



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Stephen M. Haase

SUBJECT: SEE BELOW

DATE: December 6, 2005

Approved *Kay Winter*

Date *12/8/05*

Council District: Citywide
SNI Area: All

SUBJECT: ADOPTION OF A FEE RESOLUTION TO ESTABLISH A PROCESSING FEE FOR THE TEMPORARY PILOT SECOND UNIT PROGRAM.

REASON FOR ADDENDUM

As a part of the temporary pilot second unit program, staff is proposing the adoption of a fee resolution to establish a \$250 application fee to cover the staff costs in reviewing proposed second unit applications. A processing fee for second unit applications was contemplated as a part of the ordinance adopted by Council on November 29, 2005, but no specific fee amount was given at that time. Over the past two weeks, Planning staff has been working with staff from the Housing Department, the Building Division, and the Code Enforcement Division to come up with an appropriate process for the acceptance and review of second unit applications. Staff has arrived at a proposed second unit application process, and therefore can now propose fees that cover the cost of the proposed process.

RECOMMENDATION

Staff is recommending the adoption of a fee resolution to establish a Second Unit Clearance fee of \$250.

BACKGROUND

The temporary pilot second unit program is scheduled to go into effect after the new calendar year. In order for the City to accept applications, the City Council needs to adopt a fee resolution to establish a fee that covers the staff costs associated with the pilot program.

ANALYSIS

Planning staff estimates that each second unit application would take approximately two hours to process. The staff time includes an hour for the review of the application at the counter by a planner, and an hour for associated monitoring and reporting as required by the pilot program. Established hourly rates for planner review results in a fee of \$250 per application.

Because the second unit application process is ministerial, City staff has decided that the second unit process should be fundamentally the same process as a building permit for a single-family addition, with a fee-based planning review as a part of the process. To be eligible for the pilot program, the applicant will be required to provide building permit-ready plans. After the initial planning review to make sure that the proposal meets both second unit ordinance and the Zoning Code, the plans would be immediately routed to a building permit technician for intake. Planning appointment slots for second units will be one hour in length, identical to appointments for single-family additions. This process should result in quick review and streamlined customer service.

As a part of the second unit pilot program, there is also a monitoring and reporting requirement. Staff will be reviewing permitted second units to provide the Council with information regarding the successes of the pilot program, and the areas of the program in need of improvement. Staff estimates that this time, which could include plan set critiques, neighborhood surveys, data preparation, and report writing, will be approximately one hour per application.

PUBLIC OUTREACH

No separate public outreach was conducted for the fee resolution. There was extensive outreach for the temporary second unit pilot program, and staff indicated at those outreach meetings that the second unit process would be cost recovery.

COORDINATION

Preparation of this report was coordinated with the Housing Department and City Attorney's Office.

CEQA

Not a project.


STEPHEN M. HAASE, DIRECTOR
Planning, Building and Code Enforcement