

TOWN OF PALM BEACH

Information for Town Council Meeting on: October 10, 2023

To: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

From: Robert Miracle, Deputy Town Manager – Finance and Administration

Re: Amendment of Master Fee Schedule

Date: September 27, 2023

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 121-2023 amending fees for Development Review, Lien and Open Permit Searches, Construction Permits, Other Permits and Police Public Safety from the Master Fee Schedule for the Town.

GENERAL INFORMATION

Changes to Development Review Fees are proposed to clarify and cleanup current fees being charged for Historically Significant Building Application, Resubmittal and Staff Approval fees. These fees were previously included with Landmark fees. Other language including some strikethroughs were added throughout the fee schedule to better define existing fees.

eRecording Fee, which is in a different section in the Master Fee Schedule, was added under Data Processing Services to reflect that Planning, Zoning and Building Department will be recording documents.

Other Permit Fees are being streamlined to simplify and better reflect the cost associated with the permits being requested. Also, for Special Permits, there's now a differential between usage fees for residents and non-residents.

For the Police Department, an annual review of related fees resulted in the request to increase fees for Door-to-Door Solicitation permits, fingerprinting and identification cards. These fee increases were requested in order to more accurately capture and reimburse the Town for staff and material costs incurred in providing these services.

The Town Manager's Office is streamlining and updating the Special Events Permit and Temporary Animal fees to better reflect the current costs in administering these applications.

If adopted by Town Council, the revised fees will take effect immediately upon Town Council approval.

FUNDING/FISCAL IMPACT

The fiscal impact for the PZB fees will have a nominal impact while the Police and TMO changes will have a negligible impact due to less frequency of the fees.

TOWN ATTORNEY REVIEW

This resolution has been reviewed by the Town Attorney for legal form and sufficiency.

Attachments

cc: John C. Randolph, Town Attorney
Carolyn Stone, Deputy Town Manager for Business Enterprise and Culture
Chief Nicholas Caristo, Police Chief
Wayne Bergman, Director of Planning, Zoning and Building
Jessica Savidge, Administrative Manager
Kelly Churney, Acting Town Clerk