

TOWN OF PALM BEACH

Information for Town Council Meeting on: May 10, 2022

To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Wayne Bergman, Director of Planning, Zoning & Building

Re: Resolution 054-2022 – Master Fee Schedule

Date: April 15, 2022

STAFF REQUEST & RECOMMENDATION

Staff requests that the Town Council review the proposed changes to the Master Fee Schedule involving the Development Review Fees. Staff further recommends that the Town Council approve Resolution No. 054-2022 to implement the revised fees.

GENERAL INFORMATION

The Town's Development Review Fees were reviewed last year, and via Resolution No. 68-2021, many of the land use fees were changed. This was the first fee update to many of the land use fees in years. The fee changes were reviewed and revised at the start of our new comprehensive land use application process. We reviewed our old fees based upon the expected time that staff and consultants would spend processing applications under the new system. We compared our old and then-proposed fees with several other communities, to make sure that our fees were comparable.

Our new land use review process has now been in place for more than six months. During this time, we have monitored the time spent by each staff member to properly review and present the applications to Arcom, Landmarks and Town Council. Many of the recent fee adjustments are fine and correct, others are proposed to be changed a bit to further provide for the expense incurred by the department to handle these applications.

The internal process changes, in some cases, added a few additional steps to the old review process and require additional staff review and administrative time. These additional steps and additional staff time are reflected in the proposed fee changes, all of which are modest. Staff also researched comparable fees in a few other Southeast Florida communities, to make certain the proposed fees are in line with peer departments.

The proposed changes, contained in the attached Exhibit "A", modify fees in the following categories:

- Development Review – Architectural Review, Development Review and Miscellaneous Fees
- Lien & Open Permit Searches
- Permits, Construction
- Special Event

A new category of fee is set up for the future Building Safety Inspection and Recertification program but is reserved, for now (until needed). A comparison with other communities was again made to show the fee changes as comparable with our neighboring communities.

FUNDING/FISCAL IMPACT

There will be a very modest increase in revenue for the department with these fee changes, although they will be generally offset by the additional staff time dedicated to the new process.

Resolution No. 054-2022 is ready for your consideration and approval.

Attachments: Resolution No. 054-2022, with Exhibit “A”
Comparison Table of Fees, with Backup

WRB