



5.5A-2

PLANNING AND BUILDING
DEPARTMENT
PLANNING ADMINISTRATION

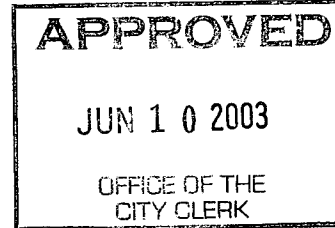
CITY OF SACRAMENTO
CALIFORNIA

1231 L STREET
ROOM 200
SACRAMENTO, CA
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PLANNING
916-264-2659
FAX 916-264-5543

May 28, 2003

City Council
Sacramento, California



Honorable Members in Session:

**SUBJECT: AMENDMENT TO THE FEE AND CHARGE REPORT MODIFYING
PLANNING DIVISION FEES AND AUGMENTING STAFF TO MEET
ECONOMIC EXPANSION**

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION: Adopt Resolution

CONTACT PERSON: Gary Stonehouse, Planning Director, 264-5567
Dennis Richardson, Chief Building Official, 264-5956
Frances Chong, Administrative Analyst, 808-8021

FOR COUNCIL MEETING OF: June 10, 2003

SUMMARY:

Staff has been working on revising the fees for planning services related to the cost of doing business. The last fee increase approved for planning services was June 16, 1998. This report recommends revised fees for planning services based solely on the cost of living increases and adding positions to the planning divisions to meet economic expansion.

BACKGROUND:

Fees for planning entitlements and environmental review were last reviewed in 1998. At that time, David M.Griffith and Associates revealed that processing fees were projected to

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receive a 66% general fund subsidy in FY99. The Council approved resolution 98-272 on June 16, 1998, which recommended an increase in fees so that the general fund subsidy would be closer to 50%.

Processing fees have not kept pace with costs:

- FY02 received a 70% general fund subsidy.
- Subsidies for FY03 and FY04 are projected to exceed 70%,

The recommended fee increase in this report is based solely on the consumer price index, which from June of 1998 through April 2003 increased by 19.2%. See Attachment A for a list of the fee increases.

On May 27th 2003, the Planning staff met with representatives from the Sacramento Builder's Exchange, the Building Industry Association, the American Institute of Architects, and the Sacramento Board of Realtors, to present the proposed fee increases. The Planning staff has scheduled another meeting to collect comments and feedback from the various groups.

On March 9, 1999, Council approved a staffing increase of four positions to the Planning Divisions to assist with the increased planning activity created by economic expansion in the North Natomas development: a Planning Technician, Typist Clerk, and two intern positions. The staffing increase costs were fully covered by the revenue generated by the level of activity along with the additional support of these positions.

On April 29, 2003, Council approved the consideration of adding five Planning Division FTEs at the same time as the proposed Planning Fee adjustments during the FY04 Proposed Budget hearings.

Total applications submitted to Planning have reached an all-time high. Comparing FY03 to FY01 for the same time period up through April, submitted applications have increased by more than 72%. See Attachment B.

The recommended additional staff in Attachment C will improve

- The time to process applications,
- Customer service, and
- The revenue received by completing more projects.

FINANCIAL CONSIDERATIONS:

With the adoption of the fee increase, there will be no negative impact to the general fund for the augmentation of staff to the Planning Divisions. See Attachment D for proposed budget changes.

POLICY CONSIDERATIONS:

The adoption of the fee increase and staff augmentation are consistent with the City Council's priorities of economic development, public safety, neighborhood revitalization and enhancement, environmental quality, and fiscal viability.

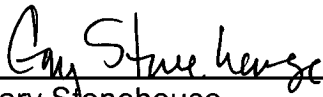
ENVIRONMENTAL CONSIDERATIONS:

Ongoing administrative and maintenance activities, which are not for purposes of a public works construction project do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 1506(b)(1), 15378(b)(3).

ESBD

All goods and services for this program will be purchased with a maximum effort to achieve ESBD goals.

Respectfully submitted,



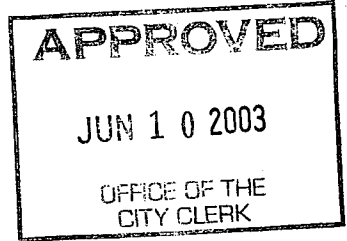
Gary Stonehouse
Planning Director

RECOMMENDATION APPPROVED BY:



Robert Thomas
City Manager

RESOLUTION NO. 2003-376



ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

A RESOLUTION AMENDING THE PLANNING AND BUILDING DEPARTMENT FY04 ANNUAL OPERATING BUDGETS TO ADD 4 ADDITIONAL FULL TIME EMPLOYEES

WHEREAS, the level of planning activity has substantially increased from FY01 through FY03,

WHEREAS, the fees have not been approved to be increased since June 16, 1998, and the General Fund subsidy has increased from 50 to 70 percent,

WHEREAS, the Planning and Building Department require additional staff to adequately process the significantly increased workload

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

1. The City of Sacramento Fee and Charge Report is amended to include the revised fee increase of 19.2% for Environmental, Design Review, and Current Planning, which include Zoning Administration.
2. Based on the information presented to it and upon information in the public record, and in compliance with the Public Resources Code Section 21080 (b) (8), the City Council finds:
 - a. The revised fees are for the purpose of meeting operating expenses, mainly, employee wage rates and fringe benefits.
3. The Planning Divisions' operating and revenue budgets increase for FY04 for salary/benefits and related services and supplies totaling \$287,627.

