



CITY of BRISBANE

Parks and Recreation Commission Meeting Agenda

Wednesday, April 9, 2025 at 6:30 PM • 50 Park Place, Brisbane, CA

The public may observe/participate in Commission meetings using remote public comment options or attending in person. Commissioners shall attend in person unless remote participation is permitted by law. The Commission may take action on any item listed in the agenda.

TO ADDRESS THE COMMISSION IN PERSON

Location: 50 Park Place, Brisbane, CA 94005, Community Meeting Room

Masking is not required but according to the California Department of Public Health guidelines, people at higher risk for severe illness should consider masking. To help maintain public health and safety, we respectfully request that people not attend in-person if they are experiencing symptoms associated with COVID-19 or are otherwise ill and likely contagious (e.g., respiratory illnesses).

Members of the public are encouraged to submit written comments before the meeting, to be discussed in Written Communications.

REMOTE PARTICIPATION

Members of the public may participate in the Commission meeting by logging into the Zoom Webinar listed below. Commission meetings may also be viewed live and/or on-demand via the City's YouTube Channel, youtube.com/brisbaneca, or on Comcast Ch. 27. Archived videos may be replayed on the City's website, brisbaneca.org/meetings. Please be advised that if there are technological difficulties, the meeting will still continue if remote participation is available.

The agenda materials may be viewed online at brisbaneca.org/meetings at least 72 hours prior to a Commission meeting.

Remote Public Comments:

Remote meeting participants may address the Commission. Aside from commenting personally while in the Zoom Webinar, you can also use the call-in number. The public comments received will be noted for the record during Citizen Communications. We encourage you to email comments in advance of the meeting to jbondoc@brisbaneca.org since this email will not be monitored during the meeting. Emails received during the meeting will not be addressed and will not be brought to the attention of the Commission.

Join Zoom Webinar: brisbaneca.org/pr-zoom (please use the latest version: zoom.us/download)

Webinar ID: 920 4174 1911

Call-in Number: (669) 900-9128

SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact the Parks & Recreation Department (415) 508-2140 in advance of the meeting. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Commissioners: Sims, Anderson, Commerford, Davis, Greenlee, Ocampo, Seawell

1. CALL TO ORDER

2. ROLL CALL

3. ADOPTION OF AGENDA (Deletions, Additions, Changes)

4. APPROVAL OF MINUTES

A. February 12, 2025 **(Attachment)**

B. March 12, 2025 **(Attachment)**

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

B. Youth Advisory Committee / Teen Programs

7. OLD BUSINESS

C. Debrief from Commissioner Workshop

D. Master Fee Schedule and Budget Recommendations **(Attachment)**

8. NEW BUSINESS

E. Informational report regarding development impact fees **(Attachment)**

F. Commission Reorganization

It is customary for the Parks & Recreation Commission to designate a new Chair, Vice Chair, and Secretary on an annual basis. This is done so that Chairperson responsibilities are rotated amongst Commissioners throughout their terms. The Commission will need to facilitate a discussion around nominations and vote in a Chair, Vice Chair, and Secretary which would be in effect for the Commissions next regular meeting.

G. Subcommittee Reassignments **(Attachment)**

The attachment denotes current subcommittee assignments and available seats for each respective subcommittee. This is an opportunity for both new Commissioners to opt into subcommittees and for those Commissioners previously assigned to modify their subcommittee seats if desired.

9. REPORTS

H. Chairperson

I. Subcommittees

a. Public Art Advisory Committee Meeting (Held on 3/17/25)

b. Setting Subcommittee Meetings

J. Commissioners

K. Staff

10. COMMISSION MATTERS

L. Written Communications

11. ADJOURNMENT

The next regularly scheduled meeting will be May 14, 2025.



Brisbane Parks and Recreation Commission *Action Minutes*

REGULAR MEETING

February 12, 2025

HYBRID COMMISSION MEETING, 50 PARK PL., BRISBANE, CA

CALL TO ORDER

Chairperson Sims called the meeting to order at 6:34pm.

ROLL CALL

Commissioners present: Sims, Greenlee, Ocampo, Seawell

Commissioners absent: Commerford, Davis

Staff present: Recreation Director Noreen Leek, Recreation Supervisor Houghton,
Administrative Assistant Bondoc

ADOPTION OF AGENDA

Commissioner Ocampo moved, seconded by Commissioner Greenlee, to approve the February 12, 2025 agenda. The motion carried 4-0.

APPROVAL OF MINUTES

A. January 8, 2025

Commissioner Seawell moved, seconded by Commissioner Greenlee, to approve the January 8, 2025 minutes. The motion carried 4-0.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

B. None

OLD BUSINESS

C. Concerts in the Park Fundraising

Staff and the Commission shared ideas and discussions from the 1/30 subcommittee meeting, such as the new online donation option, merch, and commissioners helping to solicit donations at the concerts.

NEW BUSINESS

D. Planning for Mental Health Awareness Month & Water Safety Month

Staff and the Commission discussed the 1/27 Event subcommittee meeting, including the Mental Health Walk and potential for water activities catered to seniors.

REPORTS

E. Chairperson

None

F. Subcommittees

- a. Public Art Advisory Committee Meeting (Held on 1/21/25)
Subcommittee members shared the artists' presentation for the Alvarado-San Benito stairway project.
- b. Events Subcommittee Meeting (Held on 1/27/25)
Subcommittee members discussed the Garden Tour and Show, Mental Health Month and Water Safety Month for May, Parks and Rec Month for July, and a potential "Day in the Life" project.
- c. Concerts in the Park Subcommittee Meeting (Held on 1/30/25)
Subcommittee members discussed the meeting earlier during "Old Business".
- d. Seniors Subcommittee Meeting (Held on 2/4/25)
Subcommittee members shared discussions regarding efforts toward the 65-and-older demographic, communication methods to create awareness of existing services and solicit ideas, and Sunrise Room programs.
- e. Setting Subcommittee Meetings
Public Art Advisory Committee Meeting scheduled for 2/18/25 at 5:15pm.

G. Commissioners

None

H. Staff

Staff shared the latest on 2/8 events (Artists' Evening of Sharing with 160 people in attendance, Winter Habitat Restoration, and Parents' Night Out), 1/31 middle school dance, 8th grade boys basketball championship, start of baseball season, spring and summer camps, spring swim lessons, Leaders in Training applications, staff recruitments, and 2/15 Parents' Night Out.

COMMISSION MATTERS

I. Written Communications

None

ADJOURNMENT

Chairperson Sims moved to adjourn the meeting at 7:21pm. The next regularly scheduled meeting will be March 12, 2025.



Brisbane Parks and Recreation Commission Action Minutes

REGULAR MEETING

March 12, 2025

HYBRID COMMISSION MEETING, 50 PARK PL., BRISBANE, CA

CALL TO ORDER

Vice Chairperson Davis called the meeting to order at 6:34pm.

ROLL CALL

Commissioners present: Sims, Anderson, Commerford, Davis, Greenlee, Seawell

Commissioners absent: Ocampo

Staff present: Recreation Director Noreen Leek, Recreation Supervisor Houghton,
Administrative Assistant Bondoc

ADOPTION OF AGENDA

Commissioner Seawell moved, seconded by Commissioner Greenlee, to approve the March 12, 2025 agenda. The motion carried 6-0.

APPROVAL OF MINUTES

A. February 12, 2025

Because the February 12, 2025 minutes were erroneously omitted from the agenda packet, the motion to approve will be postponed until the April 9, 2025 meeting.

CITIZEN COMMUNICATIONS

None

PRESENTATIONS

B. Silverspot

Silverspot staff & Board members provided an overview of the co-op nursery school's family participation, schedules, tuition, revenue, expenses, fundraising, community events, and enrollment.

OLD BUSINESS

C. Young Adult Series Survey Results and Next Steps

Staff shared the findings from the Young Adult Series Survey. Program suggestions that garnered the most interest included Leadership Skill Development, Car Upkeep and Maintenance, Tech Support, and Around-the-House Skills. The Commission suggested a badge system to certify program completion.

NEW BUSINESS

D. Public Art Master Plan

Staff and the Commission discussed the Public Art Master Plan, which the City Council would consider for adoption on 3/20/25, as the blueprint for the city's future public art.

E. Master Fee Schedule

The Commission had a preliminary review and discussion of the department's fees and budget. They suggested this item be brought back to the 4/9/25 Commission Meeting for additional discussion.

