



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Planning and Building



Date: July 19, 2013
Board Meeting Date: August 6, 2013
Special Notice / Hearing: 14-Day Notice Publication
Comply With; Special
Hearing Required
Vote Required: Majority

To: Honorable Board of Supervisors

From: Jim Eggemeyer, Community Development Director

Subject: Amending the Planning and Building Department's Service Fee Schedules

RECOMMENDATION:

Adopt a Resolution amending the Planning and Building Department's Service Fee Schedules.

BACKGROUND:

The Planning and Building Department proposes to amend its service fee schedules to increase, add and adjust various fees charged to persons receiving services from the Planning and Building Department. In addition, the Department proposes to modify both the Current Planning and Building Inspection Sections' fee schedules to make them clearer to the public.

On March 13, 2012, the Department proposed amending its service fee schedules at a public hearing. At the conclusion of the meeting, your Board continued the hearing and directed staff to meet with a Subcommittee of two Board members to address specific issues and concerns the Board and the public had with the Department's proposed fee amendments. Staff met with the Subcommittee on March 23, 2012, May 23, 2013, and July 25, 2013. Changes proposed by the Subcommittee are included in the revised fee schedules.

Prior to the March 2012 hearing, in October 2009, your Board adopted a resolution amending the Department's service fee schedules to add or adjust planning and building fees for services the Department had been providing at no charge to the public or that have not reflected the actual cost of providing the service. Some fees were also reduced to reflect a more accurate fee for the service provided based on staff's actual time. More recently, in July 2011, the Department amended its fee schedules to include

a five-year information technology surcharge for all planning and building permits to provide the necessary funding for upgrading the Department's permit tracking system.

Previously in FY 2003-04 and FY 2004-05, the Planning and Building Department substantially raised its planning and building permit fees to eliminate the General Fund contribution to the Development Review Services Program (Current Planning and Building Inspection Sections). The Long Range Planning Services Program essentially remained funded by the General Fund. At the time, the justification for this distinction was that these services provide benefits to the general public and all residents of San Mateo County. The processing and issuance of permits, however, were considered cost recovery for services to an individual permit applicant. The Department has not requested any overall general fee increases since FY 2004-05.

DISCUSSION:

1. Authority

County Ordinance 2193, adopted April 10, 1973, authorizes the setting of the Planning fees by resolution of the Board of Supervisors. Ordinance 2512, adopted June 13, 1978, authorizes a similar process for setting Building Inspection fees by resolution. State law requires that fees not exceed the estimated reasonable cost of providing the service for which the fee is charged. Staff calculations show that the proposed fees would equal but not exceed the cost of the service the Department provides. Government Code Section 66014 also authorizes local governments to recover from permit applicants the cost of preparing the General Plan and development regulations.

2. Board of Supervisors Subcommittee

At the Board's initial public hearing on March 13, 2012, two Board members, former President Adrienne Tissier and Current President Don Horsley, volunteered to participate on a Subcommittee to work with staff on the proposed fee amendments. The Subcommittee met on March 23, 2012, May 23, 2013 and again on July 25, 2013, along with staff and Peggy Jensen, Deputy County Manager, to address the Department's proposed fee amendments and services. Staff has now incorporated the Subcommittee's proposed revisions in this staff report. Where new detailed analysis was required to establish a fee for service, staff has included the required information below.

3. General Fee Increase/Cost of Living Adjustments (COLA)

The Department proposes a general fee increase of five percent (5%) for all service fees indicated on the Current Planning and Building Inspection fee schedules (see Attachments A and B). Staff has calculated this modest fee increase to assist the Department in maintaining current service levels and to provide the Department with additional revenue for additional services to address workload demands in FYs 2013-15. Since late 2008, when the economic

conditions began to decline, the Department has spent down its Reserves by 95 percent, eliminated vacant positions, and reorganized the Department to improve efficiencies. For the past four fiscal years, staffing levels have been reduced from 55 authorized positions in FY 2009-10 to 48 authorized positions in FY 2012-13.

