

RESOLUTION NO. 24- 8957

**RESOLUTION AMENDING PORTIONS OF THE MASTER FEE SCHEDULE TO
AMEND EXISTING PUBLIC WORKS DEPARTMENT FEES FOR VARIOUS
ENTITLEMENTS AND SERVICES.**

WHEREAS, the Board of Supervisors of the County of Plumas, State of California, has previously adopted a Master Fee Schedule establishing service fees for county departments, and

WHEREAS, the Master Fee Schedule needs revision to establish new and amend existing Public Works Department fees associated with various entitlements and services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors, County of Plumas, State of California, as follows:

1. The Master Fee Schedule adopted by Resolution 16-8122 on January 12, 2016, is hereby amended as referenced by Exhibit A.
2. The fees set forth in Exhibit A shall take effect 60 days from the date of adoption of this resolution as provided in Section 66017 of the Government Code of the State of California.
3. Existing fees not included in this Resolution or amended thereafter shall remain in full force and effect according to its specific authorization, whether by Board order, resolution, ordinance, or State Law.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of the Board held on the 8th day of October 2024, by the following vote:

Ayes: Supervisors: Ceresola, McGowan, Engel, Hagwood

Noes:

Absent: Supervisor Goss

Abstain:



Chairperson, Board of Supervisors

Attest:



Clerk of the Board of Supervisors

clerk

Exhibit A

Public Works Application Review Fees

Administrative Use Permit	\$193	
Campground Permit	\$308	
Consultation - On-going ⁴	\$1000.00 Deposit billed at \$115.48/hour ^{2, 3}	
Development Agreement	\$1000.00 Deposit billed at \$115.48/hour ^{2, 3}	
Development Agreement Amendment	\$1000.00 Deposit billed at \$115.48/hour ^{2, 3}	
EIR Review	\$404	
General Plan Amendment	\$230	
Hydro-Electric Project	\$1000.00 Deposit billed at \$115.48/hour ^{2, 3}	
Modification of a Recorded Map	\$308	
Modification of Development Standards	\$597	
Negative Declaration Review	\$288	
Permit to Mine/Reclamation Plan	\$597	
Planned Development Permit	\$597	
Reversion to Acreage	\$193	
Site Development Permit	\$308	
Special Use Permit	\$193	
Tentative Map	\$712	
Tentative Map per lot fee	\$28	Per Lot Fee
Reconsideration of Approved Application	1/2 Current Fee	
Technical Report Review ¹	\$1000.00 Deposit billed at \$115.48/hour ^{2, 3}	
Vacation/Abandonment	\$500.00 Deposit billed at \$115.48/hour ^{2, 3}	
Variance	\$193	
Zone Change	\$230	

Notes:

1 - These reports include: Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies, and Geotechnical Reports.

2 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of these applications and charge Developer on a time and material basis. These monies will be deposited in a special account, from which the County will draw sums to cover the costs of the application review. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the fund deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by developer will be exhausted, the Public Works Department shall provide the developer with a new estimate of the cost to complete the processing of the application. The developer shall replenish the special account in the amount of such new estimate within fifteen (15) days. Developer's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the developer of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

3 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

4- For consultation services longer than 1-hour

Public Works Encroachment Permit Fees

Application	Fee
Residential Driveway Encroachment	\$140
Commercial Driveway Encroachment	\$183
Utility Repair (Minor) ¹	\$130
Major Utility Project ^{2,3}	\$500.00 Deposit billed at \$85.79/hour ⁴
Special Event	\$0.00
Tree Removal Permit	\$140
Permit Administrator Inspection	\$85.79/hour + Vehicle Rate of \$19.94/hour
Engineer Inspection	\$85.79/hour + Vehicle Rate of \$19.94/hour

Notes:

1- Performed by special district in-house crew

2 - This fee varies depending on the size and the complexity of the project. To accommodate these variations, the fee will be calculated at an hourly rate with a \$500.00 initial deposit. This fee is applicable to special district projects that solicit bids from contractors.

3 - Additional inspection fees are assessed during the inspection phase.

4 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of the encroachment permit and charge on a time and material basis. The applicant shall deposit with the County \$300.00 for each utility project submitted. These monies will be deposited in a special account, from which the County will draw sums to cover the costs associated with the cost of processing the encroachment permit. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by the applicant will be exhausted, the Public Works Department shall provide the applicant with a new estimate of the cost to complete the processing of the application. The applicant shall replenish the special account in the amount of such new estimate within fifteen (15) days. Applicant's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the applicant of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

Public Works Transportation Fees

<u>Application</u>	<u>Fee</u>
Single Trip Transportation Permit	\$32
Blanket Transportation Permit	\$16
Site Inspection	\$85.79/hour ²
Site Inspection Vehicle Rate	\$19.94/hour

1 - The Permit Administrator hourly rate is an average of the hourly rate of the Public Works Administration staff who process this application.

2 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

Public Works Disposal Fees

Inert Disposal Fee - Chester	\$87
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Exhibit 1

Department of Public Works

Fee Description

The following listing is a description of various fees that pertain to applications requiring review and comment, and/or approval by the Department of Public Works.

- **Administrative Use Permit** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Consultation – Initial** - An applicant may request an initial consultation to meet with appropriate Department staff to identify various requirements, procedures, necessary permits, etc., associated with a proposed project.
- **Consultation Ongoing – (Continuation of Initial Consultation)** Consultation regarding proposed or anticipated development activity or information acquisition, including, but not limited to, site development, drainage plan design, grading, and roadway and traffic circulation impacts.
- **Campground Permit Application Review Fee**– Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage, and erosion control.
- **Development Agreement Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage, and erosion control.
- **Development Agreement Amendment Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage, and erosion control.
- **EIR Review Fee** - Review of CEQA document to ensure that impacts and mitigations measures identified by the Public Works Department have been accurately reflected and identified.
- **Public Works Hourly Rate** – Average Public Works Department hourly rate. Actual cost is based on the cost of the employee performing the service.
- **General Plan Amendment** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage, and erosion control.
- **Hydro Project Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Modification of a Recorded Map Application Review Fee** – Review and comment on application related to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Modification of Development Standards Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.

- **Negative Declaration Review Fee**- Review of CEQA document to ensure that impacts and mitigations measures identified by the Public Works Department have been accurately reflected and identified.
- **Permit to Mine/Reclamation Plan** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage, and erosion control.
- **Planned Development Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Reversion to Acreage Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Site Development Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Special Use Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Tentative Map & Per Lot Review Fee**-Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage, and erosion control.
- **Reconsideration of Approved Application Review Fee**– Focused review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Technical Report Review Fee**- Review and comment on Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.
- **Vacation/Abandonment Application** – Processing and commenting on application associated with roadway vacation or abandonment.
- **Variance** – Review and comment on impacts associated with traffic safety, snow removal operations and circulation.
- **Zone Change** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage, and erosion control.

Encroachment Permit Review and Issuance

- **Residential Driveway** - Review and processing of a permit that covers the construction of a new or the replacement of an old single family driveway connection to a publicly maintained roadway.
- **Commercial Driveway** - Review and processing of a permit that covers the construction of a commercial driveway or road connection to a publicly maintained roadway.
- **Utility Repair** - Review and processing of a permit that covers underground excavation for private utility connections to main service lines that are not constructed by the Utility Company.
- **Large Utility Project** - Review and processing of a permit that covers the construction of large utility project which impact multiple roadways.
- **Special Event** - Review and processing of a permit that allows the use of the Public Right-of-Way for parades, races, or other similar events.
- **Tree Removal** - Review and processing of a permit that allows tree removal.

Transportation Permit Review

- **Single Trip Transportation Permit** - Review and processing of a permit that covers the transport of an overweight or oversized load over County roadways.
- **Annual Blanket Transportation Permit** - Review and processing of a permit that covers the transport of an overweight or oversized load over certain pre-determined County roadways.
- **Site Inspection** – Inspection oversight associated with crossing of weight restricted infrastructure

Disposal Fees

- **Inert Material Disposal** – This fee covers staff time associated with the oversight of inert material disposal.

Exhibit 2
Department of Public Works
Development Review Fees Comparison

<u>Development Review Applications</u>	<u>Existing Fee</u>	<u>New Fee</u>
Administrative Use Permit	\$181.25	\$193.00
Campground Permit	\$288.97	\$308.00
Consultation - Initial	\$0.00	\$0.00
Consultation - On-going	\$1000.00 Deposit billed at \$107.72/hour*	\$1000.00 Deposit billed at \$115.48/hour*
Development Agreement	\$1000.00 Deposit billed at \$107.72/hour*	\$1000.00 Deposit billed at \$115.48/hour*
Development Agreement Amendment	\$1000.00 Deposit billed at \$107.72/hour*	\$1000.00 Deposit billed at \$115.48/hour*
EIR Review	\$377.02	\$404.00
General Plan Amendment	\$215.44	\$230.00
Hydro-Electric Project	\$1000.00 Deposit billed at \$107.72/hour*	\$1000.00 Deposit billed at \$115.48/hour*
Modification of a Recorded Map	\$288.97	\$308.00
Modification of Development Standards	\$558.27	\$597.00
Negative Declaration Review	\$269.30	\$288.00
Permit to Mine/Reclamation Plan	\$558.27	\$597.00
Planned Development Permit	\$558.27	\$597.00
Reversion to Acreage	\$181.25	\$193.00
Site Development Permit	\$288.97	\$308.00
Special Use Permit	\$181.25	\$193.00
Tentative Map	\$665.99	\$712.00
Tentative Map per lot fee	\$26.93	\$28.00
Reconsideration of Approved Application	1/2 Current Fee	1/2 Current Fee
Technical Report Review	\$1000.00 Deposit billed at \$107.72/hour*	\$1000.00 Deposit billed at \$115.48/hour*
Vacation/Abandonment	\$500.00 Deposit billed at \$107.72/hour*	\$500.00 Deposit billed at \$115.48/hour*
Variance	\$181.25	\$193.00
Zone Change	\$215.44	\$230.00

Department of Public Works
Encroachment, Transportation and Disposal Fees

<u>Encroachment Permit Fees</u>	<u>Existing Fee</u>	<u>New Fee</u>
Residential Driveway Encroachment	\$132.67	\$140.00
Commercial Driveway Encroachment	\$172.40	\$183.00
Utility Repair (Minor)	\$122.83	\$130.00
Major Utility Project	\$500.00 Deposit billed at \$79.47/hour*	\$500.00 Deposit billed at \$85.79/hour*
Special Events	\$0.00	\$0.00
Tree Removal Permit	\$132.67	\$140.00
Permit Administrator Inspection	\$79.47/hour + Vehicle Rate of \$19.67/hour	\$85.79/hour + Vehicle Rate of \$19.94/hour
Engineer Inspection	\$79.47/hour + Vehicle Rate of \$19.67/hour	\$85.79/hour + Vehicle Rate of \$19.94/hour

<u>Transportation Permit Fees</u>	<u>Existing Fee</u>	<u>New Fee</u>
Single Trip Transportation Permit	\$29.31	\$32.00
Blanket Transportation Permit	\$14.65	\$16.00
Site Inspection	\$79.47/hr.	\$85.79/hr.
Site Inspection - Vehicle Rate	\$19.67/hr.	\$19.94/hr.

* Time spent reviewing these applications varies considerably. Fee is a minimum deposit billed against an hourly rate.

<u>Public Works Disposal Fees</u>	<u>Existing Fee</u>	<u>New Fee</u>
Commercial Green Waste Disposal - Chester Land Fill	\$83.10	Eliminated
Inert Disposal Fee - Chester	\$83.10	\$87.00

Calculation Backup Sheet for Estimated Public Works/Road Local Development Application Review Fees

<u>Application</u>	Public Works			<u>Vehicle Cost</u> per Hour	<u>Calculated Total Fee</u>
	<u>Hours Spent on Service</u>	<u>Average Hourly Rate</u>	<u>Staff Fee Total</u>		
Administrative Use Permit	1.5	\$115.48	\$173.22	\$19.94	\$193.16
Campground Permit	2.5	\$115.48	\$288.70	\$19.94	\$308.64
Consultation - On-going ⁴	Variable	\$115.48	Variable	N/A	\$1000.00 Deposit billed at \$115.48/hour ^{2,3}
Development Agreement	Variable	\$115.48	Variable	N/A	\$1000.00 Deposit billed at \$115.48/hour ^{2,3}
Development Agreement Amendment	Variable	\$115.48	Variable	N/A	\$1000.00 Deposit billed at \$115.48/hour ^{2,3}
EIR Review	3.5	\$115.48	\$404.18	N/A	\$404.18
General Plan Amendment	2	\$115.48	\$230.96	N/A	\$230.96
Hydro-Electric Project	Variable	\$115.48	Variable	N/A	\$1000.00 Deposit billed at \$115.48/hour ^{2,3}
Modification of a Recorded Map	2.5	\$115.48	\$288.70	\$19.94	\$308.64
Modification of Development Standards	5	\$115.48	\$577.40	\$19.94	\$597.34
Negative Declaration Review	2.5	\$115.48	\$288.70	N/A	\$288.70
Permit to Mine/Reclamation Plan	5	\$115.48	\$577.40	\$19.94	\$597.34
Planned Development Permit	5	\$115.48	\$577.40	\$19.94	\$597.34
Reversion to Acreage	1.5	\$115.48	\$173.22	\$19.94	\$193.16
Site Development Permit	2.5	\$115.48	\$288.70	\$19.94	\$308.64
Special Use Permit	1.5	\$115.48	\$173.22	\$19.94	\$193.16
Tentative Map	6	\$115.48	\$692.88	\$19.94	\$712.82
Tentative Map per lot fee	0.25	\$115.48	\$28.87	N/A	\$28.87 Per Lot Fee
Reconsideration of Approved Application	1/2 Current Fee				1/2 Current Fee
Technical Report Review ¹	Variable	\$115.48	Variable	N/A	\$1000.00 Deposit billed at \$115.48/hour ^{2,3}
Vacation/Abandonment	Variable	\$115.48	Variable	N/A	\$500.00 Deposit billed at \$115.48/hour ^{2,3}
Variance	1.5	\$115.48	\$173.22	\$19.94	\$193.16
Zone Change	2	\$115.48	\$230.96	N/A	\$230.96

Notes:

1 - These reports include: Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

2 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of these applications and charge Developer on a time and material basis. These monies will be deposited in a special account, from which the County will draw sums to cover the costs of the application review. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by developer will be exhausted, the Public Works Department shall provide the developer with a new estimate of the cost to complete the processing of the application. The developer shall replenish the special account in the amount of such new estimate within fifteen (15) days. Developer's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the developer of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

3 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

4: For consultation services longer than 1-hour

Calculation Backup Sheet for Public Works/Road Encroachment Permit Fees

Application	Permit Administrator Hours	Permit Administrator Hourly Rate	Permit Sub-total	Maintenance Crew Supervisor Hours	Maintenance Crew Supervisor Hourly Rate	Maintenance Crew Supervisor Sub-total	Staff Fee Sub-Total	Vehicle Cost per Hour	Vehicle Cost Sub-total	Calculated Total Fee
Residential Driveway Encroachment	0.5	\$85.79	\$42.90	1	\$77.50	\$77.50	\$120.40	1	\$19.94	\$19.94
Commercial Driveway Encroachment	1	\$85.79	\$85.79	1	\$77.50	\$77.50	\$163.29	1	\$19.94	\$19.94
Utility Repair (Minor) ¹	0.5	\$85.79	\$42.90	1	\$77.50	\$77.50	\$120.40	0.5	\$19.94	\$9.97
Major Utility Project ^{2,3}	1	\$85.79	\$85.79	1	\$77.50	\$77.50	\$163.29	1	\$19.94	\$500.00 Deposit billed at \$85.79/hour ⁴
Special Event	1.5	\$85.79	\$128.69	1	\$77.50	\$77.50	\$128.69	1	\$19.94	\$19.94
Tree Removal Permit	0.5	\$85.79	\$42.90	1	\$77.50	\$77.50	\$120.40	1	\$19.94	\$19.94
Permit Administrator Inspection	1	\$85.79	\$85.79	0	\$77.50	\$0.00	\$85.79	0	\$19.94	\$0.00
Engineer Inspection	1	\$85.79	\$85.79	0	\$0.00	\$0.00	\$85.79	0	\$19.94	\$0.00

