PLANNING COMMISSION REGULAR MEETING AGENDA

Town Council Chambers Building
765 Lynn Street, Herndon, VA 20170

Monday, February 24, 2025 | 7:00 PM

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1. **Call to Order**

2. **Approval of Minutes**

   a. January 13, 2025, Planning Commission Work Session

   b. January 27, 2025, Planning Commission Regular Meeting

3. **Comments**

   a. Comments from the Staff Members

   b. Comments from the Commissioners

   c. Comments from Citizens
   Members of the public may, for one 3-minute period, provide public comments, requests, consent or general item comments, and comments on matters not included on the agenda.

4. **Public Hearings**

   a. Application for a Special Exception – SE #24-03, 1402 Winterland Ct., to consider a special exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district.

   b. Zoning Ordinance Text Amendment ZOTA #25-02, to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review, and Permitting), Table 78-152.2(b)(3) (Fees for Development Applications) to adjust development fees in accordance with a comprehensive fee evaluation.

5. **Adjournment**

Planning Commission Regular Meeting
Agenda Item 2.a.

Agenda Item: **January 13, 2025, Planning Commission Work Session**

Meeting Date: February 24, 2025

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:
This is a request to approve the January 13, 2025, Planning Commission work session minutes.

Background:
N/A

Fiscal Impact:
N/A

Staff Recommendation/Next Steps:
Recommend approval, as presented.

Attachments:
1. 01.13.2025 Planning Commission Work Session Minutes

HERNDON PLANNING COMMISSION
Work Session Minutes
Monday, January 13, 2025

1. Call to Order

Chair Romeo called the January 13, 2025, Planning Commission work session to order at 7:00 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Commissioners Jay Donahue, Dua'a Elbarasse, Yung Kim, Kevin Moses, Samuel Richardson, Meron Yohannes, and Chair Michael Romeo.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Lisa Gilleran, Director of Community Development; Bryce Perry, Deputy Director of Community Development; John Irish, Acting Director of Department of Public Works; John Verdin, Capital Improvement Program Coordinator; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Romeo determined there was a quorum of seven members present.

Chair Romeo welcomed Yung Kim to the Planning Commission.

2. Public Hearings

a. TOWN OF HERNDON FY 2026 – FY 2031 CAPITAL IMPROVEMENT PLAN (CIP).

Chair Romeo opened the work session and called on Mr. Verdin for the staff presentation.

Mr. Verdin delivered the staff presentation dated January 13, 2025, which is on file with the Department of Community Development. Staff requested the Planning Commission's input on the items listed in the CIP and their priority, and for the Planning Commission to adopt the CIP as a whole. Staff did not expect that the Town would be able to support every project as listed.

There was a discussion among the Planning Commission and staff on this item, including: (1) clarification on the timing of the Monroe Street and Spring Street sidewalk projects; (2) whether the tree between a section of the sidewalk on Spring

Street will be removed; (3) whether the funds for the sidewalk projects came from Department of Transportation (DOT); (4) whether there is an expiration date for funds from DOT; (5) whether funding issues will be resolved before the CIP is presented to Town Council; (6) whether signage will in located in strategic places within the Town; (7) clarification on the prioritization of police infrastructure improvements; (8) clarification on the house located in Runnymede Park; (9) the amount of revenue the Town receives from the storm sewer water tax; (10) whether the proposed W&OD trail lighting will be located on Northern Virginia Parks land; (11) clarification on the safety action plan; (12) whether the Planning Commission's review of the CIP could be continued to the February meetings; (13) clarification on the resolution language regarding the town hall square and depot projects;(14) whether there is a maintenance requirement for snow removal on the W&OD trail; and (15) redesign of the Herndon Metrorail Promenade and Lerner's commitments for the redesign.

3. Comments

a. Comments from the Commissioners

No comments were offered.

b. Comments from the Staff Members

Ms. Gilleran stated that the election of officers would take place at the January regular meeting.

4. Adjournment

There being no further business, and without objection, the January 13, 2025, Planning Commission work session adjourned at 8:03 p.m.

Planning Commission Regular Meeting
Agenda Item 2.b.

Agenda Item: **January 27, 2025, Planning Commission Regular Meeting**

Meeting Date: February 24, 2025

Category: Approval of Minutes

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:
This is a request to approve the January 27, 2025, Planning Commission regular meeting minutes.

Background:
N/A

Fiscal Impact:
N/A

Staff Recommendation/Next Steps:
Recommend approval, as presented.

Attachments:
1. 01.27.2025 Planning Commission Regular Meeting Minutes

HERNDON PLANNING COMMISSION
Regular Meeting Minutes
Monday, January 27, 2025

1. Call to Order

Chair Romeo called the January 27, 2025, Planning Commission regular meeting to order at 7:00 p.m. in the Town of Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Commissioners Jay Donahue, Yung Kim, Samuel Richardson, Vice Chair Meron Yohannes, and Chair Michael Romeo.

Commissioners Dua'a Elbarasse and Kevin Moses were absent.

Staff present during the meeting: Lesa Yeatts, Town Attorney; Lisa Gilleran, Director of Community Development; John Irish, Acting Director of Public Works; John Verdin, Capital Improvement Program Coordinator; and Aaron Zoellick, Clerk of Boards and Commissions.

Chair Romeo determined there was a quorum of five members present.

2. Organizational Meeting

a. Election of Officers

Chair Romeo stated the first item of business was the election of the Chair and Vice Chair, and the designation of the Secretary and Parliamentarian for the 2025 term of the Planning Commission.

Chair
Commissioner Donahue motioned to nominate Michael Romeo as Chair. Motion seconded by Commissioner Richardson. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Donahue, Kim, Richardson, Vice Chair Yohannes, and Chair Romeo voted "Aye."

Vice Chair
Chair Romeo motioned to nominate Meron Yohannes as Vice Chair. Motion seconded by Commissioner Richardson. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Donahue, Kim, Richardson, Vice Chair Yohannes, and Chair Romeo voted "Aye."

Secretary
Commissioner Donahue motioned to designate the Director of Community Development as the Secretary. Motion seconded by Vice Chair Yohannes. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Donahue, Kim, Richardson, Vice Chair Yohannes, and Chair Romeo voted "Aye."

Parliamentarian
Chair Romeo motioned to designate the Town Attorney as the Parliamentarian. Motion seconded by Commissioner Kim. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Donahue, Kim, Richardson, Vice Chair Yohannes, and Chair Romeo voted "Aye."

3. Approval of Minutes

a. November 4, 2024, Planning Commission Work Session

b. November 18, 2024, Planning Commission Regular Meeting

Commissioner Donahue motioned to approve the November 4, 2024, Planning Commission work session minutes and the November 18, 2024, Planning Commission regular meeting minutes. Motion seconded by Vice Chair Yohannes. The question was called on the motion which was carried by a 4 - 0 - 1 roll call vote. Commissioners Donahue, Richardson, Vice Chair Yohannes, and Chair Romeo voted "Aye." Commissioner Kim abstained.

4. Comments

a. Comments from the Staff Members

Ms. Gilleran provided an update on the development of a forestry study for the Town.

b. Comments from the Commissioners

No comments were offered.

c. Comments from Citizens

No comments were offered.

5. Public Hearings

a. TOWN OF HERNDON FY 2026 – FY 2031 CAPITAL IMPROVEMENT PLAN (CIP).

Chair Romeo opened the public hearing and called on Mr. Verdin for the staff report and staff presentation.

Mr. Verdin delivered the staff report and staff presentation dated January 27, 2025, for the FY 2026 - FY 2031 Capital Improvement Plan which are on file with the Department of Community Development. Staff recommended approval as presented.

There was a discussion among the Planning Commission and staff on this item, including: (1) clarification regarding the update to the staff report; (2) clarification regarding funding for the town hall square and depot improvements; and (3) clarification regarding the downtown arts center.

Chair Romeo called on comments from the audience.

No comments were offered.

Chair Romeo closed the public hearing and moved to the Commission level for discussion and possible action.

Chair Romeo motioned to recommend to the Acting Town Manager the proposed FY 2026 - FY 2031 Capital Improvement Plan and the Commission's priorities, as presented at the Planning Commission work session of January 13, 2025, and public hearing of January 27, 2025. Motion seconded by Commissioner Richardson. The question was called on the motion, which was carried by a 5 - 0 roll call vote. Commissioners Donahue, Kim, Richardson, Vice Chair Yohannes, and Chair Romeo voted "Aye."

6. <u>Adjournment</u>

There being no further business, and without objection, the January 27, 2025, Planning Commission regular meeting was adjourned at 7:27 p.m.

Planning Commission Regular Meeting
Agenda Item 4.a.

Agenda Item: **Application for a Special Exception – SE #24-03, 1402 Winterland Ct., to consider a special exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district.**

Meeting Date: February 24, 2025

Category: Public Hearings

Prepared by: Fadrique Iglesias, Community Planner, David Stromberg, Zoning Administrator

Description:
This application is to consider a Special Exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district. The proposed use will increase the maximum number of children permitted at one time from 7 to 12. The property is zoned PD-R, Planned-Development Residential District. The property is designated in the Herndon 2030 Comprehensive Plan as "Neighborhood Conservation." The 11,959 square-foot lot is located on the north side of Winterland Court, west of its intersection with Tamani Drive. The single-family detached dwelling consists of approximately 3,450 square feet (above-grade living area).

Background:
The applicant applied for and received approval of a Zoning Inspection Permit (ZIP#24-026) to operate a child daycare use with a maximum of seven clients at one time as a home-based business at the subject property. ZIP#24-026 was issued on 09/30/2024 and the town has not received any complaints for this address.

The property is located near the intersection of Tamani Drive and Winterland Court, within the Four Seasons neighborhood. It is designated as “Neighborhood Conservation” in the Herndon 2030 Comprehensive Plan. The designation underscores the town's commitment to preserving and maintaining the character and quality of existing residential areas.

The subject property is a PD-R, 11,959 square feet residential lot featuring a primary dwelling unit with approximately 3,450 square feet of above-grade living area. This planned development residential zoning district is characterized by a mix of housing types designed to promote cohesive residential communities with convenient access to shared amenities.

The property's land use designation as a “Neighborhood Conservation” area

emphasizes compatibility with surrounding residential uses. The proximity to Tamani Drive and Winterland Court provides convenient access for families utilizing the childcare service while maintaining the residential character of the area.

The zoning ordinance standards seek to balance the increased capacity for childcare services with considerations for traffic management, neighborhood compatibility, and adherence to zoning and planning regulations in the Town of Herndon.

Fiscal Impact:
None

Staff Recommendation/Next Steps:
Staff recommends the Planning Commission approve the Special Exception with conditions. A home-based business, childcare use has been operating in similar locations since 2010 without negative impacts to the adjacent units or surrounding neighborhood. The expansion of the number of children is minor enough to not generate negative impacts.

Attachments:
1. Staff Report
2. Resolution (Proposed)
3. Plan, plat, and fence location, submitted by the applicant, on November 26, 2024.
4. Applicant´s Statement and Application

STAFF REPORT

Agenda Item: Special Exception – SE #24-03, 1402 Winterland Ct. - Application for a Special Exception to Permit a Home-Based Child Daycare Use

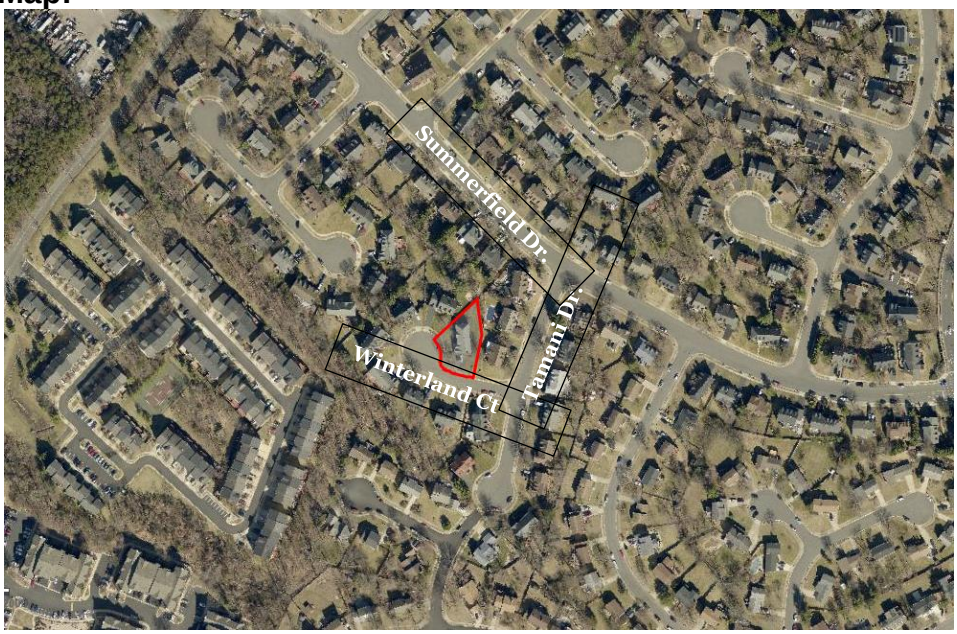
Meeting Date: February 24, 2025.

Staff Contact: Fadrique Iglesias, Community Planner
fadrique.iglesias@herndon-va.gov (703) 787-7380
David Stromberg, AICP, Zoning Administrator
david.stromberg@herndon-va.gov (703) 787-7380

Summary Information:

Proposed Modification	This application is to consider special exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district. The proposed use will provide care for a maximum of 12 children at one time.
Address	1402 Winterland Ct.
Fairfax County Tax Map Number	0161 18 0154
Owners	Ms. Nidia Retamal
Applicant	Ms. Nidia Retamal
Business/Organization	Anbada Childcare, LLC
Property Use	Residential
Zoning District	PDR, Planned-Development Residential District – Four Seasons
Lot Size	11,959 square feet
Building Size	3,450 square feet of above-grade living area
Adjacent Zoning	**North, South, East, West**: PD-R, Residential – Single Family Detached.
Date of Construction:	1986
Comprehensive Plan Land Use Designation	Neighborhood Conservation

Location Map:



Background & Site Description:

The applicant applied for and received approval of a Zoning Inspection Permit (ZIP#24-026) to operate a child daycare use with a maximum of seven clients at one time as a home-based business at the subject property. ZIP#24-026 was issued on 09/30/2024 and the town has not received any complaints for this address.

The property is located near the intersection of Tamani Drive and Winterland Court, within the Four Seasons neighborhood. It is designated as “Neighborhood Conservation” in the Herndon 2030 Comprehensive Plan[1]. The designation underscores the town's commitment to preserving and maintaining the character and quality of existing residential areas.

The subject property is a PD-R, 11,959 square feet residential lot featuring a primary dwelling unit with approximately 3,450 square feet of above-grade living area. This planned development residential zoning district is characterized by a mix of housing types designed to promote cohesive residential communities with convenient access to shared amenities.

