

**SANTA BARBARA COUNTY  
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Agenda Number:**  
**Prepared on:** 5/3/02  
**Department Name:** Planning and Development  
**Department No.:** 053  
**Agenda Date:** 5/21/02  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors  
**FROM:** John Patton, Director  
Planning and Development  
**STAFF CONTACT:** Steve Mason, Deputy Director, (568-2070)  
**SUBJECT:** Land Use Fee Adjustments

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**Recommendation(s):**

That the Board of Supervisors:

On May 21, 2002 set a hearing for June 4, 2002 for consideration of revisions to the land use fee resolution for Planning and Development.

**Alignment with Board Strategic Plan:**

[{Double-click here}](#) The recommendation(s) are primarily aligned with actions required by law or by routine business necessity.

**Executive Summary and Discussion:**

The Board of Supervisors' approved fee policy dated 1/94 directs departments to adjust fees annually to reflect cost of living, salary equity adjustments and other increased business costs attributed to processing permit applications. The County Auditor-Controller annually reviews the Indirect Cost Rate Plan and overhead rates for Planning and Development, and the hourly rate charged for planning permits. This annual review ensures that salary increases and other required business costs associated with permit processing are included in permit fees and not supported by an increased general fund contribution.

Annual adjustments to the fee resolution are in accordance with the Board's fee policy and adopted budget principles. Exhibit A, attached, is the proposed update to the June 2001 fee resolution.

Over seventy-five percent of the hourly rate is salary cost. The remaining 25% of the hourly rate is overhead costs. Overhead includes both the County Indirect Cost Rate Plan and department overhead. Indirect costs

for County Counsel support to the department have not been included in the overhead calculation. Approving these proposed adjustments to fixed fee and deposit permits will provide revenue to fund these activities and reduce the need for additional County general fund support.

The last approved adjustment to the hourly rate was effective in June 2001. The proposed hourly rate is increased from \$95 to \$100 (5.2%) to offset increased salary costs, increased costs for liability and workers compensation insurance, and increased costs for county information technology support attributable to permit processing. Since June 2001 county employees have been awarded cost of living and benefit increases of approximately 3.75%. The Auditor Controller has reviewed and approved this hourly rate.

The department has 71 fixed fee permit types (listed in Exhibit A). The hourly rate is used to set the cost of fixed permit fees and this rate change will increase fixed fee permits costs approximately 5%. Twenty-two fixed fee permit categories have been increased beyond the incremental adjustment of the hourly rate. The increase of these fees ranged from \$50 to 200, averaging \$100. Over the past 2 years these permit categories have required additional staff time to process. The majority of these fees apply to projects on the south coast as a result of the more constrained properties that are being developed. The majority of fees specific to non-coastal projects have only been raised equal to the amount of the hourly increase. The fee for new agricultural structures is reduced by 20% in this proposed fee schedule, because a review of permits over the last year showed a reduced time requirement for this type of project.

New fees have been added for Energy Division projects as a result of the Board's adoption of Chapter 25B of the County Code. These fees for processing change of owner, operator or guarantor are listed in Exhibit A, page 7.

The department does not propose to increase the cost for non-applicants filing appeals to the Planning Commission or Board of Supervisors. In 1993 this fee was set at \$292, plus \$103 for County Counsel, in order to provide relatively inexpensive appeals for "non-applicant" appeals. The fee does not fully recover the cost of processing approximately 25 appeals annually.

#### **Mandates and Service Levels:**

No change.

#### **Fiscal and Facilities Impacts:**

The net fiscal impact of these changes is an increase of \$175,000 in revenue to offset permitting costs, and is included in the proposed 2002-03 Fiscal Year Budget.

#### **Special Instructions:**

The Clerk of the Board ensures that noticing for the proposed fee adjustment is completed as described in government code §66016.

#### **Concurrence:**

Auditor-Controller  
County Administrator