



# Administration and Finance Subcommittee Agenda Report

Administration &  
Finance Subcommittee  
04-30-25

**Item  
3.A.**

To: Mayor Pro Tem Silverstein and Councilmember Stewart

Prepared by: Maureen Tamuri, Interim Planning Director

Approved by: Joseph D. Toney, Acting City Manager

Date prepared: April 28, 2025 Meeting date: April 30, 2025

Subject: Review of Proposed Planning Department Fees for Fiscal Year 2025-2026

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**RECOMMENDED ACTION:** Review the proposed Planning Department Fees for Fiscal Year (FY) 2025-26 and provide a recommendation to the City Council.

**FISCAL IMPACT:** There is no fiscal impact associated with the recommended action. Should fees be lowered or increased, there will be revenue impacts. The Report on Cost of Services (User Fee) Study by Matrix Consulting Group, Ltd. (Matrix), (August 2024) presented at the September 9, 2024, City Council meeting identified an annual Planning Department cost recovery deficit of \$1,033,474 under the current FY 2023-24 Fee Schedule. Any modification to the current fee schedule will result in either an increase or decrease to the projected deficit.

**STRATEGIC PRIORITY:** This item supports the Fee Schedule Update identified in the Adopted FY 2023-24 Strategic Priority Project List. It was not included in the Adopted FY 2024-25 Strategic Priority List as it was near the end of the project and was anticipated to be completed in the fall of 2024. The project has not quite reached completion.

**DISCUSSION:** At the September 9, 2024, City Council meeting, the City Council reviewed the draft Schedule of Fees and the August 2024 Report on Cost of Services (User Fee) Study by Matrix and had specific questions regarding development fees. After discussion with staff, the Council requested a workshop be set to understand the fees in the Planning and the Environmental Sustainability Departments.

On October 2, 2024, the City Council held a workshop to review city development fees. While the Council recommended no changes to the Environmental Sustainability Department fees for services, they requested the Planning Department to return with

recommended changes to allocate fee recovery cost adjustments towards larger more complex development projects, especially those which sought waivers, such as variances from code standards. Suggested fee modifications at full recovery cost in those instances have been highlighted in yellow (Attachment 1)

The Council also requested Staff to review for possible areas of fee reductions for smaller property improvements. Four fees have been identified for discussion of a reduction with the Committee. These have been highlighted in pink (Attachment 1).

Planning has also identified an additional area where cost savings to applicants could be achieved, which is the deferral of other Department reviews from the planning phase to the building phase. As briefly discussed in the Fee workshop of October 2, 2024, circulation of some planning applications through outside departments has grown over time and is a ripe area for process streamlining.

By way of example, Planning's simplest permit type, an Over-the-Counter (OTC), has experienced increased department reviews and costs over the past 15 years. By conditioning some of these department reviews to occur as a part of the building phase, cost and time savings for smaller projects can be realized. In late summer 2024, Los Angeles County Fire Department was the first outside Department the City worked with to defer reviews for small projects to the building permit phase.

A copy of planning staff's suggested fee adjustments aligned with the Council's direction to staff is provided as Attachment 1. A copy of the October 2, 2024, Fee Workshop presentation is provided as Attachment 2. Both documents to be reviewed in greater detail as part of the Subcommittee meeting.

#### New Rebuild Development Permit

When the City experienced three fires (Broad, Franklin, Palisades) resulting in the loss of over 750 homes and businesses, staff turned its focus to modifying the Local Coastal Program and Malibu Municipal Code (MMC) to streamline fire rebuilds. Within Ordinance No. 524, adopted March 12, 2025, is MMC Section 17.62.030 (Administrative Plan Reviews), which was revised to exclude fire rebuild structures. Those will now be processed as a "Rebuild Development Permit."

MMC Section 17.62.080 creates the Rebuild Development Permit (RDP) to allow new structures to be built within 110 percent of the primary development pad. Given that the Governor's Emergency Orders suspended Coastal Act permit requirements, the new permit will be used to process in kind and "like for like plus 10%" fire rebuilds seeking mechanized equipment on the beach, OWTS replacement, new seawalls to protect OWTS, new structures needed to meet state and local law, and minor improvements to driveways including retaining walls developed on slopes steeper than 3:1 but not allowed on 1:1 slopes.

Planning staff conducted a time and motion study for this new RDP fee, which is included as Attachment 3. This new fee type, among others previously reviewed by Matrix Consulting, is in green text. Staff established the amount of full recovery costs as \$1,288.

#### Revenue

Staff's Planning fee proposal would offset lost revenue recovery from \$1,056,218, to approximately \$669,764, using the 2023 permit issuance data supplied by Matrix. Assuming that the City Council proceeds with a fee waiver program for the recent fire rebuilds that are like for like/plus 10%, there will be revenue losses both in Planning, Environmental Sustainability Department and Public Works Department.

#### Expenditures

Staff did not propose any modifications to fees which are supported through consultant agreements with the City.

#### ATTACHMENTS:

1. Proposed Planning Permit Fees for FY25-26 Detail Spreadsheet
2. October 2, 2024 Fees Workshop Presentation
3. User Fee Determination/Cost Analysis Worksheet – Rebuild Development Permit (RDP) dated April 14, 2025

## PROPOSED PLANNING FEES FOR FY25/26

### Administration and Finance Committee Meeting of April 30, 2025

Cost Per Unit Results

Fee Name	Unit	Current Fee	Recommended Fees	Total Cost	Difference	Cost Recovery %	Count	Rev. at Current Fee	Rev. at Total Cost	Difference
<b>PLANNING DEPARTMENT</b>										
<del>Change of Address</del> - Address Assignment	Each		\$323	\$435	(\$112)	74%				
<b>Administrative Plan Review</b>										
Level 1 - Revision to Previously Issued APR	Each	1/2 of current fee	1/2 of current fee	\$1,129		0%	2.00	\$0	\$2,258	(\$2,258)
Level 2 - Landscape Only	Each	\$396	\$396	\$1,317	(\$921)	30%	4.00	\$1,584	\$5,267	(\$3,683)
Level 3 - Landscape and Site Improvements	Each	\$860	\$860	\$2,273	(\$1,413)	38%	64.00	\$55,040	\$145,494	(\$90,454)
Level 4 - APR Minor	Each	\$1,590	\$1,590	\$3,216	(\$1,626)	49%	1.00	\$1,590	\$3,216	(\$1,626)
Level 5 - APR Major	Each	\$4,652	<b>\$6,649</b>	\$6,694	(\$45)	99%	12.00	\$79,788	\$80,332	(\$544)
Level 6 - APR for Major Remodel (<50% of exterior walls)	Each	\$7,156	<b>\$9,024</b>	\$9,024	\$0	100%	2.00	\$18,048	\$18,048	\$0
Appeal Fee	Each	\$750	\$750	\$16,502	(\$15,752)	5%	3.00	\$2,250	\$49,505	(\$47,255)
<b>Archaeology</b>										
Phase 1	Each	\$396	\$396	\$393	\$3	101%	38.00	\$15,048	\$14,922	\$126
Phase 2	Each	\$796	\$796	\$809	(\$13)	98%				
Consultant Review	Each	Actual Cost + 30%	Actual Cost + 30%	\$0		0%				
<b>Biology</b>										
Review - Hourly	Per Hour	\$215	\$215	\$258	(\$43)	83%				
After Hours - Hourly	Per Hour	\$250	\$250	\$301	(\$51)	83%	3.00	\$750	\$903	(\$153)
Site Inspection	Each	\$430	\$430	\$516	(\$86)	83%	8.00	\$3,440	\$4,128	(\$688)
Revisions (includes 1 review)	Each	\$430	<b>\$516</b>	\$516	\$0	100%	50.00	\$25,800	\$25,800	\$0
Review - CDP (With ESHA) (includes 3 reviews)	Each	\$1,720	<b>\$2,064</b>	\$2,064	\$0	100%	15.00	\$30,960	\$30,960	\$0
Review - CDP (Without ESHA) (includes 2 reviews)	Each	\$860	<b>\$1,032</b>	\$1,032	\$0	100%	32.00	\$33,024	\$33,024	\$0
CDP for OWTS Only (includes 1 review)	Each	\$323	\$323	\$387	(\$64)	83%	20.00	\$6,460	\$7,740	(\$1,280)
APR with Development (without landscaping) (includes 1 review)	Each	\$430	\$430	\$516	(\$86)	83%	39.00	\$16,770	\$20,124	(\$3,354)
APR with Development (with landscaping) (includes 2 reviews)	Each	\$860	\$860	\$1,032	(\$172)	83%	13.00	\$11,180	\$13,416	(\$2,236)
APR Landscaping Only (includes 2 reviews)	Each	\$645	\$645	\$774	(\$129)	83%	8.00	\$5,160	\$6,192	(\$1,032)
<b>Categorical Exemption</b>	Each	\$75	<b>\$130</b>	\$130	(\$0)	100%	133.00	\$17,290	\$17,349	(\$59)
Certificate of Compliance Planning Review	Each	\$1,491	\$1,491	\$1,780	(\$289)	84%	3.00	\$4,473	\$5,339	(\$866)
Change of Ownership/Occupancy	Each	\$200	\$200	\$247	(\$47)	81%	3.00	\$600	\$741	(\$141)
<b>Coastal Development Permit</b>										
Level 1 - OWTS Only; Foundation Only; Emergency Permit Only; <del>De-Minimis OWTS-CDP Permit Waiver; TUP Events Requiring CDP</del>	Each	\$994	\$994	\$5,076	(\$4,082)	20%	39.00	\$38,766	\$197,977	(\$159,211)
Level 2 - Water Wells; Lot Merger With No Development	Each	\$6,965	\$6,965	\$7,083	(\$118)	98%	4.00	\$27,860	\$28,330	(\$470)
Level 3 - Accessory Structures; 2nd Units; Additions; Lot Line Adjustments with	Each	\$10,146	\$10,146	\$12,074	(\$1,928)	84%	11.00	\$111,606	\$132,810	(\$21,204)
Level 4 - NSFR; Remodel Non-Conforming Structures	Each	\$11,579	<b>\$20,248</b>	\$20,248	(\$0)	100%	19.00	\$384,712	\$384,713	(\$1)
Level 5 - Development with Lot Line Adjustment; Tentative Parcel Map With No	Each	\$17,981	<b>\$23,727</b>	\$23,727	\$0	100%	2.00	\$47,454	\$47,453	\$1
Level 6 - Tentative Parcel Map with Development	Each	\$23,266	<b>\$29,990</b>	\$29,090	\$900	103%				
<b>Level 7 - Multi-Family or Commercial; Tentative Tract Map With or Without Development:</b>										
Per Hour	Per Hour	\$200	\$200	\$174	\$26	115%				
Deposit	Deposit	\$20,000	\$20,000	\$20,000	\$0	100%				
Level 8 - Amendments to City-issued CDP	Each	1/2 of current fee	1/2 of current fee	\$0		0%	6.00	\$0	\$0	\$0
<b>Level 9 - De-minimis Waiver Fee (DMW)</b>										
a. OWTS	Each	<b>\$994</b>	<b>\$994</b>	\$5,849	(\$4,855)	17%				
b. Driveway Improvements	Each	<b>\$994</b>	<b>\$994</b>	\$5,849	(\$4,855)	17%				
<b>Code Enforcement Review</b>										
Code Violation - Hourly	Per Hour	\$200	\$200	\$159	\$41	126%	4.00	\$800	\$637	\$163
Code Violation - Minor	Each	\$1,798	<b>\$1,968</b>	\$1,968	\$0	100%				
Code Violation - Major	Each	\$2,996	<b>\$5,456</b>	\$5,456	\$0	100%				
<b>Commercial Cannabis Permit</b>										
New Cannabis Dispensary and/or Compliance Review	Each	\$4,652	\$4,652	\$8,822	(\$4,170)	53%				
Commercial Cannabis Regulatory Permit	Each	\$798	\$798	\$1,064	(\$266)	75%	1.00	\$798	\$1,064	(\$266)
<b>Conditional Use Permit</b>										
Existing Non-Conforming Use / No Change	Each	\$1,988	\$1,988	\$4,474	(\$2,486)	44%				

