



Town of Miami Lakes Memorandum

To: Honorable Chair and Members of the Local Planning Agency
From: Susana Alonso, AICP, Principal Planner
Subject: Variance Fees
Date: 9/19/2018

Recommendation:

The Planning and Zoning Board, acting in their capacity as the Local Planning Agency, recommends to the Town Council that the variance fee schedule be amended to ensure full cost recovery for all variances requests.

Background:

At our May 16, 2018, the Planning and Zoning Board (Board) meeting voted to forward a recommendation to the Town Council that Section 13-2102 be reviewed and amended to ensure all costs associated with a variance, regardless of type, is fully recovered. What the Board discovered in our discussion was that the current fee schedule for variances is broken into two parts: (1) a cost recovery fee to cover expenses related to advertising and recordation, and (2) a one-time fee for the rest of the costs associate with processing the application. Information provided by staff showed that on average, the Town loses money when processing a variance application. It is the Board's desire that no cost related to a variance is borne by the tax payers of the Town. Please see attached minutes of hearing.

ATTACHMENTS:

Description

[Ordinance](#)

[Staff Report](#)

[Exhibit](#)

[Planning Board Report](#)

[Planning Board Minutes](#)

ORDINANCE NO. 18- _____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AMENDING CHAPTER 13, "LAND DEVELOPMENT CODE", AT ARTICLE XI, "FEES", AT SECTION 13-2102, RELATING TO VARIANCE APPLICATION FEES; REQUIRING ALL VARIANCE APPLICATIONS TO BE COST RECOVERY AND PROVIDING FOR INITIAL DEPOSITS; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION INTO THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Article XI, "Fees" establishes a schedule of fees related to various zoning services including those related to variance application requests; and

WHEREAS, on May 16, 2018, the Planning and Zoning Board, acting in their capacity as the Local Planning Agency, initiated a new business item to review variance fees and found, based on preliminary research provided by Town Staff, that the Town was subsidizing many variance requests above and beyond the existing fee schedule; and

WHEREAS, on September ____, 2018, after hearing the Planning and Zoning Board's report of their findings, the Town Council directed the Town manager to adjust variance fee schedule to recover the full cost of providing the service; and

WHEREAS, on October ____, 2018, the Town Council at a duly noticed public hearing, moved the item on First Reading; and

WHEREAS, on November ____, 2018, the Town Council considered the ordinance at a duly advertised public hearing; and

WHEREAS, to that end, the Town Council of the Town of Miami Lakes hereby finds and declares that adoption of this Ordinance is appropriate and advances the public interest.

**THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN
OF MIAMI LAKES AS FOLLOWS:**

Section 1. Recitals. Each of the above stated recitals is true and correct and is incorporated herein by this reference.

Section 2. Amendment. Section 13-2102, of the Town's Land Development Code is hereby amended as provided at Exhibit A:

Section 3. Repeal of Conflicting Provisions. All provisions of the Code of the Town of Miami Lakes that are in conflict with this Ordinance are hereby repealed.

Section 4. Severability. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 5. Inclusion in the Town Code. It is the intention of the Town Council, and it is hereby ordained, that the provisions of this Ordinance shall become and be made part of the Town Code and that if necessary the sections of this Ordinance may be renumbered or re-lettered to accomplish such intentions; and that the word "Ordinance" shall be changed to "Article", "Division" or other appropriate word.

Section 6. Effective Date. That this Ordinance shall be effective immediately upon its adoption on second reading.

FIRST READING

The foregoing ordinance was offered by Councilmember _____ who moved its adoption on first reading. The motion was seconded by Councilmember _____ and upon being put to a vote, the vote was as follows:

Mayor Manny Cid	_____
Vice Mayor Frank Mingo	_____
Councilmember Tim Daubert	_____
Councilmember Luis Collazo	_____
Councilmember Ceasar Mestre	_____
Councilmember Nelson Rodriguez	_____
Councilmember Marilyn Ruano	_____

Passed on first reading this _____ day of October, 2018.

