

Cost Analysis of Amendments to the Land Development Fee Schedule

June 8, 2016

The Contra Costa County Department of Conservation and Development (DCD) proposes amendments to the Land Development Fee Schedule that add three new fees as shown on the table below

Additions to Land Development Fee Schedule

Fee Schedule Code	Permit Name	Fee
S-060K	Wireless Facility Access Permit	\$4,000 minimum deposit plus time and materials.
S-060L	Wireless Facility Minor Alteration Permit	\$1,000 minimum deposit plus time and materials.
S-060M	Wireless Facility Collocation Permit	\$1,000 minimum deposit plus time and materials.

The new fees are necessary to offset costs associated with the processing of three new permits for wireless telecommunication facilities that were established pursuant to the Ordinance No. 2016-11 (Wireless Telecommunication Facilities Ordinance), which was adopted by the Board of Supervisors on May 24, 2016. The new permits include:

- Wireless Facility Access Permit. Prior to the Wireless Telecommunication Facilities Ordinance, a land use permit was required to establish a wireless telecommunication facility within a County right of way. The fee for a land use permit is a \$2,700 initial deposit, subject to staff time and materials costs. Subsequent to completion of the land use permit process, an encroachment permit was required to allow the facility in a County right of way. The Department of Public Works (DPW) encroachment permit fee is a \$1,300 minimum deposit for a large encroachment permit, subject to staff time and materials costs. The combined DCD and DPW permit fees is a \$4,000 minimum deposit. Under the Ordinance, a wireless telecommunication facility in a County right of way will be allowed under a Wireless Facility Access Permit. The Access permit combines the land use permit and encroachment permit processes and DCD and DPW will concurrently review the permit application.
- Wireless Facility Minor Alteration Permit. In addition, prior to the Wireless Telecommunication Facilities Ordinance, a minor alteration of an existing wireless telecommunications facility required a conditions of approval (COA) compliance check. The COA compliance check requires a \$500 minimum deposit, subject to staff time and materials costs for minor developments. Pursuant to the Ordinance, a minor alteration of

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a wireless telecommunication facility will be allowed under a Wireless Facility Minor Alteration Permit.

- Wireless Facility Collocation Permit. In compliance with state law, the Wireless Telecommunication Facilities Ordinance provides for the addition of wireless telecommunication equipment of a service provider to an existing wireless telecommunication facility owned by another party through administrative approval of a Wireless Facility Collocation Permit if the existing facility qualifies as a collocation eligible facility. Prior to the Ordinance, such collocation of equipment was allowed under a land use permit and required a \$2,700 deposit.

Fees to cover the processing of the three new permits are not included in the existing Land Development Fee Schedule. DCD has reviewed actual costs of processing a wireless telecommunications facility in a County right of way and of processing a minor alteration to an existing facility.

As shown on the table below, for a wireless telecommunications facility in a County right of way, the average cost to process the application is \$5,727.66, with an average DCD cost of \$3,824.96 and an average DPW cost of \$1,902.71. Thus, DCD has determined that maintaining the \$4,000 minimum deposit for processing a wireless telecommunications facility in a County right of way is appropriate, and proposes a \$4,000 minimum deposit for a Wireless Facility Access Permit.

Wireless Facility in a County Right of Way	Total Cost	DCD Cost	DPW Cost
LP13-2090	\$5,569.90	\$3,708.12	\$1,861.78
LP13-2087	\$5,938.46	\$4,668.70	\$1,269.76
LP13-2088	\$7,445.25	\$5,507.56	\$1,937.69
LP13-2089	\$6,617.29	\$5,553.07	\$1,064.22
LP13-2086	\$8,671.11	\$5,376.59	\$3,294.52
LP13-2059	\$3,689.55	\$2,535.07	\$1,154.48
LP13-2118	\$4,636.06	\$2,553.34	\$2,082.72
LP13-2117	\$3,814.87	\$2,016.20	\$1,798.67
LP13-2115	\$4,689.64	\$2,023.77	\$2,665.87
LP13-2084	\$6,204.49	\$4,307.13	\$1,897.36
<i>Total</i>	<i>\$57,276.62</i>	<i>\$38,249.55</i>	<i>\$19,027.07</i>
<i>Average</i>	<i>\$5,727.66</i>	<i>\$3,824.96</i>	<i>\$1,902.71</i>

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For a minor alteration to an existing wireless telecommunication facility that is processed as a COA compliance check, as shown on the table below, the average cost to process the application is \$1,143.78. The actual cost to process the compliance check for these minor alterations typically exceeds \$500, and therefore, additional staff time and materials costs that have occurred. DCD anticipates that the actual cost to process this administrative permit will typically be covered by the proposed \$1,000 new fee for a Wireless Facility Minor Alteration Permit.

Minor Alteration to an Existing Facility	Total Cost
CV15-0030	\$695.11
CV15-0067	\$877.29
CV13-0093	\$807.71
CV13-0086	\$1,539.75
CV15-0050	\$748.26
CV14-0090	\$625.53
CV14-0045	\$1,304.30
CV14-0127	\$2,976.32
CV13-0103	\$1,081.62
CV16-0014	\$781.91
<i>Total</i>	<i>\$11,437.80</i>
<i>Average</i>	<i>\$1,143.78</i>

The Wireless Facility Collocation Permit is a new process under the Wireless Telecommunication Facilities Ordinance. DCD anticipates that processing of an addition of wireless telecommunication equipment of a service provider to an existing wireless telecommunication facility owned by another party will be comparable to the processing of a minor alteration of an existing wireless telecommunications facility. Thus, DCD expects the actual cost to process this administrative permit will be similar to the Wireless Facility Minor Alteration Permit, and will be covered by the proposed \$1,000 new fee.