



Date: September 20, 2011

To: Honorable Mayor Foster and Members of the City Council

From: Councilmember Patrick O'Donnell, 4th District *PO*
Councilmember Dee Andrews, 6th District *DA*
Councilmember Rae Gabelich, 8th District *RG*

Subject: Proposed Changes to AUP/CUP Fees

DISCUSSION:

In May 2011, the City Council directed staff to review the current fees in place to process Administrative Use Permit and Conditional Use Permit applications and their effects upon applicants and the business climate.

In response, staff conducted research of other similarly sized cities in California, reviewed the current fee schedule and associated costs and followed up with a recommendation via memorandum to the Mayor and City Council in August 2011 (attached).

As outlined in the attachment, based on the information collected, staff is recommending a reduced fee for Administrative Use Permits from \$5,616.93 (\$5,139 + 9.3 percent surcharge) to \$4,372 (\$4,000 + 9.3 percent surcharge) and a tiered fee system for Conditional Use Permits that will be classified as either minor or major based on the scope of the proposed use and the potential to negatively impact adjacent properties. The proposed fees are \$5,465 (\$5,000 + 9.3 percent surcharge) for a minor CUP and \$8,744 (\$8,000 + 9.3 percent surcharge) for a major CUP.

Lowering and restructuring of these permit costs may help attract new businesses and create new jobs for our City. It is prudent for the Council to move forward on this matter, and staff is prepared to expedite these changes.

Fiscal Impact: There will be no impact to the General Fund, as the proposed fees are intended to provide for continued cost recovery.

RECOMMENDATION:

Request the City Manager to amend the Master Fee and Charges Schedule Resolution to Reflect the Reduced Administrative Use Permits and Tiered Conditional Use Permit Fees.

Attachment



Date: August 11, 2011
To: Patrick H. West, City Manager
From: Amy J. Bodek, Director of Development Services
For: Honorable Mayor and Members of the City Council
Subject: Proposed changes to AUP/CUP fees

The City Council directed staff to review the application fees associated with Administrative Use Permits and Conditional Use Permits to determine if the existing fees are appropriate and whether a tiered fee schedule that took into consideration the intensity of the proposed use would be more equitable.

Based on discussions with planning staff, as well as the current economic climate, I am recommending that the fee for the Administrative Use Permit process be reduced from \$5,616.93 (\$5,139 + 9.3 percent surcharge) to \$4,372 (\$4,000 + 9.3 percent surcharge).

Also, we reviewed the uses that require Conditional Use Permits to determine which are more intensive and, therefore, typically require more staff time to process. After looking closely at all of the uses and the typical processing requirements, I am recommending that the Conditional Use Permit fees be modified to include two tiers; minor and major. The current Conditional Use Permit fee is \$9,386.68 (\$8,588 + 9.3 percent surcharge). The recommended cost for a Minor Conditional Use Permit is \$5,465 (\$5,000 + 9.3 percent surcharge) while the recommended cost for a Major Conditional Use Permit is \$8,744 (\$8,000 + 9.3 percent surcharge).

For more information, please contact Amy J. Bodek, Director of Development Services, at 8-6428.

AJB:DB;jw

P:\Planning\TFF Memos\TFF - AUP&CUP fee amendments.doc

Attachment: CUP major/minor fee breakdown

cc: Suzanne Frick, Assistant City Manager
Reginald Harrison, Deputy City Manager
Derek Burnham, Planning Administrator