[THIS SPACE INTENTIONALLY LEFT BLANK]

SECOND READING

The foregoing ordinance was offered by Councilmember _____ who moved its adoption on second reading. The motion was seconded by Councilmember _____ and upon being put to a vote, the vote was as follows:

Mayor Manny Cid	_____
Vice Mayor Frank Mingo	_____
Councilmember Tim Daubert	_____
Councilmember Luis Collazo	_____
Councilmember Ceasar Mestre	_____
Councilmember Nelson Rodriguez	_____
Councilmember Marilyn Ruano	_____

Passed and adopted on second reading this _____ day of _____, 2018.

Manny Cid
MAYOR

Attest:

Gina Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

Raul Gastesi, Jr.
Gastesi & Associates, P.A.
TOWN ATTORNEY

EXHIBIT A
ORDINANCE

Chapter 13 LAND DEVELOPMENT CODE

* * *

ARTICLE XI. - FEES

* * *

Sec. 13-2102. - Fees for planning and zoning approvals.

Fees and/or cost recovery deposits for planning and zoning approvals are hereby adopted as set forth in the fee schedule for planning and zoning approvals maintained by the Town Clerk. The fee schedule for planning and zoning approvals may be amended from time to time by resolution of the Town Council.

Fee Schedule for Planning and Zoning Approvals ⁱ

	Development Approval Requested	Application Fee	Deposit
* * *			
2.	Variances		
2.1	Additional fee for each variance in an application after the first three	\$50.00 for each additional variance after the first three	
2.2	Administrative	\$350.00 plus notification and recording costs <u>Cost Recovery</u>	\$650.00* <u>\$1,500</u>
2.3	Public hearing		
2.3.1	One single-family, two-family, or townhouse unit	\$750.00 plus notification and recording costs <u>Cost Recovery</u>	\$650.00* <u>\$3,000</u>
2.3.2	Multifamily	\$1,100.00 plus notification and recording costs <u>Cost Recovery</u>	\$650.00* <u>\$4,000</u>

2.3.3	Commercial and industrial	\$1,700.00 plus notification and recording costs <u>Cost Recovery</u>	\$650.00[*] <u>\$4,500</u>
2.3.4	Signs	\$1,100.00 plus notification and recording costs <u>Cost Recovery</u>	\$650.00[*]
2.3.5	Town Council rehearing of P&Z Board Decision	No application fee. Cost recovery only. See deposit in right column. <u>Cost Recovery</u>	\$650.00[*] <u>\$2,000</u>
2.3.6	All others	\$1,100.00 plus notification and recording costs <u>Cost Recovery</u>	\$650.00[*] <u>\$4,000</u>
* * *			



Department of Planning, Zoning and Code Compliance
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Website: www.miamilakes-fl.gov

Staff Analysis and Recommendation

To: Honorable Chair and Members of the Local Planning Agency
From: Susana Alonso, AICP, Principal Planner
Subject: Variance Application Fees
Date: September 19, 2018

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AMENDING CHAPTER 13, "LAND DEVELOPMENT CODE", AT ARTICLE XI, "FEES", AT SECTION 13-2102, RELATING TO VARIANCE APPLICATION FEES; REQUIRING ALL VARIANCE APPLICATIONS TO BE COST RECOVERY AND PROVIDING FOR INITIAL DEPOSITS; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION INTO THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE. (Town Council)

A. BACKGROUND

On May 16, 2018, the Planning and Zoning Board, acting in their capacity as the Local Planning Agency, initiated a new business item to review variance application fees. The Board found, based on preliminary research provided by Town Staff, that the Town was subsidizing many variance requests above and beyond the existing fee schedule. The Board subsequently presented this finding to the Town Council on July 17, 2018. Based on the information presented, the town Council directed the Town manager to adjust variance fee schedule to recover the full cost of providing the service.

