



# CITY OF DORRIS CITY COUNCIL STAFF REPORT

October 2, 2023

## CITY OF DORRIS FEE STUDY

- PROJECT SUMMARY:** Proposed update of the City of Dorris Planning Fee Schedule
- ENVIRONMENTAL:** The project is exempt pursuant to CEQA Guidelines Sections 15061(b)(3), 15273(a)(1), and 15378(b)(4).
- RECOMMENDATION:** Accept the 2023 Planning Fee Study and adopt draft Resolution 23-11.
- ATTACHMENTS:**
- A. 2023 Planning Fee Study
  - B. Resolution 23-11, A Resolution of the City Council of the City of Dorris Accepting the 2023 Fee Study and Updating and Establishing Fees for Planning Services and Accessory Dwelling Units

## PROJECT OVERVIEW

In 2020, the City was awarded a SB 2 Planning Grant from the California Department of Housing and Community Development (HCD) to prepare and update various planning documents. Included in the award was funding for the preparation of a fee study that is intended to: ensure the City's planning fees do not exceed the reasonable costs of services; allow the City to more effectively recover the processing costs associated with different types of planning applications; reduce the cost of planning services that would otherwise be subsidized by the general fund; and ensure that fees for accessory dwelling units (ADUs) are consistent with state law. Funding for a fee study was requested because the City's planning fees were last updated in 2011, and due to the passage of time and the increased cost of services since adoption of the fees, there was concern the City was not adequately recovering its costs.

The *2023 Planning Fee Study* analyzes the City's current cost of services to process planning applications. To allow the City to more effectively recover its costs as well as ensure that fees do not exceed the reasonable cost of services, the fee study recommends fee deposits that reflect the estimated cost of services and that are set at or slightly below estimated costs. Additionally, to ensure water and wastewater fees charged by the City for accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) are consistent with state law, specific language has been recommended for inclusion on the fee schedule.

The fee study is included in its entirety as **Attachment A** to this staff report. To establish and update the planning fees recommended by the fee study, draft Resolution 23-11 is included as **Attachment B**. Once adopted, new fees become effective 60 days later.

## ENVIRONMENTAL RECOMMENDATION

It is planning staff's opinion that the project is exempt from environmental review pursuant to Sections 15061(b)(3), 15273(a)(1), and 15378(b)(4) of the California Environmental Quality Act (CEQA) Guidelines.

CEQA Guidelines Section 15061(b)(3) states "The activity is covered by the commonsense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA." Pursuant to CEQA Guidelines Section 15273(a)(1), CEQA does not apply to the establishment, modification, structuring, restructuring,

or approval of rates, tolls, fares, or other charges by public agencies to meet operating expenses. CEQA Guidelines Section 15378(b) identifies certain activities that are not considered a “project” under CEQA. Per Section 15378(b)(4), “project” does not include the creation of a government funding mechanism that does not involve commitment to a specific project with the potential to impact the environment.

Consequently, the project is exempt from CEQA because (1) it can be seen with certainty that the project does not have the potential to cause a significant effect on the environment; (2) the project entails the establishment, modification, structuring, restructuring, and approval of rates and other charges to meet the City’s operating expenses; and (3) the project entails the creation of a government funding mechanism with no commitment to a specific project with the potential to impact the environment.

If the City Council concurs with planning staff’s environmental recommendation, it should make the finding that the project is exempt from CEQA prior to project approval. Accordingly, findings in support of the recommended environmental determination have been incorporated into one of the suggested motions below as well as the draft resolution prepared for the City Council’s consideration.

**PLANNING STAFF RECOMMENDATION**

The City Council should review the fee study, draft resolution, and recommended environmental determination. The City Council should then consider any public testimony and determine whether revisions to the fee study, resolution, or environmental determination should be made. If the City Council is not recommending substantial revisions to any of the above, planning staff recommends the City Council take the following action:

1. **Adopt** Resolution 23-11, A Resolution of the City Council of the City of Dorris Accepting the 2023 Fee Study and Establishing Fees for Planning Services and Accessory Dwelling Units.

**SUGGESTED MOTIONS**

To approve the project, the following motions should be made separate from one another and in sequence, with the second motion made only after the first motion is made and carries.

- A. I move that we make the finding that the project would not have a significant adverse effect on the environment and that we adopt the recommended CEQA exemptions.
- B. I move that we adopt Resolution 23-11 to establish and update planning fees as recommended by the fee study.

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ATTACHMENT A  
2023 PLANNING FEE STUDY

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# 2023 PLANNING FEE STUDY

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**City of Dorris**  
307 S Main Street  
Dorris, CA 96023



October 2023

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### INTRODUCTION AND APPROACH

As increasing responsibilities and fiscal limitations are imposed on local governments in the State of California, it has become increasingly important for local governments to be able to recover certain operating expenses through the collection of user fees. A user fee, or service fee, is a charge imposed by an agency on individuals and organizations for services that are requested by and rendered for the specific benefit of the individual or organization.

User fees in California must conform to the statutory requirements of the California Constitution and the California Code of Regulations, including Government Code Section 66014. By law, local governments can levy fees for the services provided when the decision to utilize said services is voluntary, and the fees charged are reasonably related to the cost of providing those services. However, user fees may not exceed the reasonable costs of services for which they are collected unless the excess fees are approved by a two-thirds vote of the electorate.

Like most agencies in California, the City of Dorris imposes user fees for the planning services that it provides, with the City last updating its fees in 2011. Nevertheless, due to the passage of time and changes in staff since the fees were last updated, the City believes it is time to reevaluate many of its user fees to ensure project costs are being adequately captured. It is an important factor that, if the cost incurred by the City for staff and contract staff to process an application exceeds the fees paid by the applicant, the public is effectively subsidizing those services.

At present, the City's fee schedule allows the City to recover all of the costs it incurs to process an application. Per the current fee schedule, fees are a 25% deposit toward an estimated cost and actual costs can vary. However, even when the City can recover its costs through further invoicing, fee deposits that are established too low and/or are based on outdated information can result in unrealistic cost expectations for project proponents and create additional or unnecessary work for the City. In addition, not all project types have a fee associated with them and/or require a written estimate (i.e., those with estimated costs exceeding \$1,500). In these instances, city staff prepare a written estimate, which the City would then collect a 25% deposit towards at the time of application. To develop the estimate, the proposal is circulated to all relevant staff to determine how much of their time the project will require. Once anticipated time and costs have been calculated, city staff provides the project proponent with the estimate and informs them of their application fee. Although the City has already incurred cost preparing the estimate, it is typically only once a project proponent understands the full cost of their project that they decide whether to pursue it. Sadly, it is also not uncommon for applicants whose projects are denied forgoing further payment beyond the initial deposit, leaving the general fund to carry the cost. For these reasons, the user fees recommended herein below are set close to but slightly below the estimated cost of services with the deposit set to recover most costs even if the project is denied. Again, user fees may not exceed the reasonable cost of services. Additionally, fees for application types beyond those currently anticipated on the City's fee schedule are included to eliminate the need to calculate fees on a project-by-project basis as much as possible.

### Study Objectives

The objective of the City of Dorris fee study is to assess existing costs and cost recovery, and to recommend adoption of a fee schedule that: (1) ensures the city's planning fees do not exceed the reasonable costs of services; (2) allows the City to more effectively recover the processing costs associated with different types of planning applications; (3) reduces the cost of planning services that would otherwise be subsidized by the general fund; and (4) ensures that fees for accessory dwelling units (ADUs) are consistent with state law.

### Policy Considerations

Economists and local government practitioners advocate the utilization of user fees by local governments to finance certain public services that primarily benefit the individual user. User fees apply to those individuals or organizations that voluntarily consume services or use public facilities. User fees are favored because they create additional revenues to offset costs and can lead to more efficient utilization of resources.

While state law stipulates that user fees cannot exceed the reasonable cost of providing services, the City of Dorris may seek to recover as much of the direct and indirect costs associated with providing planning services as is feasible. Further, city policy may dictate which costs should be recovered and to what extent fees should offset the cost of providing services.

Spreading a portion of overhead costs to fees is a common practice among government agencies, assuming the amount and the allocation method are fair and reasonable. Arguably, certain overhead costs are necessary for the support and function of planning services provided by the City. Without administrative support and supplies, city staff could not effectively serve individuals within the community.

With regulatory changes and changes to city staff, the costs associated with the provision of planning services will vary. Because of these inherent changes, it is important that the City implement a fee schedule that can easily be updated to reflect changes as they occur. This is a critical element of any fee schedule. Flexibility and periodic review will ensure the City is able to maintain fees that are based on the current and reasonable costs of providing services to its customers.

### Approach

There are two basic approaches to calculating user fees:

- Typical Case Study Method - This approach estimates the direct and indirect labor and material costs associated with providing a typical unit of service (e.g., permit processing) to a single user. The case study method is preferred when there is little potential for variability in the cost of providing the service and/or the service is not provided on a regular basis. Costs are typically estimated based on interviews with agency staff regarding the amount of time spent on specific tasks as well as a review of available records.
- Average Cost Method - As the name implies, this approach estimates the cost per unit of service following a review of all instances that the service was provided over a period of time. For instance, in order to determine the typical expense a city incurs when processing a use permit, the total costs associated with processing all use permit applications over the course of a year would be divided by the total number of use permit applications processed during that period. This approach is particularly beneficial when the cost of a particular service is somewhat variable, the service is provided on a routine basis, and the costs associated with that service can be readily discerned from available data.

