

## **Slide 2 — Purpose of the Review**

- The Town's current schedule was last updated in 2014, and since then, administrative costs, review processes, and coordination needs have all changed significantly.
- Our goal is to bring these fees in line with actual costs, simplify the structure, and remove provisions that are no longer relevant.
- The Fee Review and Recommendations Report was prepared by ECRC staff to help guide our discussion of potential updates.
- Based on our discussions today, we can prepare an updated Fee Schedule for the Town Council to formally adopt.

## **Slide 3 — Purpose of the Review**

- To help you understand what these fees cover, we wanted to share a diagram of how development reviews happen in Century.
- For most typical reviews, for example if someone wants to build or improve a house, the resident would submit a development application describing the property and the work that they are planning to do.
- Then Town Staff and ECRC review the application for compliance with the town's Comprehensive Plan and Ordinances. If approved, the Town issues a Land Use Certificate
- The Town of Century works with Escambia County to oversee all building permits and inspections. So when the applicant goes to Escambia County for building permits they will have to show them the approved Land Use Certificate to get their permits.

## **Slide 4 — Comp Plan Update Process**

- A comprehensive plan amendment is more complex and costly for applicants. This process is required when a proposed development is not consistent with the existing land use category. The most recent comprehensive plan update done in Century was when a small area in the 'Environmentally Sensitive' Land Use Category was reclassified as 'Low Density Residential' to allow for the construction of a home.
- In these cases, staff cannot change the map independently—that authority lies with the Town Council. Because of additional notice and hearing requirements, these applications are more expensive to process.

## **Slide 5 — Current Review Times**

We want to show how review times vary by application type.

Routine residential permits, typically small projects like fences or remodels, take about 15–30 minutes.

Incomplete applications often take longer due to additional coordination with applicants or the County.

Complex commercial applications can take 1 to 3 hours depending on the level of review and coordination required.

And Comprehensive Plan amendments—which include hearings, coordination, and documentation—can require 5 to 10 hours or more of staff time.

These time estimates are the foundation for the proposed updates, which are designed to better reflect the actual workload and ensure the Town recovers its costs.

## **Slide 6 — Key Recommended Adjustments**

Three main updates are proposed:

Merge minor categories. Currently, there are multiple small categories such as site development, fencing, land disturbance, signage, temporary use, home-based business, and demolition. Since each of these involves a similar level of review, they'll be combined into one Residential Development category.

The new rates will reflect the true time and effort involved by both Town and ECRC staff, ensuring that regulatory costs are covered without exceeding statutory limits.

Finally the memo proposes to remove the rebate provisions currently in the fee schedule.

## **Slide 7 – Rebate Provisions**

The Town's 2014 schedule included rebates of \$15–\$35 for applicants who provided proof of a County building permit. We believe this was to encourage them to follow through with obtaining building permits. However, to our knowledge, no rebates have ever been claimed. Removing this provision will simplify administration and eliminate unnecessary tracking.

## **Slide 8 — Proposed Fee Schedule**

Here are the current along with the proposed fees included in the memo.

## **Slide 9 — Next Steps**

What feedback to you have or changes?

Do you want ECRC to prepare an updated Fee Schedule for adoption?