Notes:

1- Performed by special district in-house crew

2 - This fee varies depending on the size and the complexity of the project. To accommodate these variations, the fee will be calculated at an hourly rate with a \$500.00 initial deposit. This fee is applicable to special district projects that solicit bids from contractors.

3 - Additional inspection fees are assessed during the inspection phase.

4 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of the encroachment permit and charge on a time and material basis. The applicant shall deposit with the County \$300.00 for each utility project submitted. These monies will be deposited in a special account, from which the County will draw sums to cover the costs associated with the cost of processing the encroachment permit. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposited in the special account in the amount of each invoice. In the event that it appears likely the deposit made by the applicant will be exhausted, the Public Works Department shall provide the applicant with a new estimate of the cost to complete the processing of the application. The applicant shall replenish the special account in the amount of such new estimate within fifteen (15) days. Applicant's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the applicant of the obligation to pay for work done by County in response to the application or to wind up works as a result of withdrawal or abandonment.

**Calculation Backup Sheet for
Public Works/Road Transportation Review Application Fees**

<u>Application</u>	<u>Hours Spent on Service</u>	<u>Administrator Hourly Rate¹</u>	<u>Permit Calculated Total Fee</u>
Single Trip Transportation Permit	0.5	\$65.76	\$32.88
Blanket Transportation Permit	0.25	\$65.76	\$16.44
Site Inspection	1	\$85.79	\$85.79/hour ²
Site Inspection Vehicle Rate	1	\$19.94	\$19.94/hour

1 - The Permit Administrator hourly rate is an average of the hourly rate of the Public Works Administration staff who process this application.

2 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

Calculation Backup Sheet for Public Works Disposal Fees

Application	Maintenance		Maintenance		Vehicle Hours	Vehicle Cost per Hour	Vehicle Cost Sub- total	Calculated Fee
	Staff Hours to perform service	Crew Supervisor Hourly Rate	Crew Supervisor Sub- total	Vehicle Hours				
Inert Disposal Fee - Chester	1	\$77.50	\$77.50	0.5	\$19.94	\$9.97	\$87.47	

Public Works Hourly Rate Calculation

Title	Rate
Director of Public Works	\$ 152.91
Assistant Director of Public Works	Vacant
Principal Transportation Planner	\$ 133.82
Associate Engineer	\$ 89.38
Engineering Tech II	\$ 85.79
 Average Rate	\$ 115.48

Maintenance Crew Supervisor

\$ 76.20
\$ 83.02
\$ 95.31
\$ 64.95
\$ 68.00

Average Rate \$ 77.50

Exhibit 4

NOTICE OF PUBLIC HEARING

The Board of Supervisors will hold a public hearing on the following matter on Tuesday, October 8, 2024, in the Board of Supervisors Room 308, Courthouse, Quincy, California.

11:00 a.m. Amendment of Plumas County's Master Fee Schedule

Consideration and Adoption of a Resolution amending the Master Fee Schedule to establish new, and revise existing, Public Works Department fees for development applications, encroachment permits, transportation permits and disposal fees.

Copies of the backup materials, including fee calculation methodology, are available at the Plumas County Public Works Department at 1834 E. Main Street, Quincy, CA. For further information please contact Jim Graham, Plumas County Public Works Department at (530) 283-6169.

PUBLISH: The Mountain Messenger – September 26, 2024