ATTEST:

MAYOR

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.:

DATE ADOPTED:

④

Planning Services Division Fees

I. General Plan Amendment

General Plan Amendment	\$10,132
Community Plan Amendment	\$8,344
Plan Amendment (0-2 acre residential project)	\$113 Per hour plus \$1013 Hearing/Noticing

II. Rezoning/Prezoning

Rezoning/Prezoning	\$9,536
Rezoning (0-2 acre residential project)	\$113 Per hour plus \$1013 Hearing/Noticing

III. Tentative Maps/Lot Line Adjustment

Tentative Map 1-4 parcels (SRC/CPC)	\$3,576
Tentative Map 5 - 50 parcels (SRC/CPC)	\$4,530
Tentative Map 51- 100 parcels(SRC/CPC)	\$5,960
Additional fee for each 100 parcels	\$417
Subdivision Modification	\$596
Post Subdivision Modification	\$2,384
Lot Line Adjustment/Merger (ZA)	\$596

IV. Special Permits

Planning Commission

Major Project	\$8,344
Development within a PUD	\$3,576
Temporary Parking Lot	\$1,788
Condominium Conversion	\$9,298
Infill Development	\$2,400
Other Planning Commission	\$3,934

Zoning Administrator

Level 1 \$596

- Fence/Wall
- Driveway
- Non-Conforming Building
- Sidewalk Cafe (includes revocable permit)

Level 2 \$1,371

- Office Percentage
- Second Residential Unit
- Parking Waiver or Reduction
- Duplex
- Bed and Breakfast Inn
- Transportation Corridor Use
- Other Special Permit
- Child Care

Level 3 \$2,622

- Deep Lot

Planning Services Division Fees

Proposed
Entitlement/Review/
Processing Fee

I. General Plan Amendment

General Plan Amendment	\$10,132
Community Plan Amendment	\$8,344
Plan Amendment (0-2 acre residential project)	\$113 Per hour plus \$1013 Hearing/Noticing

II. Rezoning/Prezoning

Rezoning/Prezoning	\$9,536
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- Bed and Breakfast Inn
- Transportation Corridor Use
- Other Special Permit
- Child Care

Level 3 \$2,622

- Deep Lot

Planning Services Division Fees

X. Preservation Review

New Construction

1 and 2 family units (Staff review)	\$322
Multi-family units (Board review)	\$1,311
Commercial Development (Board review)	\$1,311

Rehabilitaitons

Projects with less than \$10,000 of work to be reviewed (Staff review)	\$143
Projects with \$10,000 to under \$50,000 of work to be reviewed (Staff review)	\$280
Projects with \$50,000 to under \$100,000 of work to be reviewed (Staff review)	\$417
Projects with over \$100,000 of work to be reviewed (Board review)	\$1,311

Miscellaneous

Environmental Preservation Review, Demolition	\$1,669
Demolition of Listed Structure or Structure in a Preservation Area (Board Review)	\$1,311
Building Move of Listed Structure or Structure in a Preservation Area	\$1,311
New parking lot with less than \$100,000 of improvements (Staff review)	\$322
Parking lots with over \$100,000 of improvements (Board Review)	\$1,311

XI. Design Review

New Construction

1 and 2 family units (Staff review)	\$270
Multi-family units (Board review)	\$1,311
Commercial Developments (Board review)	\$1,311

Exterior Rehabilitations

Projects with less than \$10,000 of exterior work (Staff review)	\$120
Projects with \$10,000 to under \$50,000 of exterior work	\$235
Projects with \$50,000 to under \$100,000 of exterior work	\$350
Projects with over \$100,000 of exterior work (Board review)	\$1,311

Miscellaneous

Building moves with less than \$100,000 of improvements (Staff review)	\$270 + \$75 inspection fee and hourly charges during move
Building moves with more than \$100,000 of improvements (Board review)	\$1,311 + \$75 inspection fee and hourly charges during move
Parking Lots with less than \$100,000 of improvements	\$270
Parking Lots with more than \$100,000 of improvements	\$1,311

Planning Services Division Fees

Expanded North Area Design Review District

Exterior Additions, Modifications, and Rehabilitations

Residential and Non-residential projects (Exterior work	\$72
Residential and Non-residential projects (Exterior work	\$143
Residential projects (Exterior work valued over \$100,000)	\$280
Non-residential projects (Exterior work valued over	\$417

New Construction

1 and 2 family units (with minimal staff review or	\$60
1 and 2 family units (with some staff review or	\$120
1 and 2 family units (Extensive staff review or modification	\$235
Non-residential developments	\$560

XII. Pre-Application Review

Staff Preliminary Review	\$1,907
Early Policy Review of Major Projects	\$2,861

XIII. Environmental Review

Category A

	\$560 for one in Category A
Tentative Map (1-4 parcels)	\$1,109 for multiple in Category A
Subdivision Modification	
Lot Line Adjustment/Merger	
Special Permit (ZA, Condo Conversion)	
Variance (ZA/CPC)	

Category B

	\$1,669 for one in Category B and any in Category A
Post Subdivision Modification	for multiple in Category B and any in Category A
Special Permit (PUD, CPC, Temp Parking Lot, Infill	\$2,801
Preservation Review	

Category C

	\$4,494 for one in Category C and any in Categories A and B
Plan Amendment	for multiple in Category C and any in Categories A and B
Rezone/Prezone	\$7,271
Tentative Map (5+ parcels)	
Special Permit (Major Project)	
Planned Unit Development/Amendment	
Development Agreement	

Miscellaneous

Preliminary Review

Consistent w/ SGPU	\$286
Inconsistent w/ SGPU	\$560
Sorority or Fraternity	\$113 per hour
Early Policy Review	\$113 per hour
Special Permit (Modification)	\$113 per hour



Planning Services Division Fees

Variance (Flood or Modification)	\$113 per hour
Development Plan (Review or Modification)	\$113 per hour
Environmental Impact Report	recovery - see notes
Exemption (Zoning Administrator)	\$113
Negative Declaration (ZA)	\$1,669

XIV. Appeals

To the City Council

Applicant Appeal	\$1,192
Third Party Appeal	\$298

To the Planning Commission

Applicant Appeal	\$596
Third Party Appeal	\$298
Appeal of staff review project	\$179

