

May 31, 2007

**Honorable Mayor and Members of the
Hermosa Beach City Council**

**Regular Meeting of
June 12, 2007**

SUBJECT: FEE RESOLUTION FOR ZONING INFORMATION LETTERS

Recommendation:

Adopt the attached resolution amending the master fee resolution to add a fee for the preparation of zoning information letters.

Background and Analysis:

From time to time the City receives requests from developers, real estate firms or mortgage lenders, requesting zoning history and code compliance information for one or more properties that requires staff time for research and documentation. Unlike many cities, Hermosa Beach has not charged in the past for this service.

On April 24, the City Council reviewed the fee issue and directed that a fee be added to the City's Master Fee Resolution, to be charged only when the letter requires more than one hour of staff time.



Ken Robertson,
Acting Community Development Director

Concur:



Stephen R. Burrell,
City Manager

Attachments:

1. Resolution Amending Master Fee Resolution

RESOLUTION NO. 07-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA, AMENDING RESOLUTION 90-5422 (MASTER FEE RESOLUTION) TO ADD A FEE FOR THE PREPARATION OF ZONING INFORMATION LETTERS

WHEREAS, pursuant to Article XIIB of the Constitution of the State of California, and as stated in Section 2.64.010 of the Hermosa Beach Municipal Code, it is the intent of the City Council to require the determination and recovery of costs reasonably borne from fees and charges levied in providing City products or services; and

WHEREAS, the costs of providing City services for the preparation of zoning information letters has been determined.

THEREFORE, THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby finds that the fee established herein is justified and does not exceed the cost of providing the specified services.

SECTION 2. Schedule 1 of Resolution 90-5422 (“Community Development”) is hereby amended to add a fee for the preparation of letters describing zoning and related information on requested properties as follows:

Zoning Information Letter Fee:	\$100.00 per request, for every letter requiring more than one hour of staff time.
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SECTION 3. The fee in this Resolution shall take effect immediately.

SECTION 4. The fee in this Resolution shall be administratively adjusted annually on September 1 of each year by the average negotiated changes in salaries and benefits contained in the memoranda of understanding between the City and its employee bargaining groups for the current fiscal year.

SECTION 5. The City Clerk shall certify to the passage and adoption of this resolution; shall cause the same to be entered among the Resolutions of said City; and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting in which the same is passed and adopted.

PASSED, APPROVED and ADOPTED this 12th day of June 2007.

PRESIDENT of the City Council and **MAYOR** of the City of Hermosa Beach, California

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney