



### 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
  - Certificate

**PRESENTER:** Christine Sanders

**PRESENTER TITLE:** Town Attorney

**AGENDA ITEM:**

Fee Schedule for SP-1 Zoning District and for temporary banner signs for religious institutions and nonprofit organizations

**BACKGROUND / SUMMARY:**

No fee has ever been adopted for this zoning district. The SP-1 zoning district is a special purpose district. The intent for adoption of this zoning district in 1995 was to acknowledge the existing construction /demolition/ debris landfill that is currently operating on this site. Additional goals for this zoning district are to promote recreational, open space and/or public uses to meet the environmental, social, transportation and economic development needs of the town. The SP-1 district establishes high standards of development to include sound environmental requirements, traffic, and parking management, and high quality landscaping standards. Staff has become aware that the operators of this landfill may be interested in a comprehensive planning and a rezoning for the property to a SP-1 district with potentially a limited time duration placed on continued operation of the landfill, once the property is rezoned. In order for any discussion to move forward, a process must be in place to allow for it and the first step is to set a fee for rezoning to this district. Staff recommends that a fee parallel to rezoning to the industrial zone be adopted.

Temporary banner signs were permitted with the adoption of an ordinance amendment in January 2013. It was determined that no fee would be charged but this should be included in the fee schedule to reflect this (that no fee is charged).

**ATTACHMENTS:**

Research on Fees charged by surrounding localities, Town of Dumfries Fee schedule -- Rezoning, adopted 2012, Public Hearing Notice, Ordinance to Adopt the Fee Schedule, and Resolution to Advertise a Public Hearing

**REQUESTED ACTION:**

NO ACTION REQUESTED

**FOR MORE INFORMATION, CONTACT:**

Phone#: 703-221-3400 x140

Name: Christine Sanders

E-mail: [csanders@dumfriesva.gov](mailto:csanders@dumfriesva.gov)

**FOR USE DURING MEETING**

- |                          |                          |          |
|--------------------------|--------------------------|----------|
| Y                        | N                        |          |
| <input type="checkbox"/> | <input type="checkbox"/> | Brewer   |
| <input type="checkbox"/> | <input type="checkbox"/> | Reynolds |
| <input type="checkbox"/> | <input type="checkbox"/> | Wood     |

**VOTE:**

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

PASSED

NOT PASSED

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



## DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town  
CHARTERED 1749 INCORPORATED 1961

17755 Main Street  
Dumfries, Virginia 22026-2386  
Tel: 703-221-3400 / Fax: 703-221-3544  
[www.dumfriesva.gov](http://www.dumfriesva.gov)

Fee comparisons for rezoning to Industrial Districts or other by-right district allowing for landfills:

1. Prince William County, \$6,716 plus \$214 per acre
2. Fairfax County, \$27,280 plus \$910 per acre
3. Loudoun County, \$ 27,720 (for first 200 acres), additional \$140 per acre after that
4. Manassas Park, \$1,000 plus \$200 per acre
5. Manassas, \$600 plus \$30 per acre
6. Town of Haymarket, \$3,000 for first acre and \$1,500 for each acre after, if it conforms to the comprehensive plan; otherwise, \$4,000 for first acre and \$2,000 for each acre after that.
7. Town of Vienna, \$2,000
8. Town of Herndon, \$5,000 and \$250 for each quarter of an acre
9. Stafford County, \$12,500 (for over 5 acres) and \$125 for each additional acre over 5.

**Town of Dumfries proposed fee for rezoning to SP-1 District is \$4,750 plus \$200 per acre over 6 acres.**

# Fee Schedule

for the Town of Dumfries, Virginia

*effective July 1, 2012*

<b>SITE PLAN REVIEW FEES</b>	
<b>Application</b>	<b>Fee</b>
Nonresidential Site Plan, Multi-Family Site Plan, and major revisions to an approved plan	\$1,000
Single-Family & Townhouse Subdivision Plan, Minor Nonresidential Site Plan, and Grading Plan (over 2,500 square feet)	\$500
Plat Review (Subdivision, easement, consolidation, vacation)	\$350
Waiver request	\$300
Pre-submission Meeting	\$100 per hour per discipline, \$75 minimum
Subsequent reviews and minor revisions to an approved plan	\$100/sheet

*The Zoning Administrator and Director of Public Works reserve the right to assign fees for items not shown above.*

