



Department of Regional Planning

FEE STUDY UPDATE

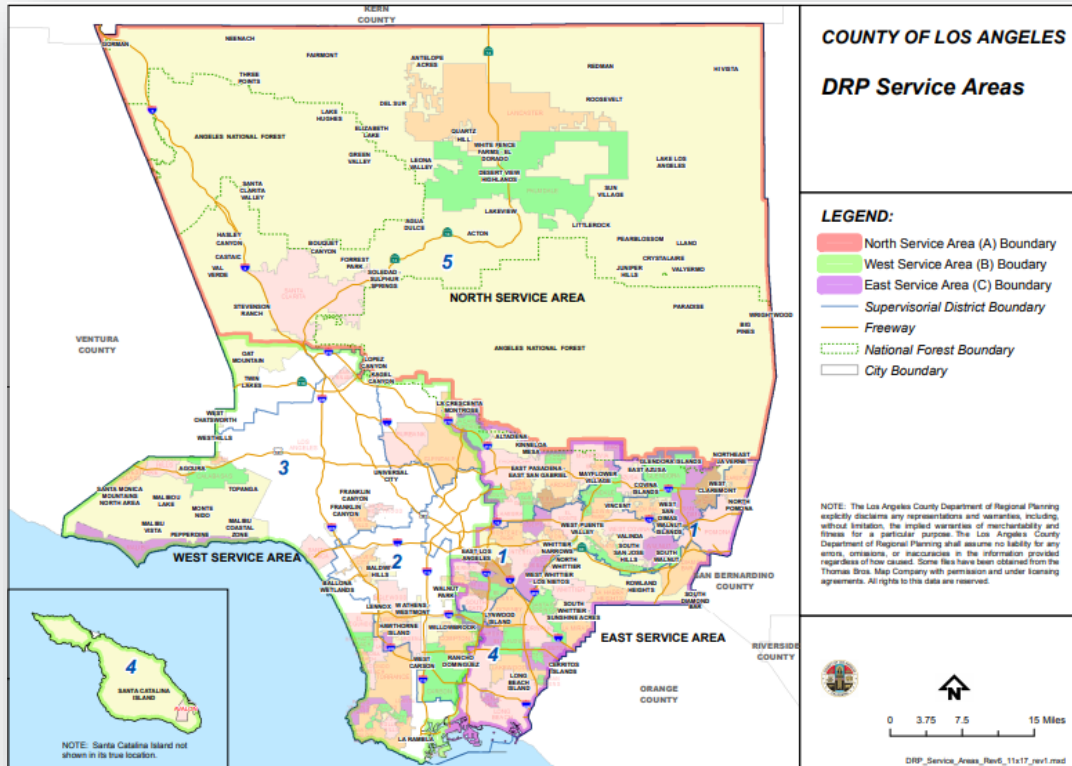
COMMUNITY SERVICES CLUSTER MEETING

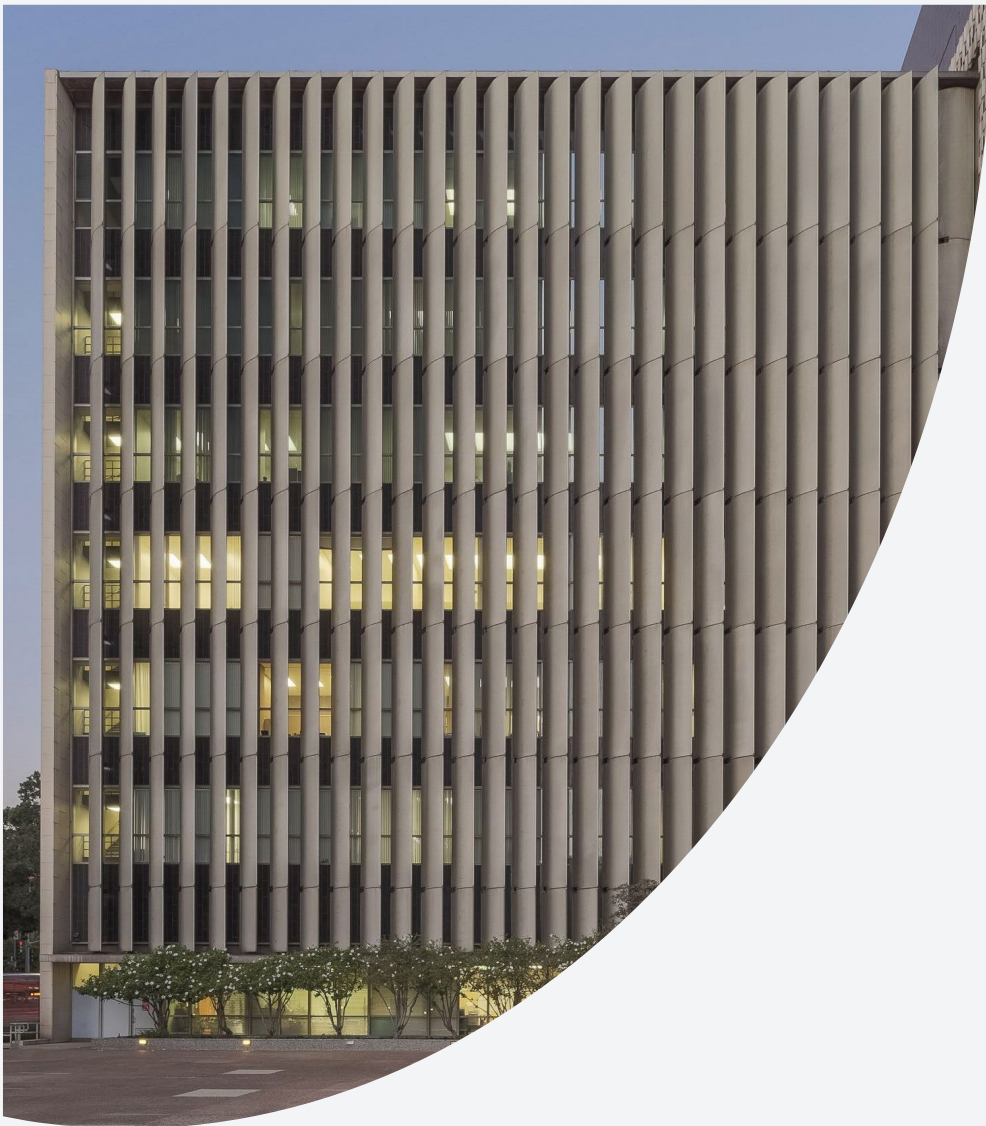
SEPTEMBER 13, 2023

INTRODUCTION

The Department conducted a fee study to:

- Update fees based on current operations and business processes
- Ensure the fee schedule and ordinance match
- Add/eliminate fees due to new or updated ordinances
- Streamline, consolidate, and simplify DRP fee schedule
- Obtain full cost recovery to support case processing service delivery to the public





BACKGROUND

The last comprehensive fee study was approved by BOS in April 2010. Since then, there have been major operational changes to our business processes (i.e., electronic reviews, virtual meetings, EnerGov/EPIC-LA) and a number of new and revised ordinances (i.e., General Plan and Title 22 Update, ADU Ordinance, etc.).

DRP Fees are updated annually per:
