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, etc.

- 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?