<b>LABOR AND EQUIPMENT RATES</b>	
<b>Activity</b>	<b>Fee</b>
Labor, without tools	\$25 per hour
Labor, with tools including: Weed eater & cord, weed eater & blade, sidewalk edger, shovels, rakes, pitchforks, grubbing hoe, machete, bush axe, pruning saws, and hand pruners	\$35 per hour
Labor with chainsaw	\$35 per hour
Labor with push mower	\$35 per hour
Labor with riding behind mower	\$45 per hour
Labor with riding mower	\$45 per hour
Labor with tractor & bushhog	\$65 per hour
Labor with dump truck (minimum 5 ton)	\$75 per hour
Labor with pickup truck (minimum 3/4 ton)	\$40 per hour
Labor with stake body truck (minimum 1 ton)	\$50 per hour
Skid steer and attachments with operator	\$60 per hour
Mini excavator with operator	\$65 per hour
Small rubber-tire loader/scratcher with operator	\$65 per hour
Director of Public Works	\$100 per hour
Building Inspector	\$100 per hour
Administration	\$50 per hour

*Immediate response services (within 24 hours): additional 50% on labor and equipment rates*

*The Director of Public Works reserves the right to assign fees for items not shown above.*

# BUILDING FEES

Application	Fee
<b>Construction Plan Review</b>	
Residential Plan Review (new construction)	\$300
Residential Plan Review (additions, remodeling, alterations)	\$150
Commercial/Industrial Plan Review (new, additions)	\$300
Subsequent Review Fee	\$100 per sheet
Commercial/Industrial Plan Review (tenant layout, alterations)	\$150
Subsequent Review Fee	\$100 per sheet
<b>Residential Construction Permit Application</b>	
Residential (new construction)	\$700 minimum (Includes permit and 4 inspections*)
Residential (additions, remodeling, alterations)	\$500 (Includes permit and 4 inspections*)
Residential (Decks)	\$300 (Includes permit and 4 inspections*)
Residential (Plumbing)	\$50 permit fee \$100 per inspection**
Residential (HVAC)	\$50 permit fee \$100 per inspection**
Residential (Electrical)	\$50 permit fee \$100 per inspection**
Residential (Occupancy Permit)	\$50 permit fee \$100 per inspection**
<b>Commercial Construction Permit Application</b>	
Commercial (new, additions)	\$1,100 (Includes permit and 10 inspections*)
Commercial (tenant layout, alterations)	\$900 (Includes permit and 8 inspections*)
Commercial (Plumbing)	\$50 permit fee \$100 per inspection**
Commercial (HVAC)	\$50 permit fee \$100 per inspection**
Commercial (Electrical)	\$50 permit fee \$100 per inspection**
Commercial (Occupancy Permit)	\$50 permit fee \$100 per inspection**
Fire Marshal Inspection (sprinklers, fire alarm)	As set by Prince William County Fire Marshal's Office
<b>Other Fees</b>	
Minor Plan Review	Determined by Building Official
Site Inspection (storm sewer, water, sewer lines)	\$150 per inspection
Code Compliance Inspection (requested by customer)	\$200 per inspection
Pre-Design Meeting	\$100 per hour - \$75 minimum
Construction Meeting	\$100 per hour per discipline - \$75 minimum
Reinstatement of Rescinded or Suspended Construction Permit	\$100
Reinstatement of Responsible Parties for Construction Permits	\$100
<b>FAILURE TO OBTAIN BUILDING OR GRADING PERMIT</b>	\$500 plus cost of Permit

\* Additional inspections: \$100 each

\*\* Inspections may be combined into one inspection at \$150

A 2% levy for building fees is already included in the cost shown above.

**The Building Official reserves the right to assign fees for items not shown above.**

# ZONING FEES

Application	Fee		
<b>Buildings, Occupancy, &amp; Accessory Structures</b>			
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;			
SP-1 and 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		

*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.*

# ZONING FEES (cont'd)

## Zoning Determinations & Certifications

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

## Home Businesses

Home Occupation	\$25
Home Business	\$25

## Signs

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

\*\*\* Fee is waived for Religious Institutions and Non Profits Organizations if no zoning violations are on file for the subject property within the previous 12 months

\*, \*\* & \*\*\* 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
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## Temporary Uses

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

## Failure to Obtain Zoning Permit

<b>FAILURE TO OBTAIN ZONING PERMIT</b>	<b><u>\$500 plus cost of Permit</u></b>
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*For any applications that require public hearings, applicant is also responsible for the cost of advertising such public*

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

**TOWN OF DUMFRIES**

**NOTICE OF PUBLIC HEARING**

**BY THE TOWN COUNCIL  
OF THE TOWN OF DUMFRIES, VIRGINIA ON**

**October 1, 2013 AT 7:00 PM or  
as soon thereafter as may be heard**

The Town Council of the Town of Dumfries hereby gives notice of a Public Hearing on the adoption of an ordinance to amend the Town of Dumfries Fee Schedule, pursuant to Virginia Code § 15.2-107, for the purposes of adjusting and increasing fees levied pursuant to zoning applications (Va. Code Section 15.2-2200 *et seq.*).

