

Monday, May 10, 2021  
7:00 pm



Town Hall Commission Chambers  
247 Edwards Lane  
Palm Beach Shores, FL 33404

**TOWN COMMISSION  
WORKSHOP AGENDA**

Mayor Alan Fiers  
Vice Mayor Scott McCranel

Commissioner Tracy Larcher  
Commissioner Janet Kortenhaus  
Commissioner Brian Tyler

Keith Davis, Town Attorney  
Town Administrator Wendy Wells  
Town Clerk Evyonne Browning

**PLEASE NOTE:**

**THIS MEETING MAY BE CONDUCTED USING  
COMMUNICATION MEDIA TECHNOLOGY**

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=m0f242d89ff188f560dabd5600ed2c2a7>

Meeting number: **132 830 5819**

Password: **0510**

**Join by phone:** +1-408-418-9388

Access code: **132 830 5819**

Password: **0510**

1. **CALL TO ORDER**

- a. Pledge of Allegiance
- b. Roll Call

2. **APPROVAL OF MEETING AGENDA** (Additions, substitutions, deletions)

3. **PRESENTATIONS AND/OR DISCUSSIONS:**

- a. New trees for the Parkway and 10-foot strip – budget and cost including installation.
- b. Impact Fees – consider removing Police Impact Fee; discuss use of Parks Impact Fee for planting trees.
- c. Peanut Island update – discussion of draft agreement between Port of Palm Beach and Palm Beach County; discuss the development of a Memorandum of Understanding (MOU) among Palm Beach County, Port of Palm Beach, Town of Palm Beach, City of Riviera Beach, and Town of Palm Beach Shores.
- d. Update on the Emergency Response POD for hurricanes.
- e. Discuss SFWMD Year-Round Irrigation ordinance.
- f. Community Center Plan – discuss status and the Commission's intentions.
- g. Discuss proposed resolution detailing use of Frick Community Center bequest.
- h. Compare Town development costs to those of other municipalities.

4. **PUBLIC COMMENTS**

5. **ADJOURNMENT**

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Town Commission with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting.

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. FOR HEARING ASSISTANCE: If any person wishes to use a hearing device, please contact the Town Clerk.



ITEM 3a  
5 10 2021 Workshop

## May 2021 Commission Workshop

### Discussion Topic: Trees in the 10-foot Strip

The FY2021 Budget has \$5,000 for replacement of trees. This is amount requested by the Environmental Committee. In the presentation by Grace Sterrett at the last workshop, there were questions about installation costs of the trees. Public Works does not have the equipment to efficiently install the trees. A landscaper will be able to properly plant, stake, and fertilize the new trees also allowing for warranty. The quotes obtained for 12 ft Foxtail Palms including deliver and installation is \$570 per tree.

One very important matter is educating all Town residents about the Underground Utility lines located in the 10-foot strip. Do not dig without getting a line locate by \_\_\_\_\_. This will impact the location of the palm trees planted. Note that it would also be problematic to plant any hardwood trees in the 10-foot strip because of future root intrusion that would likely damage the conduit.

## ARTICLE III. - IMPACT FEES

Item 3b  
5 10 2021 Workshop

## Sec. 28-40. - Legislative findings.

The Town Commission of the Town of Palm Beach Shores finds, determines and declares that:

- (a) Palm Beach Shores must expand its fire protection, police protection, parks and recreation facilities and public facilities in order to maintain current standards if new development is to be accommodated without decreasing current standards. This must be done in order to promote and protect the public health, safety and welfare;
- (b) The Florida Legislature, through the enactment of F.S. §§ 163.3202(3) and 163.31801, has sought to encourage Palm Beach Shores to enact impact fees;
- (c) The imposition of impact fees is one of the preferred methods of ensuring that development bears a proportionate share of the cost of fire protection, police protection, parks and recreation facilities and public facilities necessary to accommodate such development. This must be done in order to promote and protect the public health, safety and welfare;
- (d) Each of the types of land development described in section 28-46 hereof, will create a need for the construction, equipping, or expansion of fire protection, police protection, parks and recreation and public building facilities.
- (e) The fees established by section 28-46 are derived from, are based upon, and do not exceed the costs of providing additional capital facilities necessitated by the new land developments for which the fees are levied.
- (f) The report entitled "Technical Memorandum on the Calculation of Parks & Recreation, Fire & Rescue, Police Protection and Public Facilities Impact Fees, Palm Beach Shores, Florida, Impact Fee Methodology", dated October 17, 2005, containing the most recent and localized data available to the town, sets forth a reasonable methodology and analysis for the determination of the impact of new development on the need for and costs for additional fire protection, police protection, parks and recreation and public facilities in Palm Beach Shores.

(Ord. No. O-2-06, § 1, 6-19-06)

## Sec. 28-41. - Short title, authority and applicability.

- (a) This article shall be known and may be cited as the "Palm Beach Shores Impact Fee Ordinance."
- (b) The Town Commission of the Town of Palm Beach Shores has the authority to adopt this article pursuant to Article VIII of the Constitution of the State of Florida, and F.S. Chs. 165 and 166, and §§ 163.3201, 163.3202.
- (c) This article shall apply throughout the incorporated area of Palm Beach Shores.

(Ord. No. O-2-06, § 1, 6-19-06)

## Sec. 28-42. - Intent and purposes.

- (a) This article is intended to assist in the implementation of the Palm Beach Shores Comprehensive Plan.
- (b) The purpose of this article is to regulate the use and development of land so as to assure that new development bears a proportionate share of the cost of capital expenditures necessary to provide fire protection, police protection, parks and recreation and public buildings in Palm Beach Shores.

(Ord. No. O-2-06, § 1, 6-19-06)

## Sec. 28-43. - Rules of construction.

- (a) The provisions of this article shall be liberally construed so as to effectively carry out its purpose in the interest of the public health, safety and welfare.
- (b) For the purposes of administration and enforcement of this article, unless otherwise stated in this article, the rules of construction as set forth at section 1-2 of the Town of Palm Beach Shores Code of Ordinances shall apply to the text of this

article.

- (c) All terms relating to types of development shall have the same meaning as established in the Palm Beach Shores Zoning Ordinance.

(Ord. No. O-2-06, § 1, 6-19-06)

Sec. 28-44. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*"Feepayer"* is a person applying to the Town of Palm Beach Shores for the issuance of a building permit.

*"Building"* is defined as in the Town Zoning Ordinance.

*"Permit"* is the approval issued by Palm Beach Shores that authorizes the construction, placement or expansion of a building, dwelling, or other structure on a site. See also the definition of "permit" in chapter 14 of the Town Code of Ordinances.

*"Capital improvements"* are land, improvements to land, buildings, expansions of buildings, contents of buildings, vehicles, equipment, weapons, and communications equipment, all with an expected use life of three years or more, that expand the capacity of Palm Beach Shores' ability to serve the need of new development.

*"Certificate of occupancy"* is an official document evidencing that a building satisfies the requirements of the Town of Palm Beach Shores for the occupancy of a building.

*"Town administrator"* means the town administrator or other municipal official(s) designated by the mayor to carry out the administration of this article.

*"Development order"* means a regulatory final site plan approval by Palm Beach Shores pertaining to the development of land as provided in chapter 14 of the Town of Palm Beach Shores Code of Ordinances or any other approval which meets the definition of same as set forth at F.S. § 163.3164(7).

*"Fire protection"* is the provision of all fire protective and rescue services by the Town of Palm Beach Shores.

*"Non-residential floor area"* is the total area of all floors of a non-residential building as measured pursuant to Pf. 2.23 of the Town Zoning Code.

*"Parks and recreation"* is the provision of public parks and recreational areas and facilities within the Town of Palm Beach Shores.

*"Police protection"* is the provision of police protective services and law enforcement within the Town of Palm Beach Shores.

*"Private park or recreational facility"* is any park or recreational facility which is not owned by or dedicated to any governmental entity.

*"Public facilities"* are the buildings owned or leased by the Town of Palm Beach Shores for the purpose of providing public services within the Town of Palm Beach Shores excluding buildings for fire protection and police protection. "Public buildings" includes the land on which those buildings sit, improvements to land, and equipment and contents of those buildings.

*"Residential air conditioned area"* is the floor area of a residential structure that is designed to be provided with air conditioning and/or heat and is not gross floor area of the structure.

*"Tourist"* refers to hotel, motel and multi-family rental properties.

(Ord. No. O-2-06, § 1, 6-19-06)

Sec. 28-45. - Imposition of impact fees.

- (a) Any person not otherwise exempt who, after September 20, 2006, seeks to develop land within Palm Beach Shores, Florida, by applying for a building permit and obtaining a subsequent certificate of occupancy, is hereby required to pay impact fees in the manner and amount set forth in this article.

- (b) No certificate of occupancy for any activity requiring payment of an impact fee pursuant to section 28-46 herein shall be issued and until the required impact fee has been paid.

(Ord. No. O-2-06, § 1, 6-19-06)

Sec. 28-46. - Computation of the amount of impact fees.

- (a) At the option of the feepayer, the amount of impact fees due may be determined by the following fee schedules at the time the certificate of occupancy is requested.

TABLE 8  
NET IMPACT COSTS  
PALM BEACH SHORES

	Residential Per Foot of Air Conditioned Area	Tourist per Foot of Floor Area	All Other per Foot of Floor Area
Parks	\$0.26	\$0.26	0
Fire	\$0.34	\$0.34	\$0.34
Police	\$0.35	\$0.35	\$0.35
Public Facilities	\$0.65	\$0.65	\$0.65
Total	\$1.60	\$1.60	\$1.34

- (1) *Mixed use.* If a certificate of occupancy is requested for mixed uses, then the fee shall be determined through using the above schedules by apportioning the space committed to uses specified on the schedules.

(2) *Interpretation.*

- i. If the type of development activity that a certificate of occupancy is requested is not specified on the above fee schedules, the town administrator shall use the fee applicable to the most nearly comparable type of land use on the above fee schedules.
- ii. If the requirement to pay an impact fee or the amount of such fee is unclear, the town administrator shall interpret the impact fee schedule for a feepayer upon request by a feepayer.

The town administrator shall be guided in the selection of a comparable type of land use or in the interpretation of the fee schedule by the Impact Fee Methodology Report and supporting documents for that report, the Palm Beach Shores Comprehensive Plan, supporting documents of the Palm Beach Shores Comprehensive Plan, and the Palm Beach Shores Zoning Ordinance.

- (3) In the case of change of use, redevelopment, or expansion or modification of an existing use which requires the issuance of a certificate of occupancy, the impact fee shall be based upon the net positive increase in the impact fee for the new use as compared to the previous use. The town administrator shall be guided in this determination by the sources and agencies listed above.
- (b) If a feepayer opts not to have the impact fee determined according to paragraph (a) of this section, then the feepayer shall prepare and submit to the town administrator an independent fee calculation study for the land development activity for

which a certificate of occupancy is sought. The documentation submitted shall show the basis upon which the independent fee calculation was made. The town administrator shall consider the documentation submitted by the fee payer but is not required to accept such documentation as he/she shall reasonably deem to be inaccurate or not reliable and may, in the alternative, require the fee payer to submit additional or different documentation for consideration. If an acceptable independent fee calculation study is not presented, the fee payer shall pay impact fees based upon the schedules shown in paragraph (a) of this section. If an acceptable independent fee calculation study is presented, the town administrator may adjust the fee to that appropriate to the particular development. Determinations made by the town administrator pursuant to this paragraph may be appealed to the town commission by filing a written request with the town administrator within ten days of the town administrator's determination.

(Ord. No. O-2-06, § 1, 6-19-06)

Sec. 28-47. - Payment of fee.

- (a) The fee payer shall pay the impact fees required by this article to the town administrator or his/her designee prior to the issuance of a certificate of occupancy.
- (b) All impact fee receipts collected shall be properly identified by type of impact fee and promptly transferred for deposit in the town's impact fee trust fund and shall be accounted for separately and distinctly as provided in section 28-48 herein below, and shall be used solely for the purposes specified in this article.

(Ord. No. O-2-06, § 1, 6-19-06; Ord. No. O-10-08, § 1, 11-17-08)

Sec. 28-48. - Impact fee trust funds and accounting requirements established.

- (a) There is hereby established an impact fee trust fund for the deposit of the following impact fees:
  - (1) A fire protection impact fee.
  - (2) A police protection impact fee.
  - (3) A parks and recreation impact fee.
  - (4) A public buildings impact fee.
- (b) Each type of impact fee deposited into this fund must be separately and distinctly accounted for from the other types of impact fees and the total amount of the fund should equal the sum of the separate impact fee accountings at all times.
- (c) Impact fee receipts that are later withdrawn from this fund must be separately and distinctly accounted for from the other types of impact fees, and must be used in accordance with the provisions of section 28-49 herein below of this article.

(Ord. No. O-2-06, § 1, 6-19-06; Ord. No. O-10-08, § 1, 11-17-08)

**Editor's note—** Ord. No. O-10-08, § 1, adopted November 17, 2008, amended § 28-48, including the catchline, to read as set forth herein. § 28-48 was formerly titled "Impact fee trust fund established."

Sec. 28-49. - Use of impact fees.

- (a) Impact fee receipts collected may only be expended on acquiring, equipping, and/or making capital improvements to facilities under the jurisdiction of Palm Beach Shores, Palm Beach County, or the State of Florida, and shall not be used for maintenance or operations.
  - (1) Fire protection impact fee receipts may only be used for fire protection capital improvements.
  - (2) Police protection impact fee receipts may only be used for police protection capital improvements.
  - (3) Parks and recreation impact fee receipts may only be used for park and recreation capital improvements.
  - (4) Public buildings impact fee receipts may only be used for public buildings capital improvements.
- (b) In the event that bonds or similar debt instruments are issued for advanced provision of capital facilities for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described in paragraph (a) above.



- (c) At least once each fiscal period the town administrator shall present to the town commission a proposed capital improvement program, assigning impact fee receipts, including any accrued interest, from the impact fee trust fund to specific capital improve and related expenses. Monies, including any accrued interest, not assigned in any fiscal period shall be retained in the impact fee fund until the next fiscal period except as provided by the refund provisions of this article.
- (d) Impact fee receipts may be used to make refunds required under any development order hereto before or hereafter issued or entered into by Palm Beach Shores as such refunds pertain to the subject matter of this article.
- (e) Impact fee receipts may be used to provide refunds as described in section 28-50 herein below.

**Editor's note—** Ord. No. O-10-08, § 1, adopted November 17, 2008, amended § 28-49, including the catchline, to read as set forth herein. § 28-49 was formerly titled "Use of funds."

(Ord. No. O-2-06, § 1, 6-19-06; Ord. No. O-10-08, § 1, 11-17-08)

#### Sec. 28-50. - Refund of fees paid.

Any impact fee receipts not expended or encumbered by the end of the calendar quarter immediately following six years from the date the impact fee was paid shall, upon application of the then current landowner, be returned to such landowner together with the interest earned of the impact fee receipts to be returned while held in the impact fee trust fund, provided that the landowner submits an application for a refund to the Town Clerk of Palm Beach Shores within 180 days of the expiration of the six-year period.

(Ord. No. O-2-06, § 1, 6-19-06; Ord. No. O-10-08, § 1, 11-17-08)

#### Sec. 28-51. - Exemptions and credits.

- (a) *Exemptions.* The following shall be exempted from payment of the impact fee:
  - (1) Alterations or expansion of an existing residential building where no additional air conditioned area is created and where the use is not changed.
  - (2) Alterations or expansion of an existing tourist building where no additional floor area is created and where the use is not changed.
  - (3) Alterations or expansion of an existing non-residential building where no additional floor area is created and where the use is not changed.
  - (4) The construction or expansion of accessory buildings or structures.
  - (5) The replacement of a building or structure with a new building or structure of the same size and use when an impact fee for such building or structure has previously been paid pursuant to this article or where a building or structure legally existed on the site on or prior to the effective date of this article.

Any claim of exemption must be made no later than the time of application for a building permit. Any claim not so made shall be deemed waived.

- (b) *Credits.* Feepayers may receive credit against impact fees otherwise due for land and/or capital improvements. Land or capital improvements may be offered by the feepayer as total or partial payment of a required impact fee. The offer must request or provide for an impact fee credit. If the town administrator accepts such an offer, whether the acceptance is before or after the effective date of this article, the credit shall be determined and provided in the following manner:
  - (1) Credit for the dedication of land shall be valued at:
    - i. 115 percent of the most recent assessed value by the property appraiser, or
    - ii. By such other appropriate method as the town commission may have accepted prior to the effective date of this article for particular capital improvements, or
    - iii. By fair market value established by private appraisers acceptable to the town.
  - (2) The town administrator shall provide the applicant with a letter or certificate setting forth the dollar amount of the credit for the dedication of land and the legal description or other adequate description of the project or development to which the credit may be applied. The applicant must sign and date a duplicate copy of such letter or certificate indicating his/her

agreement to the terms of the letter or certificate and return such signed document to the town administrator. The failure of the applicant to sign, date, and return such document within 60 days shall nullify the credit.

