

# **CITY OF MARIANNA**

## **CITY COMMISSION WORKSHOP**

**APRIL 5, 2016**

**5:15 PM (cst)**

**CITY HALL**

### **1. Call To Order**

### **2. Roll Call**

Mayor and Commissioners

Travis H. Ephriam, Mayor - District 1

Allen Ward II, Mayor Pro Tem - District 3 John E. Roberts, Commissioner - District 2

Rico Williams, Commissioner - District 4 Kenneth Hamilton, Commissioner - District 5

### **3. Invocation And Pledge To The Flag**

### **4. Workshop Discussion**

#### **4.A. E.P.C.I Presentation**

Discussion on development orders and building permit process

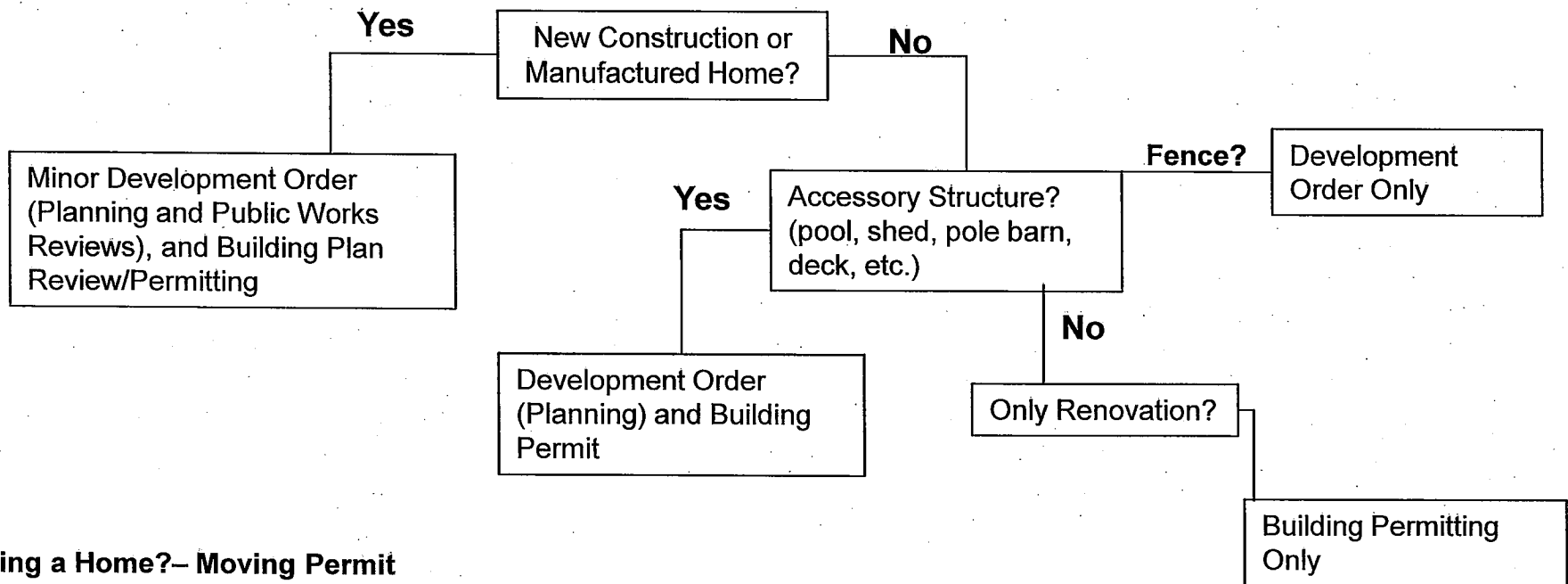
Documents: [SIMPLIFIED DEVELOPMENT ORDER PROCESS.PDF](#)

