



CITY COUNCIL AGENDA February 1, 2024

Juandiego R. Wade, Mayor
Brian R. Pinkston, Vice Mayor
Natalie Oschrein
Michael K. Payne
J. Lloyd Snook, III
Kyna Thomas, Clerk

5:00 PM SPECIAL MEETING and BUDGET WORK SESSION

This is an in-person meeting with an option for the public to view electronically by registering in advance for the Zoom webinar at www.charlottesville.gov/zoom. The meeting may also be viewed on the City's streaming platforms and local government Channel 10. Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call (434) 970-3182 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.

Call to Order/Roll Call

Agenda Approval

Action Items

1. Public Hearing/Ord.: Ordinance adopting updated Neighborhood Development Services fee schedule items for Land Use Development Review and related fees (1 reading only)
2. Public Hearing/Ord.: Consideration of a Development Code Amendment – Remove Retail in Residential Districts (1 reading only)

Budget Work Session (FY25 budget development documentation available at the time of the meeting at <https://www.charlottesville.gov/169/Budget>)

As data for budgeting can change frequently, the Department of Budget and Performance Measurement will make Fiscal Year 2025 budget development documentation available at the following web page:

<https://www.charlottesville.gov/169/Budget>. This will include information being presented to City Council.

3. Presentation: Second quarter FY24 Financial Report
4. Presentation: December 2023 Investment Report

Adjournment

**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	February 1, 2024
Action Required:	Approval
Presenter:	Missy Creasy, Deputy Director of NDS, James Freas, Director of NDS
Staff Contacts:	Missy Creasy, Deputy Director of NDS James Freas, Director of NDS
Title:	Ordinance adopting updated Neighborhood Development Services fee schedule items for Land Use Development Review and related fees (1 reading only)

Background

The City of Charlottesville recently adopted a new Development Code. This new code outlines changes to current processes and applications. Those updates require the need to outline updated fees to match the code.

Discussion

Many of the applications outlined in the new development code are variations of current applications or new. We need to have fees in place for each application once the ordinance is effective on Feb 19, 2024. As the timeframe did not leave time for extensive study, we have kept the fees generally in line with current fees with a few exceptions:

1. Per public hearing fee – If another public hearing on an item is required due to variations by the applicant, an additional fee will be required.
2. Sign Permit/COA for sign - Update in fee amount. Note this has not been increased since 2006.
3. Alternate Sign Plan - This was formally a comprehensive sign package. These are infrequent but very labor intensive when submitted.
4. Appeal Fee – If an applicant appeals a determination, a fee is proposed to address processing the item for the review body.
5. After the Fact Fee – Similar to how after-the-fact building permits are currently handled, this fee is for permitting related to where an applicant has already done the work without applying for a permit in advance.

It is anticipated that a study will take place in the future to provide for fees that are in line with current trends.

Alignment with City Council's Vision and Strategic Plan

The proposed action aligns with Organizational Excellence for providing service.

Community Engagement

Though not provided directly to fee updates, there was extensive feedback on the update to the Development Code and these fees assist in that implementation.

Budgetary Impact

The proposed updated fee schedule will provide additional funding offsetting the cost of development review and related applications.

Recommendation

City Council may recommend approval of this Ordinance.

Alternatives

City Council may not approve the fee updates proposed or could propose modifications.

Attachments

1. Attachment 1 proposed fee update chart
2. Attachment 2 building and NDS fees in one document 7-2023
3. Attachment 3 Fee Schedule - Feb 2024- final
4. Fee Schedule Ordinance - Feb 1, 2024

Neighborhood Development Services Fee Schedule – Proposed changes – February 1, 2024