- (3) Credit for the dedication of land shall be provided when the property has been conveyed at no charge to, and accepted by, the town in a manner satisfactory to the town commission.
  - (4) Applicants for credit for construction of capital improvements shall submit acceptable engineering drawings and specifications, and construction cost estimates to the town administrator. The town administrator shall determine credit for construction based upon either these cost estimates or upon alternative engineering criteria and construction cost estimates if the town administrator determines that such estimates submitted by the applicant are either unreliable or inaccurate. The town administrator shall provide the applicant with a letter or certificate setting forth the dollar amount of the credit, the reason for the credit, and the legal description or other adequate description of the project or development to which the credit may be applied. The applicant must sign and date a duplicate copy of such letter or certificate indicating his/her agreement to the terms of the letter or certificate and return such signed document to the town administrator before credit will be given. The failure of the applicant to sign, date, and return such document within 60 days shall nullify the credit.
  - (5) Except as provided in subparagraph (d), credit against impact fees otherwise due will not be provided until:
    - i. The construction is completed and accepted by the town, the county, or the state, whichever is applicable;
    - ii. A suitable maintenance and warranty bond is received and approved by the Town Clerk of Palm Beach Shores, when applicable.
  - (6) Credit may be provided before completion of specified improvements if adequate assurances are given by the applicant that the standards set out in subparagraph (c) will be met and if the feepayer posts security as provided below for the costs of such construction. Security in the form of a performance bond, irrevocable letter of credit or escrow agreement shall be posted with and approved by the Town Clerk of Palm Beach Shores in an amount determined by the town administrator. If the construction project will not be constructed within one year of the acceptance of the offer by the town administrator, the amount of the security shall be increased by ten percent compounded, for each year of the life of the security. The security shall be reviewed and approved by the town commission prior to acceptance of the security. If the construction project is not to be completed within five years of the date of the feepayer's offer, the town commission must approve the construction project and its scheduled completion date prior to the acceptance of the offer by the town administrator.
  - (7) Credits for donations may be used only for that type of impact fee;
    - i. Credit for fire protection land or capital improvement donations may only be used to against fire protection impact fees otherwise due;
    - ii. Credit for police protection land or capital improvement donations may only be used to against police protection impact fees otherwise due;
    - iii. Credit for park or recreation land or capital improvement donations may only be used to against parks and recreation impact fees otherwise due;
    - iv. Credit for public building land or capital improvement donations may only be used to against public building impact fees otherwise due;

Any claim for credit must be made no later than the time of application for a building permit. Any claim not so made shall be deemed waived.
- (c) *Credit for private park or recreational facilities.* A feepayer may apply for credit against park and recreation impact fees otherwise due for private park or recreation improvements. In no circumstance shall credit for private park or recreation facilities exceed 50 percent of the park and recreation impact fees otherwise due.
- (1) The private park or recreation facilities for which credit is sought must serve a public recreational need and, the private park or recreation facilities for which credit is sought must be consistent with the park and recreational provisions within the Palm Beach Shores Comprehensive Plan.
  - (2) A feepayer wishing to receive credit for private recreational facilities shall submit a request to the town administrator.



This request must contain an inventory of the private park and recreation facilities for which credit is sought, including:

- i. The nature or use of the park or recreation area;
  - ii. The size of the facilities and the equipment or apparatus available to the users;
  - iii. The availability of the spaces or facilities to development residents or occupants and the availability of the spaces or facilities to the general public;
  - iv. The public park or recreation purpose that is served by the private facility;
  - v. The extent to which the private park or recreational facility meets the park and recreational needs of the population served; and
  - vi. The park and recreational provisions of the Palm Beach Shores Comprehensive Plan that are furthered by the private facilities.
- (d) *Credit for private fire protection, police protection and private places of public assembly or use.* No credit against impact fees otherwise due will be provided for the private provision of fire protection or rescue, police protection or places of public assembly or usage.
- (e) *[Appeals.]* Determinations made by the town administrator pursuant to the provisions of this section may be appealed to the town commission by filing a written request with the town administrator within ten days of the town administrator's determination.

(Ord. No. O-2-06, § 1, 6-19-06)

Sec. 28-52. - Review.

The fees contained in subsection 28-46(a) shall be reviewed by the town commission at least once each five years.

(Ord. No. O-2-06, § 1, 6-19-06)

Sec. 28-53. - Automatic update of fee schedule.

- (a) The impact fee schedules shown in subsection 28-46(a) hereinabove shall be adjusted by the town administrator in April of each calendar year. Unless otherwise directed by the town commission, any adjustments to the impact fee schedules, made pursuant to this section, shall be effective the first Monday in October of each calendar year. All adjustments to the impact fees shall be based on the methodology described in paragraph (b) of this section.
- (b) The base for computing any adjustment is the January Consumer Price Index—All Urban Consumers for the United States, published by the United States Department of Labor, Bureau of Labor Statistics. For the purpose of this section the initial index to be referenced is January of the last year when the impact fees were updated with cost or demographic data.
- (c) If the index is changed so that the base year is different, the index shall be converted in accordance with the conversion factor published by the United States Department of Labor, Bureau of Labor Statistics. If the index is discontinued or revised, such other government index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the index had not been discontinued or revised.

(Ord. No. O-2-06, § 1, 6-19-06)

Sec. 28-54. - Penalty provision.

A violation of this article shall be prosecuted by any lawful means available to the town, including, but not limited to citation to the town's code enforcement special magistrate or board and/or civil court.

(Ord. No. O-2-06, § 1, 6-19-06)

Sec. 28-55. - Severability.

If any section, phrase, sentence or portion of this article is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

(Ord. No. O-2-06, § 1, 6-19-06)

Sec. 28-56. - Effective date.

The provisions of this article shall become effective on September 20, 2006.

(Ord. No. O-2-06, § 1, 6-19-06)

item 3c  
5 10 2021 Workshop

**From:** Eric Call  
**Sent:** Thursday, April 29, 2021 8:44 AM  
**To:** Alan Fiers  
**Subject:** Elements of the MOU for Programming at Peanut Island

Good morning:

Palm Beach County is working diligently to finalize a draft agreement with the Port of Palm Beach for operations and maintenance of the additional 6+ acres (former Coast Guard Area) on Peanut Island. As previously discussed, and agreed to, we would request your input on the programmatic and educational elements you wish to have included in a Memorandum of Understanding (MOU) between the County, Port and surrounding municipalities. We want to ensure that all stakeholders within the Inlet Basin have their interests considered when developing the MOU. You may recall the directed focus was to operate the site as a low impact cultural/historical museum and passive park. It is also our intent to focus on equity and lowering barriers to local resident access. While it is not possible to have an MOU completed prior to the execution of the lease, I want to get an early start on gathering your thoughts and ideas. If possible, I would greatly appreciate having your input by May 21, 2021. This will allow us the time to compile all information and develop a strategic focus. And please do not hesitate to call me if you or a representative of your municipality has a question or needs additional information.

We are confronted with a fantastic opportunity to collaborate on a project that is mutually beneficial for all residents and visitors to Palm Beach County, and I look forward to having you input.

Respectfully,

**Eric Call** | Director, Parks and Recreation  
2700 6<sup>th</sup> Avenue South | Lake Worth, Florida 33461  
T: 561.966.6613 | F: 561.963.6734 | [ecall@pbcgov.org](mailto:ecall@pbcgov.org)  
Connect with us: [www.pbcparcs.com](http://www.pbcparcs.com)  
Stay connected:



**RESOLUTION NO.**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, ACCEPTING AND APPROVING A BEQUEST FROM THE ESTATE OF RANDI FRICK AND DESIGNATING THAT SUCH BEQUEATHED FUNDS SHALL BE USED FOR CAPITAL IMPROVEMENTS AND MAINTENANCE AT THE TOWN'S COMMUNITY CENTER; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**WHEREAS**, the Town of Palm Beach Shores ("Town") was bequeathed funds in the amount of ten percent (10%) of the Estate of Randi Frick, an amount estimated at approximately \$200,000.00, subject to estate administration costs, designated specifically for use at the Town's Community Center;

**WHEREAS**, the Town Commission of the Town of Palm Beach Shores desires to accept and approve the bequest from the Estate of Randi Frick and specifically designate that such bequeathed funds shall be used solely for capital improvements and maintenance at the Town's Community Center.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:**

Section 1: The above stated recitals are true and accurate and are hereby made part of this Resolution.

Section 2: The Town Commission of the Town of Palm Beach Shores, Florida, hereby accepts the bequest from the Estate of Randi Frick, estimated at approximately \$200,000.00 subject to estate administration costs, to be used solely for capital improvements and maintenance at the Town's Community Center.

Section 3: This Resolution shall take effect immediately upon adoption.

**DULY PASSED AND ADOPTED** this \_\_\_\_ day of May, 2021.

\_\_\_\_\_  
Alan D. Fiers, Mayor

ATTEST:

\_\_\_\_\_  
Evyonne Browning, Town Clerk

(SEAL)

## **Town of Palm Beach Shores, Florida Commission Agenda Memorandum**

**Subject:** Development Costs Comparisons

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**Request:** To review the Town's development costs as compared to other municipalities.

**Background:** In 2018, the commission reviewed the attached documents which reflects development and building costs from other municipalities as compared to the Town's costs. This was 3 years ago, and the Town's fees have relatively remained the same. We did implement a couple of changes in August 2020 which are reflected on page 4 of 5 of the current Town Fee Schedule (see attached).

**Staff Recommendation:** To allow staff to work with the Town's attorney, engineer, zoning official, and building official to bring an updated fee schedule recommendation to the Commission for consideration.