[1] Herndon 2030 Comprehensive Plan https://www.herndon-va.gov/home/showpublisheddocument/17554/638247637418370000

The property's land use designation as a “Neighborhood Conservation” area emphasizes compatibility with surrounding residential uses. The proximity to Tamani Drive and Winterland Court provides convenient access for families utilizing the childcare service while maintaining the residential character of the area.

The zoning ordinance standards seek to balance the increased capacity for childcare services with considerations for traffic management, neighborhood compatibility, and adherence to zoning and planning regulations in the Town of Herndon.

Case Details & Proposal:

The applicant seeks approval to increase the number of children permitted in their home-based childcare business to a maximum of twelve (12). The proposed use will provide care for children in two shifts, operating between 5:00 AM and 11:00 PM, with staggered pick-up and drop-off schedules.

A Family Day Home, licensed by the Virginia Office of Child Care Health and Safety, allows up to 12 children, exclusive of the providers own children or children residing at the home, to be cared for in a single-family residence. The zoning ordinance allows up to 7 children, exclusive of the providers own children and children residing at the home, to be care for in a single-family residence with the approval of a Zoning Inspection Permit. A maximum of 12 children may be cared for with the approval of a Special Exception. The applicant is requesting 12 children to be cared for, as allowed by the Commonwealth of Virginia.

Proposed Operations:

The home-based childcare business operates in two shifts to accommodate families with diverse needs, Monday to Friday:

- First Shift: 5:00 AM to 3:00 PM
- Second Shift: 4:30 PM to 11:00 PM

The childcare business is supported by a schedule that includes one employee working from 8:00 AM to 5:00 PM. Additionally, two assistants reside on-site and contribute to the daycare operations, ensuring continuous supervision and care for the children.
The property is located on a cul-de-sac. To ensure smooth transitions for families, the applicant has implemented a staggered pick-up and drop-off schedule:

- Morning Drop-Off: 5:00 AM to 7:30 AM
- Afternoon Pick-Up: 2:00 PM to 4:00 PM

- Afternoon Drop-Off: 4:30 PM to 5:00 PM
- Night Pick-Up: 10:00 PM to 11:00 PM

Additionally, the childcare business serves a disabled child, providing transportation. A bus arrives at the property at 9:05 AM and 4:40 PM to accommodate this need.

Staff Analysis:

Zoning Ordinance Compliance

The zoning ordinance allows a home-based daycare for up to 12 children at one time with the granting of a special exception permit. The use will operate under its current conditions in terms of space occupied by the business, facilities provided, and general operation. The exterior appearance of the building and the existing fenced playground area in the rear yard will not be altered. No additional impervious area or land disturbance is proposed.

Special exceptions may be approved provided they comply with the following standards. Staff evaluated the criteria for review of special exceptions found in Zoning Ordinance Section 78-153.3(e):

Criteria from Section 78-153.3(e)(1)	**Meets/ Does Not Meet**	**Why the application meets or does not meet the criteria of Section 78-153.3(e)**
a. Is consistent with the Comprehensive Plan.	Meets	The Comprehensive Plan Land Use Section provides polices for provision of goods and services to the local community and positive economic benefits of new businesses. The proposed uses will be in conformance with the comprehensive plan polices.
b. Is free of conflict with any provision of this chapter and related regulations or any other applicable local, state, or federal laws and regulations.	Meets	The proposed special exception uses are provisioned with the base zoning district and do not create any substantial conflicts with other regulatory requirements. The use and business operations will be conditioned to ensure the use continually meets the purpose and intent of the Planned Development, Residential Zoning District.
c. Does not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use.	Meets with conditions	The proposed uses are generally compatible to the site / neighborhood. The proposed amended conditions will expand the hours of operation (non-business hours) but will limit the impact to parking and vehicle trips by restricting maximum number of clients.

d. Consistent with the purpose and intent of the zoning district in which it is located or will improve compatibility among uses and will ensure efficient development within the town.	Meets	The proposed changes to the conditions will remain compatible with the intent of the uses of the PD-R district.
e. Minimizes adverse visual impact of the proposed use on adjacent lands.	Meets	The proposed changes to the conditions will not generate visual changes to the site.
f. Contributes to a logical and orderly development pattern consistent with accepted or emerging planning practices.	Not Applicable	No physical alterations of the structure expected and thus not subject to this criterion.
g. Minimizes adverse impact on surrounding lands regarding service delivery, parking and loading, odors, noise, glare, and vibration, and should not create a nuisance.	Meets with conditions	Staff recommended the revised conditions to limit the overall capacity and distribution of customers in order to prevent negative impacts to parking, drop-off/pickup, and noise.
h. Avoids significant adverse impacts on the property values of surrounding lands or substantially and permanently injures the use of neighboring property for those uses that are permitted in the zoning district.	Meets	The proposed use has virtually no external impacts and provides needed space utilization for the new business owners.
i. Does not significantly and adversely impact the natural environment, including but not limited to, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.	Meets	The proposed changes to the conditions will not involve any expansion of floor area or conversion of pervious area to impervious area.
j. Results in development that is adequately served by transportation facilities, including whether or not a substantial deterioration of the level of service on the town's transportation network would occur and whether or not the proposed use is designed to ensure safe ingress and egress onto the site and safe road conditions on and around the site.	Not Applicable	No physical alterations of the structure expected and thus not subject to this criterion.
k. Results in development that is adequately served by public facilities (roads, potable water and sewage, schools, parks, police, and fire and emergency medical facilities).	Not Applicable	No physical alterations of the structure expected and thus not subject to this criterion.
l. If infill and redevelopment is consistent with the redevelopment criteria and other applicable guidelines as stated in the Herndon 2030 Comprehensive Plan (adopted August 12, 2008), as amended.	Not Applicable	No physical alterations of the structure expected and thus not subject to this criterion.
m. If located in the floodplain overlay district, meets floodplain overlay standards.	Not Applicable	The building is not located within the FPO.

In addition to these standards, the zoning ordinance has established additional standards for childcare or daycare uses as a home-based business. These standards identified in section 78-80.5 (b) provide the requirements for all home-based businesses.

Home-based business, childcare or daycare—Additional standards. In addition to the standards of section 78-80.5, a home-based childcare or daycare shall be subject to the following additional standards. In accordance with the Herndon Zoning Ordinance standards for home-based businesses, the application complies with the requirements concerning the number of children and nonresident employees. As stipulated under section 78-80.5 and the additional standards for home-based childcare or daycare businesses, the proposed use ensures adherence to the limits on enrollment and staffing, thereby meeting the applicable zoning regulations.

Play area. The proposed application satisfies the minimum requirement of 75 square feet of outdoor play area per child enrolled in the childcare business (900 sq. ft.). A scaled plat demonstrating the designated outdoor play area, which is fully enclosed by a four-foot fence to ensure safety, will be submitted with the application (see annex 2).

Comprehensive Plan Adherence

The proposal is consistent with the Herndon 2030 Comprehensive Plan Neighborhood Conservation Land Use Policies and encourages uses that provide a variety of goods and services as well as promotes economic development that helps increase employment and add to the community tax base.

Parking

The zoning ordinance does not require additional parking for a home-based daycare.

Analysis of Conditions

Staff are recommending six conditions for this special exception, listed in the following conditions analysis table, consistent with previously approved special exceptions. Staff believe these conditions provide reasonable ways in which the existing childcare use can be expanded while properly mitigating potential impacts, as well as achieving the purpose and intent of the applicable zoning district.

#	Condition	Covered by language in the Zoning Code	Reason for Condition
1	Substantial conformance with the submitted application and plan submitted by applicant on November 26, 2024 and for the purpose of a daycare use only.	No	The site shall be developed and maintained in substantial conformance with a submitted special exception plan that is 33 percent or less of the gross floor area and in conformance with section 78-80.5. of the zoning ordinance.
2	Hours of Operation.	No	The permitted hours of operation shall be 5:00 a.m. until 11:00 p.m. Monday through Friday.

3	Number of Permitted Children.	No	The total number of children present on site for home-based child daycare use shall not exceed 12 at any one time. The ratio of employees to children as required by the state shall be maintained.
4	On-Site Play Area.	No	When playing outside all children shall be within the fenced playground area.
5	Child Drop-off and Pick-up.	No	Child drop-off and pick-up shall be limited to the curbside on the street adjacent to the subject property on Winterland
6	Signage.	No	No signage shall be permitted.

Any violation of the aforementioned conditions or other sections of the Herndon Town Code shall be grounds for revoking the special exception pursuant to the manner described in Section 78-155.3(h).

Fiscal Impact:

The town can collect taxes from home-based businesses.

Planning Commission Alternatives:

The following alternatives are available to the Planning Commission for its decision on SE#24-03.

1. Recommendation for approval.
2. Recommendation for denial. The daycare continues its operations with seven children as a by-right use.
3. Continuance of the application to March 2025.

Staff Recommendation:

Staff recommend the Planning Commission approve the Special Exception with conditions. A home-based business, childcare use has been operating in similar locations since 2010 without negative impacts to the adjacent units or surrounding neighborhood. The expansion of the number of children is minor enough to not generate negative impacts.

TOWN OF HERNDON, VIRGINIA
PLANNING COMMISSION

RESOLUTION

FEBRUARY 24, 2025

Resolution- to approve Special Exception – SE #24-03, 1402 Winterland Ct. to allow a home-based child daycare Use.

The applicant, Ms. Nidia Retamal and Anbada Childcare, LLC, have submitted a request for a special exception to consider special exception to permit a home-based child daycare use within the PD-R, Planned Development-Residential, zoning district. The proposed use will provide care for a maximum of 12 children at one time, identified as Fairfax County Tax Map Number 0161 18 0154.

The Planning Commission has reviewed this application and held a public hearing in accordance with the provisions of §15.2-2204 of the State Code and recommended that the application be approved with conditions based upon the finding that the conditions still meet the purpose and intent of the Zoning Ordinance, in particular Section 78-155.3(f)(3).

THEREFORE, BE IT RESOLVED by the Planning Commission of the Town of Herndon, Virginia, that:

1. The Planning Commission recommends approval of Special Exception SE #24-03 with conditions that shall not run with the land in accordance with the conditions set forth below to achieve compliance with the standards found in Section 78-155.3:

    a. Substantial conformance with the submitted application and plan submitted by applicant on November 26, 2024, and for the purpose of a daycare use only.

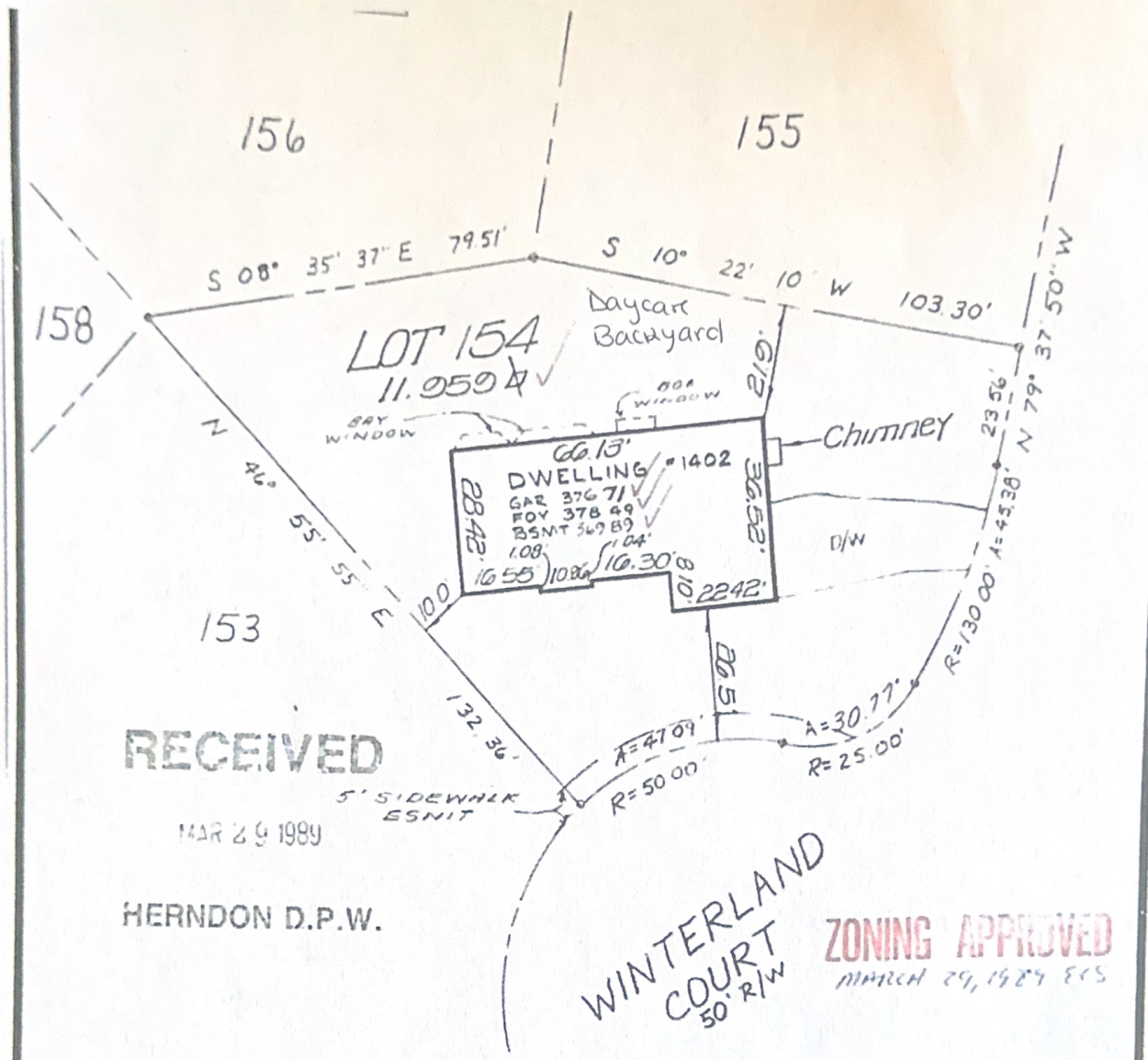
    b. The permitted hours of operation shall be 5:00 a.m. until 11:00 p.m. Monday through Friday.

    c. The total number of children present on site for home-based child daycare use shall not exceed 12 at any one time. The ratio of employees to children as required by the state shall be maintained.

    d. When playing outside all children shall be within the fenced playground area.

    e. Child drop-off and pick-up shall be limited to the curbside on the street adjacent to the subject property on Winterland.

    f. No signage shall be permitted.



RECEIVED
MAR 29 1989
HERNDON D.P.W.

ZONING APPROVED
MARCH 29, 1989 ECS

DRIVEWAY ADDED 3-12-1989
OK JGK

o DENOTES LOT CORNERS TO BE SET AT COMPLETION OF SUBDIVISION CONSTRUCTION.

