

**CITY OF LAKE CITY, FLORIDA
ORDINANCE NUMBER 2025-2304**

1 **AN ORDINANCE PERTAINING TO LAND DEVELOPMENT REGULATION FEES**
2 **WITHIN THE CITY OF LAKE CITY; REPEALING EXISTING LAND USE**
3 **REGULATION FEES ESTABLISHED BY RESOLUTION 2019-099; ESTABLISHING**
4 **UPDATED FEES FOR LAND DEVELOPMENT REGULATION PROCESSING AND**
5 **REVIEW; ESTABLISHING PROVISIONS REGARDING PAYMENT OF SAID FEES;**
6 **ESTABLISHING EXCEPTIONS THERETO FOR FINANCIAL HARDSHIP;**
7 **REPEALING ALL RESOLUTIONS AND ORDINANCES IN CONFLICT; MAKING**
8 **FINDINGS OF FACT IN SUPPORT THEREOF; PROVIDING FOR SEVERABILITY;**
9 **AND PROVIDING AN EFFECTIVE DATE**

10 **WHEREAS**, the City of Lake City (the “City”) exercises regulatory authority over land use matters
11 in the City (the “Regulatory Function”); and

12 **WHEREAS**, to perform its Regulatory Function, the City provides certain services for the benefit
13 of those who develop land in the City and for the benefit of the public welfare (the “Services”);
14 and

15 **WHEREAS**, the City requires the payment of certain fees to the City by those developing land in
16 the City for the purpose of compensating the City for its development review services as it
17 implements the land development regulations(the “Fees”); and

18 **WHEREAS**, the Fees must be updated from time to time to ensure the Fees charged are
19 reasonably related to the cost incurred by the City to provide the Services; and

20 **WHEREAS**, the current Fees are less than the City’s costs to provide the services; and

21 **WHEREAS**, the City Council, being fully advised of the facts and circumstances, hereby finds it
22 necessary and in the interest of prudent management of public assets and business affairs to
23 update the Fees to perform the Services in order to equitably and adequately fund the cost of
24 such essential services; now, therefore

25 **BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA:**

26 **SECTION 1. ZONING AND LAND USE MATTERS – FEES ESTABLISHED**

27 Chapter 110, Section 110-25, City of Lake City Code of Ordinances is hereby created and shall
28 read and provide as follows:

29 **Sec. 110-25. Schedule of Fees for Zoning and Land Use Matters.**

30 The following fees are required for each corresponding application or service at the time
31 of application submittal. The following advertising fees to be collected at the time of
32 application submittal are based on the City’s estimated costs of advertising and
33 represent the minimum advertising fee charged for each application type. If the City’s
34 actual cost of advertising exceeds the required advertising fee the applicant shall remit
35 the difference to the City upon receipt of notification thereof to the applicant from the
36 City.

<u>APPLICATION</u>	<u>APPLICATION</u>	<u>ADVERTISING</u>	<u>TOTAL</u>
<u>TYPE</u>	<u>FEE</u>	<u>FEE</u>	<u>FEES</u>
<u>Comprehensive Plan</u>			
<u>Amendments</u>			
Small Scale Amendment	\$1,250.00	\$500.00	\$1,750.00
Large Scale Amendment	\$4,000.00	\$900.00	\$4,900.00
<u>Amend the Text of the</u>			
<u>Comprehensive Plan</u>			
	\$2,000.00	\$900.00	\$2,900.00
<u>Amend the Official</u>			
<u>Zoning Atlas</u>			
	\$1,250.00	\$600.00	\$1,850.00
<u>Land Development</u>			
<u>Regulations Amendments,</u>			
<u>Text, and Rezoning</u>			
<u>Site-Specific Amendments to</u>			
<u>the Official Zoning Atlas,</u>			
50 acres or less	\$1,250.00	\$600.00	\$1,850.00
<u>Site Specific Amendment to</u>			
<u>the Official Zoning Atlas,</u>			
greater than 50 acres.....	\$4,000.00	\$800.00	\$4,800.00
<u>Amend the text of the Land</u>			
<u>Development Regulations</u>			
	\$2,000.00	\$900.00	\$2,900.00