Evyonne Browning  
Town Clerk

# Town of Palm Beach Shores

## Fee Schedule

As Approved August 2020



TYPE OF FEE	AMOUNT	
<u>PLANNING AND ZONING</u>		
Development Orders *		
Comprehensive Plan Amendment	\$ 750.00	
Variance	\$ 350.00	\$ 250.00
Special Exception	\$ 250.00	
Re-zoning	\$ 750.00	
Plat Approval	\$ 600.00	
Site Plan Review or Modification	\$ 350.00	\$ 200.00
Telecom Site Plan Review of Modification	\$ 500.00	
Building Plan Review & Inspections	\$ 150.00	
Administrative Appeal	\$ 250.00	

*\*All development orders are subject to the fees listed herein in addition to any legal fees associated with the Town's review/processing of the development application, any costs associated with the Town's consultants' review of the development application, postage and advertising, which may exceed the fee amount listed herein.*

*Specially set meetings of the DRC, Planning & Zoning Board and/or Town Commission at the request of an applicant shall require the applicant to pay actual cost (minimum one hour) in advance for all Town consultants' involvement in said meeting(s), including, but not limited to the Town Attorney, Planner, Engineer and other consultants as applicable.*



## Town of Palm Beach Shores Fee Schedule

As Approved August 2020



TYPE OF FEE	AMOUNT
<b>BUILDING PERMIT FEES</b>	

Building permit fees are determined based on the valuation formula as follows:

Structure Cost		Permit
Over:	But Not Over:	Fee:
\$ -	\$ 1,000.00	\$ 30.00
\$ 1,000.00	\$ 100,000.00	\$30 + 3% of amount over \$1,000.00
\$ 100,000.00	\$ 250,000.00	\$3,000 + 2% of amount over \$100,000.00
\$ 250,000.00	\$ 500,000.00	\$6,000 + 1.5% of amount over \$250,000.00
\$ 500,000.00	---	\$9,750 + 1% of amount over \$500,000.00

### **IMPORTANT NOTE:**

Pursuant to Section 553.721 Florida Statutes, the Building Department is required to assess and collect a **1% surcharge** (minimum \$2.00) on all permit fees associated with the enforcement of the Florida Building Code. Pursuant to Section 468.631 Florida Statute, the Building Department is required to assess and collect at **1.5% surcharge** (minimum \$2.00) on all permit fees associated with the enforcement of the Florida Building Code. **The total minimum amount collected on any permit pursuant to these state statute provisions will be \$4.00.**

### **Additional Fees:**

Re-Inspection fee	\$ 50.00
Electrical Permit	\$ 30.00
Demolition Permit	\$ 100.00
Telecom or Utilities Registration	\$ 100.00
Reinstate Expired Permit of Less Than 1 Year	\$ 30.00
Reinstate Expired Permit of More Than 1 Year	Per Valuation Formula Above
<i>(May be waived in part or in total by the Building Official)</i>	



### **BUILDING FEE COMPARISONS**

#### **\$8,500 Project Cost (Renovation)**

PBS	$\$30 + 3\% \times \$7.5K$	\$255
Juno Beach	$\$75 + \$30/\$1K$	\$345
Jupiter Inlet Colony	$3\% \times \$8.5K$	\$255
Manalapan	$\$75 + 2.7\% \times \$8.5K$	\$305
Ocean Ridge	$\$125 + 1.5\% \times \$5.5K$	\$208
Tequesta	$\$75 + 2\% \times \$8.5K$	\$245

#### **\$254,000 Project Cost (New House)**

PBS (Proposed)	$\$6K + 1.5\% \times \$4K$	\$6,060
(Current)	$\$5K + 1.5\% \times \$4K$	\$5,060
JB	$\$1.5K + \$30/\$1K$	\$9,120
JIC	$3\% \times \$254K$	\$7,620
MAN	$\$75 + 2.7\% \times \$254K$	\$6,933
OR	$\$125 + 1.5\% \times \$97K + 1\% \times \$154K$	\$3,120
TEQ	$\$1.5K + 2\% \times \$254K$	\$6,655

### **PLAN REVIEW (DRC/P&Z)**

PBS	\$50
JB	\$75 Single Family; \$1500 Multi Family
JIC	\$500
MAN	Sliding Scale \$100 - \$1000 (see attached)
OR	\$250
TEQ	$\$50 + \$1.25/\$1K$ Project Cost

### **VARIANCES**

PBS	\$250
JB	Variance \$500; Special Exception \$1500
MAN	\$750
OR	\$500 non-refundable + \$400 for expenses
TEQ	\$300 SF; \$1000 Multi Family + Reimbursement of expenses

### **OTHER FEES**

Meeting	With Building Official, Zoning Official	\$75
	With Code Official	\$50
	(See attached schedule of hourly rates)	



**APPLICATION FEE SCHEDULE**  
Adopted by Resolution 10-2010

**LEVEL 1 (\$100)**

- A. Changes in exterior walls, generator applications, roofing, windows, doors, awnings, or columns, which are significantly different in color, texture, material, or appearance than those existing.
- B. Changes in exterior wall, roofing, window trim or door colors which do not require a building permit.
- C. Landscape improvements and/or removal involving less than 20% of onsite vegetation.

**LEVEL 2 (\$250)**

- A. Accessory structures, with the exception of any detached, habitable structures.
- B. Expansions or demolitions of existing primary or accessory structures of up to 10% of the existing total floor area on the property but not to exceed 300 square feet.
- C. Increases or decreases in impervious surface areas or changes in impervious surface materials.
- D. Walls, fences and gates.
- E. Landscape improvements and/or removal involving greater than 20% and no less than 50% of on site vegetation.
- F. Removal or modification of a dock and installation, removal, or modification of dock accessories.
- G. Statues and or Sculptures

**LEVEL 3 (\$500)**

- A. Detached, habitable, accessory structures.
- B. Installation of a dock.
- C. Expansions or demolitions of existing primary or accessory structures of greater than 300 square feet or 10% of the existing total floor area on the property but not more than 50%.
- D. Landscape improvements and/or removal involving equal to or greater than 50% of on site vegetation.
- E. Development proposals which would otherwise qualify under Level 1 and Level 2 but which also require a sign review.

**LEVEL 4 (\$1,000)**

- A. New primary structures.
- B. Expansion or demolition of existing primary or accessory structures equal to or greater than 50% of the existing total floor area on the property.
- C. Development proposals which are the subject of a development agreement.
- D. Development proposals which require an amendment to the official Zoning Map.
- E. Development proposals which require a comprehensive plan amendment.
- F. Development proposals which are deemed developments of regional impact pursuant to F.S. Section 380.06 or which are subject to review for extrajurisdictional impacts under the provisions of the intergovernmental coordination elements of the adopted comprehensive plan.

\*\*\* If any applicant for Arcom review submits a single application encompassing more than one of the items set forth in the fee structure, that applicant will only be subject to the fee chargeable for the highest "level" being reviewed on that application. However, if applications for multiple items are submitted separately, the applicant will be responsible for the individual fee for each item.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,

by \_\_\_\_\_ as \_\_\_\_\_ for \_\_\_\_\_

Personally known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification \_\_\_\_\_

Notary Signature \_\_\_\_\_

SEAL

Print Notary Name \_\_\_\_\_

**CHECK BELOW WHERE APPLICABLE**

(Payable by check only)

ARCHITECTURAL REVIEW – Level 1 \$100	PUD or PUD AMENDMENT \$750	
ARCHITECTURAL REVIEW – Level 2 \$250	SITE PLAN REVIEW \$750	
ARCHITECTURAL REVIEW – Level 3 \$500	SPECIAL EXCEPTION USE \$750	
ARCHITECTURAL REVIEW-Level 4 \$1,000	VARIANCE \$750	
PAVER AGREEMENT \$500	ZONING TEXT/MAP OR COMP PLAN AMENDMENT \$1500	

The owner, architect or other authorized agents are urged to attend the meeting. Each applicant must familiarize himself with the Architectural Commission criteria and procedure. If all required information is not presented with this application, the project will not be placed on the agenda for review and consideration. PLEASE NOTE: Although an application meets minimum zoning requirements the Architectural Commission may approve, approve with conditions, or disapprove a request not found to meet Architectural Review criteria as found in Town Code, Section 152.23. All residents are notified of applicant's request by mail.

**ALL APPLICATIONS MUST BE COMPLETE, SIGNED,  
NOTARIZED AND SUBMITTED BY THE DEADLINE DATE.**

1. This Application (pages 3-6)
2. Agent's Authorization Letter (Required if owner not presenting)
3. Application Fee (see page 7)
4. Model, if applicable (see page 8)
5. 11 set of Plans; 2 Signed and Sealed -  
We require two full size sets signed and sealed and the other nine can be 11"x17" in size
6. Narrative Letter Describing Project
7. Samples, renderings, pdf's, jpegs and Power Point photos are due 14 days prior to meeting.