In addition, the Department is proposing a yearly cost of living adjustment (COLA) for three additional fiscal years starting July 2014. The annual adjustment will be the annual percent increase published in April by the United States Department of Labor, Bureau of Labor Statistics for the CPI Bay Area (San Francisco Area). Annual COLA adjustments will be effective July 1.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing these services and the proposed fees charged to the applicant, and found the information supports a finding that the fees charged to the applicant is less than the cost to the Department of providing the services.

4. Current Planning Section – Proposed New and Amended Fees

The Department recommends the establishment or amendment of eleven (11) service fees to cover the cost of services that historically the Current Planning Section has provided at no cost to the public or services that have not fully reflected the actual cost of providing the service. The new and amended fees for services include: review and inspection for Williamson Act compliance, Certificate of Compliance Type B – Witt/Abernathy Criteria, Lot Line Adjustments for Urban and Rural properties, Planning review for Cal-Fire Timber Harvesting Permits, Emergency Tree Removal Permits, plan review of minor modifications to approved projects, appeals, stormwater operation and maintenance agreements, and three new fees identified in the Department's Business Process Redesign. In addition, the Department is also proposing to modify its Current Planning fee schedule in order to clarify and simplify it. A number of currently scheduled fees would either be eliminated or replaced with a note indicating the Department's services will be charged by a cost recovery method for staff time and materials.

a. Agricultural Preserve and Farmland Security Review and Inspection

The Subcommittee and staff discussed the services the Department would provide in detail and the Subcommittee recommends the following: A nominal \$50 review fee (application/contract review) with no additional fee(s) if staff finds the applicant in compliance with their specific contract requirements. If staff finds the applicant does not comply with their contract, then time and materials fee charges will be required, up to a maximum fee of \$350.

The services the Department would provide include conducting a site inspection, confirming ongoing agricultural operations, and conformance

with local and State Williamson Act contract requirements. The Subcommittee believes the \$50 review fee is reasonable for staff's efforts outlined above and in addition, directed staff to arrange multiple site inspections for time efficiencies.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing these services and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the services.

b. Certificate of Compliance Type B – Witt/Abernathy Criteria Compliance

The Department's current practice is to review all legal description documents for vacant property to confirm that the parcel was created by a valid land division prior to the issuance of development permits (County Zoning Regulations, Chapter 1.5). As a result of two cases from the California Court of Appeal (*Witt Home Ranch, Inc. v. County of Sonoma*, 165 Cal. App. 4th 543 (2008) and *Abernathy Valley, Inc. v. County of Sonoma*, 173 Cal. App. 4th 42 (2009)), the County must review documentary evidence of prior land divisions in considerably more detail than was previously necessary. Upon submittal of the required documentation, staff reviews and confirms all applicable information and determines which type of Certificate of Compliance (either A or B) under the Subdivision Map Act is required before the subject property can be separately developed. Typically, a Type B legalization is more complicated in order to comply with State and local subdivision requirements, and requires a staff report and public hearing. However, the current fee, \$6,796, is too high for most parcel legality confirmations. The new fee for this service would be reduced to \$3,663; the current fee for Planning permits requiring a staff report and public hearing plus the five percent general fee increase.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

c. Lot Line Adjustments – Urban and Rural Parcels

The current fee schedule has two fees for lot line adjustments: one for typical lot line adjustments and another fee for lot line adjustments if the area to be transferred does not exceed five percent of the larger parcel. The second fee is rarely used, if at all. Staff has determined that an improved metric is whether the parcels are located in either the urban or the rural area of the County. Staff is proposing a reduced fee for urban area lot

line adjustments to reflect the actual cost of services to the property owners. Urban area lot line adjustments do not require as much time as rural parcels, which tend to have more complex legal descriptions utilizing a “meets and bounds” property description. Urban area properties ordinarily have deeds that refer to numbered lots within a recorded subdivision. Under the Department’s proposal, rural lot line adjustments will remain the same fee (currently \$2,655, but will be increased five percent to \$2,788). Urban lot line adjustments will be reduced to \$1,300 to reflect the actual staff time more typically necessary for such applications (thirteen (13) hours at \$100 per hour – the average planners’ salaries and overhead for application review, review and conformance with applicable zoning and building regulations, decision letter, and document recordation).