58	<u>Special Exception</u>			
59	<u>Special Exception</u>	<u>\$750.00</u>	<u>\$300.00</u>	<u>\$1,050.00</u>
60	(except communication towers)			
61	<u>Special Exception for</u>			
62	<u>Communication Towers</u>	<u>\$3,500.00</u>	<u>\$300.00</u>	<u>\$3,800.00</u>
63	*plus consulting fees incurred by the City			
64	in excess of \$2,500.00 for technical review			
65	of tower applications			
66	<u>Variance</u>			
67	<u>Variance</u>	<u>\$750.00</u>	<u>\$250.00</u>	<u>\$1,000.00</u>
68	<u>Change in</u>			
69	<u>Non-Conforming Use</u>	<u>\$750.00</u>	<u>\$250.00</u>	<u>\$1,000.00</u>
70	<u>Appeal to the Board</u>			
71	<u>of Adjustment</u>			
72	<u>Appeal of the Decision or</u>			
73	<u>Interpretation of the LDR</u>			
74	<u>by Administrator</u>	<u>\$750.00</u>	<u>\$300.00</u>	<u>\$1,050.00</u>
75	<u>Appeal to the City Council</u>			
76	<u>An appeal of the decision</u>			
77	<u>of the Planning & Zoning</u>			
78	<u>Board and/or the Board</u>			
79	<u>of Adjustment</u>	<u>\$750.00</u>	<u>\$250.00</u>	<u>\$1,000.00</u>
80	<u>Subdivision and</u>			
81	<u>Development Plan Review</u>			
82	<u>Minor Subdivision –</u>			
83	<u>4 lots or less</u>	<u>\$1,000.00</u>	<u>\$250.00</u>	<u>\$1,250.00</u>
84	(includes review of Final Plat)			
85	<u>Major Subdivision –</u>			
86	<u>5 or more lots</u>	<u>\$3,000.00</u>	<u>\$600.00</u>	<u>\$3,600.00</u>
87	(includes review of Preliminary			
88	Plat, Construction Plans, and			
89	Final Plat)			
90	<u>Site Plan Review</u>	<u>\$500.00</u>	<u>\$200.00</u>	<u>\$700.00</u>
91	<u>Site Plan Extension of Time</u>	<u>\$500.00</u>	<u>\$200.00</u>	<u>\$700.00</u>

92	<u>Planned Residential</u>			
93	<u>Development</u>			
94	<u>PRD Zoning Application</u>			
95	<u>and Preliminary</u>			
96	<u>Development Plan</u>	<u>\$3,000.00</u>	<u>\$900.00</u>	<u>\$3,400.00</u>
97	<u>PRD Final</u>			
98	<u>Development Plan</u>	<u>\$1,200.00</u>	<u>\$250.00</u>	<u>\$1,450.00</u>
99	<u>PRD Extension of Time</u>	<u>\$750.00</u>	<u>\$250.00</u>	<u>\$1,000.00</u>
100	<u>Administrative</u>			
101	<u>Minor Modification to</u>			
102	<u>an approved Site Plan</u>	<u>\$150.00</u>		<u>\$150.00</u>
103	<u>Certificate of</u>			
104	<u>Concurrency Compliance</u>	<u>\$100.00</u>		<u>\$100.00</u>
105	<u>Certificate of Land</u>			
106	<u>Development Regulations</u>			
107	<u>Compliance</u>	<u>\$100.00</u>		<u>\$100.00</u>
108	<u>Zoning Approval for</u>			
109	<u>Alcoholic Beverage License</u>	<u>\$75.00</u>		<u>\$75.00</u>
110	<u>Zoning Verification</u>	<u>\$100.00</u>		<u>\$100.00</u>
111	<u>Historic</u>			
112	<u>Preservation Agency</u>			
113	<u>Certificate of</u>			
114	<u>Appropriateness – Minor</u>	<u>\$50.00</u>		<u>\$50.00</u>
115	<u>Certificate of</u>			
116	<u>Appropriateness – Major</u>	<u>\$125.00</u>	<u>\$200.00</u>	<u>\$325.00</u>

117 **SECTION 2. ZONING AND LAND USE MATTERS – APPLICATIONS GENERALLY**

118 Chapter 110, Section 110-50, City of Lake City Code of Ordinances is hereby created and shall
119 read and provide as follows:

120 **Sec. 110-50. Zoning and Land Use Applications Generally.**

121 (a) No application shall be accepted for processing until the required application fee is
122 paid in full by the applicant. An application fee may be refunded only if the
123 application is withdrawn prior to the City incurring direct costs in processing the

124 application (e.g., copying and distributing copies to staff and/or consultants,
125 reviewing application materials, posting and/or mailing public notices, advertising,
126 postage, printing reports, etc.)

127 (b) The City, in its sole discretion, may engage the professional services of outside
128 consultants in relevant professional disciplines including, but not limited to, traffic
129 engineering, civil engineering, electrical engineering, landscape architects, planning
130 consultants, and acoustical consultants, to review and comment on a petition,
131 application, or appeal. The City shall invoice the applicant for all costs associated
132 with expert reviews by outside consultants. All costs associated with outside review
133 fees shall be paid in full prior to any legislative and/or quasi- judicial action of any
134 type or kind on the petition, application, or appeal.

