

EXECUTIVE SUMMARY



To: Jim Scholl, City Manager
From: Donald Leland Craig, AICP, Interim Planning Director
Meeting Date: February 15, 2011
RE: Alcohol Sales Special Exception Application Fee

ACTION STATEMENT:

Request: That the City Commission approves a fee of \$2000, plus a \$50 fee for Fire Marshall Review, and \$100 fee for advertising and noticing for the processing of applications for Special Exceptions to Alcohol Sales within 300 feet of established churches, schools, cemeteries, and funeral homes.

Location: City-wide

Previous City Actions: The City Commission, at its February 1, 2011 meeting, passed Ordinance No. 11-03 which adopts a method and criteria for the consideration of special exceptions from the prohibition on the sale of alcohol within 300 feet of churches, schools, funeral homes, and cemeteries. At that time, no companion resolution setting a fee for the processing of such applications was available.

Planning Staff Analysis: Staff has reviewed the criteria contained in the ordinance, together with the estimated amount of time that will be required for processing based upon the actual processing time of such exceptions granted by the City before the passage of Ordinance No.11-03. The results have shown that such exceptions are much like conditional use reviews, due to the analysis of the potential impacts on surrounding properties and the need for the Planning Board to consider appropriate conditions. Therefore, the amount of staff time spent will be very similar. Currently, conditional use applications are accompanied with a \$2,000 application fee, plus an additional \$50 fire review fee, and \$100 advertising and noticing fee (as required in City Commission Resolution 08-196). City staff is proposing that the application fee for processing alcohol sales proximity special exceptions be the same as the City's established conditional use application, fire, and advertising and noticing fees (an overall application fee of \$2,150).

Options/Advantages/Disadvantages:

Option 1: Approve the attached resolution and set the fee as stated above.

1. Consistency with the City's Strategic Plan, Vision, and Mission:

The City's Strategic Plan, Vision, and Mission do not address issues pertinent to this request.

2. Financial Impact:

Approval of the resolution will partially offset the amount of staff time spent processing these applications.

Option 2: To set the fee at a lesser amount.

1. Consistency with the City's Strategic Plan, Vision, and Mission:

The City's Strategic Plan, Vision, and Mission do not address issues pertinent to this request.

2. Financial Impact:

Will not achieve the desired offset of staff time cost to review applications.

Recommendation

The Planning Department recommends **approval** of Option 1.

**City of Key West Planning Department
Schedule of Fees
As Adopted by the City Commission July 1, 2008, Resolution 08-196**

Process	Fees
Fire Department Review Fee	\$50
Advertising and Noticing Fee for all Applications	\$100
When a development project includes workforce housing, the portion of the application fee due to the workforce housing component shall be 50%.	
Pre-Application Conferences	\$0
Condominium Acknowledgement Letters	\$400
Determination of Lawful Unit (BPAS/ROGO)	\$400
Zoning Verification Letters/Buildback Letters	\$400
Outdoor Display Application	\$100
Re-notice fee for projects tabled for a third time at the request of the applicant.	\$600
Appeals to the Board of Adjustment or City Commission	\$1,000
Request for a Beneficial Use Building Permit Allocation	\$500
Request for a Building Permit Allocation (ROGO)	\$500
Development Agreement by itself	\$7,000
Preliminary Consideration by Commission of Development Agreement	\$500
Major Development Plan w/out Conditional Use	\$3,500
Minor Development Plan in the Historic District-w/out Conditional Use	\$2,500
Minor Development Plan outside the Historic District w/out Conditional Use	\$2,000
Conditional Use as part of a development plan review	\$1,000
Only a Conditional Use inside or outside the Historic District	\$2,000
Conditional Use Extension not part of a Development Plan	\$400
Minor Deviation to Development Plan	\$400
Major or Minor Development Plan or Conditional Use Extension	\$400
Lot Split/Subdivision Waiver	\$500
Minor Subdivision	\$2,000
Preliminary Plat for Major Subdivision	\$3,500
Final Plat for Major Subdivision	\$2,000
Reimburse Planning Department for special studies required for review of any type of application.	100%
Variances, any amount of issues	\$1,000
After the fact variances	\$2,000
Extension of variances	\$400
Change in Non-conforming Use	\$1,000
Verification of Planning Directors Decision	\$400
Transfer of Transient Unit, Transient License, Building Permit Allocation (ROGO), or Development Rights	\$2,000
Right-of-way Vacation	\$1,000
Each additional vacation for same parcel	\$400
Easement	\$1,000
Each additional for same parcel	\$400
Comprehensive Plan Amendment Request	\$5,000
Land Development Regulation Amendment Request	\$5,000