



Interoffice Memorandum

DATE: February 18, 2025

TO: Regina Youngblood, Acting Director of Finance and Assistant City Manager

FROM: Sara Buizer, Director of Development Services

SUBJECT: **FY 26 Master Fee Schedule Update**

The following updates are requested for the Master Fee Schedule related to the Planning Division:

DEVELOPMENT SERVICES DEPARTMENT

PLANNING

Review of Ministerial Planning Applications

Application types include but not limited to: SB 35, SB 6, AB 2011, SB 9, SB 684, and SB 1123

Recommended Fee: \$4,000 Deposit for applications that do not include a Tentative Map
\$6,000 Deposit for applications that involve a Tentative Map.

These ministerial applications do not require preparation of findings or the standard noticing requirements per the Municipal Code; however, they do require a thorough application review by staff to ensure that projects comply with local and State laws. The proposed deposit would allow the Development Review team consisting of Planning, Development Review Engineer, Landscape Architect, Building, Fire & Haz Mat, Public Works - Engineering, - Transportation, - Environmental Services and - Utilities and others depending on location (i.e. Airport) to bill their time spent reviewing the application. Typically, the Review of a Ministerial Planning Application will follow a similar review process (application intake, review, status letter, resubmittal, review, status letter until deemed complete) as other projects which are subject to Site Plan Review and may or may not include a Tentative (Parcel or Tract) Map which typically requires a more detailed review due to the land division.

Cc: Sara Buizer, Director of Development Services
Christina Morales, Deputy Director of Development Services
Jeremy Lochirco, Planning Manager
Tera Maroney, Management Analyst

Development Services Department
Planning Division
777 B Street
Hayward, CA 94541-5007
T: 510.583.8520 | www.hayward-ca.gov



Interoffice Memorandum

DATE: March 14, 2025
TO: Regina Youngblood, Acting Director of Finance and Assistant City Manager
THROUGH: Tera Maroney, Management Analyst
FROM: Sara Buizer, Director of Development Services
SUBJECT: **FY 26 Master Fee Schedule Update**

The following updates are requested for the Master Fee Schedule related to the Planning Division:

We are requesting an update to the Master Fee Schedule to include fees related to the Williamson Act application process. The Williamson Act is a California state law that allows landowners to restrict their property to agricultural or open-space use in exchange for reduced property taxes.

Currently, our Master Fee Schedule does not capture fees for processing Williamson Act applications. This omission is likely due to the fact that the City Council last discussed this topic over 50 years ago, in 1971. To ensure accurate cost recovery for staff processing time, we propose adding a fee for Williamson Act application processing to the Master Fee Schedule.

DEVELOPMENT SERVICES DEPARTMENT

C. PLANNING

41.	Mills Act/ Williamson Act Program		
a.	Mills Act/ Williamson Act Program	\$2,000	Time & Material; Initial Deposit
b.	Mills Act Annual Compliance Inspection	\$387	

Attached:

Master Fee Update Excel Workbook – Planning Division

Cc: Sara Buizer, Director of Development Services
Christina Morales, Deputy Director of Development Services
Jeremy Lochirco, Planning Manager
Tera Maroney, Management Analyst

