



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Scott Morgan, Interim City Manager

**THRU:** Lisa Frazier, Growth Management

**DATE:** March 6, 2025

**RE:** Resolution 2025-12, establishing a temporary pre-application fee waiver program as an economic development incentive tool to encourage new commercial, industrial, and mixed-use zoning districts through September 30, 2025.

### SUMMARY:

On December 2, 2021, Palm Bay City Council adopted Resolution 2021-70, which included a waiver of the pre-application fee for commercial and industrial development projects as an economic development incentive tool. The pre-application waiver expired at the end of Fiscal Year 2022, on September 30, 2022.

During the Land Development Code public hearings in fall 2024, City Council provided consensus for staff to bring forth a pre-application fee waiver for commercial, industrial, and mixed-use development projects. While the only reference to "pre-application conference" fee can is only referenced Resolution 2024-32 within Chapter 184 related to Subdivisions, City staff would like to avoid any confusion and further solidify the pre-application fee waiver for commercial, industrial, and mixed-use development projects and provide for an expiration. Resolution 2024-32 notes that a Pre-Application Conference fee is \$250. The pre-application fee is intended to recover a small portion of the salaries of those City personnel required to participate in pre-application meetings.

Table 172-1 within Chapter 172, Development Review Procedures, of the Land Development Code identifies all application for which a pre-application meeting is required, to include annexations, comprehensive plan future land use map amendments, Land Development Code textual amendments, zoning map amendments not initiated by the City, site plans, preliminary and final development plans for Planned Unit Developments (PUD), preliminary plats, vacation of rights-of-way, conditional use, and variances.

Pre-Application meetings are a valuable tool that allows the applicant and City staff the opportunity to discuss a proposed project prior to the submission of an application, to discuss the application

submittal process, required supporting documentation, clarifying requirements under the City's Land Development Code, etc. These pre-application meetings include representatives from key City development departments, for example Growth Management, Utilities, and Public Works, as well as outside permitting agencies like Melbourne Tillman Water Control District. This process saves valuable time and expense for both parties.

Please note that the attached resolution seeks to waive the pre-application fee for commercial, industrial, and mixed-use development project, excluding Planned Unit Development (PUD) projects, for which the primary permitted use within this zoning district is residential.

**REQUESTING DEPARTMENT:**

Growth Management

**FISCAL IMPACT:**

If Council approves the waiver, it is estimated the City will lose approximately \$8,500 annually or \$708 monthly in pre-application conference fees.

**STAFF RECOMMENDATION:**

Motion to approve a Resolution authorizing a waiver of the Pre-Application Conference Fee as an economic incentive for commercial, industrial, and mixed-use developments, excluding Planned Unit Development projects.

**ATTACHMENT:**

1. Resolution