

PLANNING COMMISSION AGENDA

CHAIRPERSON:
Marvin Hansen



VICE CHAIRPERSON:
Adam Peck

COMMISSIONERS: Mary Beatie, Chris Tavarez, Chris Gomez, Adam Peck, Marvin Hansen

MONDAY, APRIL 11, 2022
VISALIA COUNCIL CHAMBERS
LOCATED AT 707 W. ACEQUIA AVENUE, VISALIA, CA
MEETING TIME: 7:00 PM

1. CALL TO ORDER –
2. THE PLEDGE OF ALLEGIANCE –
3. CITIZEN'S COMMENTS – This is the time for citizens to comment on subject matters that are not on the agenda but are within the jurisdiction of the Visalia Planning Commission. You may provide comments to the Planning Commission at this time, but the Planning Commission may only legally discuss those items already on tonight's agenda.

The Commission requests that a five (5) minute time limit be observed for Citizen Comments. You will be notified when your five minutes have expired.
4. CHANGES OR COMMENTS TO THE AGENDA –
5. CONSENT CALENDAR - All items under the consent calendar are to be considered routine and will be enacted by one motion. For any discussion of an item on the consent calendar, it will be removed at the request of the Commission and made a part of the regular agenda.
 - a. 2021 Administrative Adjustment Annual Report.
6. PUBLIC HEARING – Rafael Garcia, Senior Planner

Conditional Use Permit No. 2021-37: A request by Christian Church Homes to develop a 70-unit affordable senior housing multi-family development on a vacant 2.06-acre site in the C-MU (Mixed Use Commercial) zone. The project site is located on the east side of North Highland Street approximately 500 feet north of West Ferguson Avenue (APN: 090-060-058). The project is Categorical Exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15332, Categorical Exemption No. 2022-01.

7. REGULAR ITEM – Cristobal Carrillo, Associate Planner
Update on the Historic Preservation Ordinance Chapter 17.56 and Local Register of Historic Structures.
8. REGULAR ITEM – Paul Bernal, Community Development Director
Planning Division Fee Amendments: Consideration of amendments to the Planning Division fees for the 2022-2023 fiscal year as contained in City of Visalia Fee Resolution No. 2022-11.
9. CITY PLANNER/ PLANNING COMMISSION DISCUSSION –
 - a. The next Planning Commission meeting is April 25, 2022.
 - b. On April 4th Council adopted 2nd Reading of Ordinance No. 2022-04 for ZTA No. 2021-10.
 - c. On April 4th Council introduced Ordinance No. 2022-06 for ZTA No. 2021-09.
 - d. Update on the Joint City Council / Planning Commission meeting.

The Planning Commission meeting may end no later than 11:00 P.M. Any unfinished business may be continued to a future date and time to be determined by the Commission at this meeting. The Planning Commission routinely visits the project sites listed on the agenda.

For Hearing Impaired – Call (559) 713-4900 (TTY) 48-hours in advance of the scheduled meeting time to request signing services.

Any written materials relating to an item on this agenda submitted to the Planning Commission after distribution of the agenda packet are available for public inspection in the City Office, 315 E. Acequia Visalia, CA 93291, during normal business hours.

APPEAL PROCEDURE

THE LAST DAY TO FILE AN APPEAL IS THURSDAY, APRIL 21, 2022, BEFORE 5 PM

According to the City of Visalia Zoning Ordinance Section 17.02.145 and Subdivision Ordinance Section 16.04.040, an appeal to the City Council may be submitted within ten days following the date of a decision by the Planning Commission. An appeal form with applicable fees shall be filed with the City Clerk at 220 N. Santa Fe, Visalia, CA 93291. The appeal shall specify errors or abuses of discretion by the Planning Commission, or decisions not supported by the evidence in the record. The appeal form can be found on the city's website www.visalia.city or from the City Clerk.

THE NEXT REGULAR MEETING WILL BE HELD ON MONDAY, APRIL 25, 2022



REPORT TO CITY OF VISALIA PLANNING COMMISSION

HEARING DATE: April 11, 2022

PREPARED BY: Paul Bernal, Community Development Director
Phone: (559) 713-4025
E-mail: paul.bernal@visalia.city

SUBJECT: Planning Division Fee Amendments: Consideration of amendments to the Planning Division fees for the 2022-2023 fiscal year as contained in City of Visalia Fee Resolution No. 2022-11.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission consider the proposed fee amendments to the Planning Division's fees and recommend that the City Council amend the Planning Division's fees as contained in Resolution No. 2022-11.

RECOMMENDED MOTION

I move to recommend that the City Council amend the Planning Division's fees for the 2022-2023 fiscal year as contained in the attached Resolution No. 2022-11.

BACKGROUND

The City of Visalia annually adjust most fees for the various services the City provides. The City last amended the Planning Division fees in 2021. Based on this year's adjustment using the California Consumer Price Index (CPI) for All Items – All Urban Consumers, the percent change in the index used to calculate the adjustment for fiscal year 2021-2022 is 4.23%, with the exception of Home Occupation Permits and Planning Division Building Application Permit Plan Review. These fees are established based on cost recovery.