The Subcommittee has reviewed the Department’s analysis of the relationship between the cost of providing these services and the proposed fees charged to the applicant, and found the information supports a finding that the fees charged to the applicant is less than the cost to the Department of providing the services.

d. Timber Harvest Permit Reviews from Cal-Fire

The State of California has provided Cal-Fire with the authority to process and issue Timber Harvesting Permits in California. However, San Mateo County is provided the opportunity to review and provide comments to Cal-Fire upon referral to the Planning Department. Previous practice by the Department was to provide this service and not recover any associated staff costs from the property owner or applicant. The Department proposes, when a site visit is required, a new nominal fee of \$400 (four (4) hours at \$100 per hour) to recover the cost to visit the site and complete the necessary comments to Cal-Fire. The Department will collect this fee from the property owner or applicant, not Cal-Fire.

The Subcommittee has reviewed the Department’s analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

e. Emergency Tree Removal Permit

Currently, the Department is required to process and issue emergency permits for tree removals. These situations occur on an irregular basis and are acted on in an “over-the-counter” assistance method. The applicant must provide documentation from a professional arborist indicating that immediate removal is necessary to protect life and property, along with photographs of the subject tree. Upon review and confirmation from the

Community Development Director that an emergency exists, a decision letter is issued at the counter to the applicant approving the emergency removal. These types of letters are not generic, as each circumstance is different. The necessary time to review the circumstance, update the Department's permit tracking system, and issue an approval letter requires one and one-half hours of staff's time. The Department has calculated this service to cost \$150 (one and one half hours (1.5) at \$100 per hour, the average fully loaded Planning staff member's hourly rate). The Subcommittee reviewed the Department's analysis and reduced this fee to \$50.00 for this service.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

f. Minor Modification of Approved Permit

Another service Planning staff provides at no cost is the review of a permit applicant's request to make minor modifications to a set of plans previously approved by the Department or a decision-maker after a public hearing. Once a Planning permit is approved, there are circumstances where the applicant or property owner finds it necessary to make minor modifications to a project. The Department must review the plans and other project documents to assure that the project still conforms to applicable regulations and other conditions of approval. While the modifications must be minor in nature, in order not to require the need for renewed public hearings, even minor or technical changes to the approved plans require careful attention by staff to ensure the modifications comply with applicable laws and regulations. At present, the Department is not compensated for these types of reviews. Because of the request by the applicant, staff must review the submitted plans, make a determination, confer with a supervisor, and document the necessary activities in the Department's permit tracking system. The Subcommittee has considered staff's analysis for this service and is proposing a fee of \$250.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

g. Appeal Fees

The Subcommittee believed the Department's proposed increase for an appeal from \$451 to \$1,000 was not justified. The Subcommittee recognized the importance of keeping the fee relatively low in order to allow the public the opportunity to address a higher-level decision-maker(s) on specific concerns they have regarding a project. The Subcommittee now proposes to increase the appeal fee to \$500. This equates to an 11% (approximate) increase.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

h. Stormwater Operation and Maintenance Agreement Fee

The Department proposes a new fee to cover staff time associated with the implementation of the stormwater facility Operation and Maintenance (O&M) Verification Program (as required by NPDES Municipal Regional Permit Provision C.3.h). The Current Planning Section of the Department has performed these requirements at no cost to the applicant since the requirement came into effect in October 2009. Required tasks include preparation, review, and execution of O&M agreements between the County and property owners for regulated stormwater treatment facilities and requires approximately three hours of staff time. The Department has calculated this service to cost \$300 (three (3) hours at \$100/hour, the average fully loaded Planning staff member's hourly rate).

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

i. Business Process Redesign (BPR) Planning Service Fees

In early December 2011, the Department participated in an intensive four-day workshop as the subject of a Business Process Redesign (BPR), in which the County's development permit application procedures were comprehensively analyzed in order to recommend streamlining of permit approvals and cost efficiencies at all stages of the process. Identified in the Department's BPR improvements were three (3) additional services that staff will provide in an effort to improve and streamline the permitting and reviewing process. These services include Technical Advisory Group

review fee, Pre-Application Design Review conference, and Pre-Application Non-Design conference.

