



MEMORANDUM TO VENICE CITY COUNCIL

THROUGH CHARTER OFFICER: Edward Lavalley, City Manager
FROM: Roger Clark, AICP, Planning and Zoning Director
DEPARTMENT: Planning and Zoning
DATE: October 18, 2024

E-SIGN: 
Edward Lavalley (Oct 28, 2024 10:10 EDT)
E-SIGN: 

MEETING DATE: November 19, 2024

SUBJECT / TOPIC: Planning and Zoning Fees

BACKGROUND INFORMATION: At the September 10th City Council meeting, staff was directed to determine what it would take to perform a fee study on the Planning and Zoning fees.

SUPPORTS STRATEGIC PLAN: Goal Three: Ensure a Fiscally Sound City

COUNCIL ACTION REQUESTED: Presentation with Action Requested

The last time a fee study was performed for the various land use petitions in the Planning and Zoning Department was in 2010. As a result of that study, minimal adjustments were made to application fees due to a study being performed in 2007 that significantly increased application fees. Some fees were raised as much as ten times in 2007.

There was a study performed in 2020 that was more focused on the Building Department fees, but also included the Planning and Zoning fees. However, the Planning and Zoning fees were never moved forward for consideration. Due to time that has elapsed and the fact the City has adopted new Land Development Regulations (LDRs), and some processes have changed, it would not be practical to use the 2020 study. However, I have contacted MGT, the consultants who performed the 2020 study, and discussed a possible update. They indicated, due to the previous fee study work that had been accomplished, they could review and update the study for a fee of \$15,000. If Council directs staff to begin this process, MGT would be the most logical company to use. Of course, all regulations regarding procurement would need to be complied with. The only other estimate provided by consultants that were contacted is \$45,000 to \$55,000 depending on the exact scope. It is important to note that an annual 2.5% increase for each application fee was implemented in 2019.

Requested Action: Council direction to pursue a consultant to review and update current Planning and Zoning fees. Potential costs are not currently budgeted and will require a budget amendment.

- | Yes | N/A | |
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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Document(s) Reviewed for ADA compliance (required if for agenda posting) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | City Attorney Reviewed/Approval |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Risk Management Review |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Finance Department Review/Approval |
| | | Funds Availability (account number): |









MEMORANDUM

Final Audit Report

2024-10-28

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