THIS LOT IS NOT IN A HUD IDENTIFIED "SPECIAL FLOOD HAZARD" AREA AS PER THE FLOOD INSURANCE RATE MAP OF FAIRFAX COUNTY VIRGINIA, DATED MAY 14, 1976.

DATE BLOCK

LOT	WALL CHECK	DR BY/CH BY	INT	FINAL	DR BY/CH BY	RECERT	DR BY/CH BY
154	1-4-89	MHV/CAP		1-25-89	MHV/CAP		

HOUSE LOCATION
LOT 154 PHASE 2A SECTION 2

FOUR SEASONS
TOWN OF HERNDON
DRANESVILLE DISTRICT FAIRFAX COUNTY, VIRGINIA
SCALE: 1" = 30'

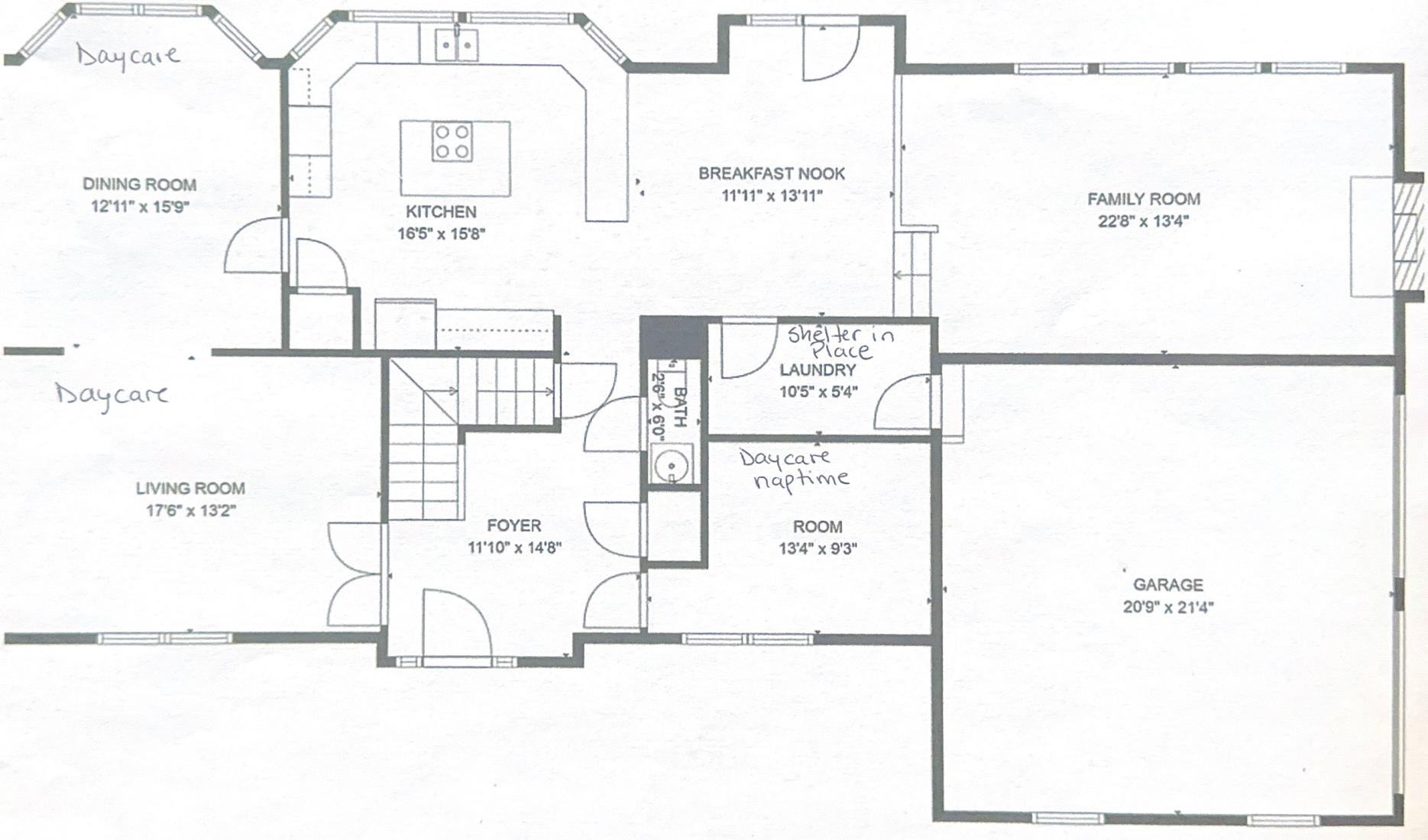
Dewberry & Davis
Architects Engineers Planners Surveyors
8401 Arlington Boulevard Fairfax Virginia (703) 849 0100

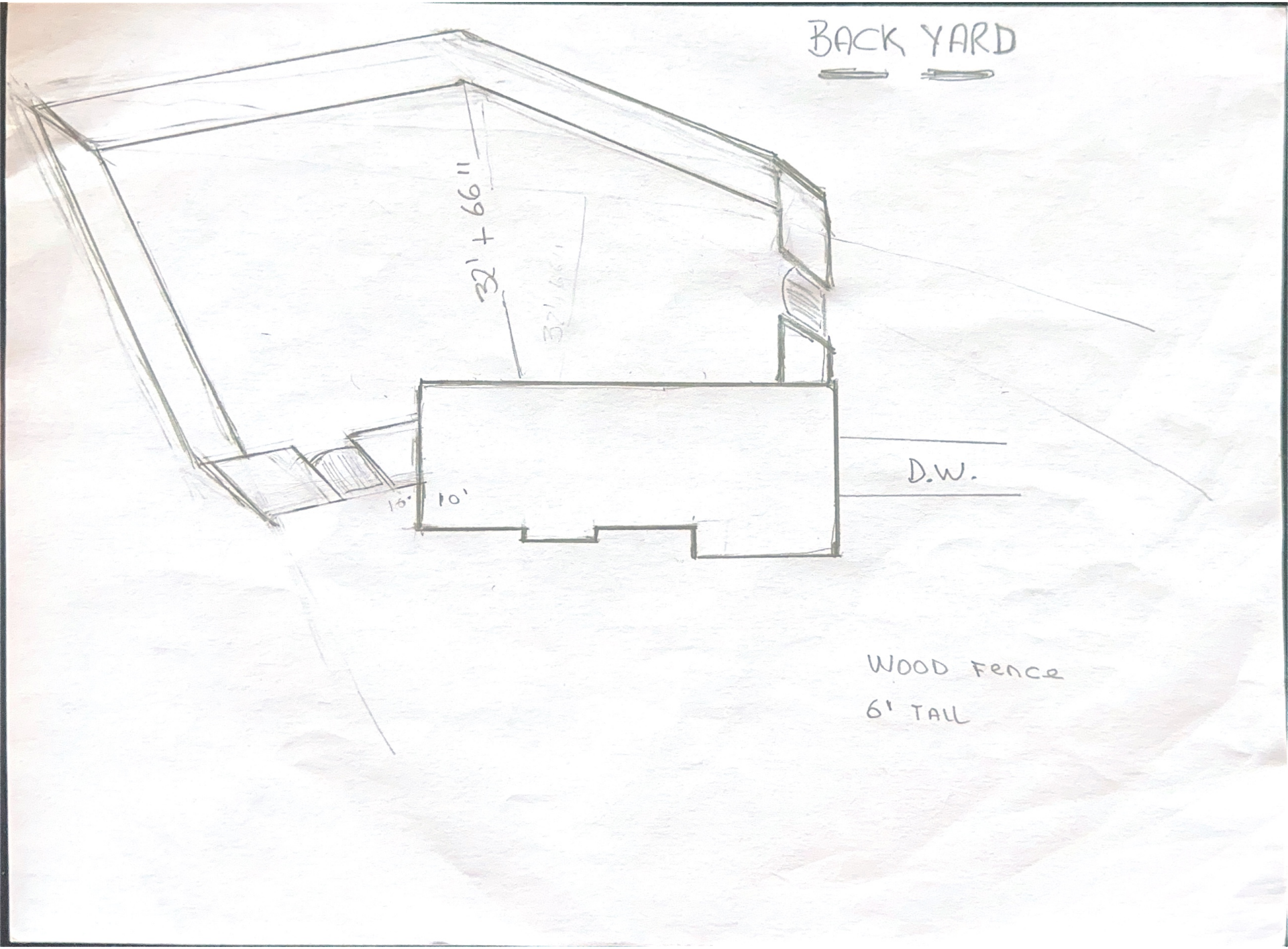
THIS HOUSE LOCATION SURVEY HAS BEEN PREPARED WITHOUT THE BENEFIT

NOTES
INCL DRIVEWAY AS OF
FINAL DATE

RECEIVED
MAR 29 1989
HERNDON PLANNING

COMMONWEALTH OF VIRGINIA
JOHN T MONAGHAN
No. 000815B


Daycare
DINING ROOM
12'11" x 15'9"
KITCHEN
16'5" x 15'8"
BREAKFAST NOOK
11'11" x 13'11"
FAMILY ROOM
22'8" x 13'4"
Daycare
LIVING ROOM
17'6" x 13'2"
FOYER
11'10" x 14'8"
BATH
2'6" x 6'0"
Shelter in Place
LAUNDRY
10'5" x 5'4"
Daycare naptime
ROOM
13'4" x 9'3"
GARAGE
20'9" x 21'4"


BACK YARD
32' + 66"
32' 66"
D.W.
15'
10'
WOOD FENCE
6' TALL

TOWN OF Herndon

www.herndon-va.gov

SE#24-03

RECEIVED ON NOV 26 2024 DEPARTMENT OF COMMUNITY DEVELOPMENT

Department of Community Development

APPLICATION FORM

Special Exception

Instructions: *Complete this form and submit to community.development@herndon-va.gov. Typed signatures will be accepted.*

Project Name: Nidia Retamal d.b.a Anbada Childcare LLC

For the purpose of operating/conducting (type of business):

Description of Proposed Use: Childcare and Virginia Preschool Initiative Provider to increse the number of children to 12

As provided for in Town Code Section:

Subject Property Address(es): 1402 Winterland ct, Herndon, VA 20170.

Zoning of Subject Property: Residential

Lot area (site area):

Are any site alterations or any alterations to the building's exterior or interior planned or underway in connection with this use (or were any alterations already completed)? ☒ NO ☐ YES (Please Describe)

Application is a request to develop in the Floodplain Overlay District

☒ No

☐ Yes

Applicant Name/Role: Nidia Retamal / Childcare and Property Owner.

Applicant Information:

Email: anbadachildcare@gmail.com

Phone: 571 283 3365

Mailing Address: 1402 Winterland ct Herndon VA 20170.

Property Owner Name: Nidia Retamal

Property Owner Information:

Email: anbadachildcare@gmail.com

Phone: 571283 3365

Mailing Address: 1402 winterland ct Herndon VA 20170

The undersigned hereby applies for a Special Exception under the provisions of § 78-155.3 of the Herndon Town Code.

I hereby affirm and certify that:

- The information provided on this form is true and correct to the best of my knowledge.
- The requirements associated with this application have been read and are understood.

• The use and occupancy of buildings and/or the use of land noted above is proposed in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.

Applicant Signature: _____ **Date:** 11/25/2024

Property Owner Signature: _____ **Date:** 11/25/2024

REQUIREMENTS FOR ALL APPLICATIONS (Zoning Ordinance § 78-152.2)

- ☐ A letter signed by the business owner or owner's agent consenting to the application for the Special Exception Use;
- ☐ A statement from the landowner(s) authorizing an agent to act on their behalf (if applicable);
- ☐ If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference;
- ☐ If a neighborhood meeting was held prior to application submittal, a statement indicating the date, time, location, invitation list, number of attendees, and outcome of the meeting;
- ☐ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed);
- ☐ If the application requires a plan or drawing, three physical sets, and one electronic set of plans or drawings prepared in accordance with the standards specified in the Zoning Ordinance;
- ☐ All other items listed in Zoning Ordinance § 78-152.2;
- ☐ Application Fee;

Certification, in a form prescribed by the Zoning Administrator, that public notification regarding a public hearing has been given in accordance with § 78-153.2.H, Public Notification, shall be submitted upon completion of proper notification by the applicant.

FOR SPECIAL EXCEPTIONS TO DEVELOP IN THE FLOODPLAIN OVERLAY DISTRICT

Notice from the Zoning Administrator: The issuance of a Special Exception to develop a structure within the Floodplain Overlay District may increase the risks to life and property and will result in increased premium rates for flood insurance.

- ☐ A floodplain study (if the use is located in the Floodplain Overlay District) and fee;
- ☐ If the purpose of the Special Exception is to allow a use in the Floodplain Overlay District, the application materials shall include information requested in Zoning Ordinance § 78-60.2 and the proposal must meet the standards in the Floodplain Overlay District in Zoning Ordinance § 78-155.3(e)(2);

Acknowledged:

Signature of Property Owner & Date	**Signature of Business Owner (if different than Property Owner) & Date**

If you have additional questions or to arrange for an appointment, please contact the Town of Herndon Department of Community Development by calling (703) 787-7380 or by e-mail at community.development@herndon-va.gov. Town offices are located at 777 Lynn Street and are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

For TOH-CD Office Use Only - Pre-Submission Review

Pre-Application Meeting Date (if applicable):

Date Reviewed: **Staff Name:** ☐ **Incomplete** ☐ **Complete**

For TOH-CD Office Use Only - Submission Review

Application Fee:

☐ ~~$300~~ Residential

☐ ~~$300~~ Education, Government, Institutional, and Community Service Use

☐ ~~$300~~ All Other Non-Residential Uses with no site alterations or building additions $455.00

☐ ~~$1,500~~ All Other Non-Residential Uses with no site alterations or building additions

Taxes Status: ☐ Paid ☐ Delinquent

Received By: **Date Received:**

Case #: **Tax Map Reference #:**

Assigned To: **Date Assigned:**

Associated Applications:

For TOH-CD Office Use Only – Final Review and Applicable Approval Information

Decision: ☐ Resubmission Necessary ☐ Approved as submitted ☐ Approved with conditions ☐ Denied

Resubmission Number: _____

Date Reviewed: **Staff Name:**

Date of public hearing at which Town Council approved the Special Exception, if approved:	
Date of expiration of Special Exception: (a) as specified by Town Council, or (b) resulting date if a Building Permit for the development approved by the Special Exception is not issued within one year from date of approval by the Town Council or the development is not completed within the time allowed under the Town's Building Regulations.	
Deadline for applicant to make a written request for an extension not to exceed six months (30 days prior to date of expiration):	

November 25, 2024

Mr. Dave Stronger, Zoning Administrator
Town of Herndon
Herndon, VA 20170

Dear Mr. Stronger and Town of Herndon officials:
Attached is the Department of Community Development Application Form for Special Exception for my home business Anbada Childcare, 1402 Winterland Court, Herndon, VA, 20170.
I am requesting a Special Exception that allows me to provide childcare services for up to twelve children. On 11/21/24, we had a pre-application meeting at the Town of Herndon attended by Mr. John Orrison, Mr. Ben Schitter, and Mr. Fadrique Iglesias representing the TOH, my administrative assistant, Lourdes D. Sleem, and me.
Since February 2002, I have been a childcare provider in Herndon, VA for up to five children. In 2008, I obtained a Virginia state license as childcare provider that has allowed me to work as provider for Fairfax County and Loudoun County with a maximum of twelve children. This is the number of children to which childcare was provided in my previous address at 12495 Cliff Edge Drive, Herndon, VA.
We provide services to newborns and infants, toddlers and preschoolers, and school aged children. Children ages three and four participate in the Virginia Preschool Initiative approved in 2021 which allows us to teach them the Virginia preschool curriculum. Currently, there are only two childcare providers in Herndon approved for the Virginia Preschool Initiative.
For years, Dranesville Elementary and Clearview Elementary teachers have referred children with special needs to my childcare due to the excellence in services provided to this group of children. We participate in the USDA food program and provide before and after school transportation to school aged children. We support our families with documentation, forms, and paperwork for programs such as Medicaid, food stamps, school registration, medical appointments, and sports. There are two assistants who live in my home and work in the childcare and one who comes to work five days a week.
We provide childcare services in two shifts: from 5am to 3pm and from 4:30pm to 11pm. Our services are a model to other

childcare providers, and we always have a waiting list. Since we had twelve children in the previous address and the TOH allows us to have only seven children in the new address, we currently have several children waiting for the approval of the special exception so they can rejoin the childcare.
Thank you for considering the application and please let me know if additional information is needed.
Sincerely,

Nidia Retamal, owner
Anbada Childcare
1402 Winterland Court
Herndon, VA. 20170

NIDIA RETAMAL
SERGIO RETAMAL
12495 Cliff Edge Dr
HERNDON, VA 20170

3080
65-270/550

11/26 20 24

PAY TO THE ORDER OF town of Herndon $ 455.00

Four hundred fifty five — DOLLARS

Security features are included. Details on back.

