



STAFF REPORT

DATE: 06/18/2025
TO: Honorable Mayor and City Council Members
FROM: Planning and Development Department

2025-234

REQUEST FOR CITY COUNCIL ACTION

SUBJECT:

RESOLUTION NO. 2025-080 ESTABLISHING AN APPLICATION FEE FOR AN OUTDOOR SIDEWALK DINING PERMIT AND OUTDOOR RETAIL KIOSK PERMIT

EXECUTIVE SUMMARY:

This staff report asks the City Council to approve an application fee for an outdoor sidewalk dining permit, and outdoor retail kiosk permit. Both permits were established by the Downtown Revitalization Specific Plan. According to the specific plan, an application fee for the permits shall be established by resolution of the City Council. The fee covers the city's processing time for the issuance of the permits.

RECOMMENDED ACTION:

That the City Council adopt Resolution 2025-080 establishing an application fee for an outdoor sidewalk dining permit and outdoor retail kiosk permit, and to update the Citywide Master Fee Recovery Schedule to include the new applications fees.

BACKGROUND & HISTORY:

The Downtown Revitalization Specific Plan was comprehensively amended and adopted by the City Council on December 18, 2024. The plan allows for outdoor sidewalk dining within the city's right-of-way and outdoor retail kiosks on private property. Both uses are allowed within the Downtown commercial districts with the approval of a permit. The permit fee covers the city's processing time for the issuance of the permit and is required to be established by the adoption of a resolution of the City Council, which is the reason for Resolution 2025-080.

ANALYSIS:

The outdoor sidewalk dining permit and outdoor retail kiosk permit are expected to be reviewed and issued within three days of a permit application submitted to the city. The permit fee was evaluated based on the review and processing time by staff. The following is the proposed fee for both permits.

Permit	Fee
Outdoor Sidewalk Dining Permit	\$307
Outdoor Retail Kiosk Permit	\$167

FINANCIAL IMPACT:

Fees shall become effective 60 days after City Council's approval (August 17, 2025). The establishment of the permit fees will not have a negative fiscal impact on the General Fund. The estimated revenue increase of establishing outdoor sidewalk dining permits and outdoor retail kiosk permits is unknown at this time and will depend on the number of permit applications submitted to the city.

PUBLIC HEARING NOTICE:

A public hearing notice on the proposed fees was advertised in the Sentinel Weekly and published on June 6, 2025, meeting the minimum notice of 10 days prior to the public hearing.

ENVIRONMENTAL ANALYSIS:

This Resolution is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This Resolution simply adopts a fee for permit applications and there is no possibility that adopting this Resolution will have a significant effect on the environment. Therefore, no environmental analysis is required.

PREPARED BY: JOANNE COLETTA, PLANNING & DEVELOPMENT DIRECTOR

ATTACHMENTS:

1. Exhibit 1 – Resolution 2025-080