

**RESOLUTION NO. 3682**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTE  
SERENO ADOPTING AN UPDATED SCHEDULE OF USER AND  
REGULATORY FEES**

WHEREAS, the City commissioned ClearSource Financial Consulting to prepare the user and regulatory fee study presented in the staff report, and available for public review; and

WHEREAS, the study examined fee-related services provided by the City, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City Council hereby finds that the study provides adequate evidence to conclude that the current service fees and development fees charged for the City's services do not adequately recoup the City's costs of providing certain services and thus, a significant amount of these costs are currently paid out of the City's general fund and, therefore, borne by the general public; and

WHEREAS, the City Council finds that providing these services is of special benefit to applicants both separate and apart from the general benefit to the public; and therefore, in the interests of fairness to the general public, the City desires to better recover the costs of providing these services from applicants who have sought or require the City's services by revising its schedule of fees; and

WHEREAS, the City Council hereby finds that the study provides adequate evidence to conclude that the revised fees do not exceed the cost to provide the services for which the fees are charged; and

WHEREAS, the City Council desires that annually the fees be automatically increased based on the all-urban Consumer Price Index for the San Francisco-Oakland-Hayward Area (CPI). If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year; and

WHEREAS, this hearing to set fees was duly noticed pursuant to Government Code Section 66016.

NOW, THEREFORE, the City Council of the City of Monte Sereno, California hereby resolves as follows:

SECTION 1. Each WHEREAS paragraph, set forth above, is hereby adopted as a specific finding of this City Council.

SECTION 2. The City Council hereby adopts the schedule of fees as set forth in attached Exhibit "A" and incorporated by this reference.

SECTION 3. Annually on July 1 (starting on July 1, 2019), the fee schedule

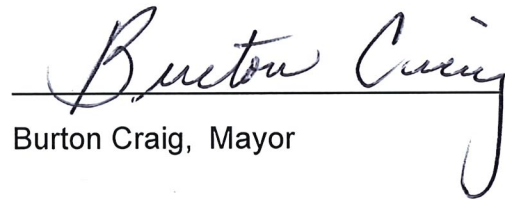
shall be updated whereby fees are increased based on the prior year annual change in the CPI. If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year.

SECTION 4. Any and all provisions of prior resolutions of the City Council establishing or modifying fees for the services, programs or products set forth in Exhibit "A," are hereby repealed and replaced as of the effective date of this Resolution in the manner set forth in Exhibit "A;" provided, however, that such repeal shall not excuse or affect the failure of any person or entity to pay any fee heretofore imposed upon such person or entity. The City Council desires to clarify that in adopting this Resolution, it is taking action only on those fees for the services, programs or products set forth in Exhibit "A" which have been modified from prior resolutions of the City Council. The remaining fees that have not been modified from prior resolutions shall remain in full force and effect.

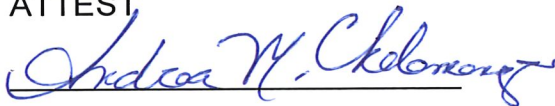
SECTION 5. The City Clerk shall certify to the passage and adoption of this resolution.

REGULARLY passed and adopted this 1<sup>st</sup> day of May 2018.

AYES: Council Members Anstandig, Rogers, Turner Wolsheimer and Mayor Craig  
NOES: None  
ABSENT: None

  
Burton Craig, Mayor

ATTEST



Andrea M. Chelemengos, City Clerk

# City of Monte Sereno

## MASTER FEE SCHEDULE

Services / Activities / Subject Matter	Effective Date	Page
Planning Fees	July 1, 2018	1 - 2
Public Works Fees	July 1, 2018	3 - 4
Building Fees	July 1, 2018	5 - 6
Administrative Services	July 1, 2018	7

# City of Monte Sereno

## MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Note	Fee
1 Planning Review of Building Permit		\$150
2 Community Planning Fee (per \$1 of valuation)	[a]	\$0.0018
3 Significant Tree Removal (referred to Site and Architecture Commission)		\$100
4 Site Development/Planned Development Permit:		
a) New Houses/Demo Rebuild/Remodel/Addition 50% or more of existing SF		\$2,800
b) Remodel/Addition less than 50% of existing SF		\$1,900
c) Accessory Building/Fence Height		\$500
e) Hillside Development (avg. slope of 10% of greater)		\$3,100
f) Site Development Permit Amendment		\$1,300
5 Administrative Building Site Approval		\$2,800
6 Address/Street Name Change		\$350
7 Environmental Review		
a) Exemption		\$350
b) Environmental Clearance		
i) Reuse of Previous Environmental Clearance		\$350
ii) Initial Study and Negative Declaration / Mitigated Negative Declaration		\$3,400
iii) Initial Study and Negative Declaration / Mitigated Negative Declaration (prepared by consultant)		pass-through of actual cost plus 10% administrative fee
iv) EIR (prepared by consultant)		pass-through of actual cost plus 10% administrative fee
8 General Plan Amendment		\$2,800
9 Zoning Map Amendment		\$2,800
10 Planned Development Zoning Map Amendment		\$5,000
11 Annexation (excluding LAFCO Fees)		\$3,800
12 Reasonable Accommodation Application		\$360
13 Subdivision:		
a) Lot Line Adjustment		\$1,500
b) Tentative Map Application:		
i) 4 Lots or Fewer: (Tentative Parcel Map)		\$3,000
ii) 5 Lots or More: (Tentative Subdivision Map)		\$10,000
14 Use Permits:		
a) General		\$2,800
b) Animals		\$500
c) Special Land Use Permit (Historic Resource)		\$2,800
15 Satellite Dish		
a) Administrative Review		\$250
b) Public Hearing		\$500
16 Variance		\$2,800
17 Appeal		\$360
18 Hourly Rate for Services Not Listed in this Fee Schedule (per hour - 1 hour minimum)		\$194
19 Excess Plan Review Fee (per hour - 1 hour minimum)	[b]	\$194