## PROPOSED PLANNING FEES FOR FY25/26

### Administration and Finance Committee Meeting of April 30, 2025

#### Cost Per Unit Results

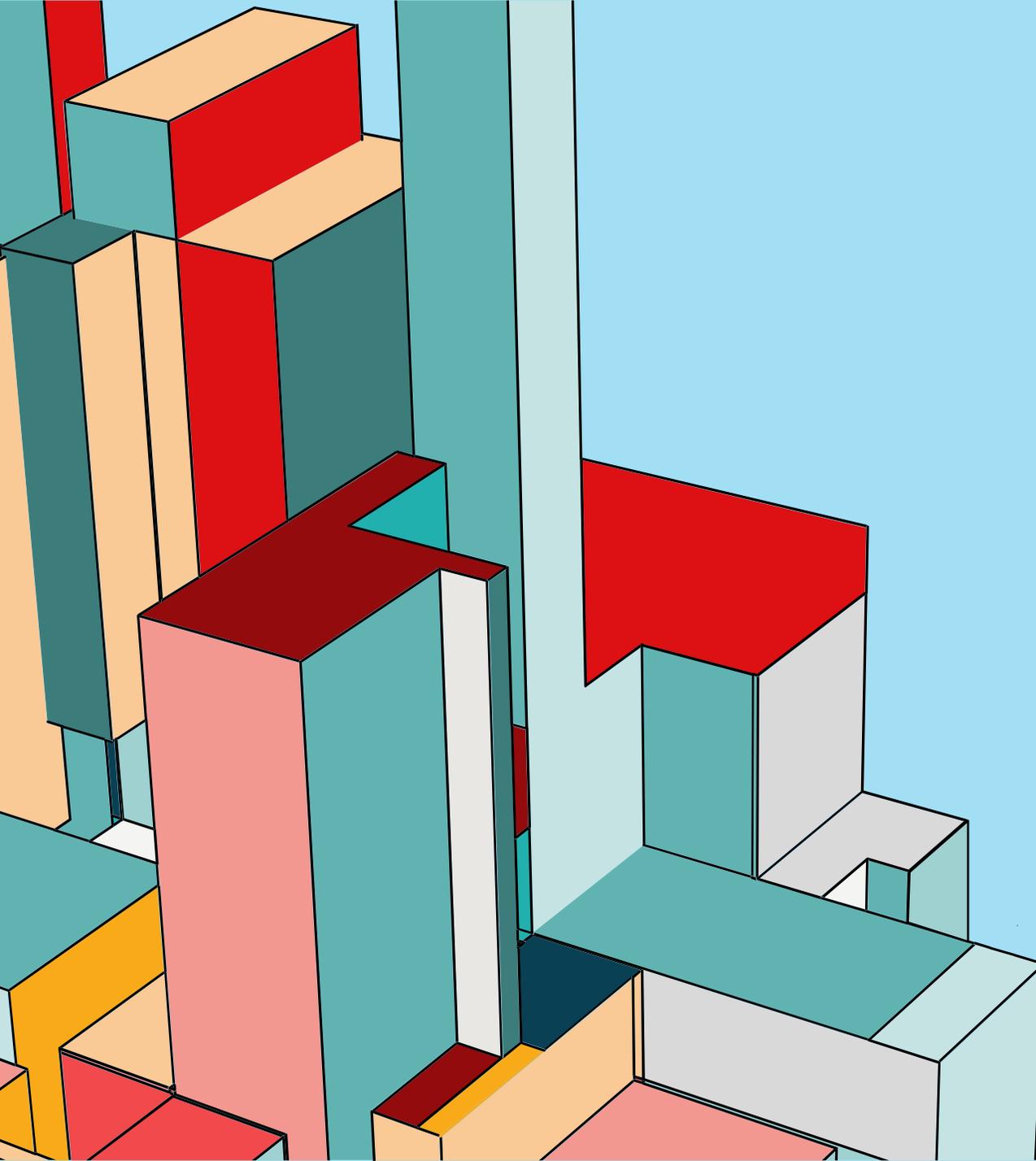
Fee Name	Unit	Current Fee	Recommended Fees	Total Cost	Difference	Cost Recovery %	Count	Rev. at Current Fee	Rev. at Total Cost	Difference
New/Transferred Liquor License	Each	\$4,652	\$4,652	\$5,343	(\$691)	87%	1.00	\$4,652	\$5,343	(\$691)
Conditional Use Permit Compliance & Reporting	Each	\$200	\$200	\$3,847	(\$3,647)	5%				
All Others	Each	\$3,977	\$3,977	\$8,822	(\$4,845)	45%	2.00	\$7,954	\$17,644	(\$9,690)
Department of Fish and Wildlife Fee	Each	set by DFW	set by DFW	\$0		0%				
Demolition Permit	Each	\$396	\$396	\$590	(\$194)	67%	19.00	\$7,524	\$11,215	(\$3,691)
<b>Determination of Commencement of Construction</b>	<b>Each</b>	<b>New</b>	<b>\$1,905</b>	\$1,905						
<b>Determination Of Use</b>										
Director	Each	\$796	\$796	\$2,370	(\$1,574)	34%				
Planning Commission	Each	\$6,560	\$6,560	\$11,266	(\$4,706)	58%	1.00	\$6,560	\$11,266	(\$4,706)
Environmental Impact Report	Each	Actual Cost + 30%	Actual Cost + 30%	\$0		0%				
Environmental Review Board Analysis	Each	\$3,181	\$3,181	\$4,231	(\$1,050)	75%				
Environmental Site Assessment Review Fee	Each	Actual Cost + 30%	Actual Cost + 30%	\$0		0%				
<b>Event Permits</b>										
Residential Minor (Less than 100 ppl)	Each	\$124	\$421	\$421	\$0	100%	59.00	\$24,839	\$24,825	\$14
Residential Major (All Other Events)	Each	\$124	\$2,297	\$2,297	(\$0)	100%				
Commercial (Temporary Use Permit)	Each	\$821	\$821	\$3,045	(\$2,224)	27%	8.00	\$6,568	\$24,363	(\$17,795)
Commercial (Temporary Use Permit - Non-Profit)	Each	\$342	\$342	\$977	(\$635)	35%	13.00	\$4,446	\$12,698	(\$8,252)
<b>Commercial (Temporary Use Permit w/ CDP)</b>	<b>Each</b>	<b>Hourly</b>	<b>\$200</b>							
Road Race (Temporary Use Permit)	Each	\$1,988	\$1,988	\$6,333	(\$4,345)	31%	2.00	\$3,976	\$12,667	(\$8,691)
<b>Initial Study</b>										
Prepared By Consultant	Each	Actual Cost + 30%	Actual Cost + 30%	\$0		0%				
<b>Prepared By Staff:</b>										
Per Hour	Per Hour	\$200	\$200	\$174	\$26	115%				
Deposit	Deposit	\$15,000	\$15,000	\$15,000	\$0	100%				
Joint Use Parking Agreement	Each	\$2,386	\$7,442	\$7,442	\$0	100%				
Minor Modification	Each	\$1,192	\$3,963	\$3,963	(\$0)	100%	9.00	\$35,667	\$35,670	(\$3)
Mitigation Monitoring and Reporting Program	Per Hour	\$200	\$200	\$174	\$26	115%				
Neighborhood Standards Review	Each	\$6,123	\$6,123	\$10,151	(\$4,028)	60%				
<b>Outdoor Lighting Review</b>										
Residential Minor	Each	\$200	\$200	\$1,015	(\$815)	20%				
Residential Major (3 or more structures)	Each	\$200	\$200	\$1,297	(\$1,097)	15%				
Commercial minor (Tenant Spaces)	Each	\$597	\$597	\$1,015	(\$418)	59%	7.00	\$4,179	\$7,108	(\$2,929)
Commercial major	Each	\$1,590	\$3,624	\$3,624	(\$0)	100%	7.00	\$25,368	\$25,370	(\$2)
Deviation	Each	\$2,981	\$8,040	\$8,040	(\$0)	100%	1.00	\$8,040	\$8,040	(\$0)
Consultant Review	Each	Actual Cost	Actual Cost	\$0		0%				
<b>Over the Counter Permit</b>										
Level I	Each	\$200	\$200	\$407	(\$207)	49%	151.00	\$30,200	\$61,415	(\$31,215)
Level II	Each	\$397	\$397	\$581	(\$184)	68%	167.00	\$66,299	\$96,967	(\$30,668)
<b>Planning Clearance</b>										
Regular	Each	\$396	\$396	\$1,499	(\$1,103)	26%	33.00	\$13,068	\$49,452	(\$36,384)
Formula Retail	Each	\$3,996	\$5,994	\$5,994	(\$0)	100%	2.00	\$11,988	\$11,988	(\$0)
Planning Verification	Each	\$200	\$200	\$2,370	(\$2,170)	8%				
<b>Plan Review</b>										
<b>Prior to Planning Conformance/Approval:</b>										
CDP - Resubmittal of Plans	Each	\$1,192	\$1,192	\$1,901	(\$709)	63%	4.00	\$4,768	\$7,604	(\$2,836)
APR - Resubmittal of Plans	Each	\$596	\$1,258	\$1,258	\$0	100%	28.00	\$35,224	\$35,221	\$3
<b>After Planning Conformance/Approval:</b>										
Substantial Conformance - Minor	Each	\$393	\$910	\$910	\$0	100%				
Substantial Conformance - Major	Each	\$1,192	\$2,370	\$2,370	\$0	100%	1.00	\$2,370	\$2,370	\$0
Final Planning Approval "red stamp"	Each	\$448	\$448	\$494	(\$46)	91%				
<b>Public Notice (Includes costs for staff and materials)</b>										
Mailer	Each	\$342	\$342	\$160	\$182	214%				
Newspaper Legal Notice	Each	\$329	\$329	\$368	(\$39)	89%				
Quarter Page	Each	\$421	\$421	\$354	\$67	119%				
Mailing Data	Each	Direct Costs	Direct Costs	\$0		0%				

## PROPOSED PLANNING FEES FOR FY25/26

### Administration and Finance Committee Meeting of April 30, 2025

#### Cost Per Unit Results

Fee Name	Unit	Current Fee	Recommended Fees	Total Cost	Difference	Cost Recovery %	Count	Rev. at Current Fee	Rev. at Total Cost	Difference
<b>Rebuild Development Permit</b>	Each	New	\$1,288	\$1,288	\$0	100%				
<b>Short-Term Rental Permit</b>	Each	New	\$495	\$339	\$156	146%	400.00	\$198,000	\$135,764	\$62,236
<b>Sign Permit</b>										
Individual	Each	\$248	\$248	\$750	(\$502)	33%	15.00	\$3,720	\$11,252	(\$7,532)
Master Program	Each	\$2,386	\$2,386	\$5,848	(\$3,462)	41%	1.00	\$2,386	\$5,848	(\$3,462)
Temporary	Each	\$48	\$48	\$455	(\$407)	11%	1.00	\$48	\$455	(\$407)
Site Inspection	Each	\$300	\$300	\$435	(\$135)	69%	1.00	\$300	\$435	(\$135)
<b>Site Plan Review</b>										
Height	Each	\$3,499	\$3,499	\$7,418	(\$3,919)	47%	18.00	\$62,982	\$133,526	(\$70,544)
All Other Requests	Each	\$2,981	\$2,981	\$3,940	(\$959)	76%	3.00	\$8,943	\$11,819	(\$2,876)
<b>Solar Panels</b>										
Roof-Mounted	Each	\$124	\$124	\$334	(\$210)	37%				
Ground-Mounted	Each	\$200	\$200	\$595	(\$395)	34%	7.00	\$1,400	\$4,163	(\$2,763)
Stringline Modification	Each	\$3,380	\$3,380	\$4,036	(\$656)	84%	82.00	\$277,160	\$330,973	(\$53,813)
<b>Temporary Housing Permit</b>	Each	New	\$542	\$542	\$0	100%				
<b>Time Extension</b>										
<b>Director</b>	Each	New	\$596	\$660	(\$64)	90%				
<b>Planning Commission</b>	Each	New	\$596	\$2,371	(\$1,775)	25%				
<b>Variance</b>	Each	\$3,578	\$7,515	\$7,515	\$0	100%	19.00	\$142,785	\$142,780	\$5
<b>View Preservation Permit</b>										
Primary View Determination	Each	\$396	\$396	\$890	(\$494)	45%	27.00	\$10,692	\$24,025	(\$13,333)
View Preservation Permit - Planning Director	Each	\$396	\$396	\$4,230	(\$3,834)	9%				
View Preservation Permit - Planning Commission	Each	\$1,693	\$1,693	\$6,212	(\$4,519)	27%				
<b>Wireless Communication Facilities</b>										
Level 1 - Waiver from Wireless Design Standards	Each	\$808	\$808	\$943	(\$135)	86%	3.00	\$2,424	\$2,828	(\$404)
Level 2 - Upgrade Existing Facilities	Each	\$1,574	\$1,574	\$3,551	(\$1,977)	44%	29.00	\$45,646	\$102,990	(\$57,344)
Level 3 - Type 1 Wireless Permit (WP) or WP Right-of- Way Permit (WRP)	Each	\$3,845	\$3,845	\$14,302	(\$10,457)	27%	2.00	\$7,690	\$28,604	(\$20,914)
Level 4 - WP Type 2	Each	\$6,966	\$6,966	\$14,302	(\$7,336)	49%	2.00	\$13,932	\$28,604	(\$14,672)
Level 5 - WP or WRP with CDP	Each	\$7,245	\$7,245	\$9,157	(\$1,912)	79%				
Consultant Conformance Review/Compliance	Each	Actual Cost + 30%	Actual Cost + 30%	\$0		0%				
Post-Approval Compliance (Staff)	Each	\$716	\$716	\$1,812	(\$1,096)	40%				
Vehicle Impact Protection Device Application	Each	\$597	\$597	\$595	\$2	100%				
Zoning Verification Letter	Each	\$200	\$200	\$210	(\$10)	95%	20.00	\$4,000	\$4,208	(\$208)
<b>Development Agreement; General Plan Amendment; Local Coastal Program Amendment; Specific Plan; Zoning Amendment</b>										
Per Hour	Per Hour	\$200	\$200	\$174	\$26	115%				
Deposit	Deposit	\$20,000	\$20,000	\$20,000	\$0	100%				
All Other Planning Services	Per Hour	\$200	\$200	\$174	\$26	115%	400.00	\$80,000	\$69,569	\$10,431
<b>Planning Consultant Services</b>	Each	Actual Cost	Actual Cost	\$0		0%				
							<b>Total</b>	<b>\$2,107,049</b>	<b>\$2,776,813</b>	<b>(\$669,764)</b>

