



Stephen R. Olmsted, AICP
Planning Director
planning@pinecrest-fl.gov

MEMORANDUM

Department of Building and Planning

DATE: October 11, 2021

TO: Yocelyn Galiano, ICMA-CM, LEED-GA
Village Manager

FROM: Stephen Olmsted, AICP, LEED-GA
Planning Director

RE: Building and Planning Department Fee Schedule
Resolution Adopting Annual Landscaper Registration Fee

The Village's Land Development Regulations currently require any person trimming or removing trees in the Village of Pinecrest for compensation or fee to register annually. On July 13, 2021, the Village Council approved proposed amendments to the Village's Land Development Regulations at first reading extending the registration requirement to all landscaping professionals doing business in the Village of Pinecrest. The Village Council is scheduled to consider adoption of the new registration requirement at second reading on October 19, 2021.

Currently, the Village does not charge a fee for the registration of tree trimming companies. However, with extension of the registration requirement to companies doing any type of landscaping, the Building and Planning Department recommends approval of an annual fee sufficient to defray administrative costs associated with the review of registration applications, purchase of registration decals and office supplies, maintenance of the registration data base, and compliance monitoring. The Building and Planning Department has prepared the attached resolution for the Village Council's consideration that would amend the Village's fee schedule to include a new fee for the annual registration of Landscaping Professionals doing business in the Village of Pinecrest. A fee of \$75.00 is proposed.

Adoption of an amendment to the Village's schedule of fees requires formal consideration at an advertised public hearing. The Village Council is scheduled to consider adoption of the attached resolution at an advertised public hearing on October 19, 2021.



RESOLUTION NO. 2021-_____

A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA,
AMENDING THE ZONING AND PLANNING PERMIT FEE
SCHEDULE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village Council adopted Ordinance 97-10 which enacted building permit application fees and zoning and planning application fees; and

WHEREAS, Ordinance 97-10 provides that the Zoning and Planning Permit Fee Schedule (Schedule B) may be amended from time to time by resolution following a public hearing;

WHEREAS, the Village Council has amended the Village's Land Development Regulations to require the registration of landscaping professionals doing business in the Village of Pinecrest and now intends to charge an annual fee for registration; and

WHEREAS, the Village Council held a duly noticed public hearing on October 19, 2021;

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST FLORIDA AS FOLLOWS:

Section 1. That the Village Council hereby amends the Zoning and Planning Permit Fee Schedule (Schedule B), as previously amended by Resolution 2018-53, pursuant Ordinance 97-10, as shown on Exhibit "A."

Section 2. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 19th day of October, 2021.

Joseph M. Corradino, Mayor

Attest:

Guido H. Inguanzo, Jr., CMC
Village Clerk

Approved as to Form and Legal Sufficiency:

Mitchell Bierman
Village Attorney

EXHIBIT "A"

SCHEDULE B

Planning and Zoning Permit Fee Schedule

Building and Planning Department

A. VILLAGE COUNCIL

Comprehensive Master Plan Change	6,240.00
Zoning change to Residential Districts	3,744.00
Zoning change to Non-Residential Districts	6,240.00
Conditional Use Residential	1,144.00
Conditional Use Non-Residential	3,120.00
Modification of Resolutions / Covenants / Development Orders	1,872.00
Appeal Zoning Board Decision to Council – Residential (to be submitted within 10 days of Zoning Board decision)	936.00
Appeal Zoning Board Decision to Council – Non-Residential (to be submitted within 10 days of Planning Board decision)	936.00
Variance Residential	1,456.00
Variance Non Residential	2,080.00
Site Plan Review	3,328.00 plus \$575 per acre and \$230.00 / 10 units or portion thereof or \$230.00 / 5,000 ft ² of GFA portion thereof Note: Exceptions for Site Plan Review are Listed under Division 3.2(b) of the Village of Pinecrest LDRs.
Amendment to Approved Site Plans	1,560.00
Government Facility (Conditional Use Non-Residential)	1,500.00
Subdivision / Plat Pre-Application	975.00
Subdivision / Plat Preliminary	1,768.00 plus \$115.00 / lot
Subdivision / Plat Final	1,248.00
*Plus amount of direct charges for surveyor review	
Note: Additional funds necessary to pay for all direct costs associated with the review of a petition or permit application shall be collected at the time of application including advertising, legal, surveyor, transportation consulting, consultant and/or other direct outside costs. When deemed appropriate by the administrative official, the applicant shall, at the time a submittal is made, provide an initial preliminary deposit which shall be credited toward the fee charged for application review and processing, and shall pay additional deposits as may be required from time to time. See Chapter 30, Division 3.1 of the Village Code.	

