



AGENDA
FERNANDINA BEACH CITY COMMISSION
WORKSHOP
JUNE 20, 2023
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION**
 - 3.1 PLANNING AND CONSERVATION DEPARTMENT - FEES** - *This item is placed on the agenda by the City Commission.*
 - 3.2 YBOR ALVAREZ SPORTS COMPLEX** - *This item is placed on the agenda at the request of Commissioner Ross.*
- 4. ADJOURNMENT**

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE. AT THE DISCRETION OF THE MAYOR, A RECESS MAY BE SCHEDULED EVERY NINETY MINUTES.

Persons with disabilities requiring accommodations in order to participate should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired).

CITY COMMISSION AGENDA ITEM

City of Fernandina Beach



SUBJECT: Planning and Conservation Department
Fees

ITEM TYPE: Discussion

REQUESTED ACTION:

SYNOPSIS: The City's Planning and Conservation Department Director, Kelly N. Gibson, AICP, will present information to support the Commission in determining whether fees are appropriately set. The fees justification back-up file serves as an overview of the existing fees. A presentation with additional documentation will be provided at the workshop.

FISCAL IMPACT: Commission direction provided will be incorporated into the next master fee schedule update.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Caroline Best, City Clerk

Kelly Gibson, Planning Deputy Director

Agnes White, Administrative Services Manager

Charles George, Interim City Manager

Caroline Best

Date: May 24, 2023

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

PLANNING & CONSERVATION

**Administration refers to the costs associated with personnelle for data entry, routing, invoicing, payment collection, internal coordination, follow-up phone calls or emails, and all software costs to make process possible.*

WHY DO WE HAVE THIS FEE?

Historic District Council

Certificate of Approval: Staff	\$25.00	Fees are set to capture administrative cost only and intentionally set lower to gain compliance.
Certificate of Approval ("after-the-fact"): Staff	\$100.00	Fee increased for after the fact issuance.
Certificate of Approval: Board (single-family residential)	\$250.00	Fees are set to capture administrative cost only and intentionally set lower to gain compliance.
Certificate of Approval: Board (other)	\$400.00	Fees for non-residential COAs are higher to capture more of (but not all) of the actual costs for review and administrative requirements.
Certificate of Approval ("after-the-fact"): Board	\$1,500.00	After the Fact Fee for Boar Reviews
Demolition of Primary Structure - Non-Contributing	\$1,500.00	Fee for demolition are established higher to avoid loss of existing resources and encourage adaptive reuse as a sustainability measure.
Demolition of Primary Structure - Contributing	\$7,500.00	Fees for demolition of structures are set higher to avoid loss of historic resources by discouraging demolition and prioritizing reinvestment, adaptive reuse, and sustainability.
Variance (single-family residential)	\$2,500.00	Fees established to encourage compliance with the LDC to maintain the integrity of the code itself.
Variance (other)	\$5,000.00	Fees established to encourage compliance with the LDC to maintain the integrity of the code itself.
Application Amendment (ea.)	1/2 orig. Cert. of App. fee	Fee established to offset additional reviews.

Planning Advisory Board

Large-Scale Future Land Use Map Amendment	\$5,000.00	Fees established to capture the costs of administration, review, state review and other outside intergovernmental coordination needs.
Small-Scale Future Land Use Map Amendment	\$2,500.00	Fee established to capture costs of administration, coordination and reviews.
Comprehensive Plan Text Amendment	\$5,000.00	Fees established to capture the costs of administration, review, state review and other outside intergovernmental coordination needs.
Change of Zoning Designation (Large-Scale)	\$5,000.00	Fees established to capture the costs of administration, review, state review and other outside intergovernmental coordination needs.
Change of Zoning Designation (Small-Scale)	\$2,500.00	Fee established to capture costs of administration, coordination and reviews.
Land Development Code Text Amendment	\$1,500.00	Fee established to capture costs of administration, coordination and reviews.
Water/Sewer Agreement	\$300.00	Fee established to capture costs of administration and coordintion.
Voluntary Annexation	\$2,000.00	Fee established to capture costs of administration, coordination and reviews.
PUD Modification	\$1,500.00	Fee established to capture costs of administration, coordination and reviews.
Re-Plat/Preliminary Plat (< 20 units)	\$3,000.00	Fee established to capture costs of administration, coordination and reviews.
Re-Plat/Preliminary Plat (≥ 20 units)	\$5,000.00	Fee established to capture costs of administration, coordination and reviews.
Re-Plat/Final Plat	\$1,500.00	Fee established to capture costs of administration, coordination and reviews.
Vacation of/Opening of public right-of-way	\$3,500.00	Fee established to discourage vacation of right of way pursuant to Comp Plan policies.
New Telecommunications Structure	\$2,500.00	Fee established within the framework from allowable State for the location of this type of facility and as directed through 3rd party consultant in 2019.