All supporting material is available for public inspection at the Office of the Town Clerk at 17755 Main Street, Dumfries, Virginia 22026 between the hours of 8:30 AM and 5:00 PM; M-F. The public hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility or needing to discuss accommodation of a disability should contact the Town Clerk at 703-221-3400 or [dhobgood@dumfriesva.gov](mailto:dhobgood@dumfriesva.gov), during normal working hours.

**BY GERALD FOREMAN, MAYOR  
TOWN OF DUMFRIES, VIRGINIA**

**Instruction to Publisher: Run this notice one time on September 18, 2013 and one time on September 25, 2013**

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, SEPTEMBER 3, 2013, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION DULY MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_\_\_, THE FOLLOWING ORDINANCE WAS ADOPTED BY THE FOLLOWING VOTE:

Charles C. Brewer, \_\_\_\_;  
Gerald M. Foreman, II, \_\_\_\_;  
Kristin W. Forrester, \_\_\_\_;  
Helen D. Reynolds, \_\_\_\_;  
Willie J. Toney, \_\_\_\_;  
Gwen P. Washington, \_\_\_\_;  
Derrick R. Wood, \_\_\_\_;

### AN ORDINANCE TO AMEND THE TOWN OF DUMFRIES FEE SCHEDULE

**WHEREAS**, the Town Staff initiated the process to amend the fee schedule that was adopted in 2004 for zoning fees and banner signs for religious and nonprofit organizations; and

**WHEREAS**, the Town Staff introduced proposed changes to the fee schedule in a discussion meeting with the Town Council at the August 20, 2013 meeting of Town Council; and

**WHEREAS**, per the request of Council, staff amended the fee schedule for fees to be equal to or less than similar fees found in the Stafford and Prince William County fee schedules; and

**WHEREAS**, the Dumfries Town Council held a duly advertised public hearing on the fee schedule on October 1, 2013; and

**WHEREAS**, the Dumfries Town Council finds that the fee schedule proposed by Town Staff, serves a valid public purpose and furthers the goals of the Town of Dumfries Comprehensive Plan.

**NOW, THEREFORE BE IT ORDAINED** by the Council of the Town of Dumfries on this the 1st day of October, 2013, the amended fee schedule, attached, is hereby adopted and approved.

This ordinance shall become effect October 1, 2013.

By Order of Council:

\_\_\_\_\_  
Gerald M. Foreman, Mayor

Attest: \_\_\_\_\_  
Dawn Hobgood, Town Clerk

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL, HELD ON SEPTEMBER 3, 2013, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_\_\_, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:**

Charles C. Brewer, ;  
Gerald M. Foreman, II, ;  
Kristin W. Forrester, ;  
Helen D. Reynolds, ;  
Willie J. Toney, ;  
Gwen P. Washington, ;  
Derrick R. Wood, ;

**RESOLUTION TO ADVERTISE A PUBLIC HEARING TO UPDATE THE FEE SCHEDULE TO INCLUDE THE SP-1 ZONING DISTRICT AND TEMPORARY BANNER SIGNS FOR RELIGIOUS AND NONPROFIT INSTITUTIONS**

**WHEREAS**, the Town Council has considered the adoption of an ordinance to update the fee schedule; and

**WHEREAS**, the Town Council in 1995 adopted SP-1 zoning district as a special purpose district to acknowledge the existing construction /demolition/ debris landfill that is currently operating; and

**WHEREAS**, no fee has ever been adopted for this zoning district; and

**WHEREAS**, temporary banner signs were permitted with the adoption of an ordinance amendment in January 2013 without a fee but this was not reflected in the fee schedule; and

**WHEREAS**, the Town Council still wishes to amend the fee schedule to reflect the proposed changes to the fee schedule and needs to advertise a public hearing for the adoption; and

**WHEREAS**, Town Council wishes to advertise a public hearing to be held on October 1, 2013, for the adoption of an ordinance amending the fee schedule.

**NOW, THEREFORE, BE IT RESOLVED** by Town Council that the Town Manager shall advertise for a public hearing the adoption of an ordinance amending the fee schedule effective immediately upon adoption.

By Order of Council:

\_\_\_\_\_  
Gerald M. Foreman, Mayor

ATTEST:

\_\_\_\_\_  
Dawn Hobgood, Town Clerk