

EXECUTIVE SUMMARY



To: Bogdan Vitas, City Manager

Through: Donald Leland Craig, AICP
Director of Development Services and Planning Director

From: Carlene Smith, Planner Analyst
Kevin Bond, Planner II

Meeting Date: January 7, 2014

RE: Amendment to Planning Department Fee Schedule

ACTION STATEMENT:

Request: That the City Commission approve the resolution setting the proposed fees for applications processed by the Planning Department.

Location: City wide

BACKGROUND:

Administrative Variances – On October 16, 2013, the City Commission approved Ordinance No. 13-18, amending Chapter 90 of the City's Land Development Regulations (LDRs) to permit the Planning Director to issue administrative variances. Pursuant to Code Section 90-392(a), application fees will be established by resolution of the City Commission. The attached fee schedule has been modified to illustrate the proposed new fees for Administrative Variances, as well as clarify the Affordable/Workforce Housing Waiver Fee and create a fee for Historic Status of Building Verification (See Attachment 1).

Affordable/Workforce Housing Waiver Fee – Members of the public who apply for affordable/workforce housing through the Key West Housing Authority and do not meet eligibility requirements, have the option to request the Planning Board review their eligibility per Code Section 122-1469. Since fees for applications that include workforce housing component are reduced by 50%, applicants are charged half the cost of a variance fee, which is \$500. However, since there is no actual fee listed in the fee schedule, the Planning Department is requesting that this be clarified by adding a line item specifically for Affordable/Workforce Housing Waivers.

Historic Status of Building Verification – The Historic Preservation Planner frequently processes requests for written verification on the historic status of buildings. This is a timely process since these requests require extensive research. In nearly all cases, these requests are initiated by lending institutions and insurance companies as a step in their

due diligence process. This service has been provided by staff without recouping the cost of staff time to process the request. Currently, the Planning Department's fee for similar verification letters is \$400. The Planning Department is requesting to add a new fee for Historic Status of Building Verification letters to the fee schedule.

Previous City Actions:

- October 16, 2013 City Commission Ordinance 13-18
(Administrative Variance)
- February 20, 2013 City Commission Resolution 13-056
(Amendment of Planning Department fees and addition of HARC fees)

Planning Staff Analysis:

See background statement above. In addition, it is staff's observation that the City needs to recover a portion, not all, of the costs of providing planning services provided to citizens recognizing that the Planning Department is not a self-funding enterprise district or cost center.

Options/Advantages/Disadvantages:

Option 1: Approve the proposed addition of new Administrative Variance fees, a Historic Status of Building Verification fee, and clarification of the Affordable/Workforce Housing Waiver Fee.

1. **Consistency with the City's Strategic Plan, Vision, and Mission:** This action would provide enhanced services consistent with 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 providing personnel for the Planning and HARC function to serve citizens.

Option 2: Approve some of the fees or modify proposed fees.

1. **Consistency with the City's Strategic Plan, Vision, and Mission:** This action would provide enhanced services consistent with 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 providing personnel for the Planning and HARC function to serve citizens.

Option 3: Do not approve the addition of fees and fee clarification.

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 continue to 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 add new Administrative Variance fees, a Historic Status of Building Verification fee, and clarification of the Affordable/Workforce Housing Waiver Fee.