

Board of Supervisors Land Use Policy Committee

February 27, 2024

Government Center Conference Room 11

Board of Supervisors (Board) Members present:

Jeff McKay, Chairman
James Walkinshaw, Braddock District
James Bierman, Jr., Dranesville District
Rodney Lusk, Franconia District
Walter Alcorn, Hunter Mill District
Andres Jimenez, Mason District
Dan Storck, Mount Vernon District
Dalia Palchik, Providence District
Pat Herrity, Springfield District
Kathy Smith, Sully District (Board Vice Chair and Committee Chair)

The Land Use Policy Committee (Committee) meeting was called to order at 1:31 p.m.

The summary of the January 30, 2024, Committee meeting was accepted without change.

Land Development Services Fees:

Bill Hicks, Director, Department of Land Development Services (LDS) presented proposed adjustments to the LDS schedule for plan and permit fees. Mr. Hicks described that the fee increase was necessary to account for inflation and salary increase and more fully fund cost of services and will align with peer jurisdictions. The proposed changes include increases in the technology surcharge, building related permit and site plan related fees, and new surcharge for the building code academy, fees for 2nd tier signature set and Minor Revisions for site-related plans, clarify a fee specifically for pedestrian bridges, and remove obsolete fees. The proposed timeline is for staff to present to the Planning Commission Land Use Process Review Committee (PCLUPRC) on February 29, Authorization to Advertise on March 5, and public hearings before the Planning Commission on April 3, and the Board on April 16, with adjusted fees effective July 1, 2024.

Discussion ensued with input from staff regarding the amount of the increases and the length of time since the last fee update, the impact of the increase on development, comparisons to adjacent jurisdictions, the review and approval process, and conducting outreach and obtaining industry feedback. Further discussion regarding the preference to conduct more frequent fee adjustments, possibly even annually, and potentially with the budget process, to lessen the magnitude of the increases in the future. With the concurrence of the Committee, staff will proceed as discussed.

Department of Planning and Development Fees:

Tracy Strunk, Director, Department of Planning and Development (DPD) presented proposed adjustments to the zoning application and fees and Planned District recreational minimum expenditure. Ms. Strunk described length of time it has been since the last fee increase and the increases in inflation since, and the recommendation of proposed increases in the various zoning application fees and comparison of existing fee schedule of neighboring jurisdictions. Ms. Strunk also described a proposed increase in the amount for the recreational expenditures commitment for zoning applications to the Planned Zoning Districts. The timeline is for staff to present to the PCLUPRC on February 29, Authorization on March 5, public outreach in March, and public hearings before the Planning Commission on April 3, and the Board on April 16, with an effective date of July 1, 2024.

Discussion ensued with input from staff regarding the amount of the increases and the length of time since the last fee update, the impact and magnitude of the proposed increase, the possibility of a phased approach to incrementally increase the fees over several years, possibly incorporating fee adjustments with the county annual budget process, competitiveness with adjacent jurisdictions, and the increase of size and complexity of plans. With the concurrence of the Committee, staff will proceed as discussed.

Fire and Rescue Department Fees:

John Walser, Assistant Fire Chief, Fire and Resue Department (FRD) presented proposed adjustments to the schedule of fees for Fire Marshal plan review, permit and inspection services. Mr. Walser described the fee structure and services provided, the time since the last increase, the reason for the increase, the cost recovery rates, and comparison to neighboring jurisdictions. The proposed timeline is for staff to present to the PCLUPRC on February 29, Authorization on March 5, and public hearing before the Board on April 16, with an effective date of July 1, 2024.

Discussion ensued with input from staff regarding the length of time since the last fee update, the amount of the increases, the frequency of future updates, challenges with staff hiring and retention, efficiencies of operations, and importance of the services provided. With the concurrence of the Committee, staff will proceed as discussed.

The Committee meeting adjourned at 2:36 p.m.

The next Committee meeting is scheduled for March 12, 2024, at 11:00 a.m.