B. ZONING BOARD

Effective: ~~1/12/21~~ **10/19/2021**

Planning and Zoning Permit Fee Schedule

Building and Planning Department

Variance	
Residential Non-Use	988.00
Commercial Non-Use	1,664.00
Sign Variance	936.00
Appeals to Administrative Interpretation or Decision	728.00
<p>Note: Additional funds necessary to pay for all direct costs associated with the review of a petition or permit application shall be collected at the time of application including advertising, legal, surveyor, transportation consulting, consultant and/or other direct outside costs. When deemed appropriate by the administrative official, the applicant shall, at the time a submittal is made, provide an initial preliminary deposit which shall be credited toward the fee charged for application review and processing, and shall pay additional deposits as may be required from time to time. See Chapter 30, Division 3.1 of the Village Code.</p>	

C. ADMINISTRATIVE REVIEW

Site Plan Review	<p>2,184.00 plus \$575.00 / acre and \$230.00 / 10 units or portion thereof or \$230.00 / 5,000 ft² or portion thereof</p> <p>Note: Exceptions for Site Plan Review are Listed under Division 3.2(b) of the Village LDRs</p>
Each Addition Revision	1,196.00 each revision
Amendment to Site Plan	1,300.00
Temporary Sidewalk Sale Permit	208.00
Tree Removal / Relocation Permit	156.00 first three (3) trees 30.00 each additional
Renewal of Expired Tree Removal Permit	52.00
Contribution to Tree Trust Fund	400.00 / tree = 14 foot, 3 inch diameter shade tree
Vacation Rental Registration and Inspection	
Vacation Rental Registration (New)	832.00
Vacation Rental Registration - Annual Renewal	624.00
Vacation Rental – Annual Compliance Inspection	416.00
Zoning Verification Letter	156.00
Code Compliance Search Letter	156.00

Effective: ~~1/12/21~~ **10/19/2021**

Planning and Zoning Permit Fee Schedule

Building and Planning Department

Advisory Letter / Memorandum regarding Applicable codes, Interpretations, etc.	208.00
Zoning Plan Review (applied to applicable permit applications that require review for compliance with the zoning and land development regulations)	104.00 minimum or 0.13 per sq. ft. of gross floor area, whichever is greater
Special Event Application Review	\$100.00
Administrative Variance	
Residential Non-Use	936.00
Commercial Non-Use	1,352.00
Landscaping Professional – Annual License and Registration Fee	\$75.00
<p>Note: Additional funds necessary to pay for all direct costs associated with the review of a petition or permit application shall be collected at the time of application including advertising, legal, surveyor, transportation consulting, consultant and/or other direct outside costs. When deemed appropriate by the administrative official, the applicant shall, at the time a submittal is made, provide an initial preliminary deposit which shall be credited toward the fee charged for application review and processing, and shall pay additional deposits as may be required from time to time. See Chapter 30, Division 3.1 of the Village Code.</p>	

D. OTHER

Plan reproductions from microfilm / imaging – per sheet	6.15
Reproduced records – per page	0.18
Double sided copies – per page	0.25
Certified copies – per page	1.23
Research and Ordering Plans	6.15
Hearing Recordings - per hearing	12.00

Effective: ~~1/12/21~~ **10/19/2021**