Collocation/modification of telcomm structure (within public ROW)	\$50.00	Fee established within the framework from allowable State for the location of this type of facility and as directed through 3rd party consultant in 2019.
Small Cell (telcom) outside public ROW (per application)	\$250.00	Fee established within the framework from allowable State for the location of this type of facility and as directed through 3rd party consultant in 2019.
Revision to applications (ea.)	\$400.00	Fee established within the framework from allowable State for the location of this type of facility and as directed through 3rd party consultant in 2019.
<u>Technical Review Committee (TRC)</u>		
TRC Engineering Review (external)	Consultant hourly rate	As needed only with estimate provided to applicant.
TRC "First Step" (staff consultation)	No charge	No Charge with as many meetings as needed to support applicant.
TRC Site Plan Review (including 2 re-submittals)	\$400.00 + 2% of project cost (max. \$5,500)	Fees established to capture costs of administration and staff review. <i>See attached breakdown of hours for staff review time only.</i> Software costs have not been calculated into the fees. Necessary software includes Civic Plus, EnerGov, Tyler Cashiering, Tyler Content Manager, Bluebeam, Sharepoint.
Additional resubmittal (ea.)	1/2 orig. Plan Review fee	Established to capture cost of administration and staff review times.
<i>Community Redevelopment Area Projects</i>		
TRC Engineering Review (external)	Consultant hourly rate	As needed
TRC "First Step" (staff consultation)	No charge	Fees capture cost of administration and staff review times.
TRC Site Plan Review (including 2 re-submittal)	\$1,000.00	Established fee does not fully capture cost of administration and staff review times. Fees established to be lower as an incentive to development in the CRA.
Additional resubmittal (ea.)	\$500.00	Fees capture cost of administration and staff review times.
Change of Use Determination Letter	\$50.00	Fees capture cost of administration and staff review times.
Minor Amendment to Local Development Order	\$150.00	Fees capture cost of administration and staff review times.
<u>Board of Adjustment</u>		
Administrative Appeal	\$500.00	Fee established to offset the cost for administration of the appeal.
Variance (single-family residential)	\$2,500.00	Fee established to encourage compliance with the LDC to maintain the integrity of the code itself.
Variance (other)	\$5,000.00	Fee established to encourage compliance with the LDC to maintain the integrity of the code itself.
<u>Site Infrastructure Permit</u>		
First \$1,000 of job cost	\$160.00	Fee established to capture cost for administration and review of the permit.
Each additional \$1,000 of job cost	\$14.00	Fee established to capture cost for administration and review of the permit.
<u>Tree Removal Permit</u>		
Tree inspection ($\leq$ 5 trees)	\$200.00	Fee established to capture the costs associated with inspections performed as part of this permit type.