Unfortunately, due to the irregularity of applications for planning and development services in the City of Dorris and the resulting small sample size with which to estimate costs, the typical case study method of calculating fees has been determined to be more appropriate for the purposes of this study than the average cost method. However, where sufficient data was available and where appropriate, certain principles of the average cost method have been applied.

### ***Fee Study Work Plan***

The work plan was guided by the City's objective of recovering the greatest practicable percentage of direct costs associated with providing planning and development services. Each unit of planning service provided by the City was examined. The work plan consisted of a data collection task, the development of a fee model based on the study's objectives and the data collected, and finally, the development of preliminary conclusions as to adequacy toward recovery of costs, based primarily on estimated costs of services to process applications and comparison of fees charged by other local government agencies in the region.

### ***Cost Identification***

There are two distinct philosophies regarding the degree of cost recovery for planning and development services. Some public officials argue that user fees should be based on the amount of service directly rendered for a particular project or activity, and that the cost of maintaining administrative support to provide those services should be borne by an agency's general fund.

The counter argument is that administrative support to provide these services would be unnecessary if it were not for the requests and proposals brought before the City, and that costs for maintaining the administrative support should be borne by the responsible parties. In other words, the processing of planning and development applications requires a staffed and supplied organization prepared to meet the demands for services placed upon it by applicants, and that the applicants themselves should be responsible for their fair share of the associated financial burden.

Some form of "administrative infrastructure" is necessary to sustain the planning services requested of and provided by the City. Further, the costs associated with providing these services can be recovered from applicants in the form of service fees. After research into the issue, however, it was determined that indirect costs and administrative infrastructure values would be difficult to establish (on a per-service-unit, per-hour basis) and accurately redistribute, and would add only a negligible increment to establishing costs and fees. The City Administrator and Office Clerks participate in proceedings related to planning and development applications and are identified in the cost estimate process, however, no indirect costs have been included.

### ***Data Collection***

This fee study identifies the direct cost layers that support the provision of planning and development services. For the purpose of this study, cost layers are defined as "direct labor hours for city and contract staff on fee-generating applications and permits." An effort has been made to identify the time required of each staff member relative to each application type to accurately reflect the costs of the planning and development services provided by the City. The cost of labor was determined using contract rates, the City's adopted pay scales, and employee benefit costs.

As part of the data collection task, a review of relevant city documents was undertaken. This included:

- Pay scales,
- Employee benefit costs, and
- Planning and development history.

The final data collection tool is a comparative development services fee matrix, which compares the City's fee schedule with those from other nearby jurisdictions in the region, including:

1. City of Dunsmuir
2. City of Etna
3. City of Montague
4. City of Mt. Shasta
5. City of Tulelake
6. City of Yreka
7. County of Siskiyou

The matrix is useful for benchmarking the City’s planning and development fees with nearby jurisdictions. At the same time, in speaking with the jurisdictions surveyed, it is apparent that some of the jurisdictions have not updated their planning fees in several years and similarly plan to do so.

### **Cost of Service Analysis – Planning Fees**

This section provides an analysis of the cost of providing planning and development services in the City of Dorris, as well as the current fees charged by the City. As discussed, it also includes planning fees charged by other jurisdictions in the region.

### **Description of Services**

City staff provide a variety of current and advanced planning services for the City. The contract City Planner reviews projects for compliance with the General Plan and Municipal Code and updates planning documents consistent with community need and state law. In addition, the City Administrator and Office Clerks participate in the processing of applications for development activity in the city. The “current planning” services are the primary subject of this analysis.

### **Current Planning Services**

City services includes the processing of applications submitted by property owners, business owners, and developers that have the potential to create change and generate new uses in the city. These are typically referred to as current planning services. Current planning services include:

- General assistance for project proponents;
- Pre-application meetings between project proponents and city staff to evaluate project consistency with the General Plan and Zoning Ordinance, and to discuss relevant application procedures and the approval process;
- Administration, maintenance, and enforcement of the Zoning Ordinance;
- Report preparation and participation at City Council meetings; and
- Project review and processing. If a project proponent proceeds with a project for which one or more permits are required, an application will likely need to be processed by the City.

In the City of Dorris, applications can be processed for:

- General Plan Amendments
- Zone Changes
- Planned Development Applications
- Use Permits
- Home Occupation Permits
- Sign Permits
- Fence Permits
- Tentative Subdivision Maps
- Tentative Parcel Maps
- Boundary Line Adjustments

- Certificates of Compliance
- Time Extensions
- Variances
- Annexations
- Appeals
- Reclamation Plans

**Staffing**

For the current fiscal year, planning services are primarily provided by a combination of on-call and permanent city staff, including the City Administrator, City Planner, Office Clerk(s), and Building Inspector. When appropriate, the City Engineer, Fire Chief, and City Attorney also review and assist in the processing of applications.

**ESTIMATED COST OF SERVICES**

In the following section, the primary planning services provided by the City are identified by the type of application, with estimates of the staff time required to process the “typical” application. Where available, the estimates are based on actual time spent on past projects in the city. Atypical applications or “outliers” were not included to avoid skewing the results.

**Public Noticing Costs**

Where a public hearing is required, the associated mailing costs have been incorporated into the Estimated Cost of Services. Public hearings require that a notice be posted in three public locations and mailed to all owners of property within 300 feet of the project site. This has an estimated cost of \$70 per hearing. The estimate includes staff time to prepare, print, and mail a public hearing notice of average length to 30 property owners at current United States Postal Service rates. When noticing in the newspaper is also required, it has an additional cost of \$115.

**1. GENERAL PLAN AMENDMENTS**

Per state law, prior to amending the general plan, notices must be provided to local, state, and tribal governments. Additionally, public hearings must be held before the City Council. This entails the preparation, posting, and mailing of notices. This all contributes to a more substantial review process and staff report. Although subject to the California Environmental Quality Act (CEQA), the estimated cost below does not include environmental review. Please see CEQA Processing and Filing Fees on page 30 for a discussion of CEQA costs.

Estimated costs anticipate a greater share of the City Planner’s time to prepare and distribute required public, state, and tribal government notices, prepare a staff report, review potential impacts to city services and adjacent land uses, and update the General Plan when the project is complete and less of a time requirement for “non-planning” staff.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	3.0	\$90
Office Clerk(s)	\$25	1.0	\$25
City Planner	\$95	21.5	\$2,043
City Engineer	\$165	2.0	\$330
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$2,673</b>
Current Fee:	\$2,440
Current Fee Deposit:	\$610
<b>Current Cost Recovery:</b>	<b>91.30%</b>

*Estimate includes cost of public noticing.*

**Fees in Nearby Agencies:**

City of Dunsmuir	\$2,765 deposit/actual cost
City of Etna	\$2,650 deposit/actual cost
City of Montague	\$2,700 deposit/actual cost
City of Mt. Shasta	\$902 + actual cost
City of Tulelake	\$2,600 deposit/actual cost
City of Yreka	\$2,192 deposit/actual cost
County of Siskiyou	\$1,200 - \$1,725

**2. ZONE CHANGES & CODE AMENDMENTS**

Zone changes and code amendments are required to be consistent with the general plan. Because of this, applications for zone changes and code amendments often include a general plan amendment as well. As with general plan amendments, zone changes and code amendments require a public hearing before the City Council along with the associated public noticing. Estimated costs do not include environmental review.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	3.5	\$105
Office Clerk(s)	\$25	1.0	\$25
City Planner	\$95	20.0	\$1 900
City Engineer	\$165	1.0	\$165
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$2,380</b>
Current Fee:	\$3,560
Current Fee Deposit:	\$890
<b>Current Cost Recovery:</b>	<b>149.58%</b>

*Estimate includes cost of public noticing.*

**Fees in Nearby Agencies:**

City of Dunsmuir	\$2,510 deposit/actual cost
City of Etna	\$2,250 deposit/actual cost
City of Montague	\$2,350 deposit/actual cost
City of Mt. Shasta	\$902 + actual cost
City of Tulelake	\$2,180 deposit/actual cost
City of Yreka	\$2,192 deposit/actual cost
County of Siskiyou	\$1,325 - \$1,950

**3. CONDITIONAL USE PERMITS**

Given that much of the land in the city is already developed, most projects requiring a use permit are proposed within existing structures where the required infrastructure is in place to support the project. This results in less staff time to process the application than if new or expanded facilities were proposed. (A separate analysis of estimated costs and cost recovery is included for *Conditional Use Permits With Engineer Review*.) Still, specific findings must be made to approve a use permit, which contributes to a more detailed review and typically involves developing conditions of approval to support the findings. Use permits also require a properly noticed public hearing.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	3.5	\$105
Office Clerk(s)	\$25	0.5	\$13
City Planner	\$95	13.0	\$1,235
City Engineer	\$165	--	\$0
City Attorney	\$170	--	\$0
Building Inspector	\$45	--	\$0
Fire Chief	\$30	--	\$0

<b>Estimated Cost of Services:</b>	<b>\$1,423</b>
Current Fee:	\$1,760
Current Fee Deposit:	\$440
<b>Current Cost Recovery:</b>	<b>123.73%</b>