To the Design Review/Preservation Board

Appeal of staff review project	\$179
Appeal of staff review (Expanded North Area Project)	\$560

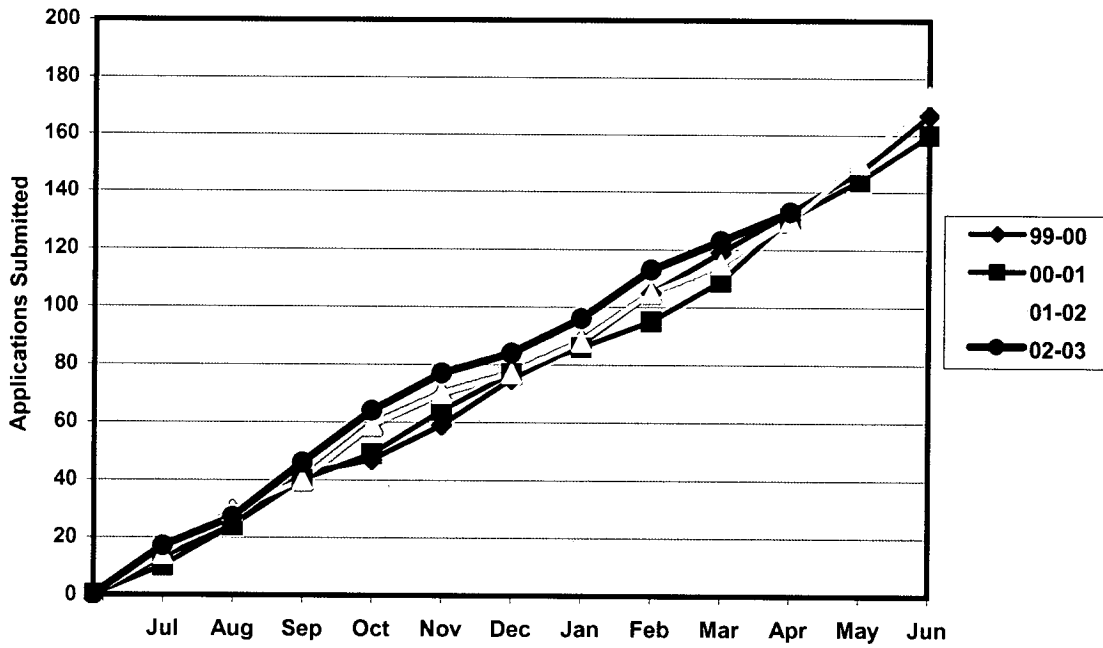
XV. Housing Trust Fund Requirements

Housing Trust Fund Fee Calculation	\$18
Housing Trust Fund Construction Alternative Certification	\$715

