

# MEMORANDUM

To: Vicki Tessmer, Supervisor, Board Records  
Thru: John Barnott, Director Building and Development Services  
From: Tracy Brainard, Fiscal Specialist  
Date: July 12, 2017  
Subject: Refund Request – \$ 6,460.00



Due to the dollar amount of the attached refund request, Board approval is required prior to Finance issuing the refund check to the customer.

Please place this request on the Board's consent agenda. Once approved, please forward it to Finance to have the check issued and email a copy of the Board approval to me at [tracy.brainard@mymanatee.org](mailto:tracy.brainard@mymanatee.org).

Thank you for your help!

Building & Development Services Department  
1112 Manatee Avenue West  
Bradenton, FL 34205  
Phone number: (941)748-4501

# MEMORANDUM

To: Finance  
From: Tracy Brainard  
Date: July 12, 2017  
Thru: John Barnott, Director Building and Development Services  
Subject: Refund Request



Please process the following refund request:

Petitioner: JP Services of Sarasota
Taya Parodo, MGRM
5224 Harold Ave
Sarasota, FL 34235

Description: Refund
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Reason for Request: Property issued not resolved unable to move forward with project.

Permit#	Account#	Fee ID	Amount
DTS#201700037	107.0000000.329008	FSP	\$6,000.00
DTS#201700037	107.0000000.329037	PZI	\$ 460.00

Recommendation: Approved <input checked="" type="checkbox"/> Deny <input type="checkbox"/>
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Refund Total \$6,460.00
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\*\*\* \$75.00 SMFRFSP cannot be refunded. The fees have already been submitted to the Fire Department. Customer will have to request refund from Fire Department.

Building & Development Services Department  
1112 Manatee Avenue West  
Bradenton, FL 34205  
Phone number: (941) 748-4501

# MEMORANDUM

To: Lacy Pritchard, Fiscal Analyst  
 From: Phyllis Strong *AA* *Dev. Services Mgr*  
 Date: June 19, 2017  
 Subject: Refund JP Services of Sarasota at Applicant's request 20170037



The following individual has requested a refund from this department. I would appreciate processing of the request by your office.

<b>PETITIONER:</b>	JP Services of Sarasota Taya Parodo, MGRM 5224 Harold Avenue Sarasota, FL 34235 941-587-4362
<b>DESCRIPTION:</b>	Customer is requesting refund of fees paid for Final Site Plan, Zoning Inspection Fees and Southern Manatee Fire Review
<b>REASON FOR REQUEST:</b>	The applicant asked to hold the application until an issue with the property was resolved, then asked to withdraw the application stating that the property deal was not completed that would allow them to construct their business on the parcel. No activities other than application intake taken on this project
<b>DATE PERMIT ISSUED:</b>	Applied date: 01/24/2017
<b>RECEIPT/PERMIT #:</b>	31000021193
<b>REFUND ACCT #:</b>	

RECOMMENDATION: Approve  Deny

REFUND AMOUNT DUE: ~~\$6535.00~~ *\$6460.00*



Building and Development Services  
 Development Services/Zoning  
 1112 Manatee Avenue West, 4<sup>th</sup> FL Ste 408  
 Phone number: (941)749-3070

007538

Fifth Third  
63-9171/670

**J.P. Services of Sarasota LLC**  
2141 Whitfield Park Dr  
Sarasota, FL 34243-4090  
941-587-4362

1/11/17

PAY TO THE  
ORDER OF

MANATEE County

\$ 6535.00

Six thousand five hundred thirty five

DOLLARS

MEMO FSP ; PZI Review Fee  
& Fire

J. G. [Signature] MP

⑈007538⑈ ⑆067091719⑆ 7432353238⑈

THIS DOCUMENT CONTAINS A COLORED BACKGROUND ON WHITE PAPER. MICROPRINT IS LOCATED BELOW THIS WARNING BAND.

# REFUND WORKSHEET

<b>Applications Requiring BOCC Approval</b>		<b>Total Fee \$</b> _____
<input type="checkbox"/>	Prior to Routing	95%    Refunded
<input type="checkbox"/>	Prior to Staff Report	30%    Refunded
<input type="checkbox"/>	Prior to Planning Commission Hearing	15%    Refunded
<input type="checkbox"/>	Prior to BOCC Hearing	5%    Refunded
<input type="checkbox"/>	Withdrawn at BOCC Hearing	0    Refunded
<b>TOTAL REFUND DUE \$</b>		_____

<b>Applications Requiring Administrative Approval</b>		<b>Total Fee \$</b> <u>6535.00</u>
<input type="checkbox"/>	Prior to Routing	95%    Refunded
<input type="checkbox"/>	Prior to RAM	50%    Refunded
<input type="checkbox"/>	After RAM	0    Refunded
<b>TOTAL REFUND DUE \$</b>		_____