The Technical Advisory Group (TAG review) review fee would be for an optional pre- or post-application meeting with County agencies (Current Planning, Building Inspection, Geotechnical Section, Department of Public Works, Environmental Health, and Cal-Fire) in order to review the plans. This will provide the applicant an opportunity to meet and discuss their proposal and to reduce the number of incomplete initial plan submissions – a substantial benefit to permit applicants. The Department has estimated one to two hours for this type of meeting. The collected fixed fee for this optional service would be \$400.

The second fee, Pre-Application Design Review conference, is currently a service required by the Zoning Regulations, but no fee is charged for the service. The Department has estimated, on average, one and one half (1.5) hours for plan review, counter assistance, and permit system documentation. The proposed fee for this service is \$150 (1.5 hours at \$100/hour).

The third fee recommended by the BPR is Pre-Application Non-Design Review conference service fee that currently is not collected. This service fee is to cover staff's time to meet with the applicant at the counter, review their application materials and the specific permit process in detail, and permit tracking system documentation. Staff has estimated, on average, one and one half (1.5) hours for this service and a proposed fee of \$150 (1.5 hours at \$100/hour). This service is identical to the Pre-Application Design Review conference indicated above. Only new construction and major remodels (50% valuation or greater as determined by the Building Inspection Section) will be assessed this fee.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing these services and the proposed fees charged to the applicant, and found the information supports a finding that the fees charged to the applicant is less than the cost to the Department of providing the services.

5. Long Range Planning Services Program – Proposed General Plan Update Fee Increase

The Long Range Planning Services Program does not have any sources of revenue for any significant cost recovery. The Program, therefore, relies on support from the County's General Fund.

In October 2009, your Board approved a flat fee of \$40 for every planning application to fund the Department's General Plan Update. Simple permits were made exempt from the surcharge. The Long Range Planning Services Program

continues to update the County's General Plan in a very specific way, by addressing portions of the General Plan element by element. Components of the General Plan that are in need of updates include the Land Use, Circulation, Conservation, Open Space, Housing, Noise, and Safety Elements. Zoning and other County regulations that implement the General Plan are also in need of improvement. In order to finance the processing of these updates and amendments, the Department is proposing to increase this surcharge fee from \$40 to \$50. This equates to a 25 percent increase.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing these services and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the services.

6. Building Inspection Section – Proposed New and Amended Fees

The Department is recommending the establishment or amendment of fourteen (14) service fees to cover the cost of services that the Building Inspection Section provides. New and amended fees for services include filing fee and flat rate permit fee, sewer line replacement permit, gas line and water heater replacement permits, stormwater inspections, housing inspections, geotechnical review fees (existing fees include one new additional service tier), permit extensions, certificate of temporary occupancy, alternate means and methods of construction requests, damage investigation and report services, change of contractor and/or owner, and pre-application plan review services.

a. Filing Fee and Flat Rate Permit Fee

The Building Inspection Section recently completed a study to compare staff costs with fees collected for various projects and discovered that the Department is not collecting the required staff cost recovery amount for certain projects that have traditionally been assessed by our current filing fee of \$29 and a flat rate permit fee of \$85 (minimum fee). As a result of this study, the Department requests that the \$29 filing fee be raised to \$40. Additionally, the Department requests that all \$85 flat rate permit fees be raised to \$100.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing these services and the proposed fees charged to the applicant, and found the information supports a finding that the fees charged to the applicant is less than the cost to the Department of providing these services.

The Department also has a number of surcharge fees required on applications, including legal counsel and information technology upgrades. Staff is proposing to waive these surcharge fees for any building permit

costing less than \$200 or any permit fee based on a project valuation of \$2,000 or less. The surcharge exemption does not apply to the State mandated Building Standards Law (SB 1473) fee the County is required to collect and transfer to the State of California.

b. Sewer Line Replacement Permit

The current permit fee for this service is \$114 (flat rate fee of \$85 plus the filing fee of \$29). The Subcommittee has reviewed staff's analysis regarding the time and cost to process this type of permit, which includes counter staff, administrative staff, building inspection travel time (on average), inspection time (sewer line inspections are normally two inspections), and vehicle costs. Staff was proposing a revised fee of \$210 for the services provided. (Total \$250, including the \$40 filing fee.) The Subcommittee concluded that while staff is justified in the proposal, the fee should remain low so as not to be deterrent in obtaining a permit. Therefore, the fee would increase to the new minimum flat rate fee of \$100. (Total \$140, including the \$40 filing fee.)