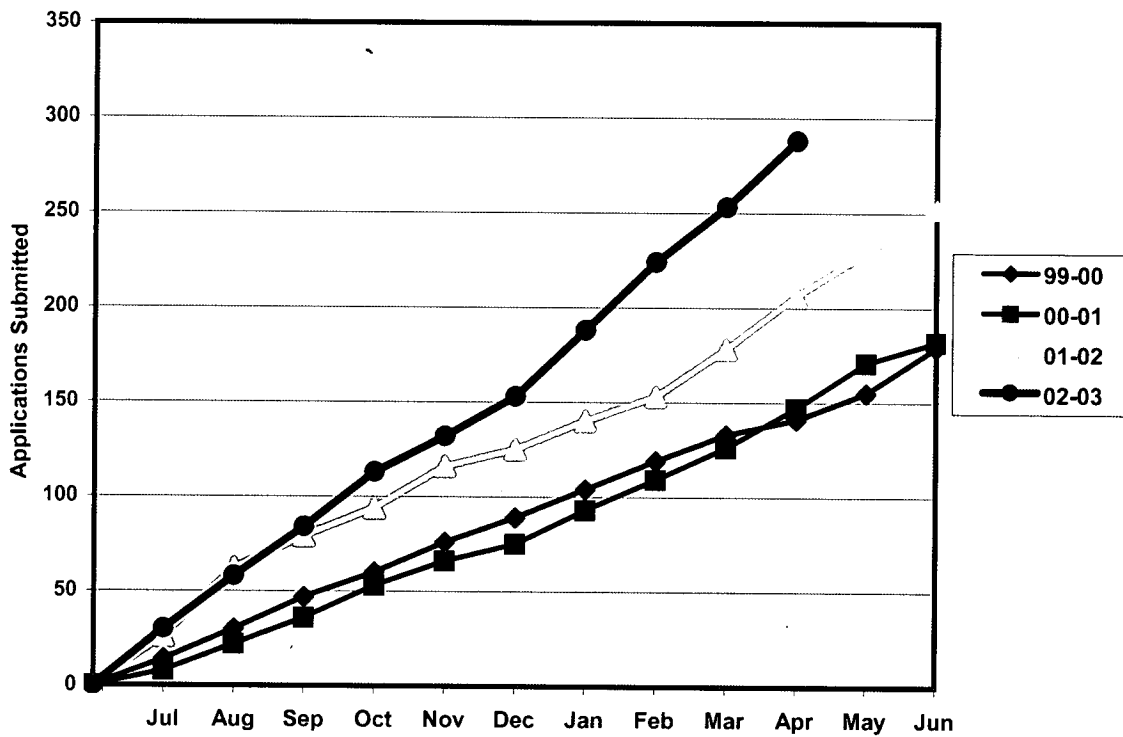
XVI. Hourly Rate

Planner Cost Per Hour	\$113
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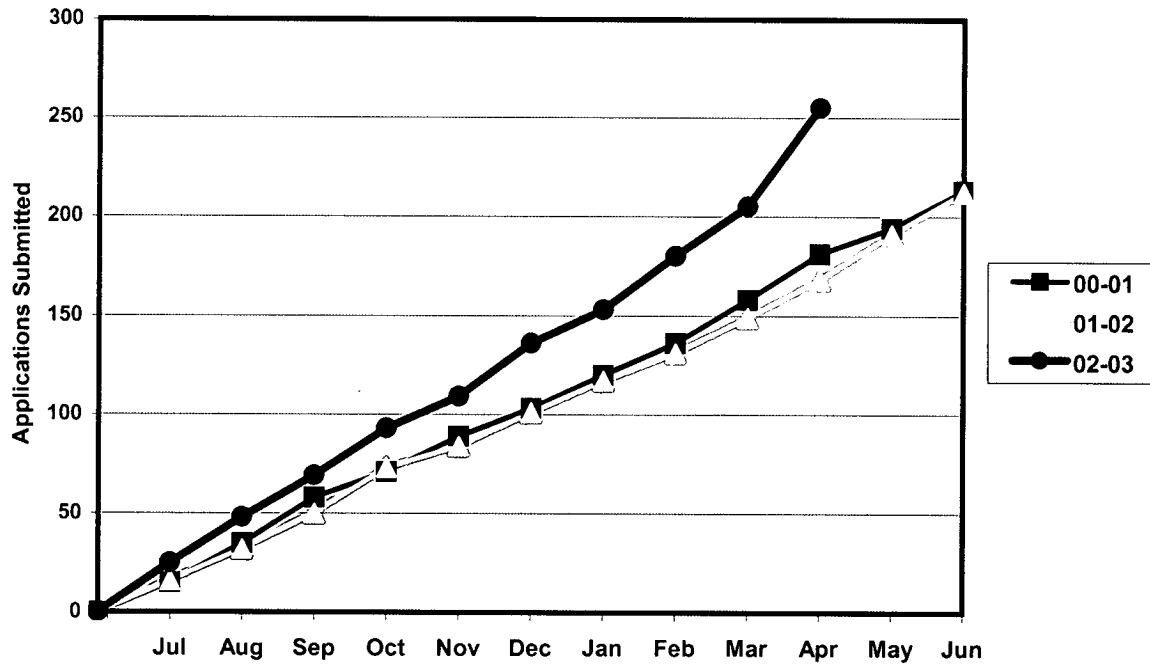
Planning Commission Applications Submitted



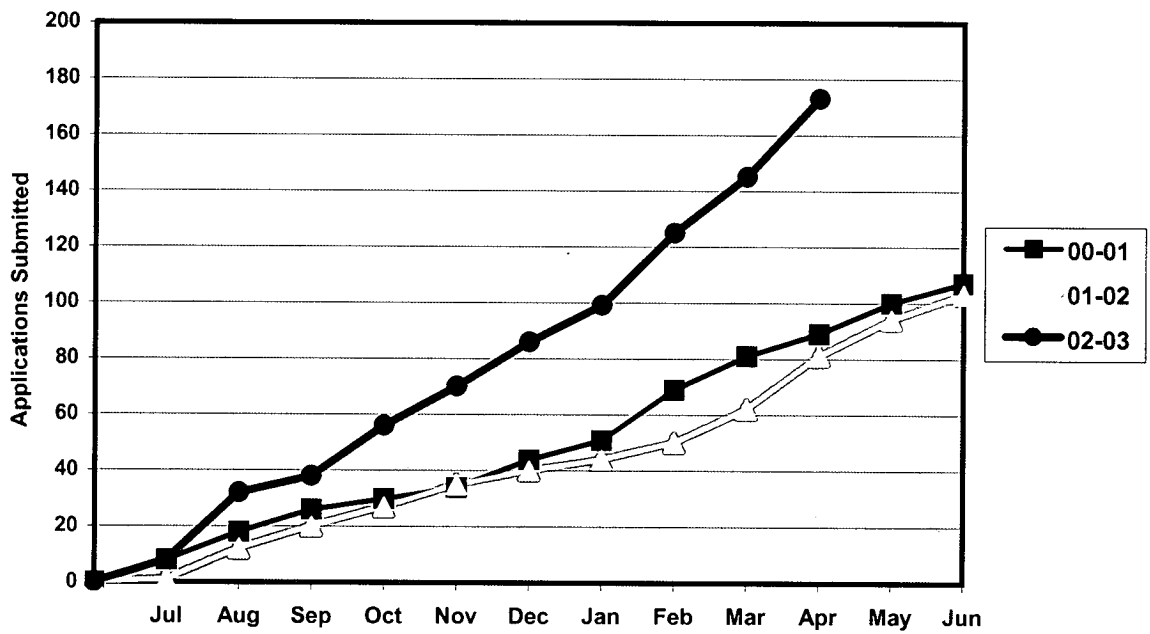
Zoning Administrator Applications Submitted