<b>Applications Requiring Hearing Officer Approval</b>		<b>Total Fee \$</b> _____
<input type="checkbox"/>	Prior to Routing	95%    Refunded
<input type="checkbox"/>	Prior to Staff Report	30%    Refunded
<input type="checkbox"/>	Prior to Hearing Officer Meeting	15%    Refunded
<input type="checkbox"/>	Withdrawn at Hearing Officer Meeting	0    Refunded
<b>TOTAL REFUND DUE \$</b>		_____

The Director may modify the amount of refund based on extenuating circumstances. Please advise:

\_\_\_\_\_


No action taken beyond intake as the application was placed on hold by the applicant awaiting resolution regarding land with the condominium board

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Planner: Phyllis Strong, Development Services Manager

Administrator: \_\_\_\_\_

Director: \_\_\_\_\_

Date: \_\_\_\_\_

## Phyllis Strong

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**From:** James Rigo  
**Sent:** Wednesday, January 25, 2017 5:41 PM  
**To:** Phyllis Strong  
**Cc:** Robert Sweeney; Suzanne Cook  
**Subject:** FW: JP Services lots  
**Attachments:** img018.pdf

FYI. We can discuss when I return on Friday. See below.

Jim Rigo  
Manatee County Building & Development Services  
1112 Manatee Avenue West Suite 408  
Bradenton, FL 34205  
Telephone: (941) 748-4501 x-6905  
Email: james.rigo@mymanatee.org

-----Original Message-----

**From:** Taya Parodo [mailto:jpsofsarasota@verizon.net]  
**Sent:** Wednesday, January 25, 2017 5:25 PM  
**To:** James Rigo  
**Subject:** JP Services lots

Hi Jim,

Taya Parodo here with JP Services / T&A Properties regarding the lots we purchased in Whitfield Industrial Park. Went to the Special Magistrate today and found that our neighbors on these lots are wanting to put a halt to our off site parking plan that we just submitted yesterday. The county check has already cleared my bank account and I would like to find out how I can get my money refunded from the county that I just paid yesterday. The neighbors have indicated that they might be willing to purchase the lots from us and in order to avoid any more hassles, my husband and I would like to sell the lots instead of going through with the building and site plans. Please let me know how I can get a refund.

Thank you for all of your help with this matter. I have attached the receipt from yesterday. If you need a copy of the cleared check, I can get that for you too.

--  
Taya Parodo  
J.P. Services of Sarasota  
2141 Whitfield Park Dr.  
Sarasota, FL 34243  
941-320-0995 direct line  
941-587-4362 office  
941-756-2327 fax

MANATEE COUNTY

2 ITEMS OF 3

MISC FEES RECEIPT

RECEIPT # : 31000021193                      PRINT DATE : 06/01/2017  
 RECEIPT DATE : 01/24/2017                      PRINT TIME : 08:28:04  
    OPERATOR : blefever  
    COPY # : 1

RECEIVED BY : DFINSTED    CASH DRAWER: 31  
 REC'D. FROM : J.P. SERVICES OF SA

Notes .....: DTS#20170037 JP SERVICES  
 FINAL SITE PLAN

FEE ID	DESCRIPTION	PAYMENT
FSP	FINAL SITE PLAN	6000.00
PZI	PLANNING, ZONING INSP.	460.00
SMFRFSP	SO MANATEE FIRE FSP	75.00
TOTAL		6535.00

METHOD OF PAYMENT	AMOUNT	REFERENCE NUMBER
CHECK/MONEY ORDER	6,535.00	007538
TOTAL RECEIPT :	6,535.00	

Building Department  
 General Ledger In-house Purchases Report by Account  
 For Receipt Date 01/24/2017

Date: 01/24/2017

Account Number: 1070000000329004 - ADDR - BCC Subdivision review fee

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
	310021258	01/24/2017	CHECK/MONEY ORDER	Open	31	dfi	\$75.00
	310021197	01/24/2017	VISA	Open	31	dfi	\$75.00
			CHECK/MONEY ORDER				\$75.00
			VISA				\$75.00

**Account Total: \$150.00**

Account Number: 1070000000329008 - FSP - BCC Site plan review fee

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
*	310021193	01/24/2017	CHECK/MONEY ORDER	Open	31	dfi	\$6,000.00
			CHECK/MONEY ORDER				\$6,000.00

**Account Total: \$6,000.00**

Account Number: 1070000000329008 - FSPRA - BCC Site plan review fee

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
	310021221	01/24/2017	VISA	Open	31	dfi	\$425.00
	310021222	01/24/2017	VISA	Open	31	dfi	\$425.00
			VISA				\$850.00

