



Staff Report

September 13, 2022

TO: Honorable Mayor and Members of the Town Council
FROM: Roger Carroll, Finance Director
DATE: August 25, 2022
RE: Update Planning Fee Schedule

Recommendation

Adopt resolution.

Issue Statement and Discussion

In 2009, the Town contracted with Sinclair and Associates to update our planning department fees. They calculated those fees on a cost recovery basis, which means that all costs relating to a specific activity (or Town Services) should be paid by the applicant. These fees have not been increased since they were adopted. The problem here is that the cost of these activities now exceeds the fees collected. This puts a burden on the general fund, and essentially, the taxpayers of the Town.

It is important that the fees are in proper alignment with the cost.

There are three parts to the calculation for each Town Service:

1. Amount of time spent on the activity.
2. Cost of time for either employee or contractors on the activity.
3. An overhead factor.

The Town is planning to contract for an update, but to equitably increase the rates in the short term it is logical to make following assumptions:

1. The amount of time for each activity has not changed significantly.
2. The increased cost of time for employees can easily be calculated based on the Cost-of-Living Adjustments (COLA's) granted during the past thirteen years.
3. The overhead factor is also tied to payroll cost and similarly affected by the COLA's.

Since 2009, COLA's have been granted increasing payroll cost by 53.406%. Attachment A shows the Town Services in the first column. The second and third columns show the fees as they now stand, and columns four and five show the fees as increased by 53.406%.

Below is a comparison of selected fees between the Loomis current fee, Loomis proposed fee, and some neighboring municipalities:

Fee	Auburn	Current Loomis	Proposed Loomis	Lincoln	Rocklin
Conditional Use Permit - Minor	\$ 1,980	\$ 1,383	\$ 2,122	\$ 3,500	\$ 5,891
Conditional Use Permit - Major	\$ 3,583	\$ 3,800	\$ 5,829	\$ 8,190	\$ 8,847
General Plan Amendment	\$ 2,225	\$ 2,731	\$ 4,190	\$ 10,920	\$ 12,917
Variance	\$ 2,570	\$ 1,507	\$ 2,312	\$ 4,368	\$ 6,316

We feel that the proposed rates are not out of line with the Placer County region.

We recommend that the Planning Department fees be increased as shown in Attachment A. We additionally recommend that any future COLA's that employees are granted are also applied to the Planning Department Fee Schedule.

CEQA Requirements

CEQA does not apply to fees.

Financial and/or Policy Implications

Without adopting the proposed rate schedule, almost one third of planning costs will be borne by the taxpayers, rather than project applicants.

Attachments

- A. Resolution
- B. Planning department Fee Schedule, effective 11/14/2022

TOWN OF LOOMIS

RESOLUTION NO. 22-_____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS THE UPDATED PLANNING DEPARTMENT FEE SCHEDULE, EFFECTIVE NOVEMBER 14, 2022

WHEREAS, various activities are performed by the Planning department on behalf of project applicants, and

WHEREAS, the processing of these applications are to the benefit the applicant, and

WHEREAS, the cost of processing such applications should be borne by the applicant, and

WHEREAS, the increasing cost of staffing has caused the cost of processing these applications to rise above the scheduled fees.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council that the Planning Department Fee Schedule shall be adopted as set forth in Attachment "A," effective November 14, 2022, and that the Planning Department Fee Schedule shall be updated each time a Cost-of-Living Allowance is granted to Town employees.

PASSED AND ADOPTED this 13th day of September 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