# CURRENT TOWN OF PALM BEACH SHORES BUILDING PROJECTS

## COSTS OF CONSTRUCTION AND FEES

Item 8a2  
April 16 2018

Job Description	Cost of Construction	Fees Paid	Date Sent for Review	Date Review Completed	Permit Issue Date	Permit Final Approved Date
Replace two (2) impact windows size for size	\$3,725.00	\$115.75	03/01/18	03/15/18	03/16/18	
Replace 6 impact windows and 1 impact door, size for size	\$15,051.00	\$465.07	03/01/18	03/15/18	03/16/18	
Demolish one (1) story house	\$11,700.00	\$361.53	03/01/18	03/05/18	03/06/18	
Replace existing tankless water heater with same	\$5,148.96	\$159.10	03/01/18	03/12/18	03/15/18	
Replace chain link fence on West side of property, Replace wood fence on rear (South) side of property	\$5,458.00	\$168.65	03/05/18	03/02/18	03/05/18	03/23/18
Routing Electrical Circuits as per plan	\$2,400.00	\$76.00	03/05/18	03/07/18	03/08/18	
Total remodel of existing structure- new addition sq. ft. 22'8" x 13	\$254,000.00	\$5,211.80	03/05/18			
HVAC Install 2.5 ton 16 seer & 1.5 ton 16 seer carrier.	\$0.00	\$0.00	03/05/18			
Rewire kitchen, lighting, plugs & HVAC relocation. Door lighting exhaust fan bathrooms. Re-wire bedroom.	\$0.00	\$0.00	03/05/18			
Pool with paver deck & gas heater.	\$40,000.00	\$1,236.00	03/05/18	03/05/18	03/06/18	
Wire pool equipment.	\$0.00	\$0.00	03/05/18	03/05/18	03/06/18	
Replace seven (7) windows	\$10,000.00	\$309.00	03/06/18	03/22/18	03/24/18	
Window replacement two (2) windows; material & labor	\$1,215.00	\$40.45	03/06/18	03/12/18	03/15/18	
Install one (1) door.	\$2,000.00	\$64.00	03/06/18	03/14/18	03/16/18	
Install acrylic room	\$9,600.00	\$296.64	03/06/18	03/14/18	03/15/18	
Install one (1) impact sliding glass door.	\$4,262.00	\$131.86	03/07/18	03/15/18	03/16/18	
Demo interior of house. Remove all plaster off walls and ceiling.	\$10,000.00	\$309.00	03/07/18	03/14/18	03/15/18	
Roof on new addition	\$5,100.00	\$0.00	03/08/18			
Remove existing driveway & Replace w/ Pavers, Install paver walkway & Paver Patio	\$19,469.10	\$601.60		03/12/18	03/15/18	
Replace 2000A Busway w/ Conduit. Six(6) sets of 3 1/2 Conduit w/ Four(4) MCM + 250MCM (2010 AMPs)	\$94,600.00	\$2,923.14		03/12/18	03/15/18	
Install eight(8) impact windows w/ Turtle tint as per code	\$9,630.00	\$297.57	03/16/18	03/17/18	03/19/18	
Water Heater Change Out w/ Electric Hardwire & Switch	\$1,125.00	\$37.75	03/16/18	03/17/18	03/22/18	
Water Heater Hardwire w/ Switch	\$0.00	\$0.00		03/17/18	03/22/18	

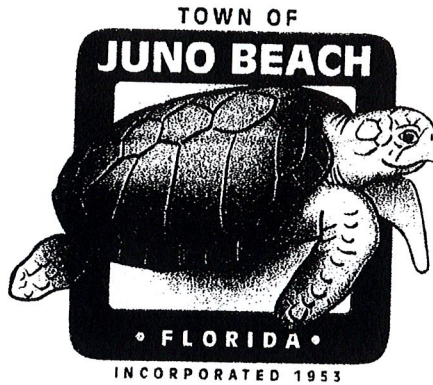
Job Description	Cost of Construction	Fees Paid	Date Sent for Review	Date Review Completed	Permit Issue Date	Permit Final Approved Date
Trash Bin Corral						
Install of Windows & block up existing opening	\$1,500.00	\$49.00	03/16/18			
Install of twelve(12) Impact Windows	\$10,329.02	\$319.17	03/16/18			
Remove Kitchen Cabinets, Bathroom Vanity, Closet & Wall	\$9,426.00	\$291.26	03/16/18	03/17/18	03/19/18	03/28/18
Replace Existing Gas Heater for Pool	\$600.00	\$170.00	03/16/18			
Install of a New Fence	\$4,575.00	\$141.37	03/16/18			
Alterations as per plan -Includes mechanical, plumbing and electrical.	\$500.00	\$34.00	03/16/18	03/15/18	03/16/18	
More Z vents as per plans.	\$100,000.00	\$2,575.00	03/08/18	03/09/18	03/19/18	
Plumbing as per plans	\$800.00	MP-11684	03/08/18	03/09/18	03/19/18	
Electric Contractors	\$0.00	MP-11684	03/08/18	03/09/18	03/19/18	
Replace Front Entry Doors Two(2)	\$8,826.00	\$272.72	03/19/18	04/06/18	04/09/18	
Door Install?	\$2,124.00	\$67.72	03/19/18	04/06/18	04/09/18	
Remove & Replace two(2) windows & one(1) door	\$6,608.00	\$204.19	03/19/18	04/06/18	04/09/18	
Replacement of front Entry doors two(2)	\$5,256.00	\$162.41	03/19/18	04/06/18	04/09/18	
Remove & Replace two(2) Windows	\$2,124.00	\$67.72	03/19/18	04/06/18	04/09/18	
Replace windows in guest bedroom w/ Hurricane proof product	\$3,276.00	\$102.28	03/19/18	04/06/18	04/09/18	
Replace one(1) door	\$4,484.00	\$138.56	03/19/18	04/06/18	04/09/18	
One(1) sliding glass door	\$8,100.00	\$250.29	03/19/18	04/06/18	04/09/18	
One(1) SH Window & one(1) sliding glass door	\$8,100.00	\$250.29	03/19/18	04/06/18	04/09/18	
Install of pavers around pool area	\$63,282.50	\$1,955.43	03/19/18			
Replace 3 ton package unit 8 kw heat	\$5,671.00	\$175.23	03/20/18	03/20/18	03/21/18	
Replacement of 1.5 ton system with 5 kw	\$3,620.00	\$112.60	03/20/18	03/22/18	03/24/18	
Gypsum wall board ceiling grid & replace carpet/pad for 1218 sq ft of laminate	\$8,142.00	\$251.59	03/20/18	03/20/18	03/21/18	
Building a new addition, fence, electrical re-wiring, new plumbing & A/C, new roof & driveway, New landscaping.	\$235,000.00	\$5,356.00	03/20/18	03/19/18	03/21/18	
Plumbing per plans. Sub to Master 11698-BLDG	\$0.00	\$0.00	03/20/18	03/19/18	03/21/18	
Electrical as per plans. Sub to Master 11698-BLDG	\$0.00	\$0.00	03/20/18	03/19/18	04/11/18	
A/C per plans. Sub to Master 11698-BLDG.	\$0.00	\$0.00	03/20/18	03/19/18	03/21/18	
Cobia Evac-electrical connection as per plans. Sub to Master 18PBS-11657-MECH - per contractor valuation included with Master.	\$10,465.15	\$0.00	03/22/18	03/22/18	03/24/18	
Electrical generator and transfer switch replacement.	\$47,274.00	\$1,460.77	03/23/18			
Electrical generator and transfer switch replacement.	\$0.00	\$0.00	03/23/18			
Electrical generator and transfer switch replacement	\$0.00	\$0.00	03/23/18			
Electrical generator and transfer switch replacement.	\$0.00	\$0.00	03/23/18			

Job Description	Cost of Construction	Fees Paid	Date Sent for Review	Date Review Completed	Permit Issue Date	Permit Final Approved Date
Install new 1" back flow preventer	\$600.00	\$34.00	03/23/18	04/05/18	04/06/18	
Install new gas line for water heater & two (2) existing stoves per plans.	\$1,600.00	\$48.00	03/23/18	04/05/18	04/06/18	
A/C change out.	\$2,400.00	\$76.00	03/23/18			
A/C change out	\$2,400.00	\$76.00	03/23/18			
A/C change out	\$2,400.00	\$76.00	03/23/18			
A/C change out	\$2,400.00	\$76.00	03/23/18			
Repairs to sundek as per attached plans	\$10,000.00	\$309.00	03/20/18	03/20/18	03/27/18	
Temporary electric to meter. Sub to Master 11698-BLDG	\$650.00	\$34.00	03/27/18			
Window replacement two (2) windows material & labor	\$1,215.00	\$40.45	03/27/18	04/05/18	04/06/18	
Replace five (5) electrical FPE 125 AMP breaker panel. Like for like w/ new 125 AMP GE Breaker panel.	\$3,500.00	\$109.00	03/28/18	04/09/18	04/11/18	
Exact change out of a/c system.	\$4,550.00	\$140.60	03/28/18			
Replacement of six (6) windows and one (1) entry door without altering any openings.	\$8,750.00	\$270.38	03/28/18	04/18/18	04/11/18	
Reframe existing roof for covered patio & entry. New metal roof.	\$90,000.00	\$2,781.00	04/02/18			
Install one (1) impact sliding glass door.	\$4,262.00	\$131.86	04/02/18			
Same for Same Change Out of 4TON System	\$6,191.00	\$191.30	04/04/18	04/09/18	04/11/18	
Replace existing 200 AMP service & challenger panels and misc. electrical as per plans.	\$5,000.00	\$154.50	04/03/18	04/09/18	04/09/18	
Complete interior & roof demo.	\$5,000.00	\$154.50	04/03/18	04/09/18	04/11/18	
Install one (1) impact sliding glass door.	\$5,000.00	\$154.50	04/05/18			
Install approx. 180' of 4' high pool code aluminum picket fencing around pool as pool barrier.	\$2,400.00	\$76.00	04/06/18			
Automatic door installation.	\$47,557.05	\$1,469.51		04/09/18	04/09/18	
Automatic door installation-electric.	\$0.00	\$0.00		04/09/18	04/09/18	
Extend the prior installed underground conduit for both gas & electric to the pool columns to plan for future fire bowls. This will require extension of 5-15 feet to the respective columns.	\$300.00	\$34.00	04/09/18			
Extend the prior installed underground conduit for both gas & electric to the pool columns to plan for future fire bowls. This will require extension of 5-15 feet to the respective columns.	\$0.00	\$0.00	04/09/18			
Remove dry wall due to mold.	\$13,050.00	\$403.25	04/09/18			
Repair a sewer line in back yard. Cut 15 feet under the concrete to make repair on 4" pipe.	\$5,214.28	\$161.12	04/09/18			



