

Community Development Department Fee Schedule Update Key Findings

Building Permit Fees

Staff has reviewed 14 other municipalities building permit fee schedules to see if our fees are keeping pace with inflation and averages in other jurisdictions. The reviewed building permit fees included Boca Raton, Riviera Beach, North Palm Beach, Jupiter, Greenacres, Boynton, and Palm Beach Gardens, among others. Most municipalities have unique methodologies for calculating permit fees; about half use flat base fees plus percentage multiples of job value and the remainder use percentage multiples only. Some have totally unique methodologies, like Highland Beach, where the fee is \$25 per thousand of job valuation.

In both the flat fee plus percentage multiple and percentage multiple only systems, the percentage multiplier tended to range between 1% to 3%.

For those systems that used base fees in addition to multiples, these tended to vary based on whether zoning, state surcharges, or other fees were included (e.g., digitizing fees or application intake fees).

Lake Park currently uses a base fee plus a percentage multiple approach. For permits up to \$2,499 in job value, the permit fee is a flat \$100. For permits \$2,500 and to \$999,999, the fee is \$100 plus 2% of the job value. Finally, there is a tier for permit valuations \$1,000,000 and up, which is \$100 plus 1% of the job value.

Proposed Building Permit Fee Changes

We are proposing to amend our fee system to operate as follows (note, while the proposal will place us slightly higher than the average fees per our research, it will allow the Town to better meet our operational expenses for permitting related activities, that, according to the Town's Finance Department, averages \$480,000 per year with only approximately \$250,000 in total revenue retained by the Town in the current fiscal year pursuant to our contractual revenue share with CAP of 30% (Town Staff is looking into alternative Building Official/Inspectors/Plan Reviewers contractual options in the upcoming fiscal year as well): for job valuations up to \$2,499, the \$100 flat fee would be modified to \$150. For permits over \$2,500 in job value, the modified \$150 flat fee, plus the current 2% multiplier would apply. We are proposing eliminating the separate tier for \$1,000,000 permits. The intent of these changes is to normalize our fee intake across permit valuation tiers while still preserving the nominal permit fees for small jobs. Table 1 below illustrates the effect these changes will have based on the minimum-applicable \$2,500 job value and a \$25,000 job value.

Table 1

Job Value	\$2,500.00	\$25,000.00
LP Current (2% plus \$100)	\$150.00	\$600.00
LP Proposed (2% plus \$150)	\$200.00	\$650.00

Additionally, the following permit fees are proposed to be created or changed:

- An Information technology fee for all department applications that are accepted/processed electronically. This would be a new fee to offset the costs of configuring, operating and maintaining the Tyler web system (that is currently being configured).
- Inspection fee change: formerly \$40, increasing to \$100.
- Reinspection fee: formerly \$75, increasing to \$100.
- Permit revision administrative fee: formerly \$50, increasing to \$75.
- Sub-Permit administrative fee: formerly \$50, increasing to \$75.
- Administrative fee for permit renewal or reissuance: formerly \$60, increasing to \$75.

Planning Department Fees

In order to assess the state of Lake Park's Community Development Department fees, staff created a matrix of our most common application types, including site plans, PUD plans, special exception (sometimes called conditional use in other jurisdictions), variance (nonresidential), zoning letter, and plat, among others. Twelve Palm Beach County municipalities were selected as comparable jurisdictions and their fee data was incorporated into the matrix and averaged. These averages reveal where Lake Park's fees differ from our counterparts. Please see Figure 1 below for the fees where Lake Park charges below the average. In the case of voluntary annexation, we had no fee so a new one has been created based on the averages of the reviewed jurisdictions. Figure 2 depicts the recommended fee changes based on the findings of the averages.

Figure 1	Conditional Use (all districts or nonresidential) • See Note	PUD / Master Plan (Major or undifferentiated)	PUD / MP Amendment (Major or undifferentiated)	Variance (Nonresi)	Zoning Letter	Replat or plat	Annexation
AVGs	\$ 1,598.08	\$ 2,892.50	\$ 2,300.00	\$ 1,290.77	\$ 170.77	\$ 1,423.08	\$1,264
Lake Park Current	\$ 1,500.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 125.00	\$ 500.00	None

- Note: Lake Park uses a square foot based approach for the special exception / conditional use fee. Other jurisdictions tended to utilize one flat fee for the special exception or differentiated by residential versus commercial, whereas we do not. Currently, our two special exception tiers are 0-14,999 SF = \$1,500 and greater than 14,999 SF = \$3,000. For this category, our base fee is very close to the average and we recommend changing the base fee only while leaving the greater than 14,999 SF fee as is.

Proposed Fee Schedule Changes

Figure 2	Variance (Nonresi)	Zoning Letter	Replat or plat	Conditional Use (all districts or nonresidential) * See Note	PUD / Master Plan (Major or undifferentiated)	PUD / MP Amendment (Major or undifferentiated)	Annexation
AVGs	\$ 1,290.77	\$ 170.77	\$ 1,423.08	\$ 1,598.08	\$ 2,892.50	\$ 2,300.00	\$1,264
LP Current	\$1,000	\$125	\$500	\$1,500	\$2,000	\$1,000	\$0
LP NEW	<u>\$ 1,250.00</u>	<u>\$ 175.00</u>	<u>\$ 1,250.00</u>	<u>\$ 1,600.00</u>	<u>\$ 2,850.00</u>	<u>\$ 2,300.00</u>	<u>\$1,250</u>

Other Planning and Zoning function fees:

While the main analysis has focused on updating existing fees within our existing framework, as part of the research process, note has been made of other Planning and Zoning related fees and methodologies that Lake Park does not currently utilize. These include the following, which have been provided for consideration and discussion. These fee proposals are summarized in Figure 3 at the end.

- Alcohol License sign off: zoning review is routinely conducted for requests for 2COP or 4COP licenses. Currently, there is no charge for this review but in other jurisdictions, a fee is assessed. Boynton Beach charges \$100 for a new review and \$50 for a renewal of a previous approval. North Palm Beach charges \$100 for alcohol license applications. Lake Worth Beach charges \$100 for a new license application. Boca Raton charges \$205.

Recommendation: \$100 alcohol review fee.

- Zoning Review Fees for Building Permit review: currently, zoning is involved in a large number of building permits for exterior modifications to review features like architectural code conformity, setbacks, parking, and use. However, Lake Park does not currently charge a separate zoning review fee with building permits. In some jurisdictions like Tequesta, there is a zoning review fee. In Tequesta, 1% of permit value is charged for zoning review on building permits. North Palm Beach charges either \$125, \$150 or \$250 for zoning review depending on the building permit value.

Recommendation: \$100 zoning review fee for building permits.

- Address Assignment: often, developers and property owners petition the Town for address assignment. While this function appears to be something that can be done by the Property Appraiser's Office (they maintain an application for it), often applicants will come to the Town for this assignment. In North Palm Beach, address assignment and change costs \$100. Palm Beach Gardens charges at minimum \$100 for address change with other fees that may apply for addressing plans. Loxahatchee Groves charges \$500 for address assignment or change.

Recommendation: \$100 address assignment or revision fee.

- Annual mobile vendor fee has been deleted in accordance with State Statute's prohibition on taxing mobile vendors but the mobile vendor review fee of \$50 per application will remain to cover zoning review.
- Signage fees are being updated to increase the base signage fee to \$200. Window/door signage shall remain \$50 and temporary signage will be consolidated under this category to reflect a reduced fee of \$50. This is in response to a marked increase in signage permit requests; in 2024, Community Development processed 41 signage permits throughout the entire calendar year. So far in 2025, we have processed 54. With four months left in the year, we are on track for our highest number of reviews in the last 5 years. This change is attributable in large part to the efforts of Code Enforcement educating business owners on signage permitting requirements. More importantly, the required procedural steps involved in in-taking, processing, tracking, and issuing signage permits remains the same regardless of the signage permit value there by justifying a consistent base fee for all signage.

Figure 3	Alcohol License Signoff	Annual Mobile vendor review	Zoning Review Fee for all reviews	Address Assignment	Signage Fees (except window/door and temporary)
LP Current	0	\$50	0	0	\$100
LP NEW	<u>\$100</u>	<u>\$50</u>	<u>\$100</u>	<u>\$100</u>	<u>\$200</u>