MEMORANDUM

Date: September 3, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Rod Delostrinos
Assistant City Manager

From: Patrick Wright
Growth Management Division Director

Subject: **Urban Forestry Fee Schedule Resolution (File ID: 26-5816)**

Introduction

The Urban Forestry Division recommends approval of the proposed resolution adopting the Fiscal Year 2026–2027 Tree Commission and Urban Forestry Manager Fee Schedule, effective October 1, 2026. The updated fee schedule is attached to the resolution as Exhibit A.

Background

Section 110-323 of the City of Key West Code of Ordinances provides that all applications for a tree removal permit shall be made to the Urban Forestry Manager. Section 110-323 further provides that the fee schedule for all applications to the Tree Commission and/or Urban Forestry Manager may be changed by resolution of the City Commission.

The proposed Fiscal Year 2026–2027 fee schedule increases the applicable Urban Forestry fees by ten percent and will become effective October 1, 2026. The updated schedule includes fees associated with tree permitting, Tree Commission review, development plan landscape review, inspections, right-of-way review, and enforcement-related services. The adjustment is intended to

better reflect the Division's current costs of reviewing permit applications, landscape plans associated with development plan approvals, processing notices, conducting inspections, and providing other related Urban Forestry services.

Items for which no fee is currently charged remain unchanged. The not to exceed cap for Residential, Multifamily/Condo/HOA, and Commercial has not changed. The intent of keeping the cap intact is to prevent routine landscape maintenance and cumulative replacement from becoming prohibitively expensive. To ensure the fee schedule keeps pace with the Division's operational costs on an ongoing basis, the proposed resolution also provides for an annual five percent (5%) increase to the fee schedule, effective October 1 of each subsequent fiscal year, unless otherwise amended by resolution of the City Commission.

Procurement

No expenditure or procurement is associated with this agenda item. Approval will update the fees collected for the Urban Forestry services identified in Exhibit A.

Recommendation

The City Manager's Office recommends that the Mayor and City Commission approve the resolution adopting the Fiscal Year 2026–2027 Tree Commission and Urban Forestry Manager Fee Schedule, effective October 1, 2026, and providing for an annual five percent increase in subsequent fiscal years.