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

c. Gas Line Replacement Permit

The current permit fee for this service is \$114 (flat rate fee of \$85 plus the filing fee of \$29). The Subcommittee has reviewed staff's analysis regarding the time and cost to process this type of permit, which includes counter staff, administrative staff, building inspection travel time (on average), inspection time (gas line inspections are normally one inspection, unless they fail the inspection and a re-inspection fee applies), and vehicle costs. Staff was proposing a revised fee of \$110 for a gas line replacement permit. (Total \$150, including the \$40 filing fee.) The Subcommittee concluded that while staff is justified in the proposal, the fee should remain low so as not to be deterrent in obtaining a permit. Therefore, the fee would increase to the new minimum flat rate fee of \$100. (Total \$140, including the \$40 filing fee.)

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

d. Water Heater Replacement Permit

The current permit fee for this service is \$114 (flat rate fee of \$85 plus the filing fee of \$29). The Subcommittee has reviewed staff's analysis regarding the time and cost to process this type of permit, which includes counter staff, administrative staff, building inspection travel time (on average), inspection time (water heater inspections are normally one inspection, unless they fail the inspection and a re-inspection fee applies), and vehicle costs. Staff was proposing a revised fee of \$85 for a water heater replacement permit. (Total \$125, including the \$40 filing fee.)

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

e. Stormwater Inspection Fee – New Construction/Major Remodels

Building Inspectors are required to conduct site inspections for all new major construction to verify approved stormwater controls are installed correctly, functioning correctly and maintained for the duration of construction as required by Section C.3 of the County's permit with Regional Water Quality Control Board. In FY 2011-12, Building Inspection had conducted over 216 inspections on 41 project sites for compliance and maintenance. This equates to over five inspections per site minimum.

The Department presently collects no fee for this mandated service. The Subcommittee has reviewed staff's analysis regarding inspection time, travel time, permit tracking information update, and vehicle costs for this service. Staff was proposing a fee of \$500 per project site for any project that is subject to these special inspections. The Subcommittee concluded that while staff is justified in the proposal, the fee should be \$250 for this service.

If staff finds any project site not in compliance with stormwater control requirements, and a re-inspection is required, the one-hour rate for special inspections of \$151 for additional stormwater-related inspections will be assessed.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

f. Housing Inspection Fee

Due to changes in the Building Inspection Section's procedures for housing inspections and information provided to the customer, the Department is proposing to reduce single-family residential inspections from \$752 to \$350; duplex residential inspections from \$1,712 to \$600; and any additional units beyond two (2) at \$600 plus \$200 for each additional unit. The current fees for a triplex and fourplex are \$2,397 and \$3,091, respectively. Larger units than four are charged a flat fee of \$3,091 plus \$200 for each additional unit.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing these services and the proposed fees charged to the applicant, and found the information supports a finding that the fees charged to the applicant is less than the cost to the Department of providing these services.

g. Geotechnical Review Fees

One additional service fee tier is proposed by staff for these services. Currently, there are two tiers; this proposal would increase the service tiers to three (3). The current tiers are \$653 and \$2,789. One additional tier would be \$250 for project review when staff has determined no site-specific soils report is required to be submitted for the project. This additional tier has been calculated based on the average staff time required to complete the service provided, which includes plan review and project file documentation.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

h. Permit Extension Fees

Periodically, staff is required to review permit applications to determine project status. Each individual case must be reviewed and if it is determined that a permit has expired (by time limitations), correspondence must be generated. The permit then must be tracked and monitored carefully by staff. In addition to the time spent, staff must store plans and documents over extended periods of time in order for the project to be completed. Additionally, this requires that building inspectors must work with projects under different applicable building code requirements, possibly referring to outdated code information to verify compliance with regulations in effect at the time of application. Staff has calculated, on average, approximately eight (8) hours to complete the tasks necessary to provide a permit