*Estimate includes cost of public noticing.*

**Fees in Nearby Agencies:**

City of Dunsmuir	\$1,505 deposit/actual cost
City of Etna	\$1,550 deposit/actual cost
City of Montague	\$1,550 deposit/actual cost
City of Mt. Shasta	\$902 + actual cost
City of Tulelake	\$1,480 deposit/actual cost
City of Yreka	\$2,192 deposit/actual cost
County of Siskiyou	\$525 - \$1,100

**4. CONDITIONAL USE PERMITS WITH ENGINEER REVIEW**

As indicated above, when infrastructure would be constructed and/or modified as part of project, a greater amount of staff time is required to process a conditional use permit application. Upon receipt of a complete application, the City Planner circulates it to the City Engineer Fire Chief and for review. Each individual reviews the application relative to their responsibilities and develops recommended conditions of approval when appropriate. A staff report is prepared and presented at a properly noticed public hearing before the City Council. Following project approval, compliance with the adopted conditions of approval is reviewed prior to validation of the use permit.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	3.5	\$105
Office Clerk(s)	\$25	0.5	\$13
City Planner	\$95	13.0	\$1,235
City Engineer	\$165	2.5	\$413
City Attorney	\$170	--	\$0
Building Inspector	\$45	--	0
Fire Chief	\$30	0.5	\$15

<b>Estimated Cost of Services:</b>	<b>\$1,850</b>
Current Fee:	\$1,760
Current Fee Deposit:	\$440
<b>Current Cost Recovery:</b>	<b>95.14%</b>

*Estimate includes cost of public noticing.*

**Fees in Nearby Agencies:**

City of Dunsmuir	\$2,330 deposit/actual cost
City of Etna	\$1,550 deposit/actual cost
City of Montague	\$1,550 deposit/actual cost
City of Mt. Shasta	\$902 + actual cost
City of Tulelake	\$1,480 deposit/actual cost
City of Yreka	\$2,192 deposit/actual cost
County of Siskiyou	\$525 - \$1,100

**5. ADMINISTRATIVE USE PERMITS**

The processing of administrative use permit applications is typically a function of the City Administrator, who reviews the application for compliance with City Code prior to issuing the permit administratively.

**Amount and Cost of Staff Time:**

<b>Staff</b>	<b>Hourly Rate</b>	<b>Hours</b>	<b>Cost</b>
City Administrator	\$30	4.0	\$120
Office Clerk(s)	\$25	0.5	\$13
City Planner	\$95	0.5	\$48
City Engineer	\$165	--	--
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$180</b>
Current Fee:	N/A
Current Fee Deposit:	N/A
<b>Current Cost Recovery:</b>	<b>N/A</b>

**Fees in Nearby Agencies:**

City of Dunsmuir	N/A
City of Etna	N/A
City of Montague	N/A
City of Mt. Shasta	N/A
City of Tulelake	N/A
City of Yreka	\$778
County of Siskiyou	\$525

**6. HOME OCCUPATION PERMITS**

The processing of home occupation permit applications is typically a function of the City Administrator, who reviews the application for compliance with City Code prior to issuing the permit administratively.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	2.0	\$60
Office Clerk(s)	\$25	--	--
City Planner	\$95	--	--
City Engineer	\$165	--	--
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$60</b>
Current Fee:	\$60
Current Fee Deposit:	\$60
<b>Current Cost Recovery:</b>	<b>100.00%</b>

**Fees in Nearby Agencies:**

City of Dunsmuir	\$55 deposit/actual cost
City of Etna	\$50 deposit/actual cost
City of Montague	N/A
City of Mt. Shasta	\$125
City of Tulelake	\$40 deposit/actual cost
City of Yreka	\$125
County of Siskiyou	\$0 - \$250

**7. SIGN PERMITS**

The processing of sign permit applications is a function of the Building Inspector and City Administrator, who review the application for compliance with City Code prior to issuing the permit administratively. If a building permit is required, building permit application fees are in accordance with the City’s building fee schedule.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	1.0	\$30
Office Clerk(s)	\$25	--	--
City Planner	\$95	--	--
City Engineer	\$165	--	--
City Attorney	\$170	--	--
Building Inspector	\$45	1.5	\$68
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$98</b>
Current Fee:	\$60
Current Fee Deposit:	\$60
<b>Current Cost Recovery:</b>	<b>61.54%</b>

**Fees in Nearby Agencies:**

City of Dunsmuir	\$130 deposit/actual cost (admin. approval) - \$500 deposit/actual cost (Planning Commission approval)
City of Etna	\$65 deposit/actual cost
City of Montague	\$590 deposit/actual cost
City of Mt. Shasta	\$90 (resurfacing) - \$135 (new sign)
City of Tulelake	\$70 deposit/actual cost
City of Yreka	\$315
County of Siskiyou	\$150

**8. FENCE PERMITS**

Like sign permits, the processing of fence permit applications is typically a function of the Building Inspector, who reviews the application for compliance with City Code prior to issuing the permit administratively. If a building permit is required, building permit application fees are in accordance with the City’s building fee schedule.

**Amount and Cost of Staff Time:**

<b>Staff</b>	<b>Hourly Rate</b>	<b>Hours</b>	<b>Cost</b>
City Administrator	\$30	0.5	\$15
Office Clerk(s)	\$25	--	--
City Planner	\$95	--	--
City Engineer	\$165	--	--
City Attorney	\$170	--	--
Building Inspector	\$45	1.0	\$45
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$60</b>
Current Fee:	N/A
Current Fee Deposit:	N/A
<b>Current Cost Recovery:</b>	<b>N/A</b>

**Fees in Nearby Agencies:**

City of Dunsmuir	\$70 deposit/actual cost
City of Etna	N/A
City of Montague	\$20 deposit/actual cost
City of Mt. Shasta	N/A
City of Tulelake	N/A
City of Yreka	N/A
County of Siskiyou	N/A

**9. OUTDOOR DINING AND SEATING PERMITS**

The processing of outdoor dining and seating permit applications is typically a function of the City Administrator, who reviews the application for compliance with City Code prior to issuing the permit administratively.

**Amount and Cost of Staff Time:**

<b>Staff</b>	<b>Hourly Rate</b>	<b>Hours</b>	<b>Cost</b>
City Administrator	\$30	3.0	\$90
Office Clerk(s)	\$25	0.5	\$13
City Planner	\$95	--	--
City Engineer	\$165	--	--
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	0.5	\$15

<b>Estimated Cost of Services:</b>	<b>\$118</b>
Current Fee:	N/A
Current Fee Deposit:	N/A
<b>Current Cost Recovery:</b>	<b>N/A</b>

**Fees in Nearby Agencies:**

City of Dunsmuir	N/A
City of Etna	N/A
City of Montague	N/A
City of Mt. Shasta	N/A
City of Tulelake	N/A
City of Yreka	N/A
County of Siskiyou	N/A

**10. SHORT-TERM RENTAL REGISTRATION CERTIFICATES**

The processing of short-term rental registration certificate applications will primarily be a function of the City Administrator. Upon approval of each short-term rental application, and on an annual basis, the short-term rentals registry will be updated to ensure accurate tracking. The registry will be utilized by City for compliance-related activities, including review of advertising platforms, and in the preparation of annual reports to the City Council regarding the community’s housing needs.

Prior to issuance of the short-term rental registration certificate, the property is inspected by the Building Inspector and Fire Chief for public safety and compliance with City Code. Thereafter, the property is inspected annually by the Fire Chief and once every three years by the Building Inspector and Fire Chief. Fees for inspections are provided separately.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	3.5	\$105
Office Clerk(s)	\$25	1.0	\$25
City Planner	\$95	0.5	\$48
City Engineer	\$165	--	--
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$178</b>
Current Fee:	N/A
Current Fee Deposit:	N/A
<b>Current Cost Recovery:</b>	<b>N/A</b>

**Fees in Nearby Agencies:**

City of Dunsmuir	\$225 deposit/actual cost
City of Etna	N/A
City of Montague	N/A
City of Mt. Shasta	N/A
City of Tulelake	N/A
City of Yreka	N/A
County of Siskiyou	N/A

**11. SHORT-TERM RENTAL INSPECTIONS – BUILDING AND FIRE DEPARTMENTS**

As indicated above, a joint inspection by the Building Department and Dorris Volunteer Fire Department is required prior to issuance of the initial short-term rental transient occupancy registration certificate, and again once every three years for as long as the property continues to be used as a short-term rental. The inspections will be conducted by the Building Inspector and Fire Chief for compliance with the City’s short-term rental regulations, Building Code, and Fire Code.

**Amount and Cost of Staff Time:**

<b>Staff</b>	<b>Hourly Rate</b>	<b>Hours</b>	<b>Cost</b>
City Administrator	\$30	0.5	\$15
Office Clerk(s)	\$25	--	--
City Planner	\$95	--	--
City Engineer	\$165	--	--
City Attorney	\$170	--	--
Building Inspector	\$45	1.5	\$68
Fire Chief	\$30	1.5	\$45

<b>Estimated Cost of Services:</b>	<b>\$128</b>
Current Fee:	N/A
Current Fee Deposit:	N/A
<b>Current Cost Recovery:</b>	<b>N/A</b>

**Fees in Nearby Agencies:**

City of Dunsmuir	\$145 deposit/actual cost
City of Etna	N/A
City of Montague	N/A
City of Mt. Shasta	N/A
City of Tulelake	N/A
City of Yreka	N/A
County of Siskiyou	N/A

**12. SHORT-TERM RENTAL INSPECTIONS – FIRE DEPARTMENT ONLY**

Annual fire safety inspections by the Dorris Volunteer Fire Department are required of all short-term rentals operating in the city. The inspections will be conducted by the Fire Chief.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	0.5	\$15
Office Clerk(s)	\$25	--	--
City Planner	\$95	--	--
City Engineer	\$165	--	--
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	1.5	\$45

<b>Estimated Cost of Services:</b>	<b>\$60</b>
Current Fee:	N/A
Current Fee Deposit:	N/A
<b>Current Cost Recovery:</b>	<b>N/A</b>

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**Fees in Nearby Agencies:**

City of Dunsmuir	\$95 deposit/actual cost
City of Etna	N/A
City of Montague	N/A
City of Mt. Shasta	N/A
City of Tulelake	N/A
City of Yreka	N/A
County of Siskiyou	N/A

**13. VARIANCES**

To grant a variance, a public hearing is required, and the City Council must be able to make specific findings pursuant to state law. This results in a more substantive review process, staff report, and public noticing requirements. While estimated costs do not include environmental review, for a variance this is often a relatively inexpensive exemption.

**Amount and Cost of Staff Time:**

<b>Staff</b>	<b>Hourly Rate</b>	<b>Hours</b>	<b>Cost</b>
City Administrator	\$30	2.5	\$75
Office Clerk(s)	\$25	0.5	\$13
City Planner	\$95	10.0	\$950
City Engineer	\$165	0.5	\$83
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$1,190</b>
Current Fee:	\$1,200
Current Fee Deposit:	\$300
<b>Current Cost Recovery:</b>	<b>100.84%</b>

*Estimate includes cost of public noticing.*

**Fees in Nearby Agencies:**

City of Dunsmuir	\$1,175 deposit/actual cost
City of Etna	\$1,160 deposit/actual cost
City of Montague	\$1,160 deposit/actual cost
City of Mt. Shasta	\$902 + actual cost
City of Tulelake	\$1,080 deposit/actual cost
City of Yreka	\$2,192 deposit/actual cost
County of Siskiyou	\$575 - \$775

**14. TENTATIVE SUBDIVISION MAPS**

The costs to process a subdivision vary, with the extent of improvements, quality of the application materials submitted, and the specifics of the project and project area all contributing factors. Estimated costs assume less time required of regular city staff and a more substantial time requirement of the contract City Planner and contract City Engineer, who together complete a detailed review of the proposed map for compliance with state and local law. With assistance from the City Administrator and Fire Chief, staff determine the improvements that will be required to serve future residents of the subdivision and recommended conditions of approval are prepared. Once it has been determined that a map is legally compliant and can proceed to the City Council for review and consideration, public hearing notices and a staff report are prepared. Estimated costs are independent of environmental review, which for a subdivision can be expensive.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	6.0	\$180
Office Clerk(s)	\$25	1.0	\$25
City Planner	\$95	21.0	\$1,995
City Engineer	\$165	14.5	\$2,393
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	1.0	\$30

<b>Estimated Cost of Services:</b>	<b>\$4,808</b>
Current Fee:	\$4,300
Current Fee Deposit:	\$1,075
<b>Current Cost Recovery:</b>	<b>89.44%</b>

<sup>1</sup> Estimate includes cost of public noticing.  
<sup>2</sup> Estimate is based on a minimum of five parcels. No upper limit.

**Fees in Nearby Agencies:**

City of Dunsmuir	\$4,665 deposit/actual cost
City of Etna	\$4,600 deposit/actual cost
City of Montague	\$4,450 deposit/actual cost
City of Mt. Shasta	\$902 + actual cost
City of Tulelake	\$4,730 deposit/actual cost
City of Yreka	\$2,192 deposit/actual cost
County of Siskiyou	\$1,550 + \$20/lot

**15. TENTATIVE PARCEL MAPS**

The processing of tentative parcel maps is similar to the processing of tentative subdivision maps, as described above, but tentative parcel maps are typically less complicated and time consuming due the limited number of lots that can be created. Again, environmental review has not been included in the estimated cost of services.

**Amount and Cost of Staff Time:**

<b>Staff</b>	<b>Hourly Rate</b>	<b>Hours</b>	<b>Cost</b>
City Administrator	\$30	4.0	\$120
Office Clerk(s)	\$25	0.5	\$13
City Planner	\$95	12.0	\$1,140
City Engineer	\$165	9.0	\$1,485
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	0.5	\$15

<b>Estimated Cost of Services:</b>	<b>\$2,958</b>
Current Fee:	\$2,470
Current Fee Deposit:	\$618
<b>Current Cost Recovery:</b>	<b>83.52%</b>

<sup>1</sup> Estimate includes cost of public noticing.

<sup>2</sup> Estimate is based on two parcels. Can include up to four parcels and a remainder.

**Fees in Nearby Agencies:**

City of Dunsmuir	\$3,025 deposit/actual cost
City of Etna	\$2,850 deposit/actual cost
City of Montague	\$2,580 deposit/actual cost
City of Mt. Shasta	\$902 + actual cost
City of Tulelake	\$2,840 deposit/actual cost
City of Yreka	\$2,192 deposit/actual cost
County of Siskiyou	\$1,175 - \$1,425

**9. CERTIFICATES OF COMPLIANCE**

A certificate of compliance is a determination by the City as to whether a parcel of land was created in compliance with the laws in effect at the time the parcel was divided. The time required to draft a certificate is not significant, however, the research necessary prior to preparing a certificate can occasionally consume a great deal of time. Because most city lots are legally created through approved subdivisions, certificates of compliance are not commonly requested for properties inside city limits. Environmental review is not included but generally applications of this type are exempt.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	1.0	\$30
Office Clerk(s)	\$25	--	--
City Planner	\$95	4.5	\$428
City Engineer	\$165	1.0	\$165
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$623</b>
Current Fee:	\$275
Current Fee Deposit:	\$69
<b>Current Cost Recovery:</b>	<b>44.18%</b>

**Fees in Nearby Agencies:**

City of Dunsmuir	\$1,110 deposit/actual cost
City of Etna	\$630 deposit/actual cost
City of Montague	\$610 deposit/actual cost
City of Mt. Shasta	N/A
City of Tulelake	\$650 deposit/actual cost
City of Yreka	N/A
County of Siskiyou	\$650 + \$50/lot over 2 lots

**10. REVERSIONS TO ACREAGE**

Reversions to acreage are the repackaging of previously subdivided land into the original parent parcel through the recordation of a new map. Because they require a public hearing and review by the City Council, who must make specific findings per state law, as well as the preparation, review, and recordation of a map and legal description, they are more time consuming and costly than other options, such as lot line adjustments and mergers. As a result, one of the alternative methods of consolidating parcels is typically preferred. Estimated costs do not include environmental review, but they are considered exempt under CEQA.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	1.0	\$30
Office Clerk(s)	\$25	1.0	\$25
City Planner	\$95	7.5	\$713
City Engineer	\$165	3.0	\$495
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$1,333</b>
Current Fee:	N/A
Current Fee Deposit:	N/A
<b>Current Cost Recovery:</b>	<b>N/A</b>

*Estimate includes cost of public noticing.*

**Fees in Nearby Agencies:**

City of Dunsmuir	\$1,495 deposit/actual cost
City of Etna	\$1,380 deposit/actual cost
City of Montague	\$1,490 deposit/actual cost
City of Mt. Shasta	N/A
City of Tulelake	\$1,330 deposit/actual cost
City of Yreka	N/A
County of Siskiyou	N/A

**11. LOT LINE ADJUSTMENTS**

Most lot line adjustments are straightforward as the City is provided only limited review authority under state law. Moreover, the applications themselves are typically professionally prepared by knowledgeable and experienced surveyors. As a result, lot line adjustments generally require limited staff time and no public hearing. However, state law limits the number of parcels that can be adjusted at one time to four. Estimated costs do not include environmental review, but lot line adjustments are generally considered exempt under CEQA.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	1.0	\$30
Office Clerk(s)	\$25	--	--
City Planner	\$95	7.5	\$713
City Engineer	\$165	0.5	\$83
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$825</b>
Current Fee:	\$340
Current Fee Deposit:	\$85
<b>Current Cost Recovery:</b>	<b>41.21%</b>

**Fees in Nearby Agencies:**

City of Dunsmuir	\$890 deposit/actual cost
City of Etna	\$880 deposit/actual cost
City of Montague	\$870 deposit/actual cost
City of Mt. Shasta	\$319
City of Tulelake	\$840 deposit/actual cost
City of Yreka	\$4,661 deposit/actual cost
County of Siskiyou	\$725 + \$50/lot > 2 lots

**12. MERGERS**

Mergers allow for more than four parcels to be combined without the need for sequential lot line adjustments, reversion to acreage, or the filing of a parcel map. They are typically straightforward and, aside from preparation of a staff report and City Council review, require relatively little processing time.