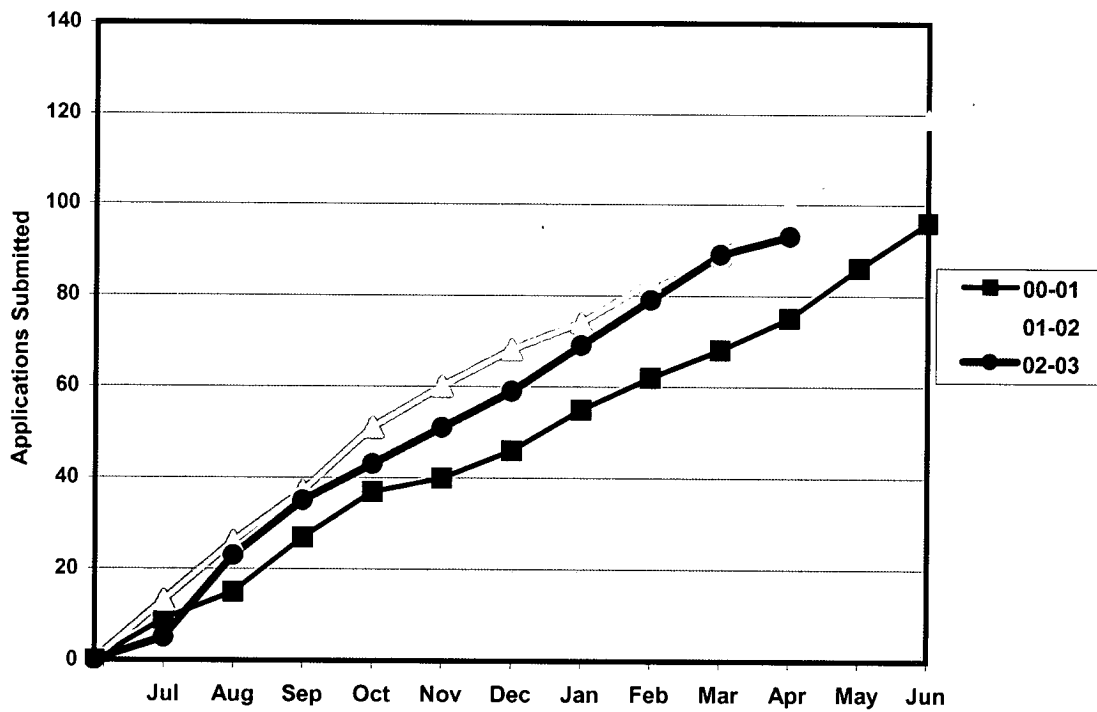
Design Review Applications Submitted



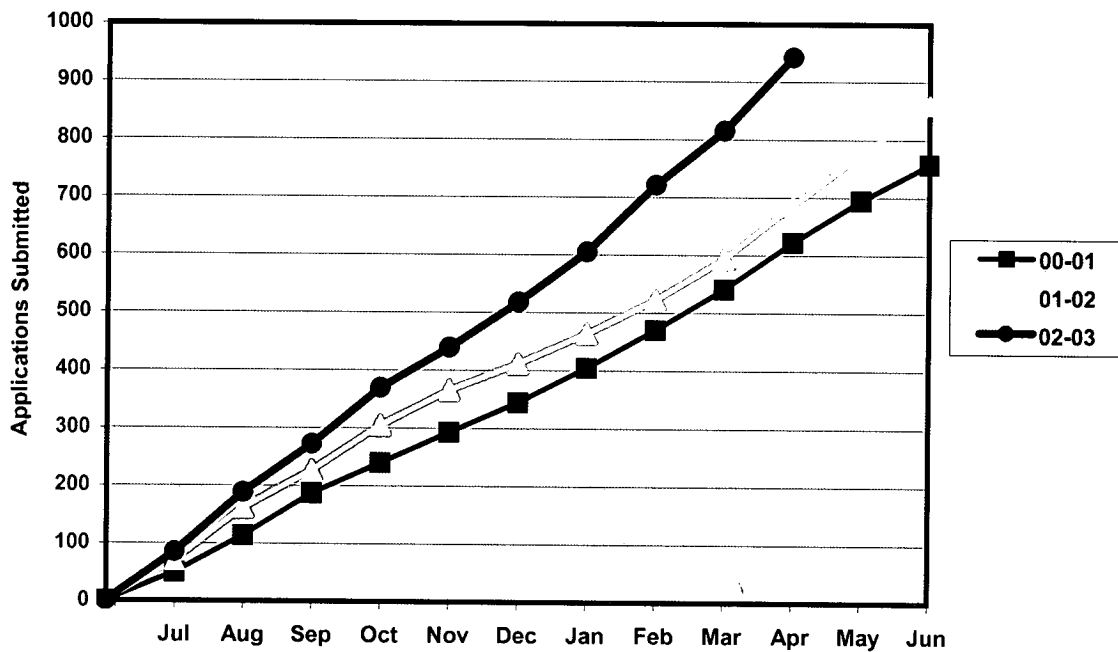
Expanded Review Applications Submitted



Preservation Applications Submitted



Total Applications Submitted



REQUESTED POSITIONS AND DUTIES

Planning and Building Department
5 FTE

Planning Technicians (2 FTEs): One (1) position for work assignments to improve responsiveness to Planning phone and email inquiries. This will also result in timely close out of applications once they complete the hearing process. One (1) position will assist with the design review process and zoning review function at the permit counter. The number of customers coming to the public counters and request for information and assistance has steadily increased over the last 5 years. Public counter traffic increased 25% and calls by 60% during this period.

Assistant Planner (1 FTE): Will provide assistance in responding to customer inquiries, including conducting research and investigations, prepare reports and recommendations on Zoning Administration (ZA) actions. Over the last 5 years, ZA applications have increased 48% (146 applications in 1998 to 280 in 2002). No new staffing has been added in this time period. Staff is preparing recommendations for broader authority for approvals by the Zoning Administrator. Application approvals are taking 8-12 weeks to process versus the target of 4-8 weeks.

Associate Planner (2FTEs): One (1) position will assist in processing of planning applications in the South Area. Nature of work in processing development applications would be better handled by Planner position rather than a Tech. The amount of work in the South Area has increase 50% over the last 4 years (42 in 1999 to 63 in 2002). Major projects are more frequently occurring in the south area (Home Depot, North Delta Shores, School District Office, Jefferson Commons, Target Center, Kaiser Expansion, College Square, Primary Care Center, Stockton Blvd mixed use, Island at Riverlake). One (1) position will assist in the implementation of the council approved long range planning work program. This program will include the General Plan, Community Plan and Special studies. This position will replace the position that was taken out of the budget for the Sacramento Local Agency Formation Commission (LAFCO).

