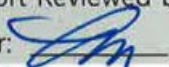


Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM

**Meeting Date:** March 1, 2022  
**To:** Honorable Mayor and City Councilmembers  
**From:** Building/Public Works/City Administration  
**Subject:** Waiver of Building Permit and Encroachment Permit Fees for Sebastopol Area Senior Center for Kitchen Remodel  
**Recommendation:** That the City Council Approve the Waiver of Fees  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No XX N/A  
Net General Fund Cost:  
Amount: \$

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

**INTRODUCTION/PURPOSE:** This item is to Request City Council approval for Waiver of Building Permit and Encroachment Permit Fees for Sebastopol Area Senior Center for Kitchen Remodel.

**BACKGROUND:**  
The Sebastopol Area Senior Center creates and maintains an environment that encourages independence for seniors, provides learning, social, and recreational opportunities in pursuit of an active, healthy life, provides resources and referrals for seniors, their family members, and other individuals, and helps the greater community understand the aging process and the issues that surround that process. The Sebastopol Area Senior Center is tremendous asset to not only the elderly residents of the City, but also the unincorporated areas.

**DISCUSSION:**  
The Senior Center’s commercial kitchen is approaching 25 years old and is in need of major upgrades and repairs, including but not limited to electric work, plumbing, and improved ventilation. They will also be adding a walk-in cooler, refrigerated work spaces, a convection oven, a dishwasher and custom shelving. By completing this remodel of the kitchen, the Senior Center will be able to serve more seniors and with these improvements, will be able to open 5 days a week and beyond.

The remodel work involves replacement of kitchen equipment, replacement of kitchen electrical, install grease trap, install new flooring, and install wall coverings. To conduct this work, a contractor must obtain a building permit from the Sebastopol Building Department. If the work is to be done on a city owned building, such as the Senior Center, the contractor must also obtain an encroachment permit from the Public Works Department.

As of the writing of the agenda item, the Senior Center has received \$100,000 in donations for the remodel project but has asked for a waiver of fees for the building permit fees as well as the encroachment permit fees. Per City Council User Fee Schedule, the City Manager is authorized to grant a waiver in the amount not to exceed 50% as long as that waiver does not exceed \$1000.00. The City Manager has authorized the 50% waiver of fees; however, the Senior Center has requested waiver of the total amount of fees.

As the City is aware, the Senior Center is a private, non-profit 501(c)(3) Corporation and not publicly funded by tax dollars and dependent upon individual donations to meet the needs of the City’s growing elderly population. The

City financially contributes to the Senior Center for other areas of the Senior Center's budget and recommends that the City continue support of the Senior Center and approve waiver of fees as noted below.

Building Permit Fees:	\$2814.58
Encroachment Permit Fees:	\$2125.00

**CITY COUNCIL AND/OR GENERAL PLAN GOALS:**

Goal 5 - Provide Open and Responsive Municipal Government Leadership

5.3.3 - Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community.

Policy CSF 6-15: Encourage services and programs that meet the needs of seniors within Sebastopol

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, if public comment is received from interested parties following the publication and distribution of this staff report, it will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

**PUBLIC NOTICE:**

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date.

**FISCAL IMPACT:**

There is no fiscal impact to approval of this item tonight.

**RECOMMENDATION:**

That the City Council approve the Waiver of Building Permit and Encroachment Permit Fees for Sebastopol Area Senior Center for Kitchen Remodel.

**Attachment:**

Request for Waiver (Senior Center)



**Board of Directors**

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**Vice President**  
Tate Birnie

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**Finance**  
Lisa Mathiesen

**The Legacy Craft Store**  
Nick Vannucci, Manager  
Joanne Cooter, Asst. Manager

Call about our Endowment Trust and our Annuity Program to make a lasting impact!

February 17, 2022

Sebastopol Building Department  
Attn: City Manager, Larry McLaughlin  
1425 Bodega Avenue  
Sebastopol, CA 95472

Re: Request for full waiver of building permit fee

Dear Mr. McLaughlin and City Council Members:

We want to thank you for approving the plans for the upcoming partial remodel at the Sebastopol Area Senior Center. We are writing to request a full waiver of the building permit fee. We are a nonprofit dedicated to improving the lives of seniors in this community and we do so on a modest budget. Waiving this fee would help this project happen on our limited budget.

We thank you for your consideration. Please let me know if you need additional information.

Sincerely,

Katie Davis  
Executive Director  
katie@sebastopolseniorcenter.org  
707-829-2440

CC: Bob Anderson, Pattie Murphy, City Council

Sebastopol Fire/Bldg  
Departments

FEB 22 2022

Received