



Staff Report

Agenda Item No.

D-2

To: City of Imperial Planning Commission

From: Lisa Tylenda, Planner

Date: November 1, 2017

Subject: Proposed fee update for the Community Development Department land use permits.

Summary:

Applicant:	City of Imperials' Community Development Department
Recommendation:	Review with Planning Commissioners- modifications or recommendations.

Discussion/Analysis

The current Community Development Department fee schedule is outdated, does not properly reflect nor neighbor the actual cost of processing a permit and lacks permit information concerning processing fees for various building, land use development, planning and zoning activities. The proposed fees update for the Community Development Department does accurately reflect and neighbor what the processing of a permit should cost- within reason. Within the document there are formulas for all the updated and newly added fees. The formulas are for justification purposes.

Environmental Compliance

The proposed fee update does not have any negative effect on the environment.

Attachments:

- Proposed Fees Update

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*CITY ATTORNEY FEE INCLUDED WITH ALL PERMIT FORMULAS *

"FULLY BURDENED HOURLY RATE" BASED ON ALL REVIEWERS

CITY OF IMPERIAL
COMMUNITY DEVELOPMENT DEPARTMENT
LAND USE FEE LIST
EFFECTIVE ___ /2017

Community Development Department Fee Schedule

Key:

Position Title/Department:	Current Employee Name:	"Fully Burdened Hourly Rate" (Per Administrative Services Calculations***)	Reference Symbol:
Planning Technician	Janet Redondo	\$28.50	J
Engineering Technician/ Inspector	Armando Aguilar	\$36.50	A
Project Manager	Jesus Villegas	\$55.00	JV
Planner	Lisa Tylenda	\$33.00	L
Administrative Analyst	Isabel Alvarez	\$35.00	I
Community Development Director-CDD	Othon Mora	\$49.00	O
Fire Department-FD		\$62.70	FD
Police Department-PD		\$67.50	PD
Public Service		\$65.50	PS
Administrative Services		\$65.50	AS
Community Services		\$59.50	CS
City Attorney		\$125.00	D
City Clerk		\$44.50	DJ
City Manager		\$87.00	CM
Planning Commission Members		\$50 each meeting per member	PC

- Applicant is responsible for any fees associated with the City of Imperials' City Clerk office and any department required for processing the said application from the Imperial County.

- Fire Department Fees are paid and processed separately from the Community Development Department.

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California Environmental Quality Act (CEQA) Fees:

Permit Type:	Fee:	Deposit: (Time & Materials)	Comments:
Notice of Exemption	\$187.00	\$500.00	Applicant will pay all consultant fees.
Initial Study & Mitigated/Negative Declarations	\$923.00	\$15,000.00	May Require Consultant. Applicant will pay all consultant fees.
Environmental Impact Report	\$923.00	\$1000.00	Requires Consultant. Applicant will pay all consultant fees.
Dept. of Fish & Game Fee for Notice of Determination – Negative Dec.	\$2216.25		To be paid within 3 days of Project Approval.
Dept. of Fish & Game Fee for Notice of Determination – EIR	\$3078.25		To be paid within 3 days of Project Approval.

FORMULAS:

Notice of Exception processing:

- J+L+D
- + All consultant fees.

Initial Study & Mitigated Negative Declarations:

- J+L+O+D+DJ+DRC
- + All consultant fees.

Environmental Impact Report:

- J+L+O+DRC+D+DJ
- + All consultant fees.

Dept. of Fish & Game Fee for Notice of Determination – Negative Declaration:

- Imperial County generated fee. Subject to change at will of the Imperial County.

Dept. of Fish & Game Fee for Notice of Determination – EIR:

- Imperial County generated fee. Subject to change at will of the Imperial County.

*Per State Law, Project Proponent must obtain an approved exemption from Department of Fish & Game or pay fee before the Notice of Determination is filed. NOD must be filed within 5 days of approval or project becomes invalid.

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"FULLY BURDENED HOURLY RATE" BASED ON ALL REVIEWERS

Administrative-Planning Applications:

PERMIT TYPE:	FEE:	Deposit: (Time& Materials)	MAY BE CEQA EXEMPT:
Conditional Use Permits-Administrative Action	\$754.00		X
Variance-Administrative Action	\$754.00		X
Zoning Information Letter (per parcel)	\$235.00		X
Time Extensions	\$335.00	\$500.00	X
Home Occupation	\$235.00		X
Lot Line Adjustment	\$335.00	\$500.00	X
Lot Merger	\$335.00	\$500.00	X
Lot Split	\$335.00	\$500.00	X
Certificate of Compliance	\$247.00		X
Pre-Application Meeting	\$643.00		X

FORMULAS:

CUP-Admin. Action:

- J+L+O+D+DRC+

VAR-Admin. Action:

- J+L+O+D+DRC

Zoning Information Letter:

- J+L+O+D

Time Extensions:

- J+L+O+JV+DJ+D

Home Occupations:

- J+L+O+D

Lot Line Adjustment/Split/Merger:

- J+L+O+DJ+D+JV

Certificate of Compliance:

- J+O+DJ+D

Pre-Application Meeting:

J+L+O+FD+CM+PD+AS+CS+PS+D

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"FULLY BURDENED HOURLY RATE" BASED ON ALL REVIEWERS

Planning Commission Action-Planning Applications:

PERMIT TYPE:	FEE:	Deposit (Time & Materials)	MAY BE CEQA EXEMPT:
Appeals to Planning Commission	\$530.00		N/A
Conditional Use Permit	\$1173.00	\$500.00	X
Variance Permit	\$1173.00	\$500.00	X

FORMULAS:

- Appeal to Planning Commission:

Planning Technician + Planner+ Community Development Director+ City Clerk+ Planning Commissioner Fee
(\$50.00*5) + City Attorney=

- Conditional Use Permit-Planning Commission Action:

Planning Technician+ Planner + Community Development Director+ Development Review Committee + City Clerk+
Planning Commissioner Fee+ City Attorney=

- Variance Permit-Planning Commission Action:

Planning Technician+ Planner + Community Development Director+ Development Review Committee + City Clerk+
Planning Commissioner Fee+ City Attorney=

Planning Commission & City Council Action- Planning Applications:

PERMIT TYPE:	FEE:	Deposit: (Time & Materials)	MAY REQUIRE CEQA
Annexation	\$1228.00 + LAFCO Fees	\$5000.00	X
Alley/ Street Vacation	\$1103.00	\$1000.00	X
General Plan Amendment	\$1048.00		X
Site Plan Review	\$643.00	\$500.00	X
Specific Plan Amendment	\$1048.00	\$2000.00	X
Specific Plan Review	\$1048.00	\$2000.00	X
Zone Change & General Plan Amendment	\$2221.00	\$2000.00	X
Zone Change	\$1048.00	\$2000.00	X

FORMULAS:

Annexation:

- J+L+O+JV+DJ+D+DRC+PC
- + \$500.00 AN ACRE

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“FULLY BURDENED HOURLY RATE” BASED ON ALL REVIEWERS

Alley/Street Vacation or Dedication:

- J+L+O+JV+DRC(includes city attorney fee already)+DJ+PC

General Plan Amendment:

- J+L+O+DRC(includes city attorney fee already)+DJ+PC

Site Plan Review:

- J+L+O+DRC(includes city attorney fee already)

Specific Plan Amendment:

- J+L+O+DRC+DJ+PC

Specific Plan Review:

- J+L+O+DRC+DJ+PC
- + City Attorney Fee is included because more than likely it will be reviewed by him multiple times before adoption.

Zone Change & General Plan Amendment:

- J+L+O+DRC(includes city attorney fee already)

Zone Change:

- J+L+O+DRC(includes city attorney fee already)

Maps:

PERMIT TYPE:	FEE:	DEPOSIT: (TIME & MATERIALS)	MAY BE CEQA EXEMPT
Reversion to Acreage	\$1,173.00	Consultant Fees if necessary	
Parcel Map Waiver	\$335.00		X
Minor Subdivision (up to 4 parcels) Tentative Parcel Map	\$933.50	\$1000.00	X
Final Parcel Map	\$335.00	\$5000.00 + Consultant Fees if necessary	X
Major Subdivision (more than 4 parcels) Tentative Tract Map	\$978.00	\$5000.00	
Final Tract Map	\$978.00	\$5000.00	Exempt from CEQA
Revisions to map within 6 months of disapproval	50% of original fees		

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FORMULAS:

Reversion to acreage:

- J+L+O+DJ+D+DRC+PC
- + CONSULTANT FEES IF NECESSARY

Parcel Map Waiver:

- J+O+L+DJ+D+DRC+JV
- + CONSULTANT
- + CEQA INITIAL STUDY FEE

Minor Subdivision Tentative Tract Map (less than 4 parcels):

- J+O+L+DRC+JV+D
- + Consultant Fee is needed
- + CEQA STUDY FEE IF REQUIRED

Final Parcel Map:

- L+O+DJ+JV+J+D
- + Consultant Fees if needed

Major Subdivision Tentative Tract Map (more than 4 parcels):

- L+O+DJ+JV+DRC+D+J
- + Consultant Fees if needed

Final Tract Map:

- L+O+DJ+D+DRC+JV+J
- + Consultant fees if needed

Revisions to map within 6 months of disapproval:

- 50% of original fee

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Community Development Department- Miscellaneous Fees:

PERMIT TYPE:	FEE:	DEPOSIT: (TIME & MATERIALS)	MAY REQUIRE CEQA
Community Development "request for application preparation/participation".	\$327.00		TBD
Community Facilities District	Actual Consultant Cost + 5% Contract Administration Fee	\$2000.00	TBD
Development Agreement Review	\$1228.00	\$2000.00	TBD
Generator Review	\$290.00		TBD
Similar Land Use Determination	\$530.00	\$500.00	TBD
Special Events Permit	\$431.00	\$1000.00	TBD
Temporary Use Permit	\$431.00	\$1000.00	TBD
Other Items not specified	\$235.00	\$1000.00	TBD

FORMULAS:

CDD request for application preparation/participation:

- J+L+JV+A+O+D

CFD:

- Consultant Formation Cost and 5% Contract Fee

Development Review Agree:

- DRC+D+J+O+L+JV+DJ+PC

Generator Review:

- J+L+JV+O+D

Similar Land Use Determination:

J+L+O+PC+DJ+D

Special Events Permit:

- J+L+O+PS+FD+D

Temporary Use Permit:

- J+L+O+PS+FD+D

Other Items not specified:

- J+L+O+D

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"FULLY BURDENED HOURLY RATE" BASED ON ALL REVIEWERS

Community Development Department- Building Fees:

PERMIT TYPE:	FEES and VALUATION FEES:
AC Units	\$1190**-Valuation Factor
Patio Foundation	\$97.50*-Valuation Factor
Porch, Patio Cover, Carport, Storage	\$105.50*
Swimming Pool, Office Improvements, Block Fence & ½ if other, Garage Conversion	\$112.50*
Signs	\$3690.00-Valuation Factor
Replacement Permit	\$43.50
Re Roof, Patio Foundation	\$97.50**
Re-Inspection Fee	\$95.00
Re-Permitting Fee	50% of Original Permit Fee
Solar Panels-Commercial	\$1000.00
Solar Panels-Residential	\$500.00
Tenant Improvements*	\$119.50
Building Inspection Fee (For every inspection request)	\$190.00

*-Valuation Factor: square footage construction cost

**-Valuation

FORMULAS:

AC Units:

- $J+A+D$ Current Fee+

Patio Foundation:

- $(J+A+D$ Current Fee) $/2$

Porch, Patio Cover, Carport, Storage:

- $($ Current Fee $+J+A+D)/2$

Swimming Pool, Office, etc.:

- $($ Current Fee $+J+A+D)/2$

Signs:

- Current Fee $+J+A+D$

Replacement Permit:

- $J+\$15$ estimated materials cost

Re-roof,Patio Foundation:

- $($ Current Fee $+J+A+D)/2$

Re-Inspection Fee:

- Half of Original Inspection Fee $\$190/2=$

Re-Permitting Fee:

- Half the original permit fee

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Tentative Improvements:

- J+A+O+D

Building Inspection Fee (for every inspection request):

- J+A+D

Community Development Department- Engineering Fees:

PERMIT TYPE:	FEE:	DEPOSIT: (TIME & MATERIALS)
Engineering Inspection (For every inspection request)	\$208.00	
Encroachment Permit-Residential	\$208.00	\$300.00
Encroachment Permit-Commercial	\$208.00	\$1000.00
Engineering Pre-Application Review	\$257.50	\$1000.00
Engineering Plan Review/Permit	\$257.50 + 3% of project valuation	\$5000.00
Engineering Permit Renewal	50% of Original Fee	
Engineering Plan Review- Revisions to Approved Plans	\$257.50	\$500.00
Engineering Report (Any documents Requested)	\$257.50	\$500.00
Engineering Report Review-Residential Project	\$257.50	\$500.00
Engineering Report Review-Commercial Project	\$257.50	\$1000.00
Engineering Report Review-Industrial Project	\$257.00	\$2000.00

FORMULAS:

Engineering Inspections:

- J+JV+D

Encroachment Permit- Residential:

- J+JV+D+Current Fee and final rounded up

Encroachment Permit-Commercial:

- J+JV+A+O+D+Current Fee and rounded up

Engineering Pre-Application Review

- J+JV+O+D

Engineering Plan Review:

- J+JV+O+D

Engineering Permit:

- J+JV+O+D
- 2% of Project Valuation common fee factor for other municipalities engineering fees.

Engineering Permit Extension or Renewal:

- ½ of the original fee for processing and review.

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Engineering Plan Review Revisions to Approved Plans:

- J+JV+O+D

Engineering Report:

- J+JV+O+D

Engineering Report Review-Residential Project:

- J+JV+O+D

Engineering Report Review-Commercial Project:

- J+JV+O+D