REPORTS

F. Chairperson

None

G. Subcommittees

a. Public Art Advisory Committee Meeting (Held on 2/18/25)

Subcommittee members reported the approval of the Public Art Master Plan draft, in advance of City Council consideration at the 3/20/25 meeting.

b. Setting Subcommittee Meetings

Public Art Advisory Committee Meeting scheduled for 3/17/25 at 5:15pm.

H. Commissioners

Commissioner Greenlee re-proposed the idea of a "Day in the Life" push pin project, possibly as part of Day in the Park.

I. Staff

Staff shared the latest on the 4/4-4/6 lifeguard certification classes, spring swim lessons, summer activity guide, Youth Advisory Committee attending California Association of Youth Commissions, Leaders in Training applications, start of the baseball season for the Yard Goats and Brisbane Bears, open recruitments (lifeguards, swim instructors, and recreation leaders), 3/15 Parents Night Out, 3/18-3/21 California Park and Recreation Society Conference, monthly teen nights, Brisbane Dance Workshop recitals, and 5/31 Mermaid and Pirate event at the pool.

COMMISSION MATTERS

J. Written Communications

None

ADJOURNMENT

Vice Chairperson Davis moved to adjourn the meeting at 7:45pm. The next regularly scheduled meeting will be April 9, 2025.



PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date: 4/9/2025

From: Nicole Houghton, Recreation Supervisor
Noreen Leek, Parks & Recreation Director

Subject: Master Fee Schedule Review and Recommendations

Purpose

Act in an advisory capacity in preparation of the annual budget for Parks & Recreation.

Recommendation

Review the 2024-2025 Master Fee Schedule in order to make recommendations to City Council for the upcoming budget cycle including fiscal year 2025-2026.

Background

As part of the Brisbane Municipal Code 2.20.050, the "Parks & Recreation Commission shall: act in advisory capacity in preparation of the annual budget for recreation and long-range recreation and park and playground capital improvement program as well as recommend to the City Council fees or charges to be paid by residents and nonresidents for use of city recreational facilities, or for participation in city recreational programs."

Discussion

On March 12, 2025, the Commission had a preliminary discussion regarding the Parks & Recreation Master Fee Schedule. Commissioners requested that the item be brought back to the next meeting for additional discussion. The Commission asked staff to provide recommendations based on a review of comparable programs and services in neighboring cities and where they felt fees could be increased. The Master Fee Schedule recommendations from staff for the 2025-2026 fiscal year are summarized below.

- **Facilities**
 - Significant increases were made to these fees over the past two years, and they remain aligned with what neighboring agencies are charging for comparable facilities. Staff feel that increasing fees more significantly at this time may deter private rental groups. Staff recommend delaying substantial increases until the facilities are upgraded, at which time they may be more justifiable.
- **Community Park Rentals**
 - Daily picnic area rental rates for residents and non-residents could be increased. A 20% increase for Resident and Non-Resident rates here is recommended.
 - Staff would also like the Commission to consider an alcohol surcharge fee for picnic/park rentals (similar to the one charged for indoor rentals) for groups who elect to serve alcohol at their events. The proposed amount is \$50 per rental.

- **Aquatics**

- Staff would like the Commission to consider increases to the daily admission rates, specifically for adults and Non-Residents. Staff have compared daily admission rates to other cities' while keeping in mind that our general operating costs are increasing at a higher rate and that there will continue to be additional needs to maintain our community's beloved outdoor pool.
- Monthly pass – Adult Resident – increase from \$66 to \$75
- Monthly pass - Adult Non-Resident – increase from \$113 to \$120
- Swim Lessons – Resident – increase from \$11/class to \$12/class
- Swim Lessons – Non-Resident – increase from \$15/class to \$17/class
- Swim Lessons (4) - Semi-Private Resident – increase from \$128 to \$140
- Swim Lessons (4) - Semi-Private Non-Resident – increase from \$185 to \$200
- Swim Lessons (4) - Private Resident – increase from \$178 to \$200
- Swim Lessons (4) - Private Non-Resident – increase from \$258 to \$270
- Pool Rentals – Resident (Rec Swim Party) - Increase from \$171 to \$250
- Pool Rentals – Non-Resident (Rec Swim Party) - Increase from \$248 to \$375
- Pool Rentals – Resident (Private) - Increase from \$350 to \$425
- Pool Rentals – Non-Resident (Private) - Increase from \$500 to \$575
- Staff would also like the Commission to consider a refundable deposit for pool rentals to be consistent with other facility rental policies. The proposed amount is \$50/Residents and \$100/Non-Residents per rental.

- **Youth Activities**

- ClubRec Monthly – Resident – Increase from \$196/month to \$225/month
- ClubRec Monthly – Non-Resident – Increase from \$273/month to \$314/month
- Daily Camp Fee – Resident – Increase from \$43/day to \$50/day
- Daily Camp Fee – Non-Resident – Increase from \$60/day to \$69/day
- Youth Sports – consider a range of \$100-\$150/season depending on the sport instead of a flat rate of \$86 for all sports.

- **Special Events**

- Derby Kit – Increase price from \$40/kit to \$50/kit

The Commission should also be made aware that the City's Finance department recently retained Matrix Consulting Group to conduct a comprehensive user fee study city-wide. The purpose of this analysis is to evaluate the City's costs associated with providing fee-related services, and ensure that our proposed fees are currently defensible, and meet state and local legal requirements. The impact on fees relative to parks and recreation programs and services has yet to be determined. As is the case with any adjustment to the City's Master Fee Schedule, said fees would be adopted by the City Council.

As a reminder, the City supports families that need additional financial assistance with our Fee Waiver Assistance program. The Brisbane School District has also received grant funding through the California Department of Education for the Expanded Learning Opportunities Program (ELOP) to cover the full cost of services like our afterschool program and seasonal camps for those who qualify.

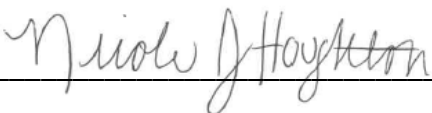
At this time, the Commission should review and discuss existing Parks & Recreation fees (Attachment 1) as well as the recommendations from staff. The Commission should identify priorities in preparation for making a formal recommendation to City Council.

Fiscal Impact

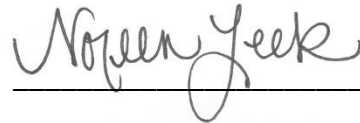
To be determined based on the P&R Commission's recommendations to City Council.

Attachments

1. 2024-2025 Master Fee Schedule



Nicole Houghton, Recreation Supervisor



Noreen Leek, Parks & Recreation Director

Parks and Recreation Fees	2023/24 Adopted Fee		Basis
	2024/25 Adopted Fee		
Facility Rentals:			
Alcohol Surcharge Fee (rental with 100 or more persons)	\$100	\$106	per event for any rental facility
Athletic Fields			
Lights	\$29	\$31	per hour
Non Profit Closed to Public			
- Brisbane Non Profit	\$18	\$19	per hour
- Non Brisbane Non Profit	\$29	\$31	per hour
Residential	\$46	\$49	per hour
Non-Residential	\$80	\$85	per hour
Game Preparation	\$29	\$31	per game
Mission Blue Center			
Residential			
1 Room - Weekday	\$181	\$192	per hour
Entire Facility - Weekday	\$280	\$297	per hour
1 Room - Weekend	\$226	\$239	per hour
Entire Facility - Weekend	\$350	\$371	per hour
Non-Residential			
1 Room - Weekday	\$276	\$292	per hour
Entire Facility - Weekday	\$408	\$432	per hour
1 Room - Weekend	\$337	\$357	per hour
Entire Facility - Weekend	\$516	\$547	per hour
Refundable Deposit	\$500	\$500	
Community Center Rental: Resident	\$85	\$90	per hour
Community Center Rental: Non-Resident	\$104	\$110	per hour
Refundable Deposit	\$200	\$200	
Volleyball Courts: Resident	\$28	\$30	per hour
Volleyball Courts: Non-Resident	\$33	\$35	per hour
Community Park Rentals:			
Area 1, 2 and 3 (4 tables): Resident	\$104	\$114	per day
Area 1, 2 and 3 (4 tables): Non-Resident	\$208	\$260	per day
Refundable Deposit	\$50	\$50	
Lawn Area: Resident under 50 people	\$47	\$51	per day
Lawn Area: Resident under 100 people	\$125	\$137	per day
Lawn Area: Resident over 100 people	\$234	\$257	per day
Lawn Area: Non-Resident under 50 people	\$94	\$117	per day
Lawn Area: Non-Resident under 100 people	\$250	\$312	per day
Lawn Area: Non-Resident over 100 people	\$468	\$585	per day
Gazebo Area: Resident	\$73	\$80	per hour
Gazebo Area: Non-Resident	\$94	\$118	per hour
Refundable Deposit	\$200	\$200	

