

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: February 19, 2025

CAO File No. 0160-01586-0000
Council File No. 24-1399, 09-0969-S4
Council District: Citywide

To: The City Council

From: *Uplanda Chavis*
for Matthew W. Szabo, City Administrative Officer

Reference: City Planning Commission transmittal dated November 5, 2024. Received by the City Administrative Officer on January 14, 2025. Additional information received through February 5, 2025.

Subject: **REPORT ON THE FISCAL IMPACT OF THE PROPOSED LANDSCAPE AND SITE DESIGN ORDINANCE FEE**

RECOMMENDATION

That the City Council note and file this report.

SUMMARY

On January 14, 2025, the City Council directed the City Administrative Officer to report on the fiscal impact of the proposed Landscape and Site Design Ordinance (Ordinance) fees. The Los Angeles City Planning Commission report dated November 5, 2024 proposed the new Ordinance to replace Landscape Ordinance No. 170978. The Department of City Planning (DCP) engaged NBS Government Finance Group (NBS) to conduct an analysis of the fees to be adopted in tandem with the proposed Ordinance, which includes one new fee and one existing fee revision.

New Fee

The proposed new fee is the Administrative Review – Landscape and Site Design Approval and Verification which applies to landscape and site design approval and verification associated with by-right and discretionary projects. It includes the creation of the administrative review case and review of the new point system. The NBS fee analysis used the average time of two hours required for landscape and site design review and the fully burdened hourly rate of \$209 to determine the new fee in the amount of \$418. The fully burdened hourly rate is based on Ordinance No. 188063 effective February 10, 2024 (C.F. 09-0969-S4). The new \$418 fee is set at full cost recovery.

Existing Fee Revision

The Los Angeles Municipal Code Section 19.04 includes a fee titled, “Landscape Plan Approval as part of a Discretionary Approval.” This fee is for project approvals involving tract maps that require more effort than by-right or discretionary projects. The proposed Ordinance revises the current title to “Landscape Plan Approval – as part of a Subdivision.” This revision aligns with the original purpose and is intended to provide clarification. The processing time of 4.8 hours used to establish the original fee still reflects the average time requirement for providing this service. Therefore, no change is recommended to the \$1,005 fee amount which is set at full cost recovery.

Revenue

The proposed new Administrative Review – Landscape and Site Design Approval and Verification fee is projected to provide \$305,140 in additional planning case processing revenue in the first year following the effective date. The DCP anticipates approximately 730 projects to be subject to the new fee per year. This is based on building permit data over the last five years indicating 3,641 projects would have been subject to the Ordinance. This Office used the \$418 proposed fee amount and 730 projects to determine the \$305,140 estimate. There is no anticipated additional revenue projected from the existing Landscape Plan Approval fee.

FISCAL IMPACT STATEMENT

There is no fiscal impact associated with the recommendation to note and file this report. There is a positive impact to the General Fund as a result of the new fee in the proposed Landscape and Site Design Ordinance which will provide approximately \$300,000 annually.

FINANCIAL POLICIES STATEMENT

This report is in compliance with the City’s Financial Policies in that the new fee in the proposed Landscape and Site Design Ordinance is set at full cost recovery.