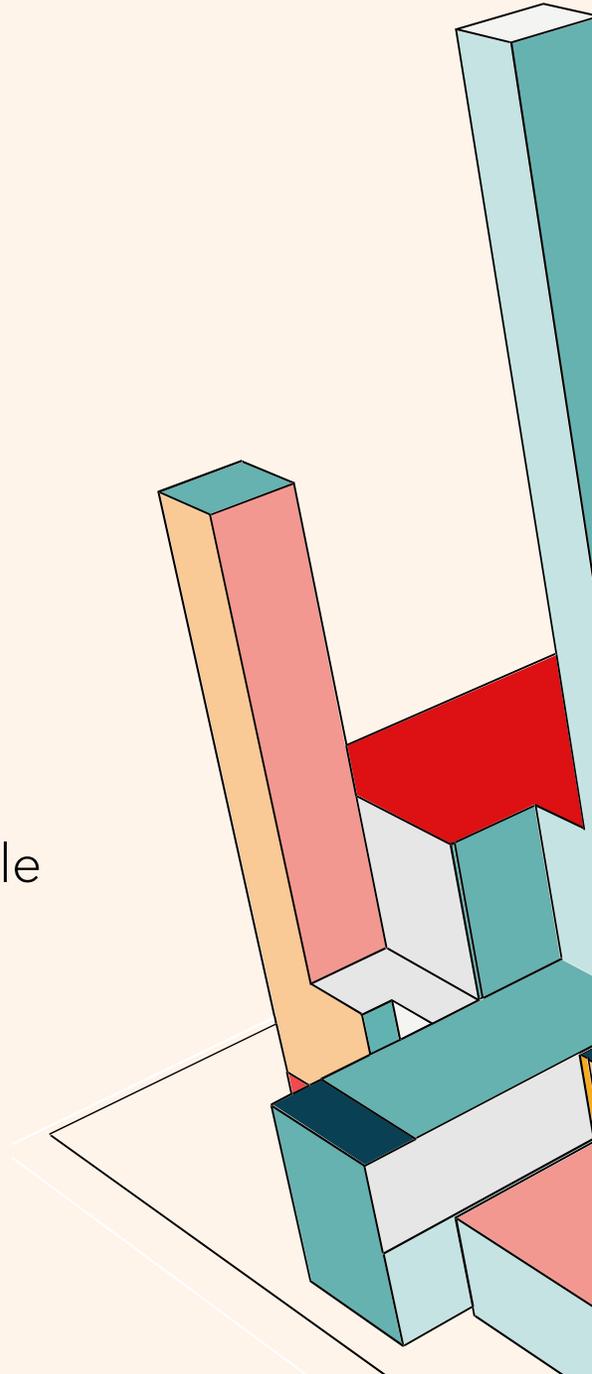


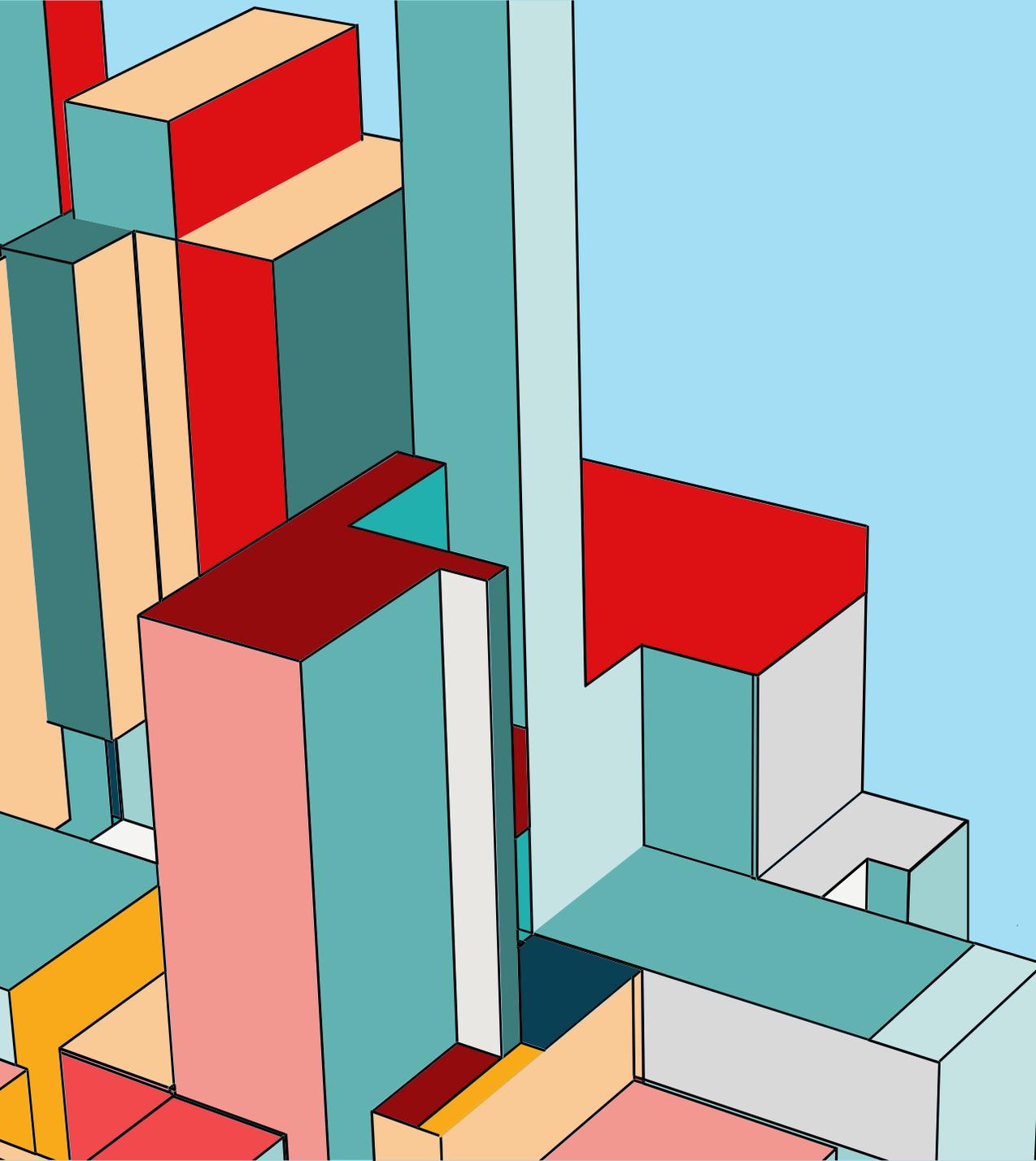
**WORKSHOP:  
FY 2024-25  
PROPOSED  
SCHEDULE OF FEES**

**OCTOBER 2, 2024**

# INTRODUCTION

- **DIRECTION:** Workshop to review for possible modifications
- **SCENARIOS:** Fees in Total as opposed to Individual Fees
- **DARK SKY** related fees
- **AB 2160:** Attorney drafting resolution, Waive any fee to avoid bypass of City permit process for appeal of major public works project
- **DATA CORRECTION** (table on page 38 of report): no impact on schedule

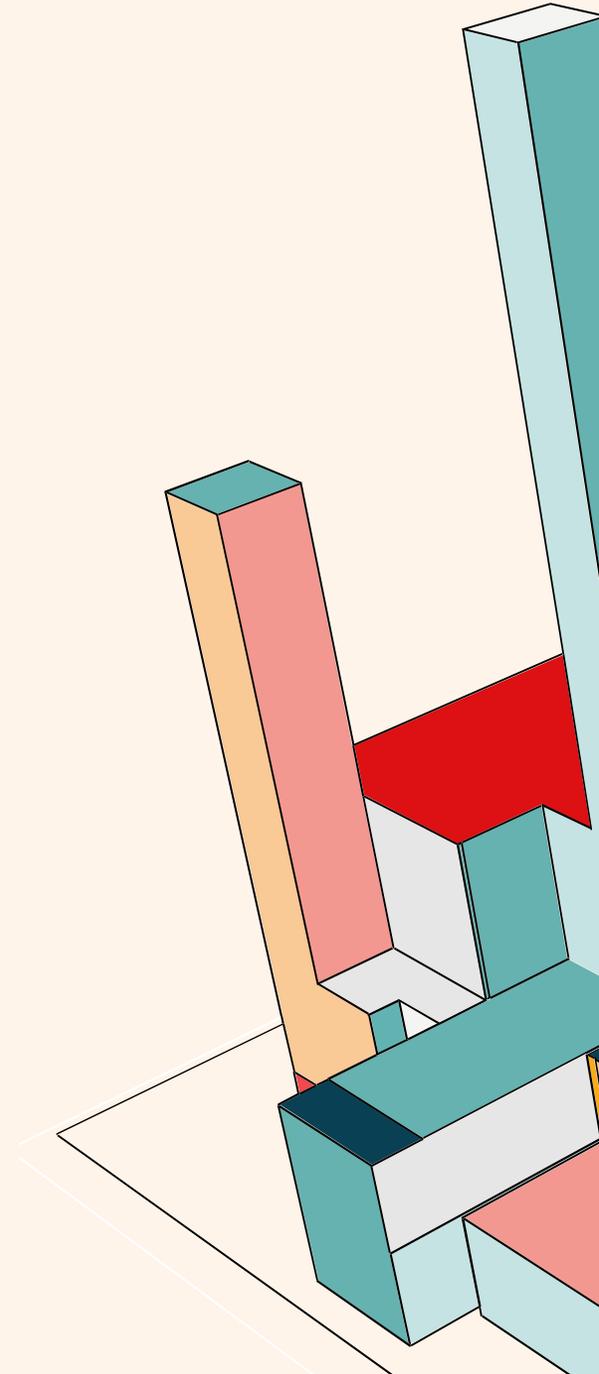




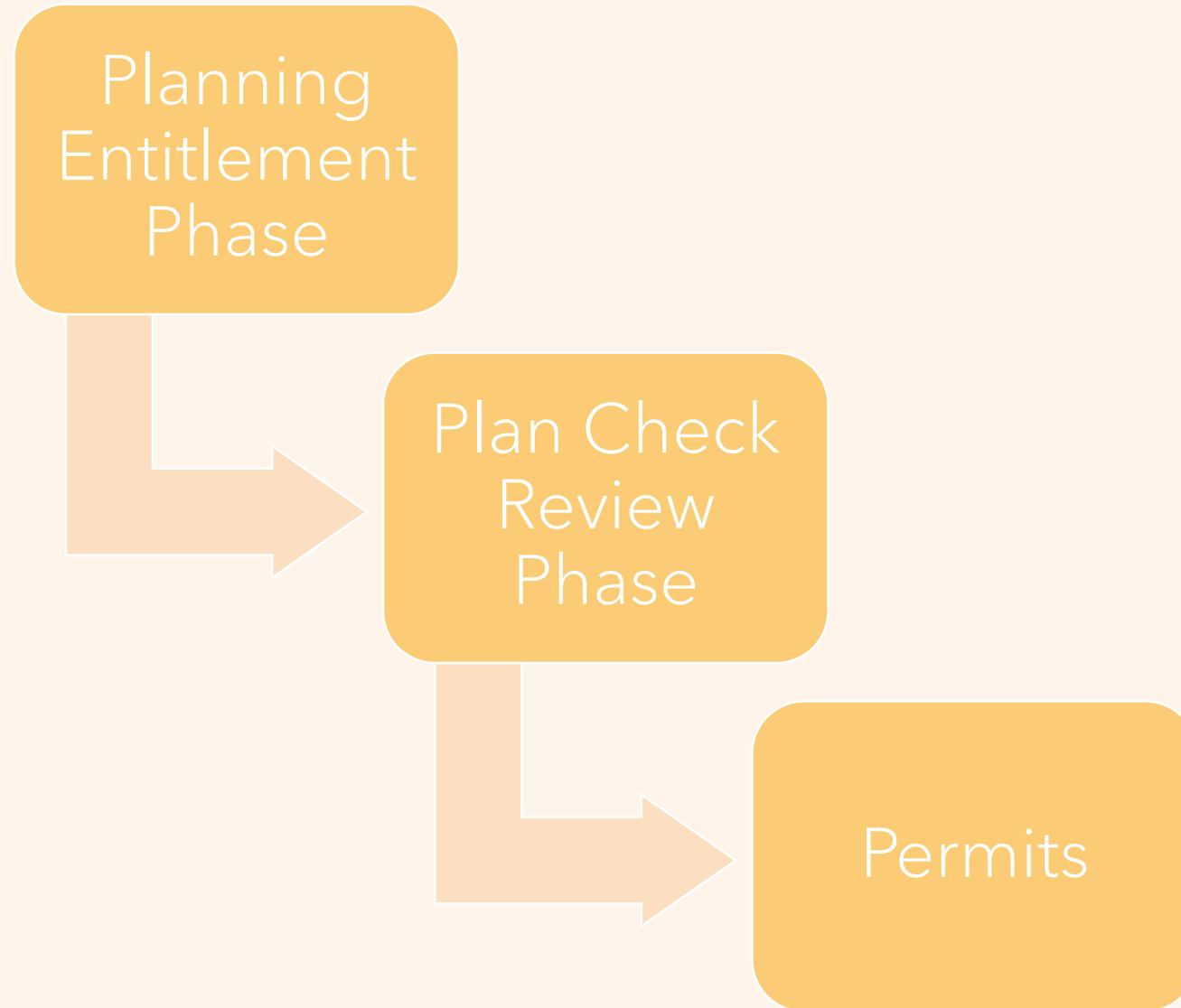
# **FEES FOR DEVELOPMENT PROCESS**

# OVER THE COUNTER (OC)

- **PROJECT TYPE:** OC Level II Project
- **PROJECT DESCRIPTION:** Existing Single-Family Residence (ESFR); Interior remodel of an existing master bathroom. No Structural changes. New Lavatory, new water closet, new shower.



