

ACTION MINUTES

LAND USE & COMMUNITY DEVELOPMENT COMMITTEE

March 21, 2013

MEMBERS PRESENT: Louis Boitano, Supervisor, District IV
Ted Novelli, Supervisor, District III (Alternate for Supervisor Forster)

Supervisor Boitano called the meeting to order at 10:00 a.m.

AGENDA: Approved.

CORRESPONDENCE: None.

APPROVAL OF MINUTES: Approval of the March 15, 2012 and July 19, 2012 minutes was continued until next meeting.

PUBLIC MATTERS NOT ON THE AGENDA: None

ITEM 1. DIRECTION REGARDING LATE PAYMENT OF ANNUAL PERMIT FEES FOR REGULATED BUSINESSES—Environmental Health

Due to more frequent requests for a payment plan for payment of annual permit fees and the abuse by those failing to adhere to the current payment plan procedure, Environmental Health requested the following policy be implemented:

The department will include language in all annual invoices explaining that a payment schedule can be arranged provided the permittee contacts the department no later than December 31 to make the request. Payment schedules will be worked out to target full payment no later than March 31, if possible. Any outstanding balance on April 1 would be subject to the late payment penalty. A business owner can make a request to the Board of Supervisors for an extended payment plan without the late payment penalty.

For facilities with multiple permits, fees paid would be applied toward individual permits such that as each is paid in full a permit can be issued or renewed for the year. CUPA permits, if any, would typically be prioritized since the department must forward surcharges to the state. Provided that the business substantially adheres to the payment plan the department will not take any action against them for operating without an issued permit. If the business ignores the payment plan or is extremely slow to pay, the department may consider other enforcement action.

Committee Action: The Committee recommended to the Board of Supervisors the adoption of the late payment of permit fee policy as set forth above and directed Environmental Health to place this matter on the consent agenda for the April 9, 2013 Board meeting.

The meeting adjourned at 10:20 a.m.