

Agenda Report

September 27, 2021

TO: Honorable Mayor and City Council

THROUGH: Finance Committee (September 27, 2021)

FROM: Department of Planning and Community Development

SUBJECT: AMENDMENTS TO THE FISCAL YEAR 2022 GENERAL FEE SCHEDULE

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required; and
2. It is recommended that the City Council adopt a resolution amending the Fiscal Year (FY) 2022 General Fee Schedule.

BACKGROUND:

The Fiscal Year ("FY") 2022 General Fee Schedule was adopted by the City Council on May 17, 2021. While the General Fee Schedule is typically reviewed and updated annually, revisions are made periodically throughout the year as needed.

New Fees

- **Single-Family Compatibility Permit** (Proposed Fee #444)

The Single-Family Compatibility Permit is a new permit that was added as part of the Mansionization Ordinance, applicable to single-family zoned properties throughout the City. The Single-Family Compatibility Permit was established to provide a review process for the City to consider the appropriateness of proposed development on single-family zoned lots to ensure consistency with size and scale with existing dwellings. Since the Single-Family Compatibility Permit is a new permit with comparable review time and processing requirements as a Hillside Development Permit.

Proposed Fee: \$6,593

- **Historic Resource Evaluation**

The historic preservation ordinance was amended to include the historic resource evaluation. Given the amendment, a fee is necessary for the review of historic resource evaluation applications to be reviewed by staff and/or a consultant. The fee for staff level review for historic resource evaluation, is proposed as the same fee for a zoning letter, as the time and work involved in the evaluation is similar to that of a zoning verification letter. For the consultant review fee “at cost” will rely on the consultant providing a proposal along with subsequent cost for the level of evaluation needed. Similar to “at cost” fees collected for environmental analysis completed by consultants.

Proposed Fee:

- Consultant Review (Proposed Fee #480) At Cost
- Staff Review (Proposed Fee #481) \$124

Revised Fees

The Planning & Community Development Department is requesting the following name changes only, to the following fee titles:

- **Commercial Cannabis Screening Application** (Proposed Fee #476)

The adopted fee schedule fee title reads “Commercial Cannabis Application Fee.” The request is to modify the fee title to read “Commercial Cannabis Screening Application” to be more clear in the applications intent. There are no proposed changes to the existing fee.

Concept Design Review

- **50,001 SF to 100,000 SF New Construction** (Proposed Fee #491)

The adopted fee schedule lists the fee title incorrectly “over 100,000 square feet new construction” when the square footage threshold should be “50,001 square feet to 100,000 square feet new construction.” There are no proposed changes to the existing fee.

- **100,001 SF and greater New Construction** (Proposed Fee #492)

The adopted fee schedule lists the fee title as “101,000 square feet new construction” when the square footage threshold should be “100,001 square feet and greater of new construction.” There are no proposed changes to the existing fee.

COUNCIL POLICY CONSIDERATION:

This proposed action supports the City Council's strategic planning goal of maintaining fiscal responsibility and stability through the periodic review and update of the General Fee Schedule and by ensuring that, where appropriate, the City is reimbursed for the cost of providing selected services.

ENVIRONMENTAL ANALYSIS:

This action is exempt from CEQA pursuant to State CEQA Guidelines Section 15061(b)(3), the common sense exemption. The common sense exemption can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action is the modification of a tax or fee, and will not result in any new development or physical changes.

FISCAL IMPACT:

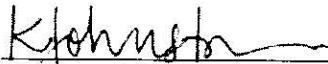
Upon adoption of the resolution, the amendments to the General Fee Schedule are expected to increase the revenues in the General Fund for FY 2022 by approximately \$42,500. These revenue projections have not been factored into the General Fund Five-Year Plan or the Fiscal Year 2022 Operating Budget.

Respectfully submitted,



David M. Reyes
Director of Planning & Community
Development Department

Prepared by:



Kristen Johnston
Management Analyst IV
Planning & Community Development
Department

Approved by:



STEVE MERMELL
City Manager

Attachments: (1)

1) Attachment A – Amendments to the Fiscal Year 2022 General Fee Schedule