Attached to this report is an analysis performed by staff that reflects the average cost of typical variance by each classified type. Please note, the numbers presented are aggregated averages and do not necessarily reflect the cost of any one request. As such, the cost recovery system is designed to take an initial deposit to begin processing the application. Should the deposit be deficient based on charges relating to processing the variance, the applicant will be required to make additional deposits in order to continue the review process. Any remaining balance on a deposit(s) that is not charged to the variance application is refunded back to the applicant upon full completion of the variance process.

B. PROPOSED CHANGES

Section 13-2102 is amended to require all variance application are to be on a cost recovery basis. Deposits for each variance type are as follows:

Development Approval Requested	Application Fee	Deposit
Variances		
Additional fee for each variance in an application after the first three	\$50.00 for each additional variance after the first three	
Administrative	Cost Recovery	\$1,500
<i>Public Hearing Items</i>		
One single-family, two-family, or townhouse unit	Cost Recovery	\$3,000
Multifamily	Cost Recovery	\$4,000
Commercial and industrial	Cost Recovery	\$4,500
Signs	Cost Recovery	\$4,200
Town Council rehearing of P&Z Board Decision	Cost Recovery	\$2,000
All others	Cost Recovery	\$4,000

C. STAFF RECOMMENDATION

Based on the analysis provided below and other factors contained in this report, Staff recommends approval of the ordinance amending Section 13-2102 as it relates to variance application fees.

D. ANALYSIS

The Land Development Code provides that all proposed amendments to the LDC shall be evaluated by the Administrative Official, the Local Planning Agency and the Town Council, and that, in evaluating the proposed amendment, the criteria in Subsection 13-306(b) shall be considered. All portions of this report are hereby incorporated into all portions of this analysis. The following is a staff analysis of the criteria as applied to this ordinance.

- Whether the proposal is consistent with the Comprehensive Plan, including the adopted infrastructure minimum levels of service standards and the concurrency management program.**

Analysis: The Comprehensive Development Master Plan does not address variance application fees. The proposed ordinance has no impact on concurrency management.

Finding: Complies

2. Whether the proposal is in conformance with all applicable requirements of this Code of Ordinances, including this chapter.

Analysis: See Sections “A”, Background; and “B”, Proposed Changes, of this report. Amendment of the code makes the fee consistent with other zoning applications that are also based on cost recovery.

Finding: Complies.

3. Whether, and the extent to which, land use and development conditions have changed since the effective date of the existing regulations, and whether such changes support or work against the proposed change in land use policy.

Analysis See Sections “A”, Background; and “B”, Proposed Changes, and Criteria “2”, of this report. A recent study performed by Town staff revealed that the existing variance application fee was insufficient in covering the full cost of the service. The result is that such application are being subsidized by the general tax payer. The amendment puts the full cost of the service on the applicant that is requesting it.

Finding: Complies.

4. Whether, and the extent to which, the proposal would result in any incompatible land uses, considering the type and location of uses involved, the impact on adjacent or neighboring properties, consistency with existing development, as well as compatibility with existing and proposed land use.

Analysis: See Sections “A”, Background; and “B”, Proposed Changes, and criteria “2” and “3” of this report. The proposed amendment does not change the list of permitted uses within any zoning district.

Finding: Complies.

5. Whether, and the extent to which, the proposal would result in demands on transportation systems, public facilities and services, exceeding the capacity of such facilities and services, existing or programmed, including schools, transportation, water and wastewater services, solid waste disposal, drainage, water supply, recreation, education, emergency services, and similar necessary facilities and services.

Analysis: See Sections “A”, Background; and “B”, Proposed Changes, of this report. The proposed ordinance does not impact the above systems.

Finding: Complies.

6. **Whether, and the extent to which, the proposal would result in adverse impacts on the natural environment, including consideration of wetland protection, preservation of any groundwater aquifers, wildlife habitats, and vegetative communities.**

Analysis: See Sections “A”, Background; and “B”, Proposed Changes, of this report. The proposed ordinance does not impact the above systems.

