



## AGENDA ITEM FORM

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction     Resolution
  - Ordinance       Grant/MOU
  - By Motion         Bylaws

**PRESENTER:** David Moss & Gregory Tkac

**PRESENTER TITLE:** Zoning Administrator &  
Director of Public Works

**AGENDA ITEM:**

Alternate Fee Schedule based on Council discussion

**BACKGROUND / SUMMARY:**

Additional review of fee schedule based on Council discussion at April 3rd Town Council meeting.

**ATTACHMENTS:**

Analysis of Fee Schedule and impacts of setting fees as equal to or less than Prince William County or Stafford County fees, Alternate Fee Schedule based on less-than-or-equal-to analysis

**REQUESTED ACTION:**

NO ACTION REQUESTED

Move full fee schedule forward for a public hearing on May 8th

**FOR MORE INFORMATION, CONTACT:**

Name: David Moss or Greg Tkac

Phone#: 703-221-3400

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[gtkac@dumfriesva.gov](mailto:gtkac@dumfriesva.gov)

**FOR USE DURING MEETING**

**VOTE:**

PASSED

NOT PASSED

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Barr
<input type="checkbox"/>	<input type="checkbox"/>	Jurgensen
<input type="checkbox"/>	<input type="checkbox"/>	West

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Foreman
<input type="checkbox"/>	<input type="checkbox"/>	Toney

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Washington

Less-than-or-equal-to Fee Schedule Analysis

	<u>Town of Dumfries (existing)</u>	<u>Town of Dumfries (budget proposal)</u>	<u>Prince William County</u>	<u>Stafford County</u>	<u>Fee equal to or below PWC or Stafford</u>	<u>Cost to Town budget of lowering</u>
<b>Buildings, Occupancy, &amp; Accessory Structures</b>						
<u>Zoning Approval for Occupancy (tenant unknown)</u>	\$0	\$0	\$26	\$125 or \$250	\$0	n/a
<u>Zoning Approval for Occupancy (tenant known)</u>	\$0	\$30	\$26	\$125 or \$250	\$25	\$250 - \$375
<u>Zoning Approval for accessory residential structures</u>	\$0	\$30	\$26	*	\$25	\$50 - \$100
*no fee is charged because no review is conducted - instead a resident simply signs an affidavit saying they will abide with all regulations						

<b>Planning Applications</b>						
<u>Application for Rezoning</u>	\$500	\$2,000 + \$1,000 per acre or portion thereof	base fee: \$4245 minimum, \$8491 maximum + fee per acre: \$130 minimum, \$260 maximum	\$4,375 - \$12,500 + \$125 per acre over 5	**	varies - 3 acres: \$212; 6 acres: \$1365; 9 acres: \$7,500
<u>Zoning Text Amendment</u>	\$300	\$500	***	***	n/a	n/a
**For less than 3 acres: \$2,000 + \$1,000 per acre or portion thereof; for 3 or more but less than 6 acres: \$4,750; for 6 or more acres, a base fee of \$6,250 plus the following fee per acre based on desired zoning district: residential: \$175; B-1: \$150; B-2: \$125; FB/O-1: \$175; M-1: \$200						
***no fee is charged because only the Board of Supervisors is allowed to initiate Zoning Text Amendments						

Less-than-or-equal-to Fee Schedule Analysis

	<u>Town of Dumfries (existing)</u>	<u>Town of Dumfries (budget proposal)</u>	<u>Prince William County</u>	<u>Stafford County</u>	<u>Fee equal to or below PWC or Stafford</u>	<u>Cost to Town budget of lowering</u>
<b>Special Exceptions</b>						
<u>Conditional Use Permit (residential)</u>	\$300	\$500	\$130 - \$9,737 ****	\$9,750 + \$125 per acre over 5	\$500	n/a
<u>Conditional Use Permit (non-residential)</u>	\$300	\$500 + \$2,500 per acre or portion thereof above 1	\$130 - \$9,737 *****	\$9,750 + \$125 per acre over 5	*****	too many variables to calculate
**** lowest cost of a Prince William Special Use Permit that is also allowed as a Conditional Use Permit in Dumfries is \$1,298 for a private school						
***** lowest cost of a Prince William Special Use Permit that is also allowed as a Conditional Use Permit in Dumfries is \$1,298 for a child or adult day care facility						
***** Adult day care facility or Child care facility over 1 acre: \$1,250; Religious institution without related services or Veterinary hospital with kennel over 1 acre: \$1,750; Motor vehicle sales or Religious institution with related services over 3 acres: \$5,750; Marina over 5 acres: \$7,750; otherwise: \$500 + \$2,500 per acre or portion thereof above 1						