# OC REVIEW PROCESS



# OC PROJECT FEES

## PLANNING ENTITLEMENT PHASE

ITEM DESCRIPTION	Dept	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
OC: Level II	PLN	1	\$ 397.00	\$ 397.00	\$ 581.00	\$ 581.00
EH: Other	ESD	1	\$ 949.00	\$ 949.00	\$ 1,071.00	\$ 1,071.00
Document Imaging Fee	ESD	1	\$ 29.00	\$ 29.00	\$ 31.00	\$ 31.00
<b>PROJECT TOTALS:</b>				<b>\$ 1,375.00</b>		<b>\$ 1,683.00</b>

- ☐ OC Level II - Fee includes two reviews only (2 hrs); New fee 3 hrs
- ☐ EH: Other - Non-OWTS Review (Planning Phase) two reviews

# OC PROJECT FEES

## PLAN CHECK REVIEW PHASE

ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Environmental Health (EH): Building Plan Check (BPC)	1	\$ 430.00	\$ 430.00	\$ 402.00	\$ 402.00
Building Plan Check Fee Level 1 Plan Check - Non-Structural Interior Remodel	1	\$ 215.00	\$ 215.00	\$ 232.00	\$ 232.00
Administrative Fee	1	\$ 54.00	\$ 54.00	\$ 58.00	\$ 58.00
Credit Card Fee	1	\$ 20.27	\$ 20.27	\$ 20.07	\$ 20.07
<b>PLAN CHECK REVIEW TOTALS:</b>			<b>\$ 719.27</b>		<b>\$ 712.07</b>

- Environmental Health (EH) - Non-OWTS Review (Building Safety Phase) - Two Reviews
- Building Plan Check Fee Level 1 Plan Check - Non-Structural Interior Remodel - Two Reviews
- Credit Card Fee - 2.9% - (Plus \$.30 to online payments ONLY)

# OC PROJECT FEES

## BUILDING PERMIT

ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Permit Building - Level 1: Less or Equal to 500 Sq.Ft.	1	\$ 215.00	\$ 215.00	\$ 250.00	\$ 250.00
Building Safety Technology Fee	1	\$ 15.05	\$ 15.05	\$ 12.80	\$ 12.80
Administrative Fee	1	\$ 53.75	\$ 53.75	\$ 62.00	\$ 62.00
Document Retention Fee	1	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00
BSS Fee	1	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Strong Motion Fee Category I (Remitted to State of CA)	1	\$ 2.80	\$ 2.80	\$ 3.25	\$ 3.25
Credit Card Fee	1	\$ 6.24	\$ 6.24	\$ 7.25	\$ 7.25
<b>BUILDING PERMIT TOTALS:</b>			<b>\$ 301.84</b>		<b>\$ 344.30</b>

- Building Safety Technology Fee (7% to 5.12%)
- Administrative Fee
- Document Retention Fee
- BSS Fee (\$1 per \$25,000 valuation)
- Strong Motion Fee Category I (Remitted to the State of CA) - *0.0130% of the Value*
- Credit Card Fee - 2.9% - (Plus \$.30 to online payments ONLY)
- Total Building Permit \$ 344.30

# OC PROJECT FEES

## PLUMBING PERMIT

ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Lavatory	1	\$ 53.75	\$ 53.75	\$ 62.00	\$ 62.00
Toilet	1	\$ 53.75	\$ 53.75	\$ 62.00	\$ 62.00
Shower	1	\$ 53.75	\$ 53.75	\$ 62.00	\$ 62.00
Administrative Fee	1	\$ 54.00	\$ 54.00	\$ 62.00	\$ 62.00
Building Safety Technology Fee	1	\$ 11.29	\$ 11.29	\$ 9.52	\$ 9.52
Document Retention Fee	1	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00
Credit Card Fee	1	\$ 6.80	\$ 6.80	\$ 7.70	\$ 7.70
<b>PLUMBING PERMIT TOTALS:</b>			<b>\$ 241.34</b>		<b>\$ 273.22</b>

- Building Safety Technology Fee (7% to 5.12%)
- Administrative Fee
- Document Retention Fee
- BSS Fee (\$1 per \$25,000 valuation)
- Strong Motion Fee Category I (Remitted to the State of CA) - *0.0130% of the Value*
- Credit Card Fee - 2.9% - (Plus \$.30 to online payments ONLY)

# OC PROJECT FEES

## MECHANICAL PERMIT

ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Ventilation Fan on Single Duct	1	\$ 43.00	\$ 43.00	\$ 50.00	\$ 50.00
Administrative Fee	1	\$ 54.00	\$ 54.00	\$ 50.00	\$ 50.00
Building Safety Technology Fee	1	\$ 3.01	\$ 3.01	\$ 2.56	\$ 2.56
Document Retention Fee	1	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00
Credit Card Fee	1	\$ 3.13	\$ 3.13	\$ 3.21	\$ 3.21
<b>MECHANICAL PERMIT TOTALS:</b>			<b>\$ 111.14</b>		<b>\$ 113.77</b>

- Building Safety Technology Fee (7% to 5.12%)
- Administrative Fee
- Document Retention Fee
- BSS Fee (\$1 per \$25,000 valuation)
- Strong Motion Fee Category I (Remitted to the State of CA) - *0.0130% of the Value*
- Credit Card Fee - 2.9% - (Plus \$.30 to online payments ONLY)

# OC PROJECT FEES

## ELECTRICAL PERMIT

ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Outlets	1	\$ 54.00	\$54.00	\$ 62.00	\$ 62.00
Administrative Fee	1	\$ 54.00	\$ 54.00	\$ 50.00	\$ 50.00
Building Safety Technology Fee	1	\$ 3.78	\$ 3.78	\$ 3.17	\$ 3.17
Document Retention Fee	1	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00
Credit Card Fee	1	\$ 3.47	\$ 3.47	\$ 3.57	\$ 3.57
<b>ELECTRICAL PERMIT TOTALS:</b>			<b>\$ 123.25</b>		<b>\$ 126.74</b>

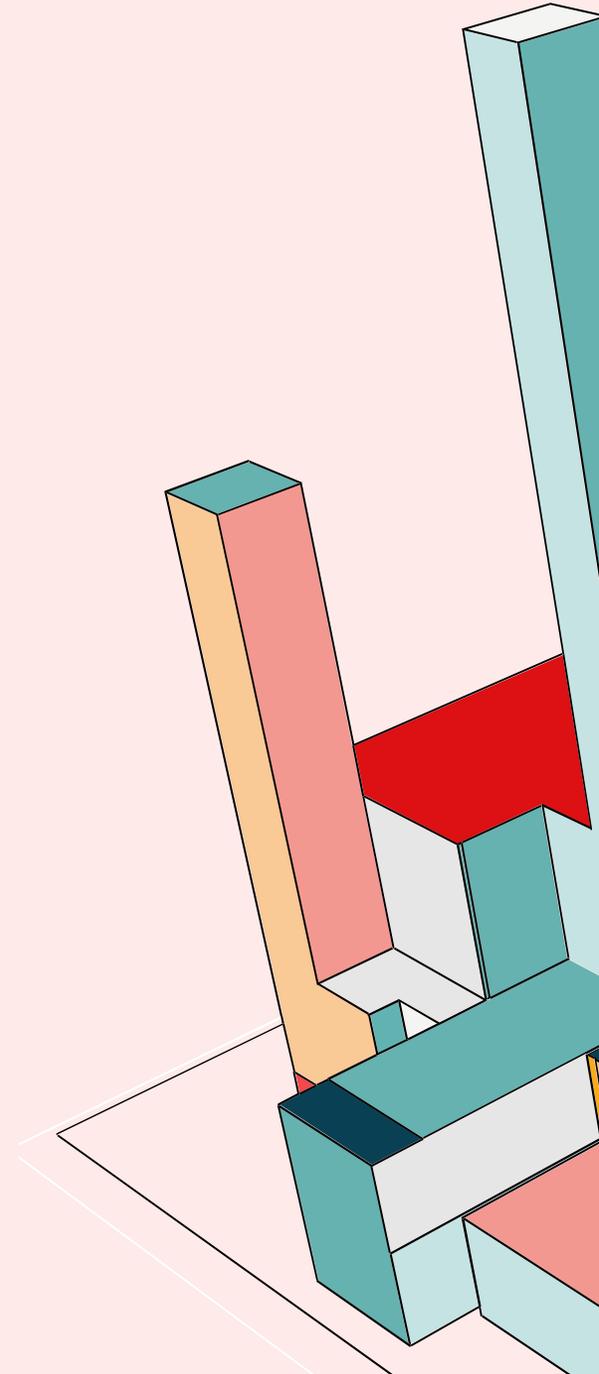
- Building Safety Technology Fee (7% to 5.12%)
- Admin. Fee - Permit Processing Fee
- Document Retention Fee
- BSS Fee (\$1 per \$25,000 valuation)
- Strong Motion Fee Category I (Remitted to the State of CA) - *0.0130% of the Value*
- Credit Card Fee - 2.9% - (Plus \$.30 to online payments ONLY)

# TOTAL PROJECT FEES

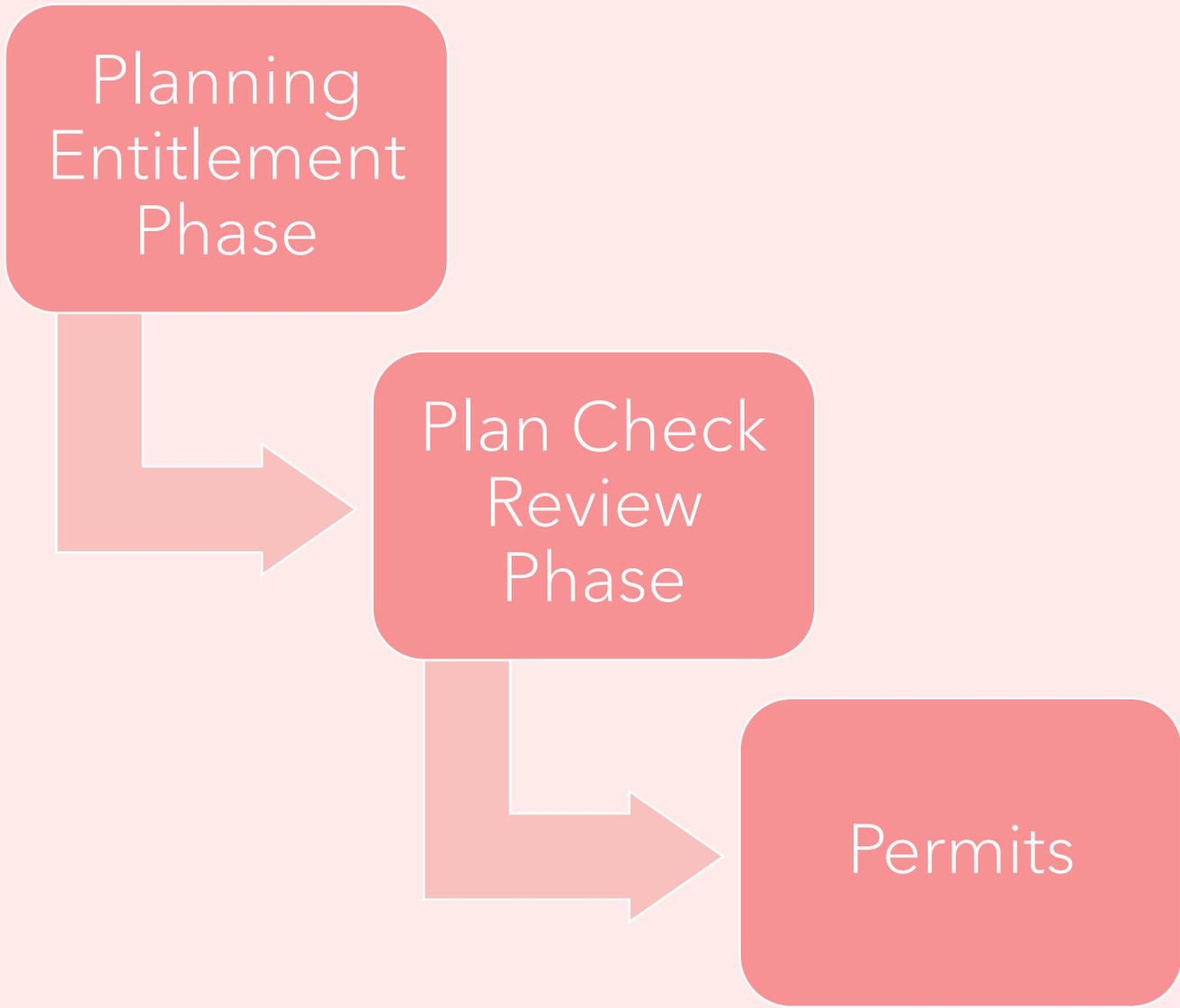
DEPARTMENT		FY2023-24 TOTAL	PROPOSED BUDGET TOTALS
PLANNING ENTITLEMENT PHASE		\$ 1,375.00	\$ 1,683.00
PLAN CHECK REVIEW PHASE		\$ 719.27	\$ 712.07
PERMITS	BUILDING PERMIT	\$ 301.84	\$ 344.30
	PLUMBING PERMIT	\$ 241.34	\$ 273.22
	MECHANICAL PERMIT	\$ 111.14	\$ 113.77
	ELECTRICAL PERMIT	\$ 123.25	\$ 126.74
PROJECT TOTALS:		\$ 2,871.84	\$ 3,253.10

# ADMINISTRATIVE PLAN REVIEW (APR)

- PROJECT TYPE: Administrative Plan Review Level 4
- PROJECT DESCRIPTION: Beachfront, Deck Repair (more than 50% replaced), Re-Waterproof, and Re-Tile, same size, same location



