

Issue Analysis Form



Date: July 12, 2022
Item: Planning & Zoning Fee Schedule Revisions
Lead Department(s): Planning & Zoning Division, CDCC
Contact Person(s): Julie Walton, DCA - Dir. CDCC

Description and Current Status

Staff is recommending that the Board of Supervisors amend Section 2 of the County Code to provide clarifications of existing fees for Planning & Zoning applications.

Over the years since the previous fee schedule update occurred in 2012, Planning & Zoning staff has had to address various nuances with the language in the fee schedule to calculate fees for certain applications when the current language is either not clear enough or was not updated with zoning or subdivision ordinance changes that occurred over time. In effort to proactively answer questions about fees and update the language to modern terms and current Ordinances, the Planning & Zoning division has prepared the changes contained in the attached draft Ordinance.

All proposed changes are intended exclusively to clarify existing fees. No new fees are proposed and no changes to existing fees are proposed at this time.

Staff is requesting the authority to advertize for a Public Hearing to consider the attached amendments to Section 2 of the County Code.

Government Path

Does this require IDA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require BZA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require Planning Commission action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require Board of Supervisors action?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does this require a public hearing?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If so, before what date?

Fiscal Impact Statement

No new fees are proposed, and no increases in fees are proposed.

County Impact

Updated language, grouping of similar fee types, and clarification of existing fees will assist staff when working with customers on their projects.

Notes

The Planning Commission reviewed this proposal and had no objections as long as there are no fee increases to our customers.

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia, this 12th day of July, 2022:

Present:

Marlene J. Waymack, Chair
Donald Hunter, Vice-Chair
Alan R. Carmichael
Floyd M. Brown, Jr.
T. J. Webb

Vote:

A-4

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION: AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR AN ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA," 2005, AS AMENDED, BY AMENDING SECTION 2-2 TO CHANGE THE FEE SCHEDULE FOR THE PLANNING AND ZONING DEPARTMENT

WHEREAS, Staff is recommending that the Board of Supervisors amend Section 2 of the County Code to provide clarifications of existing fees for Planning & Zoning applications; and

WHEREAS, Over the years since the previous fee schedule update occurred in 2012, Planning & Zoning staff has had to address various nuances with the language in the fee schedule to calculate fees for certain applications when the current language is either not clear enough or was not updated with zoning or subdivision ordinance changes that occurred over time.

NOW, THEREFORE BE IT RESOLVED: That the Board of Supervisors of the County of Prince George this 12th day of July, 2022, does hereby authorize the advertisement of a public hearing to consider an Ordinance to Amend "The Code of the County of Prince George, Virginia," 2005, as Amended, by Amending Section 2-2 to Change the Fee Schedule for the Planning and Zoning Department.

A Copy Teste:

Jeffrey D. Stoke
County Administrator

ORDINANCE AMENDMENT – OA-22-02
PLANNING COMMISSION STAFF REPORT – MAY 26, 2022

RESUME

APPLICANT: Prince George County (Planning & Zoning Division Staff)

PROPERTY OWNER: N/A

REQUEST/SUMMARY: Staff is recommending that the Board of Supervisors amend Section 2 of the County Code to provide clarifications of existing fees for Planning & Zoning applications.

Over the years since the previous fee schedule update occurred in 2012, Planning & Zoning staff has considered various nuances to calculate fees for certain applications when the current language in the fee schedule is either not clear enough or was not fully updated in tandem with zoning or subdivision ordinance changes that occurred over time.

In effort to proactively answer future questions about fees and bring clarity for future staff and customers, the Planning & Zoning division has prepared the changes contained in the draft ordinance.

All proposed changes are intended exclusively to clarify existing fees. No new fees are proposed and no changes to existing fees are proposed at this time.

STAFF RECOMMENDATION: Staff recommends Approval of the draft ordinance.

Staff further recommends that changes to fee amounts be considered in a future ordinance amendment.

PLANNING COMMISSION ACTION:

No action is required by the Planning Commission because an amendment of Chapter 2 of the County Code is not subject to a Planning Commission recommendation and can adopted by the Board of Supervisors following a public hearing.