### **5. Adjourn**

The City of Marianna is an Equal Opportunity Employer and a Drug-Free Workplace. In accordance with the adopted Section 504 Policy, the City will take affirmative steps to reasonably accommodate the disabled and ensure their needs are equitably represented in City programs and activities. Pursuant to Title VI and the Civil Rights Act of 1964, the City will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, language, income or family status. For assistance with EEO, Title VI or Section 504 matters contact the Human Resources Office at [850-482-4353](tel:850-482-4353). The City also has a Fair Housing Ordinance. For assistance with Fair Housing matters contact the Municipal Development Director at [850-482-2786](tel:850-482-2786). In

accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this meeting should contact the City Clerk's Office at [850-482-4353](tel:850-482-4353) no later than 3 days prior to the meeting. City Hall is located at 2898 Green Street, Marianna, FL.

# Residential One and Two Family Development



**Moving a Home?– Moving Permit**

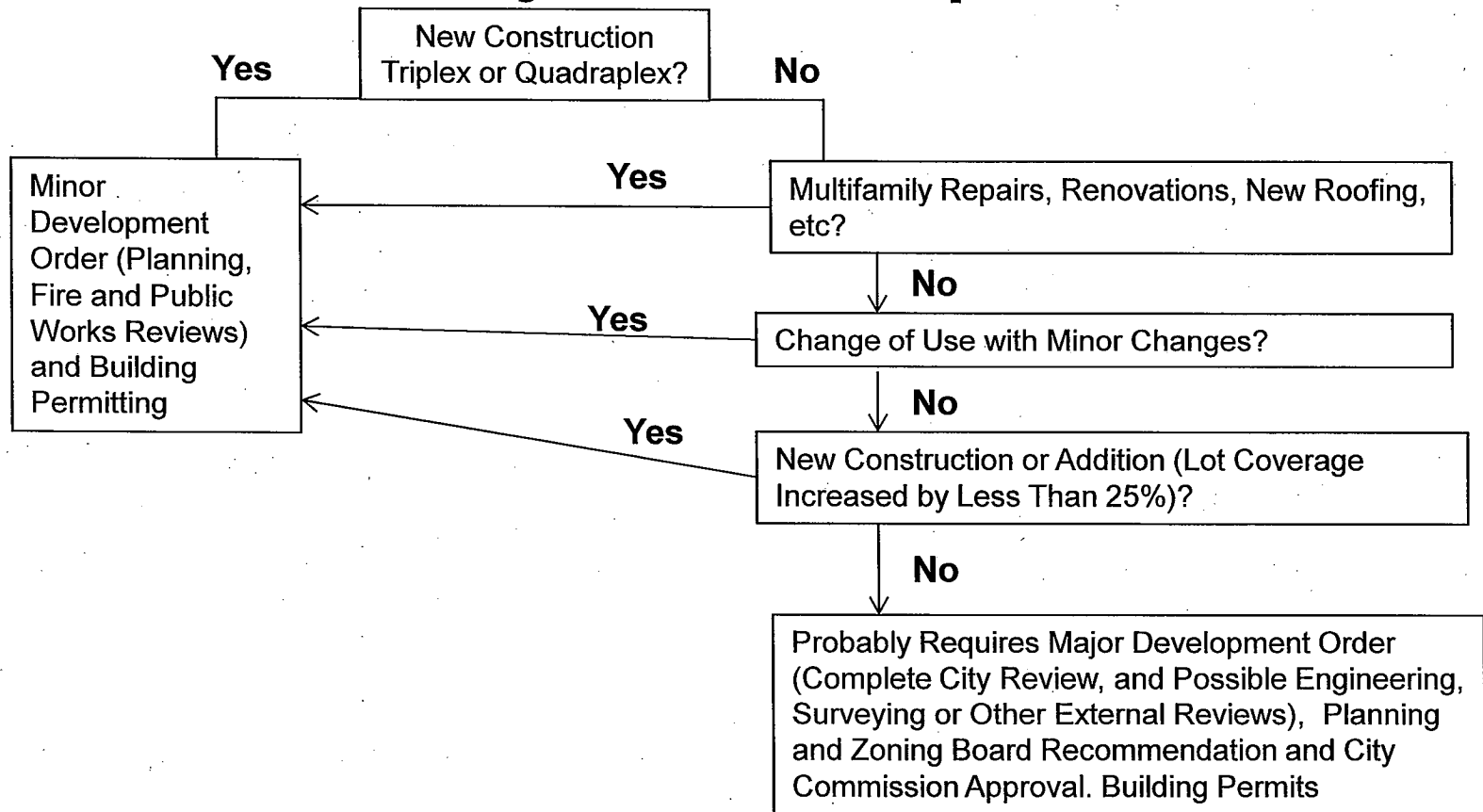
**Demolition?–Demolition Order and Building Permits (Fire Department Review on multifamily, commercial, industrial, public/institutional and similar uses).**