Job Description	Cost of Construction	Fees Paid	Date Sent for Review	Date Review Completed	Permit Issue Date	Permit Final Approved Date
Change out 150 AMP panel to a new 200 AMP meter can combo and a 200 AMP main lug panels with a manual transfer switch. Sub to Master 17PBS-11536-BLDG	\$2,380.00	\$75.40	04/10/18			
Changing out air handler and changing out condenser and connecting to existing duct work and refrigerant lines. Same for same.	\$8,860.00	\$273.77	04/10/18			

Item 8a3  
April 16, 2018



## TOWN OF JUNO BEACH

### FEE BOOKLET

Approved by Town Council: May 27, 2009  
Last Amended: March 30, 2016

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I. Building Permit Fees:

A. MINIMUM BUILDING & UPFRONT FEES:

<b>Minimum Permit Fee:</b>	\$75.00
<b>Upfront Fees:</b> (See Upfront Fee Sheet)	
DCA	1.50%
DPBR	1.50%
New or Replacement of: <i>Commercial, Multi-Family, or Duplexes</i>	\$3,000.00 + \$35.00 for each \$1,000 of cost or fraction thereof
New or Replacement of: <i>conventional single-family residences</i>	\$1,500.00 + \$30.00 for each \$1,000 of cost or fraction thereof

B. BUILDING PERMIT FEES:

BASE FEES

**Accessory structure additions, enclosures, garages, balconies, canopies, sheds & insulated roof panels over screen enclosures:**

Residential	\$75 + \$30.00 (each 100 SF or fraction thereof)
Commercial	\$75 + \$35.00 (each 100 SF or fraction thereof)

**Seal coat parking lot; re-stripping, asphalt, blacktop, resurfacing roadways:**

Residential	\$75 + \$30.00 (each \$1,000 cost or fraction thereof up to first \$100,000) & \$15.00 (each \$1,000 cost or fraction thereof beyond first \$100,000)
Commercial	\$75 + \$40.00 (each \$1,000 cost or fraction thereof)

**Interior remodels or additions (adding new floors / stories to existing):**

Residential	\$75 + \$30.00 (each \$1,000 cost or fraction thereof)
Commercial	\$75 + \$35.00 (each \$1,000 cost or fraction thereof)

**Antennas:**

Residential	\$75 + \$30.00 (each \$1,000 cost or fraction thereof)
Commercial	\$75 + \$30.00 (each \$1,000 cost or fraction thereof)

**Flatwork, concrete repairs, flat decks on grade & pavers:**

Residential	\$75 + \$35.00 (each 1,000 SF or fraction thereof)
Commercial	\$75 + \$45.00 (each 1,000 SF or fraction thereof)

**Fences & walls (all types):**

Residential	\$75 + \$35.00 (each 100 LF or fraction thereof)
Commercial	\$75 + \$45.00 (each 100 LF or fraction thereof)

**Tile & metal roofing (includes repairs, re-roofs & new roofs):**

Residential	\$75 + \$7.00 (each 100 SF or fraction thereof)
Commercial	\$75 + \$8.00 (each 100 SF or fraction thereof)

**Modified, built-up, shingle roofing (includes repairs, re-roofs & new roofs):**

Residential	\$75 + \$6.00 (each 100 SF or fraction thereof)
Commercial	\$75 + \$7.00 (each 100 SF or fraction thereof)

**Solar panels:**

Residential	\$75 + \$30.00 (each \$1,000 cost or fraction thereof)
Commercial	\$75 + \$45.00 (each \$1,000 cost or fraction thereof)

**Air condition stands, solar roofing & waterproofing on roofed areas:**

Residential	\$35.00 (each)
Commercial	\$45.00 (each)

**Swimming pools including three feet wide deck surround & resurfacing (plumbing and electrical excluded):**

Residential	\$300.00 (each)
Commercial	\$600.00 (each)

**Spa and hot tubs (up to 12' diameter - decks, plumbing & electrical excluded):**

Residential	\$100.00 (each)
Commercial	\$200.00 (each)

<b>Concrete Restorations</b>	\$75.00 + \$20.00 (per every \$1,000 of work or fraction thereof)
<b>Cisterns (non-portable):</b>	
Residential	\$250.00 (each)
Commercial	\$350.00 (each)
<b>Mobile home installation, tie downs, blocking, setbacks &amp; stairs:</b>	
Residential	\$300.00 (each)
Commercial	\$500.00 (each)
<b>Temporary construction / sales trailer annual fee (removal required before certificate of occupancy will be issued):</b>	
Residential	\$200.00 (each)
Commercial	\$250.00 (each)
<b>Tents (temporary only – 3 day maximum special events – additional tent \$25 each):</b>	
Residential	\$75.00 (each)
Commercial	\$100.00 (each)
<b>Tank (all types – both above &amp; below ground):</b>	
Residential	\$75 + \$9.00 (each 1,000 gallons of capacity)
Commercial	\$75 + \$10.00 (each 1,000 gallons of capacity)
<b>Moving building:</b>	
Residential	\$350.00 (each)
Commercial	\$600.00 (each)
<b>Demolition interior - non structural:</b>	
Residential	\$150.00 (flat)
Commercial	\$250.00 (per 50,000 SF area or increment)
<b>Demolition exterior or interior-structural:</b>	
Residential	\$250.00 (flat)
Commercial	\$250.00 or \$ 90.00 (each 1,000 SF or fraction thereof - whichever is greater)
<b>Accessory buildings &amp; vacant lot landscaping</b>	\$150.00 or \$ 80.00 (each 1,000 SF or fraction thereof - whichever is greater)

**Gutters, downspouts, French drains:**

Residential	\$75 + \$35.00 (each 100 LF or fraction thereof)
Commercial	\$75 + \$45.00 (each 100 LF or fraction thereof)

**Awnings or canopies:**

Residential	\$75 + \$35.00 (each 100 SF or fraction thereof)
Commercial	\$75 + \$45.00 (each 100 SF or fraction thereof)

**Hurricane shutters *(per each opening)*:**

Residential	\$20.00 (each)
Commercial	\$25.00 (each)

**Garage doors *(up to 3 openings)*:**

Residential	\$100.00 (flat)
Commercial	\$100.00 (flat)

**Wood lattice/screening including framing & material, hardi-plank & stucco *(no roofing allowed)*:**

Residential	\$75 + \$25.00 (each 100 SF or fraction thereof)
Commercial	\$75 + \$35.00 (each 100 SF or fraction thereof)

**Window removal & replacement:**

Residential	\$20.00 (each)
Commercial	\$25.00 (each)

**New signs:**

Residential	\$75 + \$25.00 (each 40 SF or fraction thereof)
Commercial	\$75 + \$35.00 (each 40 SF or fraction thereof)

**Political signs:** *(Please see Section 34-1054(h) of the Town of Juno Beach Code of Ordinances)***Seawalls:**

Residential	\$75 + \$35.00 (each 50 LF or fraction thereof)
Commercial	\$75 + \$50.00 (each 50 LF or fraction thereof)



<b>Docks - (Juno Beach Pier commercial):</b>	
Residential	\$75 + \$35.00 (each 10 SF or fraction thereof)
Commercial	\$75 + \$50.00 (each 10 SF or fraction thereof)
<b>Dock piling (wood piling &amp; concrete - Juno Beach Pier commercial):</b>	
Residential	\$25.00 (each)
Commercial	\$35.00 (each)
<b>Boat davit:</b>	
Residential	\$45.00 (each)
Commercial	\$60.00 (each)
<b>Boat lift:</b>	
Residential	\$100.00 (each)
Commercial	\$200.00 (each)
<b>Retaining and rip rap walls:</b>	
Residential	\$75 + \$60.00 (each 100 LF or fraction thereof)
Commercial	\$75 + \$80.00 (each 100 LF or fraction thereof)
<b>Land filling:</b>	
Residential	\$35.00 (each 100 cubic yards or fraction thereof)
Commercial	\$60.00 (each 100 cubic yards or fraction thereof)
<b>Land clearing (invasive exotics):</b>	<i>Reference Zoning Code</i>
<b>Fire suppression, sprinkler, or Standpipes</b>	0.4% of total job cost
<b>Stand pipe</b>	\$75.00
<b>Supply connection</b>	\$55.00
<b>C. ELECTRICAL PERMIT FEES:</b>	
<b>Minimum Base Permit Fee:</b>	\$75.00
<b>Site work:</b>	
Residential	\$75 + \$50.00 (each \$1,000 or fraction thereof)

