



# City of Fort Bragg

416 N Franklin Street  
Fort Bragg, CA 95437  
Phone: (707) 961-2823  
Fax: (707) 961-2802

## Meeting Agenda Community Development Committee

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Tuesday, September 8, 2020

3:00 PM

Via Video Conference

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### Special Meeting

#### MEETING CALLED TO ORDER

#### ROLL CALL

#### PLEASE TAKE NOTICE

*DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, COMMITTEE MEMBERS AND STAFF WILL BE PARTICIPATING BY VIDEO CONFERENCE IN THE SPECIAL COMMUNITY DEVELOPMENT COMMITTEE MEETING OF TUESDAY, SEPTEMBER 8, 2020.*

*In compliance with the Shelter-in-Place Orders of the County and State, this meeting will be closed to the public. The meeting will be live-streamed on the City's website at <https://city.fortbragg.com/> and on Channel 3. Public Comment regarding matters on the agenda may be made in any of the following ways: (1) By joining the Zoom video conference, (2) Through the City's online eComment agenda feature, (3) Emailed to Administrative Assistant Joanna Gonzalez, [jgonzalez@fortbragg.com](mailto:jgonzalez@fortbragg.com), (4) Written comments delivered through the drop-box for utility payments to the right of the front door at City Hall, 416 N. Franklin Street, or (5) Voice mail comments called in to (707) 961-2823 ext. 111 by 2:00 PM on the day of the meeting.*

*Comments can be made at any time prior to the meeting, in real-time while the item is being considered by the Council and up to 12:00 PM on Wednesday, September 9, 2020. All eComments or emails received before or during the meeting that have not been published with the agenda packet will be read into the record. Public comments are restricted to three minutes. Written comments on agenda items and those exceeding three minutes will be included in the public record as part of the agenda packet the next business day after the meeting.*

## ZOOM WEBINAR INVITATION

*You are invited to a Zoom webinar.*

*When: Sep 8, 2020 03:00 PM Pacific Time (US and Canada)*

*Topic: Community Development Committee - Special Meeting*

*Please click the link below to join the webinar:*

<https://zoom.us/j/96768202973>

*Or iPhone one-tap :*

*US: +16699009128,,96768202973# or +13462487799,,96768202973#*

*Or Telephone:*

*Dial(for higher quality, dial a number based on your current location):*

*US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558 8656  
or +1 301 715 8592*

*Webinar ID: 967 6820 2973*

*International numbers available: <https://zoom.us/u/apDRmaYd8>*

*TO SPEAK DURING PUBLIC COMMENT PORTIONS OF THE AGENDA VIA ZOOM, PLEASE JOIN THE MEETING AND USE THE RAISE HAND FEATURE WHEN THE COMMITTEE CHAIR CALLS FOR PUBLIC COMMENTS.*

## 1. APPROVAL OF MINUTES

- 1A. [20-842](#) Approve the Minutes of April 13, 2020

**Attachments:** [04132020 CDC Minutes](#)

## 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

## 3. CONDUCT OF BUSINESS

- 3A. [20-839](#) Receive Report and Make Recommendation to City Council to Update Building Permit Fees

**Attachments:** [09082020 Building Permit Fees Report](#)

[Att 1 - Current Building Permit Fees](#)

[Att 2 - Proposed 2020-21 Building Permit Fees](#)

[Att 3 - Sample Fee Sheets](#)

[Att 4 - Public Comment](#)

## 4. MATTERS FROM COMMITTEE / STAFF

## ADJOURNMENT

STATE OF CALIFORNIA        )  
  )ss.  
COUNTY OF MENDOCINO    )

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on September 4, 2020.

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Chantell O'Neal  
Assistant Director - Engineering Division

### **NOTICE TO THE PUBLIC**

#### **DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET DISTRIBUTION:**

- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection in the lobby of City Hall at 416 N. Franklin Street during normal business hours.*
- *Such documents are also available on the City of Fort Bragg's website at <http://city.fortbragg.com> subject to staff's ability to post the documents before the meeting*

#### **ADA NOTICE AND HEARING IMPAIRED PROVISIONS:**

*It is the policy of the City of Fort Bragg to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities.*

*If you need assistance to ensure your full participation, please contact the City Clerk at (707) 961-2823. Notification 48 hours in advance of any need for assistance will enable the City to make reasonable arrangements to ensure accessibility.*

*This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).*



# City of Fort Bragg

416 N Franklin Street  
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## Text File

File Number: 20-842

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**Agenda Date:** 9/8/2020

**Version:** 1

**Status:** Minutes to be Approved

**In Control:** Community Development Committee

**File Type:** Committee Minutes

**Agenda Number:** 1A.

Approve the Minutes of April 13, 2020



# City of Fort Bragg

416 N Franklin Street  
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Phone: (707) 961-2823  
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## Meeting Minutes Community Development Committee

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Monday, April 13, 2020

3:00 PM

Town Hall, 363 N. Main Street

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### Special Meeting

#### MEETING CALLED TO ORDER

Committee Member Norvell called the meeting to order at 3:00 PM.