**Public Works will be provided a copy of information.**

**\*\*\*This is a simplified chart that does not cover every scenario. Call Municipal Development Department at (850) 482-2786 to learn how the City can assist you through the development order process.**

**\*\*\*\*Initial interview required on all of the above.**

# Residential Multi-Family Development

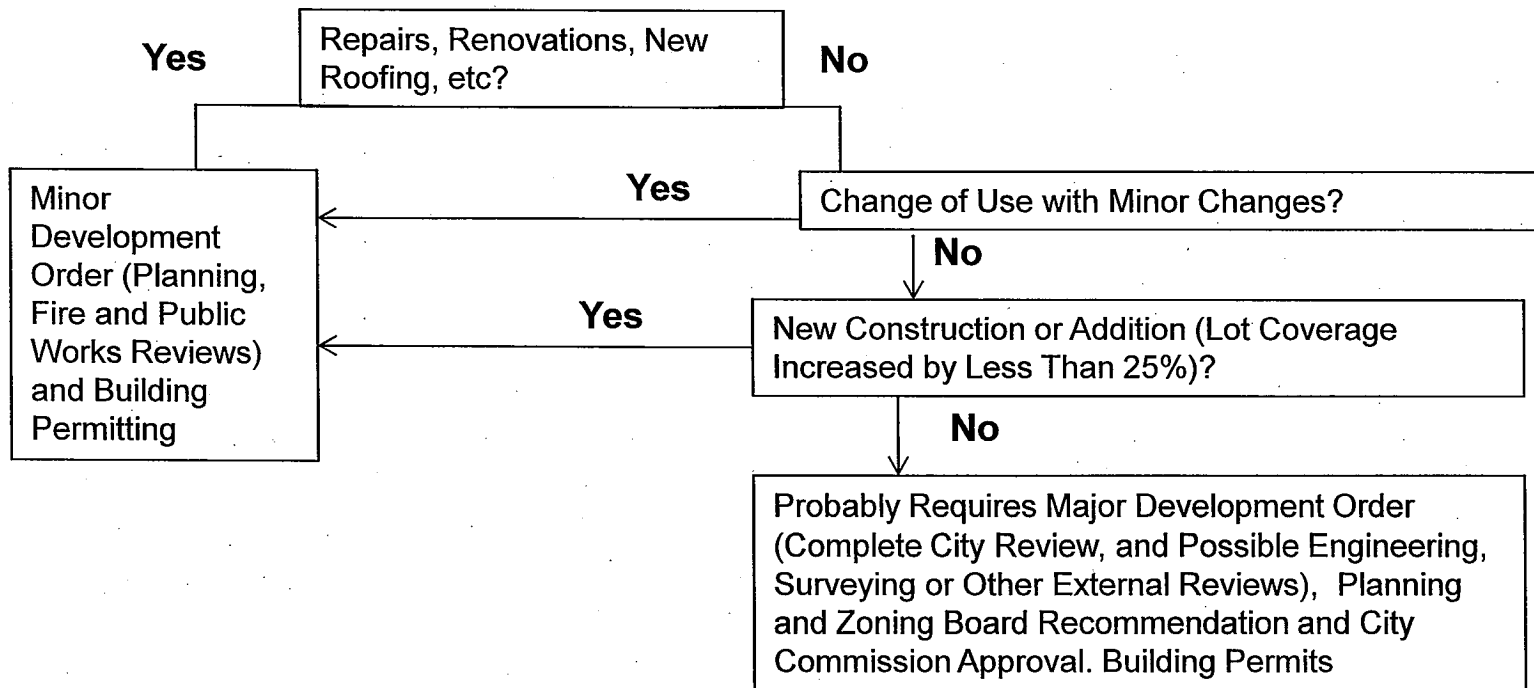


**Subdividing Property?– Apply for a Preliminary and Final Plat.**

**\*\*\*This is a simplified chart that does not cover every scenario. Call Municipal Development Department at (850) 482-2786 to learn how the City can assist you through the development order process.**

**\*\*\*\*Initial interview required on all of the above.**

# Commercial, Industrial and Public/ Institutional Development

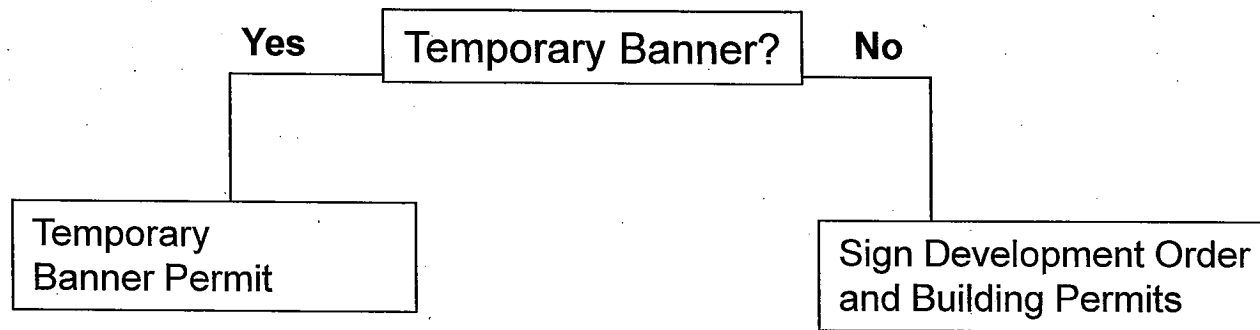


**Subdividing Property?– Apply for a Preliminary and Final Plat.**

**\*\*\*This is a simplified chart that does not cover every scenario. Call Municipal Development Department at (850) 482-2786 to learn how the City can assist you through the development order process.**

**\*\*\*\*Initial interview required on all the above.**

# Signs



**\*\*\*This is a simplified chart that does not cover every scenario. Call Municipal Development Department at (850) 482-2786 to learn how the City can assist you through the development order process.**

**\*\*\*\*Initial interview required on all of the above.**

RESOLUTION 2012-16

A RESOLUTION AMENDING AND ESTABLISHING FEES TO BE CHARGED BY  
THE CITY FOR VARIOUS DEVELOPMENT RELATED REVIEW ACTIVITIES  
WITHIN THE CITY.

WHEREAS, Section 2-4.5 of the City Land Development Code adopted by Ordinance Number 815 on December 1, 1991, and as amended from time to time, provides for the establishment and adjustment of fees and charges for development review, and other administrative relief sufficient to cover the cost of administration, publication of notice and similar matters, and that the amount of such fees shall be subject to review and approval by the City Commission.

WHEREAS, the City's Planning and Zoning Board has now recommended a fee schedule to the City Commission covering various review activities within the City, and the purpose of this Resolution is to adopt such fee schedule.