# APR REVIEW PROCESS



# ADMINISTRATIVE PLAN REVIEW (APR)

## PLANNING ENTITLEMENT PHASE

ITEM DESCRIPTION	DEPT	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
APR Level IV - Minor	PLN	1	\$1,590.00	\$ 1,590.00	\$3,216.00	\$3,216.00
Coastal Engineering: Other	ESD	1	\$ 1,876.00	\$ 1,876.00	\$ 1,875.00	\$ 1,875.00
EH: Other	ESD	1	\$ 949.00	\$ 949.00	\$ 1,071.00	\$ 1,071.00
Geology: Other	ESD	1	\$ 264.00	\$ 264.00	\$ 268.00	\$ 268.00
Document Imaging Fee	ESD	1	\$ 29.00	\$ 29.00	\$ 31.00	\$ 31.00
Public Works: Review	PW	5	\$ 254.00	\$ 1,270.00	\$ 326.00	\$ 1,630.00
<b>PROJECT TOTALS:</b>				<b>\$ 5,978.00</b>		<b>\$ 8,091.00</b>

- ☐ APR Level IV- Fee includes two incomplete letters; 1 site visit; 1 final inspection; CDP exemption; dark sky lighting review; pre-plan check and final plan check conformance "green" and "red" stamps (new fee 3 more hours)
- ☐ Coastal Eng - Standard - 2 reviews
- ☐ EH: Other - Non-OWTS Review (Planning Phase) two reviews
- ☐ Geology - 1 review = 1 hour
- ☐ Public Works

# ADMINISTRATIVE PLAN REVIEW (APR)

## PLAN CHECK REVIEW PHASE

ITEM DESCRIPTION	DEPT	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
<b>Other Fees</b>						
EH: BPC - Building Plan Check	ESD	1	\$ 430.00	\$ 430.00	\$ 402.00	\$ 402.00
Geo: BPC - Building Plan Check	ESD	1	\$1,179.00	\$1,179.00	\$ 1,205.00	\$ 1,205.00
Coastal: BPC - Building Plan Check	ESD	1	\$ 870.00	\$ 870.00	\$ 870.00	\$ 870.00
<b>Plan Check Building</b>						
Deck/Balcony Repair Major (Structural)	ESD	1	\$ 323.00	\$ 323.00	\$ 349.00	\$ 349.00
Administrative Fee	ESD	1	\$ 54.00	\$ 54.00	\$ 58.00	\$ 58.00
<b>PLAN CHECK REVIEW TOTALS:</b>				<b>\$ 2,856.00</b>		<b>\$ 2,884.00</b>

- EH: BPC - Bldg. Plan Check - Two Reviews
- Deck/Balcony Repair - Structural Major Repair - 1.5 Hrs. Plan Check (In-House Review)
- Admin. Fee - Plan Check Processing Fee
- Planning - Revisions will require additional fees \$393-\$1,192
- Geology - Two reviews
- Coastal Engineering - Two reviews

# ADMINISTRATIVE PLAN REVIEW (APR)

## BUILDING PERMIT

ITEM DESCRIPTION	DEPT	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Deck/Balcony Repair Major (Structural)	ESD	1	\$ 430.00	\$ 430.00	\$ 500.00	\$ 500.00
Building Safety Technology Fee	ESD	1	\$30.10	\$ 30.10	\$ 25.60	\$ 25.60
Administrative Fee	ESD	1	\$ 54.00	\$ 54.00	\$ 62.00	\$ 62.00
Document Retention Fee	ESD	1	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00
BSS Fee	ESD	1	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Strong Motion Fee Category I (Remitted to State of CA)	ESD	1	\$0.05	\$ 0.05	\$ 0.07	\$ 0.07
<b>BUILDING PERMIT TOTALS:</b>				<b>\$ 523.15</b>		<b>\$ 596.67</b>

- D/B Repair Major (Structural)
- Building Safety Technology Fee
- Admin. Fee - Permit Processing Fee
- Document Retention Fee
- BSS Fee
- Strong Motion Fee Category I - *0.130% of the Value*
- Planning - Revisions will require additional fees \$393-\$1,192

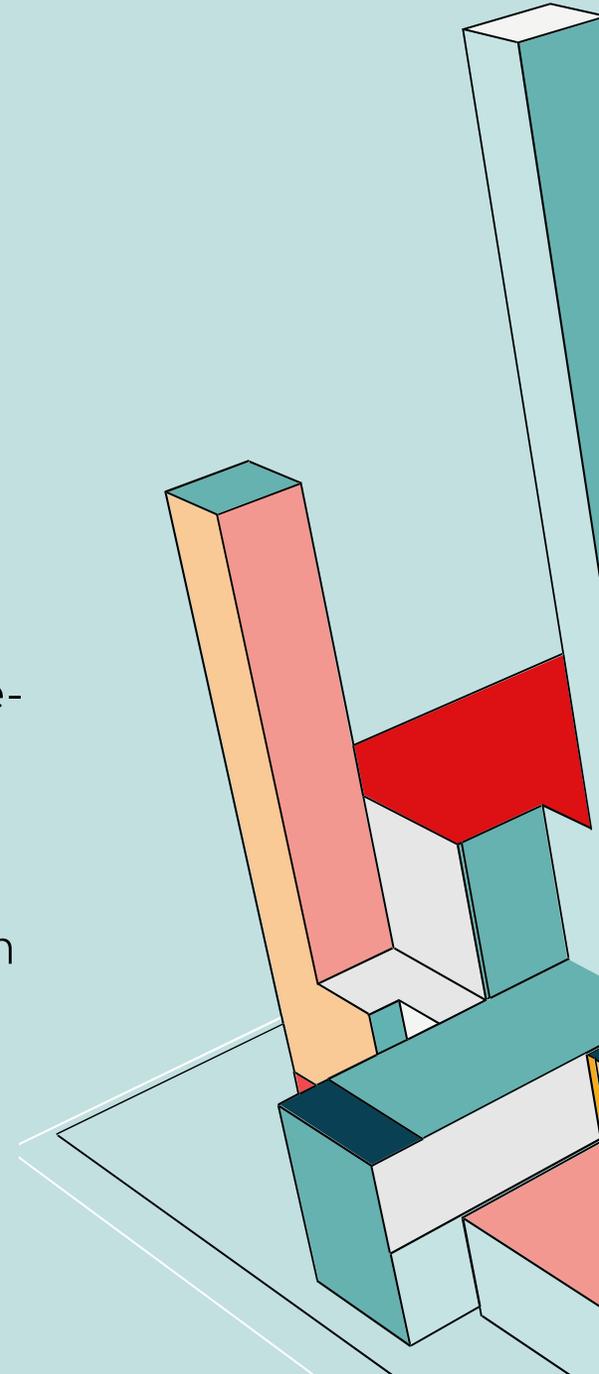
# TOTAL PROJECT FEES

DEPARTMENT	FY2023-24 TOTAL	PROPOSED BUDGET TOTALS
PLANNING ENTITLEMENT PHASE	\$ 5,978.00	\$ 8,091.00
PLAN CHECK REVIEW PHASE	\$ 2,856.00	\$ 2,884.00
BUILDING PERMIT	\$ 523.15	\$ 596.67
PROJECT TOTALS:	\$ 9,357.15	\$ 11,571.67

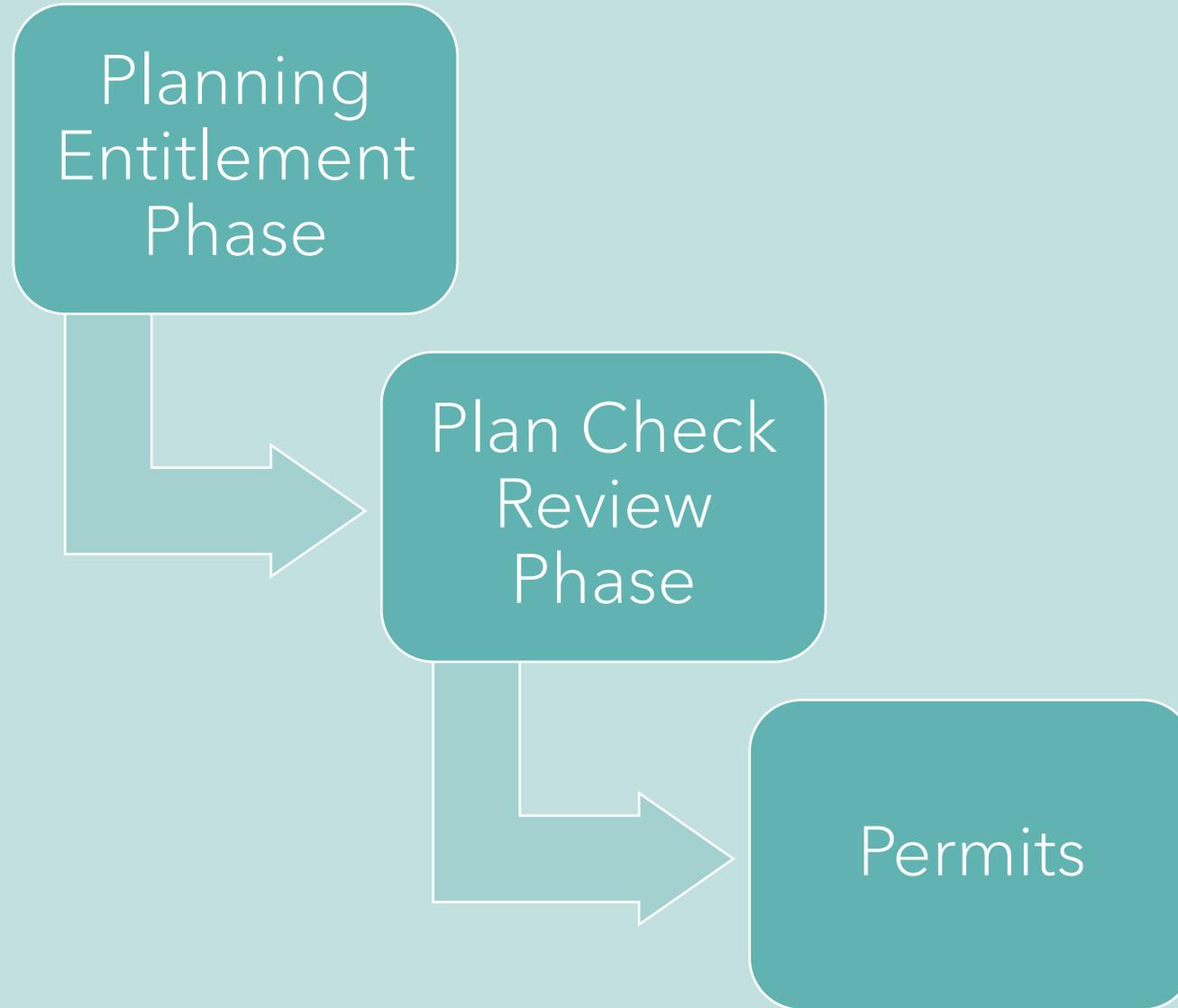
# COASTAL DEVELOPMENT PERMIT (CDP)

Coastal Development Permits are regulatory mechanisms by which proposed developments in the coastal zone are brought into compliance with Chapter 3 of the Coastal Act.

- **PROJECT TYPE:** CDP Level 4
- **PROJECT DESCRIPTION:** Proposed major remodel of an existing single-family residence to include exterior walls demolition and waterproofing in excess of 50 percent, including remodel of the attached garage, rear on-grade deck extension, and associated development; including a variance for construction on slopes steeper than 2.5 to 1, and a site plan review for height over 18 feet



# CDP REVIEW PROCESS



# COASTAL DEVELOPMENT PERMIT (CDP)

## PLANNING ENTITLEMENT PHASE

ITEM DESCRIPTION	DEPT	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Coastal Development Permit Level 4	PLN	1	\$11,579.00	\$ 11,579.00	\$ 20,248.00	\$ 20,248.00
Variance	PLN	1	\$ 3,578.00	\$ 3,578.00	\$ 7,515.00	\$ 7,515.00
Site Plan Review	PLN	1	\$ 3,499.00	\$ 3,499.00	\$ 7,418.00	\$ 7,418.00
Biology: Review CDP (without ESHA)	PLN	1	\$ 860.00	\$ 860.00	\$ 1,032.00	\$ 1,032.00
Coastal Engineering: Other	ESD	1	\$ 1,876.00	\$ 1,876.00	\$ 1,875.00	\$ 1,875.00
Geology: Other	ESD	1	\$5,389.00	\$ 5,389.00	\$ 5,490.00	\$ 5,490.00
EH: Other	ESD	1	\$ 2,493.00	\$ 2,493.00	\$ 2,812.00	\$ 2,812.00
Building Safety: Other	ESD	2	\$ 215.00	\$ 430.00	\$ 232.00	\$ 464.00
Public Works: Review	PW	4	\$ 254.00	\$ 1,016.00	\$ 326.00	\$ 1,304.00
Document Imaging Fee	ESD	1	\$ 29.00	\$ 29.00	\$ 31.00	\$ 31.00
<b>PROJECT TOTALS:</b>				<b>\$ 30,749.00</b>		<b>\$ 48,211.00</b>

- ☐ CDP: 3 reviews; 2 site inspections; 3 hearings; Dark Sky lighting review; demo review; "green stamp", "red stamp", and final Planning inspection
- ☐ Coastal Engineering: Other-Standard Project Review
- ☐ Geology: Other - Complex SFR Review
- ☐ Biology: Review CDP (without ESHA) - Fee Includes 2Reviews
- ☐ EH: Other - OWTS Review for Residential Complex System, Planning Phase - Fee Includes 1 Review
- ☐ Building Safety: Other (May be required based on complexity of project) - 2 hours
- ☐ Public Works: Review - Engineering Hourly Rate