#### ROLL CALL

**Present:** 2 - Bernie Norvell and Jessica Morsell-Haye

#### 1. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

#### 2. CONDUCT OF BUSINESS

- 2A. [20-693](#)** Receive Report and Direct Staff Regarding Implementation of a Landlord Relief Fund Program in Response to COVID-19

Housing and Economic Development Coordinator McCormick and City Manager Miller presented the prepared report to the Committee.

##### Discussion:

Committee Member Norvell would like to know how residency would be verified, City Manager Miller suggests using the zip code of 95437. An applicant would be ineligible if they do not have a 95437 zip code. A statement of need and a copy of the mortgage statement and expenses would be required.

Committee Member Morsell-Haye asked about the time frame for payment from the City. City Manager Miller stated payments would be disbursed weekly.

The Committee agrees that the program should be on a first come first serve basis and the program will run until the funding runs out.

The dis-qualifiers would be not having a 95437 zip code, lack of documentation to show need or if the property owner owns more than four (4) properties and does not have a current business license. **This item was recommended for approval by the City Council**

#### 4. MATTERS FROM COMMITTEE / STAFF

Economic Development and Housing Coordinator McCormick states that the homeless that live in their cars are having a hard time with sheltering in place and the state has mandated that the City implement a safe parking pilot program. McCormick inquired if there was interest from the Committee that the City apply for funding to make City Hall parking lot

a safe parking place for people who live in their cars. Morsell-Haye stated she is in favor of the application for the COC funds for the safe parking. Norvell stated he is reluctant to make a decision without first seeing a plan. City Manager Miller indicated this would be an opportunity to have a pilot program. City Manager Miller stated that this was not an agenda item and staff was looking for feed back to bring it back on a future agenda.

## ADJOURNMENT

Committee Member Norvell adjourned the meeting at 3:26 PM.



# City of Fort Bragg

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## Text File

File Number: 20-839

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**Agenda Date:** 9/8/2020

**Version:** 1

**Status:** Business

**In Control:** Community Development Committee

**File Type:** Staff Report

**Agenda Number:** 3A.

Receive Report and Make Recommendation to City Council to Update Building Permit Fees



**CITY OF FORT BRAGG**

416 N. FRANKLIN, FORT BRAGG, CA 95437  
PHONE 707/961-2823 FAX 707/961-2802

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**COUNCIL COMMITTEE ITEM SUMMARY REPORT**

**MEETING DATE:** SEPTEMBER 8, 2020  
**TO:** COMMUNITY DEVELOPMENT COMMITTEE  
**FROM:** CHANTELL O'NEAL  
**AGENDA ITEM TITLE:** RECEIVE REPORT AND MAKE RECOMMENDATION TO  
COUNCIL TO UPDATE BUILDING PERMIT FEES

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**BACKGROUND AND OVERVIEW:**

On August 1, 2019, the building permit fee collection method was changed from a 1% surcharge collected based on the total valuation of the permit to a combination method that included a flat fee for permits valued under \$75,000 and a Developer Deposit Accounts (DDA) cost incurred method for permits valued over that amount. Permit fees associated with building permits passed last year are not reflective of actual costs incurred for processing permits. Likewise, the workload and time preparing and processing DDA's for building permits is considerably more involved and less efficient than originally expected for reconciliation of fees and payments. As listed below, there are several issues that have arisen over the past year with DDA's.

- The biggest problem is the delay between collection of fees and the time in which a DDA is created. The time required to setup accounts causes staff time spent to be unbilled to customers and/or creates a delayed billing reconciliation process increasing the administrative time for the Finance Department. Permit Plan Check staff typically start processing a permit as soon as it is taken in, and the typical turnaround time from permit receipt to issuance to the County is two weeks. It often takes at least that time for funds to be received from the customer and a DDA account to be established. Since time sheets are completed in two week cycles, this frequently means that billable time is task coded to a general building permit code and later needs to be reconciled by the Finance Department to bill back.
- Project Managers' role in managing DDA fund balances is complicated by both the delays in charge backs described above and the schedule of various staff charging time to accounts throughout the duration of the permit processing. For example, the Planner doesn't necessarily know how long the Engineering review might take, nor how frequently staff is answering questions or replying to email correspondence from an applicant. This has created a common issue where a DDA can over draft and Finance must request additional funds from the applicant.



- Post issuance permit corrections are another common problem with fee reconciliation. Once a DDA is closed the fee schedule does not provide a simple flat fee method for amendments, additional inspections, or issues encountered with the implementation of conditions.
- The current fee schedule also does not establish an initial collection amount to fund the DDA, leading to inconsistent initial deposit amounts requested from customers.
- Finally, the administrative time and costs are not accurately accounted for with the DDA process. This is primarily attributed to admin processing multiple permits in batches (time to copy, collate, calculate fees, stamp, process, and transport to the County) and time not being charged back out individually to DDA's. Other issues with administrative time are associated with general DDA management reconciliation by Finance, which is also done in batches as well as time associated with staff timesheet coding and task notes (which might seem like a simple process, but can be quite time intensive).

Based on the many issues described above, staff is concerned that the General fund is subsidizing several components of the cost of the building permit process. This is particularly problematic due to the fact that the City's General Fund has been severely impacted by the economic impacts of COVID. Based on the observed challenges with DDA's staff is proposing a flat fee based collection process which is further described below.