<b>Board of Zoning Appeals</b>						
<u>Appeal to the Board of Zoning Appeals</u>	\$800	\$800	\$552	\$600 or \$1,900	\$600	\$0 - \$1,000
<u>Variance application to the Board of Zoning Appeals (residential)</u>	\$800	\$600	\$371	\$600	\$600	n/a
<u>Variance application to the Board of Zoning Appeals (non-residential)</u>	\$800	\$600	\$371	\$1,375	\$600	n/a

Less-than-or-equal-to Fee Schedule Analysis

	<u>Town of Dumfries (existing)</u>	<u>Town of Dumfries (budget proposal)</u>	<u>Prince William County</u>	<u>Stafford County</u>	<u>Fee equal to or below PWC or Stafford</u>	<u>Cost to Town budget of lowering</u>
<b>Architectural Review Board</b>						
<u>Certificate of Appropriateness</u>	\$0	\$50 for minor improvements and signs, \$125 for major improvements or additions, \$250 for new construction	\$0 *****	\$25 *****	\$25	\$250 - \$750
***** there are only 20 structures in the Brentsville Historic District and the County has only had 3 certificate of appropriateness applications in 20 years						
***** this was inaccurately reported on the last comparison as \$0						

<b>Zoning Determinations &amp; Certifications</b>						
<u>Certification of Non-Conforming Use (residential)</u>	\$50	\$50	\$32	\$100	\$30	\$0 - \$40
<u>Certification of Non-Conforming Use (Commercial / Industrial)</u>	\$100	\$100	\$32	\$100	\$30	\$725 - \$1,450
<u>Zoning Interpretations/ Proffer/ SUP Determinations</u>	\$0	\$100	\$348	\$390	\$100	n/a
<u>DMV Sign -Off</u>	\$0	\$25	\$65	\$100	\$25	n/a
<u>Zoning Certification Letter required by banks</u>	\$37	\$75	\$65	\$100	\$65	\$10 - \$35

<b>Home Businesses</b>						
<u>Home Occupation</u>	\$30	\$30	\$26	\$0	\$25	\$25 - \$50

Less-than-or-equal-to Fee Schedule Analysis

	<u>Town of Dumfries (existing)</u>	<u>Town of Dumfries (budget proposal)</u>	<u>Prince William County</u>	<u>Stafford County</u>	<u>Fee equal to or below PWC or Stafford</u>	<u>Cost to Town budget of lowering</u>
<b>Signs</b>						
<u>Sign (new)</u>	\$37	\$75	\$58.00 + \$1.00 per square foot	\$120 + \$2 per square foot	\$55.00 + \$1.00 per square foot, or \$75, whichever is less	too many variables to calculate
<u>Sign (reface)</u>	\$37	\$50	\$29.00 + \$1.00 per square foot	\$120 + \$2 per square foot	\$25.00 + \$1.00 per square foot, or \$50, whichever is less	too many variables to calculate
<u>Temporary Sign/ Banner</u>	\$74	\$50	\$26.00 + \$1.00 per square foot	\$120 + \$2 per square foot	\$25	too many variables to calculate
<u>Temporary Sign Deposit</u>	\$0	\$50	\$65	\$0	\$50	n/a