Consumer Price Index (CPI) adjustments in
accordance with the Los Angeles County Code
and approved by the Auditor Controller.

DRP fees impacted by State Laws related to solar roof panels,
small wireless facilities, housing, etc.

PROPOSED CHANGES TO DRP FEE SCHEDULE

Elimination of Fees (4)

- Mobile Home Park Permit
- Mobile Home Park Time Extension
- Large Childcare Facility CUP
- Large Childcare Appeal to RPC

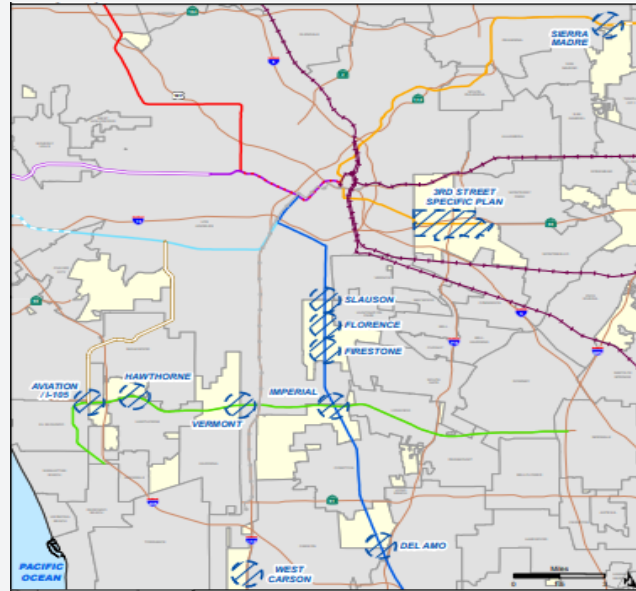
Consolidation of Fees

- All Referrals
 - ABC, Animal Permit Referral, DMV, Rebuild Letter and Zoning Verification Letter
- Yard Modification and Reasonable Accommodation
- All Type III Permits
 - Discretionary Permit with Noticing/Posting Requirements, RPC or Hearing Officer as Review Authority with Public Hearing
- All Type IV Permits
 - Discretionary Permit with Noticing/Posting Requirements, BOS Review Authority with Public Hearing