# COASTAL DEVELOPMENT PERMIT (CDP)

## PLAN CHECK REVIEW PHASE

ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Drainage	2	\$ 430.00	\$ 860.00	\$ 465.00	\$ 930.00
Demolition (Up to 3,000 Sq.Ft)	4	\$ 323.00	\$ 1,292.00	\$ 349.00	\$ 1,396.00
Caisson & Grade Beams	11	\$ 430.00	\$ 4,730.00	\$ 465.00	\$ 5,115.00
Major Structural Remodel	2,050	\$ 1.37	\$ 2808.50	\$ 1.36	\$ 2788.00
All New Residential Const. (per Sq.Ft.)	73	\$ 2.28	\$ 166.44	\$ 2.26	\$ 164.98
Coastal: BPC	1	\$ 870.00	\$ 870.00	\$ 870.00	\$870.00
EH: Other	1	\$ 1780.00	\$ 1780.00	\$2,009.00	\$2,009.00
Geology: Other	1	\$ 1,179.00	\$1,179.00	\$1,205.00	\$1,205.00
Public Works: Review & WQMP	12	\$ 254.00	\$ 3,048.00	\$ 326.00	\$ 3,912.00
Plan Check Hourly Rate - Electrical	2	\$ 215.00	\$ 430.00	\$ 232.00	\$ 464.00
Administrative Fee	1	\$ 54.00	\$ 54.00	\$ 62.00	\$62.00
<b>PLAN CHECK REVIEW TOTALS:</b>			<b>\$ 17,217.94</b>		<b>\$ 18,915.98</b>

- Drainage
- Demolition (Up to 3,000 Sq.Ft)
- Caisson (Based on Diameter)
- Grade Beams (per 250 L.F.) - Plan Check Stage
- All New Residential Const. (per Sq.Ft.)
- Major Structural Remodel (Square Footage): Based on 60% of new residential construction fee at \$2.28
- Electrical - Based on Dark Sky review and Residence plan review

# COASTAL DEVELOPMENT PERMIT (CDP)

## BUILDING PERMIT

ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Major Structural Remodel	2,050	\$ 1.37	\$ 2808.50	\$ 1.36	\$ 2,788.00
All New Residential Const. (per Sq.Ft.)	73	\$ 2.28	\$ 166.44	\$ 2.29	\$ 167.17
Drainage	1	\$ 215.00	\$ 215.00	\$ 250.00	\$ 250.00
Caisson	9	\$ 91.50	\$ 823.00	\$ 125.00	\$ 1,125.00
Grade Beams (per 250 L.F.)	2	\$ 430.00	\$ 860.00	\$ 500.00	\$ 1000.00
Building Safety Technology Fee	1	7%	\$ 341.10	5.12%	\$272.91
Administrative Fee	1	\$ 54.00	\$ 54.00	\$ 62.00	\$ 62.00
Document Retention Fee	1	\$ 8.00	\$ 8.00	\$8.00	\$ 8.00
BSS Fee	1	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00
Strong Motion Fee Category I (Remitted to the State of CA)	1	\$ 35.75	\$ 35.75	\$ 45.75	\$ 45.75
<b>BUILDING PERMIT TOTALS:</b>			<b>\$ 5,322.79</b>		<b>\$ 5,729.83</b>

- Demolition ( up to 3,000 s.f.)
- Drainage
- Caisson
- Grade Beams (per 250 L.F.)
- BSS Fee
- Strong Motion Fee Category I (Remitted to the State of CA)

# COASTAL DEVELOPMENT PERMIT (CDP)

## ELECTRICAL PERMIT

ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
400-1000 AMPS	1	\$ 161.00	\$ 161.00	\$ 187.00	\$ 187.00
Building Safety Technology Fee	1	7%	\$ 11.30	5.12%	\$ 9.57
Administrative Fee	1	\$ 54.00	\$ 54.00	\$ 62.00	\$ 62.00
Document Retention Fee	1	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00
<b>ELECTRICAL PERMIT TOTALS:</b>			<b>\$ 234.30</b>		<b>\$ 266.57</b>

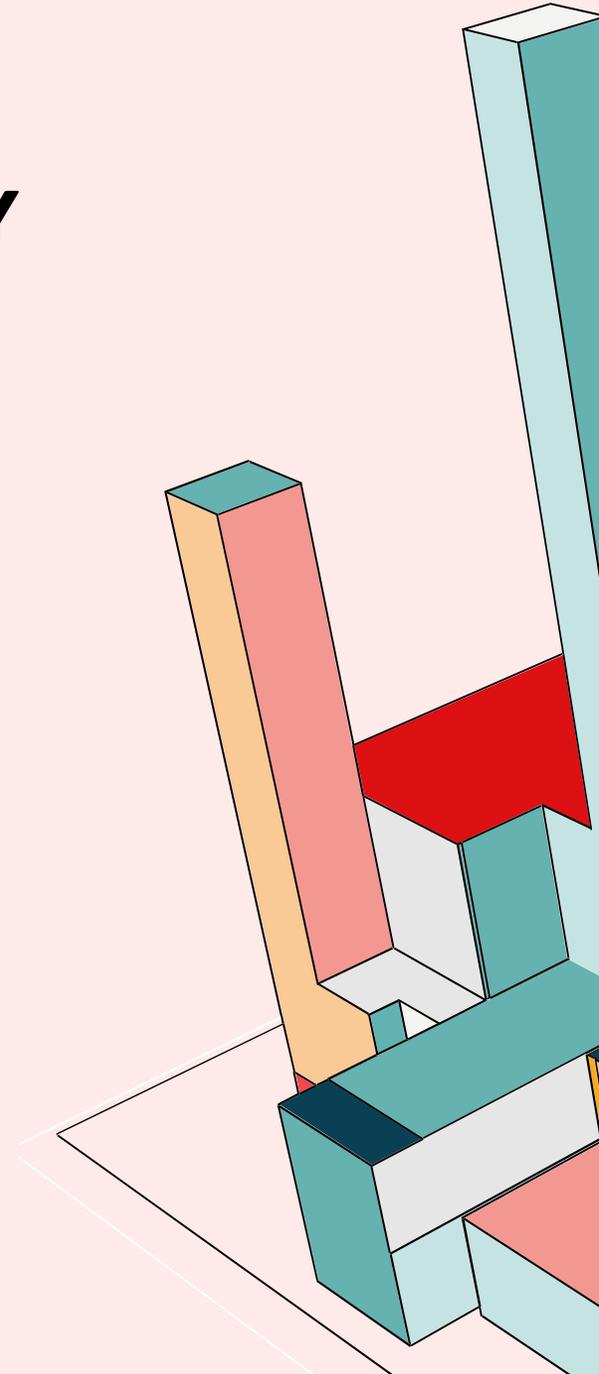
# TOTAL PROJECT FEES

DEPARTMENT	FY2023-24 TOTAL	PROPOSED BUDGET TOTALS
PLANNING ENTITLEMENT PHASE	\$ 30,749.00	\$ 48,211.00
PLAN CHECK REVIEW PHASE	\$ 17,217.94	\$ 18,915.98
PERMITS	\$ 5,557.09	\$ 5,996.40
<b>PROJECT TOTALS:</b>	<b>\$ 53,524.03</b>	<b>\$ 73,123.38</b>

PLANNING INSPECTIONS	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Planning Final Inspection	1	\$300.00	\$300.00	\$0	\$0
Biology Final Inspection	1	\$430.00	\$430.00	\$516.00	\$516.00
<b>PLANNING FINAL TOTALS:</b>			<b>\$ 730.00</b>		<b>\$ 516.00</b>

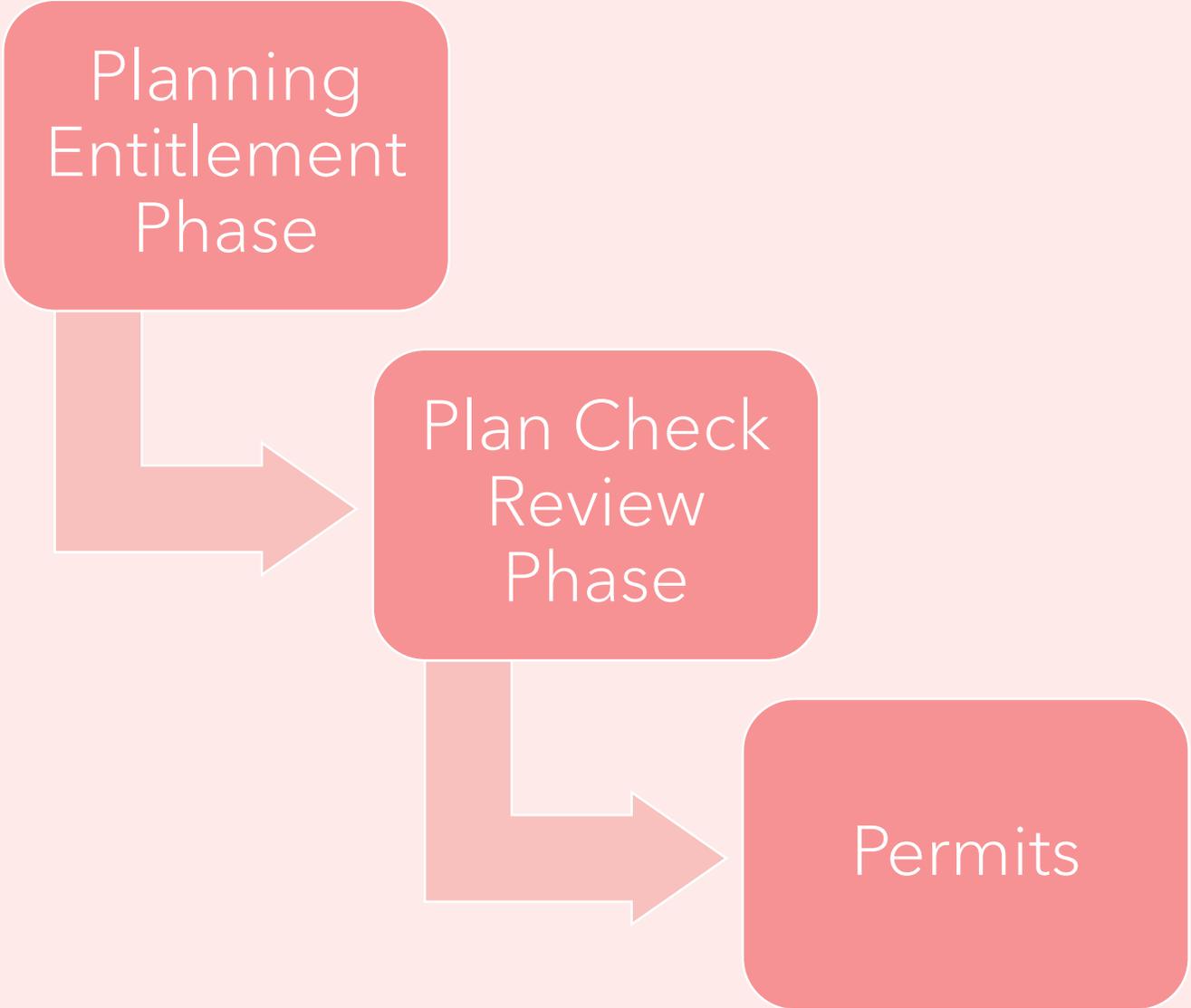
# OUTDOOR LIGHTING REVIEW (OLR) / DARK SKY ORDINANCE

- **PROJECT TYPE:** Outdoor Lighting Residential
- **PROJECT DESCRIPTION:** Outdoor lighting update; Residential Lighting Remodel: Main SFR with Attached Garage and Guest House. All new exterior lighting and re-wiring of all structures.



# DARK SKY / OUTDOOR LIGHTING REVIEW

Residential



# OUTDOOR LIGHTING REVIEW (OLR) / DARK SKY ORDINANCE – RESIDENTIAL REMODEL

## PLANNING ENTITLEMENT PHASE

ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Planning – Residential Minor Review	1	\$ 200.00	\$ 200.00	\$ 1,015.00	\$ 1,015.00
Credit Card Fee:	1	\$ 5.80	\$ 5.80	\$ 29.44	\$ 29.44
<b>PROJECT TOTALS:</b>			\$ 205.80		\$ 1,044.44

# DARK SKY – RESIDENTIAL LIGHTING REMODEL

## PLAN CHECK REVIEW STAGE

ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Building Safety Review - Plan Check	1	Previous 1- hour charge: \$ 215.00	Previous 1- hour charge: \$ 215.00	\$ 232.00	\$ 232.00
Administrative Fee	1	\$ 53.75	\$ 53.75	\$ 58.00	\$ 58.00
Credit Card Fee	1	\$ 7.79	\$ 7.79	\$ 8.41	\$ 8.41
PLAN CHECK REVIEW TOTALS:			\$ 276.54		\$ 298.41