Tree inspection (> 5 trees)	\$500.00	Fee established to capture the costs associated with inspections performed as part of this permit type.
Tree removal (per tree)	\$150.00	Development Only - Fee established to set aside dollars for replacment trees throughout City. This fee is not captured if the tree is deemed as a hazard.
"In Lieu" (per inch [DBH] of remediated tree)	\$100.00	Fee established to set aside dollars for replacment trees.
<u>Zoning Review Permit</u>		
Non-structural fence	\$50.00	Fees capture cost of administration and staff review times.
Concrete/Asphalt Pad > 150 s.f.	\$50.00	Fees capture cost of administration and staff review times.
Exempted Accessory Structures (< 12' ridge ht, ≤ 150 s.f., non-aluminum)	\$100.00	
Exempted Residential Deck (≤ 12" above grade and ≤ 150 s.f.)	\$100.00	Fees capture cost of administration and staff review times.
After-the-Fact Zoning Permit	\$200.00	Fees capture cost of administration and staff review times.
<u>Administrative</u>		
Large-Scale Plan Review (with building permit; commercial, single-family residential, additions > 625 s.f.)	\$250.00	Fees capture cost of administration and staff review times.
Small-Scale Plan Review (with building permit; accessory structures > 150 s.f., additions ≤ 625 s.f.; screen/patio enclosures)	\$100.00	
Expedited Plan Review (with building permit; 5 business days)	\$500.00	Fees capture cost of administration and staff review times.
Dept of Environmental Protection Letter (incl. one revision)	\$200.00	Fees capture cost of administration and staff review times.
Dept of Environmental Protection Letter (additional revision; ea.)	\$35.00	Fees capture cost of administration and staff review times.
Zoning Certification Letter	\$100.00	Fees capture cost of administration and staff review times.
Due Diligence Letter	\$250.00	Fees capture cost of administration and staff review times.
Minor Subdivision/Lot Line Adjustment	\$600.00	Fees capture cost of administration and staff review times.
Context Sensitive Review Determination	\$400.00	Fees capture cost of administration and staff review times.
NSF Check Fee	\$40.00 or 5% of face value (whichever is greater)	Penalty for insufficiwnt funds.
Public School Concurrency Administrative Review Fee	\$100.00	Fees capture cost of administration and intergovernmental coordination.
<u>Plan Copies</u>		
Hard Copy of Comprehensive Plan	\$50.00	Fee captures cost of printing.
Land Development Code	\$50.00	Fee captures cost of printing.
Community Redevelopment Area Design Guidelines	\$50.00	Fee captures cost of printing.
Design Guidelines for Downtown or Old Town	\$50.00	Fee captures cost of printing.
<u>Miscellaneous Fees</u>		
Administrative Waiver	\$400.00	Fees capture cost of administration and staff review times.
Administrative Waiver (for Tree Protection only)	\$100.00	Fees capture cost of administration and staff review times.
Traffic Concurrency Determination	\$2,500.00	Fees capture cost of administration and outside consultant review.

Parking in Lieu Fee (surface space)	\$2,000.00	One time fee to capture development cost only. Fee does not include cost of land or ongoing maintenance of the space.
Parking in Lieu Fee (structured space)	\$9,000.00	One time fee to capture development cost only. Fee does not include cost of land or ongoing maintenance of the space.
<u>Temporary Use</u>		
As provided in LDC Section 5.02.00		
Seasonal Sales	\$100.00	Fees capture cost of administration and staff review times.
Movable Module Storage Units (PODs) (15 day permit)	\$25.00	Fees capture cost of administration and staff review times.
Construction Trailer/Model Home/Sales Office	\$100.00	Fees capture cost of administration and staff review times.
Tent Permit (includes Seasonal Fee + Tent Fee + Fire Marshal Fee)	\$160.00	Fees capture cost of administration and staff review times.
<u>Sign (based upon value of sign)</u>		
\$0-\$100	\$60.00	Fees capture cost of administration and staff review times.
\$101-\$500	\$70.00	Fees capture cost of administration and staff review times.
\$501-\$1,000	\$80.00	Fees capture cost of administration and staff review times.
Each \$1,000 > \$1,000	\$7.00	Fees capture cost of administration and staff review times.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: Discussion
Ybor Alvarez Sports Complex

ITEM TYPE: Discussion

REQUESTED ACTION:

SYNOPSIS:

FISCAL IMPACT:

CITY ATTORNEY COMMENTS:

CITY MANAGER RECOMMENDATION(S):

Caroline Best, City Clerk

Agnes White, Administrative Services Manager

Charles George, Interim City Manager

Caroline Best

Date: May 24, 2023

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION: