



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE: MAY 3, 2021**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: MAUREEN TAMURI AIA, AICP  
COMMUNITY DEVELOPMENT DIRECTOR  
MICHAEL KLEIN, SENIOR PLANNER, AICP *MAK***

**SUBJECT: ADOPTION OF RESOLUTION NO. 2021-1732, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, UPDATING THE CITYWIDE FEE SCHEDULE TO ESTABLISH FEES FOR WIRELESS TELECOMMUNICATION FACILITY PERMITS FOR THE PLANNING DIVISION.**

**MEETING**

**DATE: MAY 12, 2021**

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**SUMMARY RECOMMENDATION:**

That the City Council adopt Resolution No. 2021-1732, a Resolution of the City Council of the City of Calabasas, California, updating the Citywide fee schedule to establish fees for wireless telecommunication facility permits for the Planning Division.

**BACKGROUND:**

On April 14, 2021, the City Council adopted Ordinance No. 2021-391 amending Calabasas Municipal Code, Sections 17.11.010 and 17.12.050, and adding a new Chapter 17.31 related to Antennas/Personal Wireless Telecommunications Facilities. Chapter 17.31 includes provisions creating a new application and approval process for proposed stealth wireless facilities in allowed locations. Staff is now asking for Council approval of Resolution No. 2021-1732, which will establish fees to process these applications.

## DISCUSSION

As discussed above, the City Council adopted Ordinance No. 2021-391 on April 14, 2021, updating the City’s wireless ordinance. Among other changes, Ordinance No. 2021-391 establishes a new Tier 1 Wireless Telecommunication Facility Permit process that allows for the modification and construction of stealth wireless facilities through a streamlined administrative review process. Additionally, Ordinance No. 2021-391 renamed Wireless Telecommunication Facility Permit to a Tier 2 Wireless Telecommunication Facility Permit. Because Ordinance No. 2021-391 goes into effect on May 14, 2021, it is necessary to update the citywide fee schedule to establish fees for wireless telecommunication facility permits for the Planning Division. While Resolution No. 2021-1732 only updates that Planning fee schedule, applicants will be required to obtain necessary permits from Public Works (\$80-\$800) and Building and Safety (\$25-\$1,000), and pay applicable fees.

Attachment B to this report is staff’s assessment of the Planning Department costs to process a Tier 1 Wireless Facility Telecommunication Permit in accordance with the adopted ordinance. Additionally, staff recommends that all wireless applications shall be reviewed by the City’s wireless consultant, including Tier 1 and Small Wireless Facility Permits. As a result, the proposed fee resolution includes reimbursement for consultant review plus 15% for administrative costs. The table below identifies each permit type and associated Planning fees.

Fee Type	Fee
Tier 1 Wireless Telecommunication Facility Permit:	
Application	\$1,867
Scanning and Archiving	\$83
Consultant Review	Cost + 15%
Tier 2 Wireless Telecommunication Facility Permit:	
Application	\$3,877
Scanning and Archiving	\$307
Consultant Review	Cost + 15%
Public Hearing Notification	\$174 + \$0.60 for each property within 1,500 ft
Wireless Facility Minor Modification Permit:	
Application	\$2,120
Scanning and Archiving	\$307
Consultant Review	Cost + 15%*
Public Hearing Notification	\$174 + \$0.60 for each

		property within 300 ft
Small Wireless Telecommunication Facility Permit		
	Small Wireless Facility Permit on an existing structure	\$535 + \$100 for each additional facility in a batch
	Small Wireless Facility Permit on a new structure	\$1,070 + \$100 for each additional facility in a batch
	Small Wireless Facility Permit compliance (required for each site)	\$289 annually
	Public Notification Service Fee (required for each site)	\$174 + \$0.60 for each property within 300 ft
	Scanning and Archiving Fee (required for each site)	\$83
	Consultant Review	Cost + 15%

Staff estimates that the cost to process a Tier 1 Wireless Telecommunication Facility is similar to the cost to process a Wireless Facility Minor Modification permit, less the expense to prepare for and attend a public hearing. As a result, the proposed fee schedule establishes an application fee of \$1,867 for a Tier 1 Wireless Telecommunication Facility Permit, plus scanning/archiving and consultant costs. The current cost to review a project by the City's wireless consultant is a flat rate of \$2,702.50 per application (including the 15% administrative fee). Per the City Council's direction in adoption of Ordinance No. 2021-391, staff recommends a reduced application fee of \$500, plus scanning/archiving and consultant costs, for the first 18 months the ordinance is in effect. This will reduce the overall cost to the applicant by \$1,367 as an incentive to file an application sooner rather than later.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The cost to process a development permit under the requirements of Chapter 17 of the Calabasas Municipal Code should be recovered from applicants. In addition to consultant fees, the estimated cost to process a Tier 1 Wireless Telecommunication Facility Permit will be partially covered during the first 18 months, and adequately covered thereafter by the recommended fee structure.

**REQUESTED ACTION:**

That the City Council adopt Resolution No. 2021-1732, a Resolution of the City Council of the City of Calabasas, California, updating the Citywide fee schedule to establish fees for wireless telecommunication facility permits for the Planning Division.

**ATTACHMENTS:**

- Attachment A: Resolution No. 2021-1732
- Attachment B: Tier 1 Wireless Telecommunication Facility Permit - Fee Study
- Attachment C: Updated Citywide Fee Schedule for Planning (highlighted changes only)