Type of Fee	Proposed Fee (\$)	Current Fee (\$)	Additional Costs/Comments
DEVELOPMENT CODE SUBDIVISION AND ZONING			
Major Subdivision Plat/Easement Plat Approvals: Preliminary	\$500 plus \$20 per lot	\$500 plus \$20 per lot	Update title. Fee remains same
Major Subdivision Plat/Easement Plat Approvals: Final	\$1,330 plus \$20 per lot	\$1,330 plus \$20 per lot	Update title. Fee remains same
Amendment of Approved (Unrecorded) Subdivision Plan/Easement Plan	\$100 plus \$5 per lot	\$100 plus \$5 per lot	Updated title. Fee remains same
Zoning Text Amendment	\$840 per public hearing + Mailing costs (\$1.00 per owner notice) + cost of published notice	\$840 plus \$1.00 per property owner entitled to notice under applicable mailing requirements + cost of newspaper notice	Addition of fee per public hearing
Comprehensive Plan Amendment	\$840 per public hearing + Mailing costs (\$1.00 per owner notice) + cost of published notice		New fee
Review of Public Facilities	\$840 per public hearing + Mailing costs (\$1.00 per owner notice) + cost of published notice		New fee
Zoning Map Amendment (Rezoning)	\$2000 per public hearing + Mailing costs (\$1.00 per owner notice) + cost of published notice	\$2000 plus Mailing costs (\$1.00 per owner notice) + cost of newspaper notice	Update title. Fee addition for each public hearing
Special Use Permit	\$1800 per public hearing + Mailing costs (\$1.00 per owner notice) + cost of published notice	\$1800 plus Mailing costs (\$1.00 per owner notice) + cost of newspaper notice	Update title. Fee addition for each public hearing

Special Exception Permit	\$1800 + cost of published notice		New Fee
Critical Slopes Special Exception	\$1800 + cost of published notice		New fee
Development Plan Review – Minor	\$100 Administrative + \$150 Commission Review		New fee.
Development Plan Review– Major	\$900 Administrative +\$200 Commission Review		New fee
Development Plan Review Appeal	\$750		New fee
Final Site Plan Appeal	\$750		New fee
Site Plan Amendment Minor Revision to an approved Development Plan or Final Site Plan	\$100 Minor Development Plan \$500 Major Development Plan	\$300 (\$500 if circulation required)	Updated title. Fee clarification.
Accessory Use Permits	\$100	\$100	Previously one category under provisional use permits
Provisional Use Permits Administrative Modification and Administrative Exception	\$100	\$100	Updated title. Fee remains the same.
After the Fact Administrative Modification/Administrative Exception	\$200		New fee. Doubles the fee if implemented prior to obtaining permit.
After the Fact Board of Zoning (BZA) – Variance	\$500		New fee. Doubles the fee if implemented prior to obtaining approval.
Minor Historic Review -ADC & IPP (\$0 for HC)	\$100		Replacing historic review fee
Minor Historic Review Appeal – ADC & IPP (\$0 for HC)	\$125		Replacing historic review fee
Major Historic Review - new construction and demolition of contributing structures in ADC, HC and IPP	\$375		Replacing historic review fee
Major Historic Review – additions and alterations in ADC & IPP (\$0 for HC)	\$125		Replacing historic review fee

Major Historic Review Appeal – ADC & IPP	\$125		Replacing historic review fee
Major Historic Review Appeal - new construction and demolition of contributing structures in Historic Conservation Districts	\$125		Replacing historic review fee
ERB Corridor Review Certificate of Appropriateness – New Construction/ Other	\$375	\$375/\$125	Updated title. Fee remains the same.
ERB Corridor Review Certificate of Appropriateness – Staff/Administrative Approval	\$100	\$100	Updated title. Fee remains the same
Corridor Review Appeal (to ERB)	\$125		New Fee
Corridor Review Appeal (to Council)	\$125		New Fee
After the Fact – Temporary Use Permit	\$500		New fee. Doubles the fee if implemented prior to obtaining approval.
Sign Permit/ Certificate of Appropriateness for sign	\$100 per sign	\$75 per sign	Title update. No increase since 2006
After the Fact Sign Permit/ Certificate of Appropriateness for sign	\$200		New fee. Doubles the fee if implemented prior to obtaining approval.
Optional Comprehensive Sign Permit Alternate Sign Plans	\$1000	\$250	Updated title. Updated fee.
Flood Plain Variance	\$250		New fee
Tree Removal Permit	\$25 per tree		New fee
After the Fact – Tree Removal Permit	\$50 per tree		New fee. Doubles the fee if implemented prior to obtaining approval.
FEES TO BE REMOVED:			
Special Permit – Family Day Home (6-12 Children)		\$500	No longer needed
Special Site Plan Application Fees			No longer in code
City Utility Work		\$500	
Other Utility Work		\$1200	
Other Utility Work (No Impervious Surface)		\$900	

