



EXECUTIVE SUMMARY

To: Gregory Veliz, City Manager
Through: Roy Bishop, Planning Director
From: Angela Budde, Planner I
Meeting Date: November 6, 2019
RE: Amendment to Planning Department Fees Schedule

ACTION STATEMENT:

Request: That the City Commission approve the Resolution setting the proposed fees for applications processed by the Planning Department and providing for annual fee adjustments.

BACKGROUND:

Pursuant to Section 90-487 (b), establishment of fees, charges and expenses imposed by the Land Development Regulations (LDRs) will be established by Resolution.

In January 7, 2014, the City Commission approved Resolution 14-014, amending Planning Department fees.

Planning staff reviewed fees from nearby municipalities in the Florida Keys and Monroe County to measure if the Planning Department's current fee schedule is cost effective. It was determined the application processing costs have increased since 2014. Staff analyzed the involvement for reviewing and processing applications, preparing staff reports and attending public meetings associated with these requests. This analysis led to the recommendation to propose the increase to most fees. In addition, some fees were not increased in 2014. It is proposed those fees would merely be increased based on the Consumer Price Index (CPI) changes since 2014. HARC fees are not affected under this request.

Previous City Actions:

January 7, 2014 City Commission Resolution 14-014
(Amendment of Planning Department fees)

Planning Staff Analysis:

In the past year, the city has re-engineered the Building Department review process, by requesting planning staff to review construction plans to assure compliance with Planning and Zoning controlled by the Land Development Regulations (LDRs). This change placed the responsibility of compliance with dimensional requirements and other factors with planning staff rather than on the Building department.

The current Building Permit Allocation System (BPAS) fee for affordable housing is \$1,000.00. This directly supports the City's commitment to affordable housing. To

promote and encourage applicant submittal for affordable housing, Planning staff is proposing a reduction to the fee by 50%.

Furthermore, advertising cost has increased substantially since 2014 and the Fire Department review fee increased to \$100.00 this year.

It is staff's observation that the City needs to recover a portion, not all, of the costs of providing planning services to the citizens recognizing that the Planning Department is not a self-funding enterprise district or cost center. Staff also recommends fees are annually increased by 5 %, to become effective on October 1, 2020, and each year thereafter, until or unless amended by Resolution of the City Commission.

Options/Advantages/Disadvantages:

Option 1: Approve the proposed amendment to Planning Department fees schedule.

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 Planning 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 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.