135 (c) In the event re-advertisement of an application is required due to any delay or
136 postponement requested or agreed to by the applicant, or necessitated by some
137 act or failure to act on the part of the applicant, a supplemental fee for outgoing
138 mail costs and published advertisement costs will be charged to the applicant
139 regardless of whether the initial fee was waived. This supplemental fee is intended
140 to cover additional costs for re-mailing and re-advertising an application. This
141 invoice shall be paid in full prior to placing the matter on any agenda for legislative
142 and/or quasi-judicial action of any type or kind on the petition application or appeal.

143 (d) A separate fee shall be charged for each action requested unless the Land
144 Development Regulations Administrator determines the action requested is related
145 to another requested action by the applicant and the request will require no
146 additional staff time or costs.

147 (e) Notwithstanding any other provisions to the contrary, any filing fee required under
148 the City's Land Use and Zoning Regulations schedule of fees may be waived for any
149 applicant which is an agency of the government of the United States, an agency of
150 Columbia County, or an agency of the State of Florida, if written request is received
151 by the City within five (5) working days of submission of the application. However,
152 the agency shall be required to incur all costs associated engagement of
153 professional consultants, or with advertising, publishing, and mailing of the
154 notification.

155 (f) The City Manager may reduce a required application fee where it is found:
156 (1) special circumstances, not caused by or otherwise under the control of the
157 applicant, justify a reduction in the fee; and,
158 (2) the actual direct cost to the City for processing the application will not exceed
159 the actual fee collected.

160 In no case may a reduced fee be less than the costs incurred by the City associated
161 with published and mailed notification. No request for reduction in the fee shall be
162 considered unless the request is received in writing within five (5) business days
163 following the date an application is submitted to the Growth Management
164 Department.

165 (g) The City Manager may waive all or a portion of the temporary use permit fee when
166 the Land Development Regulations Administrator determines a personal hardship
167 exists on the applicant. The burden of proof of such hardship must be adequately
168 demonstrated by the applicant to the Land Development Regulations
169 Administrator.

170 (h) Certificate of Land Development Regulations Compliance fees are non-refundable.
171 This includes, but is not limited to, instances where fees are collected for a
172 determination review associated with an application for a Local Business Tax
173 Receipt which is found to be inconsistent with the Land Development Regulations
174 and thus denied.

175 **SECTION 3. CODIFICATION**

176 It is the intention of the City Council of the City of Lake City that the provisions of this Ordinance
177 shall become and be made part of the Code of Ordinances of the City of Lake City, Florida. The
178 Sections of this Ordinance may be renumbered, re-lettered and the word "Ordinance" may be
179 changed to "Section", "Article" or such other word or phrase in order to accomplish such
180 intention. The correction of typographical errors which do not affect the intent or substance of
181 the ordinance may be authorized by the City Clerk or the City Clerk's designee with the consent
182 of the City Attorney without public hearing, by filing a corrected or re-codified copy of the same
183 with the City.

184 **SECTION 4. REPEAL OF ORDINANCES AND RESOLUTIONS IN CONFLICT**

185 All ordinances and resolutions, or parts of ordinances and resolutions in conflict with this
186 Ordinance are, to the extent they conflict with this Ordinance, repealed.

187 **SECTION 5. PROVIDING FOR SEVERABILITY**

188 It is the declared intent of the City Council of the City of Lake City that, if any section, sentence,
189 clause, phrase, or provision of this ordinance is for any reason held or declared to be
190 unconstitutional, void, or inoperative by a court or agency of competent jurisdiction, such holding
191 of invalidity or unconstitutionality shall not affect the remaining provisions of this Ordinance and

192 the remainder of this Ordinance, after the exclusion of such part or parts, shall be deemed to be
193 valid.

194 **SECTION 6. EFFECTIVE DATE**

195 This Ordinance shall be effective on the 61st day following the date of final adoption by the City
196 Council of the City of Lake City, Florida.

APPROVED, UPON FIRST READING, by the City Council of the City of Lake City at a regular meeting,
on the ____ day of March, 2025.

PUBLICLY NOTICED, in a newspaper of general circulation in the City of Lake City, Florida, by the
City Clerk of the City of Lake City, Florida on the ____ day of March, 2025.

APPROVED AND ADOPTED UPON SECOND READING, by an affirmative vote of a majority of a
quorum present of the City Council of the City of Lake City, at a regular meeting this ____ day of
March, 2025.

BY THE MAYOR OF THE CITY OF LAKE CITY,
FLORIDA

Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL
OF THE CITY OF LAKE CITY, FLORIDA:

Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Clay Martin, City Attorney