Creation of New Fees (14)

- Appeal to the Board of Supervisors (CEQA-only) Case Intake
- Case Intake
- eRecordation
- Inspection -Conditional Use Permit
- Inspection – SPR Plan Check (Post Approval)
- Mills Act-Contract Exception Fee
- Ministerial-SEA Review
- Ministerial - County Projects
- Ministerial - Master Sign Program
- Oil Well Permit
- Site Visit - Biologist
- Time Extension - Clean Hands Waiver
- Utility Pole
- Yard Sale Registration

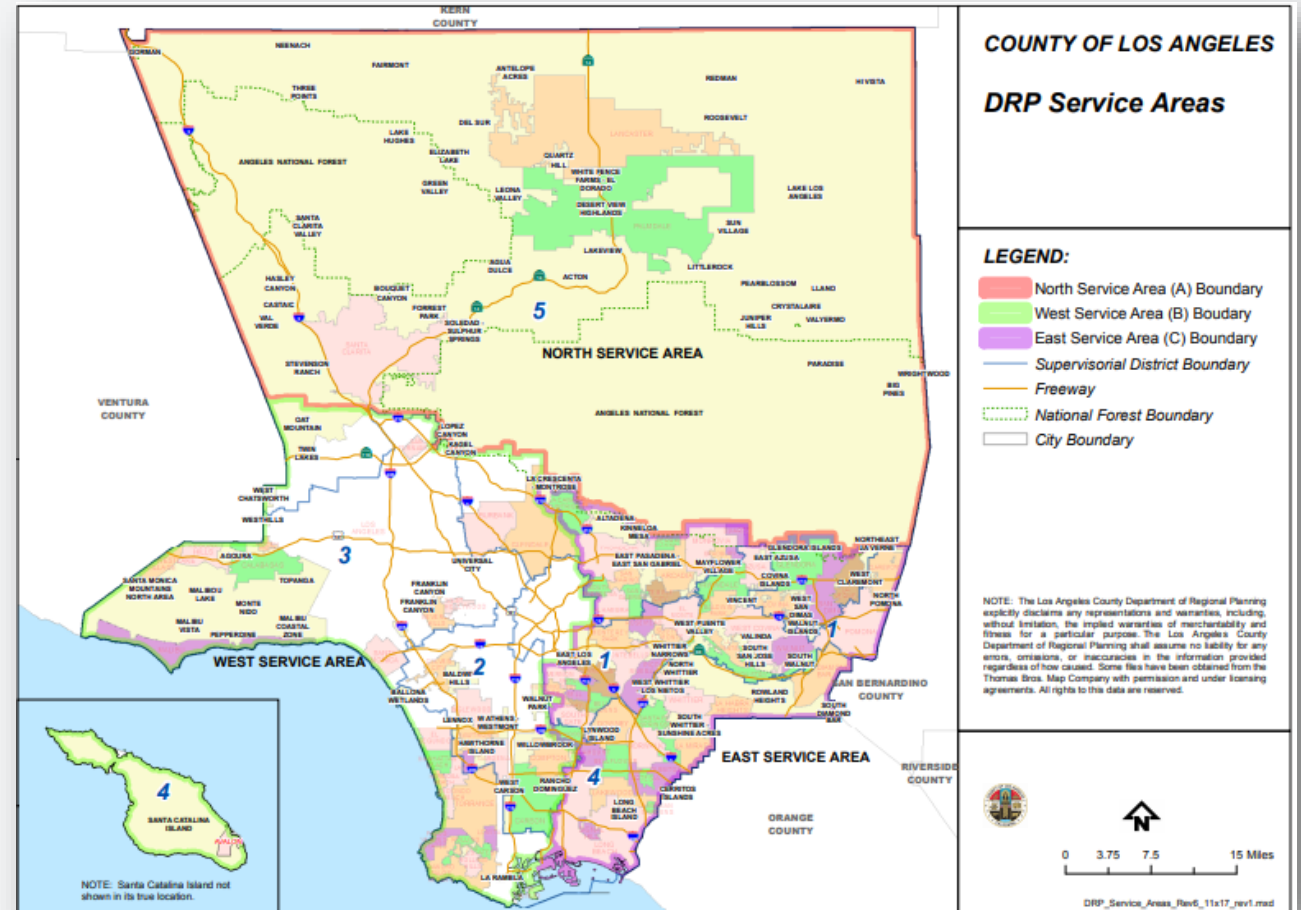
NEW FEES



NEW FEES

FEE NAME	DESCRIPTION	PROPOSED FEE
Appeals for California Environmental Quality Act (CEQA), only	This fee is for CEQA-only appeal of a ministerial project.	\$10,981
Case Intake	One-on-one appointments with applicants to review completeness of application and materials prior to accepting the case. Spend time and resources and applicant opts not to submit.	\$249
eRecordation	Prepare covers sheets along with documents to be electronically recorded directly to the Recorder's Office.	\$303
Inspection - Conditional Use Permit	A field visit to ensure compliance with the Conditional Use Permit (CUP).	\$426
Inspection - Site Plan Review Plan Check (Post Approval)	A field visit to ensure compliance with DRP's approved site plan prior to the issuance of a Certificate of Occupancy (i.e., inspect setbacks, height, parking, lighting and landscaping, etc.) for new multi-family and new commercial and industrial developments.	\$426
Mills Act Program – Contract Exception	This fee was approved by the Auditor Controller on July 11, 2013, when the Mills Act Ordinance was adopted but the fee was never implemented.	\$1,772
