review compliance documents and conduct one site visit.

As an alternative the Board could choose to:

- Set the fee at another amount deemed appropriate by the Board, but not to exceed the cost of providing the service; or
- Continue to use General Fund funding to cover staff time associated with ensuring the compliance of COAs and MMRPs for development projects.

Model Water Efficient Landscape Ordinance

MWELo

COST PER HOUR

Other Information and Issues

The Model Water Efficient Landscape Ordinance (MWELo), administered by the California Department of Water Resources (DWR), was created in 1992, updated in 2009, and again in late 2015. The ordinance is specifically directed at landscaping and includes activities such as incorporating compost and mulch, rehabilitating compacted soil, limiting turf, and using efficient irrigation practices. By default, local water agencies and municipalities throughout the state must adopt MWELo or create a more stringent version of the ordinance and report annually on its implementation.

With the 2015 updates, MWELo requirements now apply to any landscaping project 500 square feet or greater that requires a permit, plan check or design review. Landscape area means all the planting areas, turf areas, and water features in a landscape design plan. These projects must now be reviewed, inspected, tracked and reported on by Planning staff.

Typical permits that would trigger MWELo requirements include a building permit for sprinkler installation, a design review application for a building addition, or a building permit to construct a swimming pool. The applicability includes residential, commercial, industrial and institutional projects that require a permit, plan check or design review, including the following square footage thresholds:

MWELo Applicability/Master Plan Verification Review	\$35
MWELo Prescriptive Review (500-2500 square feet)	\$140
MWELo Performance Review (2500 square feet or greater)	\$280
MWELo Master Plan Review	\$500 deposit, T&M

Vacation Home Rental Application

**Vacation Home Rental Application
VHR**

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

Hours Projects

Total Annual Permits:

Total Hours Used:

Net Used for Analysis

HOURS PER UNIT

Total Cost	162.00
15/16 Labor rate	119.27

Average hour / Project	1.36
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COST PER HOUR

The unit's Labor Rate for FY 18/19 is \$ 139.82 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$	139.82
x hours		1.36
Calculated Flat Fee =	\$	189.91
Rounded to	\$	190.00

PRIOR FEE COMPARISON

Current fee	\$	162
Proposed fee	\$	190
Net Increase	\$	28

Other Information and Issues

In 2016, in order to get a Vacation Home Rental permit, applicants needed an Administrative permit and a Vacation Home Rental Permit. Treasurer-Tax Collector used to give the VHR permit and Planning would issue the Administrative permit. In 2019, Planning took over the process for both departments. At this moment Planning does not have enough data to support a cost analysis, therefore, the department is recommending to use the old fee of \$162.00 divided by the 15/16 labor rate of \$119.27, times the 18/19 labor rate, to recoup costs associated with these permits.

Planning and Building Department is recommending to charge of 1.36 hour multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Vacation Home Rental Renewal

**Vacation Home Rental Renewal
VHR**

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

Hours Projects

Total Annual Permits:

Total Hours Used:

Net Used for Analysis

HOURS PER UNIT

Total Cost	152.00
15/16 Labor rate	119.27

Average hour / Project	1.27
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COST PER HOUR

The unit's Labor Rate for FY 18/19 is \$ 139.82 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 139.82
x hours	1.27
Calculated Flat Fee =	\$ 178.19
Rounded to	\$ 178.00

PRIOR FEE COMPARISON

Current fee	\$ 152
Proposed fee	\$ 178
Net Increase	\$ 26

Other Information and Issues

In 2016, in order to get a Vacation Home Rental permit, applicants needed an Administrative permit and a Vacation Home Rental Permit. Treasurer-Tax Collector used to give the VHR permit and Planning would issue the Administrative permit. In 2019, Planning took over the process for both departments. At this moment Planning does not have enough data to support a cost analysis for the Permit Renewals, therefore, the department is recommending to use the old fee of \$152.00 divided by the 15/16 labor rate of \$119.27, times the 18/19 labor rate, to recoup costs associated with these permits.

Planning and Building Department is recommending to charge of 1.27 hour multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Vacation Home Rental Modification
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Vacation Home Rental Modification
VHR

SOURCE OF DATA - FOR HOURS

	Hours	Projects
Total Annual Permits:		
Total Hours Used:		
Net Used for Analysis	-	-

HOURS PER UNIT

Total Cost	10.00
15/16 Labor rate	119.27

Average hour / Project	0.08
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COST PER HOUR

The unit's Labor Rate for FY 18/19 is \$ 139.82 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 139.82
x hours	0.25
Calculated Flat Fee =	\$ 34.96
Rounded to	\$ 35.00

PRIOR FEE COMPARISON

Current fee	\$ 10
Proposed fee	\$ 35
Net Increase	\$ 25

Other Information and Issues

Per an interview with Rob Peters, Sr Planner, the Vacation Home Rental Modification fee is for the update or change of ownership and/or address on the permits. This process should only take fifteen minutes to complete.

Planning and Building Department is recommending to charge of .25 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.