



## CITY COMMISSION ORDINANCE/RESOLUTION

**TITLE:** Resolution 26-40 (Community Development Department)

**DATE:** August 11, 2026

**DESCRIPTION:** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COOPER CITY, FLORIDA, AMENDING THE CITY'S ADMINISTRATIVE REVIEW FEE SCHEDULE, AS DETAILED IN THE PROPOSED FEE SCHEDULE ATTACHED HERETO AS EXHIBIT "A" AND INCORPORATED HEREIN; AND PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

**ANALYSIS:**

This item requests approval of a new fee schedule for the Administrative Review process. The proposed schedule updates the current structure by expanding it from a single fee category to three distinct categories. This change is intended to more accurately reflect the varying levels of staff time and resources required to review different types of development applications.

The revised fee schedule specifically addresses the administrative review of projects submitted under the State's "Infill Bill" and "Live Local" legislation. Pursuant to Florida law, these projects must be processed through administrative review rather than a public hearing. As the number and complexity of these applications have increased, staff has taken on additional review responsibilities that are not adequately captured by the current single-category fee structure.

The proposed three-tier fee schedule is intended to better align review fees with the actual staff effort required for each application type, ensuring a more equitable and cost-effective recovery of administrative review costs while maintaining compliance with State statutory requirements.

Also included for reference is the City's newly adopted Infill Redevelopment Policy, established to implement the requirements of Senate Bill 1434 (SB 1434). This policy provides guidance for the administrative review of qualifying infill redevelopment projects and supports the consistent application of the new State-mandated review procedures.

The proposed fee schedule is divided into three categories to better reflect the varying levels of staff review required for different types of development applications. Each category is based on the scope and complexity of the proposed project and accounts for the review efforts of all applicable disciplines represented on the Development Review Committee (DRC).

At the required pre-submittal meeting, the Community Development Director will evaluate the proposed development and determine which review disciplines are necessary based on the

nature of the application. Applicants will be informed of the required review disciplines before formal submittal, providing greater transparency about the anticipated review process and associated fees. Depending on the project, some applications may require review by only one or two disciplines, while more complex developments may require comprehensive review by all five DRC disciplines.

In addition to being categorized by the required review disciplines, the proposed fee schedule is structured on a per-submittal basis. This approach recognizes that larger, more complex development proposals often require multiple rounds of review before all comments are satisfactorily addressed and the application is deemed complete. The number of review cycles is often influenced by the completeness, quality, and accuracy of the submitted plans. By assessing fees on a per-submittal basis, the City is better able to recover the actual costs of repeated technical reviews while encouraging applicants to submit complete, well-prepared plans at the outset of the review process. The attached fee schedule uses the current hourly rate for each current DRC staff member.

**Limited Category:**

This will involve the review of “small” items such as trademark logos, sign packages, minor sign waiver requests, assisted living facilities, special residential facilities, outdoor seating, etc. The fee schedule will cover the pre-submittal meeting, an individual review of the proposed plans, and the writing of the DRC comments or an approval letter.

This category’s fee is based on the following staff time:

- 2 hrs. for the Sr. Planner
- 1hr. for the CD Director
- 1hr. for applicable disciplines

**Minor Category:**

This will involve the review of “medium” items, such as minor site plan amendment changes and landscape plan updates. The fee schedule will cover the pre-submittal meeting, an in-person DRC review meeting with all applicable disciplines, and the writing of the DRC comments or an approval letter.

This category’s fee is based on the following staff time:

- 4hrs. for the Sr. Planner
- 2hrs. for the CD Director
- 3hrs. for applicable disciplines

**Major Category:**

This will involve a review of “large” items such as live local projects, infill Bill projects, and major site plan amendment changes. The fee schedule will cover the pre-submittal meeting, an in-person DRC review meeting with all applicable disciplines, and the writing of the DRC comments or an approval letter.

This category’s fee is based on the following staff time:

- 6hrs. for the Sr. Planner
- 3hrs. for the CD Director
- 5hrs. for applicable disciplines

**STRATEGIC PLAN:**

N/A

**FISCAL IMPACT:**

This proposed fee schedule would cover staff review time of Admin Review requests.

**ALTERNATIVES:**

If the new fee schedule is not approved, the current fee structure will remain in place.

**ATTACHMENTS:**

1. Fee Schedule
2. Resolution
3. Infill Bill Policy