Ministerial Site Plan Review – County Projects	Review of County Projects (e.g., public parks, Sheriff's stations, County owned building improvements, fire stations, County Library improvements, etc.) within City and County jurisdiction per Gov. Code 65402 and expedite approval process.	\$2,242
Ministerial Site Plan Review – Master Sign Program	Review of all signage within a commercial developments for consistency in design, colors, font type, letter size, etc.	\$2,242
Ministerial – SEA Review	Ordinance derived by the SEA Ministerial Review provides counseling, application/biologist review	\$1,313
Oil Well Permit	On March 29, 2016, the Board of Supervisors instructed the Department of Regional Planning to amend Title 22, the Planning and Zoning Code for unincorporated Los Angeles County, in order to ensure that oil and gas facilities may no longer operate by right in the unincorporated portions of the County and ensure that the regulations reflect best practices and current mitigation methods and technologies, minimize environmental impacts and protect sensitive uses and populations.	\$1,357
Site Visit - Biologist	A field visit by the Biologist to verify the type of biota located on site.	\$362
Time Extension - Clean Hands Waiver	An extension of the life of a Clean Hands Waiver	\$665
Utility Pole	Fee to review plans for compliance with habitat categories staging of Southern California Edison utility pole replacement in the SMMLCP & Santa Catalina Island	\$3,289
Yard Sale Registration	Ordinance derived by the Yard Sale Registration to provide counseling to review completeness of application and materials.	\$203