Proposed Conditional Use Permit Fee Categories

	Proposed Use	CUP Fee Type		
		Minor	Major	Fee Exempt
1.	Alcoholic Beverage Sales Uses – New		X	
2.	Alcoholic Beverage Sales Uses – Upgrade of License	X		
3.	Arcade		X	
4.	Automobile Related Services (including sales)		X	
5.	Wireless Telecommunications Facilities		X	
6.	Cemeteries	X		
7.	Check Cashing		X	
8.	Commercial Parking Lot or Structure (Nonresidential Districts)	X		
9.	Commercial Storage/Self Storage		X	
10.	Community Correctional Re-entry Centers		X	
11.	Computer Arcade	X		
12.	Courtesy Parking in Residential Districts	X		
13.	Electronic Message Center Signs		X	
14.	Fast Food Restaurants	X		
15.	Heliport or Blimp Port or Helipads		X	
16.	Institutional and Public Assembly Uses		X	
17.	Mobile Home Park		X	
18.	Motorcycle/Jet Ski Sales and Repair		X	
19.	Nursery Schools, Day Nurseries, Preschools, Childcare Centers, Daycare Centers and Similar Uses for Daytime Care and Education of a Limited Number of Persons			X
20.	Office Uses in Residential Districts	X		
21.	Outdoor Sales Events		X	
22.	Pistol or Rifle Range		X	
23.	Private Elementary and Secondary Schools		X	
24.	Residential Historic Landmarks	X		
25.	Restaurant With Alcoholic Beverage Sales (w/bar)		X	
26.	Special Group Residence (Board and Care, Convalescent Home, Half-way House, Boardinghouse/Lodginghouse, Communal Housing and the like)		X	
27.	Tattoo or Fortunetelling Services	X		
28.	Through-block Commercial	X		
29.	Veterinary Services (incl. boarding)	X		
30.	Pawn Shops		X	
31.	Bail Bonds		X	
32.	Commercial Uses in Industrial Zone	X		
33.	Billboards		X	
34.	Agriculture and Related Uses in the IG Zone	X		
35.	Food Processing		X	
36.	Manufacturing (if required per Table 33-1 of the Zoning Code)		X	
37.	Transportation Related Uses (Trucking, etc.)		X	
38.	Eating With Drive-Thru Service (Industrial Zones)	X		
39.	Retail Uses In Industrial Zones (per Table 33-1 of the Zoning Code)	X		
40.	Repair Services with Outdoor Operations (Industrial Zones)	X		
41.	Recycling Operations (Collection Center with Attendant or Recycling Processing/Manufacturing Center)		X	

(continued on next page)

	Proposed Use	CUP Fee Type		
		Minor	Major	Fee Exempt
42.	Outdoor Recreation (IL Zone)	X		
43.	Bars, Nightclubs, Cabarets and the Like with Alcohol (Industrial Zones)		X	
44.	Health Clubs and the Like (IL Zone)	X		
45.	Job Training and Vocational Rehabilitation (Industrial Zones)		X	

Fees

*Conditional Use Permit – Minor \$5,465 (\$5,000 + 9.3% surcharge)
**Conditional Use Permit – Major \$8,744 (\$8,000 + 9.3% surcharge)



City of Long Beach Memorandum
Working Together to Serve

REQUEST TO ADD AGENDA ITEM

Date: *September 16, 2011*

To: Larry Herrera, City Clerk

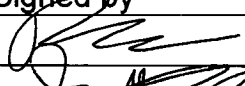
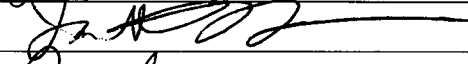
From: *Councilmember Patrick O'Donnell*

Subject: Request to Add Agenda Item to Council Agenda of *September 20, 2011*

Pursuant to Municipal Code Section 2.03.070 [B], the City Councilmembers signing below request that the attached agenda item (due in the City Clerk Department by Friday, 12:00 Noon) be placed on the City Council agenda under New Business via the supplemental agenda.

The agenda title/recommendation for this item reads as follows:

Request the City Manager to amend the Master Fee and Charges Schedule Resolution to Reflect the Reduced Administrative Use Permits and Tiered Conditional Use Permit Fees.

Council District	Authorizing Councilmember	Signed by
4	Patrick O'Donnell	
8	Rae Gabelich	
6	Dee Andrews	