



Board of Supervisors
Meeting Date: July 17, 2018
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Regular Item

PLANNING DEPARTMENT - Director of Planning Kristen Maze

Requested Action(s)

- a) Request acceptance of the data supporting a proposed Ordinance Revising the Fee Schedule charged by the Tehama County Planning Department for all planning applications effective 60 days from the date of adoption by the Board of Supervisors.
- b) Request to designate the Tehama County Planning Department and the Clerk of the Board's office as the two location where the data will be available for public review.
- c) Request to set a public hearing on August 7, 2018 at 11:00 a.m., to consider the adoption of the proposed Ordinance.

Financial Impact:

The proposed fee increase will recover the costs of the time spent processing the various project applications submitted to the Planning Department.

Background Information:

The current Tehama County Planning fees were last updated in 2001. The Planning Department maintains approximately 25 different applications that can be submitted and processed at any time. These fees are a one-time application fee that apply to anyone that requires service from the Planning Department (i.e. Use Permit, Lot Line Adjustment, Parcel Map, etc.). Although fees have not changed for 17 years, the County has experienced difficult economic times as a result of the United States Great Recession of 2007 - 2009. The County continues to struggle although the economy is gradually improving while costs (salaries and supplies) have continued to rise. The Tehama County Planning Department completed a time in motion study to determine time spent on each project. To arrive at the proposed fee for any given service, the Planning Department has taken the average cost for employee salary and benefits plus the indirect costs, to determine an hourly rate. The average cost in employee salary and benefits is then added to the fixed costs for each type of service, and that results in the proposed fee for each project, making the proposed fee equivalent to the cost of the service. With this proposed increase in the Planning fees, the Department will recover the cost of services and continue to provide the very best service to the all of our customers.

Attachment List:

BOS Fee Update Staff Report (DOCX)
Ordinance 1763 Attachment A (PDF)

Planning Fees Ordinance Attachment B (DOC)
Fee Comparison Current -Proposed Attach C (DOCX)
Planning Project Tasks Attachment D (DOCX)
Fee Calculation per Project Attachment E (DOCX)
PLANNING DEPARTMENT 2018 Attachment F (DOCX)
Salary and Benefits Exhibit 1 (XLSX)
Budget Circular A-87 Exhibit 2 (PDF)
3 County Fee Schedules Attachment G (PDF)
PHN PIng Fees (PDF)