

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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**RESOLUTION AMENDING THE PLANNING AND BUILDING DEPARTMENT
PLANNING SERVICE FEE SCHEDULE TO ADD DESIGN REVIEW FEES FOR
MINISTERIAL REVIEW AND EXCEPTIONS**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, County Ordinance No. 2193, adopted April 10, 1973, authorizes the setting by resolution of fees for permits and services provided by the Planning and Building Department; and

WHEREAS, Government Code Section 66014 authorizes the County to recover from permit applicants the cost of processing land use applications and providing services, including fees for planning permits, building permits, and related services; and

WHEREAS, on November 19, 2024, the Board of Supervisors adopted Resolution Number 080751 (effective January 1, 2025) adopting the current the Planning Service Fee Schedule for fees for permits and services provided by the Planning and Building Department; and

WHEREAS, the proposed design review ordinance creates new services to be provided by Planning and Building Department staff in connection with design review

applications, requiring an amendment to the Planning Service Fee Schedule to include fees for such services; and

WHEREAS, Planning and Building Department staff conducted an analysis of the existing fees charged for similar planning services, and the staff effort required to provide the services, to determine the estimated reasonable costs of providing the new services and this analysis is set forth in a Fee Study, dated February 24, 2026, which this Board has reviewed in connection with this matter; and

WHEREAS, this Board has reviewed the proposed fees, which include a Ministerial Design Review Fee for New Single Family Residential Construction fee of \$861, a Ministerial Design Review Fee for New Commercial/Multiple Family Residential Construction fee of \$861, a Ministerial Design Review Fee for Single Family Residential Alteration and/or Addition and Detached/Attached ADU fee of \$646, a Minor Design Review Exception fee of \$861, and a Major Design Review Exception fee of \$4,079, as well as the basis for their calculation and the justification for the fees as set forth in the Fee Study presented in this matter; and

WHEREAS, the Planning Services Fee Schedule's existing appeal fee of \$1,962 will apply to any appeals filed pursuant to County Ordinance Code Chapter 5.148; and

WHEREAS, the new fees are subject to the annual cost adjustment and all notes on the effective Planning Service Fee Schedule; and

WHEREAS, notice of the proposed fees was provided and data supporting the proposed fees was made available at least 10 days prior to the Board of Supervisors meeting on February 10, 2025, at which meeting public comment was accepted; and

WHEREAS, in adopting the proposed fees the Board of Supervisors finds that (1) the purpose of the proposed fees is to recover staff costs to provide the service; (2) the revenue generated by the fees will be used to cover the costs to the County to perform design review and grant minor and major exceptions; and (3) the fees do not exceed the estimated reasonable cost of providing the service for which the fees are charged.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors hereby amends the Planning Service Fee Schedule as set forth in this resolution and in Attachment F to the Board memorandum, and directs the Director of Planning and Building or designee to collect the fees shown thereon and to deposit them in the County treasury.

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