Parks and Recreation Fees, cont.		2023/24 Adopted Fee	2024/25 Adopted Fee	Basis
Aquatics:				
Daily Admission: Adult Resident	\$6	\$7	per person	
Daily Admission: Adult Non-Resident	\$9	\$11	per person	
Daily Admission: Adult Non-Resident Summer	\$11	\$14	per person	
Monthly Pass: Adult Resident	\$60	\$66	per pass	
Monthly Pass: Adult Non-Resident	\$90	\$113	per pass	
Daily Admission: Youth/Senior Resident	\$4	\$5	per person	
Daily Admission: Youth/Senior Non-Res.	\$6	\$8	per person	
Monthly Pass: Senior Resident	\$40	\$44	per pass	
Monthly Pass: Senior Non-Resident	\$60	\$75	per pass	
Swim Lessons (8): Resident	\$80	\$88	per lesson package / \$11 per class	
Swim Lessons (8): Non-Resident	\$96	\$120	per lesson package / \$15 per class	
Semi-Private Swim Lessons (4): Resident	\$116	\$128	per lesson package	
Semi-Private Swim Lessons (4): Non Resident	\$148	\$185	per lesson package	
Private Swim Lesson (4): Resident	\$162	\$178	per lesson package	
Private Swim Lesson (4): Non-Resident	\$206	\$258	per lesson package	
Private Rentals: Resident (silver)	\$155	\$171	per party package	
Private Rentals: Resident (gold)	\$314	\$350	per party package	
Private Rentals: Non-Resident (silver)	\$198	\$248	per party package	
Private Rentals: Non-Resident (gold)	\$398	\$500	per party package	
Lifeguard Certification Class	\$216	\$238	per person, per session	
Piranha Swim Club: Resident	\$5	\$6	per person, per class	
Piranha Swim Club: Non-Resident	\$7	\$9	per person, per class	
Youth Activities:				
Club Rec Monthly	\$178	\$196	per person, per month	
Club Rec Monthly: Non-Resident	\$218	\$273	per person, per month	
Daily Camp Fee	\$39	\$43	per person, per day	
Daily Camp Fee: Non-Resident	\$48	\$60	per person, per day	
Preschool:Resident	\$6	\$7	per person, per hour	
Preschool:Non-Resident	\$8	\$9	per person, per hour	
Club Rec: Enrichment Clubs	\$5 - \$50	\$5 - \$70	per person, per activity	
Youth Classes	Based on cost of class	Based on cost of class	per person, per activity	
Youth Sports	\$78	\$86	per person, per season	
Processing Fee	Based on cost of class	Based on cost of class	Per class session or sports	
Late Pick-up Fee		\$1	Per minute	
Administrative				
Transaction Fee - Drop in Class	\$1	\$1	Per class for drop in only	
Transaction Fee - For classes under \$100	\$10	\$10	Per class, session or sport	
Transaction Fee - For Classes \$100 and over	\$22	\$22	Per class, session or sport	
Processing Fee for Refunds (new)	n/a	\$7	Per transaction	

Parks and Recreation Fees, cont.	2023/24 Adopted Fee	2024/25 Adopted Fee	Basis
Adult Sports:			
Adult Softball	\$831	\$1,000	per team, per season
Adult Open Gym	\$4	\$5	per person, per class
Teens:			
Teen Programs	\$10 - \$100	\$10 - \$100	per person, per activity
Middle School Dances	\$5	\$5 - \$20	per person, per activity
Seniors			
Senior Programs	\$5 - \$200	\$5 - \$200	per person, per activity
Special Events:			
Derby Kit	\$29	\$40	per derby kit
Pop-Up Events	\$5 - \$100	\$5 - \$100	per person, per activity
Day in the Park - Event Tickets	\$1	\$1	per ticket
Community Night with the Giants Tickets	\$20	\$25	per ticket
Concerts in the Park - Sponsorships	\$100 - \$2,500	\$100 - \$2,500	per sponsorship
Parents Night Out Events	\$25	\$25 - \$50	per person, per activity



PARKS & RECREATION COMMISSION AGENDA REPORT

Meeting Date: 4/9/2025

From: Noreen Leek, Parks & Recreation Director

Subject: Informational report regarding development impact fees

Recommendation

Receive an informational report regarding development impact fees.

Background

Development Impact Fees (DIF) are fees imposed on new development (commercial or residential) to fully or partially offset the costs of public facilities and infrastructure that is needed to serve new demand created by development projects. Laws governing impact fees, including both court decisions and the California Mitigation Fee Act (Govt. Code Sections 66000 et seq.) require that local agencies imposing fees as a condition of development approval demonstrate that there is a reasonable relationship or “nexus” between those fees and the impact of a development project on facilities to be funded by the fees. The required nexus for impact fees, as set forth in relevant court decisions, has three elements:

- **Need:** The City must show that development creates a need for the improvements funded by impact fees; and
- **Benefit:** The City must show that development derives a benefit from the provision of improvements funded by impact fees, and:
- **Proportionality:** The City must show that the fees charged to a development project are proportional to the impact of that project on facilities funded by the impact fees.

Development Impact Fees have proven to be a strategic funding approach for ensuring that new development pays its fair share towards public infrastructure. Cities and counties throughout California charge development impact fees. These fees, imposed on new development, alleviate the impacts that result from new development. Cities and counties may establish DIF for a broad range of projects by legislation of general applicability or impose DIF on specific projects on an ad hoc basis. If local agencies did not impose DIF, the cost to provide services or to improve existing infrastructure and facilities would fall on existing taxpayers, notwithstanding that the need for such services and improvements were the result of new development.

In order to demonstrate the need for imposing such fees, agencies are required to link impact fee revenues to capital improvement project lists. As far as Parks & Recreation impact fees are concerned, other municipalities have used those revenues for:

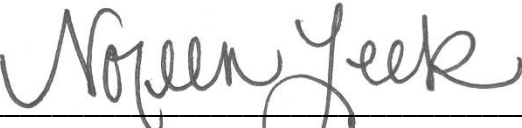
- Park land acquisition
- Sport field renovation projects
- Community gardens
- Trail development

- Amenity improvements in parks
- Shade structures
- Park or facility expansion & renovation
- New park or recreation facility construction
- Bicycle & pedestrian infrastructure and improvements
- Expansion of childcare facilities
- Park or facility accessibility improvements

Because significant new development is anticipated in Brisbane, the City has engaged consultants to analyze the impact of the anticipated development on a number of issues including affordable housing, transportation management, parks and recreational facilities, and public facilities. These four studies are in various stages of completion at this time. The City Council held a preliminary discussion on the topic at their March 6, 2025, meeting. Attachment 1 contains the information shared publicly at that meeting. Included in that packet is a summary of impact fees charged by other local municipalities. It should be noted that agencies adopt varied approaches to imposing Development Impact Fees. Each municipality implements its own set of priorities and fee structures which results in differences in how fees are calculated and applied and is evidenced by the range of fees of the eight agencies examined. Also included in Attachment 1 is an initial estimation of the potential maximum amounts that could be assessed for impact fees in Brisbane. Again, these figures are not finalized at this time but will be once the studies are completed. It is anticipated that the completed studies will be brought forward to the City Council for consideration in the next several months.

Attachments

1. 3/5/2025 City Council meeting agenda packet excerpt regarding development impact fees



Noreen Leek, Parks & Recreation Director

**CITY COUNCIL AGENDA REPORT****Meeting Date:** March 6, 2025**From:** City Manager Jeremy Dennis**Subject:** Informational Update Regarding Development Impact Fees**Community Goal/Result**

Fiscally Prudent, Community Building

Purpose

Ensure that new growth is adequately supported, both financially and structurally, while helping to preserve the quality of life for existing residents.

Recommendation

Review the information provided regarding the four Development Impact Fee reports currently being drafted and provide direction to staff on the process for which the related reports should be brought forward for consideration.