Commercial	\$75 + \$60.00 (each \$1,000 or fraction thereof)
<b>Outlets, receptacles, switches, lighting, telephones, computer, TV, etc:</b>	
Residential	\$75 + \$11.00 (each 100 SF or fraction thereof)
Commercial	\$75 + \$12.00 (each 100 SF or fraction thereof)
<b>Each appliance outlet including ceiling fans:</b>	
Residential	\$11.00 (each)
Commercial	\$12.00 (each)
<b>Each exterior light-exclusive of sign lighting:</b>	
Residential	\$10.00 (each)
Commercial	\$15.00 (each)
<b>Temporary electrical service:</b>	
Residential	\$100.00 (each)
Commercial	\$200.00 (each)
<b>Single phase service (0-300 amps):</b>	
Residential	\$80.00 (each)
Commercial	\$100.00 (each)
<b>Single phase service (over 300 amps to 400 amps):</b>	
Residential	\$95.00 (each)
Commercial	\$110.00 (each)
<b>Single phase service (over 400 amps to 600 amps):</b>	
Residential	\$120.00 (each)
Commercial	\$135.00 (each)
<b>Single phase service (over 600 amps):</b>	
Residential	\$300.00 (each)
Commercial	\$400.00 (each)
<b>Three phase service (0 to 300 amps):</b>	
Residential	\$95.00 (each)
Commercial	\$135.00 (each)
<b>Three phase service (over 300 amps to 400 amps):</b>	
Residential	\$110.00 (each)
Commercial	\$150.00 (each)

**Three phase service (over 400 amps to 600 amps):**

Residential	\$160.00 (each)
Commercial	\$195.00 (each)

**Three phase service (over 600 amps):**

Residential	\$250.00 (each)
Commercial	\$350.00 (each)

**\*\*Note: Sub-feeds to be charged by amps at the same rate as services**

**Each motor throughout the project (0 to 10 hp):**

Residential	\$60.00 (each)
Commercial	\$75.00 (each)

**Each motor (over 10 to 25 hp):**

Residential	\$125.00 (each)
Commercial	\$145.00 (each)

**Each motor (over 25 hp):**

Residential	\$165.00 (each)
Commercial	\$180.00 (each)

**Generators, transformers & transfer switches (0 to 25 kw):**

Residential	\$60.00 (each)
Commercial	\$75.00 (each)

**Generators, transformers & transfer switches (over 25 kw to 50 kw):**

Residential	\$120.00 (each)
Commercial	\$180.00 (each)

**Generators, transformers & transfer switches (over 50 kw):**

Residential	\$160.00 (each)
Commercial	\$180.00 (each)

**X-ray machines:** \$500.00 (each)

**Welding machines:** \$300.00 (each)

**Air conditioner, window or wall unit if new service is needed:**

Residential	\$70.00 (each)
Commercial	\$95.00 (each)

**Central systems (up to 20 tons):**

Residential	\$75.00 (each)
Commercial	\$85.00 (each)

<b>Central systems (over 20 tons):</b>	
Residential	\$85.00 (each)
Commercial	\$120.00 (each)
<b>Refrigeration system (up to 20 tons):</b>	
Residential	\$95.00 (each)
Commercial	\$95.00 (each)
<b>Refrigeration system (over 20 tons):</b>	
Residential	\$5.00 (per ton)
Commercial	\$5.00 (per ton)
<b>Heat pump, Heat Strips:</b>	\$75.00 (each)
<b>Elevators:</b>	\$200.00 (each)
<b>Dumbwaiters, chairlifts:</b>	\$200.00 (each)
<b>Signage first connection:</b>	\$75.00 (flat)
<b>Signage each additional sign connection:</b>	\$30.00 (each)
<b>Plug mold and track lighting:</b>	
Residential	\$75 + \$60.00 (each 100 LF or fraction thereof)
Commercial	\$75 + \$85.00 (each 100 LF or fraction thereof)
<b>Low voltage alarm system:</b>	
Residential	\$100.00 (flat)
Commercial	\$75 + \$35.00 (each \$1,000.00 or fraction thereof)
<b>Swimming pools, spas &amp; hot tubs (lights, pump, bonding, grounding and timer):</b>	
Residential	\$200.00 (each)
Commercial	\$300.00 (each)
<b>Miscellaneous electrical work:</b>	
Residential	\$75 + \$30.00 (each \$1,000 or fraction thereof)
Commercial	\$75 + \$45.00 (each \$1,000 or fraction thereof)
<b>**Commercial vent hoods (price per motors)</b>	

<b>D. MECHANICAL PERMIT FEES:</b>	
Minimum base permit fee:	\$75.00
<b>AC Systems &amp; Refrigeration (<i>excluding window</i>) per system:</b>	
<b>0-2 tons:</b>	
Residential & Commercial	\$55.00
<b>2-5 tons:</b>	
Residential & Commercial	\$70.00
<b>5-10 tons:</b>	
Residential & Commercial	\$85.00
<b>10-25 tons:</b>	
Residential & Commercial	\$100.00
<b>25-50 tons:</b>	
Residential & Commercial	\$130.00
<b>50-100 tons:</b>	
Residential & Commercial	\$210.00
<b>Over 100 tons:</b>	
Residential & Commercial	\$320.00
<b>Duct work per drop (<i>including return air plenums</i>) &amp; exhaust ducts:</b>	
Residential	\$10.00 (each)
Commercial	\$12.00 (each)
<b>Vent hoods:</b>	
Residential	\$50.00 (each)
Commercial	\$100.00 (each)
<b>Heat pumps or heat strips:</b>	
Residential	\$50.00 (each)
Commercial	\$70.00 (each)
<b>Miscellaneous mechanical work:</b>	
Residential	\$75 + \$35.00 (each \$1,000 or fraction thereof)
Commercial	\$75 + \$70.00 (each \$1,000 or fraction thereof)

**Pool heaters:**

Residential	\$75 + \$30.00 (each \$1,000 or fraction thereof)
Commercial	\$75 + \$35.00 (each \$1,000 or fraction thereof)

**Gas equipment & piping:**

Residential	\$45.00 (each)
Commercial	\$60.00 (each)

**Mechanical elevators (*up to two floors*), dumbwaiters, moving sidewalks, escalators:**

Residential / Commercial	\$150.00 (each)
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**Mechanical elevators (*over two floors*):**

Residential / Commercial ( <i>Additional</i> )	\$75.00 (per floor)
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**E. PLUMBING PERMIT FEES:**

Minimum Base Permit Fee:	\$75.00
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**Roughed in & set fixtures:**

Residential	\$25.00 (each)
Commercial	\$35.00 (each)

**Sewer/drainage (*building interior lines and connection*):**

Residential	\$70.00 (each)
Commercial	\$80.00 (each)

**Outside sanitary & storm lines (*site work*):**

Residential	\$75 + \$70.00 (each \$1,000 or fraction thereof)
Commercial	\$75 + \$90.00 (each \$1,000 or fraction thereof)

**Manholes:**

Residential	\$70.00 (each)
Commercial	\$70.00 (each)

**Floor or Roof Drain:**

Residential	\$10.00 (each)
Commercial	\$10.00 (each)

**Connection to supply system:**

Residential	\$35.00 (each)
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Commercial	\$55.00 (each)
<b>Connection to any appliance or fixture</b> <i>(not covered by fixture roughed in &amp; set):</i>	
Residential	\$35.00 (each)
Commercial	\$45.00 (each)

**Irrigation Systems** *(Residential & Commercial)*      *Reference Zoning Code*

**Water main, distribution line, backflow system:**

Residential	\$75 + \$30.00 (each \$1,000 or fraction thereof)
Commercial	\$75 + \$40.00 (each \$1,000 or fraction thereof)

**Swimming pools, spas, hot tubs:**

Residential	\$75.00 (each)
Commercial	\$200.00 (each)

**Solar water heater / new complete installation:**

Residential	\$75.00 (each)
Commercial	\$85.00 (each)

**Jobsite Temporary Toilet** *(valid for length of job):*

Residential	\$75.00 (each)
Commercial	\$85.00 (each)

**Miscellaneous plumbing not covered:**

Residential	\$75 + \$30.00 (each \$1,000 or fraction thereof)
Commercial	\$75 + \$45.00 (each \$1,000 or fraction thereof)

**F. ADDITIONAL SERVICE FEES:**

**After the Fact Permit:**      Four (4) times the permit fee

**Review without applying for a permit:**

First Review	\$250.00 plus \$20.00 per page
Second Review & all thereafter, to be charged upon each re-submittal	\$100.00 plus \$10.00 per page

**Specialty Plan Review** *(shall apply for after-hour plan reviews on: weekends, holidays & other times, which are not considered to be within the typical business day):*

- a) \$75.00 per hour rounded up to the next hour
- b) \$150.00 minimum



<b>Resubmittal Fee</b> <i>(one resubmittal review):</i>	Free
<b>Second Resubmittal Review:</b>	\$50.00
<b>Third resubmittal &amp; all thereafter:</b>	Four (4) times plan review fee <i>(calculated by 1/3 of the primary permit fee)</i>

**Revision** *(per revision to either Residential or Commercial plans):*  
\$75.00 base plus \$15.00 additional per plan sheet or attachment after each.

