



COMMUNITY DEVELOPMENT DEPARTMENT

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CITY COUNCIL STAFF REPORT

Meeting: February 1, 2022

Subject

Consider an amendment to the Fiscal Year (FY) 2021-22 Fee Schedule C – Planning Fees to add a Miscellaneous Ministerial Permit fee pursuant to Urgency Ordinance No. 21-2235 regarding the ministerial processing of up to two unit projects pursuant to Senate Bill 9.

Recommended Action

Adopt Resolution No. 21-____, amending the Adopted FY 2021-22 Fee Schedule C – Planning Fees to add a Miscellaneous Ministerial Permit fee pursuant to Urgency Ordinance No. 21-2235 regarding the ministerial processing of up to two unit projects pursuant to Senate Bill 9 (Attachment A).

Discussion

Background

On December 21, 2021, Council adopted Ordinance No. 21-2235 adding procedures for the review of ministerial projects of up to two units in single family residential areas. The ordinance allows the City to process such projects with a new permit type, Miscellaneous Ministerial Permit. Applicants wishing for processing of up to two-unit projects allowed pursuant to Senate Bill 9, must apply for this permit, pay a fee adopted by the Council and comply with regulations adopted. The fee charges are intended to recover the City's reasonable costs for the time spent in reviewing and handling these projects.

Analysis

The process for review of projects pursuant to Senate Bill 9 is similar to that of projects that require Two Story Permits. The process involves coordination with the City's Engineering Division. The process also includes noticing to neighbors and on-site. There will continue to be coordination and communication with neighbors and interested community members. It is anticipated that a minimum of 13 hours of staff time would be

required for review of these projects. This includes application intake, two iterations of review of the project, coordination with the property owner and architect, communication with neighbors and interested parties, finalizing of project approval documents, ensuring signage has adequately been provided, and project closing activities. At the current \$302 staff hourly rate, this amounts to \$3,926.

The current fee for the review and processing of Two Story permits is \$4,477. It is anticipated that some amount of review time will be shortened due to the objective standards adopted for review of the projects and as a result, there would be some benefit to the applicant in terms of review time. This reduction is reflected in the proposed fee.

Staff requests Council to amend the Adopted Schedule C – General Fee Schedule for Fiscal Year 2020-21 (effective immediately). An amendment is necessary to add the proposed Miscellaneous Ministerial Permit Fee to the schedule. Else, the City will be processing these permits without an associated fee. A resolution to amend the fee schedule reflecting staff's recommendation has been prepared for Council consideration (Attachment A).

Sustainability Impact

No sustainability impact.

Fiscal Impact

The proposed fee for the permit is expected to cover the costs incurred by planners in the Planning Division for processing these projects.

Next Steps

The fee would go into effect 60 days after its adoption by the City Council. (Gov. Code, § 66017(a).)

<u>Prepared by:</u>	Piu Ghosh, Planning Manager
<u>Reviewed by:</u>	Benjamin Fu, Director of Community Development Christopher Jensen, City Attorney
<u>Approved for Submission:</u>	Dianne Thompson, Assistant City Manager

Attachments:

A – Draft Resolution for amending the FY 21-22 Fee Schedule – Schedule C – Planning Fees