Critical Slope Waiver Single or Two Family Residential Other		\$75/\$500	Replaced with Critical Slopes Special Exception
ADC Certificate of Appropriateness – New Construction/Other		\$375/\$125	Replaced with Historic Review fee
ADC Certificate of Appropriateness - Demolition of entire (contributing historic) building		\$375	Replaced with Historic Review fee
ADC Certificate of Appropriateness – Staff/Administrative Approval		\$100	Replaced with Historic Review fee
ADC Certificate of Appropriateness - Appeals to City Council		\$125	Replaced with Historic Review fee
HDC Certificate of Appropriateness – New Construction		\$375	Replaced with Historic Review fee
HDC Certificate of Appropriateness - Demolition of entire (contributing historic) building		\$375	Replaced with Historic Review fee
HDC Certificate of Appropriateness - Appeals to City Council		\$125	Replaced with Historic Review fee
Amendment of Approved (Unrecorded) Minor Subdivision Plat		\$100 plus \$5 per lot	No longer needed
Minor Subdivision Plat		\$250	No longer needed

Any existing fees not noted above remain in effect from last approval.

Building Inspection Fee Schedule

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
BUILDING REGS (CHAPTER 5)			
Building Inspections Base Rate (BR)	.7% or BR	Rate that permit fees are based on	Mar-23
State Levy fee or ALL permits of all types		* In addition to the permit fees below, a surcharge of 2.00% of the total fee shall be imposed as required under state law	Mar-23
Permit System Maintenance Fees:		Fee Applies to ALL Permits	Mar-23
Permits under \$200	\$10		Mar-23
Permits \$200-\$499.99	\$20		Mar-23
Permits \$500-\$1000	\$35		Mar-23
Permits over \$1000	\$50		Mar-23
Amendment Fee on all residential and commercial permits	\$75 Min	Fee - \$75 minimum. \$75 Fee Based on additional project value up to \$1,500. Over \$1,500 of additional project value is \$75 plus project value multiplied by BR	Mar-23
Non-refundable portion of ALL Permit fees with Project Value up to \$2000	\$25	Flat Fee. Where reviews underway. No inspections scheduled or completed	Mar-23
Non-refundable portion of ALL permits with Project Value over \$2000	\$75	Flat Fee. Where reviews underway. No inspections scheduled or completed	Mar-23
Not Ready Fee	\$100	inspection can not be done because they are still working on it or work is not fully done yet	Mar-23
Reinspection Fee	\$100	Fee starts after 2nd inspection of same violation	Mar-23
Working Without a Permit Fee Commercial & Residential	Permit Fee X 2	Work being performed where no valid building permit has been issued	Mar-23
Stop Work Order Fee	\$150	Fee applies each day until work has stopped	Mar-23
Code Modification Application Fees: Residential / Commercial & Others	\$75/\$150		Mar-23
Issue Certificate of Occupancy not required by USBC Single Family/Other	\$60/\$125	Typically where no work has been done and new tenant needs a CO for VDH or Insurance.	Mar-23
Voided/Waived Permit	\$0	Administrative procedure in writing	Mar-23
Building Code Board of Appeals Application Fee	\$250	Per each Appeals Application	Mar-23
Temporary Certificate of Occupancy Fee			Mar-23
Residential - R1, R2, R3, R4, R5 USES	\$75/month	For all R-USES with fee based on each bedroom for each month or partial month	Mar-23
Non-Residential	\$1/sq ft per month	All other USES, based on Gross Square Feet for each month or partial month	Mar-23
Amusement Ride Fees;		Per the Virginia Amusement Device Regulations (VADR) current year adoption	Mar-23
Each Circular Ride or Flat Ride less than 20 ft in height	\$25	Each	Mar-23
Small mechanical ride or inflatable (Kiddie Ride)	\$35	Each	Mar-23
Each Spectacular Ride	\$75	All rides which cannot be inspected as a Circular or Flat Ride as above due to complexity or height. Per Each	Mar-23
Coasters which exceed 30 ft in height	\$200	Each	Mar-23
Special Event Inspection Fee	\$50 + \$.25/person	Based on number of persons listed on application	Mar-23
Tent Fee - Temporary	\$50	Per each tent	Mar-23
Manufactured Trailer Change-out Single or Double wide Fee	\$150	Each	Mar-23
Temporary Construction Office Trailer (1 Year Maximum Use)	\$150	Each	Mar-23
Occupant Load Signs; Single	\$50/\$150		Mar-23
Exit Spaces/All Others			Mar-23
Blasting Permit Fee	\$75	Special Use Permit Required	Mar-23
Demolition permit Fee	\$75 Min	Fee - \$75 minimum. \$75 Fee Based on project value up to \$1,500. Over \$1,500 of project value, Fee is \$75 plus project value multiplied by BR	Mar-23
Tank (Removal or Installation): (UST) Underground Storage Tank OR (AGST) Above Ground Storage Tank	\$75 Min	Fee - \$75 minimum. \$75 Fee Based on project value up to \$1,500. Over \$1,500 of project value, Fee is \$75 plus project value multiplied by BR	Mar-23