Finding: Complies.

7. **Whether, and the extent to which, the proposal would adversely affect the property values in the affected area, or adversely affect the general welfare.**

Analysis: See Sections “A”, Background; and “B”, Proposed Changes, and criteria “2” and “3” of this report. The amendment ensures that full cost of a variance application is borne by the requestor and not subsidized by the tax payer.

Finding: Complies.

8. **Whether the proposal would result in an orderly and compatible land use pattern. Any positive and negative effects on such pattern shall be identified.**

Analysis: See Sections “A”, Background; and “B” of this report. The amendment does not change the criteria for approval of a variance request. As such it does not impact land use patterns.

Finding: Complies.

9. **Whether the proposal would be in conflict with the public interest, and whether it is in harmony with the purpose and intent of this chapter.**

Analysis: See Sections “A”, Background; and “B”, Proposed Changes; and Criteria 2, 3, and 7 of this report.

Finding: Complies.

10. **Other matters which the Local Planning Agency or the Town Council, in its legislative discretion, may deem appropriate.**

Analysis: See all portions of this analysis. The Local Planning Agency and the Town Council may consider other appropriate factors to determine whether the proposed amendment is appropriate and consistent with the public interest.

Finding: As determined by the Town Council.

ATTACHMENT A

Variance Fee Study Tables

VARIANCE FEE SCHEDULE			
Type	Application Fee	Cost Recovery	Note
Administrative	350	650	Cost Recovery Notification and Recording Only
SFR, Two Family, Townhouse	750	650	Cost Recovery Notification and Recording Only
Multifamily	1100	650	Cost Recovery Notification and Recording Only
Commercial Industrial	1700	650	Cost Recovery Notification and Recording Only
Signs	1100	650	Cost Recovery Notification and Recording Only

	Admin Var	SFR	MultiFamily	Comm/Indust	Sign Var.
Initial Fee and Deposit Collected	\$ 1,000.00	\$ 1,400.00	\$ 1,750.00	\$ 2,350.00	\$ 1,750.00
Additional fee or (Refund) Collected	(\$227.50)	(\$107.37)	\$12.63	\$22.63	\$22.63
Total Cost by Applicant	\$ 772.50	\$ 1,292.63	\$ 1,762.63	\$ 2,372.63	\$ 1,772.63
Total Cost to Process Application	\$ 1,871.90	\$ 3,067.37	\$ 4,208.18	\$ 4,412.36	\$ 4,196.60
Total Amount Paid by Applicant	\$ 772.50	\$ 1,292.63	\$ 1,762.63	\$ 2,372.63	\$ 1,772.63
Total Unrecovered Town Cost	\$ (1,099.40)	\$ (1,774.74)	\$ (2,445.55)	\$ (2,039.73)	\$ (2,423.97)

TYPICAL ADMINISTRATIVE VARIANCE			
SUMMARY OF EXPENDITURES AND FEE/DEPOSIT			
Type	Expenditure	Fee/Deposit	Balance
Advertising and Recording	\$422.50	650	\$227.50
Fee Based Service	\$ 1,449.40	350	(\$1,099.40)
Total	\$ 1,871.90	\$ 1,000.00	
Unused Cost recovery refunded to applicant			\$227.50
Total applicant Cost			\$ 772.50
COST RECOVERY SERVICES RELATED TO ADVERTISING AND RECORDING			
ALM Media	News Paper Ad	Typical	
ICA Senior Planner (hrs)	5.5	\$ 55.00	\$302.50
Signs	1 Signs @ \$10.00	In-House	\$10.00
Mailing	100 Envelops @ \$0.65	In-House	\$65.00
Recording	Simplifile	estimated	\$45.00
Cost Recovery Subtotal			\$422.50

