



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE

Amendment of Fees Administered by the Planning Division, Building Division, Engineering Division, and Parking Division

RECOMMENDED MOTION

Adopt the attached resolution which amends the Master Fee Schedule regarding fees administered by the Planning Division, Building Division, Engineering Division, and Parking Division

ANALYSIS

Community Development Department – Planning Division Fees

On December 8, 2009, the City Council approved Ordinance No. 1200 which established construction time limit regulations. As part of these regulations, two administrative procedures were established which require fees. Staff has evaluated these new procedures and projected the typical staffing costs, as discussed below.

- Construction Time Limit Extension. Construction Time Limit extension requests (per Zoning Ordinance Section 10.54.100.D) involve review of working drawings, GANTT charts, and justifications for the extension request; consultation with the City Engineer and Building Inspector; noticing of nearby property owners; preparation of a staff report (including conditions of approval); conduct of a Zoning Administrator public hearing; and preparation of a Notice of Decision. Staff proposes a \$1,065 fee which reflects the staff time anticipated for the processing of a typical request for a Construction Time Limit Extension.
- Construction Time Limit Deposit Administrative Fee. Property owners are required to post refundable deposits with the Community Development Department to continue construction beyond the established time limits (per Section 10.54.100.F). At the conclusion of construction, the Community Development Director will determine whether any part of the deposit should be treated as penalty for exceeding the established time limits. If the CD Director does not concur the property owner's request for a refund of the deposit, the CD Director's decision is automatically appealed to the Planning Commission. Staff proposes a \$500 fee which reflects the staff time anticipated for the administration of the deposit. If the CD Director's decision is appealed to the Planning Commission, the property owner would need to pay a separate appeal fee (currently set at \$861).

Ordinance No. 1200 also clarified the Zoning Administrator's authority to conduct public hearings on time extension requests for approved Design Review Permits (per Section 10.54.050.K).

- Time Extension for Approved Permits. The Fee Schedule does not currently list a fee for Time Extensions for Approved Permits as required by Section 10.50.140.A. Since time extensions can be heard by either the Zoning Administrator or the Planning Commission,

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staff proposes two levels of fees – Zoning Administrator (\$1,065) and Planning Commission (\$1,814) – which reflect the typical staff time necessary for the respective processing of the time extension requests.

Community Development Department – Building Division Fees

The following fees administered by the Building Division of the Community Development Department need to be updated:

- Building Permits. Two typographical errors need to be corrected regarding the fees for construction projects valued from \$100,001 to \$500,000 and from \$500,001 to \$1,000,000. The correct values in the fee schedule should be “\$1,000,” not “\$100,000.”
- Plan Check Fees. The Plan Check fees for review of construction drawings need to be updated to take into account the City’s staff and overhead costs in administering the contract with CSG Consultants for plan checks. A 10 percent administrative surcharge is proposed. This surcharge would not be applicable to over-the-counter plan checks handled by the building staff certain types of projects on a time-available basis (e.g., window replacements, kitchen remodels, bathroom remodels). This adjustment does not affect the current additional charge to applicants for expedited plan check.

Department of Public Works – Engineering Division Fees

The following Tree Permit fees administered by the Engineering Division need to be updated or added.

- Tree Permit – Protected Tree – Private or Public Property. The Master Fee Schedule currently lists no charge for removal of a protected tree on private property and \$125 for removal of a protected tree on public property (per Section 11.12.030.A). In order to ensure staff time for review of tree permits on private and public property are treated equally, and economies of scale are recognized in the processing of permits, staff proposes a sliding scale based upon the number of protected trees. The fee for removal of one protected tree would be \$175, and each additional protected tree would be \$75/tree.
- Tree Permit – View Claim – Private or Public Property. The Master Fee Schedule currently lists a \$125 fee for a view claim regarding a tree on private property and no charge for a view claim regarding a tree on public property (per Sections 11.12.040.B & D). In order to ensure staff time for review of view claims on private and public property are treated equally, and economies of scale are recognized in the processing of permits, staff proposes a sliding scale based upon the number of trees. The fee for a view claim involving one tree would be \$175, and each additional tree would be \$75/tree.

Police Department – Parking Division Citation Fees

Effective January 1, 2009, state law mandates the City to pay a total of \$9.50 to the County of Marin and the State of California for every citation issued by the City for a parking offense with a penalty. This pass-through money is then distributed to the Courthouse Construction Fund, the Criminal Justice Facilities Construction Fund, and the State Court Facilities Construction Fund. Last year staff recommended an incremental increase of \$5.00 in parking citation fees to partially cover this funding obligation. The City Council approved staff’s recommendation.

Staff now recommends a rate increase of \$5.00 per parking citation to cover the remaining loss of city revenue due to the mandates in Government Code sections 70372(b) and 76000(b). The new parking citation fees are listed in the attached resolution.

Staff has prepared the attached resolution which updates the Master Fee Schedule regarding fees as described above (see **Attachment** for draft resolution).

FISCAL IMPACT

Approval of the proposed fees will result in a slight improvement in the Planning Division, Building Division, and Engineering Division revenues which will more accurately reflect actual staff processing costs. Approval of the proposed increase in parking citation fees will allow the City to fully cover its mandated obligation to the County and the State with no loss of revenue.

RECOMMENDATION

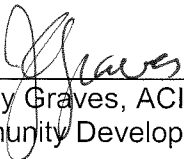
- Staff recommends the City Council adopt the attached resolution which amends the Master Fee Schedule regarding fees administered by the Planning Division, Building Division, Engineering Division, and Parking Division (see **Attachment**).