**Amount and Cost of Staff Time:**

<b>Staff</b>	<b>Hourly Rate</b>	<b>Hours</b>	<b>Cost</b>
City Administrator	\$30	1.0	\$30
Office Clerk(s)	\$25	--	--
City Planner	\$95	6.5	\$618
City Engineer	\$165	--	--
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$648</b>
Current Fee:	N/A
Current Fee Deposit:	N/A
<b>Current Cost Recovery:</b>	<b>N/A</b>

**Fees in Nearby Agencies:**

City of Dunsmuir	\$755 deposit/actual cost
City of Etna	Processed via lot line adjustment
City of Montague	\$780 deposit/actual cost
City of Mt. Shasta	Processed via lot line adjustment
City of Tulelake	Processed via lot line adjustment
City of Yreka	Processed via lot line adjustment
County of Siskiyou	Processed via lot line adjustment

**13. TIME EXTENSIONS**

Time extensions must be applied for by a subdivider prior to the expiration of a tentative map, which has an initial life of 24 months. Pursuant to Government Code Section 66452.6(e), maps may “be extended by the legislative body or by an advisory agency authorized to approve or conditionally approve tentative maps for a period or periods not exceeding a total of six years.”

**Amount and Cost of Staff Time:**

<b>Staff</b>	<b>Hourly Rate</b>	<b>Hours</b>	<b>Cost</b>
City Administrator	\$30	1.5	\$45
Office Clerk(s)	\$25	1.0	\$25
City Planner	\$95	4.0	\$380
City Engineer	\$165	1.0	\$165
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$615</b>
Current Fee:	\$75
Current Fee Deposit:	\$75
<b>Current Cost Recovery:</b>	<b>12.20%</b>

**Fees in Nearby Agencies:**

City of Dunsmuir	\$835 deposit/actual cost
City of Etna	\$490 deposit/actual cost
City of Montague	\$470 deposit/actual cost
City of Mt. Shasta	\$902 + actual cost
City of Tulelake	\$640 deposit/actual cost
City of Yreka	\$200
County of Siskiyou	\$175 - \$300

**14. APPEALS**

Mainly a function of the City Administrator, who compiles a record of the project with assistance from other staff, schedules the appeal hearing, and takes it to the City Council for consideration.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	5.5	\$165
Office Clerk(s)	\$25	1.5	\$38
City Planner	\$95	0.5	\$48
City Engineer	\$165	0.5	\$83
City Attorney	\$170	1.0	\$170
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$573</b>
Current Fee:	\$435
Current Fee Deposit:	\$109
<b>Current Cost Recovery:</b>	<b>75.98%</b>

*Estimate includes cost of public noticing.*

**Fees in Nearby Agencies:**

City of Dunsmuir	\$900 deposit/actual cost
City of Etna	\$630 deposit/actual cost
City of Montague	\$700 deposit/actual cost
City of Mt. Shasta	50% of permit fee for fixed fee projects and 15% of project cost for deposit based projects
City of Tulelake	\$560 deposit/actual cost
City of Yreka	15% of permit fee or minimum fee of \$500
County of Siskiyou	\$925 - \$1,300

**15. OUT OF AREA SERVICE AGREEMENTS**

Pursuant to state law, prior to extending water or wastewater service to properties outside city limits, the City must receive authorization from the Local Agency Formation Commission (LAFCo). To initiate the process, a landowner petitions the City for the service(s) and a staff report to the City Council is prepared. Once approved by the City Council, the City submits an application to LAFCo on behalf of the property owner. LAFCo’s application fees are currently \$400 for an administratively approved out of area services agreement (OASA) and \$1,800 for an OASA subject to the Commission’s review. LAFCo application fees are treated as pass-through costs, with the landowner submitting separate payments for the City and LAFCo.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	1.0	\$30
Office Clerk(s)	\$25	0.5	\$13
City Planner	\$95	7.0	\$665
City Engineer	\$165	0.5	\$83
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$790</b>
Current Fee:	N/A
Current Fee Deposit:	N/A
<b>Current Cost Recovery:</b>	<b>N/A</b>

**Fees in Nearby Agencies:**

City of Dunsmuir	\$795 deposit/actual cost
City of Etna	N/A
City of Montague	N/A
City of Mt. Shasta	N/A
City of Tulelake	N/A
City of Yreka	N/A
County of Siskiyou	N/A

**16. ANNEXATIONS**

The annexation process begins with the City Council passing a resolution of application to annex certain territory. This application is filed with the Local Agency Formation Commission (LAFCo), along with the certified resolution for annexation. By statute, the resolution must include certain language and be accompanied by prescribed documentation, such as a statement as to the nature of the proposal, a description of how services will be provided to the area proposed for annexation, a legal description of the property, various maps, and CEQA compliance documentation. It also requires the City and County to reach a tax sharing agreement for the territory being annexed. The effort required to annex territory is variable and depends upon several factors, including size of the territory, number of affected landowners, and whether detachments from any special districts may be necessary. Additionally, LAFCo currently charges cities an application fee of \$1,100 for a simple annexation and \$1,800 for a complex annexation. Estimated costs do not include LAFCo fees or environmental review.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	3.0	\$75
Office Clerk(s)	\$25	2.0	\$50
City Planner	\$95	21.0	\$1,995
City Engineer	\$165	4.5	\$743
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$3,048</b>
Current Fee:	N/A
Current Fee Deposit:	N/A
<b>Current Cost Recovery:</b>	<b>N/A</b>

*Estimate includes cost of public noticing.*

**Fees in Nearby Agencies:**

City of Dunsmuir	\$3,425 deposit/actual cost + LAFCo fees
City of Etna	\$3,050 deposit/actual cost + LAFCo fees
City of Montague	\$2,900 deposit/actual cost + LAFCo fees
City of Mt. Shasta	\$902.29 + Actual cost
City of Tulelake	\$3,150 deposit/actual cost + LAFCo fees
City of Yreka	\$2,192 deposit/actual cost + LAFCo fees
County of Siskiyou	N/A

**17. RECLAMATION PLANS**

The processing of reclamation plans is uncommon for many cities because surface mining operations typically locate on larger parcels in unincorporated areas. State law establishes the requirements for reclamation plans and amendments to reclamation plans. When proposed, city staff review the plan or amended plan to ensure that the project is consistent with state law. Oftentimes a reclamation plan is processed in conjunction with a conditional use permit. Environmental review, though typically necessary, is not included in the estimated cost of services.

**Amount and Cost of Staff Time:**

Staff	Hourly Rate	Hours	Cost
City Administrator	\$30	3.5	\$105
Office Clerk(s)	\$25	0.5	\$13
City Planner	\$95	17.5	\$1,663
City Engineer	\$165	8.5	\$1,403
City Attorney	\$170	--	--
Building Inspector	\$45	--	--
Fire Chief	\$30	--	--

<b>Estimated Cost of Services:</b>	<b>\$3,368</b>
Current Fee:	\$2,945
Current Fee Deposit:	\$736
<b>Current Cost Recovery:</b>	<b>87.45%</b>

*Estimate includes cost of public noticing.*

**Fees in Nearby Agencies:**

City of Dunsmuir	\$3,895 deposit/actual cost
City of Etna	\$3,350 deposit/actual cost
City of Montague	\$3,230 deposit/actual cost
City of Mt. Shasta	N/A
City of Tulelake	\$3,360 deposit/actual cost
City of Yreka	N/A
County of Siskiyou	\$1,100 (50% for amendments)

**CEQA PROCESSING AND FILING FEES**

The City collects fees for the preparation, processing, and filing of environmental review documents that are required pursuant to CEQA. Because discretionary approvals are subject to CEQA, environmental services are provided in conjunction with many of the application types discussed above. Environmental services do not require a separate application, and the type of environmental review document to be prepared is determined by a variety of factors. The cost to prepare and file a legally defensible CEQA document can range from as low as \$105 for an exemption upwards to hundreds of thousands of dollars for a comprehensive environmental impact report. Additionally, the State establishes the filing fees for CEQA documents, which are adjusted annually and can add a few thousand dollars of expense to a project. Because of this, the City should treat filing fees as pass through costs and collect a small percentage of the total estimated CEQA costs to cover the City’s overhead. These overhead costs can include preparing and circulating requests for proposals; review, consideration, and selection of qualified consultants; preparation, review, and processing of draft CEQA documents; project review and oversight; and the filing of documents and notices with county, state, and tribal governments.

The typical CEQA costs associated with document preparation, processing, filing, and post-approval monitoring are provided in the table below along with the City’s current fees.

	<b>Preparation, Processing, &amp; Inspection Costs</b>	<b>2023 CEQA Filing Fees</b>	<b>City Fees</b>
Notice of Exemption	\$55	\$50	N/A
Initial Study/Negative Declaration	\$10,000+	\$2,764.00	N/A
Initial Study/Mitigated Negative Declaration	\$10,000+	\$2,764.00	N/A
Environmental Impact Report	\$40,000+	\$3,839.25	N/A
Mitigation Monitoring	Variable	--	N/A

Projects that are exempt from CEQA are not required to file a notice of exemption (NOE), however, doing so reduces that statute of limitations for legal challenges under CEQA from 180 days to 35 days. As a result, many applicants opt to have the City file a NOE with the County Clerk for their project. The estimated cost to prepare and file a NOE is \$105, which includes 0.5 hour of the City Planner’s time, 0.25 hour of the City Administrator’s time, the County Clerk’s \$50 filing fee, and printing and postage costs.

To address the highly variable nature of other CEQA costs and allow the City to recover the overhead expenses it incurs on behalf of applicants to comply with CEQA, it is recommended that the City set all CEQA fees, other than exemptions, at actual cost plus 10 percent (see **Appendix B**).

