

RESOLUTION NO. 24-03

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF HOLMES BEACH, FLORIDA, AMENDING THE MASTER FEE SCHEDULE ATTACHED AND INCORPORATED INTO THIS RESOLUTION BY WAY OF EXHIBIT; PROVIDING FOR A REPEAL OF ALL PREVIOUS FEE RESOLUTIONS NOT OTHERWISE INCORPORATED; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2, of the Florida Constitution and Section 166.021(1), Florida Statutes, provide that a municipality may exercise any power for municipal purposes, except when expressly prohibited by law.

WHEREAS, the City Commission of the City of Holmes Beach, Florida, desires to amend its Master Fee Schedule due to the increase in certain fees for certain activities within the City, or services provided by the City; and

WHEREAS, the City Commission of Holmes Beach wishes to adopt the amended Master Fee Schedule hereto as “Exhibit A”; and

WHEREAS, the City Commission finds the attached fee schedule to be fair and reasonable; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLMES BEACH, FLORIDA, AS FOLLOWS:

Section 1. The above-stated recitals are true and correct and are incorporated herein by reference.

Section 2. The City Commission hereby adopts the amended Master Fee Schedule which is attached as attached Exhibit “A” and incorporated herein.

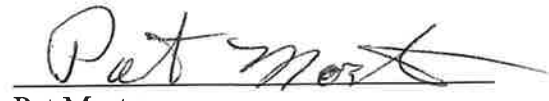
Section 3. All resolutions or parts of resolutions which have established fee schedules that conflict those contained in Exhibit A are hereby repealed.

Section 4. This Resolution shall be effective upon adoption by the City Commission and approval by the Mayor in accordance with the Charter of the City of Holmes Beach.

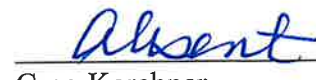
PASSED AND ADOPTED, WITH A QUORUM PRESENT AND VOTING THIS 28th
day of may, 2024, by the City Commission of the City of Holmes Beach, Florida.


Terry Schaefer

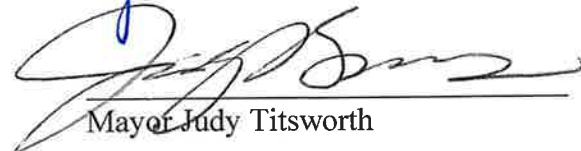

Carol Soustek


Pat Morton


Dan Diggins


Greg Kerchner

APPROVED BY ME THIS 28th DAY OF may, 2024.


Mayor Judy Titsworth

ATTEST:


City Clerk, Stacey Johnston, MMC



CITY OF HOLMES BEACH MASTER FEE SCHEDULE

BUILDING DEPARTMENT		
TYPE	APPLICATION FEE	PERMIT FEE
New Structure	\$900.00	\$20.00 per \$1000.00
Remodels/Renovations/Alterations/Additions (Includes windows, doors, shutters, soffit/siding, etc.)	\$75.00	\$20.00 per \$1000.00
NOTE: A flat fee of \$50.00 per trade will be charged for new and altered structures requiring a permit for all of the following trades: gas, plumbing, mechanical, electrical, roofing, etc.	\$50.00	Each
Spas and Pools (includes required pool barriers)	\$75.00	\$20.00 per \$1000.00
Ground water discharge from excavation, pools, and other dewatering projects using the Right-of-Way or stormwater system (for holding of ground water discharge)	\$250.00	Each
Fences - Property line screening other than that required for a swimming pool	\$75.00	\$20.00 per \$1000.00
Driveways and walkways on private property	\$75.00	\$20.00 per \$1000.00
Driveways aprons (within Right-of-Way)	\$100.00	Each
Curb Cuts for sidewalks or driveways	\$100.00	Each
All trade-related permits (roofing, electrical, plumbing, mechanical, gas, etc.)	\$75.00	\$20.00 per \$1000.00
Sheds, canopies, etc.	\$75.00	\$20.00 per \$1000.00
Other structural not associated with a building such as rip rap/retaining walls and pads, seawalls, signs, etc.	\$75.00	\$20.00 per \$1000.00
Marine - Docks, decks, and boat lifts	\$75.00	\$20.00 per \$1000.00
Demolition - Structure or interior	\$75.00	\$20.00 per \$1000.00
Elevator/lift (with structural modifications)	\$75.00	\$20.00 per \$1000.00
Miscellaneous and Permits < \$1,000.00	\$45.00	Flat Rate Each
All permit plan reviews will incur a 15% review fee, based on total permit costs associated with Florida Building Code Compliance.		

Exhibit A

MISCELLANEOUS ADMINISTRATIVE FEES		
TYPE	APPLICATION FEE	PERMIT FEE
Temporary Certificate of Occupancy	\$100.00	Per Unit
Certificate of Occupancy	\$100.00	Each
Certificate of Completion	\$50.00	Per Unit
Stop Work Order	1st issuance: \$500.00 2nd issuance: \$1000.00 (w/in 12 months of 1 st issuance, not job site specific) 3rd issuance: \$2000.00 (w/in 12 months of 1 st issuance, not job site specific)	
Written staff interpretations/assessments	\$100.00	Each
Appeal of staff decisions to P&Z or Commission or Special Magistrate	\$1500.00	
Scheduled meeting with building official requiring attendance by attorney or professional consultants	\$500.00 deposit, with actual cost based on the hourly rates of the consultants in attendance at a meeting or whose opinion is sought by telephone or other media	
Building and planning administrative searches	No charge	\$75.00 non-refundable fee, plus \$30.00 an hour for staff time spent beyond the initial hour
Address change		\$100.00
Annual contract registration		\$80.00
Transfer of permit		\$200.00
Boat Slip Licensing Fee (T-End Canals between 72 nd and 77 th)		\$600.00/ year
Boat Slip Licensing Fee (City-owned docks in all other locations)		\$425.00/ year

MISCELLANEOUS FEES		
TYPE	APPLICATION FEE	PERMIT FEE
Flood code compliance inspection	\$100.00	Each
Flood elevation written determination	\$75.00	Each

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FEMA 50% cost analysis plan review fee (non-contested)	\$75.00	Each
FEMA 50% cost analysis plan review fee (contested)	\$150.00	Each
Floodplain review (new construction)	\$200.00	Each
Renewing or extending a permit - 30% of original permit	Minimum \$75.00/Maximum \$400.00	Each
Review of revisions to permitted plans (each review - \$100.00 Minimum + per hour charge)	\$100.00 minimum	Per hour
Transfer or release of general contractor from permit	\$200.00	Each
Courtesy inspection w/written report	\$100.00	Each
Re-inspection fee (including failed inspections)	\$75.00	Each
Transit permit fee (per s. 14-243)	\$2,200.00	Each
House moving permit fee (per 14-263)	\$2,200.00	Each

PLANNING, ZONING, AND LAND USE FEES		
TYPE	APPLICATION FEE	PERMIT/ OTHER FEE
Planning or Building Official pre-application visit	No charge	First ½ hour
Planning or Building Official consultation	\$150.00	Per hour
Planning review of Land Development Code compliance	\$100.00	Each
Site Plan review - Major Development - original application	\$3000.00	Each
Site Plan review - Major Development - amendments	\$1500.00	Each
Site Plan review - Minor Development	\$1500.00	Each
Zoning or Final Site Plan compliance inspection	\$150.00	Each
Application for variance	\$750.00	Each
Comprehensive plan amendment petitions	Small scale (map amendment) - \$6,000.00 All others - \$12,000.00	
Rezoning petitions	\$4500.00	Each
Applications for vacations and easements	\$3750.00	Each
Letter of No Objection per FDEP CCCL	\$250.00	
Special exception permit (telecommunication towers and special exception use antennas)	No charge	\$1500.00
Special exception permit (includes expansion or change of nonconforming uses or structures)	No charge	\$1500.00
Antennas (permitted use)	No charge	\$20.00 per \$1,000.00
Telecommunications facility annual report fee	No charge	\$750.00

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Land development code amendment petitions	\$4,500.00	Each
Other petitions or applications requiring a public hearing before the City Commission or Development Special Magistrate	\$750.00	Each
Scheduled meeting with Building Official or Planning Staff requiring attendance by attorney or professional consultants		\$500.00 deposit, with actual cost based on the hourly rates of the consultants in attendance at a meeting where an opinion is sought by telephone or other media

MISCELLANEOUS ZONING PERMITS		
TYPE	APPLICATION FEE	PERMIT FEE
Signs	\$75.00	\$20.00 per \$1000.00
Application for temporary use permit (includes weddings/events on public beach or land)	No charge	\$75.00
Alcohol license review	No charge	\$100.00
Tree/shrubbery removal	\$50.00 No separate fee charged when reviewed in conjunction with other applications no fee charged for removal of exotics, as defined in the City of Holmes Beach Land Development Code	
Earthmoving	General Earthmoving - \$750.00 After-the-Fact Earthmoving - \$2250.00 Tree & Shrubbery Removal - \$0.00 Earthmoving Exemption - \$0.00	
Storm water review w/required inspections	\$500.00	Plus permit fees

Exhibit A

Preliminary subdivision plat	No charge	\$750.00, plus \$50.00 per lot shown on plat
Final subdivision plat	No charge	\$300.00, plus \$50.00 per lot shown on plat