NOW THEREFORE BE RESOLVED BY THE CITY COMMISSION OF THE  
CITY OF MARIANNA, FLORIDA:

SECTION 1. That the following fee schedule for the herein after described development review activities within the City is hereby adopted and established.

1.	<u>COMPREHENSIVE PLAN:</u>	
	Copy of the Comprehensive Plan.	\$ 10.00
	Land Use Verification Letter.	25.00
	Small Scale Comprehensive Plan Amendment.	\$ 500.00
	Large Scale Comprehensive Plan Amendment.	\$ 800.00
2.	<u>SUBDIVISION PLATTING:</u>	
	Preliminary Plat.	\$ 250.00
	Final Plat.	\$ 100.00
3.	<u>DEVELOPMENT ORDERS:</u>	
	Clearing Permits.	\$ 20.00
	Driveway Connection Permits.	\$ 25.00
	Minor Development Orders –	
	Accessory Structures	\$ 20.00
	Residential Renovations & Additions	\$ 20.00
	Single Family Home Construction	\$ 35.00
	Manufactured Home Placement	\$ 35.00
	Duplex or Two family Unit Construction	\$ 60.00
	Commercial Roofing	\$ 20.00
	Commercial Renovation	\$ 60.00
	Telecommunication Facilities	\$ 60.00
	Demolition Order	\$ 5.00

Single Signs	
Free-Standing On-Site	\$ 30.00
Free-Standing Off-Site	\$ 60.00
Building Sign	\$ 25.00
Permit for Temporary Banners, Balloons and Streamers	\$ 10.00

Major Development Orders –  
Multi-family residential, Commercial, Industrial, DRIs  
< 2500 s.f.           \$.03 per s.f.\*  
2500 s.f. and up     \$.05 per s.f.\*(maximum \$10,000)

- |     |   |   |
|-----|---|---|
| 4.  | <u>MOBILE HOME PARKS:</u>                   | \$ 250.00   |
| 5.  | <u>FEMA AMENDMENTS:</u>                     | \$ 50.00  |
| 6.  | <u>ZONING:</u>                              |   |
|     | Zoning Verification Letter.                 | \$ 25.00  |
|     | Change of Zoning Map.                       | \$ 400.00   |
| 7.  | <u>FLOOD ZONE DETERMINATION LETTER.</u>     | \$ 25.00  |
| 8.  | <u>VARIANCE</u>                             | \$ 100.00   |
| 9.  | <u>FIRE SAFETY REVIEW:</u> \$.10 per s.f. * |   |
| 10. | <u>TRANSPORTATION CONCURRENCY:</u>          |   |
|     | Residential Subdivisions                    | \$ 50 first lot<br>\$100 for each additional lot  |
|     | Commercial/Industrial                       | \$100 first 2,500 square feet of<br>impervious surface area<br>\$ 20 for each additional 1,000<br>square feet of impervious surface<br>area (rounded to the nearest 1,000<br>square feet) |

- \* Above requirements are based on area of impervious surface of building area.
- \* Fees imposed shall be rounded up or down to the nearest even dollar amount.

- |     |                                   |           |
|-----|-----------------------------------|-----------|
| 11. | <u>OTHER FEES</u>                 |           |
|     | Alcoholic Beverage Certification: | \$ 50.00  |
|     | Street Closure or Abandonment:    | \$ 100.00 |
|     | House/Blg. Moving Permit          | \$ 100.00 |
|     | Re-inspection                     | \$ 50.00  |

12. Chipola River Greenway Special Use/Festival Permits

Festivals with up to 100 participants and guests -- \$50 a day + \$300 deposit to be returned to the applicant if the property is left in a clean state.



Festivals with 101- 2,000 participants and guests -- \$250 a day + either a \$300 deposit or bond as to be determined by the City Commission based on the type of event.

Festivals with 2,001 or more participants and guests -- \$1000 a day and post a bond as determined by the City Commission.

All established fees are in addition to payment of required advertising costs (if applicable) by the applicant.