Suntrust

FOR Special Exception

MP

RECEIPT

Town of Herndon
Department of Community Development
777 Lynn Street
Herndon, Virginia 20170-4602

3099

DATE 11/26/24

RECEIVED FROM Anbada Childcare $ 455 00

four hundred and fifty five dollars 00/100 DOLLARS

FOR SE 24-03 - 1402 Winterland Drive

AMOUNT OF ACCOUNT	455
THIS PAYMENT	455
BALANCE DUE	0

☐ CASH
☐ CHECK
☐ CREDIT CARD
☐ MONEY ORDER

BY

THANK YOU

Printable page

MAP #: 0161 18 0154
RETAMAL NIDIA

1402 WINTERLAND CT

Owner

Name	RETAMAL NIDIA,
Mailing Address	1402 WINTERLAND CT HERNDON VA 20170 3905
Book	28203
Page	1777

Co-Owners

RETAMAL PIZZARO SERGIO

Parcel

Property Location	1402 WINTERLAND CT HERNDON VA 20170 3905
Map #	0161 18 0154
Tax District	H0000
District Name	DRANESVILLE TOWN OF HERNDON
Land Use Code	Single-family, Detached
Land Area (acreage)	
Land Area (SQFT)	11,959
Zoning Description	PD-R(Planned Dev-Residential)
Utilities	WATER CONNECTED SEWER CONNECTED GAS CONNECTED
County Inventory of Historic Sites	NO
County Historic Overlay District	NO For further information about the Fairfax County Historic Overlay Districts, CLICK HERE For properties within the towns of Herndon, Vienna or Clifton please contact the town to determine if the property is within a town historic district.
Street/Road	PAVED
Site Description	BUILDABLE-AVERAGE LOT

Stub Number

411010851

Legal Description

Legal Description	FOUR SEASONS LT 154 SEC 2

Last Refresh

Date

Data last refreshed: November 25, 2024

General Information

Need Help?

For questions and requests for information about the Real Estate site, call 703-222-8234 or CLICK HERE

Disclaimer/Privacy Policy

Under Virginia State law these records are public information. Display of this information on the Internet is specifically authorized by Va. Code 58.1-3122.2 (1998). See the Virginia State Code to read the pertinent enabling statute.

If you believe any data provided is inaccurate or if you have any comments about this site, we would like to hear from you. Owner names will be withheld from the Internet record upon request. Comments or requests may be made via e-mail to the Real Estate Division at Real Estate Division or by phone at (703) 222-8234.

While Fairfax County has attempted to ensure that the data contained in this file is accurate and reflects the property's characteristics, Fairfax County makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this data. Fairfax County does not assume any liability associated with the use or misuse of this data.

Source: Fairfax County Department
of Tax Administration, Real Estate Division.

Printable page

MAP #: 0161 18 0154
RETAMAL NIDIA

1402 WINTERLAND CT

Stub Number

411010851

Summary of 2024 Taxes

Year	General Fund Net Taxes	Special Tax District	Service Charges	Interest	Penalty	Other Charges	Amount Paid	Balance Due
2024 1ST HALF DUE	$4,320.51	$1,127.18	$.00	$.00	$.00	$.00	-$5,447.69	$.00
2024 2ND HALF DUE	$4,320.50	$1,127.16	$.00	$.00	$.00	$.00	-$5,447.66	$.00
Total:	$8,641.01	$2,254.34	$.00	$.00	$.00	$.00	-$10,895.35	$.00

Prepays and Refunds

Prepays	$.00
Pending Refunds	$.00
GRAND TOTAL	$.00

Special tax districts include levies for pest infestation control (i.e. gypsy moth, mosquitoes), Community Center taxes, and Transportation Districts. For more information see http://www.fairfaxcounty.gov/taxes/real-estate/tax-rates.

Source: Fairfax County Department
of Tax Administration, Real Estate Division.

Planning Commission Regular Meeting
Agenda Item 4.b.

Agenda Item: **Zoning Ordinance Text Amendment ZOTA #25-02, to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review, and Permitting), Table 78-152.2(b)(3) (Fees for Development Applications) to adjust development fees in accordance with a comprehensive fee evaluation.**

Meeting Date: February 24, 2025

Category: Public Hearings

Prepared by: Collin Okoniewski, Planning Operations Manager

Description:
The proposed text amendment will adjust development application fees to account for the increased cost of staff review times and to bring 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). This table includes 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.

A comprehensive evaluation of application fees occurred as part of the process. This analysis identified the amount and estimated cost of staff time that is required to review the various types of applications. In addition, the current fees and their structure were compared to those of similar neighboring localities. With the completion of the comprehensive fee evaluation, the goal is for the adjustment of fees by this ZOTA be approved in concurrence with the FY 2026 budget.

Application fees that are limited by the Code of Virginia or regulated by other sections of the town code have not been adjusted.

Fees associated with site plans, single lot development plans, and other construction related fees were not adjusted as part of this fee evaluation due to an upcoming migration of site plan administration from the Department of Community Development to the Department of Public Works, Engineering Division.

To address the Planning Commissioners' comments on Historic District Overlay applications, town staff has reorganized the table to group similar reviews together. Staff believes the proposed fees are cost-effective and provide appropriate subsidies to town residents who want to make improvements to their properties in the historic

district. Additionally, in response to Planning Commissioners' feedback, fees for re-zonings and developments have been increased in the proposed fee schedule. These adjustments specifically apply to Zoning Map Amendments, Development Plans, Comprehensive Plan Amendments, and Proffer Condition Amendments. Finally, the fees for Flood Plain Studies and Traffic Impact Studies have been adjusted to fully cover the cost of consulting services, with the $10,000 cap removed.

Background:
The Town Council approved Resolution 25-G-10, to initiate the consideration of ZOTA #25-02 at its regular meeting, held on January 29th, 2025.

Development application fees were last adjusted with ZOTA #24-01, which passed with Town Council approval in May 2024. ZOTA #24-01 was created to address an immediate need to raise fees in accordance with rising costs, but only took the rate of inflation into account when increasing the fees. Prior to ZOTA #24-01, the last fee adjustment took place with ZOTA #06-01, approved June 2006.

Fiscal Impact:
The amendment will result in increased development application fee revenue. Based on applications submitted in FY2024 there would be an increase in application revenue from approximately $11,800 to $50,825; this equates to roughly 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 over the coming years, due to notable increases in legislative application fees.

Staff Recommendation/Next Steps:
Recommend approval of the draft ordinance to the Town Council.

Attachments:
1. Fee Schedule Draft (Rev. 2.23.2025)
2. Draft Ordinance
3. Application Review Cost Analysis
4. Staff Cost by Application
5. Application Review Time Analysis
6. Staff Presentation

Community Development Proposed Fee Schedule (rev. 2.23.2025)

Legislative Reviews	Town of Herndon (Current) 7/2024 Update	Suggested Change	% Difference	
Architectural Review Board				
New Construction	$ 228.00	$ 1,000.00	439%	
Alterations	$ 228.00	$ 350.00	154%	
Additions	$ 228.00	$ 350.00	154%	
Accessory Structures	$ 228.00	$ 350.00	154%	
Wall Signs	$ 114.00	$ 250.00	219%	
Free Standing Signs	$ 114.00	$ 250.00	219%	
Master Sign Plans	$ 114.00	$ 350.00	307%	
Amendments to Approved Applications	$ 114.00	$ 350.00	307%	
Appeal of ARB Decision	$ -	$ 500.00	New Fee	
Historic District Overlay Reviews				
Staff Review COA (Residential)	$ -	$ -	New Fee	
Staff Review COA (Non-Residential)	$ -	$ 200.00	New Fee	
HDRB Review COA for New Single Family Residential	$ 228.00	$ 500.00	219%	
HDRB COA for Alterations, Additions, Accessory Structures for Residential Use	$ -	$ -		
HDRB COA for New Construction (non-Single Family Dwelling)	$ -	$ 1,000.00	New Fee	
HDRB COA Alterations (Non-Residential)	$ 228.00	$ 350.00	154%	
HDRB COA Additions (Non-Residential)	$ 228.00	$ 350.00	154%	
HDRB COA Accessory Structures (Non-Residential)	$ 228.00	$ 350.00	154%	
HDRB COA Demolitions	$ 228.00	$ 750.00	329%	
Wall Signs	$ 114.00	$ 250.00	219%	
Freestanding Signs	$ 114.00	$ 250.00	219%	
Master Sign Plans	$ 114.00	$ 350.00	307%	
Amendments to Approved Applications	$ 114.00	$ 350.00	307%	
Appeal of Staff to HDRB	$ -	$ 250.00	New Fee	
Appeal of HDRB Decision to Town Council	$ -	$ 500.00	New Fee	
Board of Zoning Appeals				
Variance	$ 152.00	$ 650.00	428%	
Additional Variances (each)	$ 38.00	**REMOVE**	-	
Zoning Administrator Decision Appeal	$ 152.00	$ 750.00	493%	
Zoning				
Zoning Permits				
Zoning Appropriateness Permits (ZAPs)	$ -	$ 25.00	New Fee	
Zoning Inspection Permit, Home Business	$ 38.00	$ 50.00	132%	
Zoning Inspection Permit, Keeping of Fowl	$ 25.00	$ 25.00	100%	
Zoning Inspection Permit, Food Truck (per inspection)	$ 129.00	$ 225.00	174%	
Zoning Inspection Permit, Short Term Rental (per inspection)	$ 200.00	$ 200.00	100%	
Administrative Adjustment (per building affected)	$ 76.00	$ 500.00	658%	
Zoning Verification Letter SFD	$ 76.00	$ 250.00	329%	
Zoning Verification Letter non-SFD	$ 455.00	$ 500.00	110%	
Temporary Use Permit (less than 90 days)	$ -	$ 50.00	New Fee	
Temporary Use Permit (greater than 90 days)	$ 114.00	$ 150.00	132%	
Waiver Requests	$ 114.00	$ 500.00	439%	
Temporary health care structure application	$ 152.00	$ 100.00	66%	
Administrative Review Eligible Projects (AREPs)	$ 500.00	$ 500.00	100%	
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2.application flat fee	$ 76.00	$ 500.00	658%	***Added since work session**
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2.per inspection	$ 76.00	$ 500.00	658%	***Added since work session**
Roll-Off Dumpsters/PODs	$ -	$ 25.00	New Fee	
Zoning Ordinance Text Amendments (Remove Subdivision)				
Change in permitted uses	$ 1,516.00	$ 2,500.00	165%	
Other changes, more than 100 words, more than one section	$ 758.00	**REMOVE**	-	***Removed, consolidated with above**
Amendment less than 100 words changed	$ 388.00	**REMOVE**	-	
Planning/Zoning Applications				
Comprehensive Planning				
Comp Plan Amendment	$ 1,516.00	$ 5,500.00	363%	***Increased**
22.32 Reviews (Under Comp Planning)	$ -	$ 2,500.00	New Fee	
Building Location Surveys	$ 38.00	$ 250.00	658%	
Rezoning				
ZMA (Includes Submissions 1, 2 & 3)	$ 7,578.00	$ 16,000.00	211%	***Increased**
Proffer Condition Amendment	$ 488.00	$ 7,500.00	1537%	***Increased**
Minor Proffer Condition Amendment for Residential	$ -	$ 1,000.00	New Fee	***Added since work session**
Modification Request (each)	$ 455.00	$ 1,000.00	220%	
Development Plan (Includes Submissions 1, 2 & 3)	$ -	$ 21,000.00	New Fee	***Increased**
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 758.00	**Full Consulting Fees**		***Removed limit**
Development Plan and ZMA Re-submission Fee (per submission following 3rd)	$ -	$ 1,750.00	New Fee	
Accessory Reviews				
Minor Water Quality Impact Assessment	$ 76.00	$ 350.00	461%	
Major Water Quality Impact Assessment	$ 758.00	$ 800.00	106%	
Exception Request to Provisions of Ches. Bay Pres. Overlay Dist.	$ 152.00	$ 1,000.00	658%	
Ches. Bay Waiver Request	$ 152.00	$ 150.00	99%	
Site Specific Delineation in RPA less than 5,000 SF	$ 76.00	$ 350.00	461%	
Site Specific Delineation in RPA more that 5,000 SF	$ 758.00	$ 750.00	99%	
Additional Studies				
Flood Plain Study (plus full consultant fees, if req.)	$ 1,516.00	**Full Consulting Fees**		***Removed limit**
Special Exceptions				
Residential Uses	$ 455.00	$ 750.00	165%	
Education, Government, Institutional, Community Service Uses	$ 455.00	**REMOVE**	-	
Non-Residential Uses with no site alt.	$ 455.00	$ 1,500.00	330%	
Non-Res. Uses with site alt or additions	$ 2,274.00	$ 6,000.00	264%	
Re-application time limit waiver	$ 152.00	$ 750.00	493%	
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 758.00	**REMOVE, duplicate**	-	
Sign Reviews				
Permanent Sign License (Administrative)	$ -	$ 200.00	New Fee	
Temporary Sign License (Administrative)	$ -	$ 50.00	New Fee	
Sign Appeal Fees	$ -	$ 250.00	New Fee	

TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL

ORDINANCE

_____, 2025

Ordinance- **to amend Chapter 78 (ZONING), Article XV (Decision-Making Authorities, Application Review, and Permitting), Section 78-152.2(b)(3) (Fees for Development Applications) to adjust development fees in accordance with a comprehensive fee evaluation.**

Development application fees were last adjusted with ZOTA #24-01, which passed with Town Council approval in May 2024. ZOTA #24-01 was created to address an immediate need to raise fees in accordance with rising costs, but only took the rate of inflation into account when increasing the fees. Prior to ZOTA #24-01, the last fee adjustment took place with ZOTA #06-01, approved June 2006. The proposed text amendment will adjust development application fees to account for the increased cost of staff review times and to bring fees in line with neighboring jurisdictions.

THEREFORE, BE IT ORDAINED by the Town Council of the Town of Herndon, Virginia that:

1. The following sections or provisions of the Herndon Town Code (2000), as amended, are repealed, replaced and re-ordained as follows:

CHAPTER 78 (ZONING)

Article XV. - Decision-Making Authorities, Application Review, and Permitting

Sec. 78-152.2. - Application submission, requirements and acceptance.

***

TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS	
TYPE OF FEE	**AMOUNT**
ARCHITECTURAL REVIEW BOARD	
New Construction	~~$228.00~~ **$1,000.00**
Alterations, Additions	~~$228.00~~ **$350.00**

DRAFT

TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS	
TYPE OF FEE	**AMOUNT**
Accessory Structures	~~$228.00~~ **$350.00**
~~Wall Signs, Window Signs, Freestanding Signs, Master Sign Plans~~ **Wall Sign, Window Signs, and Freestanding Signs**	~~$114.00~~ **$250.00**
Master Sign Plans	**$350.00**
Amendments to Approved Applications	~~$114.00~~ **$350.00**
Appeal of ARB Decision	**$500.00**
HISTORIC DISTRICT OVERLAY REVIEWS	
Staff Review COA (Residential)	**$0.00**
Staff Review COA (Non-Residential)	**$200.00**
HDRB Review COA for New Single Family Residential	**$500.00**
HDRB COA for New Construction **(non-Single Family Dwelling)**	~~$228.00~~ **$1,000.00**
HDRB COA for Alterations, Additions **(non-Single Family Dwelling)**	~~$228.00~~ **$350.00**
HDRB COA for Accessory Structures **(non-Single Family Dwelling)**	~~$228.00~~ **$350.00**
HDRB COA for Demolition	**$750.00**
~~Wall Signs, Window Signs, Freestanding Signs, Master Sign Plans~~ **Wall Signs, Window Signs, and Freestanding Signs**	~~$114.00~~ **$250.00**

TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS	
TYPE OF FEE	**AMOUNT**
Master Sign Plans	**$350.00**
Amendments to Approved Applications	~~$114.00~~ **$350.00**
HDRB COA for Alterations, Additions, Accessory Structures for Residential Use	$0.00
Appeal of Staff Decision to HDRB	**$250.00**
Appeal of HDRB Decision to Town Council	**$500.00**
SIGNS	
Permanent Sign License (Administrative)	**$200.00**
Temporary Sign License (Administrative)	**$50.00**
Administrative Sign Decision Appeal	**$250.00**
BOARD OF ZONING APPEALS	
~~Single~~ Variance	~~$152.00~~ **$650.00**
~~Additional Variances~~	~~$38.00ea~~
Zoning Administrator Decision Appeal	~~$152.00~~ **$750.00**
***	
COMPREHENSIVE PLANNING	
Comprehensive Plan Amendment	~~$1,516.00~~ **$5,500.00**
2232 Review	**$2,500.00**

TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS	
TYPE OF FEE	**AMOUNT**
REZONING	
Zoning Map Amendment Application ~~flat fee~~ **(Includes Submission 1, 2, and 3)**	~~$7,578.00~~ **$16,000.00**
~~Zoning Map Amendment Application, per quarter acre~~	~~$388.00~~
Development Plan (Includes Submission 1, 2, and 3)	**$21,000.00**
Zoning Map Amendment or Development Plan Re-Submission Fee (per submission following 3rd)	**$1,750.00**
Request to Extend Approval flat fee	$3,789.00
~~Request to Extend Approval, per quarter acre~~	~~$388.00~~
Proffer Condition Amendment	~~$455.00~~ **$7,500.00**
Minor Proffer Condition Amendment for Residential	**$1,000.00**
Request for Modification **(per request)**	~~$455.00~~ **$1,000.00**
Request to Waive re-application time limit	~~$152.00~~ **$750.00**
ACCESSORY DEVELOPMENT REVIEWS	
~~Traffic Impact Study, PLUS, one half of consultant review fees, if required~~ Traffic Impact Study or Assessment	~~$758.00~~ **Full Consulting Fees**
Minor Water Quality Impact Assessment	~~$76.00~~ **$350.00**

TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS	
TYPE OF FEE	**AMOUNT**
Major Water Quality Impact Assessment	~~$758.00~~ **$800.00**
Exception Request to Provisions of Chesapeake Bay Preservation Overlay District Ordinance	~~$152.00~~ **$1,000.00**
Waiver Request to Provisions of Chesapeake Bay Preservation Overlay District Ordinance	~~$152.00~~ **$150.00**
Site Specific Delineation in Resource Protection Area, Areas less than 5,000 SF	~~$76.00~~ **$350.00**
Site Specific Delineation in Resource Protection Area, Areas more than 5,000 SF	~~$758.00~~ **$750.00**
Flood Plain Study~~, PLUS, one half of consultant review fees, if required~~	~~$1,516.00~~ **Full Consulting Fees**
SPECIAL EXCEPTIONS	
For Residential Uses	~~$455.00~~ **$750.00**
~~For Education, Government, Institutional, and Community Service Uses~~	~~$455.00~~
~~For All Other~~ Nonresidential Uses with no site alterations or building additions	~~$455.00~~ **$1,500.00**
~~For All Other~~ Nonresidential Uses with site alterations or building additions	~~$2,274.00~~ **$6,000.00**
Request to extend time period of approval	$455.00
Request to Waive re-application time limit	~~$152.00~~ **$750.00**
***	

TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS	
TYPE OF FEE	**AMOUNT**
BUILDING LOCATION SURVEYS	
Building Location Survey	~~$38.00~~ **$250.00**
TEMPORARY USE SITE PLAN	
Uses less than 90 consecutive days	~~$0.00~~ **$50.00**
Uses more than 90 consecutive days	~~$114.00~~ **$150.00**
Resubmissions	$114.00
Waiver request, per section of the zoning ordinance or PFM	~~$114.00~~ **$500.00**
Temporary health care structure application	~~$152.00~~ **$100.00**
***	
ZONING ~~AND SUBDIVISION~~ ORDINANCE TEXT AMENDMENTS	
Change in permitted uses, density, open space, parking, landscaping, or other provisions.	~~$1,516.00~~ **$2,500.00**
	~~$758.00~~
~~Other than changes listed above; amendment involving less than 100 words in one ordinance section~~	~~$388.00~~
MISCELLANEOUS ADMINISTRATIVE REVIEWS	
Administrative Adjustment, per building affected	~~$76.00~~ **$500.00**

TABLE 78-152.2(b)(3): FEES FOR DEVELOPMENT APPLICATIONS	
TYPE OF FEE	**AMOUNT**
Administrative Review Eligible Projects (AREPs)	$500.00
Zoning Appropriateness Permit	**$25.00**
Zoning Verification Letter: SFD properties	~~$76.00~~ **$250.00**
Zoning Verification Letter: non-SFD properties	~~$455.00~~ **$500.00**
Zoning Inspection Permit, ~~per inspection~~ **(home-based business)**	~~$38.00~~ **$50.00**
Zoning Inspection Permit, Keeping of Fowl	**$25.00**
Roll-Off Dumpster or POD Permit	**$25.00**
Request to Receive Notice of Development and Zoning applications, by mail, per year	$38.00
Request to Receive Notice of Development and Zoning applications, by e-mail, per year	$16.00
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2 application flat fee	~~$76.00~~ **$500.00**
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2, per inspection	~~$76.00~~ **$500.00**
Mobile Food Unit Preparer, Full Service Zoning Permit	~~$129.00~~ **$225.00**
Short-term Rental Permit	$200.00

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2. This ordinance shall be effective July 1, 2025.

Application Review Cost Analysis (rev. 2.23.2025)

Legislative Reviews	Town of Herndon (Current) 7/2024 Update	Suggested Change	% Difference	Total Staff Costs	% of Staff Cost Covered by Fee
Architectural Review Board					
New Construction	$ 228.00	$ 1,000.00	439%	$ 3,023.65	33%
Alterations	$ 228.00	$ 350.00	154%	$ 1,182.48	30%
Additions	$ 228.00	$ 350.00	154%	$ 1,570.80	22%
Accessory Structures	$ 228.00	$ 350.00	154%	$ 617.64	57%
Wall Signs	$ 114.00	$ 250.00	219%	$ 511.65	49%
Free Standing Signs	$ 114.00	$ 250.00	219%	$ 511.65	49%
Master Sign Plans	$ 114.00	$ 350.00	307%	$ 1,117.87	31%
Amendments to Approved Applications	$ 114.00	$ 350.00	307%	$ 829.63	42%
Appeal of ARB Decision	$ -	$ 500.00	New Fee	$ 765.21	65%
Historic District Overlay Reviews					
Staff Review COA (Residential)	$ -	$ -	New Fee	$ 1,118.07	0%
Staff Review COA (Non-Residential)	$ -	$ 200.00	New Fee	$ 1,118.07	18%
HDRB Review COA for New Single Family Residential	$ 228.00	$ 500.00	219%	$ 2,500.18	20%
HDRB COA for Alterations, Additions, Accessory Structures for Residential Use	$ -	$ -	-	$ 1,288.88	0%
HDRB COA for New Construction (non-Single Family Dwelling)	$ 228.00	$ 1,000.00	439%	$ 2,500.18	40%
HDRB COA Alterations (Non-Residential)	$ 228.00	$ 350.00	154%	$ 1,182.48	30%
HDRB COA Additions (Non-Residential)	$ 228.00	$ 350.00	154%	$ 1,570.80	22%
HDRB COA Accessory Structures (Non-Residential)	$ 228.00	$ 350.00	154%	$ 1,023.49	34%
HDRB COA Demolitions	$ 228.00	$ 750.00	329%	$ 2,364.43	32%
Wall Signs	$ 114.00	$ 250.00	219%	$ 511.65	49%
Freestanding Signs	$ 114.00	$ 250.00	219%	$ 511.65	49%
Master Sign Plans	$ 114.00	$ 350.00	307%	$ 1,117.87	31%
Amendments to Approved Applications	$ 114.00	$ 350.00	307%	$ 829.63	42%
Appeal of Staff to HDRB	$ -	$ 250.00	New Fee	$ 1,288.88	19%
Appeal of HDRB Decision to Town Council	$ -	$ 500.00	New Fee	$ 2,208.02	23%
Board of Zoning Appeals					
Variance	$ 152.00	$ 650.00	428%	$ 938.71	69%
Additional Variances (each)	$ 38.00	**REMOVE**	-		
Zoning Administrator Decision Appeal	$ 152.00	$ 750.00	493%	$ 1,149.13	65%
Zoning					
Zoning Permits					
Zoning Appropriateness Permits (ZAPs)	$ -	$ 25.00	New Fee	$ 21.80	115%
Zoning Inspection Permit, Home Business	$ 38.00	$ 50.00	132%	$ 21.80	229%
Zoning Inspection Permit, Keeping of Fowl	$ 25.00	$ 25.00	100%	$ 21.80	115%
Zoning Inspection Permit, Food Truck (per inspection)	$ 129.00	$ 225.00	174%	$ 43.60	516%
Zoning Inspection Permit, Short Term Rental (per inspection)	$ 200.00	$ 200.00	100%	$ 43.60	459%
Administrative Adjustment (per building affected)	$ 76.00	$ 500.00	658%	$ 293.48	170%
Zoning Verification Letter SFD	$ 76.00	$ 250.00	329%	$ 184.06	136%
Zoning Verification Letter non-SFD	$ 455.00	$ 500.00	110%	$ 184.06	272%
Temporary Use Permit (less than 90 days)	$ -	$ 50.00	New Fee	$ 278.90	18%
Temporary Use Permit (greater than 90 days)	$ 114.00	$ 150.00	132%	$ 370.93	40%
Waiver Requests	$ 114.00	$ 500.00	439%	$ 1,074.42	47%
Temporary health care structure application	$ 152.00	$ 100.00	66%	$ 122.70	81%
Administrative Review Eligible Projects (AREPs)	$ 500.00	$ 500.00	100%	$ 529.50	94%
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2, application flat fee	$ 76.00	$ 500.00	658%	$ 690.59	72%
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2, per inspection	$ 76.00	$ 500.00	658%	$ 476.22	105%
Roll-Off Dumpsters/PODs	$ -	$ 25.00	New Fee	$ 21.80	115%
Zoning Ordinance Text Amendments (Remove Subdivision)					
Change in permitted uses	$ 1,516.00	$ 2,500.00	165%	$ 5,674.62	44%
Other changes, more than 100 words, more than one section	$ 758.00	**REMOVE**	-		
Amendment less than 100 words changed	$ 388.00	**REMOVE**	-		
Planning/Zoning Applications					
Comprehensive Planning					
Comp Plan Amendment	$ 1,516.00	$ 5,500.00	363%	$ 14,873.20	37%
22.32 Reviews (Under Comp Planning)	$ -	$ 2,500.00	New Fee	$ 4,647.89	54%
Building Location Surveys	$ 38.00	$ 250.00	658%	$ 1,329.57	19%
Rezoning					
ZMA (Includes Submissions 1, 2 & 3)	$ 7,578.00	$ 16,000.00	211%	$ 21,253.44	75%
Proffer Condition Amendment	$ 488.00	$ 7,500.00	1537%	$ 4,447.83	169%
Minor Proffer Condition Amendment for Residential	$ -	$ 1,000.00	New Fee	$ 1,337.40	75%
Modification Request (each)	$ 455.00	$ 1,000.00	220%	$ 1,337.40	75%
Development Plan (Includes Submissions 1, 2 & 3)	$ -	$ 21,000.00	New Fee	$ 25,138.81	84%
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 758.00	**Full Consulting Fees**		$ 4,732.85	
Development Plan and ZMA Re-submission Fee (per submission following 3rd)	$ -	$ 1,750.00	New Fee	$ 4,871.37	36%
Accessory Reviews					
Minor Water Quality Impact Assessment	$ 76.00	$ 350.00	461%	$ 766.01	46%
Major Water Quality Impact Assessment	$ 758.00	$ 800.00	106%	$ 1,556.41	51%
Exception Request to Provisions of Ches. Bay Pres. Overlay Dist.	$ 152.00	$ 1,000.00	658%	$ 2,944.88	34%
Ches. Bay Waiver Request	$ 152.00	$ 150.00	99%	$ 327.62	46%
Site Specific Delineation in RPA less than 5,000 SF	$ 76.00	$ 350.00	461%	$ 400.47	87%
Site Specific Delineation in RPA more that 5,000 SF	$ 758.00	$ 750.00	99%	$ 720.30	104%
Additional Studies					
Flood Plain Study (plus full consultant fees, if req.)	$ 1,516.00	**Full Consulting Fees**		$ 1,469.16	