TOP 5 FEES



BACKGROUND – TOP 5 FEES

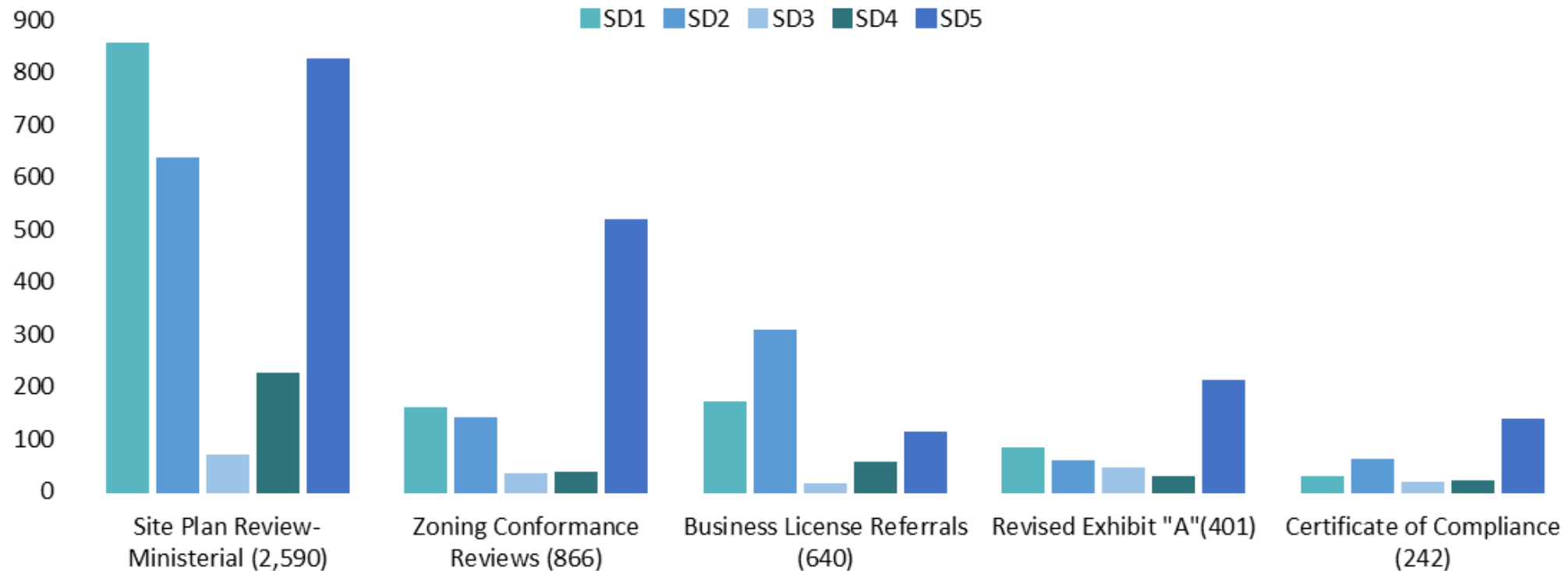
- As part the Fee Study Update effort, the Department conducted an in-house comprehensive review of work processes for each permit fee consisting of:
- Review of all work tasks associated with each fee to ensure/reflect current workflow (i.e., electronic signature, reviews and approvals) by:
 - Scan/digitize files to make them easily accessible to the public via EnerGov and GIS
 - EnerGov online submittals
 - Data sharing between agencies
 - Electronic recordings
 - Electronic referrals to other agencies
 - Virtual counseling and meetings
 - Digital approvals
- DRP is updating 91 fees which includes creating 14 new fees, eliminating 4 fees, and combining various fees. Of these fees, there are five top fees in terms of highest volume of case submittals.

TOP 5 FEES

1. **Site Plan Review, Ministerial (2590)** - is a ministerial application for proposed residential, commercial and industrial development.
2. **Zoning Conformance Review (866)** – An application for minor improvements/developments that take less time to review and cost is minimal than a site plan review. For example, a detached pool house, recreational room, 2nd floor addition, new uncovered deck/patio, detached garage/carport and other small additions that qualify for a Zoning Conformance Review.
3. **Business License Referral (640)** – is a referral, not an approval, that is sent to DRP by the Business License Section of Treasure Tax Collector/or applicant to recommend approval. Before a business license is issued, TTC refers potential business owners to verify if that business is allowed on a certain property due to appropriate zoning, development standards, Conditional Use Permits, etc. as prescribed in our Zoning Code Title 22.
4. **Revised Exhibit “A” (401)** – is an amendment to a valid discretionary permit in substantial conformance with the original approved findings and conditions and authorizes minor design changes and operational changes.
5. **Certificate of Compliance (242)** – is a ministerial application that is recorded on chain of title of property, which verifies or non-compliance with local Land Division and State Subdivision laws.

TOP 5 FEES

FY22-23 Case Submittals by Supervisorial District



COMPARISON CHART - TOP 5 FEES

FEE SERVICES	 COUNTY OF LOS ANGELES (Proposed Fee)	 CITY OF LOS ANGELES	 CITY OF LONG BEACH	 CITY OF PASADENA	 COUNTY OF RIVERSIDE
ZONING CONFORMANCE REVIEW	\$770	Varies	Varies	\$460	\$217
Revised Exhibit "A"	\$2,105	\$6,417	\$2,592	10% of original fee (10% of current CUP base fee = \$617.40)	\$3,882.12 (or less dependent on the original permit type)
SITE PLAN REVIEW – RESIDENTIAL	\$1,357	\$9,014	85% of Building Permit Fee per Plan Check, but not less than \$112.14	Up to 9 units - \$1,259 10+ units – \$1,759	\$510
BUSINESS LICENSE REFERRAL	\$477	Varies	\$33+ Zoning Application Fee	Varies	Varies
CERTIFICATE OF COMPLIANCE	\$2,899	\$3,375	\$940	\$1,539	\$670

HOUSING & OTHER NON-HOUSING INITIATIVES



BACKGROUND – HOUSING INITIATIVE

Within the last few years, there have been several Senate and Assembly Bills passed related to Housing. In response to these bills, and the housing demands, the Department of Regional Planning has been working to:

- Increase housing choice
- Provide affordability and livability in the unincorporated areas of Los Angeles County by:
 - Adopting new and revising existing Ordinances to address the County’s housing needs.
- Additionally, the County is currently updating the Housing Element of the General Plan.
- Updating Title 22 to compliance with State laws such as the ADU/JADU requirements to streamline the process and encourage property owners to develop ADUs/JADUs.

HOUSING INITIATIVES

HOUSING ORDINANCE	APPLICATION	IMPACT	EFFECTIVE DATE
Accessory Dwelling Units (ADUs)	Site Plan Review (SPR) Revised Exhibit A (REA)	High volume of case submittals as the ADU Ordinance requirements make it easier to qualify for an ADU and Junior ADU as accessory to an SFR. ADU cases are prioritized over other projects due to the 60-day statutory turnaround time. (There's an update in the pipeline)	11/12/2020
Affordable Housing Preservation	Administrative Housing Permit Conditional Use Permit (CUP)	Discount on all planning and zoning fees based on % income-restricted units in the project. Waiver of planning and zoning fees for mobilehome parks. (There's an update in the pipeline)	05/06/2021
By-Right Housing	Site Plan Review (SPR)	CUP will no longer be required for multi-family developments in Commercial Zones. We anticipate an increase in this fee type (SPR) because the Ordinance will require a SPR, not a CUP.	04/08/2021
Compact Lot Subdivisions	Tentative Parcel Map or Tentative Tract Map, Conditional Use Permit (CUP)	We anticipate an increase in this type of fee because the Ordinance promotes affordable home ownership by allowing the creation of 5 or more lots smaller than currently allowed.	07/09/2020
Density Bonus Ordinance Update	Housing Permit (Administrative or Discretionary)	Revenue Loss: Ordinance allows up to 100% reduction on all planning and zoning fees based on % income-restricted units in the project. (There's an update in the pipeline)	11/14/2019
Inclusionary Housing Ordinance	Administrative Housing Permit	Revenue Loss: Discount on all planning and zoning fees based on % income-restricted units in the project. (Example: If 10% of total units are affordable, discount is 10%) (There's an update in the pipeline)	12/10/2020
Interim and Supportive Housing	Site Plan Review (SPR) Administrative Housing Permit	<p>Hotel conversions to apartments will be allowed with fee type. Ordinance allows for fee exemption for shelters (including domestic violence shelters, emergency shelters and accessory shelters) and accessory overnight safe parking (RV as temporary residence).</p> <p>Planning and zoning fee exemption for shelters (including domestic violence shelters, emergency shelters and accessory shelters) and accessory overnight safe parking. Hotel conversions to apartments will now be allowed with a SPR-Administrative Housing Permit.</p> <p>Discount on all planning and zoning fees based on % income-restricted in the project.</p>	05/06/2021

TRENDS

Trends Impacting DRP Fees:

- State Laws
- Local Laws
 - Federal Communications Commission (FCC)
- BOS Motions
 - EPIC-LA to streamline the permit process
 - ADU plan types

A photograph of a modern building at dusk. The building features a prominent facade of vertical, cylindrical fins that create a rhythmic pattern. To the right, a section of the building has a checkered or grid-like facade. The interior lights of the building are visible through the windows. In the foreground, there are some trees and a street with a few cars. The text "QUESTIONS AND ANSWERS" is overlaid in the center in a white, sans-serif font.

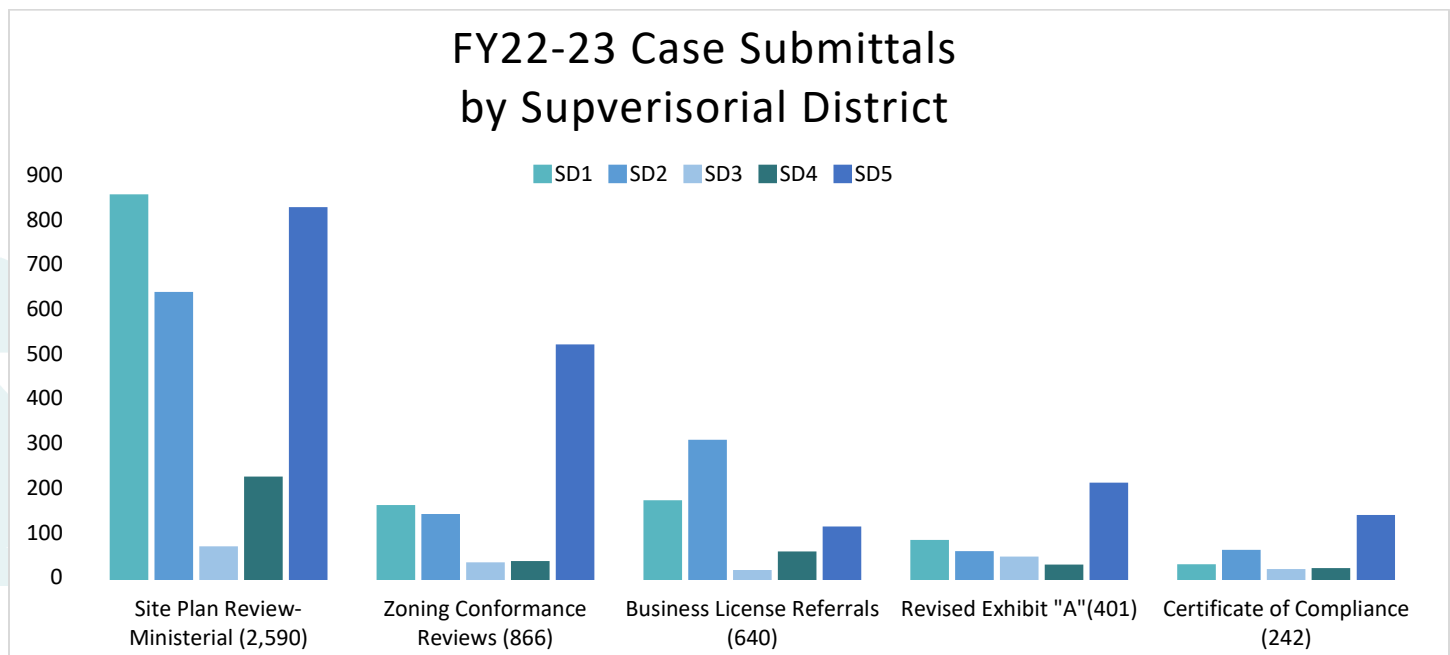
QUESTIONS AND ANSWERS

DRP FEE STUDY UPDATE – TOP 5 FEES

As part of the Fee Study Update effort, the Department of Regional Planning (DRP) conducted an in-house comprehensive review of work processes for each permit fee consisting of a review of all work tasks associated with each fee to ensure/reflect current workflow (i.e., electronic signature, reviews and approvals; scan/ digitize files to make them easily accessible to the public via EnerGov and GIS; EnerGov online submittals; data sharing between agencies; electronic recordings; electronic referrals to other agencies, virtual counseling and meetings, etc.). The Fee updates were approved by the Auditor Controller on August 17, 2023. The Department is updating 91 fees which includes creating 14 new fees, eliminating 4 fees and combining various fees. Of these fees, there are five (5) top fees in terms of highest volume of case submittals received by DRP.

1. **Site Plan Review (SPR), Ministerial** – Ministerial application for proposed residential, commercial, and industrial development in compliance with Title 22. This includes ADUs/JADUs and other housing developments.
2. **Zoning Conformance Review (ZCR)** – An application for minor improvements/developments that take less time to review, and the cost is minimal and less than a site plan review. For example, a new fence, new uncovered deck/patio, swimming pool, carport, or 150 sq. ft. addition in a non-special district area would qualify for a Zoning Conformance Review.
3. **Business License Referral (BLR)** – A referral, not an approval, that is sent to DRP by the Business License Section of TTC or applicant to recommend approval. Before a business license is issued, TTC refers potential business owners to DRP to verify if that business is allowed on a certain property due to appropriate zoning, development standards, Conditional Use Permits, etc. as prescribed in our Zoning Code Title 22.
4. **Revised Exhibit A (REA)** – An amendment to a valid discretionary permit in substantial conformance with the original approved findings and conditions and authorizes minor design changes and operational changes.
5. **Certificate of Compliance (COC)** – A ministerial application that is recorded on chain of title of property, which verifies compliance with local and State Subdivision laws.

The tables below illustrate the Top 5 Fees in terms of the highest volume of submittals received by Supervisorial District including current and proposed revenue resulting from the Fee Study Update.



DRP Fee Study Update Handout

9/13/2023

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Cases Processed FY22-23	SD1	SD2	SD3	SD4	SD5
SPR-Ministerial (2,590)	851	633	64	220	822
Zoning Conformance Reviews (866)	156	136	28	31	515
Business License Referrals (640)	167	302	11	52	108
Revised Exhibit "A" (REA) (401)	78	53	41	23	206
Certificate of Compliance (242)	24	56	13	15	134

Supervisory District #1 Cases Processed FY22-23	Volume	Current Fee	Current Revenue	Proposed Fee	Proposed Revenue
SPR-Ministerial	851	\$1,025	\$872,275	\$1,336	\$1,136,936
Zoning Conformance Reviews	156	\$625	\$97,500	\$770	\$120,120
Business License Referrals	167	\$477	\$79,659	\$497	\$82,999
Revised Exhibit "A" (REA)	78	\$1,904	\$148,512	\$2,105	\$164,190
Certificate of Compliance	24	\$2,237	\$53,688	\$2,899	\$69,576

