



ARLINGTON COUNTY, VIRGINIA

**County Board Agenda Item
Meeting of February 24, 2018**

DATE: February 20, 2018

SUBJECT: Request to authorize advertisement of a public hearing for the creation of a Local Historic District Designation Request fee.

C. M. RECOMMENDATION:

Authorize the advertisement for a public hearing on the proposed creation of a fee for the processing of Local Historic District designation reports, using the attached ordinance (Attachment B).

ISSUES: As part of the regular budget process, authorization from the County Board is being requested to advertise a public hearing to consider whether the County should establish an administrative fee for requests for a Local Historic District Designation as part of the Consolidated Zoning Fee Schedule (Attachment A).

SUMMARY: In order to recover the costs of required legal advertising, mailing, processing, and initial review required for Local Historic District Designation requests, the County is proposing to charge an administrative fee of \$250 per request. The amount would increase in increments of \$250 per property within a request, with a maximum fee of \$1,000.

BACKGROUND: Arlington County adopted provisions to the Arlington County Zoning Ordinance (ACZO) in 1976 allowing for the creation of the Historical Affairs and Landmarks Review Board (HALRB), and establishment of a process by which local historic districts could be created by Ordinance. In 1978, the County created its first local historic districts with the adoption of nine new properties under this portion of the ACZO. Currently there are 40 locally designated historic districts.

DISCUSSION: The Local Historic District Designation reports that are currently prepared for consideration and adoption by the County Board are researched and require public outreach to property owners, citizen organizations, as well as other Boards and Commissions outside of the HALRB. Detailed documentation prepared by staff must be submitted to the HALRB and/or County Board for approval as part of any newly designated local historic district. The

County Manager:

MJS / Muc

County Attorney:

[Signature]

CR Sanders

24. L.

Staff: Alexis Guilliod, Department of Community Planning, Housing and Development

requirements for historic documentation and preparing site-specific design guidelines has created an orderly, understandable, and predictable method for managing new requests for local historic districts; however, it requires additional time, research, public outreach, and often negotiations with property owners and the HALRB.

To determine the appropriate fee level, the County Historic Preservation staff examined previous mailing and advertising costs for HALRB hearings, where historic designations are also advertised. The costs averaged \$223/month (for a total of 12 monthly HALRB hearings), with exceptions for extra public hearing ads.

The fee proposal is as follows, with a minimum fee of \$250 and a maximum of \$1,000.

Number of Properties per Request	1	2	3	4+
Fee Charged	\$250	\$500	\$750	\$1,000

Single and multiple property requests for local historic district designation are defined in Section 11.3.4.A.1 of the ACZO. Given the time and effort undertaken by staff to process a request, a fee of \$250 to initiate a historic district designation study would not present a burden to the public and would offset the administrative costs associated with the requests.

PUBLIC ENGAGEMENT: There will be a public hearing on April 5, 2018 to consider creation of this fee.

FISCAL IMPACT: The Historic Preservation Program receives one to three requests for local historic district designations in any one year. This fee is expected to generate \$500 in FY 2019, which is included in the County Manager’s FY 2019 Proposed Budget.

**ARLINGTON COUNTY, VIRGINIA
DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
ZONING DIVISION
CONSOLIDATED FEE SCHEDULE FOR APPLICATIONS, VARIOUS PERMITS,
BUILDING PERMITS AND SUBDIVISION PLATS
APPLICATION FEES
UPDATED JULY 15, 2017
REZONING REQUESTS**

Rezoning to:	Site Area 25,000 sq. ft or less	Site Area More than 25,000 sq ft
"R" Districts	\$4,185 plus \$1,093 DES fee	\$5,555 plus \$2,186 DES fee
"RA" Districts	\$4,185 plus \$1,093 DES fee	\$6,927 plus \$3,278 DES fee
"RA-H", "R-C", "RA-H-3.2", "RA4.8"	\$9,506 plus \$3,278 DES fee	\$14,252 plus \$5,463 DES fee
"S", "C", "M", "CP-FBC", "MU-VS" Districts	\$6,927 plus \$3,278 DES fee	\$9,669 plus \$5,463 DES fee
"C-0" Districts	\$14,252 plus \$5,463 DES fee	\$14,252 plus \$5,463 DES fee

Rezoning advertised at applicant's request on the County Board's Own Motion -
\$6,927, plus the above fee, plus \$2,186 DES review fee.

Rezoning with General Land Use Plan (GLUP) Amendment - \$8,740, plus the above
fee, plus \$4,371 DES review fee.

Automation Enhancement Fee – 5% of total fees.

Rezoning when accompanied by Site Plan - above fee in addition to applicable Site Plan fee.

Amendment proposed by County Board in public interest - No fee.

SITE PLAN APPROVALS & AMENDMENT

Phased Development Site Plan - \$20,057, plus \$122 per acre, plus DES fee of \$20,057 plus
\$122 per acre.

Crystal City Block Plan - \$10,028, plus DES fee of \$10,028. (Per County Board June 16,
2012)

Crystal City Block Plan Amendments - \$5,014, plus DES fee of \$5,014 (per County Board
June 16, 2012)

Final Site Plans - For Site Plans in "R" & "RA" districts of fewer than 25 units, "C-2" &
"Voluntary Coordinated Housing Preservation and Development District (VCHPDD)" -
\$2,973 plus \$26 per 100 sq. ft. of office & commercial space, plus \$111 per dwelling unit,
plus DES fee of \$1,093 plus \$11 per 100 sq. ft. office/commercial plus \$56 per unit.

Final Site Plans - All other Site Plans - \$9,506, plus \$26 per 100 sq. ft of office and commercial space; plus \$111 per dwelling unit; and \$111 per hotel unit plus, DES fee of \$4,371 plus \$11 per 100 sq. ft. commercial plus \$56 per unit.

Major Site Plan Amendments - For Site Plans in "R" & "RA" districts of fewer than 25 units, "C-2" and "VCHPDD" Site Plans - \$2,973, plus \$26 per 100 sq. ft. of office and commercial space, \$111 per dwelling unit, plus \$111 per hotel unit, plus DES fee of \$1,093 plus \$11 per sq. ft. office/commercial plus \$56 per unit.

Major Site Plan Amendments - All other site plans - \$9,506, plus \$26 per 100 per sq. ft office/commercial, \$111 per dwelling unit, \$111 per hotel unit, plus DES review fee of \$4,371 plus \$11 per 100 sq. ft. of office/commercial plus \$56 per unit.

Minor Site Plan Amendments - \$2,382 plus \$26 per 100 sq. ft. office/commercial, \$111 per dwelling unit, plus \$111 per hotel unit plus DES fee of \$1,093 plus \$11 per 100 sq. ft. of office/commercial plus \$56 per unit.

Resubmittal - \$548 per resubmittal after the first resubmittal plus \$11 per residential unit and \$11 per 1,000 sq. ft. nonresidential plus DES fee of \$275 plus \$6 per residential unit plus \$6 per 1,000 sq. ft. of nonresidential space.

Administrative Changes to Approved Site Plans

- Administrative Changes - \$596 per subsection of the Zoning Ordinance
- Landscape Plan Changes for Town House, Cluster, URD's - \$56 plus DES fee of \$14
- Landscape Plan Changes All Other - \$657 plus DES fee of \$165
- Comprehensive Sign Plan - \$111 per request
- Administrative Change for Signs - \$122
- Parking Changes - \$657 plus DES fee of \$165
- Satellite dishes and antennas - \$275 (excluding small cell wireless telecommunications facilities)
- Temporary Uses - \$657
- Outdoor Seating - \$275 plus DES fee of \$69
- Tenant Changes - \$111
- Façade Changes - \$657
- All Other including items with multiple requests - \$1,093 plus DES fee of \$274

Automation Enhancement Fee – 5% of total fees (Excluding DES fees).

Final 4.1 Plan Review - \$1,203, plus \$26 per 100 sq. ft. of office and commercial space, plus \$111 per dwelling unit, plus \$111 per hotel unit, plus DES fee of \$662 plus \$11 per 100 square feet of office/commercial plus \$56 per unit.

Landscape Plan Review

- Town House, Cluster, URD, and UCD - \$302 plus DES review fee of \$302.
- All Other - \$548 plus \$302 DES fee

Final Façade Plan Review - \$548

Automation Enhancement Fee – 5% of total fees (Excluding DES fees).