Special Exceptions					
Residential Uses	$ 455.00	$ 750.00	165%	$ 5,072.32	15%
Education, Government, Institutional, Community Service Uses	$ 455.00	**REMOVE**	-		
Non-Residential Uses with no site alt.	$ 455.00	$ 1,500.00	330%	$ 6,565.22	23%
Non-Res. Uses with site alt or additions	$ 2,274.00	$ 6,000.00	264%	$ 19,184.59	31%
Re-application time limit waiver	$ 152.00	$ 750.00	493%	$ 614.14	122%
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 758.00	**REMOVE, duplicate**	-		
Sign Reviews					
Permanent Sign License (Administrative)	$ -	$ 200.00	New Fee	$ 488.60	41%
Temporary Sign License (Administrative)	$ -	$ 50.00	New Fee	$ 382.61	13%
Sign Appeal Fees	$ -	$ 250.00	New Fee	$ 765.21	33%

Application Review Times		COMMUNITY DEVELOPMENT									PUBLIC WORKS- HMC						PUBLIC WORKS - TOWN SHOP				LEGAL		
	TOTAL Town Staff Cost	Director	Deputy Director	Zoning Administrator	Development Planner	Long-Range Planner	HDRB Planner	Community Planner	Zoning Inspector	Arborist	Total Dept. Time	Deputy Director	Chief Engineer	Engineer	Building Official	Traffic Engineer	Total Dept. Time	Deputy Director	Utility Manager	Project Engineer	Total Dept. Time	Town Attorney	Deputy Town Attorney	Total Dept. Cost
Legislative Reviews		82.2171	64.6193	61.3517	55.6478	52.9979	52.9979	48.0706	43.6015	48.0706		71.0223	61.3517	55.6478	61.3517	52.9979		71.0223	55.6478	52.9979		64.4193		
ARB																								
New Construction	$ 3,023.65	$ 328.87	$ 775.43	$ -	$ -	$ -	$ 1,854.93	$ -	$ -	$ -	$ 2,959.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Alterations	$ 1,182.48	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Additions	$ 1,570.80	$ 123.33	$ 323.10	$ -	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 1,506.38	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Accessory Structures	$ 617.64	$ -	$ 129.24	$ -	$ -	$ -	$ 423.98	$ -	$ -	$ -	$ 553.22	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Wall Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Free Standing Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Master Sign Plans	$ 1,117.87	$ -	$ 258.48	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,053.45	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Amendments to Approved Applications	$ 829.63	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
	$ -																							
*Sign Appeal Fees	$ 765.21	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
*Appeal ARB	$ 2,761.24	$ 328.87	$ 387.72	$ 920.28	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 2,696.82	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
	$ -																							
HDRB																								
COA New Construction	$ 2,500.18	$ 328.87	$ 516.95	$ -	$ -	$ -	$ 1,589.94	$ -	$ -	$ -	$ 2,435.76	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Alterations	$ 1,182.48	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Additions	$ 1,570.80	$ 123.33	$ 323.10	$ -	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 1,506.38	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Accessory Structures	$ 1,023.49	$ -	$ 323.10	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 959.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Demolitions	$ 2,364.43	$ 328.87	$ 646.19	$ -	$ -	$ -	$ 1,324.95	$ -	$ -	$ -	$ 2,300.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Wall Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Freestanding Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Master Sign Plans	$ 1,117.87	$ -	$ 258.48	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,053.45	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Amendments to Approved Applications	$ 829.63	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Residential COA Alt., Additions, Acc. Structures	$ 1,288.88	$ -	$ 258.48	$ -	$ -	$ -	$ 953.96	$ 12.02	$ -	$ -	$ 1,224.46	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
	$ -																				$ -			$ -
*HDRB Appeals	$ 2,208.02	$ 328.87	$ 258.48	$ 920.28	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 2,143.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Board of Zoning Appeals																								
Variance	$ 938.71	$ 164.43	$ 64.62	$ 490.81	$ -	$ -	$ -	$ 96.14	$ -	$ -	$ 816.01	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additional Variances (each)	$ 333.96	$ 82.22	$ 64.62	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ 269.54	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Zoning Administrator Decision Appeal	$ 1,149.13	$ 164.43	$ -	$ 920.28	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,084.71	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Zoning																								
Zoning Permits																								
Zoning Appropriateness Permits (ZAPs)	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Home Business	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Keeping of Fowl	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Food Truck (per inspection)	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 43.60	$ -	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Short Term Rental (per inspection)	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 43.60	$ -	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Administrative Adjustment (per building affected)	$ 293.48	$ -	$ -	$ 245.41	$ -	$ -	$ -	$ 48.07	$ -	$ -	$ 293.48	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Verification Letter SFD	$ 184.06	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Verification Letter non-SFD	$ 184.06	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Temporary Use Permit (less than 90 days)	$ 278.90	$ -	$ -	$ 30.68	$ -	$ -	$ -	$ -	$ 54.50	$ -	$ 85.18	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ 71.02	$ -	$ -	$ 71.02	$ -	$ -	$ -
Temporary Use Permit (greater than 90 days)	$ 370.93	$ -	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ 54.50	$ -	$ 177.21	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ 71.02	$ -	$ -	$ 71.02	$ -	$ -	$ -
Waiver Requests	$ 1,074.42	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ 184.06	$ -	$ -	$ 890.36	$ -	$ -	$ 890.36	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Temporary health care structure application	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Administrative Review Eligible Projects (AREPs)	$ 529.50	$ -	$ -	$ 245.41	$ -	$ -	$ -	$ -	$ -	$ -	$ 245.41	$ -	$ -	$ -	$ -	$ -	$ -	$ 284.09	$ -	$ -	$ 284.09	$ -	$ -	$ -
Signs	$ 488.60	$ -	$ 64.62	$ -	$ -	$ -	$ 423.98	$ -	$ -	$ -	$ 488.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2, application flat fee	$ 690.59	$ -	$ -	$ 245.41	$ 222.59	$ -	$ -	$ -	$ -	$ -	$ 468.00	$ -	$ -	$ 222.59	$ -	$ -	$ 222.59	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2, per inspection	$ 476.22	$ -	$ -	$ 61.35		$ -	$ -	$ -	$ -	$ 192.28	$ 253.63	$ -	$ -	$ 222.59	$ -	$ -	$ 222.59	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Ordinance Text Amendments *(Remove Subdivision)*																								
Change in permitted uses	$ 5,674.62	$ 246.65	$ 129.24	$ 4,417.32	$ 222.59	$ 529.98	$ -	$ -	$ -	$ -	$ 5,545.78	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 128.84	$ -	$ 128.84
Other changes, more than 100 words, more than one section	$ 5,838.55	$ -	$ 1,292.39	$ 4,417.32	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,709.71	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 128.84	$ -	$ 128.84
Amendment less than 100 words changed	$ 3,655.49	$ -	$ 646.19	$ 2,944.88	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,591.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
																								$ -
Planning/Zoning Applications																								
Comprehensive Planning	$ -										$ -													$ -
Comp Plan Amendment	$ 14,873.20	$ 411.09	$ 5,169.54	$ 490.81	$ -	$ 8,479.66	$ -	$ -	$ -	$ -	$ 14,551.11	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 322.10	$ -	$ 322.10
	$ -										$ -	$ -												$ -
Rezoning																								
ZMA First Submission	$ 21,253.44	$ 1,644.34	$ 5,169.54	$ 2,944.88	$ 4,451.82	$ 1,589.94	$ -	$ -	$ -	$ 384.56	$ 16,185.09	$ 71.02	$ 981.63	$ 3,116.28	$ 122.70	$ 423.98	$ 4,715.61	$ 71.02	$ 111.30	$ 106.00	$ 288.31	$ 64.42	$ -	$ 64.42
Proffer Condition Amendment	$ 4,447.83	$ 246.65	$ 969.29	$ 2,944.88	$ 222.59	$ -	$ -	$ -	$ -	$ -	$ 4,383.41	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Modification Request (each)	$ 1,337.40	$ -	$ 969.29	$ 368.11	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,337.40	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 4,732.85	$ 287.76	$ 516.95	$ 61.35	$ 890.36	$ -	$ -	$ -	$ -	$ -	$ 1,756.43	$ -	$ 490.81	$ 890.36	$ -	$ 1,377.95	$ 2,759.12	$ -	$ 111.30	$ 106.00	$ 217.29	$ -	$ -	$ -
Development Plan	$ 25,138.81	$ 2,959.82	$ 6,138.83	$ 2,944.88	$ 4,451.82	$ 1,589.94	$ -	$ -	$ -	$ 384.56	$ 18,469.86	$ 71.02	$ 981.63	$ 3,561.46	$ 490.81	$ 423.98	$ 5,528.91	$ 142.04	$ 445.18	$ 423.98	$ 1,011.21	$ 128.84	$ -	$ 128.84
	$ 3,232.27										$ -	$ -	$ 490.81	$ 2,003.32	$ 61.35	$ 423.98	$ 2,979.47	$ 35.51	$ 111.30	$ 106.00	$ 252.80	$ -	$ -	$ -
	$ -										$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Accessory Reviews																								
Minor Water Quality Impact Assessment	$ 766.01	$ 41.11	$ 64.62	$ 245.41	$ 222.59	$ -	$ -	$ -	$ -	$ 192.28	$ 766.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Major Water Quality Impact Assessment	$ 1,556.41	$ 82.22	$ 323.10	$ 736.22	$ 222.59	$ -	$ -	$ -	$ -	$ 192.28	$ 1,556.41	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Exception Request to Provisions of Ches. Bay Pres. Overlay Dist.	$ 2,944.88	$ -	$ -	$ 2,944.88	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,944.88	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Ches. Bay Waiver Request	$ 327.62	$ 82.22	$ -	$ 245.41	$ -	$ -	$ -	$ -	$ -	$ -	$ 327.62	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Site Specific Delineation in RPA less than 5,000 SF	$ 400.47	$ 82.22	$ 64.62	$ 61.35	$ -	$ -	$ -	$ -	$ -	$ 192.28	$ 400.47	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Site Specific Delineation in RPA more that 5,000 SF	$ 720.30	$ 82.22	$ 323.10	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ 192.28	$ 720.30	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additional Studies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Flood Plain Study (plus 1/2 consultant fees, if req.)	$ 1,469.16	$ 164.43	$ 323.10	$ 981.63	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,469.16	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Special Exceptions																								
Residential Uses	$ 5,072.32	$ 246.65	$ 323.10	$ 1,963.25	$ -	$ -	$ -	$ 48.07	$ -	$ -	$ 2,581.07	$ 71.02	$ 490.81	$ 1,335.55	$ 61.35	$ 211.99	$ 2,170.73	$ 71.02	$ 111.30	$ 106.00	$ 288.31	$ 32.21	$ -	$ 32.21
Education, Government, Institutional, Community Service Uses	$ 4,647.89	$ 411.09	$ 646.19	$ 3,435.70	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,492.97	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ 32.21	$ -	$ 32.21
Non-Residential Uses with no site alt.	$ 6,565.22	$ 123.33	$ 323.10	$ 1,963.25	$ -	$ -	$ -	$ 576.85	$ -	$ -	$ 2,986.52	$ 71.02	$ 981.63	$ 1,335.55	$ 122.70	$ 529.98	$ 3,040.88	$ 71.02	$ 222.59	$ 211.99	$ 505.61	$ 32.21	$ -	$ 32.21
Non-Res. Uses with site alt or additions	$ 19,184.59	$ 328.87	$ 5,169.54	$ 3,435.70	$ 4,451.82	$ -	$ -	$ 624.92	$ -	$ 384.56	$ 14,395.41	$ 71.02	$ 981.63	$ 3,116.28	$ 122.70	$ 106.00	$ 4,397.63	$ 142.04	$ 111.30	$ 106.00	$ 359.34	$ 32.21	$ -	$ 32.21
Re-application time limit waiver	$ 614.14	$ 123.33	$ -	$ 490.81	$ -	$ -	$ -	$ -	$ -	$ -	$ 614.14	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 4,650.63	$ 205.54	$ 516.95	$ 61.35	$ 890.36	$ -	$ -	$ -	$ -	$ -	$ 1,674.21	$ -	$ 490.81	$ 890.36	$ -	$ 1,377.95	$ 2,759.12	$ -	$ 111.30	$ 106.00	$ 217.29	$ -	$ -	$ -
Building Location Surveys																								
Building Location Surveys	$ 1,329.57	$ -	$ 64.62	$ 30.68	$ -	$ -	$ -	$ 192.28	$ -	$ -	$ 287.58	$ -	$ 490.81	$ 445.18	$ -	$ 106.00	$ 1,041.99	$ -	$ -	$ -	$ -	$ -	$ -	$ -
RPA Permits	$ 144.21	$ -	$ -	$ -	$ -	$ -	$ -	$ 144.21	$ -	$ -	$ 144.21	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
New Fees																								
Sign Appeal Fees	$ 765.21	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Appeal of ARB Decision	$ 2,761.24	$ 328.87	$ 387.72	$ 920.28	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 2,696.82	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Appeal of HDRB Decision to Town Council	$ 2,208.02	$ 328.87	$ 258.48	$ 920.28	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 2,143.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Appeal of Staff to HDRB	$ 1,288.88	$ -	$ 258.48	$ -	$ -	$ -	$ 953.96	$ 12.02	$ -	$ -	$ 1,224.46	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
HDRB- COA New Construction (SFD)	$ 2,500.18	$ 328.87	$ 516.95	$ -	$ -	$ -	$ 1,589.94	$ -	$ -	$ -	$ 2,435.76	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Permanent Sign License (Administrative)	$ 488.60	$ -	$ 64.62	$ -	$ -	$ -	$ 423.98	$ -	$ -	$ -	$ 488.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Temporary Sign License (Administrative)	$ 382.61	$ -	$ 64.62	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 382.61	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Development Plan and ZMA Re-submission Fee (per submission following 3rd)	$ 4,871.37	$ 411.09	$ 969.29	$ 736.22	$ 834.72	$ 529.98	$ -	$ -	$ -	$ 96.14	$ 3,577.43	$ 35.51	$ 245.41	$ 667.77	$ 30.68	$ 106.00	$ 1,085.36	$ 35.51	$ 55.65	$ 53.00	$ 144.16	$ 64.42	$ -	$ 64.42
HDO - Staff Review COA (Residential)	$ 1,118.07	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
HDO - Staff Review COA (Non-Residential)	$ 1,118.07	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

