

**CITY OF PALMETTO  
CITY COMMISSION WORKSHOP MEETING  
March 3, 2014  
4:30 PM**

Elected Officials Present

Shirley Groover Bryant, Mayor  
Jonathan Davis, Vice Mayor, Commissioner-at-Large 1  
Tamara Cornwell, Commissioner-at-Large 2  
Charles Smith, Commissioner, Ward 1  
Tambra Varnadore, Commissioner, Ward 2  
Brian Williams, Commissioner, Ward 3

Staff Present:

Mark Barnebey, City Attorney  
Jeff Burton, CRA Director  
Jim Freeman, City Clerk  
Allen Tusing, Public Works Director  
Javier Vargas, Public Works Superintendent  
Lorraine Lyn, City Planner  
Neal Mazzei, Building Official  
Amber Foley, Assistant City Clerk

Mayor Bryant called the meeting to order at 4:30 p.m.

Presentation: Elliot Falcione, Bradenton Area Convention & Visitors Bureau, Dave Gustafson, Bradenton Downtown Development Authority, and Mike Fetchko, ISM USA (operators of the Pittsburgh Boat Regatta) gave a presentation regarding a Boat Regatta on the Manatee River. The Boat Regatta is scheduled to be held from January 30, 2015 to January 31, 2015. Mr. Fetchko played a video showing activities at the Pittsburgh Boat Regatta. This item will be put on the agenda at 7:00 for conceptual approval.

1. PLANNING AND BUILDING PERMIT FEE DISCUSSION

Lorraine Lyn, City Planner, gave a presentation to Commission regarding an adjustment to the Planning and Zoning fees. The last time the fees were adjusted was in 2007. She researched surrounding municipalities to understand what is being charged in their Planning Departments. The City of Palmetto's fees are the lowest in Manatee County.

Commissioner Smith opined that the fees that are being proposed tonight are too high. Mr. Vargas explained that the way the current fees are set up is that there is a fee for a specific Planning and Zoning service and the customer pays that fee. If there are advertising fees associated with the request from the customer, then the City bills the customer for that. The City might send a request to an engineer and the engineer's bill will then be forwarded to the customer. The Planning and Zoning Department is proposing to make the fee all inclusive. The customer will pay one time and not be billed separately for work done by staff and advertising. Commissioner Williams asked for justification on the costs. He requested examples of advertising costs as well as staff time and engineer estimates.

Commissioner Cornwell asked Mr. Vargas to contact the City of Bradenton and Manatee County to determine if their Planning Departments are receiving money from taxpayers to run their department or if their fees make the department self-sustaining.

Mr. Mazzei gave a presentation regarding an adjustment to the City's Building Department Fees. These fees have not been updated since 2002. Commission requested justification on the price increase, to

Workshop meeting  
March 3, 2014  
Page 2 of 2

include advertising costs, if any, staff time to inspect the customer requests, and any other pertinent information.

Mayor Bryant asked that the Planning Department and Building Department permit fee discussion be brought back to the next Workshop meeting for further review.

2. CRA DOWNTOWN COMMERCIAL CODE

Due to lack of time, this item was not discussed.

Mayor Bryant adjourned the meeting at 6:05 p.m.

Minutes approved: March 17, 2014

*James R. Freeman*

James R. Freeman  
City Clerk