



## Office of the Town Manager

Rafael G. Casals  
Town Manager

# MEMORANDUM

To: Honorable Mayor and Town Council  
From: Rafael G. Casals, Town Manager  
Date: February 17, 2016  
Re: Amending the Town's Planning and Zoning Fee Schedule

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING AN AMENDMENT TO THE TOWN'S PLANNING AND ZONING FEE SCHEDULE; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

On November 8, 2005, a Charter for the Town of Cutler Bay was approved by the citizens of the Town, effective November 9, 2005. When the Town incorporated, it adopted the Planning and Zoning Division Fee Schedule in use by Miami –Dade County at the time which was created under Miami-Dade County Administrative Order 4-111.

On February 18, 2009, the Town passed and adopted Resolution No. 09-16 (*Attachment "A"*), a request to approve a twenty-five percent (25%) increase in the Town's planning and zoning fees, in accordance with the twenty-five percent (25%) increase approved by Miami-Dade County.

Town Staff finds that it is necessary to revise the Planning and Zoning Fee Schedule in order to include a Cost Recovery Schedule and to ensure a fair and efficient planning and zoning process that protects the quality of life of the residents of, and visitors to the Town.

## RECOMMENDATION

Staff is recommending approval of the attached Resolution approving an amendment to the Town's Planning and Zoning Fee Schedule.

