



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Memorandum

File #: Item # 2019-97, **Version:** 1

MEMORANDUM

To: Honorable Members of the Town Council

From: Mayor Tim Meerbott

Date: May 15, 2019

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 February 17, 2016, the Town Council adopted Ordinance No.16-01; amending Article III, Section 3-30 "General Requirements for Applications" and established a Cost Recovery Fee Process for individuals filing a land development application to prepay the Town an Initial Preliminary Deposit at the time of submittal. The Cost Recovery Fee Process allows Town staff to create an account for each development application and draw down on the funds, as needed, during the development review process.

Currently, the Cost Recovery Fee process does not provide an Initial Preliminary Deposit for the Town to conduct the required traffic study on behalf of the applicant. In my opinion, one of the most important aspects of any land development application is the required traffic study. The Town's past practice was to allow the applicant to perform the traffic study, and merely review/comment on the submitted study. By including an Initial Preliminary Deposit for the traffic study, the applicant will need to prepay the Town the required deposit and the Town (not the applicant) will control the process.

The proposed Resolution will revise the current Planning and Zoning Department Fee Schedule adopted via Resolution No. 16-15 (*Attachment "A"*), to include a traffic study Initial Preliminary Deposit. This Cost Recovery Fee process will authorize the Town's Planning and Zoning Department to assign this task [required traffic study] to a professional consultant selected by the Town through a competitive bidding process.

RECOMMENDATION

It is recommended that the Town Council adopt the attached Resolution approving an amendment to the Town's Planning and Zoning Fee Schedule to include an initial preliminary deposit for the Town to perform the required traffic study on behalf of the applicant.

ATTACHMENT(S)

- Attachment "A" - Town Resolution No. 16-15