The Planning Division has reviewed the Fee Schedule based on its average processing costs and determined that the fee schedule accurately reflects the range of billable services performed by the Division. Although the fees are being increased for the 2022-2023 fiscal year, the Planning Division fee increases are rounded down to the nearest dollar. There are some fees that will be reduced (Home Occupation Permits and Home Occupation Permit-change of location). These fees are established by staff's average hourly rate. In addition, Documents, Document Retrieval, and Planning Commission Action Agenda fees are being recommended for removal from the fee schedule due to these items being available electronically and/or online to the public. The Planning Division is also recommending the revision to the "Special Service Fee/Inspection" fee item. This fee now lists each position and the hourly billing rate for the planners in the Planning Division instead of just listing the fee as a direct salary rate.

Next Step: The Planning Commission's actions in this regard are advisory only. The final action to revise the Fee Schedule will be considered by the City Council. It is anticipated that the fee amendments will be presented to the City Council at a Work Session in June 2021, followed by a public hearing for the adoption of the fees in July 2022. The Planning Commission's review and comments will provide the City Council with the benefit of its practical experience in reviewing the project materials, conducting hearings, and by taking testimony from applicants and Community members in the course of its discretionary review process.

Attachment:

- Resolution No. 2022-11 – 2022-2023 Planning Draft Fee Amendments

RESOLUTION NO. 2022-11

A RESOLUTION OF THE VISALIA PLANNING COMMISSION
RECOMMENDING THAT THE CITY COUNCIL AMEND THE FEE RESOLUTION
PERTAINING TO PLANNING DIVISION PERMIT PROCESSING FEES

WHEREAS, the City of Visalia is allowed to recover the full costs incurred for processing permit applications; and

WHEREAS, the fees are adjusted annually using the California Consumer Price Index for All Items; and

WHEREAS, the percent change in the index used to calculate the adjustment for the 22/23 fiscal year is 4.23% of the 2021 California Consumer Price Index, and

WHEREAS, on April 11, 2022, the Planning Commission of the City of Visalia considered amendments to the existing fee resolution; and

WHEREAS, the intent of the Planning Division fee amendment proposed herein is to achieve cost recovery for permit processing services provided.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Visalia recommends that the City Council amend the fee resolution pertaining to Planning Division permit processing fees as contained in Attachment "A".

Attachment "A"

FY 22-23 Community Development Planning Fee Schedule

	<u>FY 21-22</u>	<u>FY 22-23</u>	
Administrative Adjustment			
\$	158.00	\$ 164.00	Administrative Adjustment
Adult-Oriented Business			
\$	232.00	\$ 241.00	Performer Permit Application Fee
\$	1,546.00	\$ 1,611.00	Regulatory Permit Application Fee
\$	232.00	\$ 241.00	Performer Permit - Renewal Fee
\$	232.00	\$ 241.00	Regulatory Permit - Renewal Fee
Agricultural Preserve			
\$	2,208.00	\$ 2,301.00	Disestablishment
\$	734.00	\$ 765.00	New Contract
\$	147.00	\$ 153.00	Notice of Full Nonrenewal
\$	587.00	\$ 611.00	Notice of Partial Nonrenewal
\$	3,680.00	\$ 3,835.00	Cancellation
Time & Materials	Time & Materials		Easement Exchange
Annexation			
\$	2,485.00	\$ 2,590.00	Amendment to Pre-Annexation Agreement
\$	4,972.00	\$ 5,182.00	Up to 15 acres
\$	8,979.00	\$ 9,358.00	Over 15 acres and up to 50 acres
\$	12,956.00	\$ 13,504.00	Over 50 acres up to 100 acres
\$	16,203.00	\$ 16,888.00	Over 100 acres plus ...
			<i>Applicants also pay fees adopted by LAFCO and State Board of Equalization Fees</i>
Appeal			
\$	552.00	\$ 575.00	Appeal of Planning Commission action to City Council or Appeal of Site Plan Review (SPR)
Building Permit Plan Application Review			
\$	17.00	\$ 16.00	Per permit for Residential, Multifamily, Commercial
\$	17.00	\$ 16.00	Per permit for plan changes from Approved Plans
\$	51.00	\$ 45.00	Expedited Plan Check (availability dependent upon staffing resources)
Certificate of Compliance			
\$	559.00	\$ 582.00	Certificate of Compliance
Conditional Use Permit			
\$	1,448.00	\$ 1,509.00	Minor / Amendment to Approved CUP
\$	4,492.00	\$ 4,682.00	Regular / PUD / PRD
\$	6,737.00	\$ 7,021.00	Master CUP
\$	158.00	\$ 164.00	Temporary – Counter
\$	259.00	\$ 269.00	Temporary – Requiring Site Plan Review
\$	478.00	\$ 498.00	Temporary – To Planning Commission