**Temporary Uses**

<u>Temporary Use Permit</u>	\$30	\$25, \$100, or \$500	\$162	n/a	\$25, \$100, or \$500	n/a
<u>Temporary Use Deposit</u>	\$100 or \$250	\$50, \$500, or \$5000	\$100 - \$20,000	n/a	\$50, \$500, or \$5000	n/a

**Zoning Fee Schedule (less-than-or-equal-to)**

<b>Application</b>	<b>Fee</b>		
<b>Buildings, Occupancy, &amp; Accessory Structures</b>			
Zoning Approval for commercial buildout (tenant unknown)	\$0		
Zoning Approval for Occupancy (tenant known)	\$25		
Zoning Approval for accessory residential structures	\$25		
<b>Planning Applications</b>			
Application for Rezoning	For less than 3 acres:	\$2,000 + \$1,000 per acre or portion thereof;	
	for 3 or more but less than 6 acres:	\$4,750;	
	for 6 or more acres:	a base fee of \$6,250,	
		plus the following fee per acre based on desired zoning district:	
		residential: \$175;	
		B-1: \$150;	
		B-2: \$125;	
FB/O-1: \$175;			
M-1: \$200			
Zoning Text Amendment	\$500		
<b>Special Exceptions</b>			
Conditional Use Permit (residential)	\$500		
Conditional Use Permit (non-residential)	Base fee:	\$500	
	Plus:	\$2,500 per acre or portion thereof above 1	
	Or, for these specific instances:		
	\$1,250	Adult day care facility or Child care facility over 1 acre	
	\$1,750	Religious institution without related services or Veterinary hospital with kennel over 1 acre	
	\$5,750	Motor vehicle sales or Religious institution with related services over 3 acres	
\$7,750	Marina over 5 acres		
<b>Board of Zoning Appeals</b>			
Appeal to the Board of Zoning Appeals	\$600		
Variance application to the Board of Zoning Appeals (residential)	\$600		
Variance application to the Board of Zoning Appeals (non-residential)	\$600		
<b>Architectural Review Board</b>			
Certificate of Appropriateness	\$25		

**Zoning Fee Schedule (less-than-or-equal-to)**

<b>Application</b>	<b>Fee</b>
<b>Zoning Determinations &amp; Certifications</b>	
Certification of Non-Conforming Use (residential)	\$30
Verification of/interpretation of/changes to Non-Conforming Use (Commercial / Industrial)	\$30
Zoning Interpretations/ Proffer/ SUP Determinations	\$100
Zoning Certification Letter required by banks prior to lending	\$65
Zoning Compliance Certification - Signature of Zoning Administrator required on DMV forms (for Motor Vehicle sales, salvage, vehicle removal operator, etc.)	\$25
<b>Home Businesses</b>	
Home Occupation	\$25
Home Business	\$25
<b>Signs</b>	
Sign (new - also requires building permit, possibly electrical permit)	\$55.00 + \$1.00 per square foot, or \$75, whichever is less
Sign (reface - no building or electrical permit needed)	\$25.00 + \$1.00 per square foot, or \$50, whichever is less
Temporary Sign/ Banner	\$25 *,**
*Fee is waived for a single "Grand Opening" banner for new businesses upon initial start of business	
**Fee is waived once a year for businesses that have supplied proof of BPOL and submitted application for a business license by the required date (but a permit is still required and sign still must conform to Zoning Ordinance)	
*,** In these instances, a permit is still required and sign still must conform to Zoning Ordinance	
Temporary Sign Deposit	Minimum \$50, subject to increase by the Zoning Administrator if previous approvals were violated in any way
<b>Temporary Uses</b>	
Temporary Use Permit	Minimum \$25 for small events, \$100 for medium-impact events, \$500 for large events such as carnivals and circuses
Temporary Use Deposit	Minimum \$50 for small events, \$500 for medium-impact events, \$5,000 for large events such as carnivals and circuses, subject to increase by the Zoning Administrator if previous approvals were violated in any way

***For any applications that require public hearings, applicant is also responsible for the cost of advertising such public hearings***

***The Zoning Administrator reserves the right to assign fees for items not shown above.***