

Development Application System

Description

The Development Application System Fund was established to account for and collect charges incurred in the review and approval of development applications. More specifically, Article IV-102 of the Land Development Code states that the City shall establish a schedule of fees and charges for matters pertaining to development review. It is the intent of these regulations that the City shall not be required to bear any part of the costs of development review, and that the fees and established charges represent the actual costs involved in the processing of petitions for development approval. The City has determined that the most practical and consistently accurate method of defraying the costs of development review functions is through a schedule of fees based upon the type of development.

Beginning Fund Balance \$352,021

Revenue Summary

Title	Continuation	Issues	Total
Interest	1,000	0	1,000
Other Miscellaneous Revenues	215,000	0	215,000
Intragovernmental Services	0	0	0
Totals	\$216,000	\$0	\$216,000

Department Expenditure Summary

Title	Continuation	Issues	Total
Development Application System	370,600	70,564	441,164
Totals	\$370,600	\$70,564	\$441,164

Ending Fund Balance 126,857

CITY OF SARASOTA, FLORIDA
DEVELOPMENT APPLICATION SYSTEM
Fund 085

	Actual 2012-13	Budget 2013-14	Amended Budget 2013-14	Estimated 2013-14	Budget 2014-15
Available Fund Balance	\$ 491,510	\$ 359,253	\$ 485,799	\$ 485,799	\$ 352,021
<u>Revenues</u>					
Petitioner Fees	301,674	215,000	215,000	215,000	215,000
Engineering Services	81,278	-	-	38,400	-
Interest income	785	1,000	1,000	1,000	1,000
Total	383,737	216,000	216,000	254,400	216,000
Estimated Funds Available	875,247	575,253	701,799	740,199	568,021
<u>Expenditures</u>					
Operating costs	165,448	146,600	164,178	164,178	217,164
Transfers	224,000	224,000	224,000	224,000	224,000
Total	389,448	370,600	388,178	388,178	441,164
Projected Ending Balance	\$ 485,799	\$ 204,653	\$ 313,621	\$ 352,021	\$ 126,857

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Comp Plan Revisions for Form Based Code

This issue is to provide feedback on potential costs/budget issues associated with the Strategic Plan for 2015. One of the objectives which carries over from 2014 will be "Revise the Comprehensive Plan (Sarasota City Plan 2030)" which is related to work being carried out by the Urban Design Studio (UDS). Although only in the draft stage there may be substantial changes proposed that will have financial impacts in processing the revisions. If we follow the policy that the City Commission set for the two most recent large scale rezoning and FLUM amendments, we would mail a notice to all property owners and the site address when there is a different property owner address. This policy was instituted based on comments made by members of the Tahiti Park Neighborhood Association regarding the 2008 update to the comprehensive plan who stated they were not aware of changes being made at the time and in order to ensure that more persons are made aware of the amendments taking place.

Although individual mailing has been used in the past, Florida Statutes provides that public notice may be given via a newspaper advertisement, rather than individually mailed notices, if the subject area is 10 acres or greater in size and the area is contiguous.

It should be noted that the UDS has been meeting with community groups throughout the drafting of a revised Form-based Code process and has been providing great amounts of information to the community and receiving input. The City can also utilize other means to "get the word out" about the upcoming changes to the Sarasota City Plan (2030) and Zoning Code, such as our social media accounts, links on our website, and notices placed in utility bills (we would still need to account for duplicating costs associated with utility bill notices).

There are approximately 17,741 parcels in the City according to the GIS. If we were to notify each owner per public hearing by mail, the cost for advertising and supplies is estimated at \$13,264. This estimate is based on the number of copies @ \$0.09, number of envelopes @ \$0.10 and number of mailings @0.49. If we were to also send notices to the site address when there is a difference with the property owner's address, it is estimated that an additional 25% to 33% of mailings may be necessary.

Additionally, there is a minimum of 3 public hearings required per the Florida Statutes. A 4th public hearing may be required if necessary per the City's comprehensive plan amendment guidelines (this would be a 2nd Planning Board public hearing if significant revisions are required after State review).

$\$17,641 \times 3 \text{ hearings} = \$52,923$
 $\$17,641 \times 4 \text{ hearings} = \$70,564$

If the City Commission decides to publish a notice in the newspaper for each public hearing and use our other electronic notification tools, rather than sending individual mailings, the cost estimate is \$3,600 to \$4,800 (at \$1,200 per hearing).

Also note that this budget issue is directed at the comprehensive plan amendment process. An additional set of at least 3 public hearings will be required to rezone properties. Therefore the total cost could increase by another \$52,923 if that were accomplished separately from the comprehensive plan amendment. The rezoning of property could occur simultaneously with the comprehensive plan amendment and the mailed notices could include information about both the comprehensive plan and rezone amendments, which could eliminate the need for the \$52,993 in costs.

Additionally, this total cost could be spread out over the next two fiscal years if less than 100% of the City is amended/rezoned in the first year.

If the City Commission prefers that individual mailings be sent to all property owner and site addresses, staff recommends that funds from the Development Application System fund (085) be used to cover these expenses.

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Cost of Issue

Personal	0
Operating	70,564
Capital	0
Transfers	0
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Total	\$70,564
Net Cost of Issue	\$70,564