# City of Monte Sereno

## MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Note	Fee
20 Excess Inspection/Re-inspection/Missed Inspection Fee (per hour - 1 hour minimum)	[b]	\$194
21 Work Commenced without a Permit	[c]	1x Base Permit Fee

Notes:

\* The fees listed in this schedule do not include the costs of external reports required to be prepared and submitted by the applicant (e.g. arborist report, geotech report). Applicant is responsible for the preparation costs of any external reports required. Additionally, the fees in this schedule do not include any outside agency fees or costs that may apply to applicant project (e.g. County recording fees, Department of Fish and Wildlife fees, newspaper noticing fees, consulting services, attorney services). Applicant is responsible for payment of any outside agency/service provider fees that may apply to applicant project.

[a] Fee paid at time of building permit issuance.

[b] Base fees include up to three plan reviews and any typically required inspections and first re-inspections. Excess plan review fees apply beginning with the fourth plan review. Excess inspection fees apply beginning with second re-inspection.

[c] Amount in addition to base fee (i.e. double fees).

# City of Monte Sereno

## MASTER FEE SCHEDULE - PUBLIC WORKS FEES

Activity Description	Note	Fee
1 Certificate of Compliance		\$1,050
2 Encroachment Permit (Administrative)		\$350
3 Construction Encroachment Permit Fee		
a) First \$50,000 of value, or any fraction thereof		5% of value
b) Value Exceeding \$50,000		3% of value
4 Storm Drain Fees		
a) Per Lot Zoned: R-1-44		\$2,450
b) Per Lot Zoned: R-1-20		\$1,640
c) Per Lot Zoned: R-1-8		\$810
5 Final Map		
a) Parcel Map		\$3,000
b) Tract Map		\$9,000
6 Grading Plan Check Fees		Bill hourly/T&M
7 Grading Permit Fees		
a) Less than 50 cubic yards		\$265
b) 51 to 100 cubic yards		\$530
c) 101 to 1,000 cubic yards		
i) For first 100 cubic yards or fraction thereof		\$530
ii) For each add'l 100 cubic yards or fraction thereof up to 1,000 cubic yards		\$29
d) 1,001 to 10,000 cubic yards		
i) For first 1,000 cubic yards or fraction thereof		\$795
ii) For each add'l 1,000 cubic yards or fraction thereof up to 10,000 cubic yards		\$59
e) 10,001 to 100,000 cubic yards		
i) For first 10,000 cubic yards or fraction thereof		\$1,988
ii) For each add'l 1,000 cubic yards or fraction thereof up to 100,000 cubic yards		\$31
f) 100,001 cubic yards or more		
i) For first 100,000 cubic yards or fraction thereof		\$6,360
ii) For each add'l 1,000 cubic yards or fraction thereof		\$31
8 NPDES Compliance		
a) Plan Check		
i) Less than 1 Acre		\$350
ii) Greater than or Equal to 1 Acre		\$1,050
b) Site Inspection		
i) Less than 1 Acre		\$530
ii) Greater than or Equal to 1 Acre		Bill hourly/T&M with \$1,000 initial deposit
9 Oversize Load Permit		
a) One Day		\$16
b) Annual		\$90
10 Hourly Rate for Services Not Listed in this Fee Schedule (per hour - 1 hour minimum)		\$265
11 Excess Plan Review Fee (per hour - 1 hour minimum)	[a]	\$265

# City of Monte Sereno

## MASTER FEE SCHEDULE - PUBLIC WORKS FEES

Activity Description	Note	Fee
12 Excess Inspection/Re-inspection/Missed Inspection Fee (per hour - 1 hour minimum)	[a]	\$265
13 Work Commenced without a Permit	[b]	1x Base Permit Fee

Notes:

[a] Base fees include up to three plan reviews and any typically required inspections and first re-inspections. Excess plan review fees apply beginning with the fourth plan review. Excess inspection fees apply beginning with second re-inspection.