FY 22-23 Community Development Planning Fee Schedule

	<u>FY 21-22</u>	<u>FY 22-23</u>	
Development Agreement			
\$	4,704.00	\$ 4,902.00	Development Agreement
\$	1,506.00	\$ 1,569.00	Amendment to Development Agreement
Downtown News Rack Permit			
\$	35.00	\$ 36.00	Newspaper Racks in the Downtown Retail Overlay District
<u>ENVIRONMENTAL APPLICATIONS</u>			
Categorical Exemption			
\$	78.00	\$ 81.00	Categorical Exemption
Environmental Impact Report (EIR)			
7 1/2% of Contract	7 1/2% of Contract		Processing fee
Actual Cost + 10% contract	Actual Cost + 10% contract		City Managed Consultant Work
Environmental Notices			
\$	149.00	\$ 155.00	Environmental Notices per year; renewal needed each year
Finding of Consistency			
\$	239.00	\$ 249.00	Finding of Consistency
Initial Study / Negative Declaration or Mitigated Negative Declaration			
\$	238.00	\$ 248.00	Review of Technical Study
\$	800.00	\$ 833.00	Simple
\$	3,010.00	\$ 3,137.00	Complex
NEPA Environmental Review			
\$	800.00	\$ 833.00	Simple
\$	4,010.00	\$ 4,179.00	Complex
General Plan Amendment			
\$	2,567.00	\$ 2,675.00	Simple
\$	11,393.00	\$ 11,874.00	Complex
General Plan Maintenance Fee			
\$	427.00	\$ 445.00	Per acre for new annexation Paid when LAFCO approves annexation

FY 22-23 Community Development Planning Fee Schedule

	<u>FY 21-22</u>	<u>FY 22-23</u>	
Home Occupation Permit			
\$	34.00	\$ 32.00	Home Occupation Permit-new
\$	17.00	\$ 16.00	Home Occupation Permit-change of location
Lot Line Adjustment			
\$	651.00	\$ 678.00	Lot Line Adjustment
\$	158.00	\$ 164.00	Legal Description Resubmittal (each)
Maps			
\$	8,102.00	\$ 8,444.00	Tentative Subdivision Map
\$	8,102.00	\$ 8,444.00	Tentative Parcel Map - commercial - over 4 lots
\$	3,290.00	\$ 3,429.00	Tentative Parcel Map - 4 lots or less
Noise Variance			
\$	158.00	\$ 164.00	Administrative
\$	2,485.00	\$ 2,590.00	City Council
Sidewalk Outdoor Dining Permit			
\$	74.00	\$ 77.00	Sidewalk/Outdoor Dining Permit
Specific Plan			
\$	13,480.00	\$ 14,050.00	Commercial / Residential
\$	5,696.00	\$ 5,936.00	Commercial / Residential Amendment
Subdivision Sign Program			
\$	51.00	\$ 53.00	Amendment
Zoning Text Amendment			
\$	4,170.00	\$ 4,346.00	Text Amendment
Time Extension			
\$	239.00	\$ 249.00	Time Extension
Variance			
\$	919.00	\$ 957.00	Single Family – No Site Plan
\$	1,556.00	\$ 1,621.00	Single Family
\$	2,920.00	\$ 3,043.00	Other

FY 22-23 Community Development Planning Fee Schedule

	<u>FY 21-22</u>	<u>FY 22-23</u>	
Zone Change			
\$	4,170.00	\$ 4,346.00	Change of Zone
\$	717.00	\$ 747.00	Conditional Zone Agreement
\$	2,083.00	\$ 2,171.00	Amendment to Conditional Zone Agreement
<u>OTHER ADMINISTRATIVE FEES</u>			
Copies (per page) - Citywide Fee			
\$	0.20	\$ 0.20	Single-sided
\$	0.25	\$ 0.25	Double-sided
\$	0.25	\$ 0.25	Legal
\$	0.30	\$ 0.30	Legal double-sided
\$	1.00	\$ 1.00	Color Letter/Legal Size
\$	2.00	\$ 2.00	Color 11X17
\$	5.00	\$ 5.00	Black and White 24 X 36
\$	4.00	\$ 4.00	Fax - First Page
\$	2.00	\$ 2.00	Fax - Add'l Pages
\$	1.00	\$ 1.00	Micro fiche
Documents			
\$5 to \$100 ea		remove	Documents
\$24 to \$39		remove	Document Retrieval
\$	37.00	\$ 38.00	Zoning Verification Letters & Burn Letters
\$	77.00	\$ 80.00	300' Radius Map and Labels
Planning Commission			
\$	39.00	remove	Agenda - mailed (per year)
\$	39.00	remove	Action Agenda - mailed (per year)
Special Services Fee/Inspections			
		\$ 94.20	Fees for requested work above and beyond the normal planning services provided as part of the standard project review and inspection.
		\$ 72.95	Principal Planner
		\$ 77.05	Sr. Planner
		\$ 56.05	Associate Planner
			Sr. Administrative Assistant