FEE BASED (NON-COST RECOVERY) SERVICE EXPENDITURES			
POSITION	HOURS	RATE	TOTAL
Planning Director(hrs)			
Staff Report editing	1.5	73.06	109.59
Development Orde editing	2	73.06	146.12
Board Briefings		73.06	0
Hearing Prep		73.06	0
Hearing		73.06	0
meetings and misc	1	73.06	73.06
Site Visit	0.5	73.06	36.53
afteraction	0.5	73.06	36.53
Total	5.5	73.06	\$ 401.83
ICA Senior Planner (hrs)			
preapplication meeting	1	\$ 55.00	55
Materials Prep	1	\$ 55.00	55
Plan Review	2	\$ 55.00	110
mailer prep	1	\$ 55.00	55
meetings and misc	3	\$ 55.00	165
Site Visit	0.5	\$ 55.00	27.5
Development Order writing	6	\$ 55.00	330
Uploading Novus	0	\$ 55.00	0
Hearing		\$ 55.00	0
afteraction	0.5	\$ 55.00	27.5
Total	15	\$ 55.00	\$ 825.00
Zoning Oficial (hrs)	1	\$ 52.18	\$52.18
PW Director	0	\$ 66.57	\$0.00
Transportation Manager	0	\$ 50.07	\$0.00
Arborist	0	\$ 38.87	\$0.00
Legal Review	0	\$ 200.00	\$0.00
Planning Tech (hrs)			
Application Intake	0.5	\$ 26.76	13.38
Resolution Processing	0.5	\$ 26.76	13.38
Total	1		26.76
STAFF SUBTOTAL			\$ 1,305.77
11% Admin Overhead			\$ 143.63
STAFF FINAL TOTAL			\$ 1,449.40

TYPICAL SINGLE FAMILY - TWO FAMILY - TOWNHOUSE VARIANCE FOR PUBLIC HEARING
SUMMARY OF EXPENDITURES AND FEE/DEPOSIT

Type	Expenditure	Fee/Deposit	Balance
Advertising and Recording	\$542.63	650	\$107.37
Fee Based Service	\$ 2,524.74	750	(\$1,774.74)
Total	\$ 3,067.37	\$ 1,400.00	
Unused Cost recovery refunded to applicant			\$107.37
Total applicant Cost			\$ 1,292.63

COST RECOVERY SERVICES RELATED TO ADVERTISING AND RECORDING

ALM Media	News Paper Ad	Typical	\$120.13
ICA Senior Planner (hrs)	5.5	\$ 55.00	\$302.50
Signs	1 Signs @ \$10.00	In-House	\$10.00
Mailing	100 Envelops @ \$0.65	In-House	\$65.00
Recording	Simplifile	estimated	\$45.00
Cost Recovery Subtotal			\$542.63

FEE BASED (NON-COST RECOVERY) SERVICE EXPENDITURES

POSITION	HOURS	RATE	TOTAL
Planning Director(hrs)			
Staff Report editing	1.5	73.06	109.59
Development Order writing	2	73.06	146.12
Board Briefings	2	73.06	146.12
Hearing Prep	0.5	73.06	36.53
Hearing	1.5	73.06	109.59
meetings and misc	1.5	73.06	109.59
Site Visit	0.5	73.06	36.53
afteraction	0.5	73.06	36.53
Total	10	73.06	\$ 730.60
ICA Senior Planner (hrs)			
preapplication meeting	1	\$ 55.00	55
Materials Prep	1.5	\$ 55.00	82.5
Plan Review	3.5	\$ 55.00	192.5
mailer prep	2	\$ 55.00	110
meetings and misc	3	\$ 55.00	165
Site Visit	0.5	\$ 55.00	27.5
Staff Report writing	9	\$ 55.00	495
Uploading Novus	0.5	\$ 55.00	27.5
Hearing	1.5	\$ 55.00	82.5
afteraction	0.5	\$ 55.00	27.5
Total	23	\$ 55.00	\$ 1,265.00
Zoning Official (hrs)	1	\$ 52.18	\$52.18
PW Director	0	\$ 66.57	\$0.00
Transportation Manager	0	\$ 50.07	\$0.00
Arborist	0	\$ 38.87	\$0.00
Legal Review	1	\$ 200.00	\$200.00
Planning Tech (hrs)			
Application Intake	0.5	\$ 26.76	13.38
Resolution Processing	0.5	\$ 26.76	13.38
Total	1		26.76
STAFF SUBTOTAL			\$ 2,274.54
11% Admin Overhead			\$ 250.20
STAFF FINAL TOTAL			\$ 2,524.74