Background

Development Impact Fees (DIF) are fees imposed on new development (commercial or residential) to fully or partially offset the costs of public facilities and infrastructure that is needed to serve new demand created by development projects. Laws governing impact fees, including both court decisions and the California Mitigation Fee Act (Govt. Code Sections 66000 et seq.) require that local agencies imposing fees as a condition of development approval demonstrate that there is a reasonable relationship or “nexus” between those fees and the impact of a development project on facilities to be funded by the fees. The required nexus for impact fees, as set forth in relevant court decisions, has three elements:

- Need: The City must show that development creates a need for the improvements funded by impact fees; and
- Benefit: The City must show that development derives a benefit from the provision of improvements funded by impact fees, and:
- Proportionality: The City must show that the fees charged to a development project are proportional to the impact of that project on facilities funded by the impact fees.

Development Impact Fees have proven to be a strategic funding approach for ensuring that new development pays its fair share towards public infrastructure. Because significant new development is anticipated in Brisbane, the City has engaged consultants to analyze the impact

of the anticipated development on a number of issues including affordable housing, transportation management, and parks and recreational facilities.

Although the City currently imposes fees to support the City's Public Art Program, these are not considered development impact fees. The four impact fee reports that Council directed for completion (Parks and Park Facilities, Affordable Housing, Traffic and Capital Facilities) are complicated in potential scope and range and are inherently challenging to implement.

In addition to these reports that provide the legal framework for what development impact fees could be imposed, often feasibility studies will also be prepared/included that provide guidance to the Council as to what range of fees, from an economic viewpoint, is "feasible". That is, when Council reviews the fees, their financial impact on developers, and comparing the fees to neighboring jurisdictions, Council may determine what fees, less than the maximum under law, are feasible in order that development occur in the City.

Previous Council Updates

At the September 7, 2023 City Council meeting, Legal Counsel provided an informational report regarding DIF's (Attachment 1). The Council directed staff to initiate an additional study examining other public facilities, and that final study is now nearing completion. Council discussion regarding DIF's resumed on October 19, 2023 (Attachment 2). The direction provided to staff at that meeting was to bring the item back once all reports were completed and the entirety of proposed impact fees could be considered comprehensively. The Council conveyed a desire to ensure that the fees imposed do not render new development in Brisbane financially infeasible.

In the fall of 2024, the City Manager determined that the impact fees reports already completed required additional updating, which is underway. As a result of this determination Council was informed that the reports would likely be brought forward as completed. Staff's rationale behind the new approach reflects the opportunity to implement some of the fees prior to the FY 2025-26 budget. It is important to note that all funds from impact fees will be placed in restricted (non-General Fund) accounts to be used for future infrastructure improvements; these funds could offset the use of other (particularly General Fund) funds in the future.

Below is a status update on the four reports:

1. Parks and Recreational Facilities – Finalizing study with updated figures; was not budgeted for and does not include a feasibility study.
2. Affordable Housing – Completed, includes feasibility study

3. Traffic – Expected for completion mid-spring; does not include feasibility study
4. Public Facilities – Expected for completion mid-spring; does not include feasibility study

Discussion

This staff report is intended to provide the following information:

1. An update on progress
2. Information about fees other municipalities have implemented (Attachment 3); Agencies adopt varied approaches to imposing Development Impact Fees, with each municipality implementing its own set of priorities and fee structures. This results in differences in how fees are calculated and applied and is evidenced by the range of fees of the eight agencies examined.
3. An initial estimation of the potential maximum amount of development impact fees that could be assessed to support the variety of public facilities identified in the four impact fee reports. (Attachment 4). These figures do not represent what may be feasible to charge, as described above and in the “Note on Implementation” section below.

Action Item - Staff would also appreciate feedback on whether the Council supports bringing completed impact fee reports forward as completed or would instead prefer to revert to the previous direction and wait until all the reports have been completed. Note, as stated in the Background section, three of the studies do not have an accompanying feasibility study. Staff will return at an upcoming meeting with a budget request to complete the feasibility studies necessary for implementation.

Note on Implementation

Implementation of impact fees can be a challenging endeavor. As the Council reviews the reports, staff suggests the Council consider the following:

- Each report includes a “maximum” dollar amount for each fee, based on the initial analysis. This does not mean the Council is required to adopt at the maximum; it is very typical for Councils to consider adopting fees at less than the maximum for a variety of reasons, including for feasibility reasons (discussed above and in the next bullets), including the impact on the developers that will be required to pay such fees.

- Each report will also include a feasibility study, which is an examination of the economic reality of whether any one fee should be imposed and, if so, at what amount
- Maximum fees are rarely feasible; it is possible that all four reports, once the feasibility studies are completed, will indicate what fees may be imposed without making development infeasible based on current market conditions.
- There will be no recommendations from the consultants who completed the reports concerning the amount of the fees to be imposed, given the factors discussed in this section.
- The Council will also consider which “types” of activities should be assessed a new fee. For example, the Council may determine that only certain kinds of development (such as non-residential) are appropriate for fee assessment
- Given the potential scope and range of such fees, it is anticipated that trade organizations, labor organizations, and other entities will request the Council to adopt fees less than the maximum.
- Council consideration of adopting new impact fees requires a thirty-day public notification to the community.

Fiscal Impact

There is no financial impact associated with accepting this informational report. The adoption of Development Impact Fees is contingent upon Council direction at future public meetings.

Attachments

1. 9/7/2023 Informational report from Legal Counsel to City Council
2. 10/19/2023 Staff report from City Manager to City Council
3. Samples of Development Impact Fees for San Mateo County agencies
4. Draft estimation of the potential maximum amounts that could be assessed for impact fees


 Jeremy Dennis, City Manager

**CITY COUNCIL AGENDA REPORT****Meeting Date:** September 7, 2023**From:** Legal Counsel and City Manager**Subject:** Information Report Concerning Development Impact Fees**RECOMMENDATION**

Review the Information Report concerning Development Impact Fees and provide direction concerning such Fees, keeping in mind, as will be explained below, that it is not permissible to adopt one development impact fee that would cover a multitude of improvements.

BACKGROUND

The City of Brisbane imposes a number of “fees”. Many of those fees are set forth in the City’s Master Fee Schedule. These fees include fees for processing land use applications (Planning), use of City facilities (Parks and Recreation), water services (Finance), copies of police reports (Police), inspections (Fire) and processing grading permits (Public Works). There are also “property related fees”, as defined in Proposition 218, such as ordinary water and sewer charges. In addition, there are development impact fees (“DIF”) that are fees imposed on new development primarily to alleviate the impact such development has on the community.

Regardless of the type of fee, such fees may not exceed the estimated reasonable cost of providing the service or regulatory act for which the fee is charged. If they do, the fees would be considered a special tax and need voter approval. To adopt or increase such fees, the City must (a) hold at least one public hearing, (b) publish notice of the public hearing, (c) send notice to anyone who requested such notice, and (d) make available to the public data indicating the amount of the estimated cost to provide the service for which the fee is charged and the revenue source anticipated to provide the service.

DISCUSSION**Development Impact Fees and Dedications**

Cities and counties throughout California charge development impact fees (“DIF”). These fees, imposed on new development, are charges for service or to alleviate impacts that will result from new development. Cities and counties may establish DIF for a broad range of projects by legislation of general applicability or impose DIF on specific projects on an ad hoc basis. If local agencies did not impose DIF, the cost to provide services or to improve existing infrastructure and facilities would fall on existing taxpayers, notwithstanding that the need for such services and improvements were the result of new development. The types of DIF vary from community to community but most often local agencies impose DIF to mitigate the impacts that new development has on traffic, affordable housing, parks, and capital facilities.

Under State law, DIF may include costs attributable to the increased demand for public facilities reasonably related to the development project in order to (1) refurbish existing facilities to maintain the existing level of service or (2) achieve an adopted level of service that is consistent with the General Plan.

In addition to imposing a fee, a city may, as mitigation, require a “dedication” in connection with the development of real property whereby a property owner/developer must transfer ownership of the property, whether in fee or an easement, to the city.

The authority to exact fees and dedications stems from the city’s police powers under the State Constitution. In addition, several state statutes grant authority to local jurisdictions to impose exactions, for example the Mitigation Fee Act (AB 1600), discussed in more detail below.

There are limits, of course, to imposing DIF and/or dedication. If an exaction “goes too far”, it results in a “taking” for which compensation would need to be paid. In order to avoid that, courts have established what is called a “nexus” test to determine whether a DIF or dedication does not constitute an impermissible taking.