extension for a major project and two and one-half (2.5) hours for a minor project permit extension. Staff proposed permit extension fees of \$800 for major projects (new single-family residences, major remodels of 50 percent and greater valuation, and commercial projects over 3,000 sq. ft.) for a one-year extension, and \$250 for all other minor projects (additions and remodels (less than 50 percent valuation), pools, retaining walls, etc.) for a one 180-day extension. The Subcommittee concluded that while staff is justified in the fee proposals, the fee for any extension request should be \$250.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

i. Certificate of Temporary Occupancy Fee

This service requires two additional field inspections by a building inspector and the applicant must meet with building counter staff on three occasions to process the necessary documents for a certificate of temporary occupancy. Staff has calculated, on average, four and one half (4.5) hours to provide an applicant a certificate of temporary occupancy. The proposed service fee would be \$450 (4.5 hours at \$100/hour).

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

j. Alternate Means and Methods of Construction Fee

Occasionally, a project that does not strictly comply with the International Building Code may nevertheless be reviewed and approved as an "alternative means and methods of construction" that fully ensures the structure's safety by a method other than the one provided by the Code. When an applicant's plans propose to comply with Code requirements by alternative means and methods, senior staff must research the proposed method(s) in detail to ensure that the applicant's request does not endanger life or property and is in conformance with the specific intent of the building code(s). Staff has calculated senior staff costs are \$148.60/per hour and that typical requests require approximately three (3) hours, total \$446, to research the specific code, review the applicant's request, determine if the alternate means and methods comply with applicable codes, and provide

documentation to the project file and permit tracking system. The proposed service fee would be \$400 per alternate submitted.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

k. Damage Investigation and Report Due to Fire, Wind, Flood, Vehicle, Etc.

Building inspectors are required to make one field inspection and provide a report detailing the specific damage incurred and the means required to repair such damage(s). Staff has calculated a one-hour site visit, administrative staff assistance, building inspection travel time (on average), vehicle costs, and project documentation for an estimated cost of \$281.26. The proposed service fee would be \$200.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

l. Change of Contractor/Owner Fee

This service fee requires counter staff time to remove the former party from our records, to research (State Contractor's License information) and input the new party's information into our permitting system, and re-issue and reproduce the permit with the updated information. Staff has calculated this service requires approximately 30 minutes of staff's time. The proposed service fee would be \$50.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

m. Pre-Application Plan Review

On occasion, potential applicants, architects, designers, and contractors request staff time to review and comment on projects before they are formally submitted to the Department. As identified in the Current Planning Section's fee service schedule, the first 30 minutes are at no cost. Building Inspection is proposing the first 30 minutes for free and then a flat fee of

\$150 for this service. Staff has estimated, on average, two (2) hours of plan checking review, counter assistance, documentation, and coordination. The first 30 minutes are no charge; the remaining hour and one half equates to \$150.

The Subcommittee has reviewed the Department's analysis of the relationship between the cost of providing this service and the proposed fee charged to the applicant, and found the information supports a finding that the fee charged to the applicant is less than the cost to the Department of providing the service.

7. Public Notification

The Planning and Building Department posted a public notice in the Development Review Center lobby, reception area, counter areas, and posting on the Department's website, along with a summary document identifying the proposed general increase, new, and amended planning and building fees. Public notification was also published in the San Mateo Times fourteen (14) days in advance of the public hearing as required by State law and mailed to interested parties.

8. Effective Date for New and Amended Fee Schedules

Section 66016, et. seq., of the California Government Code requires that all local agencies hold a public hearing to consider any proposed new fees. In addition, any action adopting a fee or charge shall be effective no sooner than 60 days following the final action. The effective date for the proposed fee schedule increases or modifications would therefore be Monday, October 7, 2013.

County Counsel has reviewed and approved the Resolution as to form.

The approval of the Planning and Building Department's service fee amendments contributes to the 2025 Shared Vision outcome of a Livable Community because the service fees fund the services necessary to ensure that growth occurs near transit, promotes affordable, livable connected communities and the adjustments are consistent with State law that requires fees not to exceed the estimated reasonable cost of providing the services.

