



Item No. 16 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER

THROUGH: MICHAEL KASHIWAGI
COMMUNITY SERVICES DIRECTOR

FROM: BRETT HALE, BUILDING OFFICIAL

DATE: NOVEMBER 18, 2015

SUBJECT: ADOPT FEE RESOLUTION 15-xxx TO WAIVE PERMIT FEES
FOR THE INSTALLATION OF PHOTOVOLTAIC SYSTEMS

RECOMMENDATION

Adopt the attached Resolution waiving the permit fees for the installation of Photovoltaic Systems.

BACKGROUND

At the September 16th, 2015 City Council meeting, Council considered multiple fee structure options for the installation of PV systems and a possible photovoltaic mandate. After discussion, Council directed staff to return with a permit fee waiver for the installation of photovoltaic systems.



ANALYSIS

Currently the Town's Building Department processes on average 27 photovoltaic permits per year. The basic charge for solar installation permits are \$526 (regardless of size). Staff contacted 11 surrounding jurisdictions as part of its survey of photovoltaic permitting and found that 5 of the 11 jurisdictions provide full fee waivers, 3 require fees set at full cost recovery and 3 charge fees, but are not at the level of full cost recovery. Council discussed that by waiving the permit fees the Town would encourage the installation of PV systems and promote environmental awareness.

POLICY FOCUS

Adopting a waiver of photovoltaic permit fees, the Town will encourage PV installations

promoting the conservation of natural resources and reduced greenhouse gas emissions.

FISCAL IMPACT

The waiver of the fees will impact the general fund by approximately \$14,215.50 per year.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire Protection District, service providers (water, power, and sewer), and regional elected officials.

ATTACHMENTS

- A Resolution waiving the permit fees for the installation of Photovoltaic systems

RESOLUTION NO. 15-xxx

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
WAIVING THE PERMIT FEES FOR PHOTOVOLTAIC SYSTEMS**

WHEREAS, the City Council desires to promote the installations of Photovoltaic Systems and renewable energy;

WHEREAS, it is necessary to process applications and the Town of Atherton has previously adopted a fee for Photovoltaic Permits;

WHEREAS, staff recommends that the Council waive the permit fees established in the Town of Atherton’s Master Fee schedule;

**NOW, THEREFORE, THE CITY COUNCIL OF THE TOWN OF ATHERTON
DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

Section 1. Findings.

The City Council declares that the above recitations are true and correct.

Section 2. Fee Waiver.

The City Council hereby waives the permit fees for all Photovoltaic System Permits:

Section 3 Effective date.

The Fee Waiver will take effect following the adoption of this Resolution by the Town Council.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on this 18th day of November, 2015, by the following vote:

*AYES: Council Members:
NOES: Council Members:
ABSENT: Council Members:
ABSTAIN: Council Members:*

Rick DeGolia, Mayor

ATTEST:

Theresa N. DellaSanta, City Clerk

APPROVED AS TO FORM:

William Conners, City Attorney