### **RECOMMENDATION:**

Valuation and Flat Fee based building permit fees are the two most common methods that Cities use for calculating fees associated with processing building permits. The City used the valuation method for many years and in 2019, switched to a flat fee method with an option for DDA's for higher value projects. Through the experience using both methods, City Staff is recommending further refinement to the process. Staff recommends that all projects which would currently qualify for hourly-based building permit fees collected through a DDA (those with valuation >\$75,000) be converted to a flat fee method which is reflective of the average hourly staff time needed to review a building permit from intake to inspection and is based on the specific components associated with the project scope.

Over the past year, staff has tracked hours spent on building permit processing and this information was used to create a baseline for the estimated time required to complete the various components of the permit plan check process. Average hourly staff rates and the recorded tracked time necessary to process permits was used to inform the proposed flat fees for the most common building permits types. These values are proposed for the 2020-2021 fee schedule update and depicted below in Table 2.

**Fee Purpose:** Building permit fees pay for permit plan check staff time expended during all aspects of the permit review process from intake to inspection. The proposed fees will be calculated based on the specific components a project's scope and includes the administration of the building permit program.

Components of the **Public Works Engineering Review** include water, sewer, storm water, drainage, low impact development, frontage, driveway, circulation, grading, backflow devices, grease traps, and fire sprinklers.

Components of the **Community Development Plan Check Review** include those items listed in the Coastal Land Use Code 17.30 and the Inland Land Use Code 18.30 along with a host of other regulatory requirements. The Planners review includes setbacks, lot coverage, allowable land uses, zoning review, consistency with previously established conditions (like non-conforming uses or Special Use Permit conditions), height limitations, driveway requirements, fence height/location, lighting, floor area, density, addressing, and signage. The administrative processing includes Fire Sprinkler Ordinance compliance, Waste Recycling Ordinance compliance, file folder creation, permit tracking, fee calculation and collection, data entry, and issuance.

### **Fee Calculation:**

The proposed Building Permit Review fees are based on actual hourly rates required for processing and coordinating components of common scopes of work associated with typical permits. The fees are further broken down by the type of review necessary to be performed by the different departments involved in the plan check process. Using this proposed method, the applicant's fees will be calculated based on the actual complexity of the project which triggers various types of review. This ensures the fees are based on the level of review required rather than the construction valuation.

The 2020-21 Proposed Fees (Table 2) are based on average time required to process a building permit, based on the time required per category review needed and the fully loaded rounded hourly rates of Plan Check Staff (Table 1) performing the review.

*Table 1 Fully Loaded Plan Check Staff Rates*

<b>Public Works</b>	<b>Rate</b>
Engineering Tech	\$62.00
Assistant Director	\$68.00
<b>Community Development</b>	<b>Rate</b>
Director (unfilled)	\$110.00
Senior Planner	\$84.00
Admin Assistant	\$55.00

The proposed fees shown in Table 2 are based on actual hourly rates and the time tracked over the past year associated with processing various types of building permits. These proposed fees amount to cost recovery only. Staff feels that this new proposed fee schedule will adequately cover the costs associated with processing building permits of various complexity and alleviate the unnecessary burdens associated with tracking DDA balances. As with any fee collection method, using a flat fee process means there is room for error, where some permits may subsidize others and also where there won't always be a perfect match between the type of permit being processed and the associated fee. For these scenarios staff further proposes this fee

schedule include an additional option to bill directly at an hourly charge out rate for projects that are more complex at the discretion of management level staff. This will allow a DDA to be created for particularly complex multi-family or commercial projects where we anticipate more time than the fees assume.

*Table 2 Proposed Building Permit Fees 2020-2021*

<b>Building Permit Review Fees (Proposed)</b>				
<b>Permit Type</b>	<b>Time</b>	<b>Actual Cost</b>	<b>Proposed Fee</b>	<b>Scope of Work Performed by Staff</b>
<b>Public Works (PW-Engineering Review )</b>				
New Construction- Requiring Water/Sewer Review	1.5	\$ 92.67	\$ 90.00	Research CAD Utility Model, calculate fees, prepare work order, coordinate with applicant, assign work order to Maintenance Crew.
New Construction (120 sf- 1000 sf)	2.5	\$154.45	\$ 150.00	Review site plan, Prepare Conditions, Coordinate with applicant, Perform site inspections as needed during construction.
New Construction (>1000 sf)*	4	\$247.12	\$ 245.00	Requires same as New Construction (120 sf- 1000 sf) plus additional LID storm water review and additional winter weather inspections, noticing, and reporting for MS4 compliance.
Fire Sprinklers, Grease Trap, Backflow	2	\$123.56	\$ 120.00	Requires deferred/subsequent submittals and additional routing and inspections; include Water Treatment staff (backflow) Wastewater Treatment staff (grease trap), and Fire Marshall (sprinklers).
Commercial Remodels-Change of Use (Increased capacity)	1.5	\$ 92.67	\$ 90.00	Research historical use, capacity fee calculations(s), and processing fee sheet
Frontage, driveway, parking, circulation, flatwork**	2.5	\$154.45	\$ 150.00	Review submittal for requirements with City Standard Specifications and perform pre and post inspection. **Unless authorized under a separate grading permit.

<b>Community Development Department (CDD - Planning Review)</b>	<b>Time</b>	<b>Actual Cost</b>	<b>Proposed Fee</b>	<b>Scope of Work Performed by Staff</b>
Over the Counter Permit	1	\$ 54.47	\$ 55.00	***Intake application, review for completeness, process fee sheet, collect fees, log into permit tracking system, route to appropriate personnel, collate conditions and transport to County
Interior Remodel (Admin combo with Planner)***	1.5	\$111.44	\$ 110.00	This includes time needed to review the change in use of an interior existing space like a garage being converted to an ADU or the creation of a new bedroom or bathroom.
Residential Site Plan Review (Planner Rate)***	1.5	\$126.32	\$ 125.00	New construction on residential lots including new construction of a Single Family Residence, an ADU, and/or accessory structures.
Commercial Site Development/Land Use Review (Planner Rate)***	3	\$252.63	\$ 250.00	New construction on commercial/Industrial structures and/or accessory structures.

<b>Non Departmental</b>	<b>Time</b>	<b>Actual Cost</b>	<b>Proposed Fee</b>	<b>Scope of Work Performed by Staff</b>
Demolition (combo Eng. Tech and CDD Admin)	2	\$116.25	\$ 115.00	Storm water and Erosion Controls
Requires Amendment to Plan Set or Conditions (Voluntary or Correction)	1.5	\$ 85.36	\$ 85.00	This is an after the fact permit fee, when an application needs to come back to the City after permit issuance but before final.
General Plan Maintenance Fee (% of permit fee)		5%		This fee is calculated last as a portion of the total permit fee is only for new construction projects and excludes interior remodels, electric panel upgrades, solar panels, reroofs and other similar permits from paying the fee.
Complex Project Requiring Cost Incurred	Actual	DDA	\$2,000.00	Initial Deposit Minimum

### **Table 2 Notes:**

\*Fees associated with Engineering review of New Construction/Additions are broken up into two categories based on their square footages primarily due to the calculated time spent on a permit for the storm water review as associated with tiered Low Impact Development (LID) regulations triggered for projects with over 1000 square feet (sf) of impervious surface. This break down is also based on other factors including but not limited to additional time to review larger scale projects, additional inspection requirements, winter weather noticing for erosion and storm water controls, and reporting compliance with the Municipal Separate Storm Sewer System (MS4) permit.

\*\*\*All the other Planning Review Permit Types for Community Development include the administrative time for tasks described in the "scope of work performed by staff" for the Over the Counter application, which includes; review for completeness; process fee sheet; collect fees; log into permit tracking system; route to appropriate personnel; and collate conditions and transport to County.

### **General Plan Maintenance Fee**

The current fee schedule includes a General Plan Maintenance Fee for each building permit. The current fee is 1.5% of the valuation for the permit. It was determined that the amount collected is more than other localities. Other cities collect a General Plan Maintenance Fee, but only on new construction projects. This would exempt interior remodels, electric panel upgrades, solar panels, reroofs and other similar permits from paying the fee. Most cities also make this a percentage of the overall building permit fee instead of a percentage of the valuation. For example, the City of Eureka collects a "Future General Plan Update Cost" of 3% of the building permit fee for new construction permits. They do not collect this fee on projects that are not new construction (i.e. remodels, reroofs, etc.).

The purpose of the General Plan Maintenance fee is to cover the costs reasonably necessary to prepare and revise the plans and policies that the City is required to adopt. The City has historically and plans to continue to utilize these funds for the development and environmental review of amendments to the Coastal General Plan, the Coastal Land Use and Development Code, the Inland General Plan, and the Inland Land Use and Development Code.

City staff is proposing to update the fee collection method and amount of the General Plan Maintenance Fee to be more consistent with the standard practice. Staff proposes this fee to be 5% of the calculated building permit fee and applied to new construction projects only as described above.

### **Sample Costs**

During the May 13, 2019 City Council Meeting, when these fees were last examined Council asked several questions regarding the costs associated with certain types of projects like the installation of a new hot water heater (over the counter), residential remodels, or a new minor addition. Some Example costs of typical permit types are

shown in table 3 below. Additionally, supporting documentation of these calculated costs are shown in Attachment 3. It is important to note that these figures are not exact for every permit of that scope type as variations in the review components may be necessary. For example, a commercial remodel may not include a new water service and cost less alternatively an ADU may need sprinklers and cost more. The purpose of this sample fee table is to provide a snapshot of those fees for the most common permit types.

*Table 3 Sample Permit Fees*

Project Scope	Proposed (2020-21)	Current (2019-20)
Over the Counter (Hot water heater or roof mount solar)	\$56.00	\$158.00
Residential Interior Remodel	\$116.00	\$250.00
Minor Addition	\$297.55	\$250.00
New Single Family Residence	\$864.50	DDA Cost Incurred
Accessory Dwelling Unit	\$588.75	DDA Cost Incurred
Commercial Remodel	\$488.00	\$750.00
New Commercial Construction	\$1,078.95	DDA Cost Incurred
Complex Project Requiring DDA-Initial amount collected	\$2000	DDA Cost Incurred

### **Summary of Compliance:**

While the new proposed process requires staff to determine the level of review at application in-take in order to calculate the fees, it is substantially more efficient than managing DDAs for projects that are not complicated enough to warrant such extensive tracking and administrative processing. Consistent with Proposition 26, only fees that are changing have been included in the schedules attached to this report. Staff time associated with these fees have generally been rounded down to the nearest five-dollar amount to make them easier to collect.