To establish nexus, generally three “reasonable relationship” findings must be made: need, benefit and proportionality.

Concerning need, it must be shown that new development will create a need for the item to be funded by the DIF and without this infusion of fees from new development, the availability of, for example, public facilities throughout the community would be negatively impacted. A DIF, of course, may be imposed only to the extent that new development creates the additional need.

Concerning benefit, it must be shown that new development will benefit from the item to be funded by DIF. To accomplish that, the DIF must be used in a timely manner.

Concerning proportionality, it must be shown that the DIF are proportional to the impact created by a particular development. To make that determination, different methodologies are employed to allocate costs and calculate the fees, depending on the type of infrastructure or facilities at issue. For example, a park improvement fee may be used to upgrade the kitchen facilities at Mission Blue, install a new roof at the Community Center, or replace playground equipment at the Community Park, assuming the nexus study, using an appropriate methodology, determines that the fee is necessary in order to maintain a level of service or achieve a level of service consistent with the General Plan.

The Mitigation Fee Act.

State law—the Mitigation Fee Act—often referred to as AB 1600—provides the procedural and substantive provisions that sets forth the requirements for establishing, increasing and imposing many DIF. The Act does not limit the type of infrastructure or facilities

for which DIF may be imposed but broadly defines “public facilities” to include public improvements, public services and community amenities. DIF may not be used, however, for maintenance or operating costs. Moreover, certain fees, such as fees in a development agreement, are not subject to the Act.

For the city to establish, increase or impose DIF under the Act, it must (a) identify the purpose of the fee, (b) identify the use of the fee, and determine issues of reasonable relationship.

As to purpose, imposing DIF is to protect the health, safety and welfare of the community by funding public facilities made necessary by new development and, more specifically, identifying improvements to mitigate the impact of new development.

As to use of the fees, the facilities must be identified in a “capital improvement plan”, for example a General Plan or other public documents, which plan must be updated annually.

As to reasonable relationship, as discussed previously, the use of the DIF and the type of development must be reasonably related; the need for the public facility and the type of development must be reasonably related; and the amount of the DIF and the cost of the public facility attributable to the development must be reasonably related.

Because each type of DIF has its own peculiarities as to purpose, use, reasonable relationship and proportionality, it is not permissible to adopt a one size fits all DIF. Each category of public facilities—park land, park facilities, affordable housing, traffic impacts, etc.—must be evaluated separately in determining what impact new development has on such facilities. Then, as discussed in the next section, the totality of the DIF must be considered in context of how “feasible” such fees are.

Feasibility Studies

In addition to undertaking a nexus study to support imposing DIF, many communities also will undertake a DIF feasibility study to determine whether a DIF, either by itself or in conjunction with other DIF’s, render development within a community “infeasible” for all practical purposes. In other words, even if a nexus study or studies show that a city could impose certain amount of DIF’s, if such DIF’s were imposed, developers would be unlikely to pay such DIF’s. Under those circumstances, a city may want to consider reducing the amount of permissible DIF in order to encourage development in the community.

Current DIF Within Brisbane

Currently the only DIF that Brisbane imposes on development is the parkland dedication fee on residential development. See Sections 16.24.020 and 16.24.030, Brisbane Municipal Code.

Where the residential development is for more than 50 lots and where land within the proposed subdivision will properly accommodate public recreational facilities, the subdivider must dedicate an area for such purposes on the basis of three acres for each 1000 population within the subdivision, assuming 2.35 persons per household. For example if there were a 100 lot subdivision and the property to be subdivided could accommodate a neighborhood park, the subdivider would be required to dedicate .71 acres ($100 \times 2.35 = 235/1000 = .235 \times 3 = .71$)

Where the residential development is for 50 lots or fewer, the subdivider is to pay a fee based on the following formula: the number of proposed units times 2.35 persons per household, divided by 1000 times three acres times the fair market value of one acre of the subject property as determined by the planning director. For example, if there were a 10 lot subdivision and the fair market value of the land to be divided was \$1,000,000 per acre, the fee would be \$90,000 ($10 \times 2.35 = 23.5/1000 = .0235 \times 3,000,000 = \$70,500$).

Although not necessarily a DIF, developers of certain residential and commercial property must also contribute to the City's Public Art Fund. See Section 15.85.050, Brisbane Municipal Code.

For commercial projects that have building development costs between \$1 M and \$5 M, the developer must contribute one percent of such costs to the public art fund. For commercial projects that have development costs above \$5 M, the developer must either contribute one percent of such costs or devote a comparable amount for the acquisition and installation of publicly accessible art.

For residential projects with ten to 20 units, the developer must contribute one half of one percent of building development costs to the fund. For residential projects with more than 20 units, the developer must contribute one percent of the building development costs to the fund. Moreover, regardless of the number of units, if the development costs are above \$10 M, the developer must contribute one percent of the development costs or devote a comparable amount for the acquisition and installation of publicly available art. Building developments designated as low or moderate income housing are exempt from these provisions.

DIF in the "Pipeline"

There are currently two DIF in the pipeline: a fee for parks, recreation facilities, open space and trails and an affordable housing fee. The DIF for parks, recreational activities, open space and trails would be applicable to residential and non-residential projects and because it includes a component for parkland, presumably the current provisions in the Municipal Code concerning the dedication of land for parks or payment of an in lieu fee for residential projects would be deleted. The affordable housing fee would be applicable only to non-residential projects in that the City's existing inclusionary housing ordinance requires including affordable housing in certain residential projects.

Also forthcoming will be a Traffic Demand Management Ordinance. That Ordinance, if adopted, may well lead to consideration of a Traffic DIF that could be used, for example, for

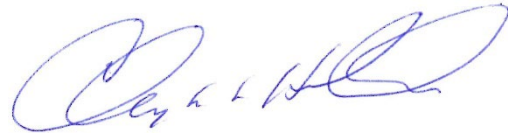
intersection improvements, traffic signals, traffic calming devices, etc. Preparation of the study for a Traffic DIF would likely not occur until late this or early next year.

Next steps

As stated above, because the need, benefit and proportionality of any particular DIF must be considered on its own terms, it is not feasible to have an overall DIF that covers a host of public facilities. Accordingly, Staff seeks direction from City Council how it wishes to proceed with DIF in general and, in particular, with the two DIF that are in the pipeline. Concerning the two that are in the pipeline, a feasibility study is underway and staff is prepared to the nexus studies, the feasibility study and proposed DIF to the Council before the end of the year. Unless directed otherwise by Council, staff anticipates preparing additional nexus/feasibility studies for other DIF, such as traffic and capital facilities.



Michael Roush, Legal Counsel



Clay Holstine, City Manager



CITY COUNCIL AGENDA REPORT

Meeting Date: October 19, 2023

From: Clayton Holstine, City Manager & Michael Roush, Legal Counsel

Subject: Update on Development Impact Fees

COMMUNITY GOAL RESULT

Fiscally Prudent

RECOMMENDATION

Review this Update on Development Impact Fees and provide direction as necessary.

BACKGROUND

On September 7, 2023, staff presented to City Council an Information Report concerning Development Impact Fees (DIF). The Report discussed the legal authority of the City to impose DIF, explained that certain elements—need, benefit, and proportionality—must be established in order to impose DIF, set forth the current DIF in Brisbane, identified the DIF that were in the “pipeline”, and sought direction from City Council concerning next steps. A copy of that Report is attached for Council’s reference.

Council agreed that it was fair for “new development” to pay its fair share of capital improvements to mitigate the impacts that such development has on the community and that without imposing DIF the current residents would bear the full cost of such improvements. Council was concerned, however, that because DIF may not be used for routine maintenance and services, to the extent new or improved facilities came on line, the cost to maintain those facilities or provide services would need to be borne by the City’s General Fund. Nevertheless, City Council provided direction for staff to continue or proceed with any necessary studies for DIF related to traffic and City facilities. Accordingly, set forth below is the status of the various DIF that staff intends to present to City Council early next year.

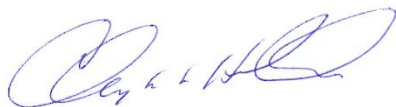
1. DIF for Parkland. Park and Recreation Facilities, Open Space and Trails. The nexus study for this DIF has been completed and will be presented to the City Council when the other studies have been completed.
2. DIF for Affordable Housing. The nexus study for this DIF has been completed and will be presented to the City Council when the other studies have been completed.