**Account Total: \$850.00**

Account Number: 1070000000329010 - CD - BCC Review plan fee

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
	310021260	01/24/2017	CHECK/MONEY ORDER	Open	31	dfi	\$500.00
			CHECK/MONEY ORDER				\$500.00

**Account Total: \$500.00**

Account Number: 1070000000329013 - ADV - BCC Planning advertising fee

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
	310021183	01/24/2017	CHECK/MONEY ORDER	Open	31	dfi	\$20.00
	310021195	01/24/2017	CHECK/MONEY ORDER	Open	31	dfi	\$80.00
	310021201	01/24/2017	CHECK/MONEY ORDER	Open	31	dfi	\$40.00
	310021202	01/24/2017	CHECK/MONEY ORDER	Open	31	dfi	\$40.00
	310021209	01/24/2017	CHECK/MONEY	Open	31	dfi	\$20.00



Building Department  
 General Ledger In-house Purchases Report by Account  
 For Receipt Date 01/24/2017

Date: 01/24/2017

Account Number: 1070000000329013 - ADV - BCC Planning advertising fee

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
			ORDER				
	310021210	01/24/2017	CHECK/MONEY	Open	31	dfi	\$40.00
			ORDER				
						CHECK/MONEY	\$240.00
						ORDER	
<b>Account Total:</b>							<b>\$240.00</b>

Account Number: 1070000000329015 - ZV - BCC Planning document/info fee

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
	310021235	01/24/2017	CASH	Open	31	dfi	\$50.00
	310021213	01/24/2017	CHECK/MONEY	Open	31	dfi	\$300.00
			ORDER				
						CASH	\$50.00
						CHECK/MONEY	\$300.00
						ORDER	
<b>Account Total:</b>							<b>\$350.00</b>

Account Number: 1070000000329034 - PII - BCC Permit-Prvt infrastr inspect

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
	310021185	01/24/2017	CHECK/MONEY	Open	31	dfi	\$625.00
			ORDER				
	310021259	01/24/2017	CHECK/MONEY	Open	31	dfi	\$420.00
			ORDER				
						CHECK/MONEY	\$1,045.00
						ORDER	
<b>Account Total:</b>							<b>\$1,045.00</b>

Account Number: 1070000000329037 - PZI - BCC Permit-Private Zoning Inspects

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
✓	310021193	01/24/2017	CHECK/MONEY	Open	31	dfi	\$460.00
			ORDER				
	310021212	01/24/2017	VISA	Open	31	dfi	\$275.00
						CHECK/MONEY	\$460.00
						ORDER	
						VISA	\$275.00
<b>Account Total:</b>							<b>\$735.00</b>

Account Number: 1070000000369000 - CECASE - BCC Miscellaneous revenues

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
	310021251	01/24/2017	CHECK/MONEY	Open	31	dfi	\$4,138.14
			ORDER				
						CHECK/MONEY	\$4,138.14

**Building Department**  
**General Ledger In-house Purchases Report by Account**  
**For Receipt Date 01/24/2017**

Date: 01/24/2017

Account Number: 1470000000208008 - FBCSC1 - BCC Due to State of Florida

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
17011454	310021192	01/24/2017	VISA	Open	31	dfi	\$5.07
17011458	310021194	01/24/2017	VISA	Open	31	dfi	\$4.00 ✓
17011482	310021226	01/24/2017	VISA	Open	31	dfi	\$10.77
17011486	310021229	01/24/2017	VISA	Open	31	dfi	\$4.00 ✓
16121617	310021232	01/24/2017	VISA	Open	31	dfi	\$8.88
16121036	310021232	01/24/2017	VISA	Open	31	dfi	\$6.96
17011493	310021236	01/24/2017	VISA	Open	31	dfi	\$6.00
17011504	310021249	01/24/2017	VISA	Open	31	dfi	\$4.00 ✓
17011513	310021254	01/24/2017	VISA	Open	31	dfi	\$4.00 ✓
17011520	310021257	01/24/2017	VISA	Open	31	dfi	\$5.07
17011528	310021261	01/24/2017	VISA	Open	31	dfi	\$4.00 ✓
17011500	400000217	01/24/2017	VISA	Open	40	mca	\$8.88
						CASH	\$8.00
						CHECK/MONEY	\$521.36
						ORDER	
						MASTER CARD	\$16.20
						VISA	\$75.83

