

Fee Analysis of Amendments to the Land Development Fee Schedule

June 11, 2020

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-046F	Short-Term Rental Permit (ministerial)	\$350 fee.
S-046G	Short-Term Rental Permit (annual renewal)	\$150 fee.
S-046H	Short-Term Rental Permit (discretionary)	\$2,000 minimum deposit. Time and materials.

The new fees are necessary to offset costs associated with the processing of three new permits associated with short-term rental (STR) uses that were established pursuant to Ordinance No. 2020-12 (STR Ordinance), which was adopted by the Board of Supervisors on June 2, 2020. The new permits include:

- Short-Term Rental Permit (ministerial). An application for a ministerial STR permit will be reviewed ministerially for compliance with the requirements and regulations contained in the STR Ordinance. Staff anticipates that the review process will be in a checklist format. However, staff will need to prepare a property-specific permit, and will need to prepare and send notice of the issued permit to neighbors pursuant to the STR Ordinance. Current ministerial permit application fees for similar services charged by the Department range between \$200 and \$500. Staff estimates that reviewing and processing a ministerial STR permit application to take 2 hours of staff time at an estimated cost of \$386. Therefore, staff recommends a ministerial STR permit application fee of \$350.

Comparable DCD Ministerial Applications	Fee
Time Extension Request	\$350
Undersized Lot Review	\$300
Historic Nomination	\$500
Use Verification	\$200

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- Short-Term Rental Permit – (annual renewal). The STR Ordinance requires that ministerial STR permits be renewed annually. An application for an annual STR permit renewal will be reviewed ministerially for compliance with the requirements and regulations contained in the STR Ordinance. Staff anticipates that the review process will require verification that the required Transient Occupancy Taxes have been paid and a review of any code enforcement complaints or actions with respect to the subject property and STR use. No new noticing will be required. Current permit renewal application fees for similar services charge by the Department range between \$250 and \$400. Staff estimates that reviewing and processing an annual STR permit renewal application to take 1 hour of staff time at an estimated cost of \$193. Therefore, staff recommends an annual STR permit renewal application fee of \$150.

Comparable DCD Renewal Related Applications	Fee
Agricultural Preserve Non-Renewal Notice	\$300
Gun Ordinance Annual License	\$250
Deemed Approved Annual Fee	\$400

- Short-Term Rental Permit - (discretionary). An application for a discretionary STR permit will be reviewed under the administrative decision procedure specified in Article 26-2.21 of the County Ordinance Code. This review process includes providing notice to neighbors and a public hearing if requested. Processing discretionary permit applications require a greater level of review and the preparation of findings and conditions of approval. Additionally, discretionary permits are subject to appeal which may require multiple staff reports and public hearings. Accordingly, the Department generally charges for similar services on a time and materials basis with an initial deposit. Current discretionary permit application fees for similar services charged on a time and materials basis by the Department require an initial deposit that ranges between \$2,000 and \$2,500. Staff estimates that reviewing and processing a discretionary STR permit application to take 15 hours of staff time at an estimated cost of \$2,895. Therefore, staff recommends a discretionary STR permit application fee charged on a time and materials basis with an initial deposit of \$2,000. An applicant will be required to pay any owed and due fee amount in excess of the initial deposit prior to issuance of the permit. If the fee charged on a time and materials basis is less than the initial deposit, the Department will refund the remaining funds to the applicant.

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Comparable DCD Use Permit Applications	Deposit
Caretaker Mobile Home	\$2,000
Home Occupation	\$2,000
P-1 Final Development Plan Review/Non-Substantial Modification	\$2,000
Agricultural Preserve Rezoning Review	\$2,500