FISCAL IMPACT:

The proposed five percent (5%) general fee increase will generate an estimated \$164,000 in the remaining FY 2013 (\$218,000/year), in addition to an estimated \$13,500 in the remaining fiscal year (\$18,000/year) for new fees being introduced for various services not previously charged for or reevaluated to cost the services more accurately. The projected revenue will allow the Department to maintain its current level of service and provide the Department with additional revenue for additional services to

address workload demands in FYs 2013-15. There is no Net County Cost associated with this action.

ATTACHMENT:

Service Fee Increases and Amendments



County of San Mateo

Planning & Building Department

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**PLANNING AND BUILDING DEPARTMENT SERVICE FEE
INCREASES AND AMENDMENTS**

SUMMARY TABLE			
Planning and Building Service Fees			
Services	Current Fee	Proposed Fee	% Increase/Decrease
1. All Current Fees	As indicated on Fee Schedules	Five percent (5%) increase	5%
Current Planning Section Service Fees			
1. Review and Inspection for Williamson Act Conformance	\$0.00	\$50 Application \$0 If compliant Time and Materials Not to exceed \$350 if non-compliant	New
2. Certificate of Compliance Type B, Witt/Abernathy Criteria	\$6,796	\$3,663	(46%)
3. Lot Line Adjustments	\$2,655	Rural – \$2,788 Urban – \$1,300	5% (51%)
4. Timber Harvest Permit Reviews from Cal-Fire	\$0.00	\$400	New
5. Emergency Tree Removal Permit	\$0.00	\$50	New
6. Minor Modification of Approved Permit	\$0.00	\$250	New
7. Appeal Fee	\$451	\$500	11%
8. Stormwater O&M Agreements	\$0.00	\$300	New
9. Business Process Redesign			
– Technical Advisory Group Review	\$0.00	\$400/Optional	New
– Pre-Application Design Review Conference	\$0.00	\$150	New
– Pre-Application Non-Design Review Conference	\$0.00	\$150	New

Services	Current Fee	Proposed Fee	% Increase/Decrease
Long Range Planning Section Service Fee			
1. General Plan Update	\$40/Project (Minor projects exempt, less than \$500)	\$50/Project (Minor projects exempt, less than \$500)	25%
Building Inspection Section Service Fees			
1. Filing Fee and Flat Rate Permit Fee	Filing – \$29 Flat Rate – \$85	Filing – \$40 Flat Rate – \$100	38% 18%
2. Sewer Line Replacement	\$114 (\$85 plus \$29 filing fee)	\$140 (\$100 plus \$40 filing fee)	22%
3. Gas Line	\$114 (\$85 plus \$29 filing fee)	\$140 (\$100 plus \$40 filing fee)	22%
4. Water Heater Replacement	\$114 (\$85 plus \$29 filing fee)	\$125 (\$85 plus \$40 filing fee)	Same (filing fee increase only)
5. Stormwater Inspection Fee – New Construction/Major Remodels	\$0.00	\$250	New
6. Housing Inspection Fees	Single-Family Res. – \$752 Duplex – \$1,712 Triplex – \$2,397 Fourplex – \$3,091 Each Additional Unit – \$200	Single-Family Res. – \$350 Duplex – \$600 Each Additional Unit – \$200	(53%) (65%) (67%) (68%)
7. Geotechnical Review Fees	Two Tiers: \$622 \$2,656	Three Tiers: \$250 \$653 \$2,789	New 5% 5%
8. Permit Extension Fees	\$0.00	\$250	New
9. Certificate of Temporary Occupancy Fee	\$0.00	\$450	New
10. Alternate Means and Methods of Construction Fee	\$0.00	\$400/Alternate Submitted	New
11. Damage Investigation and Report	\$0.00	\$240 (\$200 plus \$40 filing fee)	New
12. Change of Contractor/Owner Fee	\$0.00	\$50	New
13. Pre-Application Plan Review	\$0.00	1 st half hour – \$0.00, Remaining 1½ hours – \$150	New

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(7/19/13) Revised