TYPICAL MULTIFAMILY VARIANCE FOR PUBLIC HEARING

SUMMARY OF EXPENDITURES AND FEE/DEPOSIT

Type	Expenditure	Fee/Deposit	Balance
Advertising and Recording	\$662.63	650	(\$12.63)
Fee Based Service	\$ 3,545.55	1100	(\$2,445.55)
Total	\$ 4,208.18	\$ 1,750.00	
Unused Cost recovery refunded to applicant			(\$12.63)
Total applicant Cost			\$ 1,762.63

COST RECOVERY SERVICES RELATED TO ADVERTISING AND RECORDING

ALM Media	News Paper Ad	Typical	\$120.13
ICA Senior Planner (hrs)	6.5	\$ 55.00	\$357.50
Signs	2 Signs @ \$10.00	In-House	\$10.00
Mailing	200 Envelops @ \$0.65	In-House	\$130.00
Recording	Simplifile	estimated	\$45.00
Cost Recovery Subtotal			\$662.63

FEE BASED (NON-COST RECOVERY) SERVICE EXPENDITURES

POSITION	HOURS	RATE	TOTAL
Planning Director(hrs)			
Staff Report editing	3	73.06	219.18
Development Order writing	4	73.06	292.24
Board Briefings	2	73.06	146.12
Hearing Prep	0.5	73.06	36.53
Hearing	1.5	73.06	109.59
meetings and misc	3	73.06	219.18
Site Visit	0.5	73.06	36.53
afteraction	1	73.06	73.06
Total	15.5	73.06	\$ 1,132.43
ICA Senior Planner (hrs)			
preapplication meeting	2	\$ 55.00	110
Materials Prep	3	\$ 55.00	165
Plan Review	6	\$ 55.00	330
mailer prep	2	\$ 55.00	110
meetings and misc	4	\$ 55.00	220
Site Visit	1	\$ 55.00	55
Staff Report writing	9	\$ 55.00	495
Uploading Novus	0.5	\$ 55.00	27.5
Hearing	1.5	\$ 55.00	82.5
afteraction	1	\$ 55.00	55
Total	30	\$ 55.00	\$ 1,650.00
Zoning Official (hrs)	1	\$ 52.18	\$52.18
PW Director	0	\$ 66.57	\$0.00
Transportation Manager	0	\$ 50.07	\$0.00
Arborist	0.5	\$ 38.87	\$19.44
Legal Review	1.5	\$ 200.00	\$300.00
Planning Tech (hrs)			
Application Intake	1	\$ 26.76	26.76
Resolution Processing	0.5	\$ 26.76	13.38
Total	1.5		40.14
STAFF SUBTOTAL			\$ 3,194.19
11% Admin Overhead			\$ 351.36
STAFF FINAL TOTAL			\$ 3,545.55

TYPICAL COMMERCIAL AND INDUSTRIAL VARIANCE FOR PUBLIC HEARING			
SUMMARY OF EXPENDITURES AND FEE/DEPOSIT			
Type	Expenditure	Fee/Deposit	Balance
Advertising and Recording	\$672.63	650	(\$22.63)
Fee Based Service	\$ 3,739.73	1700	(\$2,039.73)
Total	\$ 4,412.36	\$ 2,350.00	
Unused Cost recovery refunded to applicant			(\$22.63)
Total applicant Cost			\$ 2,372.63
COST RECOVERY SERVICES RELATED TO ADVERTISING AND RECORDING			
ALM Media	News Paper Ad	Typical	\$120.13
ICA Senior Planner (hrs)	6.5	\$ 55.00	\$357.50
Signs	2 Signs @ \$10.00	In-House	\$20.00
Mailing	200 Envelops @ \$0.65	In-House	\$130.00
Recording	Simplifile	estimated	\$45.00
Cost Recovery Subtotal			\$672.63