VACATION RENTAL CERTIFICATE FEES	
TYPE	FEE
Initial Application (includes inspections)	\$545.00
Renewal Application Fee (every two years)	\$545.00
First Re-inspection Fee	\$ 50.00
Second Re-inspection Fee	\$ 75.00
Change of Authorized Agent Fee	\$ 50.00

BUSINESS TAXES	
	FEE (2024)
Automobiles:	
Dealer, new cars: sales and repair	\$147.75
Dealer, used cars: sales and repair	\$110.82
Taxi, limousines (first six cars)	\$73.87
Shuttle Service Vehicles (each)	\$73.87
Garage and Filling Station, including repair, sale of gas, oil, tires, accessories, and parts	\$147.75
Car Wash, Vehicle Detailing	\$110.82
Rentals: Golf Carts, Low Speed Vehicles	\$147.75
Barbershops and Beauty Parlors:	
Up to three chairs	\$81.24
Each additional chair	\$2.96
Boat Dealers and Boat Yards:	
Dealer, new or used boats, including sale of marine supplies (marine supplies only, see merchant, retail)	\$110.82
Boat yard and marina, including dry dock or marine ways for care, repair, or construction, storage	\$147.75
Charter, Rental, Sightseeing boat (per boat) – passenger capacity as follows:	
1-6 passengers	\$73.87
7-21 passengers	\$110.82
22+ passengers	\$147.75
Jet ski or similar rental (each)	\$73.87
Coin-operated device (each)	\$22.16

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Contractors, general and subcontractors	\$110.82
Financial Institutions, commercial banks, savings and loans, credit unions, and mortgage companies	\$147.75
Home Occupations	\$73.87
Indoor/Outdoor Recreation: including but not limited to Amusement Center/arcade (does not include coin operated devices), athletic club/fitness center, billiards and pool establishments, bookstore/music store, bowling centers dance companies, school, golf course/driving range, martial arts studio, miniature golf, simulation golf, sports teams and clubs, theaters, or similar businesses.	\$147.75
Laundries, dry cleaners, self-service coin operated laundries	\$110.82
Merchants, retail or wholesale:	
Stock up to \$5,000.00	\$73.87
Stock from \$5,001.00 to \$10,000.00	\$110.82
Stock of over \$10,000.00	\$147.75
Professionals: including but not limited to public accountants, brokers, architects, civil engineers, out of area insurance companies writing any class of insurance upon any person or property residing within the jurisdictional boundaries of the City, surveyors, osteopathy, physicians, veterinarians, lawyers, dentists, hair stylists, barbers, nail techs, massage therapists, tattoo businesses and tattoo artists, and any other similar profession which requires state licensing. The tax shall be construed to mean that each individual shall pay the tax provided for, whether practicing for themselves or in partnership or employed by another, except where such employee is paid a straight salary only	\$147.75
Real Property Rentals:	
Rental/Property Management Companies	\$147.75
Hotels, motels, and any other public lodging establishments as defined by state statute with six or less units (per unit)	\$36.94
Hotels, motels, and any other public lodging establishments as defined by state statute with seven or more units (plus \$4.21 per unit)	\$221.61 (plus \$4.42 per unit)
Other Rentals:	
Paddleboards, Kayaks	\$110.82

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Bikes, Tricycles, or Tandems	\$110.82
Baby Supplies, Beach Supplies, or similar rental	\$110.82
Restaurants, Cafeterias, Carry-Out, or Drinking Establishments:	
Seating to 25	\$110.82
Seating 26 to 50	\$147.75
Seating 51 to 100	\$184.68
Seating for over 100	\$221.61
Services	\$73.87
Warehouse, mini-storage and lockers	\$110.82
Unclassified (not including merchant or professional businesses similar in nature to those described – those businesses shall be assessed a Business Tax Receipt according to the appropriate category)	\$73.87

Recovery of additional costs. In addition to the afore-stated fees, the City may, in addition to the applicable application fee, recover the costs referenced below, including, but not limited to, the following:

- 1) Consultant fees incurred by the City, whenever the City deems it necessary to retain an outside consultant, or additional services, to assist City staff in the review and processing of applications for approval, such as the review and analysis of property appraisals, traffic impact analysis, vegetation and environmental assessments, archeological or historic assessments, market studies, engineering studies or reports, telecommunications facility siting, and any other documents, studies, data, reports and other materials.
- 2) Attorney's fees incurred by the City Attorney or other legal counsel retained by the City in connection with the review and processing of an application listed herein, and the preparation and/or review of legal documents.
- 3) Costs incurred by the City in connection with advertising, publication, and mailing of legal notices for public hearings, workshops, or other public meetings and recording fees for the cost of recording instruments in the public records of Manatee County.
- 4) In the event that at the time an application is received by the City, additional costs are reasonably anticipated by the City to be incurred by the City, the City may require the applicant as a condition precedent to processing the application, to deposit an amount estimated by the Building Official or City Planner, to be a sufficient cost deposit. Any monies provided to the City as a cost deposit, shall be placed into an escrow account created by the City. After the application is closed out, the City shall refund any unused cost deposit funds to the applicant.
- 5) The minimum cost deposit shall be \$1,500 or a greater amount if deemed necessary by the City's Building Official or City Planner to cover all anticipated expenses, whichever is greater.
- 6)