3. DIF for Traffic. Council will adopt at its October 19 meeting the Traffic Demand Management Ordinance that will provide the framework for a Traffic DIF. Preparation of the nexus study for this DIF will occur later this year. When the study is completed, the DIF will be presented to City Council along with the other studies.
4. DIF for Capital Facilities. At the September 7 meeting, there was consensus that a DIF for Capital Facilities, such as major renovations of City Hall, a new fire station, etc., should be considered. Accordingly, as with the Traffic DIF, preparation of a nexus study for this DIF will occur later this year. Staff is developing a list of potential capital facilities that would be included in the study. When that study is completed, the DIF will be presented to City Council along with the other studies.

In addition to discussing these nexus studies, there was also discussion about conducting a feasibility study to determine whether the totality of DIF could render development in the City “infeasible” for all practical purposes. That is, notwithstanding that the nexus studies demonstrate that the City has the legal authority to impose a certain amount of DIF, if such DIF were imposed, developers would be unlikely to pay such DIF. Under those circumstances, City Council would want to dial back some or all of the DIF in order to encourage development.

A feasibility study has been conducted for the affordable housing DIF but because of the cost of conducting additional feasibility studies is significant (around \$35,000), staff will undertake a review of what jurisdictions in other communities (primarily in San Mateo County) are charging for DIF and then make an informed recommendation to City Council as to what the City’s DIF should be in order to remain competitive.

Unless directed by Council otherwise, all of the nexus studies for these various DIF will be completed in the first quarter of the new year at which time staff will present to the City Council a complete package of DIF.



Clayton Holstine, City Manager



Michael Roush, Legal Counsel

Attachment: September 7, 2023 Information Report concerning Development Impact Fees

ATTACHMENT 3

City	Fee Name	Land Use Category	Fee Basis	Land Use Subtype	Fee	Notes
Burlingame	Commercial Development Impact Fees	Non-Residential	per SF	Retail	\$7	\$5 w/ prevailing wages
				Hotel	\$12	\$10 w/prevailing wages
				Office- 50ksf or less	\$18	\$15 w/ prevailing wages
				Office- 50,001+	\$25	\$20 w/ prevailing wages
	Residential Development Impact Fees	Residential	per SF	Multi-Family Rental 11+ Units		
				Up to 50 du/ac	\$17	\$14 w/ prevailing wages
				51-70 du/ac	\$20	\$17 w/ prevailing wages
				71 du/ac +	\$30	\$25 w/ prevailing wages
				Multi-family For-Sale (Condominiums)		
				7+ units	\$35	\$30 w/ prevailing wages
	Public Facilities Impact Fees	Residential	per dwelling unit	Single-Family	\$2,756	
				Multi-Family	\$1,636	
	General	Commercial	per 1,000 SF	Commercial (general)	\$930	
				Office	\$640	
	Library	Residential	per dwelling unit	Industrial	\$305	
				Single-Family	\$2,383	
	Police	Residential	per dwelling unit	Multi-Family	\$1,415	
				Single-Family	\$437	
		Commercial	per 1,000 SF	Multi-Family	\$259	
				Commercial (general)	\$147	
		Residential	per dwelling unit	Office	\$102	
				Industrial	\$48	
	Parks	Residential	per dwelling unit	Single-Family	\$590	
				Multi-Family	\$350	
		Commercial	per 1,000 SF	Commercial (general)	\$172	
				Office	\$118	
	Traffic/Streets	Residential	per dwelling unit	Industrial	\$56	
				Single-Family	\$1,573	
		Commercial	per 1,000 SF	Multi-Family	\$1,105	
				Commercial (general)	\$7,285	
		Residential	per dwelling unit	Office	\$1,810	
				Industrial	\$1,146	
	Fire	Residential	per dwelling unit	Single-Family	\$642	
				Multi-Family	\$381	
		Commercial	per 1,000 SF	Commercial (general)	\$360	
				Office	\$248	
		Residential	per dwelling unit	Industrial	\$118	
				Single-Family	\$781	
	Storm Drainage	Commercial	per 1,000 SF	Multi-Family	\$391	
				Commercial (general)	\$717	
				Office	\$442	
				Industrial	\$628	

City	Fee Name	Land Use Category	Fee Basis	Land Use Subtype	Fee	Notes
Millbrae	Residential Impact Fee	Residential	Per Unit	Single-Family	\$77,887.79	Includes library, general government facilities, recreation services, public safety, park acquisition and facilities, mobility
				Multi-Family	\$56,986.01	
	Commercial Impact Fee	Non-residential	per 1,000 SF	Commercial	\$10,217.95	
			per 1,000 SF	Office	\$5,165.56	
			per 1,000 SF	Industrial	\$1,747.94	
			Per room	Hotel	\$1,918.87	
	Commercial Linkage Fee	Non-residential	Per room	Hotel	\$4,416.42	
			per gross SF	Retail/Restaurant/Entertainment/	\$6.62	
			per gross SF	Office	\$14.68	

City	Fee Name	Land Use Category	Fee Basis	Land Use Subtype	Fee	Notes
San Mateo	Park In-Lieu/Impact Fee	Residential	Per Unit	Single-Family	\$25,914.00	
				Multi-Family		
				2-4 units	\$25,474.00	
				5+ units	\$18,510.00	
	Transportation	Residential	Per Unit	Single-Family	\$7,406.95	
				Multi-Family	\$3,740.77	
		Non-Residential	Per 1,000 SF	Retail	\$29,911.98	
				Office	\$9,023.33	
				Industrial	\$4,949.80	
				Institution	\$3,848.53	
		Child Care	Per Room	Hotel	\$4,710.60	
				Single-Family	\$4,677.29	
				Multi-Family	\$3,373.46	
	Commercial Linkage Fee	Non-Residential	Per SF	Retail	\$0.39	
				Office	\$0.67	
				Industrial	\$0.22	
				Hotel	\$0.14	
	Art in Public Places	Non-Residential	Percent of valuation	Commercial		\$3 million in total building 1.00% valuation min.
		Residential	Percent of valuation	Multi-Family		\$3 million in total building 1.00% valuation min.

City	Fee Name	Land Use Category	Fee Basis	Land Use Subtype	Fee	Notes
South San Francisco	Bike/Ped Impact Fee	Residential	Per Unit	Single-Family	\$243.00	
				Multi-Family	\$170.00	
				Mobilehome	\$127.00	
		Non-Residential	Per Square Foot	Commercial/Retail	\$0.36	
				Office/R&D	\$0.09	
				Industrial	\$0.12	
			Per Visitor Square Foot	Hotel/Visitor Services	\$0.24	
	Childcare Impact Fee	Residential	Per Unit	Up to 8 du/ac	\$4,139.91	
				8.1-18 du/ac	\$3,625.54	
				18 + du/ac	\$3,086.51	
		Non-Residential	Per Gross Square Foot	Commercial/Retail	\$0.81	
				Hotel/Visitor Services	\$0.30	
				Office/R&D	\$1.51	
				Industrial	\$0.52	
	Library Impact Fee	Residential	Per Unit	Up to 8 du/ac	\$828.68	
				8.1-18 du/ac	\$725.39	
				18 + du/ac	\$617.30	
		Non-Residential	Per Square Foot	Commercial/Retail	\$0.08	
				Hotel/Visitor Services	\$0.04	Per SF of visitor services
				Office/R&D	\$0.14	
				Industrial	\$0.05	
	Park Construction Fee	Residential	Per Unit	Single-Family	\$31,254.78	
				Multi-Family		
				2-4	\$26,997.11	
				5-19	\$22,919.93	
				20-49	\$18,481.77	
				50+	\$16,125.83	
				Mobilehome	\$24,007.66	
	PARK LAND ACQUISITION FEE	Residential	Per Unit	Single-Family	\$3,124.80	
				Multi-Family		
				2-4	\$2,699.55	
				5-19	\$2,292.15	
				20-49	\$1,846.95	
				50+	\$1,611.75	
				Mobilehome	\$2,400.30	
		Non-Residential	Per Square Foot	Commercial/Retail	\$1.51	
				Hotel/Visitor Services	\$1.44	
				Office/R&D	\$3.54	
				Industrial	\$1.68	
	PUBLIC ARTS IN-LEIU FEE	Non-Residential	Percent of Constructic All		0.50%	
	PUBLIC SAFETY IMPACT FEE	Residential	Per Unit	Up to 8 du/ac	\$1,657.88	
				8.1-18 du/ac	\$1,451.10	
				18 + du/ac	\$1,234.75	
		Non-Residential	Per Square Foot	Commercial/Retail	\$0.53	
				Hotel/Visitor Services	\$0.31	Per SF of visitor services
				Office/R&D	\$1.31	
				Industrial	\$0.48	
	TRANSPORTATION IMPACT FEE	Residential	Per Unit	Single-Family	\$8,176.98	
				Multi-Family	\$4,712.12	
		Non-Residential	Per Square Foot	Commercial/Retail	\$30.93	
				Office/R&D	\$35.46	
				Industrial	\$16.00	
			Per Hotel Room	Hotel	\$2,980.58	
	Commercial Linkage		Per Square Foot	Hotel	\$5.80	
				Retail	\$2.90	
				Office	\$17.38	