PROPOSED BUDGET CHANGES

Title	Existing	Proposed	Change	FY04
Planning Technician I	3.0	5.0	2.0	\$79,520
Associate Planner	31.0	33.0	2.0	\$136,616
Assistant Planner	3.0	4.0	1.0	\$62,491
Total	37.0	42.0	5.0	\$278,627

First Year Equipment Needs:

Needs per Position	\$ Per Position	Positions	FY04 Total
Office Space	2,000	2.0	\$4,000
Computers, Phones	2,500	2.0	\$5,000
Total			\$9,000
Total Personnel and Other Costs			\$ 287,627
General Fund Supported offset by fee increases			\$ 287,627

Planning Services Division Fees

	Proposed Entitlement/Review/ Processing Fee	Current Entitlement/Review/ Processing Fee
I. General Plan Amendment		
General Plan Amendment	\$10,132	\$8,500
Community Plan Amendment	\$8,344	\$7,000
Plan Amendment (0-2 acre residential project)	\$113 Per hour plus \$1013 Hearing/Noticing	\$95
II. Rezoning/Prezoning		
Rezoning/Prezoning	\$9,536	\$8,000
Rezoning (0-2 acre residential project)	\$113 Per hour plus \$1013 Hearing/Noticing	\$95
III. Tentative Maps/Lot Line Adjustment		
Tentative Map 1-4 parcels (SRC/CPC)	\$3,576	\$3,000
Tentative Map 5 - 50 parcels (SRC/CPC)	\$4,530	\$3,800
Tentative Map 51- 100 parcels(SRC/CPC)	\$5,960	\$5,000
Additional fee for each 100 parcels	\$417	\$350
Subdivision Modification	\$596	\$500
Post Subdivision Modification	\$2,384	\$2,000
Lot Line Adjustment/Merger (ZA)	\$596	\$500
IV. Special Permits		
Planning Commission		
Major Project	\$8,344	\$7,000
Development within a PUD	\$3,576	\$3,000
Temporary Parking Lot	\$1,788	\$1,500
Condominium Conversion	\$9,298	\$7,800
Infill Development	\$2,400	\$2,400
Other Planning Commission	\$3,934	\$3,300
Zoning Administrator		
<u>Level 1</u>	\$596	\$500
Fence/Wall		
Driveway		
Non-Conforming Building		
Sidewalk Cafe (includes revocable permit)		
<u>Level 2</u>	\$1,371	\$1,150
Office Percentage		
Second Residential Unit		
Parking Waiver or Reduction		
Duplex		
Bed and Breakfast Inn		
Transportation Corridor Use		
Other Special Permit		
Child Care		
<u>Level 3</u>	\$2,622	\$2,200
Deep Lot		

Planning Services Division Fees

Antenna		
V. Variance		
Planning Commission	\$1,907	\$1,600
Zoning Administrator		
<u>Level 1</u>	\$596	\$500
Setback		
Height		
Driveway		
Garage		
<u>Level 2</u>	\$864	\$725
Lot Coverage		
Fence/Wall		
Other Variance		
<u>Level 3</u>	\$1,371	\$1,150
Flood Variance		
VI. Plan Review		
Planning Commission	\$3,576	\$3,000
Zoning Administrator	\$1,371	\$1,150
VII. Planned Unit Development (PUD)		
Establishment of PUD	\$4,410	\$3,700
Amend PUD Guidelines	\$3,218	\$2,700
Amend PUD Schematic Plan	\$2,861	\$2,400
VIII. Miscellaneous		
Verification of Non-Conforming Use	\$453	\$380
Street/Alley Abandonment	\$2,146	\$1,800
Street Name Change	\$2,146	\$1,800
Home Occupation Permit	\$54	\$45
Exception to Home Occupation Permit Regulations	\$834	\$700
Revocable Permit (without other entitlements)	\$274	\$230
Development Agreement	\$9,178	\$7,700
65402 Review/Plan Consistency review	\$2,146	\$1,800
Staff Review/Ordinance Interpretations	\$113 Per Hour	\$95
Staff Investigation and Research	\$113 Per Hour	95
Transportation Systems Management	\$2,384	\$2,000
IX. Time Extensions/Modifications		
Extension of ZA entitlement to ZA	\$459	\$385
Extension of CPC entitlement to ZA	\$954	\$800
Extension of ZA or CPC entitlement to CPC	\$2,384	\$2,000
Extension to City Council	\$2,384	\$2,000
Minor Modification to ZA	\$459	\$385
Major Modification to ZA	\$954	\$800
Modification to Planning Commission	\$2,384	\$2,000

Planning Services Division Fees

X. Preservation Review		
New Construction		
1 and 2 family units (Staff review)	\$322	\$270
Multi-family units (Board review)	\$1,311	\$1,100
Commercial Development (Board review)	\$1,311	\$1,100
Rehabilitaitons		
Projects with less than \$10,000 of work to be reviewed (Staff review)	\$143	\$120
Projects with \$10,000 to under \$50,000 of work to be reviewed (Staff review)	\$280	\$235
Projects with \$50,000 to under \$100,000 of work to be reviewed (Staff review)	\$417	\$350
Projects with over \$100,000 of work to be reviewed (Board review)	\$1,311	\$1,100
Miscellaneous		
Environmental Preservation Review, Demolition	\$1,669	\$1,400
Demolition of Listed Structure or Structure in a Preservation Area (Board Review)	\$1,311	\$1,100
Building Move of Listed Structure or Structure in a Preservation Area	\$1,311	\$1,100
New parking lot with less than \$100,000 of improvements (Staff review)	\$322	\$270
Parking lots with over \$100,000 of improvements (Board Review)	\$1,311	\$1,100
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Exterior Rehabilitations		
Projects with less than \$10,000 of exterior work	\$120	\$120
Projects with \$10,000 to under \$50,000 of exterior	\$235	\$235
Projects with \$50,000 to under \$100,000 of exterior	\$350	\$350
Projects with over \$100,000 of exterior work (Board	\$1,311	\$1,100
Miscellaneous		
Building moves with less than \$100,000 of improvements (Staff review)	\$270	\$270
	+ \$75 inspection fee and hourly charges during move	
Building moves with more than \$100,000 of improvements (Board review)	\$1,311	\$1,100
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Parking Lots with less than \$100,000 of	\$270	\$270
Parking Lots with more than \$100,000 of	\$1,311	\$1,100