Exhibit A

SCHEDULE OF VIOLATIONS AND PENALTIES			
Section A			
ORDINANCE	APPLICABLE CIVIL PENALTY		
Classification	See Code Below	First Offense	* Subsequent Offense
Class I	**N/C \$	\$125.00	\$200.00
	***C	\$225.00	\$375.00
Class II	N/C	\$225.00	\$375.00
	C	\$325.00	\$450.00
Class III	N/C	\$300.00	\$400.00
	C	\$450.00	\$500.00
Class IV	N/C	\$400.00	\$500.00
	C	\$500.00	\$500.00

* Subsequent offenses are defined as being a citation for violating the same ordinance or code provision as originally cited under the first offense.

**Non-Contested

***Contested

Section B		
CODE OF ORDINANCE REFERENCE	DESCRIPTION	CLASS
Chapter 6	Alcoholic Beverages	
§6-2	Hours of business operation.	II
§6-3	Consumption prohibited in certain areas.	I
§6-4	Delivery or service prohibited in certain areas.	II
§6-5	Service at drive-up windows.	I
§6-6	Establishments required to post signs.	I
§6-7	Indecent exposure in alcoholic beverage establishments.	III
§6-8	Doors, windows of nightclubs and bottle clubs to be kept closed.	II
Chapter 10	Animals	
§10-1	Adoption of county ordinance.	I
§10-2	Reserved.	I
§10-3	Authority to enforce.	I
§10-4	Keeping of chickens within city limits.	I
§10-5	Reserved.	I
Chapter 14	Building and Building Regulations	
	All violations of sections contained within Chapter 14 shall be Class III in nature.	

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Chapter 18	Civil Emergencies	
	All violations of sections contained within Chapter 18 shall be Class III in nature.	
Chapter 30	Environment	
	All violations of sections contained within Chapter 30 shall be Class I in nature.	
Chapter 34	Fire Prevention and Protection	
Article II	Fire Prevention Code	I
Chapter 46	Solicitation.	
§46-1	Definitions.	I
§46-3	Exemptions.	I
§46-4	Regulations governing registration.	I
§46-5	Denial or cancellation of registration.	I
§46-6	Appeal.	I
Chapter 54	Solid Waste	
	All violations of sections contained within Chapter 54 shall be Class II in nature.	
Chapter 58	Taxation	
	All violations of section contained within Chapter 58 shall be Class II in nature.	
Chapter 66	Waterways	
	All violations of section contained within Chapter 66 shall be Class I in nature.	
§6-2	Hours of business operation.	II
§6-3	Consumption prohibited in certain areas.	I
§6-4	Delivery or service prohibited in certain areas.	II
§6-5	Service at drive-up windows.	I
§6-6	Establishments required to post signs.	I
§6-7	Indecent exposure in alcoholic beverage establishments.	III
§6-8	Doors, windows of nightclubs and bottle clubs to be kept closed.	II
Land Development Code		
Article I	General.	I
Article II	Administration and enforcement.	I
Article III	Permits and development approvals.	I

Exhibit A

Article IV	Nonconformities.	I
Article V	Variances.	I
Article VI	Zoning.	I
Article VII	Resource protection standards.	I
Article VIII	General site design standards.	I
Article IX	Floodplain management.	I
Article X	Signs.	I
Article XI	Telecommunication towers, antennas and facilities regulations.	I

Section C		
Chapter 4	Vacation Rental Program	
§ 4-11 (c)(1), (3), (4), (13)	First violation	\$250
§ 4-11 (c)(11)	First violation	\$500
All other sections of Chapter 4	First violation	\$150
Irreversible or irreparable violation		\$5,000
Repeat violations within twelve (12) months of the same previous violation		Set by magistrate at hearing
Chapter 26	Fines for alarm violations	
§ 26-33	Third violation within any 12-month period	\$25.00
	Fourth violation within any 12-month period	\$50.00
	Fifth violation within any 12-month period	\$100.00
	Sixth violation within any 12-month period	\$200.00
	Seventh violation within any 12-month period	\$300.00
	Eighth and each subsequent violation within any 12-month period	\$500.00

*Any penalties shall be in addition to any and all other penalties assessed under federal, state, and local law, including additional penalties contained within the city Code of Ordinances.