# DARK SKY – RESIDENTIAL LIGHTING REMODEL

## ELECTRICAL PERMIT

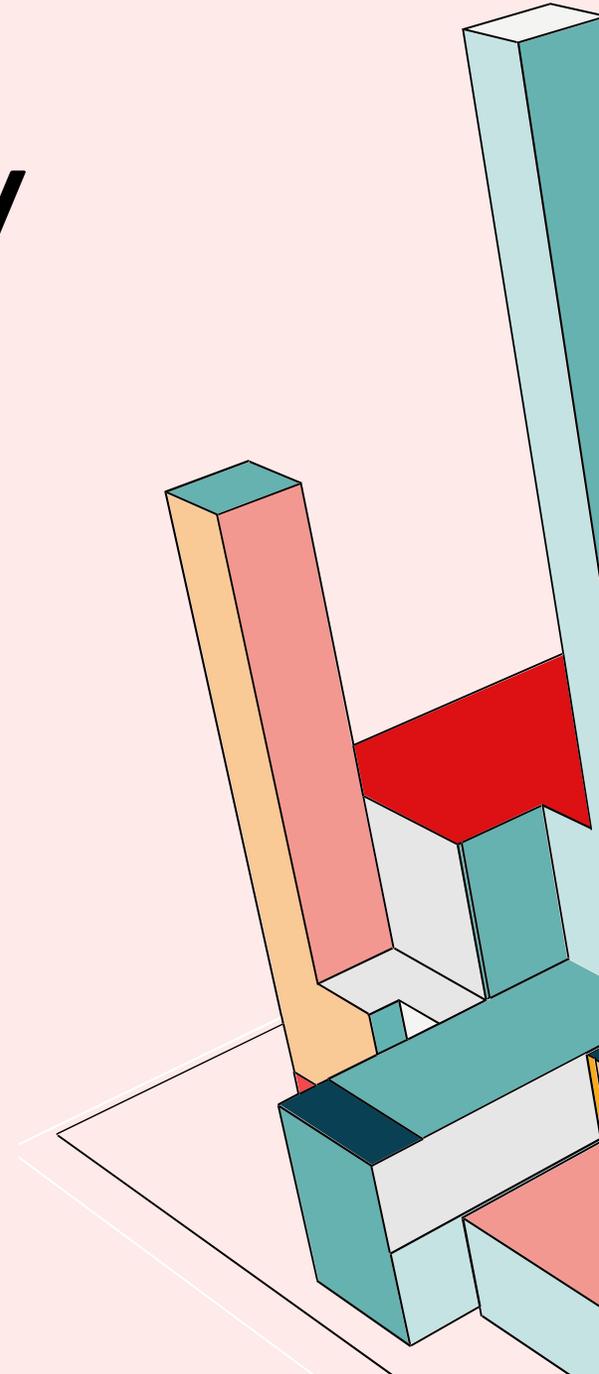
ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Dark Skies Ordinance - Electrical Permit	1	Previous 1- hour charge: \$ 215.00	Previous 1- hour charge: \$ 215.00	\$ 232.00	\$ 232.00
Administrative Fee	1	\$ 53.75	\$ 53.75	\$ 62.00	\$ 62.00
Building Safety Technology Fee	1	\$ 18.81	\$ 18.81	\$ 15.05	\$ 15.05
Document Retention Fee	1	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00
Credit Card Fee	1	\$ 8.57	\$ 8.57	\$ 9.19	\$ 9.19
<b>ELECTRICAL PERMIT TOTALS:</b>			<b>\$ 304.13</b>		<b>\$ 326.24</b>

# DARK SKY – RESIDENTIAL LIGHTING REMODEL TOTAL PROJECT FEES

DEPARTMENT	FY 2023-24 TOTAL	PROPOSED BUDGET TOTALS
PLANNING ENTITLEMENT PHASE	\$205.80	\$ 1,044.44
PLAN CHECK REVIEW PHASE	\$ 276.54	\$ 298.41
ELECTRICAL PERMIT	\$ 304.13	\$ 342.45
PROJECT TOTALS:	\$ 786.47	\$ 1,685.30

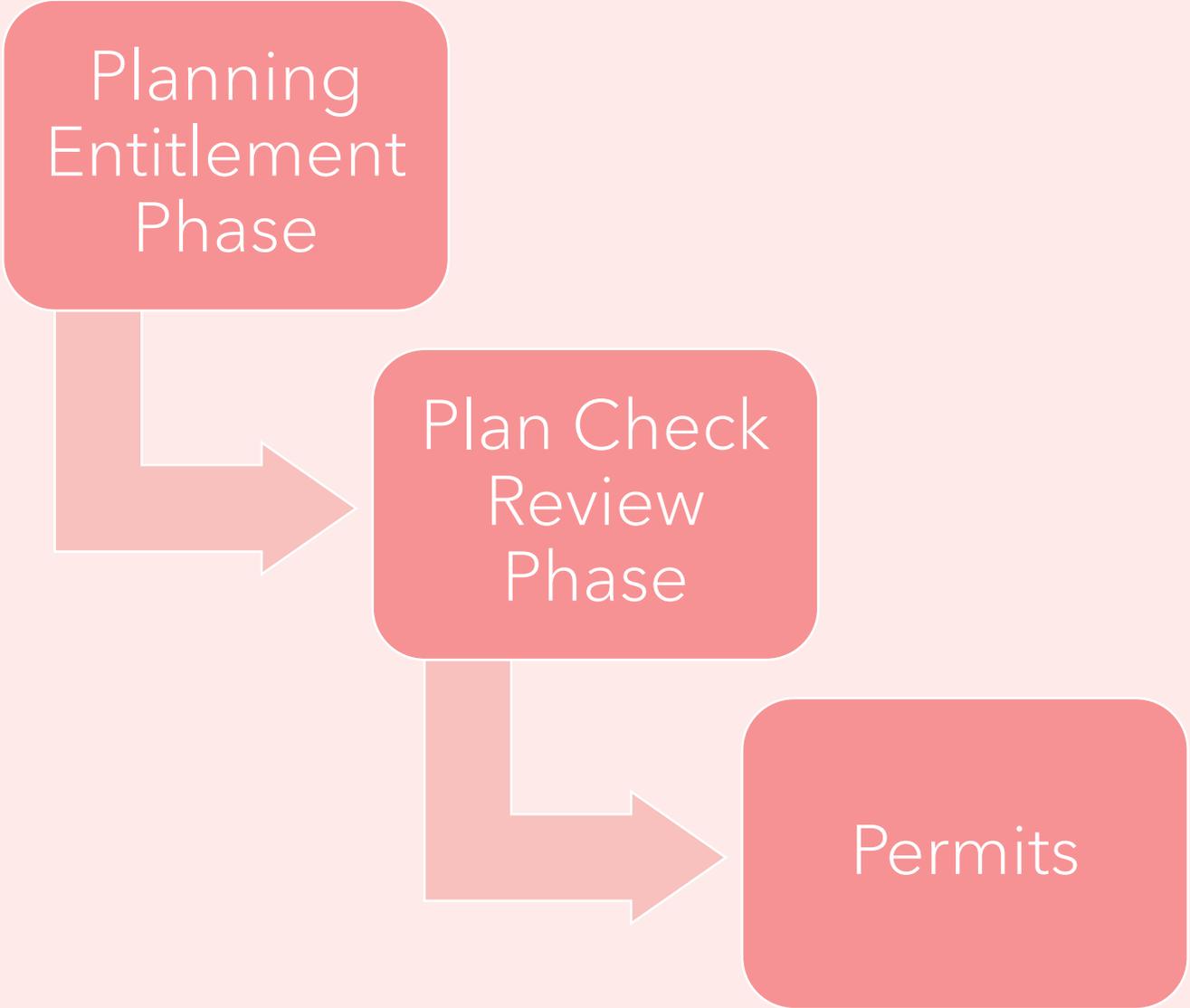
# OUTDOOR LIGHTING REVIEW (OLR) / DARK SKY ORDINANCE

- PROJECT TYPE: Commercial - Tenant Improvement
- PROJECT DESCRIPTION: Commercial Minor (Tenant Spaces) - Gas Station



# DARK SKY / OUTDOOR LIGHTING REVIEW

Commercial T.I.



# DARK SKY – NEW COMMERCIAL T.I.

## PLANNING ENTITLEMENT PHASE

ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Planning - Commercial Minor (Tenant Spaces)	1	\$ 597.00	\$ 597.00	\$ 1,015.00	\$ 1,015.00
Credit Card Fee:	1	\$ 17.31	\$ 17.31	\$ 29.44	\$ 29.44
<b>PROJECT TOTALS:</b>			<b>\$ 614.31</b>		<b>\$ 1,044.44</b>

# DARK SKY – NEW COMMERCIAL T.I.

## PLAN CHECK REVIEW PHASE

ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Building Safety Review - Plan Check	1	Previous 2 - hour charge: \$ 430.00	Previous 2 - hour charge: \$ 430.00	\$ 1,394.00	\$ 1,394.00
Administrative Fee	1	\$ 53.75	\$ 53.75	\$ 58.00	\$ 58.00
Credit Card Fee	1	\$ 14.03	\$ 14.03	\$ 42.11	\$ 42.11
PLAN CHECK REVIEW TOTALS:			\$ 497.78		\$ 1,494.11

# DARK SKY – NEW COMMERCIAL T.I.

## PERMIT PHASE

ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
Building Safety - Electrical Permit	1	Previous 1- hour charge: \$ 215.00	Previous 1- hour charge: \$ 215.00	\$ 1,499.00	\$ 1,499.00
Administrative Fee	1	\$ 53.75	\$ 53.75	\$ 62.00	\$ 62.00
Building Safety Technology Fee	1	7%	\$ 15.05	5.12%	\$ 76.75
Document Retention Fee	1	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00
Credit Card Fee	1	\$ 8.46	\$ 8.46	\$ 47.73	\$ 47.73
<b>PERMIT TOTALS:</b>			\$ 300.26		\$ 1,693.48

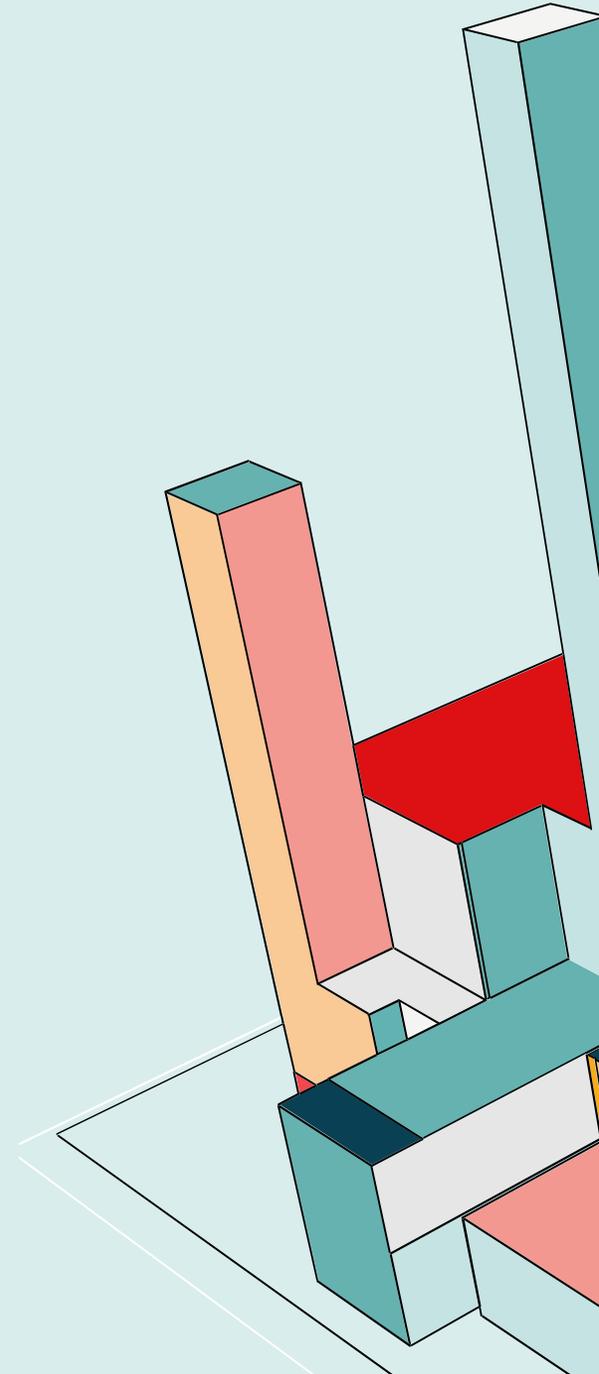
# DARK SKY – COMMERCIAL T.I.