City	Fee Name	Land Use Category	Fee Basis	Land Use Subtype	Fee	Notes
Redwood City	AFFORDABLE HOUSING	Residential	Per Square Foot	Apartments & Condos	\$20.00	
				SFD/Duplex/Triplex/Townhomes:	\$25.00	
		Non-Residential	Per Square Foot	Office (Medical, R&D, Admin)	\$23.62	
				Retail/Rest/Personal Service/Hote	\$5.91	
Parks		Residential	Per Unit	Single-Family	\$47,414.00	
				Multi-Family	\$40,710.80	
		Non-Residential	Per Square Foot	Office	\$7.86	
				Commercial	\$5.40	
				Industrial	\$2.54	
			Per Room	Hotel	\$3,325.76	
TRANSPORTATION IMPACT FEE		Residential	Per livable square feet			Applicable to outside 1/2 mi
				Affordable Single-Family	\$2.00	radius from Caltrain station
				Market-Rate Single-Family	\$3.22	platform; inside the radius
				Affordable Multi-Family	\$1.43	receives 38% discount
				Market-Rate Multi-Family	\$2.31	
				ADU/Bedroom addition	\$0.00	Until 2027
		Non-Residential	Per Gross Square Foot	Office/R&D	\$6.58	
				Medical/Dental Office:	\$21.87	
				Industrial	\$2.96	
				Entertainment Venue	\$47.43	
				Religious Facility	\$2.96	
				Childcare Facility	\$0.00	Until 2027
			Per leasable SF	General Retail	\$4.50	
				High-intensity Retail	\$56.79	
			Per room	Hotel/Lodging	\$4,853.00	
			Per student	School	\$1,178.00	
			Per station	Service Station	\$41,792.00	
Art in Public Places		Commercial	Percent of valuation	Non-Residential	1.00%	More than 50,000 sq ft
School Impact Fee			Per Square Foot	Residential	\$4.79	Applicable to projects adding r
				Commercial	\$0.78	Applicable to projects adding r
				Mini-Storage	\$0.03	Applicable to projects adding r

City	Fee Name	Land Use Category	Fee Basis	Land Use Subtype	Fee	Notes
Belmont	Housing Mitigation and Inclusionary In-Lieu Fees	Commercial Development Mitigation Fee	Per Square Foot	Retail	\$5.88	
			Per Square Foot	Hotel	\$4.71	
			Per Square Foot	Office	\$14.11	
		Residential Development Mitigation Fee	Per Unit	Single-Family	\$25.01	
				Multi-Family	\$26.05	
		Inclusionary Zoning In-Lieu	Per Unit	Single-Family	\$25.01	
				Multi-Family	\$26.05	
	Park In-Lieu Fee	Residential	Per Unit	Single-Family	\$41,043.00	
				Multi-Family	\$27,362.00	
	Park Improvement Impact Fee	Residential	Per Unit	Single-Family	\$14,242.00	
				Multi-Family	\$9,495.00	
				ADU	varies in proportion to size of primary residence.	
		Non-Residential	Per Square Foot	Retail	\$2.57	
			Per Square Foot	Office	\$0.77	
			Per Square Foot	Industrial	\$1.03	
			Per room	Lodging	\$463.62	
	Transportation Impact Fee	Residential	Per Unit	Single-Family	\$7,697.00	
				Multi-Family	\$5,974.00	
				ADU	varies in proportion to size of primary residence.	
		Non-Residential	Per Square Foot	Retail	\$18.00	
			Per Square Foot	Office	\$12.00	
			Per Square Foot	Industrial	\$5.00	
	Public Art In-Lieu	Non-Residential	Percent of valuation	Non-Residential	1.00%	More than 10,000 sq ft
		Residential	Percent of valuation	Residential	1.00%	5 or more new units

City	Fee Name	Land Use Category	Fee Basis	Land Use Subtype	Fee	Notes
San Bruno	Affordable Housing	Residential	Per Square Foot	Single-Family	\$37.85	
				Condo	\$35.05	
				Apartment	\$35.05	
		Non-Residential	Per Square Foot	Hotel	\$17.52	
				Retail	\$8.76	
				Office	\$17.52	
	Community	Residential	per dwelling unit	Single-Family	\$20,630.79	
				Multi-Family	\$19,233.38	
		Non-Residential	Per Square Foot	Office	\$11.55	
				Industrial	\$4.59	
				Retail	\$7.45	
				Hotel	\$1,890.32	
	Public Safety	Residential	per dwelling unit	Single-Family	\$1,531.95	
				Multi-Family	\$1,530.68	
		Non-Residential	Per Square Foot	Office	\$0.77	
				Industrial	\$0.30	
				Retail	\$0.82	
				Hotel	\$127.45	
	General Government	Residential	per dwelling unit	Single-Family	\$2,167.94	
				Multi-Family	\$2,034.18	
		Non-Residential	Per Square Foot	Office	\$1.25	
				Industrial	\$0.49	
				Retail	\$0.81	
				Hotel	\$203.17	
	Transportation	Residential	per dwelling unit	Single-Family	\$4,512.55	
				Multi-Family	\$3,491.67	
		Non-Residential	Per Square Foot	Office	\$9.30	
				Industrial	\$3.72	
				Retail	\$11.98	
				Hotel	\$2,043.01	
	Utilities	Residential	per dwelling unit	Single-Family	\$2,967.99	
				Multi-Family	\$2,786.27	
		Non-Residential	Per Square Foot	Office	\$2.30	
				Industrial	\$1.44	
				Retail	\$14.30	
				Hotel	\$1,635.42	
	Bayhill Specific Plan Area	Non-Residential	Per Square Foot	Office	\$6.66	
				Retail	\$35.01	
				Hotel	\$6,189.78	
		Multi-Family Residential	Per unit	less than 407 sq. ft	\$3,800.80	
			Per Square Foot	Between 407-2,034 sq ft.	\$9.34	
			Per unit	Greater than 2,034 sq ft.	\$19,001.82	

City	Fee Name	Land Use Category	Fee Basis	Land Use Subtype	Fee	Notes
San Carlos	Traffic	Residential	Per Unit	Single-Family	\$7,356.00	
				Apartment	\$4,161.00	
				Condo	\$4,161.00	
		Non-Residential	Per 1,000 Square Ft	Office	\$8,545.00	
				Lab	\$3,641.00	
				Manufacturing	\$4,978.00	
				Warehouse	\$1,412.00	
				Restaurant	\$72,591.00	
				Retail	\$28,308.00	
				Hotel	\$4,458.00	
				Per 1,000 Square Ft	\$25,708.00	
	Childcare Development	Non-Residential	Per Square Foot	R&D	\$5.00	
				Retail	\$2.50	
				Hotel	\$1.60	
				Industrial	\$1.60	
	Parkland Dedication In-Lieu	Residential	Per Unit		\$19,042.32	
	Park Facility Development Fee		Per Bedroom		\$2,692.00	
	Commercial Linkage		Per Square Foot	Retail	\$5.00	
				Hotel	\$10.00	
				Office	\$20.00	

