



Legislation Text

File #: 24-988, Version: 1

Memorandum

Date: September 24, 2024

To: The Honorable Lake County Board of Supervisors

From: Susan Parker, County Administration Officer
Casey Moreno, Deputy County Administrative Officer

Subject: Consideration of a Resolution Amending the Master Fee Schedule for Services Rendered by County Departments

Executive Summary:

Your Board's Master Fee Schedule provides the public with a convenient and transparent single-source document collecting all County service fees. When adopting the initial Master Fee Schedule, your Board expressed interest that it be routinely updated, and established the authority and procedures to accomplish those updates. Pursuant to Article XXVIII, Chapter 2, of the County Code, a Resolution adopting updates to the Master Fee Schedule is presented for your consideration.

The attached Resolution and Exhibit reflect staff's recommendation to amend fees related to the Community Development Department's Building and Safety Division, Public Works, and Water Resources.

Building And Safety Division Fees

The Building and Safety Division requests your Board authorize a Plan Review Fee pursuant to AB1332, which requires jurisdictions to post preapproved plans for Accessory Dwelling Units (ADU's) by January 1, 2025. ADUs will still require structural and site-specific review, but new procedures are expected to reduce plan review time by 50%; this is reflected in the proposed fee reduction (as compared to standard plan reviews).

The Building and Safety Division has also seen an increase in the number of homes re-roofed to accommodate new solar installations in the past 10-15 years. An additional site inspection is required for solar panels, so the fee is calculated based on the "Re-Roof/Tear Off" fee, with consideration for the additional inspection (*and 30 minutes of staff time*). Applicants with existing solar installations will likewise now pay the base "Re-Roof/Tear Off" fee plus the cost of the additional required inspection.

Public Works Department Fees

The Department of Public Works requests the fee associated with Trenching Permits within roadway right-of-way be modified to include "+ \$1.00 for each foot in length over 50', or actual cost [*whichever is greater*]." The Full-Size Plan Sheet Fee is likewise proposed to be increased to \$12.25 to reflect the current price of materials.

Water Resources Department Fees

As your Board is aware, Water Resources was recently made a standalone department, and is no longer a division of Public Works. Therefore, it has been determined the “Plans and Specifications” section within Public Works fees should also be reflected under Water Resources.

All fees in this Master Fee Schedule adjustment shall be effective on approval of this Resolution.

Staff recommends your Board offer the Resolution.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

Not applicable

Fully Article X. <

https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI and/or [Consultant Selection Policy <http://lcnnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+\\$!26+Procedures+Manual/Ch4_2021v2.pdf>](http://lcnnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf) -Compliant (describe process undertaken in “Executive Summary”)

Section 2-38 <

https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI Exemption from Competitive Bidding (rationale in “Executive Summary,” attach documentation, as needed)

For Technology Purchases: Vetted and Supported by the [Technology Governance Committee <](http://lcnnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf)

<http://lcnnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf> (“Yes,” if checked)

Other (Please describe in Executive Summary)

Consistency with [Vision 2028 <http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>](http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm)

(check all that apply):

Not applicable

Well-being of Residents

Public Safety

Disaster Prevention, Preparedness, Recovery

Economic Development

Infrastructure

County Workforce

Community Collaboration

Business Process Efficiency

Clear Lake

Recommended Action: Offer the resolution.