**Transfer building permit** *(same owner new location):* \$100.00

**Change of contractor** *(from same location from one contractor or "To be announced" to another):* \$50.00

**Replacement cost:**  
Permitted Plans \$35.00 plus printing cost

**Re-inspections** *(for all trades, if the violation requires an additional inspection or the job is not ready for inspection):*

<b>1st Re-Inspection:</b>	\$50.00
<b>2nd Re-Inspection (Same type):</b>	\$50.00 + \$50.00 Penalty Fee
<b>3rd Re-inspection (Same type):</b>	\$50.00 + \$100.00 Penalty Fee
<b>4th Re-Inspection (Same type and all thereafter):</b>	\$50.00 + \$200.00 Penalty Fee

**After hours, weekends or holiday inspections** *(upon 3 days in written advanced & payment of fees upon request. Time includes 1 hour travel time for inspector):*

**Weekdays:** \$75.00 per hour *(2 hour minimum)*

**Weekends:** \$75.00 per hour *(4 hour minimum)*

**Holidays:** \$75.00 per hour *(4 hour minimum)*

**Renewal or extension of permit:**

Master permit :	\$75.00
Sub -permits (only when attached to a master):	\$50.00

**Administrative appeal:** \$250.00

**Contractor registration fee:**

Non-State Certified Contractors	\$2.00
State Certified Contractors	Free

**Refunds** - only calculated upon the base permit fee for work that has **not started**. Specialty fees incurred on permits such as: re-submittal fees, revision fees, change of contractor, over-time reviews, etc. *(are NOT REFUNDABLE)*:

20% over \$100.00 of the base permit fee

<b>Temporary obstruction:</b>	\$35.00
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<b>Trimming native vegetation on the dune:</b>	\$100.00
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II. **Business Taxes:**

These fees are determined by the Town Council pursuant to Ordinance and can be found in Chapter 28 of the Town of Juno Beach Code of Ordinances.

III. Miscellaneous Fees:

A. **ADMINISTRATIVE FEES:**

Certified Copies:	\$1.00 per page
Subdivision Regulations:	\$10.00 per copy
Zoning Book:	\$50.00 per copy
Comprehensive Development Plan:	\$10.00 per copy
Support Documentation for Comprehensive	
Development Plan:	\$25.00 per copy
Building Plans:	\$7.50 plus the cost of reproduction
Maps (11x17):	\$5.00 per map
Maps (24x36):	\$15.00 per map
Video Reproduction:	\$0.50 (per disc)
Audio/Document Reproduction	\$0.60 (per disc)
Microfilm or Microfiche Copies:	\$2.50 per copy
Title/Lien Search Fee:	\$25.00
Miscellaneous Copies:	.15 cents per page
Return check charge:	\$30.00 or actual amount charged by bank ( <i>whichever is greater</i> )
Local Fax:	Free
Long Distance Fax:	Free
Notary Service (Resident):	Free
Notary Service (Non-Resident):	\$5.00
Extensive use of information technology resources Or labor cost of personnel (billed on quarter hour increments):	\$35.00 per hour
Beach Storage of Watercraft:	\$20.00

B. **POLICE FEES:**

Parking Citations (other than Parking in Space Reserved for Physically Disabled):	\$25.00
Parking in Space Reserved for Physically Disabled:	\$250.00
Late Penalty:	\$25.00
Police Reports (1-10 pages):	Free
Police Reports (10+ pages):	.15 cents per page

VIN Verifications:	Free
Fingerprinting (In-Town Applicant):	\$5.00
Fingerprinting (Out of Town Applicant):	\$15.00
Beach Fire Permit (Residents)	\$50.00
Beach Fire Permit (Non-Residents)	\$300.00
Beach Fire Deposit (Residents and Non-Residents)	\$100.00
Refundable if all permit conditions are met	

**C. TOWN CENTER RENTAL FEES:**  
(Subject to the Application Process)

Non-Food Events – Residents and Employees	No Charge
Non-Food Events – Corporations/Organizations/ Non-Residents:	\$500.00 per day
Food Events – Residents and Employees	\$500.00 per day
Food Events – Corporations/Organizations/ Non-Residents:	\$1,000.00 per day
Reservation Deposit:	\$50.00
Security Deposit for Non-Food Event– Cash:	\$500.00 per day
Security Deposit for Food Events – Cash	\$1,000.00
Refundable after use at the discretion of the Town Manager	
Juno Beach Town Employee:	Current rate with a 3 hour minimum
Cleaning Service Fee:	Current rate
Condominium/Homeowners Association meetings:	No Charge

**D. SPECIAL EVENTS:**

On-Site Special Events

Event type:

Resident block party	Free
Local Business Limited Area Events	\$50.00

- Local Business Limited Area events shall only be issued to local businesses based on criteria specified in Chapter 34; Article IV, Division 9, Town of Juno Beach Code of Ordinances.

Off-Site Special Events:

<u>Event Type</u>	<u>Application Fee</u>	<u>Permit Fee</u>	<u>Security Deposit</u>	<u>Deadline Late Fee</u>
Low-Impact (25 to 999 attendees)	\$100	\$100	\$500	\$200
Medium-Impact (1000-4999 attendees)	\$200	\$500/day	\$1,000	\$400
High-Impact (5000+ attendees)	\$300	\$1,000/day	\$5,000	\$600

\*Fees will be determined by the Town Council for off-site events lasting 4 or more consecutive days

- Applications are required to be submitted in accordance with the deadlines established in the application for off-site special events and are subject to all conditions set forth therein.
- Deposits must be issued by a separate check and all checks must be made payable to the Town of Juno Beach.
- Applications with 0-24 attendees are administratively approved.

IV. Planning and Zoning Fees:

<b>Comprehensive Plan Amendment</b> (Change to the Future Land Use Map or Text):	\$2,750.00
<b>Zoning Code Text Amendment or Map Change</b> (Rezoning):	\$1,600.00
<b>Site Plan Review</b> for a single-family residential dwelling unit:	\$75.00
<b>Site Plan Review</b> for a two-family residential dwelling unit:	\$750.00
<b>Site Plan Revision</b> for a two-family residential dwelling unit:	\$250.00
<b>Site Plan Review or Major Amendment</b> for 3 to 99 residential units:	\$1,500.00
<b>Minor Amendment:</b>	\$500.00
<b>Minor Amendment which requires Engineering or Utility Plan review:</b>	\$1,000.00
<b>Site Plan Review or Major Amendment</b> for 100 residential units or more:	\$2,300.00
<b>Minor Amendment:</b>	\$500.00
<b>Minor Amendment which requires Engineering or Utility Plan review:</b>	\$1,000.00
<b>Site Plan Review or Major Amendment</b> for all non-residential sites:	\$2,000.00
<b>Minor Amendment:</b>	\$500.00
<b>Minor Amendment which requires Engineering or Utility Plan review:</b>	\$1,000.00
<b>Official Adoption of a Master Plan</b> for a Planned Unit Development:	\$2,800.00

<b>Amendment in the plan or conditions of a Planned Unit Development:</b>	
Major Amendment:	\$1,850.00
Minor Amendment:	\$1,300.00
<b>Development of Regional Impact (DRI):</b>	<b>\$5,000.00</b>
<b>Amendment to Development of Regional Impact:</b>	
Substantial Deviation (as defined in Chapter 380.06, Florida Statutes):	\$2,500.00
Any changes other than Substantial Deviation:	\$1,500.00
<b>Application for Special Exception Use:</b>	<b>\$1,500.00</b>
<b>Application for Accessory Use:</b>	<b>\$250.00</b>
<b>Application for Hearing in front of "Zoning Board of Adjustment and Appeals" (Variance or administrative decision):</b>	<b>\$500.00</b>
<b>Subdivision and Platting or revision:</b>	
Base Fee:	\$1,500 (plus fees paid by the Town)
Per Parcel Fee:	\$45.00
<b>Abandonment of any street, road, alleyway or easement:</b>	<b>\$1,000.00</b>
<b>Voluntary Annexation:</b>	<b>Free</b>
No fee is charged for a rezoning or Comprehensive Plan amendment associated with a voluntary annexation.	
<b>Adequate Facilities Determination:</b>	<b>\$200.00</b>
<b>Initial Application for Sidewalk Café Fee</b>	<b>\$100.00</b>
<b>Annual Permit Sidewalk Café Fee</b>	<b>\$250.00</b>
<b>Initial Application for Doggie Dining Fee</b>	<b>\$100.00</b>
<b>Annual Permit Doggie Dining</b>	<b>\$500.00</b>



<b>Zoning Determination Letter Request</b>	\$45.00 (plus staff time after 1 <sup>st</sup> hour)
<b>Surety Deposit Projects Less than 1 Acre</b>	\$1,000.00
<b>Surety Deposit Projects Greater than 1 Acre</b>	\$2,000.00

**Note:** All applications for site plan and appearance review approval, including single-family homes, are subject to the Town's Professional Reimbursement Cost Policy as adopted by Ordinance Nos. 615 and 657. This Policy requires the applicant to reimburse the Town for professional fees and costs, such as legal fees and engineering fees, incurred by the Town during the review process.

V. Sewer Connection Fees:

These fees are determined by the Town Council pursuant to Ordinance and can be found in Chapter 32, Section 42 of the Town of Juno Beach Code of Ordinances.

VI. Water Capital Improvement Charges:

These fees are determined by the Town Council pursuant to Ordinance and can be found in Chapter 32, Section 42 of the Town of Juno Beach Code of Ordinances.