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
Commercial Kitchen Hood - Type 1 only	\$75 Min	Fee - \$75 minimum. \$75 Fee Based on project value up to \$1,500. Over \$1,500 of project value, Fee is \$75 plus project value multiplied by BR	Mar-23
Residential Electrical Repairs less than \$1000	\$75	Repair work on <u>Existing</u> residential electrical system - NOT for adding new work, only repairing or replacing existing outlets & switches.	Mar-23
Electric/Plug-In Vehicle Charger	\$75 Min	Fee - \$75 minimum. \$75 Fee Based on project value up to \$1,500. Over \$1,500 of project value, Fee is \$75 plus project value multiplied by BR	Mar-23
Building Permit Fees	\$75 Min	Fee - \$75 minimum. \$75 Fee Based on project value up to \$1,500. Over \$1,500 of project value, Fee is \$75 plus project value multiplied by BR	Mar-23
Electrical Permit Fees	\$75 Min	Fee - \$75 minimum. \$75 Fee Based on project value up to \$1,500. Over \$1,500 of project value, Fee is \$75 plus project value multiplied by BR	Mar-23
Mechanical Permit Fees	\$75 Min	Fee - \$75 minimum. \$75 Fee Based on project value up to \$1,500. Over \$1,500 of project value, Fee is \$75 plus project value multiplied by BR	Mar-23
Plumbing Permit Fees	\$75 Min	Fee - \$75 minimum. \$75 Fee Based on project value up to \$1,500. Over \$1,500 of project value, Fee is \$75 plus project value multiplied by BR	Mar-23
Gas Permit Fees	\$75 Min	Fee - \$75 minimum. \$75 Fee Based on project value up to \$1,500. Over \$1,500 of project value, Fee is \$75 plus project value multiplied by BR	Mar-23
Fire Protection Permit Fees - Does not include Fire Line to Building or Utility Department Tap Fee	\$75 Min	Fee - \$75 minimum. \$75 Fee Based on project value up to \$1,500. Over \$1,500 of project value, Fee is \$75 plus project value multiplied by BR	Mar-23
Fire Line to Building - Does not include Utility Department Tap Fee	varies	Use Fire Protection Permit fee plus contact Utility Department for their Tap Fee	Mar-23
Other Fee not described above	TBD	Requires approval of Building Official, Director and Deputy Director of NDS. This fee may be challenged by the LBBCA only.	Mar-23

NDS Fee Schedule

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
Water Protection (Chapter 10)			
E&S Plan Application fee (for sites with land disturbance equal to or greater than 6000sf)	\$500 + \$125AC		June 5, 2006 /February 1, 2016
E&S Plan Amendment (for sites with land disturbance equal to or greater than 6000sf)	\$200		June 5, 2006 /February 1, 2016
Erosion and Sediment Control Agreement in Lieu of Plan (Single Family Detached)	\$150		5-Jun-06
Stormwater Management Plan Application Fee (for sites with land disturbance between 6000sf and 1 AC)	\$500	Includes fees for inspections pursuant to City Code 10-58	June 5, 2006 /February 1, 2016
Stormwater Management Plan Amendment (for sites with land disturbance between 6000sf and 1 AC)	\$200		June 5, 2006 /February 1, 2016
Stormwater Management Agreement in Lieu of Plan (Single Family Detached)	\$150		1-Feb-16
Request for Exception to Stormwater Management Plan Requirements	\$100	City Code 10-56	5-Jun-06
Review of Proposed Public Dedication of Stormwater Management Facilities	\$100		5-Jun-06
Review of Mitigation Plan for Development within a Stream Buffer	\$150		5-Jun-06