22.32 Reviews (Under Comp Planning)	$ 4,647.89		$ 411.09	$ 646.19	$ 3,435.70	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,492.97		$ -	$ -	$ -	$ 122.70	$ -	$ 122.70		$ -	$ -	$ -	$ -		$ 32.21	$ -	$ 32.21	
Temporary Use Permit (less than 90 days)	$ 278.90		$ -	$ -	$ 30.68	$ -	$ -	$ -	$ -	$ 54.50	$ -	$ 85.18		$ -	$ -	$ -	$ 122.70	$ -	$ 122.70		$ 71.02	$ -	$ -	$ 71.02		$ -	$ -	$ -	
*Roll-Off Dumpsters/PODs	$ 21.80		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80		$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -		$ -	$ -	$ -	
Development Plan (Includes Submissions 1, 2 & 3)	$ 25,138.81		$ 2,959.82	$ 6,138.83	$ 2,944.88	$ 4,451.82	$ 1,589.94	$ -	$ -	$ -	$ 384.56	$ 18,469.86		$ 71.02	$ 981.63	$ 3,561.46	$ 490.81	$ 423.98	$ 5,528.91		$ 142.04	$ 445.18	$ 423.98	$ 1,011.21		$ 128.84	$ -	$ 128.84	

Application Review Times (in hours)

	COMMUNITY DEVELOPMENT									CD	PUBLIC WORKS- HMC					DPW-HMC	PUBLIC WORKS - TOWN SHOP			DPW-Shop	LEGAL		Legal	
Legislative Reviews	Director	Deputy Director	Zoning Administrator	Development Planner	Long-Range Planner	HDRB Planner	Community Planner	Zoning Inspector	Arborist	Total Dept. Time	Deputy Director	Chief Engineer	Engineer	Building Official	Traffic Engineer	Total Dept. Time	Deputy Director	Utility Manager	Project Engineer	Total Dept. Time	Town Attorney	Deputy Town Attorney	Total Dept. Time	Total Town Time
ARB																								
New Construction	4	12				35				51						0				0	1		1	52
Alterations		5				15				20						0				0	1		1	21
Additions	1.5	5				20				26.5						0				0	1		1	27.5
Accessory Structures		2				8				10						0				0	1		1	11
Wall Signs		2				6				8						0				0	1		1	9
Free Standing Signs		2				6				8						0				0	1		1	9
Master Sign Plans		4				15				19						0				0	1		1	20
Amendments to Approved Applications		2				12				14						0				0	1		1	15
										0						0				0			0	0
*Sign Appeal Fees		2				12				14						0				0			0	14
*Appeal ARB	4	6	15			20				45						0				0	1		1	46
										0						0				0			0	0
HDRB																								
COA New Construction	4	8				30				42						0				0	1		1	43
COA Alterations		5				15				20						0				0	1		1	21
COA Additions	1.5	5				20				26.5						0				0	1		1	27.5
COA Accessory Structures		5				12				17						0				0	1		1	18
COA Demolitions	4	10				25				39						0				0	1		1	40
Wall Signs		2				6				8						0				0	1		1	9
Freestanding Signs		2				6				8						0				0	1		1	9
Master Sign Plans		4				15				19						0				0	1		1	20
Amendments to Approved Applications		2				12				14						0				0	1		1	15
Residential COA Alt., Additions, Acc. Structures		4				18	0.25			22.25						0				0	1		1	23.25
										0						0				0			0	0
*HDRB Appeals	4	4	15			12				35						0				0	1		1	36
**Look to differentiate fees based on Board and Staff review										0						0				0			0	0
										0						0				0			0	0
Board of Zoning Appeals																								
Variance	2	1	8				2			13				2		2				0	1		1	16
Additional Variances (each)	1	1	2							4						0				0	1		1	5
Zoning Administrator Decision Appeal	2		15							17						0				0	1		1	18
										0						0				0			0	0
Zoning																								
Zoning Permits																								
Zoning Appropriateness Permits (ZAPs)								0.5		0.5						0				0			0	0.5
Zoning Inspection Permit, Home Business								0.5		0.5						0				0			0	0.5
Zoning Inspection Permit, Keeping of Fowl								0.5		0.5						0				0			0	0.5
Zoning Inspection Permit, Food Truck (per inspection)								1		1						0				0			0	1
Zoning Inspection Permit, Short Term Rental (per inspection)								1		1						0				0			0	1
Administrative Adjustment (per building affected)			4				1			5						0				0			0	5
Zoning Verification Letter SFD			3							3						0				0			0	3
Zoning Verification Letter non-SFD			3							3						0				0			0	3
Temporary Use Permit (less than 90 days)			0.5					1.25		1.75				2		2	1			1			0	4.75
Temporary Use Permit (greater than 90 days)			2					1.25		3.25				2		2	1			1			0	6.25
Waiver Requests			3							3			16			16				0			0	19
Temporary health care structure application										0				2		2				0			0	2
Administrative Review Eligible Projects (AREPs)			4							4						0	4			4			0	8
Signs		1				8				9						0				0			0	9
*Roll-Off Dumpsters/PODs								0.5		0.5						0				0			0	0.5
*Small Cells (Admin. Review Eligible Program (AREP))			4							4						0				0			0	4
										0						0				0			0	0
Zoning Ordinance Text Amendments *(Remove Subdivision)*																								
Change in permitted uses	3	2	72	4	10					91						0				0	2		2	93
Other changes, more than 100 words, more than one section		20	72							92						0				0	2		2	94
Amendment less than 100 words changed		10	48							58						0				0	1		1	59
										0						0				0			0	0
Planning/Zoning Applications																								
Comprehensive Planning										0						0				0			0	0
Comp Plan Amendment	5	80	8		160					253						0				0	5		5	258
										0						0				0			0	0
Rezoning																								
ZMA First Submission	20	80	48	80	30				8	266	1	16	56	2	8	83	1	2	2	5	1		1	355
Proffer Condition Amendment	3	15	48	4						70						0				0	1		1	71
Modification Request (each)		15	6							21						0				0			0	21
Traffic Impact (plus 1/2 consultant fees, if req.)	3.5	8	1	16						28.5		8	16		26	50		2	2	4			0	82.5
Development Plan	36	95	48	80	30				8	297	1	16	64	8	8	97	2	8	8	18	2		2	414
Subsequent Review Hours	6									6		8	36	1	8	53	0.5	2	2	4.5			0	63.5
**Remove per quarter acre of first submission										0						0				0			0	0
**Remove waiver for re-application time limit										0						0				0			0	0
										0						0				0			0	0
										0						0				0			0	0
Accessory Reviews																								
Minor Water Quality Impact Assessment	0.5	1	4	4					4	13.5						0				0			0	13.5
Major Water Quality Impact Assessment	1	5	12	4					4	26						0				0			0	26
Exception Request to Provisions of Ches. Bay Pres. Overlay Dist.			48							48						0				0			0	48
Ches. Bay Waiver Request	1		4							5						0				0			0	5
Site Specific Delineation in RPA less than 5,000 SF	1	1	1						4	7						0				0			0	7
Site Specific Delineation in RPA more that 5,000 SF	1	5	2						4	12						0				0			0	12
										0						0				0			0	0
Additional Studies										0						0				0			0	0
Flood Plain Study (plus 1/2 consultant fees, if req.)	2	5	16							23						0				0			0	23
Special Exceptions																								
Residential Uses	3	5	32				1			41	1	8	24	1	4	38	1	2	2	5	0.5		0.5	84.5
Education, Government, Institutional, Community Service Uses	5	10	56							71				2		2				0	0.5		0.5	73.5
Non-Residential Uses with no site alt.	1.5	5	32				12			50.5	1	16	24	2	10	53	1	4	4	9	0.5		0.5	113
Non-Res. Uses with site alt or additions	4	80	56	80			13		8	241	1	16	56	2	2	77	2	2	2	6	0.5		0.5	324.5
Re-application time limit waiver	1.5		8							9.5						0				0			0	9.5
Traffic Impact (plus 1/2 consultant fees, if req.)	2.5	8	1	16						27.5		8	16		26	50		2	2	4			0	81.5

Building Location Surveys																								
Building Location Surveys		1	0.5				4			5.5		8	8		2	18				0			0	23.5
RPA Permits							3			3						0				0			0	3
New Fees																								
Sign Appeal Fees		2				12				14						0				0			0	14
Appeal of ARB Decision	4	6	15			20				45						0				0	1		1	46
Appeal of HDRB Decision to Town Council	4	4	15			12				35						0				0	1		1	36
Appeal of Staff to HDRB		4				18	0.25			22.25						0				0	1		1	23.25
HDRB- COA New Construction (SFD)	4	8				30				42						0				0	1		1	43
Permanent Sign License (Administrative)		1				8				9						0				0			0	9
Temporary Sign License (Administrative)		1				6				7						0				0			0	7
Development Plan and ZMA Re-submission Fee (per submission following 3rd)	5	15	12	15	10				2	59	0.5	4	12	0.5	2	19	0.5	1	1	2.5	1		1	81.5
HDO - Staff Review COA (Residential)		5				15				20						0				0			0	20
HDO - Staff Review COA (Non-Residential)		5				15				20						0				0			0	20
22.32 Reviews (Under Comp Planning)	5	10	56							71				2		2				0	0.5		0.5	73.5
Temporary Use Permit (less than 90 days)			0.5					1.25		1.75				2		2	1			1			0	4.75
*Roll-Off Dumpsters/PODs								0.5		0.5						0				0			0	0.5
Development Plan (Includes Submissions 1, 2 & 3)	36	95	48	80	30				8	297	1	16	64	8	8	97	2	8	8	18	2		2	414