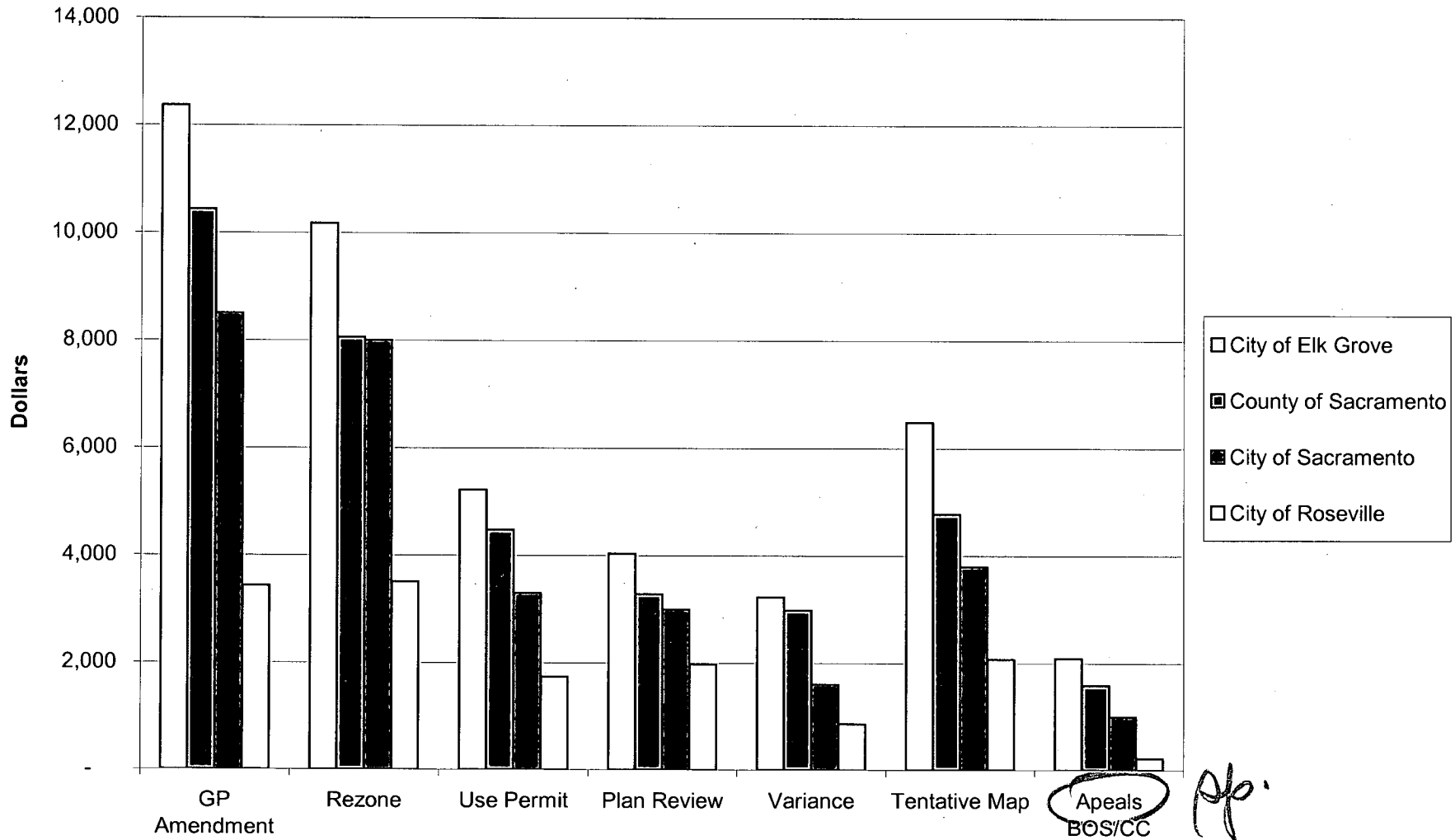
Planning Services Division Fees

Expanded North Area Design Review District		
Exterior Additions, Modifications, and		
Residential and Non-residential projects (Exterior	\$72	\$60
Residential and Non-residential projects (Exterior	\$143	\$120
Residential projects (Exterior work valued over	\$280	\$235
\$100,000)		
Non-residential projects (Exterior work valued over	\$417	\$350
\$100,000)		
New Construction		
1 and 2 family units (with minimal staff review or	\$60	\$60
modification required)		
1 and 2 family units (with some staff review or	\$120	\$120
modification required)		
1 and 2 family units (Extensive staff review or	\$235	\$235
modification required)		
Non-residential developments	\$560	\$470
XII. Pre-Application Review		
Staff Preliminary Review	\$1,907	\$1,600
Early Policy Review of Major Projects	\$2,861	\$2,400
XIII. Environmental Review		
Category A	\$560 for one in Category A	\$470
Tentative Map (1-4 parcels)	\$1,109 for multiple in Category A	\$930
Subdivision Modification		
Lot Line Adjustment/Merger		
Special Permit (ZA, Condo Conversion)		
Variance (ZA/CPC)		
Category B	\$1,669 for one in Category B and any in Category	\$1,400
Post Subdivision Modification	for multiple in Category B and any in	
Special Permit (PUD, CPC, Temp Parking Lot, Infill	\$2,801	\$2,350
Preservation Review		
Category C	\$4,494 for one in Category C and any in Categories	\$3,770
Plan Amendment	for multiple in Category C and any in	
	Categories A and B	
Rezone/Prezone	\$7,271	\$6,100
Tentative Map (5+ parcels)		
Special Permit (Major Project)		
Planned Unit Development/Amendment		
Development Agreement		
Miscellaneous		

