

RESOLUTION NO. RES-2025-021

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA ASSIGNING  
EXISTING SERVICE FEES TO DIRECTOR LEVEL LANDMARK ALTERATION PERMIT  
APPLICATIONS AND REDUCING CERTAIN LANDMARK ALTERATION PERMIT FEES  
FOR HOMEOWNERS

WHEREAS, Government Code Section 66014 provides that when a local agency charges fees for filing and processing applications for building and planning services or under any other authority, those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, and such fees may include the costs reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings and determinations; and

WHEREAS, the Planning and Economic Development Department commissioned MGT Consulting to prepare the Development Related Cost of Service Study date February 13, 2024 (“Cost Study”), which includes the data indicating the amount of cost, or estimated cost, required to provide the service for which each fee is levied, including fees for Landmark Alteration Permits; and

WHEREAS, the Cost Study provided adequate evidence to conclude that the service fees charged at that time for the City's services, including for Landmark Alteration Permits, did not adequately recoup the City's costs of providing certain services and thus, a significant amount of these costs were paid out of the City's general fund and, therefore, borne by the general public; and

WHEREAS, on January 30, 2024, the City Council held a study session to receive information, ask questions, and provide direction to City staff related to the City’s draft Cost Study. During the presentation, existing subsidies for development related permit fees were identified, including those for Landmark Alteration Permits, which, at that time, were subsidized by between 87% and 95% for projects submitted by a homeowner. However, the direction provided did not include continuing the subsidy for Landmark Alteration Permits; and

WHEREAS, on March 5, 2024, the City Council adopted Resolution No. RES-2024-033, adopting the new development related permit fees, including subsidizing certain fee types through general fund support, which was found to be needed to reflect City development goals, increase participation in permitting programs that support health and life safety and to increase community access to appeal processes; and

WHEREAS, the fee subsidy included reductions to appeals, 100% affordable housing at 60% or less of AMI, downtown housing development of four units or greater, daycare facilities and grocery stores in designated “food deserts”, but did not include reductions for Landmark Alteration Permit fees; and

WHEREAS, on July 1, 2024, the new development permit fee schedule went into effect; and

WHEREAS, on July 17, 2024, during a regular meeting of the Cultural Heritage Board, five members of the Board, including the Chair, announced that they would be resigning due to concerns related to the increased Landmark Alteration Permit fees and the fact that the Board had not been consulted about the proposed fee increases prior to Council taking action. Since that time, five Board members have provided written resignations to the City Clerk's Office. With only two remaining members, the Cultural Heritage Board is currently lacking a quorum to conduct business; and

WHEREAS, subsidizing homeowner submitted Landmark Alteration Permit fees by 92%, which is the average subsidy provided prior to the March 5, 2024 development related permit fee adoption, through general fund support is needed to reflect City preservation goals, ensure participation in the Landmark Alteration Permit process, and to promote the cultural welfare of the community's history by providing an affordable process for homeowners seeking to improve and maintain their historic properties; and

WHEREAS, on February 4, 2025, the City Council held a first reading to adopt an ordinance amending Municipal Code Chapter 20-58, including adding a Director Level Landmark Alteration Permit process to Section 20-58.060, Landmark Alteration Permits, which had previously not existed; and

WHEREAS, the existing Director Level Design Review application fees will be applied to Director Level Landmark Alteration Permit applications, which is reviewed through a comparable process, as published in the City's Fee Schedule (last updated July 1, 2024 and as amended from time to time) under "Planning Application Fees."

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa assigns the existing Director Level Design Review fee, as set forth in the City's Fee Schedule, to Director Level Landmark Alteration Permit applications as outlined herein.

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BE IT FURTHER RESOLVED that the Council adopts the specific development service fee reductions for homeowner submitted Landmark Alteration Permits, as identified in Exhibit A, adding to the existing list of approved development service fee reductions.

BE IT FURTHER RESOLVED that this resolution shall be effective 60 days following the adoption of Ordinance No. ORD-2025-003.

IN COUNCIL DULY PASSED this 4th day of February, 2025.

AYES: (6) Mayor Stapp, Council Members Bañuelos, Fleming, MacDonald, Okrepkie, Rogers

NOES: (0)

ABSENT: (1) Vice Mayor Alvarez

ABSTAIN/RECUSE: (0)

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
City Clerk Mayor

APPROVED AS TO FORM: \_\_\_\_\_  
City Attorney

Exhibit A - Development Service Fee Reductions