If an application cannot be fully reviewed by the City Municipal Development staff, whether because of complexity of the application and supporting materials or lack of staff capability, the Municipal Development Director may require that the applicant pay for review of the application by outside consultants retained by the City. Consultants may include but are not limited to engineers, architects, biologists, geologists, surveyors, and/or other professionals. Applicants will be responsible for costs incurred as a result of outside consultant reviews.

Applicants will also be charged separately for any fees related to project inspection, or similar reviews during the construction phase where outside consultants and professionals are retained to ensure compliance with City requirements.

All fees are subject to work performed not approval.

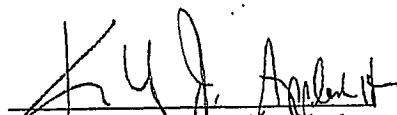
SECTION 2. Development, alterations, additions, demolitions or construction by churches, tabernacles, synagogues or other similar houses of worship on their own property (which development, alterations, additions, demolitions, or construction have an impervious surface area of 10,000 s.f. or less), shall be exempt from all City development application fees, excluding initial sewer and water connection fees.

SECTION 3. Any applicant requesting a particular service shall make formal application to the City of Marianna Municipal Development Department and shall submit payment at time of application is made. No portion of the application shall be refunded.

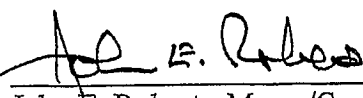
SECTION 4. This resolution shall take effect immediately upon its adoption.

ADOPTED in open session of the City Commission of the City of Marianna, Florida on the 7<sup>th</sup> day of February 2012.

ATTEST:

  
Kim Applewhite, City Clerk

CITY OF MARIANNA

  
John E. Roberts, Mayor/Commissioner

RESOLUTION 2015-05

A RESOLUTION AMENDING AND ESTABLISHING FEES TO BE CHARGED BY THE CITY FOR BUILDING PLANS REVIEW, INSPECTION SERVICES AND RELATED ACTIVITIES WITHIN THE CITY.

WHEREAS, City of Marianna has entered into a contract with E.P.C.I for building plans review and inspection services;

WHEREAS, E.P.C.I. has recommended a fee schedule to the City Commission covering various building plans review and inspection services and related activities within the City, and the purpose of this Resolution is to adopt such fee schedule.

NOW THEREFORE BE RESOLVED BY THE CITY COMMISSION OF THE CITY OF MARIANNA, FLORIDA:

SECTION 1. That the following fee schedule for the herein after described building plans review, inspection services and related activities within the City is hereby adopted and established.

Value of construction for permits will be determined by the most recent publishing of the International Code Council (ICC), building valuation data, estimates per square foot, including the regional modifier, of all areas under roof according to the type of construction and use.

**A. Residential Building - One and Two Family**

1. New Structure	\$4.10 per thousand up to \$250,000 \$3.50 per thousand \$251,000 to \$500,000 \$3.00 per thousand \$501,000 and up \$40.00 minimum
2. Remodel/Additions	\$4.10 per thousand up to \$250,000 \$3.50 per thousand \$251,000 to \$500,000 \$3.00 per thousand \$501,000 and up \$40.00 minimum
3. Accessory Structure	\$4.10 per thousand up to \$250,000 \$3.50 per thousand \$251,000 to \$500,000 \$3.00 per thousand \$501,000 and up \$40.00 minimum

- 4. Roof/Re-roof \$40.00
- 5. Plan Review \$.40 per thousand total valuation  
\$40.00 minimum