FEE BASED (NON-COST RECOVERY) SERVICE EXPENDITURES			
POSITION	HOURS	RATE	TOTAL
Planning Director(hrs)			
Staff Report editing	3	73.06	219.18
Development Order writing	4	73.06	292.24
Board Briefings	2	73.06	146.12
Hearing Prep	0.5	73.06	36.53
Hearing	1.5	73.06	109.59
meetings and misc	3	73.06	219.18
Site Visit	0.5	73.06	36.53
afteraction	1	73.06	73.06
Total	15.5	73.06	\$ 1,132.43
ICA Senior Planner (hrs)			
preapplication meeting	2	\$ 55.00	110
Materials Prep	3	\$ 55.00	165
Plan Review	6	\$ 55.00	330
mailer prep	2	\$ 55.00	110
meetings and misc	4	\$ 55.00	220
Site Visit	1	\$ 55.00	55
Staff Report writing	9	\$ 55.00	495
Uploading Novus	0.5	\$ 55.00	27.5
Hearing	1.5	\$ 55.00	82.5
afteraction	1	\$ 55.00	55
Total	30	\$ 55.00	\$ 1,650.00
Zoning Official (hrs)	1	\$ 52.18	\$52.18
PW Director	1	\$ 66.57	\$66.57
Transportation Manager	1	\$ 50.07	\$50.07
Arborist	2	\$ 38.87	\$77.74
Legal Review	1.5	\$ 200.00	\$300.00
Planning Tech (hrs)			
Application Intake	1	\$ 26.76	26.76
Resolution Processing	0.5	\$ 26.76	13.38
Total	1.5		40.14
	STAFF SUBTOTAL		\$ 3,369.13
	11% Admin Overhead		\$ 370.60
	STAFF FINAL TOTAL		\$ 3,739.73

TYPICAL SIGN VARIANCE FOR PUBLIC HEARING			
SUMMARY OF EXPENDITURES AND FEE/DEPOSIT			
Type	Expenditure	Fee/Deposit	Balance
Advertising and Recording	\$672.63	\$ 650.00	(\$22.63)
Fee Based Service	\$ 3,523.97	\$ 1,100.00	(\$2,423.97)
Total	\$ 4,196.60	\$ 1,750.00	
Unused Cost recovery refunded to applicant			(\$22.63)
Total applicant Cost			\$ 1,772.63
COST RECOVERY SERVICES RELATED TO ADVERTISING AND RECORDING			
ALM Media	News Paper Ad	Typical	\$120.13
ICA Senior Planner (hrs)	6.5	\$ 55.00	\$357.50
Signs	2 Signs @ \$10.00	In-House	\$20.00
Mailing	200 Envelops @ \$0.65	In-House	\$130.00
Recording	Simplifile	estimated	\$45.00
Cost Recovery Subtotal			\$672.63