Alternatively, the City Council may take any of the following actions:

- Amend the attached resolution as appropriate and adopt the resolution; or
- Direct staff to provide additional information at a future meeting.


ATTACHMENT – Resolution (Draft)

PREPARED BY:




Jeremy Graves, ACIP
Community Development Director

REVIEWED BY:



Jonathon Goldman
Director of Public Works

REVIEWED BY:



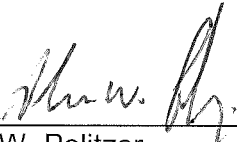
John Rohrbacher, Captain
Police Department

REVIEWED BY:



Charles Francis
Administrative Services Director

SUBMITTED BY:



Adam W. Politzer
City Manager

CDD\Finance\Fees\CCSR 06-01-10

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RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO
AMENDING THE PLANNING DIVISION, BUILDING DIVISION,
ENGINEERING DIVISION, AND PARKING DIVISION FEES
OF THE MASTER FEE SCHEDULE**

WHEREAS, on June 24, 2008, the City Council adopted Resolution No. 4957 which adopted the Revised and Restated Master Fee Schedule for 2008-09; and

WHEREAS, on July 21, 2009, the City Council adopted Resolution No. 5063 which amended the Planning Division Fees of the Master Fee Schedule; and

WHEREAS, on _____, the City Council considered amendments of the Master Fee Schedule at a regularly-scheduled City Council meeting.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sausalito does hereby:

Section 1. Amend the Planning Division Fees of the Master Fee Schedule to add the following fees:

Construction Time Limits	
Time Limit Extension (§10.54.100.D)	\$1,065
Deposit Administration (§10.54.100.F)	\$500, plus Appeal fee (if appealed)
Time Extension of Approved Permit (§10.50.140)	
Zoning Administrator	\$1,065
Planning Commission	\$1,814

Section 2. Amend the Building Division Fees of the Master Fee Schedule to restate the following fees:

Building Permits (based on valuation)*	
\$1 to \$2,000	\$60
\$2,001 to \$25,000	\$76 for the first \$2,000 plus \$10 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$306 for the first \$25,000 plus \$8 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$506 for the first \$50,000 plus \$5 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$756 for the first \$100,000 plus \$4 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$2,356 for the first \$500,000 plus \$4 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
\$1,000,001 and up	\$3,956 for the first \$1,000,000 plus \$3 for each additional \$1,000 or fraction thereof.

* Solar water heating systems and photovoltaic systems are exempt from building permit fees.

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Plan Check Fee (1st three checks)

65% of Building Permit fee, plus 10% consultant administrative surcharge for plans checked by City's consultant. Expedited plan check is available at applicant's option for additional consultant fee.

Section 3. Amend the Engineering Division Fees of the Master Fee Schedule to restate and add the following fees:

Tree Permit

Protected Tree – Private or Public Property
 (§11.12.030.A)

\$175 for first tree, plus \$75 for each additional tree

View Claim – Private or Public Property
 (§11.12.040.B& D)

\$175 for first tree, plus \$75 for each additional tree

Section 4. Amend the Parking Division Fees of the Master Fee Schedule as listed below.

Parking and Vehicle Violations:	Current Fee	New Fee
• Expired Meter	\$35	\$40
• Overtime, 3 hour limit	\$35	\$40
• Overtime, 1 hour limit	\$35	\$40
• Overtime, 20 minute limit	\$58	\$63
• Expired Meter w/overtime	\$45	\$50
• Green, Yellow or White Zone	\$58	\$63
• Red Zone/Posted No Parking	\$58	\$63
• Municipal Lots 1,2,3,4 and 5	\$35	\$40
• Preferential Zones B, C, and H	\$35	\$40
• Improperly Parked in Space	\$35	\$40
• Parked on School Grounds	\$30	\$35
• Parked over 18" from curb	\$53	\$58
• Parked wrong way	\$53	\$58
• Parked in excess of 72 hours	\$275	\$280
• RV/RV trailer parked over 8 hours	\$255	\$260
• Boat/boat trailer parking over 1 hour	\$35	\$40
• All other parking violations not listed	\$35	\$40
• No Parking in Bike Lane	\$105	\$110
• Parking in front of Driveway, on Sidewalk, Obstructing Traffic, or Double Parked	\$60	\$65
• Parking in Intersection, Crosswalk, Fire Station Zone, repairing or washing vehicle on City street	\$60	\$65
• Parked within 15 ft of Fire Hydrant	\$80	\$85
• Parked in a bus stop	\$255	\$260
• Parked in Fire Lane	\$155	\$160
• Unattended vehicle, motor running	\$80	\$85
• Unattended vehicle, occupant unable to unlock doors	\$105	\$110
• Parking in or blocking access to Handicapped/ Blue Zone	\$305	\$310

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• Parked in cross hatch lines of disabled parking stall	\$305	\$310
• Expired Registration	\$140	\$145
• Mutilated license, missing gas cap, no license plates, no current registration tab	\$80	\$85
• Failure to curb wheels, parking commercial vehicles and trailers, restricted parking on City property, cab zone only, restricted Police parking, restricted No Parking 2AM to 6AM	\$53	\$58
• Illegal vessel mooring	\$80	\$85

PASSED AND ADOPTED at a meeting of the City Council of the City of Sausalito on the ____ day of _____, _____, by the following vote:

AYES: Councilmembers:
 NOES: Councilmembers:
 ABSENT: Councilmembers:
 ABSTAIN: Councilmembers:

 Jonathan Leone, Mayor

ATTEST:

 Debbie Pagliaro, City Clerk

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