

**City of South Daytona**  
**Community Development Department**

1672 S. Ridgewood Avenue • South Daytona, FL 32121 • 386/322-3022 • Fax 386/322-3018



**MEMORANDUM**

**To:** James L. Gillis Jr., City Manager  
**From:** S. Laureen Kornel, Community Development Director L.K.  
**Date:** July 15, 2020  
**Re:** Development Application Processing Schedule of Fees

**AGENDA ITEM**

# C12 DATE 7/28/202

**Background**

The purpose of this item is to update the adopted Development Application Processing Schedule of Fees to reimburse the City for any consulting fees associated with review of applicant-initiated development proposals. The City Council may recall adopting Resolution 2020-04 to establish development review fees on February 11, 2020. In accordance with section 3.2(F) of the Land Development Code, the City is authorized to update its schedule of fees from time to time for applications relating to permits, public hearings, and other administrative actions. Charging fees for processing government development applications is customary and considered standard procedure.

**Analysis**

In an effort to avoid circumstances where a developer/applicant submits a development proposal that may be incomplete or require additional professional consulting services (engineering, legal, etc.) and has passed that burden on to the City, staff is proposing to add a fee to seek reimbursement for outside consulting service. Occasionally there have been instances where staff has been inappropriately utilized in the submittal of development applications such that there have been direct costs to the City. Some city's such as Daytona Beach, under "Miscellaneous Costs" within their Fee Schedule, do have an option called "Professional Reviews" for a fee of \$110.00 of the cost for a consultant. Daytona Beach Shores, in their Fee Schedule, under "Reimbursable Costs" also has a fee for "Professional Reviews" (Engineering, Legal and Other) for a fee of \$500 or actual costs whichever is greater. The City of Ormond Beach also includes provisions for "consulting fees as necessary" throughout it's Fee Schedule. The proposed fee would be included within the Schedule of Fees under "Miscellaneous" for "Reimbursable Professional Reviews" with the fee being "Actual cost of review".

The proposed update to the fee schedule serves to ensure that tax payers are not subsidizing the site plan submittal process by creating a fee that may be charged where outside consulting services (engineering, legal, etc.) may be required such that the City will have the option to request that the applicant reimburse the City. Staff believes the proposed update to the Schedule of Fees is fair and reasonable and necessary to reimburse the City an amount up to the actual costs and expenses incurred when outside consulting services become necessary.

### **Staff Recommendation**

Staff recommends the adoption of the revised fee schedule in accordance “Exhibit A”.

Attachments: Resolution No. 2020-21  
“Exhibit A”

**RESOLUTION NO. 2020-21**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH DAYTONA, VOLUSIA COUNTY, FLORIDA, ADOPTING A FEE SCHEDULE FOR COMMUNITY DEVELOPMENT ADMINISTRATIVE ACTIONS "AKA" DEVELOPMENT APPLICATION PROCESS SCHEDULE OF FEES; PROVIDING FOR REPEAL OF RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City South Daytona, 1672 South Ridgewood, South Daytona, 32119, Volusia County, Florida, is an incorporated municipality pursuant to the laws of the State of Florida (hereafter "City") and is authorized under the laws of Florida to adopt resolutions; and

**WHEREAS**, ART. VII s.2(b) of the State Constitution states municipalities shall have the governmental powers to enable them to conduct municipal government, perform municipal functions and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law; and

**WHEREAS**, in accordance with the adopted Land Development Code, the City Council may appropriate such funds as it may see fit for fees and expenses necessary in the conduct of the work of the board. The city council by action taken at any regular or special meeting of the council and recorded in the minutes of the meeting, may establish, and from time to time amend, a schedule of fees to be charged by the board. The board shall have the authority to expend all sums so appropriated and other sums made available for its use from fees and other sources for the purposes and activities for which it is created; and

**WHEREAS**, the City Council adopted Ordinance No. 19-08 on June 11, 2019 which deems it appropriate for the City of South Daytona to change application fees for zoning and land development activities to adequately address the cost of providing such services to the public which require extensive use of clerical or supervisory assistance; and

**WHEREAS**, the City Council, last adopted the Development Application Process Schedule of Fees by Resolution 2020-04; and

**WHEREAS**, the City Council has determined that the fees established in this resolution are fair and reasonable and necessary to reimburse the City an amount up to the actual costs and expenses incurred in processing applications under the Land Development Code; and

**WHEREAS**, the City staff has reviewed, and recommended approval of the Development Application Process Schedule of Fees attached herein as “Exhibit A”.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH DAYTONA, VOLUSIA COUNTY, FLORIDA:**

**SECTION 1.** The City Council of the City of South Daytona hereby approves adopting a fee schedule for Community Development administrative actions “aka” Development Application Processing Schedule of Fees, attached herein as “Exhibit A”,

**SECTION 2.** The City Manager or the City Manager’s designee is authorized to apply the Development Application Processing Schedule of Fees for Community Development Administrative Actions.

