



**CITY OF PALM DESERT**  
CITY MANAGER'S OFFICE  
INTEROFFICE MEMORANDUM

Date: November 14, 2024  
To: Honorable Mayor and Councilmembers  
From: Anthony J. Mejia, City Clerk  
**Subject: City Council Meeting of November 14, 2024**

---

Below you will find questions received from the Mayor or Councilmembers and answers provided by City staff regarding tonight's City Council meeting:

**ITEM 15a: INTRODUCTION OF AN ORDINANCE TO AMEND CHAPTER 12.04 – ENCROACHMENTS, OF THE PALM DESERT MUNICIPAL CODE, AND MAKING A FINDING OF EXEMPTION UNDER CEQA**

**Q1: Does the proposed policy mean that Palm Desert will waive our own fees when Palm Desert wants to process an easement or encroachment?**

A1: The proposed amendment to Chapter 12.04 authorizes the City Manager to waive encroachment permit fees for municipal projects. This would be primarily used for waiving City encroachment fees for City of Palm Desert projects and events. The intent is to streamline processes for public projects funded by designated municipal sources. The City Manager could also waive fees for encroachment permits requested by other municipalities. It is common for City projects to need encroachment permits from neighboring cities to install traffic control for City projects. Neighboring cities have traditionally waived encroachment permit fees for each other as a courtesy. This waiver applies solely to encroachments and does not extend to easements.