



**BOARD OF SUPERVISORS
AGENDA LETTER**

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

Agenda Number:

Submitted on:
(COB Stamp)

Department Name: Public Works
Department No.: 054
Agenda Date: May 12, 2026
Placement: Set-Hearing
Estimated Time: Hearing: 15 Minutes on
6/9/2026
Second Reading:
6/23/26
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Chris Sneddon, Public Works Director ^{DS}CS
Heather Fletcher, Public Works Chief Financial and Administrative Officer
Contact: Aleksandar Jevremovic, County Surveyor ^{DS}ag
SUBJECT: **Ordinance Amending the Public Works Department Subdivision Map and Document Review Fee Schedule – Surveyor Division**

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

On May 12, 2026:

Set a hearing on the Departmental Agenda of June 9, 2026, to consider recommendations regarding a proposed Fee Ordinance for the County Surveyor as follows:

On June 9, 2026:

- a) Approve the introduction (first reading) of the proposed Ordinance that extends the date of the Pilot Program for the subsidy of Record of Survey fees in the unincorporated area of the County until June 30, 2027;
- b) Read the title “An Ordinance Adopting a Schedule of Fees for Services Provided by the Department of Public Works, County Surveyor Division in Connection with the Review and Approval of Subdivision and Survey Related Documents and Maps within the Jurisdiction of Santa Barbara County,” and waive full reading of the selected Ordinance;

- c) Continue the hearing to the Administrative Agenda of June 23, 2026 to consider recommendations, as follows:

On June 23, 2026:

- a) Consider and approve the adoption (second reading) of the Ordinance for County Surveyor services effective 60 days after adoption; and
- b) Find that the above-recommended actions are the establishment, modification, structuring, restricting, or approval of rates, tolls, fees, or other charges by public agencies which the public agency finds are for the purpose of meeting operating expenses and purchasing or leasing supplies, equipment, or materials and are therefore not subject to the California Environmental Quality Act (CEQA) under California Public Resources Code section 21080, subdivisions (b)(8)(A) and (B), and State CEQA Guidelines Section 15273, subdivisions (a)(1) and (a)(2), and are an administrative activity of the County, which will not result in direct or indirect physical changes in the environment and is therefore not a "project" as defined for purposes of the California Environmental Quality Act (CEQA) under State CEQA Guidelines and Section 15378, subdivisions (b)(4) and (b)(5).

Summary Text:

This item is on the agenda to recommend that the Board of Supervisors extend the pilot program that subsidizes a portion of the fee for the review of Records of Survey in the unincorporated area of the County for an additional year, to allow time for the Department to conduct a comprehensive study of all County Surveyor fees, including the Record of Survey fee.

Discussion:

The current Surveyor Fee Ordinance No. 5184 was adopted by the Board on June 27, 2023. It amended the prior Surveyor Fees established by Ordinance No. 5132, which went into effect on July 1, 2021, and was based on a fee study conducted by MGT Consulting in March 2021. Ordinance No. 5184 continued the Record of Survey review subsidy for projects located in the unincorporated areas of the County, while implementing a full cost recovery fee for Records of Survey for projects located in incorporated cities as part of a pilot program originally defined in Ordinance No. 5132.

Ordinance No. 5184 includes a sunset provision requiring Board action to maintain the collection of subsidized Record of Survey deposit fees in the unincorporated areas of the County. Without this extension, the Record of Survey review fee established by Ordinance No. 5184 would expire, and the deposit for reviewing Records of Survey, as stated in the Subdivision Map and Document Review Fee Schedule, would be replaced by a fixed fee on July 1, 2026.

Within the next fiscal year, the Department will conduct a comprehensive fee study for all Surveyor fees to evaluate staff time allocation, overhead costs, service demand, and cost recovery.

Background:

The Board has previously supported subsidizing fees for Records of Survey in order to encourage their filing, as they benefit the public by providing reliable evidence of property boundaries and, as a result, help prevent boundary disputes between property owners.

The current Surveyor Fee Ordinance No. 5184, adopted on June 27, 2023, continued the Record of Survey review subsidy for projects located in the unincorporated areas of the County, while introducing a full cost recovery fee for Records of Survey in incorporated cities as part of a pilot program. The full cost recovery fee was implemented following outreach to the cities, during which the Public Works Department requested their support for continuing the subsidy program within their jurisdictions; however, that request was not supported by the cities.

Page 3 of 3

This program has been successful in improving the quality of submitted records, as anticipated, and in reducing the time required for staff review.

Fiscal and Facilities Impacts:

There will be no fiscal impact if this ordinance is adopted.

If the Record of Survey deposit fee for properties in incorporated cities expires on June 30, 2026, the subsidy would apply to all Records of Survey, which would create approximately \$25,000 in additional annual costs to the General Fund. This cost has not been included in the FY 2026-27 Recommended Budget.

Special Instructions:

Before the June 9, 2026 hearing, direct the Clerk of the Board to:

1. Publish notice of this hearing, as set forth in the attached notice. The recommended dates for publication are May 29 and June 4, 2026.

After the June 23, 2026 hearing, direct the Clerk of the Board to:

2. Send a copy of the adopted Ordinance and a copy of the minute order to the Public Works Department, Surveyors Division and County Counsel.
3. Publish a copy of the ordinance or summary of with names of the members of the Board of Supervisors voting for or against the Ordinance in the Santa Barbara Independent, Lompoc Record, and Santa Maria Times within 15 days after adoption of the Ordinance.

Attachments:

Attachment A – Public Works Surveyor Fee Ordinance

Attachment B – Record of Survey Deposit Based Projects 07.01.2022 thru 06.30.2025

Attachment C – Surveyor Fee Ordinance No. 5184

Attachment D – Surveyor Fee Ordinance Notice of Public Hearing

Attachment E – Public Works Surveyor Fee Ordinance Redlined

Contact Information:

Aleksandar Jevremovic, County Surveyor, 805-568-3012

cc:

Heather Fletcher, Public Works Chief Financial and Administrative Officer