

CITY OF WESTMINSTER
RESOLUTION NO. XXXX

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF
THE CITY OF WESTMINSTER, CALIFORNIA, REVISING
THE SCHEDULE OF FEES AND CHARGES FOR SPECIAL
SERVICES TO AUTHORIZE FEES TO FACILITATE
OUTSIDE THIRD-PARTY SERVICES FOR ENGINEERING
PLAN CHECK AND INSPECTIONS

WHEREAS, to recoup its costs, the City imposes fees and charges for certain special services that it provides; and

WHEREAS, on behalf of the City, an outside consultant prepared and filed with the City Clerk a “Cost of Services Study for the City of Westminster” (the “Study”), dated June 2025; and

WHEREAS, on June 25, 2026, the City Council approved Resolution 5307 to update the City’s schedule of fees and charges for special services (the “Fee Schedule”); and

WHEREAS, all of the fees in the Fee Schedule were supported by the Study, and were at or below the costs stated in the Study; and

WHEREAS, if an applicant’s proposal requires that work be accomplished by an outside party; the city’s fee schedule already authorizes the city to collect a deposit from the applicant in an amount set by staff including outside contract costs plus 25% for staff review for the review of: tentative parcel maps, tentative tract maps, development agreements, development agreements, conditional use permits, variances, general plan amendments, zone changes, zoning text amendments, environmental review; and

WHEREAS, staff correctly calculated that a 25% fee is well under the city’s actual and reasonable estimated costs; and

WHEREAS, it is in the public interest that applicants also have this option for engineering plan check/inspection;

WHEREAS, notice of the public hearing was given as required by law; and

WHEREAS, the proposed rates would not exceed the estimated reasonable costs of the City in overseeing outside services.

NOW, THEREFORE, THE MAYOR AND CITY COUNCIL OF THE CITY OF WESTMINSTER HEREBY RESOLVES AS FOLLOWS:

SECTION 1. Section Ref #S-056 of the Fee Schedule, entitled “Engineering Plan Check/Inspection” is hereby revised to also state at the end the listing of the “Recommended Fee” the following:

“Or a deposit determined by staff with charges including outside contract costs plus 25% for staff review.”

SECTION 2. The Mayor shall sign as to the passage, approval, and adoption of this Resolution.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall affix their signature and City Seal and that same shall be entered into the Book of Resolutions.

PASSED, APPROVED, and ADOPTED this 24th day of June 2026.

CITY OF WESTMINSTER

CHI CHARLIE NGUYEN
MAYOR

ATTEST:

SANDRA ESCUDERO, MMC
INTERIM CITY CLERK

APPROVED AS TO FORM:

SCOTT PORTER
CITY ATTORNEY

**CITY OF WESTMINSTER
CITY CLERK'S OFFICE**

**CERTIFICATION
OF
RESOLUTION**

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF WESTMINSTER)

I, Sandra Escudero, MMC, Interim City Clerk of the City of Westminster, do hereby certify that the foregoing Resolution No. XXXX was duly passed and adopted by the City Council of the City of Westminster at a regular meeting held on the 24th day of June, 2026, with the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

Sandra Escudero, MMC
Interim City Clerk

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