**SECTION 3.** All prior resolutions, if any, which conflict with this resolution are hereby repealed.

**SECTION 4.** If any section, subsection, sentence, clause, phrase or portion of this resolution, or application hereof, is for any reason held invalid or unconstitutional by any Court, such portion or application shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions or application hereof.

**SECTION 5.** This resolution shall become effective immediately upon its adoption.

APPROVED AND ADOPTED upon first and final reading at the regular meeting by the City Council of the City of South Daytona, Florida, on the 28<sup>th</sup> day of July 2020.

SIGNED:

\_\_\_\_\_  
William C. Hall, Mayor

ATTEST:

\_\_\_\_\_  
James L. Gillis, Jr.  
City Manager

CERTIFIED AS TO FORM:

\_\_\_\_\_  
Scott Simpson  
City Attorney

**"EXHIBIT A"**  
**CITY OF SOUTH DAYTONA**  
**FLORIDA**



**DEVELOPMENT APPLICATION PROCESSING**  
**SCHEDULE OF FEES**  
Fiscal Year 2019-2020

**COMMUNITY DEVELOPMENT DEPARTMENT**  
1672 South Ridgewood  
South Daytona, Florida

(Adopted on July 28, 2020)

All applications that require advertising associated with a public hearing shall pay all costs associated with the advertising. Application fees are due and payable when the review request or applications are submitted. Prior to the final action, staff shall determine the status of any additional advertising costs that shall be payable by the applicant.

<b>A. Annexation</b>	
Properties that are contiguous with the municipal boundaries of the City which are available for voluntary annexation.	No Fee
<b>B. Comprehensive Plan Amendments</b> – In addition to the fees listed below, additional costs for consultant services may be required if considered necessary as determined by the Community Development Director.	
Small Scale Amendment (< 10 acres)	\$2,500.00 plus advertising
Expedited Amendment (>10 acres)	\$3,500.00 plus advertising
Any comprehensive plan amendment other than under Items 1 and 2 above affecting any element other than the land use element.	\$1,000.00 plus advertising
<b>C. Concurrency</b>	
Traffic Impact Analysis	\$500.00 or cost of consultant
<b>D. Grading and Filling/Clearing</b>	
Single-Family	\$60.00
<b>E. Miscellaneous</b>	
Appeal of City Manager Interpretation	\$300.00
Easement Release	\$200.00 (incl. recording cost)
Zoning Determination	\$50.00
Zoning sign-off for alcoholic beverage licenses	\$50.00
Reimbursable Professional Reviews	Actual Cost of review
<b>F. Planned Developments</b>	
Planned Development	\$2,500.00 plus advertising
Major amendments to existing planned development	\$1,000.00 plus advertising
Minor amendments (no public hearing review) to existing planned development	\$400.00
Extension requested prior to expiration	\$250.00
<b>G. Regulatory Amendments</b>	
Zoning Map (not part of a planned development)	\$1,500.00 plus advertising
Land Development code text	\$4,000.00 plus advertising
<b>H. Site Plan Review</b>	
One-time conceptual plan review	\$100.00
Initial Application (involving new construction or redevelopment)	\$2,000.00
Resubmittal at the fourth review	\$200.00/submittal

<b>I. Special Exception/Use</b>	
Involving new construction or redevelopment	\$800.00 plus advertising
<b>J. Streets</b>	
Vacation	\$500.00 plus advertising
<b>K. Subdivisions</b>	
Lot Line Adjustment	\$350.00 (incl. recording fees)
Concept Plan	\$350.00
Preliminary Plat	\$1,500.00 plus \$25.00/lot
Final Plat	\$1,500.00 plus \$25.00/lot
Surveyor's Review of Plats	Actual Cost of survey
Recording of Plat	Actual cost of plat recording
Resubmittal after fourth review	\$200.00
<b>L. Variances</b>	
Residential and Commercial Variances	\$350.00 plus advertising
Variance After-the-fact	\$700.00 plus advertising

Note: All site, development, variance and special exception plans must be submitted in standard hard copy format and in digital "pdf" format. Digital files shall be submitted on a cd. Plans not submitted in the required digital format will be charged \$5.00 per sheet and \$10.00 for the cd.