**B. Commercial Building**

- 1. New Structure \$5.50 per thousand up to \$250,000  
\$4.50 per thousand \$251,000 to \$500,000  
\$3.50 per thousand \$501,000 and up  
\$50.00 minimum
- 2. Additions \$5.50 per thousand up to \$250,000  
\$4.50 per thousand \$251,000 to \$500,000  
\$3.50 per thousand \$501,000 and up  
\$50.00 minimum
- 3. Remodel \$5.50 per thousand up to \$250,000  
\$4.50 per thousand \$251,000 to \$500,000  
\$3.50 per thousand \$501,000 and up  
\$50.00 minimum
- 4. Accessory Structure \$5.50 per thousand up to \$250,000  
\$4.50 per thousand \$251,000 to \$500,000  
\$3.50 per thousand \$501,000 and up  
\$50.00 minimum
- 5. Roof Re-roof \$5.50 per thousand up to \$250,000  
\$4.50 per thousand \$251,000 to \$500,000  
\$3.50 per thousand \$501,000 and up  
\$50.00 minimum
- 6. Plan Review One half (1/2) the permit fee
- 7. Occupancy/Change of Use \$50.00
- 8. Other \$50.00 minimum

**C. Agricultural Building**

- |                     |   |
|---------------------|---|
| 1. New Structures   | \$5.00 per thousand up to \$250,000<br>\$4.50 per thousand \$251,000 to \$500,000<br>\$3.50 per thousand \$501,000 and up                                       |
| 2. Addition/Remodel | \$40.00 minimum<br>\$5.00 per thousand up to \$250,000<br>\$4.50 per thousand \$251,000 to \$500,000<br>\$3.50 per thousand \$501,000 and up<br>\$40.00 minimum |
| 3. Plan Review      | \$0.20 per thousand total valuation<br>\$40.00 minimum  |

**D. Mechanical & Miscellaneous**

**1. Plumbing**

**New Structure, Additions & Alterations** - \$.65 per thousand total valuation  
\$40.00 minimum

**2. HVAC**

**New Structure, Additions & Alterations** - \$.65 per thousand total valuation  
\$40.00 minimum

**3. Electric**

**New Structure, Additions & Alterations** - \$.65 per thousand total valuation  
\$40.00 minimum

**4. Gas**

**New Structure, Additions & Alterations**

Commercial over 10 outlets - \$.65 per thousand total valuation  
\$40.00 minimum

Commercial up to 10 outlets - \$40.00

Residential - \$40.00

**5. Mobile Home Set-up Fee**

**New Structure** - \$100.00. Fee includes set-up only, does not include accessory structure.

Electrical and split mechanical systems - \$40.00 each

No additional permit required for plumbing or mechanical

package units

6. **Special Inspections and All Other Inspections Where No Permit Fee is Generated,  
Hourly rate - \$50.00 - Minimum of 1 hour**
7. **Demolition Fee**
  - a. \$50.00 for the first 2000 sq. ft. of all floor areas (total footprint) with no utilities and \$15.00 per 1000 sq. ft. of floor area thereafter.
  - b. \$70.00 for the first 2000 sq. ft. of all floor areas (total footprint) with utilities and \$25.00 per 1000 sq. ft. of floor area thereafter.
8. **Re-inspection Fee - \$50.00**
9. **Double Fee required for all work started prior to permit issuance.**
10. **Failure to call for inspection - \$50.00**
11. **Bad Check Charge - \$50.00**

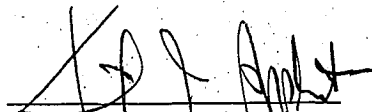
SECTION 2. Any applicant requesting a particular service shall make formal application to the City of Marianna Municipal Development Department and shall submit payment upon request from E.P.C.I.

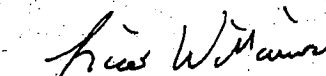
SECTION 3. This resolution shall take effect immediately upon its adoption.

ADOPTED in open session of the City Commission of the City of Marianna, Florida on the 4<sup>th</sup> day of November 2014.

ATTEST:

CITY OF MARIANNA

  
\_\_\_\_\_  
Kimberly J. Applewhite  
City Clerk

  
\_\_\_\_\_  
Rico Williams  
Mayor/Commissioner