



FEE SCHEDULE PUBLIC HEARING

JPB Board of Directors
April 1, 2021

PURPOSE OF FEE SCHEDULE

- Is tied to Policy of Property Conveyance
- Policy and Fee schedule were last updated in 2010
- Updates fees to reflect current values and actual cost to process agreements

POLICY CONTEXT

- Policy of Property Conveyance
 - Sets framework for temporary and compatible uses of agency property. For example:
 - Utility crossings of ROW
 - Revenue generating leases
 - Other short term uses
- Fee Schedule
 - Sets fees for various types of plan review and agreements
 - Documents RCUP fees

BACKGROUND

- Policy and Fee Schedule were discussed in WPLP Committee in February
- The committee recommend that the board adopt the Policy and the Fee Schedule
- Board noticed a public hearing for the Fee Schedule at its March meeting

TYPES OF USES

Utility Crossings

- The Caltrain Corridor runs through the middle of the Peninsula to serve both sides of the corridor
 - Approximately 500 utilities currently cross the right of way
 - Gas, electric, telecom, water, sewer lines, cable TV, storm drains
- Utility crossings are typically permitted through a License Agreement
 - Provides right to cross the ROW but does not confer a property right
 - Typically allows agency to move facility at utility owner's cost

TYPES OF USES

Other Short- Term Uses

- Girl Scout Cookie Sales
- Events on Caltrain Property:
 - Bike to work, Library Awareness Events. ect
- Typically permitted through a revocable Encroachment Permit

TYPES OF USES

Leases

- The agency has 160 leases that generate over \$1.1M annually
 - Lease sites are located along commercial corridors, like ECR

HOW ARE USES APPROVED?

- All proposed uses have been analyzed to confirm:
 - The proposed use is compatible with current and future rail needs
 - Historically, such reviews have been conducted by staff on a case by case basis
 - Now compatibility is determined by the Board- approved RCUP use zones, in addition to staff review
 - The proposed use is consistent with all relevant engineering standards

FEE SCHEDULE

- Updated to reflect current property values and agency costs
- Example Fees
 - Processing Fee
 - Fee associated with preparing the property use document
 - Designed to recoup staff costs
 - Review Costs
 - Cost for staff review of proposed use
 - Agency recollects cost of review through a Service Agreement
 - Annual Fee
 - Cost associated with a facility being on the right of way
 - Based on current property values

FEE SCHEDULE

Leases

- Agency leases property to generate revenue
 - Rent is Fair Market Rent (FMR), typically calculated by a local broker

MAJOR CHANGES FROM CURRENT FEE SCHEDULE

- Agency must obtain FMR for all leases
- Increases processing fee
 - from \$1500 to \$2100, \$1000 for encroachment permits
- Increases Annual Fee
 - From \$1500 to \$5000 for Right of Entry and License Agreements
 - Market Value if greater than 2000SF
- Adds RCUP Use Variance Base Fee: ~~\$5000~~ \$2500
- Requires that fees be paid before a permit is processed

NEXT STEPS

- Board Opens Fee Schedule Hearing for comments
- Staff recommends that Board adopt Fee Schedule and Policy

QUESTIONS?