Application Review Times		COMMUNITY DEVELOPMENT									PUBLIC WORKS- HMC						PUBLIC WORKS - TOWN SHOP				LEGAL		
	TOTAL Town Staff Cost	Director	Deputy Director	Zoning Administrator	Development Planner	Long-Range Planner	HDRB Planner	Community Planner	Zoning Inspector	Arborist	Total Dept. Time	Deputy Director	Chief Engineer	Engineer	Building Official	Traffic Engineer	Total Dept. Time	Deputy Director	Utility Manager	Project Engineer	Total Dept. Time	Town Attorney	Deputy Town Attorney	Total Dept. Cost
		82.2171	64.6193	61.3517	55.6478	52.9679	52.9679	48.0706	43.6015	48.0706		71.0223	61.3517	55.6478	61.3517	52.9679		71.0223	55.6478	52.9679		64.4193		
Legislative Reviews																								
ARB																								
New Construction	$ 3,023.65	$ 328.87	$ 775.43	$ -	$ -	$ -	$ 1,854.93	$ -	$ -	$ -	$ 2,959.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Alterations	$ 1,182.48	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Additions	$ 1,570.80	$ 123.33	$ 323.10	$ -	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 1,506.38	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Accessory Structures	$ 617.84	$ -	$ 129.24	$ -	$ -	$ -	$ 423.98	$ -	$ -	$ -	$ 553.22	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Wall Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Free Standing Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Master Sign Plans	$ 1,117.87	$ -	$ 258.48	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,053.45	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Amendments to Approved Applications	$ 829.63	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
	$ -																							
*Sign Appeal Fees	$ 765.21	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
*Appeal ARB	$ 2,761.24	$ 328.87	$ 387.72	$ 920.28	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 2,696.82	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
	$ -																							
HDRB																								
COA New Construction	$ 2,500.18	$ 328.87	$ 516.95	$ -	$ -	$ -	$ 1,589.94	$ -	$ -	$ -	$ 2,435.76	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Alterations	$ 1,182.48	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Additions	$ 1,570.80	$ 123.33	$ 323.10	$ -	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 1,506.38	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Accessory Structures	$ 1,023.49	$ -	$ 323.10	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 959.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
COA Demolitions	$ 2,364.43	$ 328.87	$ 646.19	$ -	$ -	$ -	$ 1,324.95	$ -	$ -	$ -	$ 2,300.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Wall Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Freestanding Signs	$ 511.65	$ -	$ 129.24	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 447.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Master Sign Plans	$ 1,117.87	$ -	$ 258.48	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,053.45	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Amendments to Approved Applications	$ 829.63	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Residential COA Alt., Additions, Acc. Structures	$ 1,288.88	$ -	$ 258.48	$ -	$ -	$ -	$ 953.96	$ 12.02	$ -	$ -	$ 1,224.46	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
	$ -																				$ -			$ -
*HDRB Appeals	$ 2,208.02	$ 328.87	$ 258.48	$ 920.28	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 2,143.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Board of Zoning Appeals																								
Variance	$ 938.71	$ 164.43	$ 64.62	$ 490.81	$ -	$ -	$ -	$ 96.14	$ -	$ -	$ 816.01	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additional Variances (each)	$ 333.96	$ 82.22	$ 64.62	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ 269.54	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Zoning Administrator Decision Appeal	$ 1,149.13	$ 164.43	$ -	$ 920.28	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,084.71	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Zoning																								
Zoning Permits																								
Zoning Appropriateness Permits (ZAPs)	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Home Business	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Keeping of Fowl	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Food Truck (per inspection)	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 43.60	$ -	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Inspection Permit, Short Term Rental (per inspection)	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 43.60	$ -	$ 43.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Administrative Adjustment (per building affected)	$ 293.48	$ -	$ -	$ 245.41	$ -	$ -	$ -	48.07	$ -	$ -	$ 293.48	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Verification Letter SFD	$ 184.06	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Verification Letter non-SFD	$ 184.06	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Temporary Use Permit (less than 90 days)	$ 278.90	$ -	$ -	$ 30.68	$ -	$ -	$ -	$ -	$ 54.50	$ -	$ 85.18	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ 71.02	$ -	$ -	$ 71.02	$ -	$ -	$ -
Temporary Use Permit (greater than 90 days)	$ 370.93	$ -	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ 54.50	$ -	$ 177.21	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ 71.02	$ -	$ -	$ 71.02	$ -	$ -	$ -
Waiver Requests	$ 1,074.42	$ -	$ -	$ 184.06	$ -	$ -	$ -	$ -	$ -	$ -	$ 184.06	$ -	$ -	$ 890.36	$ -	$ -	$ 890.36	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Temporary health care structure application	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Administrative Review Eligible Projects (AREPs)	$ 529.50	$ -	$ -	$ 245.41	$ -	$ -	$ -	$ -	$ -	$ -	$ 245.41	$ -	$ -	$ -	$ -	$ -	$ -	$ 284.09	$ -	$ -	$ 284.09	$ -	$ -	$ -
Signs	$ 488.60	$ -	$ 64.62	$ -	$ -	$ -	$ 423.98	$ -	$ -	$ -	$ 488.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Zoning Ordinance Text Amendments *(Remove Subdivision)*																								
Change in permitted uses	$ 5,674.62	$ 246.65	$ 129.24	$ 4,417.32	$ 222.59	$ 529.98	$ -	$ -	$ -	$ -	$ 5,545.78	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 128.84	$ -	$ 128.84
Other changes, more than 100 words, more than one section	$ 5,838.55	$ -	$ 1,292.39	$ 4,417.32	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,709.71	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 128.84	$ -	$ 128.84
Amendment less than 100 words changed	$ 3,655.49	$ -	$ 646.19	$ 2,944.88	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,591.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
																								$ -
Planning/Zoning Applications																								
Comprehensive Planning	$ -										$ -													$ -
Comp Plan Amendment	$ 14,873.20	$ 411.09	$ 5,169.54	$ 490.81	$ -	$ 8,479.66	$ -	$ -	$ -	$ -	$ 14,551.11	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 322.10	$ -	$ 322.10
	$ -										$ -	$ -												$ -
Rezoning																								
ZMA First Submission	$ 21,253.44	$ 1,644.34	$ 5,169.54	$ 2,944.88	$ 4,451.82	$ 1,589.94	$ -	$ -	$ -	$ 384.56	$ 16,185.09	$ 71.02	$ 981.63	$ 3,116.28	$ 122.70	$ 423.98	$ 4,715.61	$ 71.02	$ 111.30	$ 106.00	$ 288.31	$ 64.42	$ -	$ 64.42
Proffer Condition Amendment	$ 4,447.83	$ 246.65	$ 969.29	$ 2,944.88	$ 222.59	$ -	$ -	$ -	$ -	$ -	$ 4,383.41	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Modification Request (each)	$ 1,337.40	$ -	$ 969.29	$ 368.11	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,337.40	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 4,732.85	$ 287.76	$ 516.95	$ 61.35	$ 890.36	$ -	$ -	$ -	$ -	$ -	$ 1,756.43	$ -	$ 490.81	$ 890.36	$ -	$ 1,377.95	$ 2,759.12	$ -	$ 111.30	$ 106.00	$ 217.29	$ -	$ -	$ -
Development Plan	$ 25,138.81	$ 2,959.82	$ 6,138.83	$ 2,944.88	$ 4,451.82	$ 1,589.94	$ -	$ -	$ -	$ 384.56	$ 18,469.86	$ 71.02	$ 981.63	$ 3,561.46	$ 490.81	$ 423.98	$ 5,528.91	$ 142.04	$ 445.18	$ 423.98	$ 1,011.21	$ 128.84	$ -	$ 128.84
	$ 3,232.27										$ -	$ -	$ 490.81	$ 2,003.32	$ 61.35	$ 423.98	$ 2,979.47	$ 35.51	$ 111.30	$ 106.00	$ 252.80	$ -	$ -	$ -
	$ -										$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Accessory Reviews																								
Minor Water Quality Impact Assessment	$ 766.01	$ 41.11	$ 64.62	$ 245.41	$ 222.59	$ -	$ -	$ -	$ -	$ 192.28	$ 766.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Major Water Quality Impact Assessment	$ 1,556.41	$ 82.22	$ 323.10	$ 736.22	$ 222.59	$ -	$ -	$ -	$ -	$ 192.28	$ 1,556.41	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Exception Request to Provisions of Ches. Bay Pres. Overlay Dist.	$ 2,944.88	$ -	$ -	$ 2,944.88	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,944.88	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Ches. Bay Waiver Request	$ 327.62	$ 82.22	$ -	$ 245.41	$ -	$ -	$ -	$ -	$ -	$ -	$ 327.62	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Site Specific Delineation in RPA less than 5,000 SF	$ 400.47	$ 82.22	$ 64.62	$ 61.35	$ -	$ -	$ -	$ -	$ -	$ 192.28	$ 400.47	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Site Specific Delineation in RPA more that 5,000 SF	$ 720.30	$ 82.22	$ 323.10	$ 122.70	$ -	$ -	$ -	$ -	$ -	$ 192.28	$ 720.30	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additional Studies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Flood Plain Study (plus 1/2 consultant fees, if req.)	$ 1,469.16	$ 164.43	$ 323.10	$ 981.63	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,469.16	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Special Exceptions																								
Residential Uses	$ 5,072.32	$ 246.65	$ 323.10	$ 1,963.25	$ -	$ -	$ -	$ 48.07	$ -	$ -	$ 2,581.07	$ 71.02	$ 490.81	$ 1,335.55	$ 61.35	$ 211.99	$ 2,170.73	$ 71.02	$ 111.30	$ 106.00	$ 288.31	$ 32.21	$ -	$ 32.21
Education, Government, Institutional, Community Service Uses	$ 4,647.89	$ 411.09	$ 646.19	$ 3,435.70	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,492.97	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ 32.21	$ -	$ 32.21
Non-Residential Uses with no site alt.	$ 6,565.22	$ 123.33	$ 323.10	$ 1,963.25	$ -	$ -	$ -	$ 576.85	$ -	$ -	$ 2,986.52	$ 71.02	$ 981.63	$ 1,335.55	$ 122.70	$ 529.98	$ 3,040.88	$ 71.02	$ 222.59	$ 211.99	$ 505.61	$ 32.21	$ -	$ 32.21
Non-Res. Uses with site alt or additions	$ 19,184.59	$ 328.87	$ 5,169.54	$ 3,435.70	$ 4,451.82	$ -	$ -	$ 624.92	$ -	$ 384.56	$ 14,395.41	$ 71.02	$ 981.63	$ 3,116.28	$ 122.70	$ 106.00	$ 4,397.63	$ 142.04	$ 111.30	$ 106.00	$ 359.34	$ 32.21	$ -	$ 32.21
Re-application time limit waiver	$ 614.14	$ 123.33	$ -	$ 490.81	$ -	$ -	$ -	$ -	$ -	$ -	$ 614.14	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 4,650.63	$ 205.54	$ 516.95	$ 61.35	$ 890.36	$ -	$ -	$ -	$ -	$ -	$ 1,674.21	$ -	$ -	$ 890.36	$ -	$ 1,377.95	$ 2,759.12	$ -	$ 111.30	$ 106.00	$ 217.29	$ -	$ -	$ -
Building Location Surveys																								
Building Location Surveys	$ 1,329.57	$ -	$ 64.62	$ 30.68	$ -	$ -	$ -	$ 192.28	$ -	$ -	$ 287.58	$ -	$ 490.81	$ 445.18	$ -	$ 106.00	$ 1,041.99	$ -	$ -	$ -	$ -	$ -	$ -	$ -
RPA Permits	$ 144.21	$ -	$ -	$ -	$ -	$ -	$ -	$ 144.21	$ -	$ -	$ 144.21	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
New Fees																								
Sign Appeal Fees	$ 765.21	$ -	$ 129.24	$ -	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 765.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Appeal of ARB Decision	$ 2,761.24	$ 328.87	$ 387.72	$ 920.28	$ -	$ -	$ 1,059.96	$ -	$ -	$ -	$ 2,696.82	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Appeal of HDRB Decision to Town Council	$ 2,208.02	$ 328.87	$ 258.48	$ 920.28	$ -	$ -	$ 635.97	$ -	$ -	$ -	$ 2,143.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Appeal of Staff to HDRB	$ 1,288.88	$ -	$ 258.48	$ -	$ -	$ -	$ 953.96	$ 12.02	$ -	$ -	$ 1,224.46	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
HDRB- COA New Construction (SFD)	$ 2,500.18	$ 328.87	$ 516.95	$ -	$ -	$ -	$ 1,589.94	$ -	$ -	$ -	$ 2,435.76	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 64.42	$ -	$ 64.42
Permanent Sign License (Administrative)	$ 488.60	$ -	$ 64.62	$ -	$ -	$ -	$ 423.98	$ -	$ -	$ -	$ 488.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Temporary Sign License (Administrative)	$ 382.61	$ -	$ 64.62	$ -	$ -	$ -	$ 317.99	$ -	$ -	$ -	$ 382.61	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Development Plan and ZMA Re-submission Fee (per submission following 3rd)	$ 4,871.37	$ 411.09	$ 969.29	$ 736.22	$ 834.72	$ 529.98	$ -	$ -	$ -	$ 96.14	$ 3,577.43	$ 35.51	$ 245.41	$ 667.77	$ 30.68	$ 106.00	$ 1,085.36	$ 35.51	$ 55.65	$ 53.00	$ 144.16	$ 64.42	$ -	$ 64.42
HDO - Staff Review COA (Residential)	$ 1,118.07	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
HDO - Staff Review COA (Non-Residential)	$ 1,118.07	$ -	$ 323.10	$ -	$ -	$ -	$ 794.97	$ -	$ -	$ -	$ 1,118.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22.32 Reviews (Under Comp Planning)	$ 4,647.89	$ 411.09	$ 646.19	$ 3,435.70	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,492.97	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ -	$ -	$ -	$ -	$ 32.21	$ -	$ 32.21
Temporary Use Permit (less than 90 days)	$ 278.90	$ -	$ -	$ 30.68	$ -	$ -	$ -	$ -	$ 54.50	$ -	$ 85.18	$ -	$ -	$ -	$ 122.70	$ -	$ 122.70	$ 71.02	$ -	$ -	$ 71.02	$ -	$ -	$ -
*Roll-Off Dumpsters/PODs	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21.80	$ -	$ 21.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Development Plan (Includes Submissions 1, 2 & 3)	$ 25,138.81	$ 2,959.82	$ 6,138.83	$ 2,944.88	$ 4,451.82	$ 1,589.94	$ -	$ -	$ -	$ 384.56	$ 18,469.86	$ 71.02	$ 981.63	$ 3,561.46	$ 490.81	$ 423.98	$ 5,528.91	$ 142.04	$ 445.18	$ 423.98	$ 1,011.21	$ 128.84	$ -	$ 128.84

TOWN OF Herndon VIRGINIA

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

Planning Commission Work Session
February 24, 2025

Collin J. Okoniewski
Planning Operations Manager

Background

- The Town Council approved Resolution 25-G-10, to initiate the consideration of ZOTA #25-02 at its regular meeting, held on January 29th, 2025.
- 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 and permits.

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
- Fees associated with site plans, single lot development plans, and other construction related fees were not adjusted as part of this fee evaluation due to an upcoming migration of site plan administration from the Department of Community Development to the Department of Public Works, Engineering Division.

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, due to notable increases in legislative application fees.

Top Fee Comparison Table

	Number of Applications FY24	Town of Herndon Proposed	Fairfax City	Leesburg	Falls Church	Vienna	Loudoun County	Fairfax County	Alexandria City	Arlington County
Zoning Appropriateness Permits	156	$25.00	$70.00	*Tied with Building Permits	$0.00	$0.00	$210.00	Not tied to zoning	Not tied to zoning	Not tied to zoning
Permanent Sign License (Administrative)	40	$200.00	$165.00	$75.00	$165.00	$95.00	$235.00	$95.00	$285.00	$122.00
Zoning Inspection Permits	34	$50.00	$35.00	$50.00	$220.00	$100.00	$165.00	$100.00	N/A	N/A
HDO - Staff Review COA (Residential)	26	$0.00	$50.00	$25.00	$110.00	$50.00	N/A	N/A	$135.00	N/A
Temporary Use Permit (less than 90 days)	17	$50.00	$210.00	$150.00	$55.00	*Varies on Use	*Varies on Use	*Varies on Use	*Varies on Use	*Varies on Use
Building Location Surveys	14	$250.00	N/A	N/A	N/A	$100-$300	N/A	N/A	N/A	N/A
Roll-Off Dumpsters/PODs	8	$25.00	$0.00	$30.00	$0.00	$25.00	N/A	N/A	N/A	N/A

- Comparing fees among neighboring localities can be challenging due to differing processes, resources, and naming conventions.
- Town staff believes the top fee comparison table provides sufficient data from other jurisdictions to justify the proposed adjustments.

Post – Work Session Fee Changes

- Increased Development Fees for:
  - Zoning Map Amendments (ZMA)
  - Comprehensive Plan Amendments (CPA)
  - Development Plans
  - Proffer Condition Amendments (PCA)

	Proposed (2/10)	Post-PC WS	Fairfax City	Leesburg	Falls Church	Vienna	Loudoun County	Fairfax County
ZMA	$13,000.00	$15,000.00	$11,100.00	$16,000.00	$3,850, plus $110.00 per 1,0000 sq.ft.	$15,000.00	$27,720.00 - Non-Resid. $35,605.00 – Resid.	$32,055 (most districts)
PCA	$5,000.00	$9,000.00	$5,325.00	$10,000.00	$2,750.00	$5,000.00	$20,575.00 - Non-Resid. $26,230.00 – Resid.	Varies based on request $500-$15,000.00
Development Plans	$17,000.00	$19,000.00	$21,125.00	N/A	$5,500.00	N/A	Included in cost of ZMA where req.	Included in cost of ZMA in req. districts.
Additional Submissions	$1,750.00 (after 3)	$1,750.00 (after 3)	N/A	$1,200.00 (after 3)	N/A	N/A	$1,560.00 (after 3rd)	N/A
CPA	$5,250.00	$5,500.00	$5,325.00	$5,600.00	$1,650.00	$1,600.00	$1,600.00	Not privately generated

Post – Work Session Fee Changes (Cont.)

Town of Herndon (current)	Town of Herndon (proposed)	Fairfax City	Town of Leesburg	Town of Vienna	City of Falls Church
$8,943	$24,000	$26,375	$16,000	$16,000	$24,750

- To better demonstrate the fee adjustment impacts on large-scale developments, the above figures have been calculated for fees associated with the 555 Herndon Parkway re-zoning project
  - 4.34-acre property
  - Development Plan
  - Three (3) Modification Requests
  - Does not account for Architectural Review Board Fees (additional $1,000)
  - Under the current fee schedule, there is a potential for less money received due to the current Traffic Impact Study fee structure

Post – Work Session Fee Changes (Cont.)

- Removed $10,000 cap on recovery of consultant fees for Flood Plain and Traffic Impact Studies
- Addition of a fee for Minor Proffer Condition Amendment (PCA) for Residential
  - With an increase in the general Proffer Condition Amendment fee, we felt it was appropriate to add a differentiated fee for more minor PCAs.
  - This fee would only apply to residential properties.
- Re-organization of Historic District Overlay fees
  - Staff believes the proposed fees provide appropriate subsidies to town residents who want to improve their historic district properties.

Staff Recommendation/Next Steps

- Staff recommends the Planning Commission recommend approval of the draft ordinance to the Town Council as presented.
  - Following the Planning Commissions recommendation, staff can bring ZOTA #25-02 to the Town Council for consideration and action.