



# COUNTY OF VENTURA

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## BOARD OF SUPERVISORS

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Second District

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December 13, 2022

Board of Supervisors  
County of Ventura  
800 S. Victoria Ave  
Ventura CA

**Subject: Recommendation of Supervisor Parks to Direct the Planning Division to Include in the Next Adoption of the Planning Division Fee Schedule a Provision to Require Only One Appeal Fee for Multiple Zoning Clearance Appeals when Multiple Zoning Clearances are Pending Under a Single Discretionary Permit.**

**Recommended Action:**

Direct the Planning Division to include in the next adoption of the Division fee schedule a provision to require only one appeal fee for multiple zoning clearance appeals when multiple zoning clearances are pending under a single discretionary permit.

**Discussion:**

In most cases, Zoning Clearances, the final approval issued by the Planning Division for ministerial projects or pursuant to an approved discretionary permit, are issued one at a time per project. However, in some cases, more than twenty Zoning Clearance applications can be pending contemporaneously under a single discretionary permit. In these rare cases, the financial burden for individuals or organizations to file an appeal of the project can be cost prohibitive.

While there are good reasons for the Planning Division to require multiple individual Zoning Clearances at the same time under the same Conditional Use or Planned Development permit, the cost impact upon prospective appellants can have the effect of depriving them of their rights to have their appeal heard when many Zoning Clearances are involved.

The Planning Division Fee Schedule currently identifies the charges required per permit entitlement type and other charges, such as an appeal, along with administrative billing policies and procedures. The current appeal fee for a permit entitlement determination by the Planning Director or Planning Commission is \$1,000, and the appeal section of the fee schedule also identifies how actual staff time and costs are borne depending on who files the appeal: the applicant or another party.

Per discussion with the Planning Director, the Planning Division Fee Schedule would need to be modified to address this issue if directed by the Board. The next update of the Planning Division/RMA fee schedule is expected to be presented to the Board of Supervisors in first quarter 2023. Approval of the recommended action will enable the Board of Supervisors to review the proposed revision and consider adoption at that time.

Sincerely,

A handwritten signature in black ink that reads "Linda Parks". The script is cursive and fluid, with the first name "Linda" and last name "Parks" clearly legible.

Linda Parks  
Supervisor, Second District