



## **TOWN OF MIAMI LAKES, FLORIDA**

---

### **AGENDA PLANNING AND ZONING BOARD MEETING May 16, 2018 6:30 PM Government Center 6601 Main Street**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Business Requiring Board Action**

**QUASI-JUDICIAL PUBLIC HEARINGS** - Please be advised that the following items on the Board's agenda are quasi-judicial in nature. An opportunity for persons to speak on each item will be made available after the applicant and staff have made their presentations on each item. All testimony, including public testimony and evidence, will be made under oath or affirmation. Additionally, each person who gives testimony may be subject to cross-examination. If you do not wish to be either cross-examined or sworn, your testimony will be given its due weight. The general public will not be permitted to cross-examine witnesses, but the public may request the Board to ask questions of staff or witnesses on their behalf. Persons representing organizations must present evidence of their authority to speak for the organization. Any person presenting documents to the Board should provide the Town Clerk with a minimum of 10 copies. Further details of the quasi-judicial procedure may be obtained from the Clerk.

- A. Respectfully submitting a request to Town Council, to discuss and instruct staff to analyze a revision of Section 13.2102 of the Town Code regarding application and cost recovery fees on applications for variances to be tiered based on the scope of the variance requested.**

- 5. Director's Report**

## **6. Adjournment**

This meeting is open to the public. A copy of this Agenda and the backup therefore, has been posted on the Town of Miami Lakes Website at [www.miamilakes-fl.gov](http://www.miamilakes-fl.gov) and is available at Town of Miami Lakes Town Hall, 6601 Main Street, Miami Lakes, FL 33014. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact Town Hall at 305-364-6100 two days prior to the meeting.

Anyone wishing to appeal any decision made by the Miami Lakes Planning and Zoning Board with respect to any matter considered at this meeting or hearing will need a record of the proceedings and for such purpose, 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 to be based.



## **Town of Miami Lakes Memorandum**

---

**To:** Honorable Chairman Senra & Boardmembers  
**From:** Board Member, Jeffrey Rodriguez  
**Subject:** Tiered Fee Schedule for Variances on Single Family Homes  
**Date:** 5/16/2018

---

### **Recommendation:**

Section 13.2102 of our Town Code currently provides for a flat application fee of \$750.00 and cost recovery of \$650.00 for variance requests on single family homes. Combined, this flat rate of \$1,300.00 often times can exceed the cost of simple projects such as a variance request for a fence. In contrast, often times cost recovery of \$650.00 is insufficient to cover staff time in reviewing and analyzing a variance request. Accordingly, a tiered system may assist in encouraging variance requests for smaller projects and allow the Town to recover its expense for larger projects.