

February 5, 2013  
Community Development  
Planning Division

**TITLE: ADOPT A RESOLUTION TO AMEND THE MASTER FEE SCHEDULE TO ADD A ZONING PROCESSING FEE FOR COTTAGE FOOD OPERATIONS**

**SUMMARY**

On January 15, 2013, the City Council introduced and on February 5, 2013, it is recommended that the Council adopt an ordinance adding a new Chapter 18.105 (Cottage Food Operations) to the Pleasanton Municipal Code establishing a permit process and performance standards for home-based food production and sales in residences. By this resolution (Attachment 1), staff is recommending that the Master Fee Schedule be amended to add a \$25.00 Planning Division zoning processing fee for applications for Cottage Food Operation permits.

This amount is consistent with Planning application fees charged for similar uses (e.g. administrative design review, home boutique temporary conditional use permit).

**RECOMMENDATION**

Adopt the attached resolution amending the Master Fee Schedule.

**FINANCIAL STATEMENT**

The cottage food operation zoning processing fee and business license fee would apply to a cottage food operation.

Submitted by:



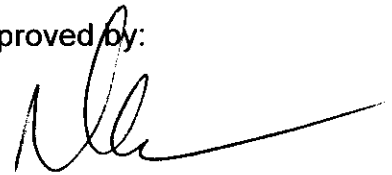
Brian Dolan  
Director of  
Community Development

Fiscal Review:



Emily Wagner  
Director of Finance

Approved by:



Nelson Fialho  
City Manager

Attachment:

1. Resolution amending the Master Fee Schedule

**RESOLUTION NO. 13-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLEASANTON AMENDING THE MASTER FEE SCHEDULE TO ADD A PROCESSING FEE FOR ZONING PERMITS FOR COTTAGE FOOD OPERATIONS**

**WHEREAS**, On January 15, 2013, the City Council introduced Ordinance No. 2056 and adopted on February 5, 2013, the new Pleasanton Municipal Code Chapter 18.105 (Cottage Food Operations) establishing a zoning permit process and performance standards for home-based food production and sales in residences as required by State law; and

**WHEREAS**, this resolution adopts a modification to the Master Fee Schedule to include a \$25.00 zoning permit processing fee for such cottage food operations.

**NOW, THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF PLEASANTON DOES RESOLVE, DECLARE, DETERMINE AND ORDER THE FOLLOWING:**

**Section 1.** Amend the Master Fee Schedule to include a processing fee of \$25.00 for zoning permits for cottage food operations.

**PASSED, APPROVED AND ADOPTED** by the City Council of Pleasanton at a regular meeting held on February 5, 2013.

I, Karen Diaz, City Clerk of the City of Pleasanton, California, certify that the foregoing resolution was adopted by the City Council at a regular meeting held on the 5<sup>th</sup> day of February 2013, by the following vote:

Ayes:  
Noes:  
Absent:  
Abstain:

\_\_\_\_\_  
Karen Diaz, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Jonathan Lowell, City Attorney