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**ACTION MINUTES**

**LAND USE & COMMUNITY DEVELOPMENT COMMITTEE**

June 22, 2017

**MEMBERS PRESENT:** Lynn A. Morgan, Supervisor, District III

Supervisor Morgan called the meeting to order at 1:30 p.m.

**AGENDA:** Approved.

**CORRESPONDENCE:** None.

**APPROVAL OF MINUTES:** The minutes of the June 2, 2107 meeting were approved as submitted. Approval of the August 31, 2016 minutes was deferred to next meeting or when both members of the committee are present.

**PUBLIC MATTERS NOT ON THE AGENDA:** None

**ITEM 1. REVIEW OF PROPOSED OPTIONS FOR INCREASES IN THE FEE SCHEDULE FOR PROCESSING PLANNING DEPARTMENT APPLICATIONS AND PROVIDING SERVICES.** (Present—Susan Grijalva, Planning; Mike Israel, Environmental Health; Steve Stokes, Building Department)

Susan Grijalva, Planning, provided examples of proposed Planning Department fee increases calculated using a set percentage increase based on the increase in the departmental hourly rate costs. The departmental hourly rate was calculated using three different formulas as set forth in the agenda packet. Ms. Grijalva stated that the fees proposed for projects only cover Planning Department fees. Other departments incur costs and charge fees for projects and those fees would be in addition to the Planning Department fee.

Discussion took place on the meaning of covering costs and what costs are expected to be recovered.

**ITEM 2. REVIEW OF REVISED PROPOSED FEE ADJUSTMENTS FOR THE BUILDING DEPARTMENT AND ENVIRONMENTAL HEALTH DEPARTMENT AND RECOMMENDATION TO THE BOARD OF SUPERVISORS.** (Present—Susan Grijalva, Planning; Mike Israel, Environmental Health; Steve Stokes, Building Department)

Steve Stokes, Building Department, provided the attached Staff Report.

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Mike Israel, Environmental Health, provided justification of a proposed increased hourly rate and a breakdown of fees for comparable counties. The Committee had requested a proposal that achieved 50 percent cost recovery. By using the approach of increasing the fees for those who can most afford it and keeping fees low for those who can least afford it and the possibly of the Department receiving approximately \$100,000 annually from the CalEPA Division of Drinking Water to deliver the small water system program, it may be possible. Mr. Israel also said he would like to develop a policy that summarizes what each fee includes.

The Building Department is to bring their proposal before the Board as submitted. Environmental Health is to present both proposals discussed with a 3-year phase in. The Planning Department is to expand on their current proposal with a 3-year phase in.

**Committee Action:** The Committee directed the departments to have their fee increase proposals finalized and on the September 12, 2017 Board agenda. The Committee directed the departments to bring the final proposals back before the Land Use Committee for final review prior to the Board meeting.

The meeting adjourned at 2:25 p.m.