

COUNTY OF ALBEMARLE

EXECUTIVE SUMMARY

AGENDA TITLE: Community Development Fees STA2015-00002 ZTA2015-00011	AGENDA DATE: September 22, 2015
SUBJECT/PROPOSAL/REQUEST: Consider increasing existing fees and establishing new fees for County services provided under the Subdivision and Zoning Ordinances	ACTION: X INFORMATION:
STAFF CONTACT(S): Graham, Cilimberg, McCulley, Benish	CONSENT AGENDA: ACTION: INFORMATION:
PRESENTER (S): Mark Graham	ATTACHMENTS: Yes
LEGAL REVIEW:	REVIEWED BY:

BACKGROUND:

On April 1, 2015, the Board adopted Resolutions of Intent to amend fees in the Subdivision and Zoning Ordinances. (Attachments A and B) The purpose of this public hearing is so the Planning Commission can provide a recommendation to the Board with respect to the proposed fee increases.

STRATEGIC PLAN:

Operational Capacity: Ensure County government's ability to provide high quality service that achieves community priorities

DISCUSSION:

In August 2008, as part of considering fees changes, the Board established a policy for biennial fee adjustments based on Board approved salary adjustments in that period. Building, Water Protection, Subdivision and Zoning fees were then updated between 2008 and 2010. When the biennial fee adjustment policy was adopted in 2008, neither staff nor the Board envisioned the County would experience years with no salary increases or 1% salary increases. Staff delayed consideration of fee adjustments until the combined merit increases would result in at least a 5% change in fees, due to the fact that the costs associated with revising the ordinances, updating the information and forms, and educating the customers could exceed the potential revenue increase from a small fee increase. With the salary increases approved for FY16, a 7.5% increase is consistent with the policy.

Staff Analysis of Fee Increases

As presented to the Board in April 2015, the cumulative salary increases since adoption of all three ordinances crossed the 5% threshold in July 2014. Compounding this with the 2.3% merit increase proposed for FY16, a 7.5% increase was determined to be consistent with Board policy. Therefore, staff recommends that the fees be adjusted by 7.5% to maintain consistency with Board policy.

New Fees

Staff is recommending several new fees for consideration. These include a fee for Special Exception requests and new fees associated with wireless facilities. Both of these are new processes put in place since the last fee update. With respect to Special Exceptions, staff recommends this fee be the same as that currently imposed for Variations under County Code § 14-207 H of the Subdivision Ordinance, as the work is very similar.

Rounding

With a percentage increase, staff has recommended fees be rounded to the nearest dollar to simplify forms and administration of the fees. The exception to that recommendation is building fees which are calculated as cents per square foot of building. In that case, staff has recommended rounding to the nearest cent.

Building Ordinance

Building Regulations do not have a relationship to the Planning Commission. However, as those fees are being presented to the Board at the same time as the Subdivision and Zoning fees, staff is also providing a copy of

the recommended Building Ordinance fees to the Planning Commission. Should the Planning Commission have any comments on those fees, staff will assure the Board receives those comments.

BUDGET IMPACT:

Assuming the Board adopts a 7.5% fee adjustment effective November 1, 2015, fee revenue is anticipated to increase as follows:

- Building Ordinance – Approximately \$90,000/yr
- Subdivision Ordinance – Approximately \$6,000/yr
- Zoning Ordinance – Approximately \$10,000/yr

Cumulatively, this is anticipated to increase Community Development Department (CDD) revenues by \$106,000 in FY 16. Since the development of the FY16 budget preceded the revised fee proposal, the projected additional revenue was not considered as part of FY16 budget process. No additional expenses are anticipated as a result of the fee changes.

RECOMMENDATIONS:

After holding a public hearing to receive comments and consideration of those comments, staff recommends the Planning Commission:

1. Recommend approval of STA2015-00002 as provided in Attachment C, noting any recommended changes from the presented fees;
2. Recommend approval of ZTA2015-00011, as provided in Attachment D, noting any recommended changes from the presented fees.

ATTACHMENTS:

Attachment A – [Resolution of Intent to amend Subdivision Fees](#)

Attachment B - [Resolution of Intent to amend Zoning Fees](#)

Attachment C - [STA 2015-00002, Subdivision Fees](#)

Attachment D - [ZTA 2015-00011, Zoning Fees](#)

Attachment E – [BTA 2015-00001, Building Fees](#)