TOWN OF Herndon VIRGINIA

ZOTA #25-02: Adjustment of Community Development Fee Schedule in accordance with a Comprehensive Fee Evaluation

Town Council Regular Meeting
January 28, 2025

Collin J. Okoniewski
Planning Operations Manager

Background

- Development application fees were last adjusted with the adoption of ZOTA #24-01 in May 2024.
  - Immediate change to raise fees in accordance with rising costs
  - Only took the rate of inflation into account with the increase
- Prior to ZOTA #24-01, development fees were last adjusted with ZOTA #06-01 in June 2006.

Project Description

- The proposed development fee schedule was developed to address increased costs to the Town through staff review time, and update fees in line with neighboring jurisdictions.
- Development application fees are specified in Article XV of the zoning ordinance in Table 78-152.2(b)(3). Fees include:
  - Land use applications (rezoning and special exception),
  - Design review applications (Architectural Review Board and Historic District Review Board),
  - Board of Zoning Appeals applications (variance and appeals),
  - Site plan and subdivision review applications (including bonding), and
  - Miscellaneous administrative zoning reviews.

Project Description (cont.)

- The evaluation of fees included:
  - Comprehensive evaluation of fees in neighboring jurisdictions (Leesburg, Fairfax City, Vienna, Fairfax County, Arlington County, Loudoun County, Alexandria City).
  - Staff time and cost analysis per application type.
    - Staff time collected from the departments of: Community Development, Public Works-Engineering, Building Inspections, Public Works-Operations, Town Attorney.
  - Process evaluation and fee structure comparison/reform
- Application fees that are limited by the Code of Virginia or regulated by other sections of the town code have not been adjusted as part of this evaluation

Fiscal Impact

- Adoption of the increase in development application fees in its current form will result in increased fee revenue for the Town.
  - Based on applications submitted in FY2024 there would be an increase in application revenue from approximately $11,800 to $50,825; this equates to a 430% increase.
  - This is a conservative estimation and takes into account that FY2024 did not produce any large-scale development application submissions.
  - Staff would project that a significantly higher percentage point increase would be expected as development occurs throughout town.

Staff Recommendation/Next Steps

- Staff recommends approval of the initiating resolution
  - Following the approval of the initiating resolution, staff can bring ZOTA #25-02 to the Planning Commission for further consideration and action.
  - The Town Council will have another opportunity to discuss and take final action on this item following the Planning Commissions evaluation and recommendation.