## **FINDINGS**

The City of Dorris' current fee schedule establishes fees for many of the planning services provided by the City. Nevertheless, as costs have increased, a percentage of the costs incurred by the City are not being recovered. Also, new fees are needed to reflect the 2023 Zoning Code Update and some fees should be reduced or eliminated to reflect streamlining and efficiencies. While development-related activity has not been significant, the costs incurred to process applications for reimbursable activities potentially impacts the general fund and the provision of other city services. Based on experience, it is not unusual for cities and counties to implement adjustments in many fee-generating services upon completion of a fee study to ensure adequate and reasonable cost recovery.

### **Recommendations for an Updated Fee Schedule**

This study identified and assigned costs to existing planning services. An objective was to adjust the current fee structure to better reflect services provided by staff engaged in planning-related activities. As such, staff is recommending the following for City Council consideration:

1. No changes to existing fees where fees are estimated to be adequate.
2. Reduce those fees that exceed the reasonable costs of services.
3. Repeal those fees determined to be unnecessary.
4. Establish fees that provide for 100% cost recovery with a deposit due at the time of application that is at or slightly below the estimated cost of services. This not only establishes realistic applicant expectations at the earliest opportunity, but it better ensures the general fund is not subsidizing private development that may not occur.
5. As state and local laws evolve, particularly relative to state housing law, it is inevitable that not all planning application types will have been considered in this fee study. For this reason, biennial review of the fees, and updates when needed, are recommended.



**APPENDIX A - RECOMMENDED FEE SCHEDULE**

**CITY OF DORRIS**

307 S Main Street

Dorris, CA 96023

Ph: 530-397-3511 / Fax: 530-397-8831

**PLANNING APPLICATION FEES:**

Projects will be billed for the actual cost of processing. All fees are considered estimates and deposits against actual cost. Fees are due at the time of application and must be paid in their entirety prior to the City taking action on a project. Any fees not listed shall be at cost plus 10%.

___ General Plan Amendment .....	\$2,670
___ Zone Change or Code Amendment.....	\$2,380
___ Conditional Use Permit .....	\$1,420
___ Conditional Use Permit w/ Engineer Review .....	\$1,850
___ Administrative Use Permit.....	\$180
___ Home Occupation Permit .....	\$60
___ Sign Permit .....	\$95
___ Fence Permit .....	\$60
___ Outdoor Dining and Seating Permit.....	\$115
___ Short-Term Rental Registration Certificate .....	\$175
___ Short-Term Rental Inspection – Building and Fire Departments .....	\$125
___ Short-Term Rental Annual Inspection – Fire Department.....	\$60
___ Variance .....	\$1,190
___ Tentative Subdivision Map (≥ 5 lots) .....	\$4,805
___ Tentative Parcel Map (< 5 lots) .....	\$2,955
___ Certificate of Compliance .....	\$620
___ Reversion to Acreage.....	\$1,330
___ Lot Line Adjustment .....	\$825
___ Merger .....	\$645
___ Time Extension.....	\$615
___ Appeal .....	\$570
___ Out of Area Service Agreement.....	\$790 + LAFCo Fees
___ Annexation .....	\$3,045 + LAFCo fees
___ Reclamation Plan .....	\$3,360

**CEQA PROCESSING & FILING FEES:**

The State of California establishes fees for the filing of environmental review documents prepared pursuant to the California Environmental Quality Act (CEQA). Filing fees are subject to change, must be paid immediately following project approval, and are available for review at [https://wildlife.ca.gov/ Conservation/CEQA/Fees](https://wildlife.ca.gov/Conservation/CEQA/Fees). The City has no control over the cost or timing of filing fees. The cost to prepare a CEQA document varies on a project-by-project basis. For projects that require anything other than an exemption, a written estimate will be provided with a 75% deposit due at the time of application. The City may require additional funds as the deposit is drawn down and will require any remaining balance that is due to be paid prior to the City taking action on a project.

___ Notice of Exemption* .....	\$105
___ Initial Study/Negative Declaration or Mitigated Negative Declaration .....	At cost + 10%
___ Environmental Impact Report .....	At cost + 10%
___ Certified Regulatory Program .....	At cost + 10%
___ Mitigation Monitoring .....	At cost + 10%

*\*Notice of Exemption includes \$50 filing fee payable to Siskiyou County Clerk, and filing is optional.*

**ACCESSORY DWELLING UNIT FEES\***

___ Wastewater Connection .....	Proportionate to sq. ft. of new SFR
___ Water Connection.....	Proportionate to sq. ft. of new SFR
___ Wastewater Capital Improvement Fee. ....	Proportionate to sq. ft. of primary residence
___ Water Capital Improvement Fee .....	Proportionate to sq. ft. of primary residence
___ Wastewater Capital Improvement Fee in Multifamily.....	Proportionate to avg. sq. ft. of units in MFR
___ Water Capital Improvement Fee in Multifamily .....	Proportionate to avg. sq. ft. of units in MFR

*\* ADUs converted from existing space and JADUs within existing SFRs not subject to connection fees.*

## APPENDIX B - FEE CALCULATIONS

General Plan Amendments	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	3.0	\$90	-	-	-
Office Clerk	\$25	1.0	\$25	-	-	-
City Planner	\$95	21.5	\$2,043	-	-	-
City Engineer	\$165	2.0	\$330	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$185	-	-	-
<b>Total</b>		<b>27.5</b>	<b>\$2,673</b>	<b>\$2,440</b>	<b>\$610</b>	<b>91.30%</b>

Zone Changes & Code Amendments	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	3.5	\$105	-	-	-
Office Clerk	\$25	1.0	\$25	-	-	-
City Planner	\$95	20.0	\$1,900	-	-	-
City Engineer	\$165	1.0	\$165	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$185	-	-	-
<b>Total</b>		<b>25.5</b>	<b>\$2,380</b>	<b>\$3,560</b>	<b>\$890</b>	<b>149.58%</b>

Conditional Use Permits	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	3.5	\$105	-	-	-
Office Clerk	\$25	0.5	\$13	-	-	-
City Planner	\$95	13.0	\$1,235	-	-	-
City Engineer	\$165	-	\$0	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$70	-	-	-
<b>Total</b>		<b>17.0</b>	<b>\$1,423</b>	<b>\$1,760</b>	<b>\$440</b>	<b>123.73%</b>

Conditional Use Permits with Engineer Review	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	3.5	\$105	-	-	-
Office Clerk	\$25	0.5	\$13	-	-	-
City Planner	\$95	13.0	\$1,235	-	-	-
City Engineer	\$165	2.5	\$413	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	0.5	\$15	-	-	-
Public Notices	-	-	\$70	-	-	-
<b>Total</b>		<b>20.0</b>	<b>\$1,850</b>	<b>\$1,760</b>	<b>\$440</b>	<b>95.14%</b>

Administrative Use Permits	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	4.0	\$120	-	-	-
Office Clerk	\$25	0.5	\$13	-	-	-
City Planner	\$95	0.5	\$48	-	-	-
City Engineer	\$165	-	\$0	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$0	-	-	-
<b>Total</b>		<b>5.0</b>	<b>\$180</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

Table 1: Fee Calculation

Home Occupation Permits	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	2.0	\$60	-	-	-
Office Clerk	\$25	-	\$0	-	-	-
City Planner	\$95	-	\$0	-	-	-
City Engineer	\$165	-	\$0	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$0	-	-	-
<b>Total</b>		<b>2.0</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>	<b>100.00%</b>

Sign Permits	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	1.0	\$30	-	-	-
Office Clerk	\$25	-	\$0	-	-	-
City Planner	\$95	-	\$0	-	-	-
City Engineer	\$165	-	\$0	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	1.5	\$68	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$0	-	-	-
<b>Total</b>		<b>2.5</b>	<b>\$98</b>	<b>\$60</b>	<b>\$60</b>	<b>61.54%</b>

Fence Permits	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	0.5	\$15	-	-	-
Office Clerk	\$25	-	\$0	-	-	-
City Planner	\$95	-	\$0	-	-	-
City Engineer	\$165	-	\$0	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	1.5	\$68	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$0	-	-	-
<b>Total</b>		<b>2.0</b>	<b>\$83</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

Outdoor Dining and Seating Permits	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	3.0	\$90	-	-	-
Office Clerk	\$25	0.5	\$13	-	-	-
City Planner	\$95	-	\$0	-	-	-
City Engineer	\$165	-	\$0	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	0.5	\$15	-	-	-
Public Notices	-	-	\$0	-	-	-
<b>Total</b>		<b>4.0</b>	<b>\$118</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

STR Registration Certificate	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	3.5	\$105	-	-	-
Office Clerk	\$25	1.0	\$25	-	-	-
City Planner	\$95	0.5	\$48	-	-	-
City Engineer	\$165	-	\$0	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$0	-	-	-
<b>Total</b>		<b>5.0</b>	<b>\$178</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