[b] Amount in addition to base fee (i.e. double fees).

# City of Monte Sereno

## MASTER FEE SCHEDULE - BUILDING FEES

Activity Description	Note	Fee
1 Construction Tax		\$0.51
2 Electrical, Plumbing or Mechanical Permits:		
a) Fee per Square Foot		\$0.11
b) Minimum fee		\$159
3 Solar		\$159
4 Demolition Permit		\$159
5 Building Permit:	[a]	
a) Valuation: \$1 to \$500		\$23.50
b) Valuation: \$501 to \$2,000		
i) Fee for first \$500		\$23.50
ii) Fee for each additional \$100, or fraction thereof, to and including \$2,000		\$3.05
c) Valuation: \$2,001 to \$25,000		
i) Fee for first \$2,000		\$69.25
ii) Fee for each additional \$1,000, or fraction thereof, to and including \$25,000		\$14.00
d) Valuation: \$25,001 to \$50,000		
i) Fee for first \$25,000		\$391.25
ii) Fee for each additional \$1,000, or fraction thereof, to and including \$50,000		\$10.10
e) Valuation \$50,001 to \$100,000		
i) Fee for first \$50,000		\$643.75
ii) Fee for each additional \$1,000, or fraction thereof, to and including \$100,000		\$7.00
f) Valuation \$100,001 to \$500,000		
i) Fee for first \$100,000		\$993.75
ii) Fee for each additional \$1,000, or fraction thereof, to and including \$500,000		\$5.60
g) Valuation: \$501,000 to \$1,000,000		
i) Fee for first \$500,000		\$3,233.75
ii) Fee for each additional \$1,000, or fraction thereof, to and including \$1,000,000		\$4.75
h) Valuation: \$1,000,001 and up		
i) Fee for first \$1,000,000		\$5,608.75
ii) Fee for each additional \$1,000, or fraction thereof		\$3.15
6 Plan Review Fees (In addition to building permit fees)		
a) Plan Review Fee (% of Building Permit Fee)		65%
b) Structural Plan Review Fee (% of Plan Review Fee)		65%
c) Energy Conservation Plan Review Fee (% of Plan Review Fee)		5%
d) Green Building Code Plan Review Fee (% of Plan Review Fee)		5%
7 Micro-filming / Imaging Fee (per page, in addition to building permit fees)		\$5
8 Strong Motion Fees:		
a) Residential (per \$1 of valuation)		\$0.00013
b) Commercial (per \$1 of valuation)		\$0.00028
9 SB 1473 (per \$25,000 of valuation)		\$1
10 Road Impact Fee (per \$100 of valuation of permitted work)		\$0.49



# City of Monte Sereno

## MASTER FEE SCHEDULE - BUILDING FEES

Activity Description	Note	Fee
11 Other Fees		
a) Excess Inspection/Excess Re-inspection/Missed Inspection Fee (per inspection)		\$106
b) Work Commenced without a Permit	[b]	1x Base Fees
c) Hourly Rate for Services Not Listed in this Fee Schedule (per hour - 1/2 hour min.)		\$213
d) Fee for Additional Services Required Due to Changes, Modifications, Additions, etc.	[c]	Actual Costs / T&M

Notes:

[a] The Building Official shall establish the valuation of said improvements, and fees will be assessed according to the following fee schedule.

[b] Amount in addition to base fee (i.e. double fees).

[c] In the event additional map checking, plan checking, or inspection services by the City are required by reason of changes, modifications, additions, errors, omissions, or discrepancies occasioned by the applicant or his agents or representatives, the applicant shall pay an additional fee equal to the actual cost to the City of performing the additional services.

# City of Monte Sereno

## MASTER FEE SCHEDULE - ADMINISTRATIVE FEES

Activity Description	Note	Fee
1 Business License Fees		
a) General Contractor		\$105
b) Solicitors (for profits)		\$105
c) Others (including subcontractors/specialty contractors)		\$55
2 Printed Materials and Maps		
a) Photo copies/Scanned/Digital Images (per page)		\$0.25
b) Zoning Map		\$5
c) City History "Peaceful Mountain"		\$31
d) Design Guidelines		\$8
3 Alarm Soundings, within a 12-month period		
a) First, Second, and Third Soundings		No Charge
b) Fourth		\$200
c) Fifth		\$300
d) Subsequent Alarms		\$300
4 Returned Check Processing Fee		
a) First Check	[a]	\$25
b) Each Additional Check	[a]	\$35
5 Preparation of Materials Requiring Formatting, Programming, Development, etc.		100% of Actual Cost (billed per hour; 15 minute increments)
6 City Administration Fee Added to Vendor Service Costs, if applicable (e.g. outside printing of materials)		15%

Notes:

[a] Fee set by State.