Supervisory District #2 Cases Processed FY22-23	Volume	Current Fee	Current Revenue	Proposed Fee	Proposed Revenue
SPR-Ministerial	633	\$1,025	\$648,825	\$1,336	\$845,688
Zoning Conformance Reviews	136	\$625	\$85,000	\$770	\$104,720
Business License Referrals	302	\$477	\$144,054	\$497	\$150,094
Revised Exhibit "A" (REA)	53	\$1,904	\$100,912	\$2,105	\$111,565
Certificate of Compliance	56	\$2,237	\$125,272	\$2,899	\$162,344

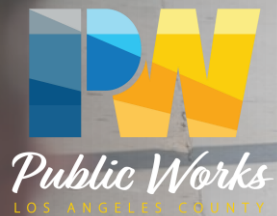
Supervisory District #3 Cases Processed FY22-23	Volume	Current Fee	Current Revenue	Proposed Fee	Proposed Revenue
SPR-Ministerial	64	\$1,025	\$65,600	\$1,336	\$85,504
Zoning Conformance Reviews	31	\$625	\$19,375	\$770	\$23,870
Business License Referrals	11	\$477	\$5,247	\$497	\$5,467
Revised Exhibit "A" (REA)	41	\$1,904	\$78,064	\$2,105	\$86,305
Certificate of Compliance	13	\$2,237	\$29,081	\$2,899	\$37,687

Supervisory District #4 Cases Processed FY22-23	Volume	Current Fee	Current Revenue	Proposed Fee	Proposed Revenue
SPR-Ministerial	220	\$1,025	\$225,500	\$1,336	\$239,920
Zoning Conformance Reviews	31	\$625	\$19,375	\$770	\$23,870
Business License Referrals	52	\$477	\$24,804	\$497	\$25,844
Revised Exhibit "A" (REA)	53	\$1,904	\$100,912	\$2,105	\$111,565
Certificate of Compliance	15	\$2,237	\$33,555	\$2,899	\$43,485

Supervisory District # 5 Cases Processed FY22-23	Volume	Current Fee	Current Revenue	Proposed Fee	Proposed Revenue
SPR-Ministerial	822	\$1,025	\$842,550	\$1,336	\$1,098,192
Zoning Conformance Reviews	515	\$625	\$321,875	\$770	\$396,550
Business License Referrals	108	\$477	\$51,516	\$497	\$53,676
Revised Exhibit "A" (REA)	206	\$1,904	\$392,224	\$2,105	\$433,630
Certificate of Compliance	134	\$2,237	\$299,758	\$2,899	\$388,466

Utility Box

BEAUTIFICATION PROGRAM



COMMUNITY SERVICES CLUSTER MEETING
September 13, 2023









ROAD PERMIT - UTILITY BOX BEAUTIFICATION

The content of this page will provide guidance through the approval process of General Permits.

UTILITY BOX BEAUTIFICATION APPROVAL PROCESS



Utility Box Beautification Permit Preparation

Utility Box Beautification Program Guidelines

1. [Utility Box Eligibility Review](#)
2. [Signed Waiver to Alter/Remove Artwork Form](#)
3. [Signed Indemnification Waiver Form \(Permit/Volunteer Waiver\)](#)
4. [Photos of the utility box location and pertinent existing road features](#)
5. [Display template showing all faces of the utility box, with proposed images](#)
6. [Details on materials used to paint the utility box](#)
7. [Register for an account on EPIC-LA](#)

[Register Here >](#)

Application Website

<https://dpw.lacounty.gov/ldd/lddservices/roadPermits/utilityBoxBeautification.shtml>

CONTACT

csg@pw.lacounty.gov

(626) 979-5375



pw.lacounty.gov

UTILITY BOX BEAUTIFICATION PROGRAM



The Los Angeles County Public Works Utility Box Beautification program aims to enhance partnerships between community organizations, neighborhoods, and residents by incorporating artistic displays on Public Works owned utility boxes.

This program is available to individuals over 18 years of age, businesses, public agencies, community groups, and community organizations.

The approval process is community-driven to allow neighborhoods to express their uniqueness and enhance their communities. A simple encroachment permit will be needed for installation of the display.

For more information on the program, please contact:

Community Services and Government Relations Group
(626) 979-5375
csg@pw.lacounty.gov



pw.lacounty.gov