Table 1: Fee Calculation

<b>STR Inspection - City and Fire</b>	<b>Hourly Rates</b>	<b>Total Hours</b>	<b>Typical Cost</b>	<b>Current Fee</b>	<b>Current Fee Deposit</b>	<b>Typical Cost Recovery</b>
City Administrator	\$30	0.5	\$15	-	-	-
Office Clerk	\$25	-	\$0	-	-	-
City Planner	\$95	-	\$0	-	-	-
City Engineer	\$165	-	\$0	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	1.5	\$68	-	-	-
Fire Chief	\$30	1.5	\$45	-	-	-
Public Notices	-	-	\$0	-	-	-
<b>Total</b>		<b>3.5</b>	<b>\$128</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

<b>STR Annual Inspection - Fire</b>	<b>Hourly Rates</b>	<b>Total Hours</b>	<b>Typical Cost</b>	<b>Current Fee</b>	<b>Current Fee Deposit</b>	<b>Fee Deposit Typical Cost Recovery</b>
City Administrator	\$30	0.5	\$15	-	-	-
Office Clerk	\$25	-	\$0	-	-	-
City Planner	\$95	-	\$0	-	-	-
City Engineer	\$165	-	\$0	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	1.5	\$45	-	-	-
Public Notices	-	-	\$0	-	-	-
<b>Total</b>		<b>2.0</b>	<b>\$60</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

<b>Variances</b>	<b>Hourly Rates</b>	<b>Total Hours</b>	<b>Typical Cost</b>	<b>Current Fee</b>	<b>Current Fee Deposit</b>	<b>Typical Cost Recovery</b>
City Administrator	\$30	2.5	\$75	-	-	-
Office Clerk	\$25	0.5	\$13	-	-	-
City Planner	\$95	10.0	\$950	-	-	-
City Engineer	\$165	0.5	\$83	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$70	-	-	-
<b>Total</b>		<b>13.5</b>	<b>\$1,190</b>	<b>\$1,200</b>	<b>\$300</b>	<b>100.84%</b>

<b>Tentative Subdivision Maps</b>	<b>Hourly Rates</b>	<b>Total Hours</b>	<b>Typical Cost</b>	<b>Current Fee</b>	<b>Current Fee Deposit</b>	<b>Typical Cost Recovery</b>
City Administrator	\$30	6.0	\$180	-	-	-
Office Clerk	\$25	1.0	\$25	-	-	-
City Planner	\$95	21.0	\$1,995	-	-	-
City Engineer	\$165	14.5	\$2,393	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	1.0	\$30	-	-	-
Public Notices	-	-	\$185	-	-	-
<b>Total</b>		<b>43.5</b>	<b>\$4,808</b>	<b>\$4,300</b>	<b>\$1,075</b>	<b>89.44%</b>

<b>Tentative Parcel Maps</b>	<b>Hourly Rates</b>	<b>Total Hours</b>	<b>Typical Cost</b>	<b>Current Fee</b>	<b>Current Fee Deposit</b>	<b>Typical Cost Recovery</b>
City Administrator	\$30	4.0	\$120	-	-	-
Office Clerk	\$25	0.5	\$13	-	-	-
City Planner	\$95	12.0	\$1,140	-	-	-
City Engineer	\$165	9.0	\$1,485	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	0.5	\$15	-	-	-
Public Notices	-	-	\$185	-	-	-
<b>Total</b>		<b>26.0</b>	<b>\$2,958</b>	<b>\$2,470</b>	<b>\$618</b>	<b>83.52%</b>

Table 1: Fee Calculation

Certificates of Compliance	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	1.0	\$30	-	-	-
Office Clerk	\$25	-	\$0	-	-	-
City Planner	\$95	4.5	\$428	-	-	-
City Engineer	\$165	1.0	\$165	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$0	-	-	-
<b>Total</b>		<b>6.5</b>	<b>\$623</b>	<b>\$275</b>	<b>\$69</b>	<b>44.18%</b>

Reversions to Acreage	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	1.0	\$30	-	-	-
Office Clerk	\$25	1.0	\$25	-	-	-
City Planner	\$95	7.5	\$713	-	-	-
City Engineer	\$165	3.0	\$495	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$70	-	-	-
<b>Total</b>		<b>12.5</b>	<b>\$1,333</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

Lot Line Adjustments	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	1.0	\$30	-	-	-
Office Clerk	\$25	-	\$0	-	-	-
City Planner	\$95	7.5	\$713	-	-	-
City Engineer	\$165	0.5	\$83	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$0	-	-	-
<b>Total</b>		<b>9.0</b>	<b>\$825</b>	<b>\$340</b>	<b>\$85</b>	<b>41.21%</b>

Mergers	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	1.0	\$30	-	-	-
Office Clerk	\$25	-	\$0	-	-	-
City Planner	\$95	6.5	\$618	-	-	-
City Engineer	\$165	-	\$0	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$0	-	-	-
<b>Total</b>		<b>7.5</b>	<b>\$648</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

Time Extensions	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	1.5	\$45	-	-	-
Office Clerk	\$25	1.0	\$25	-	-	-
City Planner	\$95	4.0	\$380	-	-	-
City Engineer	\$165	1.0	\$165	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$0	-	-	-
<b>Total</b>		<b>7.5</b>	<b>\$615</b>	<b>\$75</b>	<b>\$75</b>	<b>12.20%</b>

Table 1: Fee Calculation

Appeals	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	5.5	\$165	-	-	-
Office Clerk	\$25	1.5	\$38	-	-	-
City Planner	\$95	0.5	\$48	-	-	-
City Engineer	\$165	0.5	\$83	-	-	-
City Attorney	\$170	1.0	\$170	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$70	-	-	-
<b>Total</b>		<b>9.0</b>	<b>\$573</b>	<b>\$435</b>	<b>\$109</b>	<b>75.98%</b>

Out of Area Service Agreements	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	1.0	\$30	-	-	-
Office Clerk	\$25	0.5	\$13	-	-	-
City Planner	\$95	7.0	\$665	-	-	-
City Engineer	\$165	0.5	\$83	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$0	-	-	-
<b>Total</b>		<b>9.0</b>	<b>\$790</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

Annexations	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	2.5	\$75	-	-	-
Office Clerk	\$25	2.0	\$50	-	-	-
City Planner	\$95	21.0	\$1,995	-	-	-
City Engineer	\$165	4.5	\$743	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$185	-	-	-
<b>Total</b>		<b>30.0</b>	<b>\$3,048</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

Reclamation Plans	Hourly Rates	Total Hours	Typical Cost	Current Fee	Current Fee Deposit	Typical Cost Recovery
City Administrator	\$30	3.5	\$105	-	-	-
Office Clerk	\$25	0.5	\$13	-	-	-
City Planner	\$95	17.5	\$1,663	-	-	-
City Engineer	\$165	8.5	\$1,403	-	-	-
City Attorney	\$170	-	\$0	-	-	-
Building Inspector	\$45	-	\$0	-	-	-
Fire Chief	\$30	-	\$0	-	-	-
Public Notices	-	-	\$185	-	-	-
<b>Total</b>		<b>30.0</b>	<b>\$3,368</b>	<b>\$2,945</b>	<b>\$736</b>	<b>87.45%</b>

**Public Hearing Notices**

- \$115 Public Hearing Notice - Published
- \$70 Public Hearing Notice - Mailed (30 mailings @ \$2.50 each)
- \$185 Public Hearing Notice - Published and Mailed

Table 1: Fee Calculation

CITY OF DORRIS PLANNING FEES (CURRENT & PROPOSED)		Current Fee	Estimated Cost	Current Cost Recovery	Proposed Fee Deposit	Estimated Cost Recovery
1	General Plan Amendments	\$2,440	\$2,673	91%	\$2,670	100%
2	Zone Changes & Code Amendments	\$3,560	\$2,380	150%	\$2,380	100%
3	Condiitonal Use Permits	\$1,760	\$1,423	124%	\$1,420	100%
4	Conditional Use Permits w/ City Engineer Review	\$1,760	\$1,850	95%	\$1,850	100%
5	Administrative Use Permits	N/A	\$180	N/A	\$180	100%
6	Home Occupation Permits	\$60	\$60	100%	\$60	100%
7	Sign Permits	\$60	\$98	61%	\$95	97%
8	Fence Permits	N/A	\$60	N/A	\$60	100%
9	Outdoor Dining and Seating Permits	N/A	\$118	N/A	\$115	97%
10	Short-Term Rental Registration Certificates	N/A	\$178	N/A	\$175	98%
11	Short-Term Rental Inspections - Building and Fire Departments	N/A	\$128	N/A	\$125	98%
12	Short-Term Rental Inspections - Fire Department	N/A	\$60	N/A	\$60	100%
13	Variances	\$1,200	\$1,190	101%	\$1,190	100%
14	Tentative Subdivision Maps	\$4,300	\$4,808	89%	\$4,805	100%
15	Tentative Parcel Maps	\$2,470	\$2,958	84%	\$2,955	100%
16	Certificates of Compliance	\$275	\$623	44%	\$620	100%
17	Reversions to Acreage	N/A	\$1,333	N/A	\$1,330	100%
18	Lot Line Adjustments	\$340	\$825	41%	\$825	100%
19	Mergers	N/A	\$648	N/A	\$645	100%
20	Time Extensions	\$75	\$615	12%	\$615	100%
21	Appeals	\$435	\$573	76%	\$570	99%
22	Out of Area Service Agreements	N/A	\$790	N/A	\$790	100%
23	Annexations	N/A	\$3,048	N/A	\$3,045	100%
24	Reclamation Plans	\$736	\$3,368	22%	\$3,365	100%
CEQA PROCESSING AND FILING FEES		City Fee	2023 CEQA Fees	Cost Recovery	Proposed Fee Deposit	
	Notice of Exemption	At Cost	\$50	100%	\$105*	
	Initial Study/Negative Declaration	At Cost	\$2,764	100%	At Cost + 10%	
	Initial Study/Mitigated Negative Declaration	At Cost	\$2,764	100%	At Cost + 10%	
	Environmental Impact Report	150%	\$3,839.25	150%	At Cost + 10%	
	Mitigation Monitoring	\$200	--	Variable	At Cost + 10%	
					*\$105 NOE filing fee includes \$55 preparation and processing cost.	
ACCESSORY DWELLING UNIT (ADU) FEES*		Current Fee	Proposed			
	Wastewater Connection	\$500 + meter	Fee proportionate to sq. ft. of new SFR			
	Water Connection	\$400 + meter	Fee proportionate to sq. ft. of new SFR			
	Water & Wastewater Capacity Fee (No fee adopted)	--	Fee proportionate to sq. ft. of primary residence			
	Water & Wastewater Capacity Fee - Multifamily (No fee adopted)	--	Fee proportionate to avg. sq. ft. of units in MFR			
			* ADUs less than 750 sq. ft. not subject to sewer capacity fee.			
			ADUs converted from existing space and JADUs within existing SFRs not subject to connection fees.			