FEE BASED (NON-COST RECOVERY) SERVICE EXPENDITURES			
POSITION	HOURS	RATE	TOTAL
Planning Director(hrs)			
Staff Report editing	3	73.06	219.18
Development Order writing	4	73.06	292.24
Board Briefings	2	73.06	146.12
Hearing Prep	0.5	73.06	36.53
Hearing	1.5	73.06	109.59
meetings and misc	3	73.06	219.18
Site Visit	0.5	73.06	36.53
afteraction	1	73.06	73.06
Total	15.5	73.06	\$ 1,132.43
ICA Senior Planner (hrs)			
preapplication meeting	2	\$ 55.00	110
Materials Prep	3	\$ 55.00	165
Plan Review	6	\$ 55.00	330
mailer prep	2	\$ 55.00	110
meetings and misc	4	\$ 55.00	220
Site Visit	1	\$ 55.00	55
Staff Report writing	9	\$ 55.00	495
Uploading Novus	0.5	\$ 55.00	27.5
Hearing	1.5	\$ 55.00	82.5
afteraction	1	\$ 55.00	55
Total	30	\$ 55.00	\$ 1,650.00
Zoning Official (hrs)	1	\$ 52.18	\$52.18
PW Director		\$ 66.57	\$0.00
Transportation Manager		\$ 50.07	\$0.00
Arborist		\$ 38.87	\$0.00
Legal Review	1.5	\$ 200.00	\$300.00
Planning Tech (hrs)			
Application Intake	1	\$ 26.76	26.76
Resolution Processing	0.5	\$ 26.76	13.38
Total	1.5		40.14
	STAFF SUBTOTAL		\$ 3,174.75
	11% Admin Overhead		\$ 349.22
	STAFF FINAL TOTAL		\$ 3,523.97



Town of Miami Lakes Memorandum

To: Honorable Mayor and Councilmembers
From: Planning & Zoning Board Members
Subject: Planning & Zoning Board Report
Date: 7/17/2018

Recommendation:

Please see attached Minutes from the May 16, P&Z Board Meeting.

ATTACHMENTS:

Description

May 16, 2018 P&Z Minutes

MINUTES
Planning and Zoning Minutes
May 16, 2018
6:30 P.M.
Government Center
6601 Main Street, Miami Lakes, FL 33014

1. Call to Order:

Chairman Jeffrey Rodriguez called the meeting to order at 6:30 p.m.

2. Roll Call:

The Deputy Town Clerk, Nicole Cuellar, called the roll with the following Board Members being present: Homero Cruz, Ameli Padron-Fragetta, Jeffrey Rodriguez, Vice Chairman Raul De la Sierra, and Chairman Fred Senra. Board Member Avelino Leoncio arrived at 6:31 p.m. and Robert Julia arrived at 6:40 p.m.

3. Pledge of Allegiance/Moment of Silence:

Chairman Fred Senra led the Pledge of Allegiance and the Invocation.

4. Business Requiring Board Action:

- 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.

Director of Planning, Darby Del Salle, explained the current process of application for variances and answered questions posed by the Board Members.

After some discussion, Board Member Leoncio made a motion requesting that the Town Council, through the Town Manager, have staff review variance fees to ensure that the Town is not running a deficit and that cost recoveries opportunities are accounted for. Board Member Padron-Fragetta seconded the motion. The Deputy Town Clerk called the roll and the motion passed, 6-1, with Board Member Julia in opposition.

Chairman Senra made a motion nominating Board Member Leoncio and Vice Chairman De la Sierra to speak before the Town Council regarding the motion referenced above. Vice Chairman De la Sierra seconded the motion and the motion passed unanimously.


Director's Report:

There was no Director's report.

Adjournment:

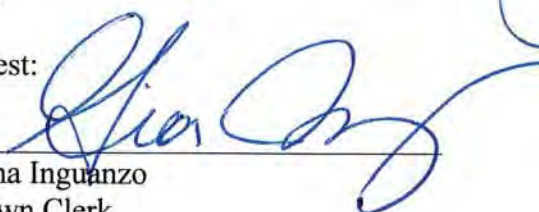
There being no further business to come before the Board, the meeting adjourned at 7:38 P.M.

Approved this 20th day of June 2018.



Fred Senra
Chairman

Attest:



Gina Inguanzo
Town Clerk

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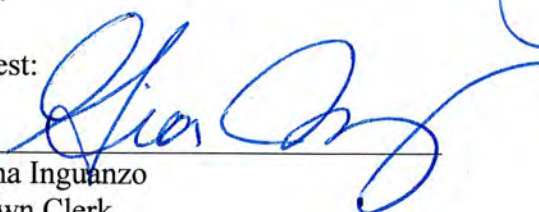
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