

NOTICE OF PUBLIC HEARING COMMUNITY DEVELOPMENT DEPARTMENT FEE SCHEDULE UPDATE

NOTICE IS HEREBY GIVEN that the City Council will hold a public hearing on Wednesday, February 21, 2024 at 6:15 p.m., or as soon thereafter as can be heard, to review the current (adopted in 2020) Fee Schedule for the Planning and Building Services Divisions of the Department of Community Development and possibly adopt a resolution making revisions to the Fee Schedule.

Recommendations include revising the initial deposit amount for major planning permits (100% cost recovery) to \$3,000 and eliminating the initial deposit range of \$1,000 - \$3,000; eliminating the two different levels (level 1 and level 2) for minor planning permits and establishing one minor permit level; increasing the flat fee for all minor planning permits from \$900 to \$1,000; increasing the fee for boundary line adjustments on non-residentially zoned parcels and lot mergers from \$350 to \$500; increasing the fee for Director Determinations (such as Determinations of Appropriate Use) from \$300 to \$500; and determining the new Community Development Department cost recovery hourly rate based on a per staff position “fully burdened” hourly rate adjusted annually by the Finance Director within the Master Fee Schedule. The fully burdened hourly rate would be inclusive of salary and benefits for each staff position of the Community Development Department, as well as overhead costs, which will include the at-cost charge for direct costs and a percentage of costs according to the most recently adopted Cost Allocation Plan.

No change is recommended to fees of the building services division nor the calculation used to determine building permit fees.

What Will Happen: As part of the regularly scheduled City Council meeting, you may make oral or written comments on the proposed fee revisions and new fees. The City Council will consider all public testimony before considering adoption of the resolution imposing the revised and new fees. The hybrid public hearing can be attended in person at the City of Ukiah City Council Chambers, located at 300 Seminary Avenue, Ukiah, CA 95482, or via Zoom. Instructions for attending the Zoom meetings will be posted in the meeting’s agenda packet on the City’s website at <https://www.cityofukiah.com/meetings>. **TO PRESENT VERBALLY VIA ZOOM:** go to the agenda, which will have instructions and a link to the meeting. **TO BE READ ALOUD BY CLERK:** send an email to meeting@cityofukiah.com. Include in the subject line “To be read aloud” and the agenda item that you are submitting your comment for; and keep your comments to 500 words or less. **CORRESPONDENCE FOR SUBMISSION:** send an email to meeting@cityofukiah.com. Include in the subject line the agenda item for which you are submitting your correspondence.

For More Information: Data indicating the amount of cost, or estimated cost, required to provide the service for which the proposed fees or service charge is levied and the revenue sources anticipated to provide the service is available on the City’s website at www.cityofukiah.com/projects/ and/or by contacting Craig Schlatter, Community Development Director, at (707) 463-6219 or cschlatter@cityofukiah.com. You may also review the proposed revisions to the Fee Schedule by visiting the Community Development Department. The Department is located at 300 Seminary Avenue, Ukiah. Office hours are 8:00 a.m. to noon; and 1:00 to 5:00 p.m. Monday through Friday.

ADA Accommodation: If you plan on attending the public hearing and need a special accommodation because of a sensory or mobility impairment/disability, or have a need for an interpreter, please call Kristine Lawler at (707) 463-6217 or email Kristine Lawler at klawler@cityofukiah.com to arrange for those accommodations to be made.