The requirements to increase planning and development fees are set forth in Government Code Section 66014. Those fees may not exceed the estimated reasonable cost of providing the service, unless approved by a popular vote of two-thirds in that election. Reasonable cost of providing the service as explained above is based on empirical data that shows these assumptions are reasonable because the estimated tasks are supported by the actual staff time necessary to process each permit type and is based on current average staff hourly rates (between \$55-\$84 per hour).

Government Code Section 66016 sets forth the requirements for public notice and public hearing prior to adoption of new or increased fees. Should the Community Development Committee recommend the above proposed fees changes to the full Council notice will be provided in accordance with these requirements.

**ALTERNATIVES:**

1. Committee can make modifications to the proposed fee categories or collection methods prior to recommending this action to the full Council;
2. Direct staff to provide additional information for action at a future Committee Level meeting; or
3. Recommend the current fee schedule remain in use for the foreseeable future.

**ATTACHMENTS:**

1. 2019-2020 Building Permit Fee Schedule (current)
2. 2020-2021 Building Permit Fee Schedule (proposed)
3. Sample Fee Sheet(s) for Typical Permit Types

**CITY OF FORT BRAGG  
2019/20 FEE SCHEDULE**

<b>Building Permit Fees</b>		
81	Over the counter Building Permit	\$158
82	Building Permit with Review by Planning, Public Works and/or Fire Dept.	
	From \$0 to \$10,000 in valuation	\$158
	From \$10,001 to \$25,000 in valuation	\$250
	From \$25,001 to \$75,000 in valuation	\$750
	Over \$75,000 - DDA	Costs incurred
83	Waste Management Checklist processing Fee	\$40
	<i>Note: Waste recycling deposits are refunded based on a pro-rated percentage of the recycling target met.</i>	



Building Permit Review Fees (Proposed)				
Permit Type	Time	Actual Cost	Proposed Fee	Scope of Work Performed by Staff
<b>Public Works (PW-Engineering Review )</b>				
New Construction- Requiring Water/Sewer Review	1.5	\$ 92.67	\$ 90.00	Research CAD Utility Model, calculate fees, prepare work order, coordinate with applicant, Assign work order to Maintenance Crew.
New Construction (120 sf- 1000 sf)	2.5	\$ 154.45	\$ 150.00	Review site plan, Prepare Conditions, Coordinate with applicant, Perform site inspections as needed during construction.
New Construction (>1000 sf)*	4	\$ 247.12	\$ 245.00	Requires same as New Construction (120 sf-1000 sf) plus additional LID storm water review and additional winter weather inspections, noticing, and reporting for MS4 compliance.
Fire Sprinklers, Grease Trap, Backflow	2	\$ 123.56	\$ 120.00	Requires deferred/subsequent submittals and additional routing and inspections; include Water Treatment staff (backflow) Wastewater Treatment staff (grease trap), and Fire Marshall (sprinklers).
Commercial Remodels-Change of Use (Increased capacity)	1.5	\$ 92.67	\$ 90.00	Research historical use, capacity fee calculations(s), and processing fee sheet
Frontage, driveway, parking, circulation, flatwork**	2.5	\$ 154.45	\$ 150.00	Review submittal for requirements with City Standard Specifications and perform pre and post inspection. **Unless authorized under a separate grading permit.

<b>Community Development Department (CDD -Planning Review)</b>	<b>Time</b>	<b>Actual Cost</b>	<b>Proposed Fee</b>	<b>Scope of Work Performed by Staff</b>
Over the Counter Permit	1	\$ 54.47	\$ 55.00	***Intake application, review for completeness, process fee sheet, collect fees, log into permit tracking system, route to appropriate personnel, collate conditions and transport to County
Interior Remodel (Admin combo with Planner)***	1.5	\$ 111.44	\$ 110.00	This includes time needed to review the change in use of an interior existing space like a garage being converted to an ADU or the creation of a new bedroom or bathroom.
Residential Site Plan Review (Planner Rate)***	1.5	\$ 126.32	\$ 125.00	New construction on residential lots including new construction of a Single Family Residence, an ADU, and/or accessory structures.
Commercial Site Development/Land Use Review (Planner Rate)***	3	\$ 252.63	\$ 250.00	New construction on commercial/Industrial structures and/or accessory structures.