USE PERMITS

Family Day Care Home (Child Care) - \$122.

Schools, including private, elementary, or secondary schools, and kindergartens, nursery schools, child care centers, with a total enrollment that is equal to, or less than, 100 students - \$139 plus DES fee of \$36

Schools listed above with a total enrollment that exceeds 100 students but is equal to, or less than, 250 students - \$329 plus DES fee of \$83.

Type I - Commercial & non-commercial conditional uses except Type II - \$1,782.

Type II - Live entertainment & food delivery services - \$1,203.

Type III - Commercial uses that have substantial alteration to structures and sites – All Drive through uses, vehicle service establishments - \$8,303, plus DES review fee of \$2,076.

Use Permit Amendments for:

- Family Day Care Homes, Schools, Type I, Type II and Landscape Plans associated with Type I and Type II uses – 50% of the above fees.
- Type III and Landscape Plans associated with Type III uses – 100% of the above fees (each for CPHD and DES fees).

Use Permits for Landscape Plans (new submittal) - \$302 plus \$302 DES fee

Use Permit for Comprehensive Sign Plan - \$1,782

Use Permits including New Construction of a Building - (for any type of use controlled by Use Permit, excluding one-family dwellings under the Unified residential development) New buildings to be constructed for the purposes of conducting the proposed use - \$8,303 plus DES fee of \$2,076

Unified Residential Development - \$2,404 plus \$6.00 per housing unit, plus DES review fee of \$1,444).

Unified Commercial Development - \$1.25 per square foot not to exceed \$5,901 plus DES fee of \$1,444.

Columbia Pike Form Based Code (FBC) or Columbia Pike Neighborhoods Form Based Code (N-FBC) - \$1.25 per square foot of gross floor area of the entire building not to exceed \$5,901 plus DES fess of \$1,444. In addition, the following fees will be charged:

- Landscape Plan (new submittal): \$548 plus DES fee of \$302
- Final Façade Plan Review: \$548
- Administrative Change to Landscape Plan: \$56 plus DES fee of \$14
- Administrative Change to Final Façade Plan: \$657
- All other Administrative Changes: \$596, or \$1,093 for multiple requests plus DES fee of \$274

Modifications to nonconforming apartments with creation of a VCHPDD as permitted in the Zoning Ordinance Section 12.B.2, et. seq.- \$1,782 plus DES fee of \$1,782.

Use Permit Amendments for all other types of use permits and Landscape Plans associated with these uses:

- Amendments meeting the criteria for a major site plan amendment, as defined in the Zoning Ordinance subsection 36.H.2.a. – 100% of the above fees (each for CPHD and DES fees)
- Amendments meeting the criteria for a minor site plan amendment, as defined in the Zoning Ordinance subsection 36.H.2.b. – 50% of the above fees (each for CPHD and DES fees).

Administrative change to approved Landscape Plan - \$56 plus DES fee of \$14

Places of Worship or Lodges permitting secondary use of parking lots and Open-Air Markets - \$302 plus DES fee of \$302 (Per County Board October 15, 2011).

Automation Enhancement Fee – 5% of total fees (Excluding DES fees).

VARIANCES or USE PERMITS

Modification to Existing One-Family Residential - \$341 for 1st subsection of the Zoning Ordinance. Each additional subsection is an additional \$69. Fees over the base fee will be determined following receipt of the application and must be paid prior to advertising.

New One-Family Dwellings - \$2,689 for 1st subsection of the Zoning Ordinance. Each additional subsection is an additional \$538.

Building Location Error for New Structures - \$4,044. Does not apply to errors in fence or accessory structure placement.

Variations or Use Permits for all other uses - \$3,350 for 1st subsection of the Zoning Ordinance. Each additional subsection is an additional \$670.

Variations Applications made by Non-profit Organizations & for Non-profit Institutional Uses - \$280.

Appeals to Determinations of the Zoning Administrator - \$548

Automation Enhancement Fee – 5% of total fees (Excluding DES fees).