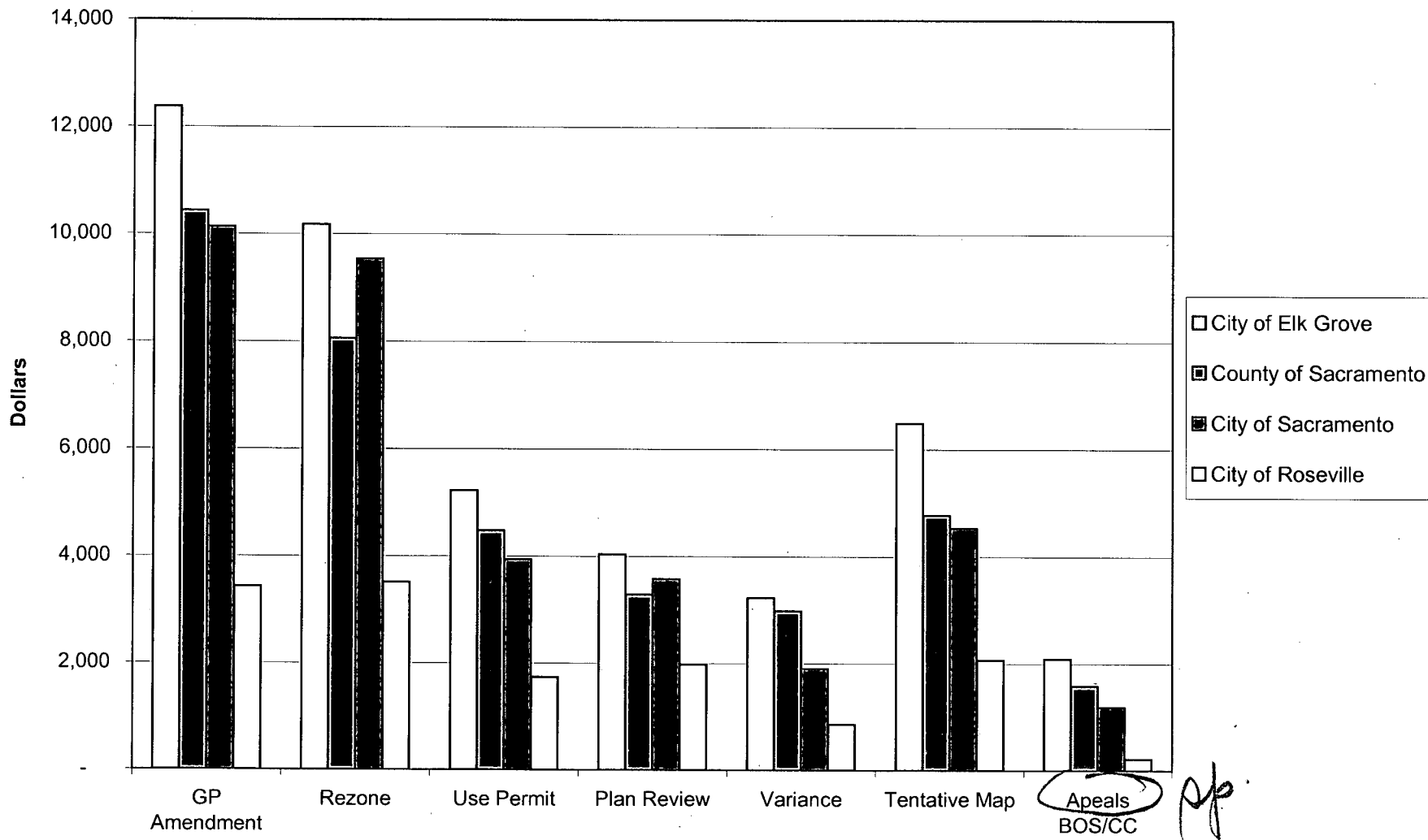
Planning Services Division Fees

<u>Preliminary Review</u>		
Consistent w/ SGPU	\$286	\$240
Inconsistent w/ SGPU	\$560	\$470
Sorority or Fraternity	\$113 per hour	\$95
Early Policy Review	\$113 per hour	\$95
Special Permit (Modification)	\$113 per hour	\$95
Variance (Flood or Modification)	\$113 per hour	\$95
Development Plan (Review or Modification)	\$113 per hour	\$95
Environmental Impact Report	recovery - see notes	Full cost
Exemption (Zoning Administrator)	\$113	\$95
Negative Declaration (ZA)	\$1,669	\$1,400
XIV. Appeals		
To the City Council		
Applicant Appeal	\$1,192	\$1,000
Third Party Appeal	\$298	\$250
To the Planning Commission		
Applicant Appeal	\$596	\$500
Third Party Appeal	\$298	\$250
Appeal of staff review project	\$179	\$150
To the Design Review/Preservation Board		
Appeal of staff review project	\$179	\$150
Appeal of staff review (Expanded North Area)	\$560	\$470
XV. Housing Trust Fund Requirements		
Housing Trust Fund Fee Calculation	\$18	\$15
Housing Trust Fund Construction Alternative	\$715	\$600
XVI. Hourly Rate		
Planner Cost Per Hour	\$113	\$95

Planning Fees Comparison with Current Fees for the City of Sacramento



Planning Fees Comparison with Proposed Fees for the City of Sacramento



JP

Cohn

19% increase - too much all @ once.

1st Monday in Aug -

[oversight commission meeting]

[no particular deadline.
5 positions tied to this fee.]