



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

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

**Department Name:** Planning &  
Development  
**Department No.:** 053  
**For Agenda Of:** November 15, 2016  
**Placement:** Set Hearing  
**Estimated Time:** 30 minutes on  
December 13, 2016  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

---

**TO:** Board of Supervisors

**FROM:** Department Glenn Russell, Ph.D., Director, Planning and Development  
Director(s) (805) 568-2085  
Contact Info: Steve Mason, Administration and Operations Manager, Planning  
and Development  
(805) 568-2070

**SUBJECT:** Proposed Fee Resolution for Planning & Development Department – Set Hearing

---

**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** N/A

**Recommended Actions:**

That the Board of Supervisors:

- a) Set a hearing to consider the adoption of a Resolution, effective 60 days after adoption, to restructure and adjust fees assessed by Planning and Development for permitting and enforcement services related to land use and development. (Set hearing for December 13, 2016; Time estimate: 30 minutes)
- b) Find that the proposed action is 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 Section 15378(b)(5).

**Summary Text:**

The Planning and Development Department (P&D) maintains fee schedules for planning, building, and onshore oil and gas facility permitting. P&D hired MGT of America, Inc., a consulting firm with

expertise in municipal fee analysis, to comprehensively study all P&D service fees. The goal of this fee study was to identify areas that can be streamlined, increase the user friendliness, reduce the number of fees where appropriate, and review all costs to ensure they are being appropriately recovered. The fee resolution to be considered on December 13, 2016, proposes restructured and updated planning and building fee schedules. Proposed revisions to the oil and gas fee ordinance will be presented to the Board in early 2017.

**Special Instructions:**

Direct the Clerk of the Board to:

1. Fulfill noticing requirements and publish the attached Notice of Public Hearing (Attachment 1) in the Santa Barbara News-Press and the Santa Maria Times **five and ten days prior to the hearing** on December 13, 2016, pursuant to Sections 66018(a) and 6062(a) of the California Government Code.
2. Mail a notice regarding proposed fee increases to interested parties at least 14 days prior to the hearing on December 13, 2016.
3. Send a copy of the minute order and a signed copy of the Notice of Public Hearing to the Planning and Development Department, Attention: Rachel Lipman

**Attachments:**

Attachment 1 – Notice of Public Hearing

Resolution and fee study attachments will be included in the full Board Letter which will be filed for the December 13, 2016, hearing.