Table 2: Current and Proposed Fees

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ATTACHMENT B  
RESOLUTION 23-11

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## RESOLUTION 23-11

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DORRIS UPDATING AND ESTABLISHING FEES FOR PLANNING SERVICES AND ACCESSORY DWELLING UNITS

**WHEREAS**, the City of Dorris incurs costs to process applications for general plan amendments, zone changes, use permits, variances, lot line adjustments, subdivisions, home occupation permits, sign permits, and other changes in land use; and

**WHEREAS**, California Government Code Section 66014(a) allows the City to adopt reasonable fees for the processing of such applications; and

**WHEREAS**, the City of Dorris incurs costs to comply with the California Environmental Quality Act (CEQA); and

**WHEREAS**, California Public Resources Code Section 21089(a) allows the City to adopt reasonable fees for compliance with CEQA; and

**WHEREAS**, the City last updated the planning fee schedule in December 2011; and

**WHEREAS**, due to the passage of time and the increase in costs to the City to process applications for planning services, the City prepared a fee study to ensure the City's planning fees do not exceed the reasonable costs of services; allow the City to more effectively recover the processing costs associated with different types of planning applications; reduce the cost of planning services that would otherwise be subsidized by the general fund; and ensure that fees for accessory dwelling units (ADUs) are consistent with state law; and

**WHEREAS**, the 2023 Planning Fee Study determined that the fee schedule adopted by the City in December 2011 established deposits that are, in many cases, too low for the City to fully recover the costs it incurs to process planning applications and comply with CEQA; and

**WHEREAS**, the Fee Study also determined that the fee schedule adopted by the City in December 2011 established fees that, in some cases, exceed the reasonable costs of services; and

**WHEREAS**, the Fee Study further determined that the 2011 fee schedule should be amended to clearly indicate water and wastewater connection fees for ADUs are proportional to that of the primary dwelling consistent with state law; and

**WHEREAS**, the City Council finds that an update of the fee schedule is necessary to establish the recommended planning fees and to incorporate the recommended language regarding ADUs; and

**WHEREAS**, planning staff presented oral and written staff reports on the Fee Study and changes to the City's fee schedule at a regular meeting of the City Council on October 2, 2023; and

**WHEREAS**, the fee schedule recommended by the Fee Study is included as Exhibit A-1 to this resolution; and

**WHEREAS**, the recommended fees included in Exhibit A-1 do not exceed the estimated amount required to provide the services for which they are charged, and represent only amounts necessary to recover the costs of providing the services and/or enforcing the regulations for which they are charged; and

**WHEREAS**, the City Council determined that the project is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that the project does not have the potential to result in a significant impact on the environment and because CEQA only applies to projects that have the potential for causing a significant effect on the environment; and

**WHEREAS**, the City Council further determined that the project is exempt from CEQA pursuant to CEQA Guidelines Section 15273(a)(1) because the project establishes and modifies fees to recover operating expenses and CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by public agencies to meet operating expenses; and

**WHEREAS**, the City Council also determined that the project is exempt from CEQA pursuant to CEQA Guidelines Section 15378(b)(4) in that it is not considered a “project” under CEQA because it establishes a government funding mechanism that does not involve commitment to a specific project with the potential to impact the environment; and

**WHEREAS**, a Notice of Public Hearing was published in the Siskiyou Daily News on September 20, 2023, and again on September 27, 2023; and

**WHEREAS**, public hearing notices were posted and advertised pursuant to California Government Code Sec. 66014, 66016, 66018, and 6062(a).; and

**WHEREAS**, on October 3, 2023, the Mayor opened the duly noticed public hearing on the proposed project to receive testimony both oral and written, following which the Mayor closed the public hearing and the City Council discussed the project prior to reaching its decision.

**NOW, THEREFORE, BE IT RESOLVED** pursuant to applicable provisions of state law and Dorris Municipal Code, the new, increased, or reduced fees set forth in Exhibit A-1 attached hereto and incorporated herein are hereby adopted and shall take effect sixty (60) days from the effective date of Ordinance 23-11.

**BE IT FURTHER RESOLVED** any existing City fees not modified in Exhibit A-1 shall remain in full force and effect.

**BE IT FURTHER RESOLVED** the City Council of the City of Dorris hereby rescinds the 2011 planning fee schedule.

**IT IS HEREBY CERTIFIED** that the foregoing Resolution 23-11 was duly adopted on a motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, at a regular meeting of the City of Dorris City Council held on the 2<sup>nd</sup> day of October, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF DORRIS CITY COUNCIL

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Abner Weed, Mayor

WITNESS, my hand and seal this 2<sup>nd</sup> day of October 2023

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Betty Sammis, City Clerk



**PLANNING APPLICATION FEES:**

Projects will be billed for the actual cost of processing. All fees are considered estimates and deposits against actual cost. Fees are due at the time of application and must be paid in their entirety prior to the City taking action on a project. Any fees not listed shall be at cost plus 10%.

___ General Plan Amendment .....	\$2,670
___ Zone Change or Code Amendment.....	\$2,380
___ Conditional Use Permit .....	\$1,420
___ Conditional Use Permit w/ Engineer Review .....	\$1,850
___ Administrative Use Permit.....	\$180
___ Home Occupation Permit .....	\$60
___ Sign Permit .....	\$95
___ Fence Permit .....	\$60
___ Outdoor Dining and Seating Permit.....	\$115
___ Short-Term Rental Registration Certificate .....	\$175
___ Short-Term Rental Inspection – Building and Fire Departments .....	\$125
___ Short-Term Rental Annual Inspection – Fire Department.....	\$60
___ Variance .....	\$1,190
___ Tentative Subdivision Map (≥ 5 lots) .....	\$4,805
___ Tentative Parcel Map (< 5 lots) .....	\$2,955
___ Certificate of Compliance .....	\$620
___ Reversion to Acreage.....	\$1,330
___ Lot Line Adjustment .....	\$825
___ Merger .....	\$645
___ Time Extension.....	\$615
___ Appeal .....	\$570
___ Out of Area Service Agreement.....	\$790 + LAFCo Fees
___ Annexation .....	\$3,045 + LAFCo fees
___ Reclamation Plan .....	\$3,360

**CEQA PROCESSING & FILING FEES:**

The State of California establishes fees for the filing of environmental review documents prepared pursuant to the California Environmental Quality Act (CEQA). Filing fees are subject to change, must be paid immediately following project approval, and are available for review at [https://wildlife.ca.gov/ Conservation/CEQA/Fees](https://wildlife.ca.gov/Conservation/CEQA/Fees). The City has no control over the cost or timing of filing fees. The cost to prepare a CEQA document varies on a project-by-project basis. For projects that require anything other than an exemption, a written estimate will be provided with a 75% deposit due at the time of application. The City may require additional funds as the deposit is drawn down and will require any remaining balance that is due to be paid prior to the City taking action on a project.

___ Notice of Exemption* .....	\$95
___ Initial Study/Negative Declaration or Mitigated Negative Declaration .....	At cost + 10%
___ Environmental Impact Report .....	At cost + 10%
___ Certified Regulatory Program .....	At cost + 10%
___ Mitigation Monitoring .....	At cost + 10%

*\*Notice of Exemption includes \$50 filing fee payable to Siskiyou County Clerk, and filing is optional.*

**ACCESSORY DWELLING UNIT FEES\***

___ Wastewater Connection .....	Proportionate to sq. ft. of new SFR
___ Water Connection.....	Proportionate to sq. ft. of new SFR
___ Wastewater Capital Improvement Fee. ....	Proportionate to sq. ft. of primary residence
___ Water Capital Improvement Fee .....	Proportionate to sq. ft. of primary residence
___ Wastewater Capital Improvement Fee in Multifamily.....	Proportionate to avg. sq. ft. of units in MFR
___ Water Capital Improvement Fee in Multifamily .....	Proportionate to avg. sq. ft. of units in MFR

*\* ADUs converted from existing space and JADUs within existing SFRs not subject to connection fees.*