<b>Non Departmental</b>	<b>Time</b>	<b>Actual Cost</b>	<b>Proposed Fee</b>	<b>Scope of Work Performed by Staff</b>
Demolition (combo Eng. Tech and CDD Admin)	2	\$ 116.25	\$ 115.00	Storm water and Erosion Controls
Requires Amendment to Plan Set or Conditions (Voluntary or Correction)	1.5	\$ 85.36	\$ 85.00	This is an after the fact permit fee, when an application needs to come back to the City after permit issuance but before final.
General Plan Maintenance Fee (% of permit fee)		5%		This fee is calculated last as a portion of the total permit fee is only for new construction projects and excludes interior remodels, electric panel upgrades, solar panels, reroofs and other similar permits from paying the fee.
Complex Project Requiring Cost Incurred	Actual	DDA	\$ 2,000.00	Initial Deposit Minimum

City of Fort Bragg Building Permit Review Fees (Proposed)			
Name:	Jane Doe		
Property address:	123 Street		
Project Description:	Over the Counter		
Permit Valuation:	ESTIMATE		\$ 2,500.00

Building Permit Review Fees (Proposed)			
Select	Permit Type	Fee	Actual
	<b>Public Works (PW-Engineering Review )</b>		
	New Construction- Requiring Water/Sewer Review	\$ 90.00	\$ -
	New Construction (120 sf- 1000 sf)	\$ 150.00	\$ -
	New Construction (>1000 sf)	\$ 245.00	\$ -
	Fire Sprinklers, Grease Trap, Backflow	\$ 120.00	\$ -
	Commercial Remodels-Change of Use	\$ 90.00	\$ -
	Frontage, driveway, parking, circulation, flatwork	\$ 150.00	\$ -
	<b>Total Public Works Fees</b>		\$ -

	Community Development Department (CDD -Planning Review)	Fee	
x	Over the Counter Permit	\$ 55.00	\$ 55.00
	Interior Remodel	\$ 110.00	\$ -
	Residential Site Plan Review	\$ 125.00	\$ -
	Commercial Site Development/Land Use Review	\$ 250.00	\$ -
	<b>Community Development Department Fees</b>		\$ 55.00

	Non Departmental	Fee	
	Demolition	\$ 115.00	\$ -
	Amendment to Plan Set or Conditions	\$ 85.00	\$ -
	<b>General Plan Maintenance Fee- NEW CONSTRUCTION</b>	<b>5%</b>	<b>\$ -</b>
	Complex Project Initial Deposit	\$ 2,000.00	\$ -
	<b>Non-Departmental Fees</b>		\$ -

Other Fee Components			
	Sub Total		\$ 55.00
	Business License Fee (.04%) of building permit valuation		\$ 1.00

<b>TOTAL AMOUNT DUE:</b>	<b>\$ 56.00</b>
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City of Fort Bragg Building Permit Review Fees (Proposed)			
Name:	Jane Doe		
Property address:	123 Street		
Project Description:	Residential Remodel		
Permit Valuation:	ESTIMATE		\$ 15,000.00

Building Permit Review Fees (Proposed)			
Select	Permit Type	Fee	Actual
	<b>Public Works (PW-Engineering Review )</b>		
	New Construction- Requiring Water/Sewer Review	\$ 90.00	\$ -
	New Construction (120 sf- 1000 sf)	\$ 150.00	\$ -
	New Construction (>1000 sf)	\$ 245.00	\$ -
	Fire Sprinklers, Grease Trap, Backflow	\$ 120.00	\$ -
	Commercial Remodels-Change of Use	\$ 90.00	\$ -
	Frontage, driveway, parking, circulation, flatwork	\$ 150.00	\$ -
	<b>Total Public Works Fees</b>		\$ -

Community Development Department (CDD -Planning Review)		Fee	
	Over the Counter Permit	\$ 55.00	\$ -
x	Interior Remodel	\$ 110.00	\$ 110.00
	Residential Site Plan Review	\$ 125.00	\$ -
	Commercial Site Development/Land Use Review	\$ 250.00	\$ -
	<b>Community Development Department Fees</b>		\$ 110.00

Non Departmental		Fee	
	Demolition	\$ 115.00	\$ -
	Amendment to Plan Set or Conditions	\$ 85.00	\$ -
	General Plan Maintenance Fee- NEW CONSTRUCTION	5%	\$ -
	Complex Project Initial Deposit	\$ 2,000.00	\$ -
	<b>Non-Departmental Fees</b>		\$ -

Other Fee Components		
	Sub Total	\$ 110.00
	Business License Fee (.04%) of building permit valuation	\$ 6.00

<b>TOTAL AMOUNT DUE:</b>	<b>\$ 116.00</b>
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City of Fort Bragg Building Permit Review Fees (Proposed)			
Name:	Jane Doe		
Property address:	123 Street		
Project Description:	Minor Addition		
Permit Valuation:	ESTIMATE		\$ 22,000.00

Building Permit Review Fees (Proposed)			
Select	Permit Type	Fee	Actual
	<b>Public Works (PW-Engineering Review )</b>		
	New Construction- Requiring Water/Sewer Review	\$ 90.00	\$ -
x	New Construction (120 sf- 1000 sf)	\$ 150.00	\$ 150.00
	New Construction (>1000 sf)	\$ 245.00	\$ -
	Fire Sprinklers, Grease Trap, Backflow	\$ 120.00	\$ -
	Commercial Remodels-Change of Use	\$ 90.00	\$ -
	Frontage, driveway, parking, circulation, flatwork	\$ 150.00	\$ -
	<b>Total Public Works Fees</b>		\$ 150.00

