



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

To: Key West Planning Board
From: Donald Leland Craig , AICP Planning Director
Date: September 21, 2012
Reference: Proposed Planning Department Fee Increases

Dear Chairman and Members

The fees that the Planning Department charges for all types of applications and services were last amended in 2008. At that time the Planning Department had instituted new processes for services required by the LDRs which had not been theretofore been conducted in a precise and systematic way . A prime example of which is the Lawful Unit Determination (LUD) process. Experience over the intervening four years has shown that LUDs take a tremendous amount of time to complete because of the extensive research of records, site visits and coordination with other departments and agencies outside the city. In many cases multiple meetings with applicants and or their representatives are required. The existing fee of \$400 simply is not representative of the amount of work expended, especially with reference to the fact that a successful LUD is representative of tens, if not hundreds of thousands of dollars of value to the applicant.

Another example is the pre-application conference for which the staff must prepare for in advance , hold a meeting , and prepare a written response to the questions asked. The present fee of \$0 is not adequate for this process which is of high value citizen applicants.

The existing fee for the request for the allocation of a BPAS (ROGO) will have to be significantly upgraded in anticipation of the new allocations that will become available beginning in July 2013 with the advent of the revised and adopted comprehensive plan. The present fee of \$500 is not sufficient for the size of the tasks to be faced by staff in the allocating and auditing of all BPAS allocations.

Yet another fee which is woefully inadequate for the amount of work and value to the client is that for processing of easement for the use of City owned property. At present the fee is \$1000. The work completed by



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staff must be meticulous because the result is the right to use public property for private purposes .

New fees are also required for services not contemplated in 2008.

These are:

- 1.Special Exception for Alcohol Sales near churches or schools
- 2.Habitat Evaluation for those properties remaining on the list of properties potentially containing habitat for rare and endangered species as determined by the United States Fish and Wildlife Service.
- 3.Outdoor Display Inspection and Annual Verification

In addition to the revised planning fees the department will be charging for the first time a structured fee for HARC and Tree Commission application

The list of fees currently charged for services with amendments indicated in italics is attached. In summary the changed and new fees are:

<u>Revised Fee</u>	<u>Existing</u>	<u>Proposed</u>
Pre- App Conference	\$0	\$250
Lawful Unit Determination	\$400	\$1000
BPAS Allocation Request	\$500	\$1000
Easement Request	\$1000	\$2500

Proposed New Fees

Major Deviation to Development Plan	\$1000
Variance Extension	\$400
Outdoor Display Inspection	\$250
Special Exception Alcohol/Other	\$2000
Habitat Evaluation Fee	\$50

Other Proposed Fees

HARC Minor Project	\$50
HARC Major Project	\$100
HARC Inspection Fee	\$25
Tree Commission Application	\$50

APPLICATIONS	# OF APPS	CURRENT FEES	PROPOSED FEES
Variances	20	\$1,000.00	\$1,000.00
After-the-fact Variances	2	\$2,000.00	\$2,000.00
Extension of Variances	0	\$400.00	\$400.00
Major Development Plan w/out Conditional Use	5	\$3,500.00	\$3,500.00
Minor Development Plan in the Historic District w/out Conditional Use	2	\$2,500.00	\$2,500.00
Minor Development Plan outside the Historic District w/out Conditional Use	0	\$2,000.00	\$2,000.00
Conditional Use as part of a development plan review	1	\$1,000.00	\$1,000.00
Conditional Use (not part of a development plan review)	6	\$2,000.00	\$2,000.00
Conditional Use extension not part of a development plan	0	\$400.00	\$400.00
Minor deviation to development plan	1	\$400.00	\$400.00
Major or Minor Development Plan or Conditional Use Extension	0	\$400.00	\$1,000.00
Outdoor Display	6	\$100.00	\$500.00
Change in non-conforming use	0	\$1,000.00	
Easement	3	\$1,000.00	
Easement (each additional for same parcel)	1	\$400.00	\$1,000.00
Transfer of Transient Unit, Transient License, BPAS or development rights	5	\$2,000.00	\$2,000.00
Preliminary Consideration by Commission of Development Agreement	2	\$500.00	\$500.00
Development Agreement (by itself)	1	\$7,000.00	\$7,000.00
Determination of Lawful Unit	18	\$400.00	\$1,000.00
Zoning Verification	10	\$400.00	
Buildback Letters	1	\$400.00	
Condominium Acknowledgement Letters	0	\$400.00	
Beneficial Use Building Permit Allocation	1	\$500.00	
Building Permit Allocation	1	\$500.00	
Lot Split/Subdivision Waiver	3	\$500.00	
Verification of Planning Director's decision	0	\$400.00	
Right-of-way vacation	1	\$1,000.00	
Right-of-way vacation (each additioanl vacation for same parcel)	0	\$400.00	
Comprehensive Plan Amendment Request	1	\$5,000.00	
Land Development Regulation Amendment Request	1	\$5,000.00	
Appeals to the Board of Adjustment or City Commission	1	\$1,000.00	
Minor Subdivision	0	\$2,000.00	
Preliminary Plat for Major Subdivision	0	\$3,500.00	
Final Plat for Major Subdivision	0	\$2,000.00	

ADDITIONAL FEES		CURRENT FEES	PROPOSED FEES
Fire Department Fees	56	\$50.00	\$50.00
Advertising and Noticing Fee for all applications	59	\$100.00	\$100.00
Re-notice fee for projects tabled for a 3rd time at the request of the applicant	0	\$600.00	\$600.00
Pre-application Conference		\$0.00	\$0.00
Reimbursement of Planning Department for special studies required for review of any type of application		100.00%	100.00%
Concurrency Management Review		\$0.00	\$500.00
Landscape Plan Review		\$0.00	\$250.00