FEES FOR ADMINISTRATIVELY-REVIEWED PERMITS AND REQUESTS

Landscape Plan (new submittal) - \$548 plus DES fee of \$302

Columbia Pike Form Based Code (FBC) or Columbia Pike Neighborhoods Form Based Code (N-FBC) - \$1.25 per square foot of gross floor area of the entire building not to exceed \$5,901 plus DES fee of \$1,444. In addition, the following fees will be charged:

- Landscape Plan (new submittal): \$548 plus DES fee of \$302
- Final Façade Plan Review: \$548
- Administrative Change to Landscape Plan: \$56 plus DES fee of \$14
- Administrative Change to Final Façade Plan: \$657
- All other Administrative Changes: \$596, or \$1,093 for multiple requests plus DES fee of \$274

Dance Hall Permits - \$600 per year

Home Occupation Permits (non-Accessory Homestay) - No fee as long as Arlington residency is maintained

Home Occupation Permits – Accessory Homestay - \$60

Permits for Signs - \$107 plus \$1.25 per sq. ft. for any sign exceeding 100 sq. ft. in size.

Permits for Temporary Signs - \$107 plus \$1.25 per sq. ft. for any sign exceeding 100 sq. ft. in size.

Zoning Compliance Letters –

Letter to DMV - \$548

Verification of Compliance - \$329

Special Agreement Letters - \$2,186

Buildability letter (requiring no deed or plat research) - \$56

Buildability letter (requiring deed or plat research) - \$329

Determination letter - \$329

Sink letters - \$29

Lost certificates of occupancy - \$29

Small Cell Wireless Telecommunications Facilities Permits - \$100 each for the first five (5) facilities, \$50 for each additional facility

Local Historic District Designation Requests -

One property per request - \$250

Two properties per request - \$500

Three properties per request - \$750

Four properties or more per request - \$1,000

Automation Enhancement Fee – 5% of total fees (Excluding DES fees).

Zoning Ordinance - \$10.00 (Tabs \$14.00)

CERTIFICATES OF OCCUPANCY

RESIDENTIAL, COMMERCIAL, OFFICE, HOTEL AND INDUSTRIAL BUILDINGS

Master Certificate of Occupancy (including Condo Conversion)

- a. New apartments, office, commercial and hotel with or without elevators - \$2,186 plus \$17 per unit
- b. New tourist homes, rooming houses and boardinghouses - \$548 plus \$17 per unit.
- c. One- and two-family dwellings - \$275
- d. New town house projects (site work) - \$1,093
- e. Change in ownership of office and commercial - \$1,093
- f. Change in ownership of apartments and hotels - \$1,093 plus \$22 per unit.
- g. Condo Conversions - \$1,093 plus \$22 per unit
- h. Re-inspection fee - \$165 per inspection

Shell and Core Certificate for Elevator Buildings

New apartments, office, commercial and hotel

- (1) Up to 150,000 square feet of gross floor area - \$2,186
- (2) Over 150,000 square feet of gross floor area - \$2,733
- (3) Re-inspection fee - \$165 per inspection

Certificate for Partial Occupancy (including change in business or use of an existing structure)

- a. Office and commercial
 - (1) Up to 150 square feet of gross floor area (desk space) - \$220
 - (2) Over 150 square feet of gross floor area and up to 2,000 square feet of gross floor area - \$329
 - (3) Over 2,000 square feet of gross floor area - \$548 per 10,000 square feet of gross floor area or fraction thereof.
- b. Apartments and hotels - \$439 plus \$22 per unit
- c. Town house units - \$275 plus \$22 per unit.

OTHER TYPES OF CERTIFICATES OF OCCUPANCY

Parking Structures associated with office, commercial, apartments and hotels
\$548 plus \$56 per 5,000 sq. ft.
Re-inspection fee - \$165 per inspection

Parking Structures not associated with other uses - \$111 per 5,000 sq. ft.

Short-term Activities of Nonprofit Organizations - No fee.

Family Day Care Homes for One (1) to Nine (9) Children - \$29

Flat Fees

Swimming pools - \$220

Parking lots - \$220

Vehicle dealerships; new, used, and rentals - \$1,093

Accessory Dwelling units - \$209

Uses not elsewhere specified (including all temporary uses) - \$220

Reinspection Fee - \$165

Automation Enhancement Fee – 5% of total fees (Excluding DES fees).