Community Development Department (CDD -Planning Review)		Fee	
	Over the Counter Permit	\$ 55.00	\$ -
	Interior Remodel	\$ 110.00	\$ -
x	Residential Site Plan Review	\$ 125.00	\$ 125.00
	Commercial Site Development/Land Use Review	\$ 250.00	\$ -
	<b>Community Development Department Fees</b>		\$ 125.00

Non Departmental		Fee	
	Demolition	\$ 115.00	\$ -
	Amendment to Plan Set or Conditions	\$ 85.00	\$ -
x	General Plan Maintenance Fee- NEW CONSTRUCTION	5%	\$ 13.75
	Complex Project Initial Deposit	\$ 2,000.00	\$ -
	<b>Non-Departmental Fees</b>		\$ 13.75

Other Fee Components		
	Sub Total	\$ 275.00
	Business License Fee (.04%) of building permit valuation	\$ 8.80

<b>TOTAL AMOUNT DUE:</b>	<b>\$ 297.55</b>
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City of Fort Bragg Building Permit Review Fees (Proposed)			
Name:	Jane Doe		
Property address:	123 Street		
Project Description:	New Single Family Residence		
Permit Valuation:	ESTIMATE		\$ 245,000.00

Building Permit Review Fees (Proposed)			
Select	Permit Type	Fee	Actual
	<b>Public Works (PW-Engineering Review )</b>		
x	New Construction- Requiring Water/Sewer Review	\$ 90.00	\$ 90.00
	New Construction (120 sf- 1000 sf)	\$ 150.00	\$ -
x	New Construction (>1000 sf)	\$ 245.00	\$ 245.00
x	Fire Sprinklers, Grease Trap, Backflow	\$ 120.00	\$ 120.00
	Commercial Remodels-Change of Use	\$ 90.00	\$ -
x	Frontage, driveway, parking, circulation, flatwork	\$ 150.00	\$ 150.00
	<b>Total Public Works Fees</b>		\$ 605.00

Community Development Department (CDD -Planning Review)		Fee	
	Over the Counter Permit	\$ 55.00	\$ -
	Interior Remodel	\$ 110.00	\$ -
x	Residential Site Plan Review	\$ 125.00	\$ 125.00
	Commercial Site Development/Land Use Review	\$ 250.00	\$ -
	<b>Community Development Department Fees</b>		\$ 125.00

Non Departmental		Fee	
	Demolition	\$ 115.00	\$ -
	Amendment to Plan Set or Conditions	\$ 85.00	\$ -
x	General Plan Maintenance Fee- NEW CONSTRUCTION	5%	\$ 36.50
	Complex Project Initial Deposit	\$ 2,000.00	\$ -
	<b>Non-Departmental Fees</b>		\$ 36.50

Other Fee Components		
	Sub Total	\$ 730.00
	Business License Fee (.04%) of building permit valuation	\$ 98.00

<b>TOTAL AMOUNT DUE:</b>	<b>\$ 864.50</b>
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City of Fort Bragg Building Permit Review Fees (Proposed)			
Name:	Jane Doe		
Property address:	123 Street		
Project Description:	Accessory Dwelling Unit		
Permit Valuation:	ESTIMATE		\$ 120,000.00

Building Permit Review Fees (Proposed)			
Select	Permit Type	Fee	Actual
	<b>Public Works (PW-Engineering Review )</b>		
x	New Construction- Requiring Water/Sewer Review	\$ 90.00	\$ 90.00
x	New Construction (120 sf- 1000 sf)	\$ 150.00	\$ 150.00
	New Construction (>1000 sf)	\$ 245.00	\$ -
	Fire Sprinklers, Grease Trap, Backflow	\$ 120.00	\$ -
	Commercial Remodels-Change of Use	\$ 90.00	\$ -
x	Frontage, driveway, parking, circulation, flatwork	\$ 150.00	\$ 150.00
	<b>Total Public Works Fees</b>		\$ 390.00

Community Development Department (CDD -Planning Review)		Fee	
	Over the Counter Permit	\$ 55.00	\$ -
	Interior Remodel	\$ 110.00	\$ -
x	Residential Site Plan Review	\$ 125.00	\$ 125.00
	Commercial Site Development/Land Use Review	\$ 250.00	\$ -
	<b>Community Development Department Fees</b>		\$ 125.00

Non Departmental		Fee	
	Demolition	\$ 115.00	\$ -
	Amendment to Plan Set or Conditions	\$ 85.00	\$ -
x	General Plan Maintenance Fee- NEW CONSTRUCTION	5%	\$ 25.75
	Complex Project Initial Deposit	\$ 2,000.00	\$ -
	<b>Non-Departmental Fees</b>		\$ 25.75

Other Fee Components		
	Sub Total	\$ 515.00
	Business License Fee (.04%) of building permit valuation	\$ 48.00

<b>TOTAL AMOUNT DUE:</b>	<b>\$ 588.75</b>
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City of Fort Bragg Building Permit Review Fees (Proposed)			
Name:	Jane Doe		
Property address:	123 Street		
Project Description:	Commercial Remodel		
Permit Valuation:	ESTIMATE		\$ 70,000.00

