

Memorandum

TO: Tom Harmer, Town Manager

FROM: Allen Parsons, AICP
Director, Planning, Zoning and Building Department

REPORT DATE: August 29, 2019

MEETING DATE: September 9, 2019

SUBJECT: Resolution 2019-16, Establishing Building Permit and Fire Fees
(Correcting Scrivener's Error)

Recommended Action

Pass Resolution 2019-16.

Background

The Town Commission adopted an updated Building and Fire Fees Resolution (No. 2019-03) on June 3, 2019. Subsequent to the adoption a scrivener's error was discovered in the Exhibit "A," Subdivision Code Fees section. The scrivener's error inadvertently left off an asterisk next to the fees for: Preliminary Plat, Final Plat and Lot Line Adjustment, which would indicate that, in addition to the noted fee, a \$1,000.00 deposit is required to pay for all costs in connection with processing the application. The addition of these asterisks is the only change made to the Building and Fire Fees Resolution.

All of the findings, including the Fee Study Work performed by BerryDunn (via RFP # 17-036) supporting the updated Building/Fire Fees (via Resolution 2019-03) is incorporated and adopted by reference in Resolution 2019-16.

Staff Recommendation

Pass Resolution 2019-16.

Attachments

Resolution 2019-16, Establishing Building Permit and Fire Fees (Correcting Scrivener's Error) (Available in Town Clerk's Office)

End of Agenda Item