



EXECUTIVE SUMMARY

To: Greg Veliz, City Manager

Through: Katie P. Halloran
Planning Director

From: Enid Torregrosa-Silva, MSHP
Historic Preservation Planner

Meeting Date: December 2, 2020

RE: Amendments to HARC Fees Schedule

ACTION STATEMENT:

Request: Approving a Resolution from the City Commission to amend current fees for applications processed by the Historic Architectural Review Commission and providing for annual fee adjustments and effective date.

BACKGROUND:

In October 3, 2017 the City Commission adopted the current Historic Architectural Review Commission (HARC) Fees Schedule under Resolution 17-232. An increase of 5% is proposed, and each year thereafter, until or unless amended by Resolution of the City Commission.

Staff is proposing the amendments based on the Consumer Price Index (CPI). Pursuant to Section 90-487 (b), establishment of fees, charges and expenses imposed by the Land Development Regulations (LDR's) will be established by City Commission Resolution. Although the Historic Architectural Review Commission is created by the City's Charter all administrative responsibilities and regulations are prescribed under the LDR's. Recently the City Commission approved Ordinance 20-13 which transfers the administration and reviewing process of Outdoor Display Exceptions from the Planning Board to HARC. The new Ordinance states that fees for applications to Outdoor Display Exception are to be approved by resolution from the City Commission.

Additional amendments to the Fees Schedule include amendment to application fees for Outdoor Display Exceptions, new Outdoor Display Exception Extensions fee, and new Outdoor Display Exception Appeals. The previous ordinance for Outdoor Display Exception included a \$100 application fee that has not been adjusted since 1997. Another amendment is a new fee for Reinstatement of expired Certificate of Appropriateness for final inspections. This new fee is comparable

to current building department fees when a building permit has expired but a final inspection is needed to close a permit.

Previous City Actions involving HARC

Fees:

October 3, 2017 City Commission Resolution 17-23

Amendments to HARC Review fees and new HARC staff review fees for building permits.

October 16, 2013 City Commission Resolution 13-18

HARC application and inspection fees.

February 20, 2013 City Commission Resolution 13-056

Amendment of Planning Department fees and addition of HARC fees for verification letter of historic status.

Planning Staff Analysis:

In the last fiscal year HARC received 1,437 Certificate of Appropriateness applications. Among the 1,437 applications, the HARC members reviewed 48 projects. HARC revenues for application, review, and inspections fees totaled \$281,596.20.

It is staff's opinion that the City needs to recover a portion of the costs of HARC services provided to citizens and those costs need to be adjusted yearly based on CPI. The new HARC Schedule Fees provide specific types of projects and services citizens can find as part of the Historic Architectural Review Commission and their staff duties. It is the opinion of the Planning Department that the fee revisions will generate enough funds to cover current positions required by the HARC to fulfill their duties as stipulated under the City's Charter and the Land Development Regulations.

Options/Advantages/Disadvantages:

Option 1: Approve the proposed amendments to HARC fees.

- 1. Consistency with the City's Strategic Plan, Vision, and Mission:** This action would provide enhanced services consistent with the mission and vision of the City.
- 2. Financial Impact:** There will be a direct positive impact to the City by providing better recovery of the costs of HARC personnel to review and administer adopted guideline.

Option 2: Deny the addition of fees.

- 1. Consistency with the City's Strategic Plan, Vision, and Mission:** This action would not be consistent with providing cost effective services for the citizens wherein the applicant for a discretionary service pays for that privilege.

- 2. Financial Impact:** There would be a negative impact on the fiscal health of the City in that fees are not collected for professional services provided.

Recommendation

The Planning Department recommends Option 1 of the proposed resolution to amend HARC fees as recommended under the revised HARC Fees Schedule 2020.