## TOTAL PROJECT FEES

DEPARTMENT	FY 2023-24 TOTAL	PROPOSED BUDGET TOTALS
PLANNING ENTITLEMENT PHASE	\$ 614.31	\$ 1,044.44
PLAN CHECK REVIEW PHASE	\$ 497.78	\$ 1,494.11
ELECTRICAL PERMIT	\$ 300.26	\$ 1,693.48
PROJECT TOTALS:	\$ 1,412.35	\$ 4,232.03

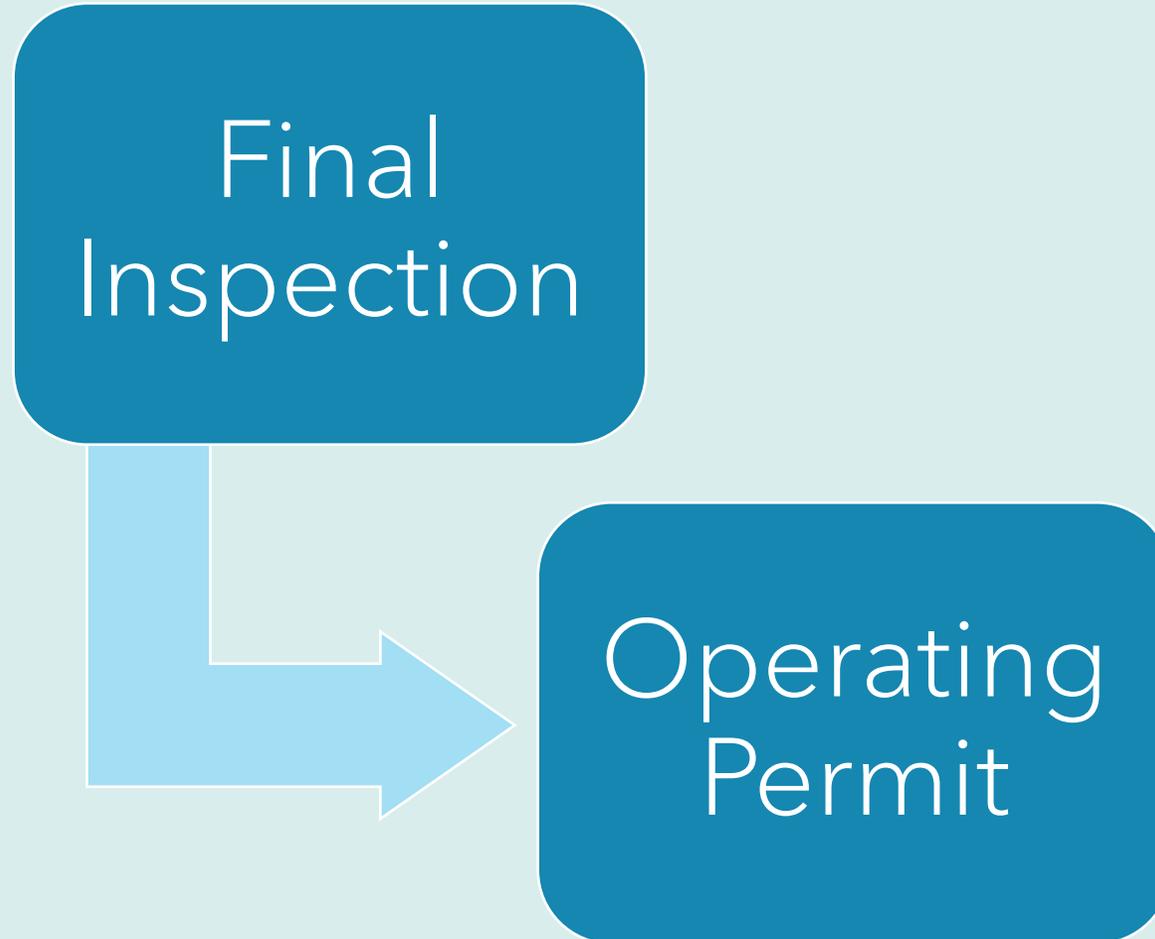
# OPERATING PERMITS NEW OWTS

- PROJECT TYPE: Operating Permit
- PROJECT DESCRIPTION: New onsite wastewater treatment system inspection and Operating Permit



# OPERATING PERMITS REVIEW PROCESS

New OWTS



# OPERATING PERMITS

ITEM DESCRIPTION	QTY	FY2023-24 FEE	FY2023-24 TOTAL	PROPOSED FEE	PROPOSED TOTAL
<b>Inspection</b>					
Residential - Alternative - Inspection	1	\$ 753.00	\$ 753.00	\$ 874.00	\$ 874.00
<b>Operating Permit</b>					
Operating Permit - Residential	1	\$ 560.00	\$ 560.00	\$ 560.00	\$ 560.00
<b>PROJECT TOTALS:</b>			<b>\$ 1,313.00</b>		<b>\$ 1,434.00</b>

- Alternative OWTS inspection
- Operating Permit

Renew:

- Residential - conventional: 5 year
- Residential - alternative: 3 year
- Commercial/ Multifamily: 2 year

# PLANNING FEE ANALYSIS

- Matrix Consulting studied 30 Planning fees
  - Volume of review type
  - Current fee vs. actual cost
  - Comparison to other Cities
  - Identified deficit in planning fee recovery at \$1,056,218
- To assist the Council in determining “next steps”, Planning staff undertook further inquiry into the data for:
  - Highest Volume
  - Highest Annual Loss
  - Processing Challenges

Matrix Consulting  
Group  
Planning Fee Overview  
(pg 38)

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Administrative Plan Review	\$128,350	\$254,614	(\$126,264)
Appeal Fee	\$2,250	\$49,505	(\$47,255)
Archaeology	\$15,048	\$14,922	\$126
Biology	\$118,580	\$142,287	(\$23,707)
Categorical Exemption	\$9,975	\$17,349	(\$7,374)
Certificate of Compliance Planning Review	\$4,473	\$5,339	(\$866)
Change of Ownership/Occupancy	\$600	\$741	(\$141)
Coastal Development Permit	\$434,195	\$791,284	(\$357,089)
Code Enforcement Review	\$800	\$637	\$163
Commercial Cannabis Permit	\$798	\$1,064	(\$266)
Conditional Use Permit	\$12,606	\$22,987	(\$10,381)
Demolition Permit	\$7,524	\$11,215	(\$3,691)
Determination Of Use	\$6,560	\$11,266	(\$4,706)
Event Permits	\$22,306	\$74,553	(\$52,247)
Minor Modification	\$10,728	\$35,670	(\$24,942)
Outdoor Lighting Review	\$18,290	\$40,518	(\$22,228)
Over the Counter Permit	\$96,499	\$158,382	(\$61,883)
Planning Clearance	\$21,060	\$61,441	(\$40,381)
Plan Review	\$22,648	\$45,194	(\$22,546)
Sign Permit	\$6,154	\$17,556	(\$11,402)
Site Inspection	\$300	\$435	(\$135)
Site Plan Review	\$71,925	\$145,345	(\$73,420)
Solar Panels	\$1,400	\$4,163	(\$2,763)
Stringline Modification	\$277,160	\$330,973	(\$53,813)
Variance	\$67,982	\$142,780	(\$74,798)
View Preservation Permit	\$10,692	\$24,025	(\$13,333)
Wireless Communication Facilities	\$69,692	\$163,026	(\$93,334)
Zoning Verification Letter	\$4,000	\$4,208	(\$208)
All Other Planning Services	\$80,000	\$69,569	\$10,431
Short-Term Rental Permit	\$198,000	\$135,764	\$62,236
<b>Total</b>	<b>\$1,720,595</b>	<b>\$2,776,813</b>	<b>(\$1,056,218)</b>

**“Top Six”  
Highest Volume**

**“Top Six”  
Highest Losses**

	Fee Category	Revenue at Current Fee	Annual Cost	Difference	
85	Administrative Plan Review	\$128,350	\$254,614	(\$126,264)	#2
	Appeal Fee	\$2,250	\$49,505	(\$47,255)	
	Archaeology	\$15,048	\$14,922	\$126	
188	Biology	\$118,580	\$142,287	(\$23,707)	
	Categorical Exemption	\$9,975	\$17,349	(\$7,374)	
	Certificate of Compliance Planning Review	\$4,473	\$5,339	(\$866)	
	Change of Ownership/Occupancy	\$600	\$741	(\$141)	
75	Coastal Development Permit	\$434,195	\$791,284	(\$357,089)	#1
	Code Enforcement Review	\$800	\$637	\$163	
	Commercial Cannabis Permit	\$798	\$1,064	(\$266)	
	Conditional Use Permit	\$12,606	\$22,987	(\$10,381)	
	Demolition Permit	\$7,524	\$11,215	(\$3,691)	
	Determination Of Use	\$6,560	\$11,266	(\$4,706)	
82	Event Permits	\$22,306	\$74,553	(\$52,247)	
	Minor Modification	\$10,728	\$35,670	(\$24,942)	
	Outdoor Lighting Review	\$18,290	\$40,518	(\$22,228)	
318	Over the Counter Permit	\$96,499	\$158,382	(\$61,883)	#6
	Planning Clearance	\$21,060	\$61,441	(\$40,381)	
	Plan Review	\$22,648	\$45,194	(\$22,546)	
	Sign Permit	\$6,154	\$17,556	(\$11,402)	
	Site Inspection	\$300	\$435	(\$135)	
	Site Plan Review	\$71,925	\$145,345	(\$73,420)	#5
	Solar Panels	\$1,400	\$4,163	(\$2,763)	
82	Stringline Modification	\$277,160	\$330,973	(\$53,813)	
	Variance	\$67,982	\$142,780	(\$74,798)	#4
	View Preservation Permit	\$10,692	\$24,025	(\$13,333)	
	Wireless Communication Facilities	\$69,692	\$163,026	(\$93,334)	#3
	Zoning Verification Letter	\$4,000	\$4,208	(\$208)	
	All Other Planning Services	\$80,000	\$69,569	\$10,431	
	Short-Term Rental Permit	\$198,000	\$135,764	\$62,236	
	<b>Total</b>	<b>\$1,720,595</b>	<b>\$2,776,813</b>	<b>(\$1,056,218)</b>	<b>(\$786,788)</b>

# PLANNING FEE ANALYSIS

- Staff identified three permit types which were both a) high volume and b) high revenue loss as follows:
  - **Over the Counter Permits**
    - 318 annual permits, *\$61,883* in annual losses
    - 2 fee levels, ranging from \$200 to \$397
  - **Administrative Plan Reviews**
    - 85 annual permits, *\$126,264* in annual losses
    - 6 fee levels, ranging from \$396 to \$7,156
  - **Coastal Development Permits**
    - 75 annual permits, *\$357,089* in annual losses
    - 9 Fee levels, ranging from \$994 to \$23,266
- *52%* of the Matrix identified revenue loss (*\$545,236*) originates from staff processing of these 3 permit types

# FEE AND TIME “LOSS” FACTORS

- **Administrative Plan Reviews**
  - 47 applications received in 2023
  - Only 8 in the last two years did not require inter-departmental reviews
  - Decisions require more analysis; more public input
  - Average processing time - 1 year
    - 10 years ago - 90 days
    - 15 years ago - 30 days
  - A 10/2/24) Coastal Commission Letter questions use of the permit type for some applications
- **Over the Counter Permits**
  - 404 applications received in 2023
    - 60% of applications were circulated for inter-departmental reviews
      - Only 35% of those applications were approved within a 30-day period

# FEE AND TIME “LOSS” FACTORS

- Coastal Development Permits

- Staff efforts exceed the 2014 fee estimate of 3 submittal reviews vs. 5 to 8 now
- Extensive interdepartmental review process due to processing complexity:
  - Biology, Public Works, Public Works Traffic, Public Works Land Division, ESD Environmental Health, Geology, Coastal Engineering, Building Safety, LA County Fire, and Water Works
- Elongated Public Hearing Process
  - (2020 updated fee to include estimated on 2 public hearings; 30% of approved CDPs from 2002 to August 2024 required 3 to 9 hearings
  - Example: CDP 20-028, demolition and construction of new SFR, Zumirez Drive
    - Application received December 20, 2020
    - 1<sup>st</sup> Public Hearing August 1, 2022 (PC)
    - Eight Additional Public Hearings: 2/21/23 (PC), 3/6/23 (PC), 9/11/23 (CC), 9/25/23 (CC), 10/9/23 (CC), 10/23/23 (CC), 12/18/23 (PC), Denial 2/5/24
    - Staff processing time - 20 months; time to decision - 17 months
- Excessive post-entitlement project revisions during Plan Check

# PLANNING FEE ANALYSIS

- Planning Staff's observation is that further study on permit processing flow for the "Top Six" is merited
  - It is possible that streamlining permit processing efforts by Staff and through approval bodies could curtail a portion of current losses.
  - Council may also proceed with planning fee increases in total or in part to address current revenue deficits

**THANK YOU**



# User Fee Determination

## Cost Analysis Worksheet

User Fee Description	Fund	Account	Date
Rebuild Development Permit (RDP) MMC Section 17.62.080			14-Apr-25

### Description of Service, Demand, Subsidy and Other Comments:

Under MMC Section 17.62.080, a new administrative permit was added under Ordinance 524 on March 12, 2025 to help facilitate the fire rebuild process given the impact of the Executive Orders suspending the Coastal Act and the California Environmental Quality Act. Since Coastal Act provisions, including the City's LCP, are suspended for many projects in the Palisades Fire affected area, the City needed a way to ensure new development within the 110 percent footprint meets required design standards. MMC Section 17.62.080 introduces the Rebuild Development Permit (RDP) which will allow new structures to be built within 110 percent of the primary development pad. The provisions apply to projects for which the Governor's Executive Orders have suspended the Coastal Act. They include applications seeking mechanized equipment on the beach, OWTS replacement, new seawalls needed to protect OWTS, new structures needed to meet state and local law, and minor improvements to driveways including retaining walls developed on slopes steeper than 3:1 but not allowed on 1:1 slopes.

### Personnel Costs

Position	Rates*			Hours by Position per Unit	Total Labor Cost per Unit of Service
	Straight Time Labor	Benefits	Total Burdened Labor Cost / Hr		
<b>Community Development Department</b>					
Planning Director	\$ 150.00	28.53	\$ 178.53	0.50	\$ 89.26
Principal Planner	\$ 111.00	28.53	\$ 139.53	2.00	\$279.05
Development and Operations Manager	\$ 111.00	28.53	\$ 139.53	1.50	\$209.29
Associate Planner	\$ 94.00	28.53	\$ 122.53	5.00	\$612.63
Assistant Planner	n/a				
Planning Tech	n/a				
Administrative Assistant	\$ 69.00	28.53	\$ 97.53	1.00	\$97.53
<b>Total Burdened Personnel Costs per Unit of Service</b>					<b>\$1,287.76</b>

### Other Departments

City Attorney	n/a				\$0.00
Financial Analyst	n/a				\$0.00
					\$0.00
<b>Total Burdened Consultant Costs per Unit of Service</b>					<b>\$0.00</b>

### Full Staff Cost

Description	Quantity Required	Unit Cost
Rebuild Development Permit	1	\$1,287.76
<b>Total Staff Costs per Unit of Service</b>		<b>\$1,287.76</b>

### Additional Costs


<b>TOTAL FEE</b>	Total Service Direct Costs	<b>\$1,287.76</b>
	<b>Recommended Fee</b>	<b>\$1,287.76</b>