SUBDIVISION PLAT REVIEW

- a. Subdivision Plat: Base fee of \$150, plus \$82 per lot.
- b. Residential and Commercial Condominium Plats: Base fee of \$150 for 9 units or less; \$298 for 10 or more units.

FEES for BUILDING PERMIT REVIEW by the ZONING OFFICE

<u>TYPE OF CONSTRUCTION</u>	<u>FEE</u>
<u>New Construction</u>	
New Single-Family, Town Houses, Duplexes	\$548 per dwelling unit
By-right Development, including Apartments, Retail & Offices	\$220 plus \$111 per 10,000 sq. ft. gross floor area or fraction thereof
All Site Plan Projects	\$548 plus \$220 per 5,000 sq. ft. gross floor area or fraction thereof
New Parking Structures & Lots	\$220 plus \$111 per 5,000 sq. ft. gross floor area or fraction thereof
Revisions to approved plans for new construction	
By-right	\$56
Site Plan	\$220
<u>Modifications to Existing Structures</u>	
Exterior Additions - Single-Family, Town House, Two-family	\$111
Exterior Mechanical Equipment	\$56
Exterior Alterations - All Other	\$329
Interior Alterations - Single-Family Dwellings, Town House, Two-family	\$111
Interior Alterations - All Other	\$165 per 10,000 sq. ft. gross floor area or part thereof
<u>Other Types of Building Permits</u>	
Footing & Foundation, & Excavation	
By-right	\$56
Site Plan	
Single Family	\$111
All Other	\$1,093
Retaining Walls	\$56
Detached Garages & Accessory Structures	\$56
Demolition Plans - By-right	\$111
Demolition Plans - Site Plan	\$1,093
Swimming Pools	\$56
Temporary Structures (e.g. Fireworks Stands), satellite dish antennae	\$83
Decks and fences	\$56
Driveways, On-grade Patios	\$56
Uses not elsewhere specified	\$56
Request for sink letter	\$29
Accessory Dwelling unit application and permit	\$139 plus DES fee of \$303 if parking survey is required
Family Suite Application	\$32

ATTACHMENT B

AN ORDINANCE TO AMEND THE ZONING FEE SCHEDULE TO ADD FEES FOR APPLICATIONS TO ESTABLISH RESOLUTION ESTABLISHING A LOCAL HISTORIC DISTRICT DESIGNATIONS IN ORDER TO PROVIDE FOR THE EFFICIENT ADMINISTRATION OF THE COUNTY'S ZONING ORDINANCE; AND TO PROMOTE THE HEALTH SAFETY AND GENERAL WELFARE OF THE PUBLIC. -REPORT FEE

Whereas, in order to provide the efficient administration of Arlington County's zoning Ordinance, and to provide for the efficient administration of the zoning inspection, permitting and review process it is necessary for the County to recover costs of those services from applicants;

Whereas, the County is authorized by Virginia Code §15.2-2286 to charge fees to recover its cost of making inspections, issuing permits, advertising of notices and other expenses incident to the administration of the Zoning Ordinance and the filing or processing of any amendment thereto; and

Whereas the County Board finds that the fees set forth below will not exceed the reasonable administrative cost of staff review, preparation and analysis of local historic district application requests;

1. BE IT ORDAINED by the County Board of Arlington County that the Arlington County Virginia Department of Community Planning, Housing and Development, Zoning Division, Consolidated Fee Schedule for Applications, Various Permits, Building Permits and Subdivision Plats Application Fees, updated July 15, 2017, attached hereto is hereby amended to include new fees for Historic District Application requests as follows:

- 1.
- 1.

<u>Number of Properties per Request</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4+</u>
<u>Fee Charged</u>	<u>\$250</u>	<u>\$500</u>	<u>\$750</u>	<u>\$1,000</u>

2. BE IT FURTHER ORDAINED that this Ordinance shall be effective on July 1, 2018 at 12:01 am. RESOLVED, that the County Board of Arlington County does hereby establish a Local District Designation Report fee in the amount of \$250 per property up to a maximum fee level of \$1,000 for four or more properties. The fee shall be due prior to the initiation of a historic designation study. It shall be effective July 1, 2018.
- 2.
- 2.
- 2.
2. Hope Halleck, Clerk
2. Arlington County Board