Building Permit Review Fees (Proposed)			
Select	Permit Type	Fee	Actual
	<b>Public Works (PW-Engineering Review )</b>		
	New Construction- Requiring Water/Sewer Review	\$ 90.00	\$ -
	New Construction (120 sf- 1000 sf)	\$ 150.00	\$ -
	New Construction (>1000 sf)	\$ 245.00	\$ -
X	Fire Sprinklers, Grease Trap, Backflow	\$ 120.00	\$ 120.00
X	Commercial Remodels-Change of Use	\$ 90.00	\$ 90.00
	Frontage, driveway, parking, circulation, flatwork	\$ 150.00	\$ -
	<b>Total Public Works Fees</b>		\$ 210.00

Community Development Department (CDD -Planning Review)		Fee	
	Over the Counter Permit	\$ 55.00	\$ -
	Interior Remodel	\$ 110.00	\$ -
	Residential Site Plan Review	\$ 125.00	\$ -
X	Commercial Site Development/Land Use Review	\$ 250.00	\$ 250.00
	<b>Community Development Department Fees</b>		\$ 250.00

Non Departmental		Fee	
	Demolition	\$ 115.00	\$ -
	Amendment to Plan Set or Conditions	\$ 85.00	\$ -
	General Plan Maintenance Fee- NEW CONSTRUCTION	5%	\$ -
	Complex Project Initial Deposit	\$ 2,000.00	\$ -
	<b>Non-Departmental Fees</b>		\$ -

Other Fee Components		
	Sub Total	\$ 460.00
	Business License Fee (.04%) of building permit valuation	\$ 28.00

<b>TOTAL AMOUNT DUE:</b>	<b>\$ 488.00</b>
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City of Fort Bragg Building Permit Review Fees (Proposed)			
Name:	Jane Doe		
Property address:	123 Street		
Project Description:	New Commercial Construction		
Permit Valuation:	ESTIMATE		\$ 453,000.00

Building Permit Review Fees (Proposed)			
Select	Permit Type	Fee	Actual
	<b>Public Works (PW-Engineering Review )</b>		
X	New Construction- Requiring Water/Sewer Review	\$ 90.00	\$ 90.00
	New Construction (120 sf- 1000 sf)	\$ 150.00	\$ -
X	New Construction (>1000 sf)	\$ 245.00	\$ 245.00
X	Fire Sprinklers, Grease Trap, Backflow	\$ 120.00	\$ 120.00
	Commercial Remodels-Change of Use	\$ 90.00	\$ -
X	Frontage, driveway, parking, circulation, flatwork	\$ 150.00	\$ 150.00
	<b>Total Public Works Fees</b>		\$ 605.00

Community Development Department (CDD -Planning Review)		Fee	
	Over the Counter Permit	\$ 55.00	\$ -
	Interior Remodel	\$ 110.00	\$ -
	Residential Site Plan Review	\$ 125.00	\$ -
X	Commercial Site Development/Land Use Review	\$ 250.00	\$ 250.00
	<b>Community Development Department Fees</b>		\$ 250.00

Non Departmental		Fee	
	Demolition	\$ 115.00	\$ -
	Amendment to Plan Set or Conditions	\$ 85.00	\$ -
X	General Plan Maintenance Fee- NEW CONSTRUCTION	5%	\$ 42.75
	Complex Project Initial Deposit	\$ 2,000.00	\$ -
	<b>Non-Departmental Fees</b>		\$ 42.75

Other Fee Components		
	Sub Total	\$ 855.00
	Business License Fee (.04%) of building permit valuation	\$ 181.20

<b>TOTAL AMOUNT DUE:</b>	<b>\$ 1,078.95</b>
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**From:** [Jacob Patterson](#)  
**To:** [O'Neal, Chantell](#)  
**Subject:** Proposed fees  
**Date:** Friday, September 4, 2020 11:35:34 AM

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Chantell,

I just submitted two public records requests concerning the proposed building permit fees. Since you are new to this, I wanted to share some concerns I have expressed in the past because it looks like you may be replicating the City's past mistakes rather than finally correcting deficient processes as we adopt fees. My main concern is even if the new proposed basis for the General Plan Maintenance Fee appears to be much more reasonable than the past basis that had been discontinued, and even if it ultimately turns out to be justified as reasonable, this fee will need to be justified by an adequate fee study. In my opinion, which is informed by quite a lot of past work and research, merely surveying similar fees from other jurisdictions and adopting a local fee within the range charged by the other jurisdictions does not provide the necessary analysis to justify the fee locally. Fort Bragg will require more.

Unfortunately, I believe the local General Plan Maintenance Fee was never properly adopted because it never had an adequate fee study. I have yet to see any evidence that the new proposed fee replacing the old deficient fee is being supported by anything other than an informal survey of comparable jurisdictions you mentioned in the staff report. The staff report fails to mention anything else that would provide support for this fee so I have to assume that no such support exists. I provided objections at prior public hearings for fees that may be informative if you want to review them to prepare for the upcoming agenda items and public hearings.

As usual, you cannot rely on my personal opinions, which are not intended as advice. This is probably another topic that you might want to seek guidance about from the City Attorney's Office since properly adopting fees is a rather complex and challenging process that the City has failed to approach correctly in the past. (This is also not the only CDD-related process where the new team appears to be repeating the same mistakes the old team made rather than taking the opportunity to make changes and do things correctly.)

Regards,

--Jacob