Town Clerk



TOWN OF LOOMIS
PLANNING DEPARTMENT
 Fee Schedule
 11/14/2022

Item 14 Attachment B

TOWN SERVICE	Current Rates		Proposed Updated Rates	
	FIXED FEES	TIME & MATERIALS FEES - MINIMUM DEPOSIT	FIXED FEES	TIME & MATERIALS FEES - MINIMUM DEPOSIT
Abandonments		\$1,755		\$2,692
Alcoholic Beverage Land Use Permit	\$170		\$261	
Annexations:		Estimated by Town staff	No Change	
Preliminary annexation		\$1,097		\$1,683
Annexation Application		\$1,097		\$1,683
Annexation Rezoning/GPA		\$1,097		\$1,683
Annexation Negative Declaration		\$1,097		\$1,683
Appeals		\$0		
Business License Application	\$93		\$143	
Burn Down Letter Research	\$44		\$67	
Certificate of Compliance	\$1,700		\$2,608	
Consultants	Estimated by Town staff, charged at cost plus 30%		Estimated by Town staff, charged at cost plus 30%	
Continuance - More than 6 weeks (requested by applicant)	\$170		\$261	
Conditional Use Permit:				
Major	\$3,800		\$5,829	
Minor		\$1,383		\$2,122
Conceptual Public Review	\$669		\$1,026	
Copies:				
Black (up to 11x17 inches)	\$.11 per page		\$.15 per page	
Color (up to 11x17 inches)	Actual cost		\$.15 per page	
Larger than 11x17 inches			Actual cost	
Maps	Actual cost		Actual cost	
Deposits for Arborist, Landscape Architect, Architect	Estimated by Town staff, charged at cost plus 30%		Estimated by Town staff, charged at cost plus 30%	
Design Review:				
Major		\$1,507		\$2,312
Minor / Permitted Use		\$1,009		\$1,548
Development Agreement		Estimated by Town staff		Estimated by Town staff
Encroachment Permit	\$208		\$319	
Engineering Plan Check		3% of improvement cost		3% of improvement cost
Engineering Inspection		3% of improvement cost		3% of improvement cost
Environmental Review:				
Information Assessment		\$1,031		\$1,582
Environmental Impact Reports/Studies (EIR)	\$3168 filing fees + \$50.00 to County	Estimated by Town staff	\$4,860 filing fees + \$50.00 to County	Estimated by Town staff
NEPA EIS		Estimated by Town staff		Estimated by Town staff
EIR/Study Notice of Preparation		Part of EIR		Part of EIR
Negative Declaration (& Mitigated)	\$2280 filing fees + \$50.00 to County	\$839	\$3,500 filing fees + \$50.00 to County	\$1,287
Environmental Document pursuant to CRP	\$1077 filing fee + \$50.00 to County		\$1,652 filing fee + \$50.00 to County	
CEQA Notice of Exemption	\$291 filing fees+ \$50.00 to County		\$446 filing fees+ \$50.00 to County	
Exemption Verification	\$98 + \$50.00 to County		\$150 + \$50.00 to County	
Extension of Time	\$390		\$598	
Flood Zone Letter Research		\$170		\$261
General Plan Amendment:				
Text		\$2,731		\$4,190
Map		\$2,731		\$4,190
GPA/Rezone Combination		\$3,702		\$5,679
General Plan Fee	\$998/acre (prorated for fraction of acres)		\$1,531/acre (prorated for fraction of acres)	

Grading Permits		3% of grading improvement cost	No Change	
Home Occupation Permit (includes 1st year business license)	\$93		\$143	
Limited Term Permits:				
Temporary Outdoor Displays and Sales		\$110		\$169
Events		\$110		\$169
Location Filming		\$110		\$169
Hardship Mobile Home		\$55		\$84
Model Homes	\$888		\$1,362	
Seasonal Sales Lots		\$110		\$169
Temporary Real Estate Sales Office	\$416		\$638	
Temporary Residence	\$220		\$337	
Temporary Structure	\$220		\$337	
Similar Temporary Activities	\$416		\$638	
Lot Line Adjustment		\$2,002		\$3,071
Master Development Plan		Estimated by Town staff	Estimated by Town staff	
Minor Land Division:		\$2,495		\$3,827
Parcel Map Check - with improvements		\$ 2,939 plus \$55 per lot		\$4,509 plus \$55 per lot
Parcel Map Check - without improvements	\$1,930	\$ 2,325 plus \$55 per lot	\$2,961	\$3,567 plus \$55 per lot
Amended Parcel Map Check - (Technical Error)		\$1,222		\$1,875
Parcel Map Check - Certificate of Correction (Technical Error)		\$1,097		\$1,683
Amended Parcel Map Check - Certificate of Correction		\$1,097		\$1,683
Mitigation Monitoring - Environmental Mitigations		Estimated by Town staff		Estimated by Town staff
Modification to Approved Projects		\$883		\$1,355
Park Use		Residents: \$27; Non-residents: \$55		Residents: \$40; Non-residents: \$85
Parking Plaza Use		Residents: \$27; Non-residents: \$55		Residents: \$40; Non-residents: \$85
Research - Engineering - Additional Hours		Estimated by Town staff		Estimated by Town staff
Research - Planning - Additional Hours		Estimated by Town staff		Estimated by Town staff
Reversion to acreage	\$669		\$1,026	
Second Residential Permits	\$143		\$219	
Signs:				
Application	\$93		\$143	
Master Plan	\$268		\$411	
Special Events Permit		Residents: \$27; Non-residents: \$55		Residents: \$40; Non-residents: \$85
Specific Plans		Estimated by Town staff		
Subdivision		\$9,639		\$14,787
Subdivision Modification/ Revision to Tentative Map		\$1,601		\$2,456
Subdivision Final Map Check/Processing		\$ 2,873 plus \$27 per lot		\$4,407 plus \$27 per lot
Subdivision Amended Map Check/Certificate of Correction		\$1,771		\$2,717
Technology Fee	1% of fees; \$1 minimum		1% of fees; \$1 minimum	
Town Hall Meeting Room Use		Residents: \$27; Non-residents: \$55		Residents: \$40; Non-residents: \$85
Tree Removal Permit	\$0		\$0	
Variance	\$1,507		\$2,312	
Variance - minor	\$735		\$1,128	
Zoning:				
Map Amendment		\$1,623		\$2,490
Amendment		\$1,623		\$2,490
Zoning Ordinance Interpretation	\$493		\$756	
Zoning Clearance (> 1 hour)	\$50		\$77	

Time and materials charges include direct and indirect hourly rates for Town staff, and cost plus 30% for outside consultants.

Town staff may revise the required deposit and/or collect additional deposits if the estimated cost will exceed the deposit noted in this schedule.