However, if the Commission has any additional feedback or comments on this topic, Staff can provide it to the Board along with the ordinance amendment.

**ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE,
VIRGINIA”, 2005, AS AMENDED, BY AMENDING § 2-2 TO CHANGE THE
FEE SCHEDULE FOR THE PLANNING AND ZONING DEPARTMENT**

BE IT ORDAINED by the Board of Supervisors of Prince George County:

- (1) *That The Code of the County of Prince George, Virginia, 2005, as amended, is amended by amending § 2-2, as follows:*

CHAPTER 2 - ADMINISTRATION

ARTICLE I. – IN GENERAL

Sec. 2-2. - Fees.

REQUESTED ACTION	[DELETE COLUMN]	FEE
Rezoning	base fee	\$1,050.00 Base Fee
rezone to: to: A-1	A-1, A-2	no additional fee
to: R-A, R-E	R-A, R-E	Base Fee plus \$88.00/acre
to: All other zoning districts	MHP, R-1, R-2, R-3	Base Fee plus \$140.00/acre
[DELETE ROW]	B-1, B-2, B-3, PB, NB, PUD	\$140.00/acre
[DELETE ROW]	I-1, I-2	\$140.00/acre
Amend Zoning Case		\$1,050.00
Amend Comprehensive Plan		\$700.00
Amend Zoning Ordinance		\$700.00
Traffic Impact Analysis Review (TIA)		\$700.00
Special Exception (Conditional Use Permit)		\$700.00
Special Exception Home Occupation		\$350.00
Conditional Use Permit [DELETE ROW]		\$875.00
Special Exception to BZA		\$250.00
Variance/Appeal/ Other BZA Public Hearing Request		\$350.00
Administrative Variance		\$50.00 (+ \$300 if forwarded to the BZA)
Major Site Plan Review (including Engineering Plans required by Subdivision Ordinance)		\$350.00 + \$35.00 per acre of land disturbance
Amendment of Approved Major Site Plan		\$250.00 + \$35.00 per acre of land disturbance
Minor Site Plan Review (including amendment of approved Minor Site Plan)		\$250.00

Site Plan Re-Review		\$250.00 per review starting with the 4th submittal
Residential Subdivision Land Disturbance Permit/E&S Fee		\$200.00 + \$20.00 per acre disturbed
Commercial Land Disturbance Permit/E&S Fee		\$400.00 + \$25.00 per acre disturbed
Agreement in Lieu (Residential)		\$35.00
LDP Re-inspection Fee		\$40.00
LDP Dormant Project Review Fee		\$75.00
Zoning Compliance Confirmation Letter		\$44.00
Subdivision Plat Review (including Family Divisions and Resubdivisions):		2—5 lots: \$275 6+ lots: \$350.00 + \$35.00 per lot
[DELETE ROW]	2—5 lots	\$275.00
[DELETE ROW]	6+ lots	\$350.00 + \$35.00 per lot
Other Plat Reviews including Boundary Line Adjustment Plat, Vacation Plat, Consolidation Plat, Easement or ROW Plat or Plat Recordation		\$50.00
Recordation Plat Review		\$50.00
Deferral Request (by applicant for public hearing requests)		\$625.00
Zoning Ordinance Change [DELETE ROW]		\$700.00
FEMA Elevation Certificate Review or Floodplain Development Permit Review		\$25.00
FIRM Map Confirmation		\$25.00
DMV Compliance Letter		\$25.00
Residential Group Home Zoning Review		\$25.00
In-Home Day Care Zoning Review		\$25.00
Professional Business Zoning Approval Form		\$25.00
Special Exception to BZA [DELETE ROW]		\$250.00
Administrative Second Dwelling Use		\$200 (\$25 annual renewal fee)

(Ord. No. O-08-05, 9-9-2008; Ord. No. O-09-04, 3-10-2009; Ord. No. O-09-06, 4-28-2009; Ord. No. O-10-02, 2-9-2010; Ord. No. O-12-10, 6-12-2012; Ord. No. O-12-37, § 1, 11-27-2012)

(2) *That the Ordinance shall be effective immediately upon adoption.*

GUIDE:

Red font inside table = proposed new text

Strikethrough = remove existing text