ATTACHMENT 4: DRAFT DIF SUMMARY

City	Fee Name	Land Use Category	Fee Basis	Land Use Subtype	Fee
Brisbane	Commercial Linkage	Commercial	Per Square Foot	Hotel	\$254.00
				Retail	\$423.00
				Office	\$405.00
				R&D	\$243.00
				Warehouse	\$231.00
	Transportation <i>*Maximum calculations with Candlestick Interchange Project</i>	Residential	Per dwelling unit	Baylands	\$2,399.14
				West Brisbane	\$7,897.93
		Non-Residential	Per Square Foot	Office - Baylands	\$4.39
				Office - Sierra Point	\$10.41
				Retail - Baylands	\$43.05
				Hotel - Baylands	\$3,433.56
			Per room	Hotel - Sierra Point	\$7,204.58
			Per room	Warehouse - West Brisbane	\$3.41
			Per Square Foot	Life Science - Sierra Point	\$10.41
			Per Square Foot		
	Park Land Acquisition <i>*Includes 0.55% admin charge</i>	Residential	per dwelling unit	<800 sq ft.	\$14,924.00
				800-1,200 sq ft.	\$15,564.00
				1,200-2,100 sq ft.	\$16,205.00
				>2,100 sq ft.	\$16,845.00
		Non-Residential	Per 1,000 sq ft.	Commercial	\$3,203.00
			Per room	Lodging	\$560.00
			Per 1,000 sq ft.	Office	\$4,804.00
			Per 1,000 sq ft.	Industrial	\$1,761.00
			Per 1,000 sq ft.	Public Facilities	\$4,804.00
	Park Improvements <i>*Includes 0.55% admin charge</i>	Residential	per dwelling unit	<800 sq ft.	\$2,452.00
				800-1,200 sq ft.	\$2,557.00
				1,200-2,100 sq ft.	\$2,662.00
				>2,100 sq ft.	\$2,767.00
		Non-Residential	Per 1,000 sq ft.	Commercial	\$526.00
			Per room	Lodging	\$92.00

		Per 1,000 sq ft.	Office	\$789.00
		Per 1,000 sq ft.	Industrial	\$289.00
		Per 1,000 sq ft.	Public Facilities	\$789.00
Recreation Facilities	Residential	per dwelling unit	<800 sq ft.	\$5,124.00
<i>*Includes 0.55% admin charge</i>			800-1,200 sq ft.	\$5,344.00
			1,200-2,100 sq ft.	\$5,564.00
			>2,100 sq ft.	\$5,784.00
	Non-Residential	Per 1,000 sq ft.	Commercial	\$440.00
		Per room	Lodging	\$77.00
		Per 1,000 sq ft.	Office	\$660.00
		Per 1,000 sq ft.	Industrial	\$242.00
		Per 1,000 sq ft.	Public Facilities	\$660.00
Open Space Land Acquisition	Residential	per dwelling unit	<800 sq ft.	\$265.91
			800-1,200 sq ft.	\$277.32
			1,200-2,100 sq ft.	\$288.73
			>2,100 sq ft.	\$300.14
	Non-Residential	Per 1,000 sq ft.	Commercial	\$57.06
		Per room	Lodging	\$9.99
		Per 1,000 sq ft.	Office	\$85.59
		Per 1,000 sq ft.	Industrial	\$31.38
		Per 1,000 sq ft.	Public Facilities	\$85.59
Trail Improvements	Residential	per dwelling unit	<800 sq ft.	\$1,232.89
			800-1,200 sq ft.	\$1,285.80
			1,200-2,100 sq ft.	\$1,338.71
			>2,100 sq ft.	\$1,391.63
	Non-Residential	Per 1,000 sq ft.	Commercial	\$264.57
		Per room	Lodging	\$46.30
		Per 1,000 sq ft.	Office	\$396.85
		Per 1,000 sq ft.	Industrial	\$145.51
		Per 1,000 sq ft.	Public Facilities	\$396.85
Library Facilities	Residential	per dwelling unit	<800 sq ft.	\$2,151.24

			800-1,200 sq ft.	\$4,194.92
			1,200-2,100 sq ft.	\$6,346.16
			>2,100 sq ft.	\$8,497.41
Police Department Facilities	Residential	per dwelling unit	<800 sq ft.	\$397.09
			800-1,200 sq ft.	\$624.00
			1,200-2,100 sq ft.	\$850.91
			>2,100 sq ft.	\$1,077.81
	Non-Residential	Per 1,000 sq ft.	Commercial	\$15,480.90
		Per room	Lodging	\$2,230.97
		Per 1,000 sq ft.	Office	\$187.20
		Per 1,000 sq ft.	Life Science/R&D	\$329.02
		Per 1,000 sq ft.	Industrial	\$2,825.01
		Per 1,000 sq ft.	Warehouse	\$572.94
		Per 1,000 sq ft.	Public Facilities	\$2,453.00
General Government Facilities	Residential	per dwelling unit	<800 sq ft.	\$9,202.87
			800-1,200 sq ft.	\$17,945.60
			1,200-2,100 sq ft.	\$27,148.48
			>2,100 sq ft.	\$36,351.35
	Non-Residential	Per 1,000 sq ft.	Commercial	\$9,419.29
		Per room	Lodging	\$5,463.19
		Per 1,000 sq ft.	Office	\$9,441.00
		Per 1,000 sq ft.	Life Science/R&D	\$8,362.03
		Per 1,000 sq ft.	Industrial	\$5,853.42
		Per 1,000 sq ft.	Warehouse	\$2,926.71
		Per 1,000 sq ft.	Public Facilities	\$8,780.13
Fire Department Facilities	Residential	per dwelling unit	<800 sq ft.	\$2,565.40
			800-1,200 sq ft.	\$2,992.97
			1,200-2,100 sq ft.	\$3,420.53
			>2,100 sq ft.	\$3,848.10
	Non-Residential	Per 1,000 sq ft.	Commercial	\$5,468.48
		Per room	Lodging	\$2,264.89
		Per 1,000 sq ft.	Office	\$470.32

Per 1,000 sq ft.	Life Science/R&D	\$1,496.48
Per 1,000 sq ft.	Industrial	\$348.81
Per 1,000 sq ft.	Warehouse	\$726.86
Per 1,000 sq ft.	Public Faciilties	\$2,254.75

PARKS & RECREATION COMMISSION SUBCOMMITTEES: Updated 2/3/2025

The purpose of designated subcommittees is to investigate specific topics of interest to the Parks & Recreation Commission. They are to gather information and develop proposed solutions which are then to be presented to the Commission at a regular or special meeting as determined by the Chairperson.

SUBCOMMITTEE

BRISBANE DERBY / DAY IN THE PARK
CONCERTS IN THE PARK
EVENTS
FESTIVAL OF LIGHTS
HABITAT RESTORATION
PUBLIC ART ADVISORY
RECREATION PROGRAMS
RECREATIONAL FACILITIES
SENIORS
TEEN SERVICES (YAC)
TRAILS DEVELOPMENT
SIERRA POINT PARK AD HOC
COMMUNITY PARK IMPROVEMENTS
FOUNDATION FEASIBILITY AD HOC
IDEA AD HOC

COMMISSIONERS

(3) DAVIS, GREENLEE, OCAMPO
(3) DAVIS, OCAMPO, SIMS
(3) GREENLEE, SEAWELL
(3) DAVIS, OCAMPO, SIMS
(3) COMMERFORD, OCAMPO, SIMS
(2) GREENLEE, SEAWELL
(3) COMMERFORD, OCAMPO, SIMS
(3) OCAMPO, SEAWELL
(3) COMMERFORD, DAVIS, SIMS
(3) COMMERFORD, SIMS
(3) COMMERFORD, GREENLEE
(1) COMMERFORD
(3) DAVIS, GREENLEE, OCAMPO
(3) COMMERFORD, SEAWELL
(1) DAVIS

STAFF

MONROY & FRANCO
FRANCO
HOUGHTON
HOUGHTON & RODAS
FRANCO & ETHELTON (W/OSEC)
LEEK (W/ COMMITTEE)
HOUGHTON & MONROY
LEEK & MONROY
HOUGHTON & FRANCO
HOUGHTON & NAHASS
LEEK
LEEK
LEEK & HOUGHTON
LEEK
LEEK

STAFF CONTACT INFORMATION

NOREEN LEEK
NICOLE HOUGHTON
JOVI BONDOC
JEFF FRANCO
RICARDO MONROY
SARA NAHASS LÓPEZ
ANGELA RODAS

nleek@ci.brisbane.ca.us
nhoughton@ci.brisbane.ca.us
jbondoc@ci.brisbane.ca.us
jfranco@ci.brisbane.ca.us
rmonroy@ci.brisbane.ca.us
snahass@ci.brisbane.ca.us
arodas@ci.brisbane.ca.us

415-508-2141
415-508-2144
415-508-2134
415-657-4321
415-508-2143
415-508-2135
415-254-0353