

## REPORT TO CITY COUNCIL

**DATE:** SEPTEMBER 13, 2006

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** GREG RAMIREZ, CITY MANAGER

**BY:** MIKE KAMINO, DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

**SUBJECT:** ADOPTION OF RESOLUTION NO. 06-1430; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA ESTABLISHING CHARGES FOR SERVICES RENDERED IN RELATION TO PROCESSING APPLICATIONS IN THE AGOURA VILLAGE SPECIFIC PLAN AREA

---

The purpose of this item is to seek City Council approval of the attached draft resolution to establish an application fee for processing the Agoura Village Development Permit (AVDP).

On June 14, 2006, the City Council approved the Agoura Village Specific Plan. The Agoura Village Specific Plan established a requirement that all new development or renovation of existing property obtain an AVDP. Staff recommends that the City Council establish a full recovery fee for processing the AVDP. This would be accomplished by collecting a deposit from the developer to cover all costs associated with processing the entitlement permit including not only staff costs, but also for other costs such as for consultant reviews, public hearing notifications, and environmental documentation which are typically subject to separate fees and charges.

The AVDP would be processed in two phases. Phase 1 is the concept review phase and would focus on general design and site planning principals and is intended to provide initial feedback to the developer to ensure consistency with the vision established for Agoura Village early in the review process. The recommended deposit amount for Phase 1 is \$4,000. Phase 2 is the formal application review and would focus on the more detailed technical analysis of the development. The recommended deposit amount for Phase 2 is \$8,000.

Establishing a full cost recovery fee means that the applicant will be billed for the full cost of processing the application based on staff time and charges for consultant review costs and materials over and above the amount of the initial deposit. Staff's hourly rates would be determined by annual regular work rates established by the Finance Department for the given fiscal year(s) in which the application is processed. Processing of applications in the Specific Plan area are expected to be more complex and are best suited for a cost recovery fee as opposed to a flat rate.

## **RECOMMENDATION**

Staff respectfully recommends that the City Council adopt the attached draft Resolution No. 06-1430 establishing charges for services rendered in relation to processing applications in the Agoura Village Specific Plan area.

Attachment: Draft Resolution No. 06-1430