19 @ \$4.00 = \$ 76.00  
 36 @ misc = \$ 545.39

Account Total: (55) \$621.39

Account Number: 1470000000208057 - FINRFD - BCC Due To North River Fire Impact

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
16120589	310021191	01/24/2017	CHECK/MONEY	Open	31	dfi	\$311.00
			ORDER				
16121831	310021228	01/24/2017	CHECK/MONEY	Open	31	dfi	\$311.00
			ORDER				
16120971	310021245	01/24/2017	CHECK/MONEY	Open	31	dfi	\$311.00
			ORDER				
16120967	310021246	01/24/2017	CHECK/MONEY	Open	31	dfi	\$311.00
			ORDER				
						CHECK/MONEY	\$1,244.00
						ORDER	

Account Total: \$1,244.00

Account Number: 1470000000208062 - USERCHFC - BCC DueToCedarHamckFireUserSvcFees

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
17010443	310021206	01/24/2017	VISA	Open	31	dfi	\$65.00
						VISA	\$65.00

Account Total: \$65.00

Account Number: 1470000000208064 - USERSMFR - BCC DueToSManateeFireUserSvcFees

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
→	310021193	01/24/2017	CHECK/MONEY	Open	31	dfi	\$75.00 *
			ORDER				

Not Refundable

SORT ORDER: Primary Date within Object within Acct Key

SELECT GL Account Key: 1470000000 ; Object: 208064

Lg ACCOUNT NUMBER	St	Tr	FUND	Fund grp	Function	Depart	Division	Cost ctr	Section	Budget
BC 147-0000000 Building Department Fund	A		147	120	00	35	000	00000	0000000	9999
Object	Date	Primary Ref.	Transaction Description			Debit	Credit	Balance		
208064			Prior to 01/24/17			0.00	75.00	-75.00		
	01/24/17	BX170124	IH:01/24/17 - SMFRFSP			0.00	75.00	-150.00		
	01/25/17	BP170125	WI:01/25/17 - SMFRREVIEW			0.00	125.00	-275.00		
	01/26/17	BX170126	IH:01/26/17 - SMFRREVIEW			0.00	125.00	-400.00		
	01/26/17	BX170126	IH:01/26/17 - SMFRREVIEW			0.00	150.00	-550.00		
	01/27/17	BP170127	WI:01/27/17 - SMFRREVIEW			0.00	125.00	-675.00		
	01/31/17	BX170131	IH:01/31/17 - SMFRREVIEW			0.00	150.00	-825.00		
	02/01/17	BP170201	WI:02/01/17 - SMFRREVIEW			0.00	125.00	-950.00		
	02/01/17	BX170201	IH:02/01/17 - SMFRREVIEW			0.00	150.00	-1,100.00		
	02/06/17	BX170206	IH:02/06/17 - SMFRREVIEW			0.00	75.00	-1,175.00		
	02/09/17	BX170209	IH:02/09/17 - SMFRREVIEW			0.00	75.00	-1,250.00		
	02/09/17	BP170209	WI:02/09/17 - SMFRREVIEW			0.00	75.00	-1,325.00		
	02/15/17	BX170215	IH:02/15/17 - SMFRREVIEW			0.00	75.00	-1,400.00		
	02/16/17	BX170216	IH:02/16/17 - SMFRREVIEW			0.00	75.00	-1,475.00		
	02/21/17	BP170221	WI:02/21/17 - SMFRREVIEW			0.00	125.00	-1,600.00		
	02/24/17	BX170224	IH:02/24/17 - SMFRREVIEW			0.00	75.00	-1,675.00		
	02/27/17	BX170227	IH:02/27/17 - SMFRREVIEW			0.00	125.00	-1,800.00		
	02/28/17	BX170228	IH:02/28/17 - SMFRREVIEW			0.00	125.00	-1,925.00		
	02/28/17	BX170228	IH:02/28/17 - SMFRREVIEW			0.00	75.00	-2,000.00		
	03/01/17	BX170301	IH:03/01/17 - SMFRFSP			0.00	75.00	-2,075.00		
	03/02/17	BX170302	IH:03/02/17 - SMFRREVIEW			0.00	125.00	-2,200.00		
	03/02/17	BX170302	IH:03/02/17 - SMFRREVIEW			0.00	75.00	-2,275.00		
	03/03/17	BX170303	IH:03/03/17 - SMFRREVIEW			0.00	125.00	-2,400.00		
	03/06/17	17FIREREV01	SOUTHERN MANATEE USER SVC FEE J			825.00	0.00	-1,575.00		
	03/06/17	BX170306	IH:03/06/17 - SMFRREVIEW			0.00	125.00	-1,700.00		
		CR	* Object Total *			825.00*	2,525.00*	-1,700.00*		
		DR-CR	** Acct Key Total **			825.00*	2,525.00*	-1,700.00*		