



ITEM SUMMARY

MEETING DATE: December 13, 2021

FROM: Caryn Gardner-Young, Zoning Administrator

SUBJECT: **Resolution 2021-57**
Application Fees

BACKGROUND

As provided in Section 16-35(b) of the City of Greenacres (City) City Code, application fees for zoning approvals and other land development processes were last amended by the City Council on November 19, 2012, through Resolution 2012-24, with the increase based on changes to the April Consumer Price Index since the previous update.

As directed by the City Council, staff has continued to monitor data on the cost of reviews and to bring forward fee increases on a periodic basis to keep pace with inflation, keep current with the market regarding petition fees and impose the actual cost to process development petitions.

ANALYSIS

The proposed petition fees were modified based upon two calculations. First, the petition fee was based upon the City's costs of processing the petition. We took the average hourly rate of staff's time times the number of hours to approve/deny an individual petition. We also compared the processing of the petition to the market rate charged by other municipalities similar in size to the City or in close proximity to the City such as Dania Beach, Jupiter, Palm Beach Gardens, Royal Palm Beach and others. The City's fees were found to be lower than average for most application types and they were found to be inadequate to cover the cost of outside consultants for some application types.

The Fee Schedule was also updated by the removal of petitions no longer being reviewed such as Development Regional Impact (DRI) petitions as well as by the addition of new petitions such as Master Plans and Administrative Variances just approved by the City Council. Lastly, fees were added to recoup costs that staff was expending but were not being charged (although typically charged by other municipalities) such as alcohol beverage license review, addresses review, research fee and others.

The Advertising fees remain. Advertising fees are collected at initial application and are intended to cover the City's actual advertising costs. Refunds are issued to the applicant at the conclusion of approval in the event that the actual cost is less than the fee. An invoice is sent in those rare cases when the fee is not adequate. These fees have been increased based upon newspaper charges which have increased substantially since the last time the fee schedule was updated in 2015.

New Special Services fees are being proposed to be collected and are intended to cover the City's actual consultants' costs. These fees will be in an account with the City for any services required of the city attorney, city engineer, outside consultant or planning staff in drafting development agreements, reviewing or drafting deed restrictions, or drafting or reviewing any special documents, including agreements, deeds, conveyances, or other documentation necessary for the granting of a development petition; this term shall also include any services from outside consultants of the development and neighborhood services department required to review an application for a development petition. Refunds are issued to the applicant at the conclusion of approval of the event if the actual costs are less than the fee collected, or an invoice is sent when the fee is not adequate. This process is similar to the advertising fee process.

See attached fee schedule.

FINANCIAL INFORMATION

Based on projected case volumes for FY 2022, the revised fees are estimated to increase revenue by approximately \$23,441.

LEGAL

Resolution 2021-57 was prepared in accordance with all applicable State Statutes and City Code requirements.

STAFF RECOMMENDATION

Approval of amendments to the schedule of application fees through the adoption of Resolution 2021-57.