NDS Fee Schedule

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
Approval of a Conservation Plan	\$150	City Code 10-23	5-Jun-06
Inspection fee following Notice to Comply for E&S and/or SWM	\$100		June 16, 2008 /February 1, 2016
Inspection fee following Stop Work Order for E&S and/or SWM	\$250		June 16, 2008 /February 1, 2016
STREETS & SIDEWALKS (CHAPTER 28)			
Temporary Street Closings:			16-Jun-08
Parking spaces	\$20	Per day, per on-street parking space utilized	June 5, 2006/June 16, 2008
Portable Storage Container Parking Space	\$10	Per day, per on-street parking space utilized	February 1, 2016
Sidewalks	\$10	Per day, per sidewalk utilized	June 5, 2006/June 16, 2008
Right of Way	\$50	Per day, per right of way utilized plus any fee required for the issuance of a permit under the building code to authorize the erection of any temporary structure(s).	June 5, 2006/June 16, 2008
Vendor Stands:			
Vendor Stands;			
Assigned	\$1000/yr \$250/quarter	Varied depending on size and location	June 5, 2006/December 19, 2011/February 3, 2014
Unassigned	\$800/yr \$200/quarter	Varied depending on size and location	June 5, 2006/December 19, 2011/February 3, 2014

NDS Fee Schedule

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
Payment Terms and Conditions, All Vendor Stands		All fees are non-refundable. If any annual fee is paid in full by January 15th each year, a \$50 discount will be allowed. Any annual fee may be paid in equal quarterly installments due on January 1, April 1, July 1, and October 1. A vendor shall pay only for quarter-year periods used, except a previous quarter payment is due to operate in the 4th quarter	June 5, 2006/February 3, 2014
Outdoor Café` Permits;			
Basic Permit Fee	\$125	Annually. In the event a permit is denied, all but \$25 shall be refunded to the applicant; however, once a permit has been approved, the entire amount of the fee shall be non-refundable.	5-Jun-06
Additional Fee, Space Rental	\$5	per square foot of assigned space annually	June 5, 2006/February 3, 2014
Winter Operations Fee		Removed as an option due to changes which allowed furniture to remain on the mall in the winter.	June 5, 2006/February 3, 2014
Street/Alley Closing	\$100		7-Feb-05
SUBDIVISIONS (CHAPTER 29)			
Vacation of Recorded Subdivision Plat Fee	\$150		6/5/2006/October 20, 2014
Survey Layout Services 250 feet	\$100	\$100 for first 250 linear feet + \$10 for each additional 100 feet	June 5, 2006/June 16, 2008

NDS Fee Schedule

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
Major Subdivision Plat Approvals: Preliminary	\$500	Plus \$20 per lot	June 5, 2006/June 16, 2008/ February 1, 2016
Major Subdivision Plat Approvals: Final	\$1,330	Plus \$20 per lot	June 5, 2006/June 16, 2008
Amendment of Approved (Unrecorded) Major Subdivision Plat	\$100	Plus \$5 per lot	16-Jun-08
Amendment of Approved (Unrecorded) Minor Subdivision Plat	\$100	Plus \$5 per lot	5-Jun-06
Minor Subdivision Plat	\$250		20-Oct-14
Boundary Line Adjustment	\$100	No new lots created	June 5, 2006/ Oct 20, 2014
ZONING (CHAPTER 34)			
Zoning Text Amendment	\$840	\$1.00 per property owner entitled to notice under applicable mailing requirements + cost of newspaper notice	5-Jun-06
Rezoning – PUD/Other	\$2,000	Mailing costs (\$1.00 per owner notice) + cost of newspaper notice	June 5, 2006/June 16, 2008/ February 1, 2016
Special Permit – Residential/Nonresidential/Mixed Use	\$1,800	Mailing costs (\$1.00 per owner notice) + cost of newspaper notice	June 5, 2006/July 1, 2008/January 20, 2009/December 19, 2011 / February 1, 2016
Special Permit - Family Day Home (6-12 Children)	\$500	Mailing costs (\$1.00 per owner notice) + cost of newspaper notice	February 1, 2016
Site Plan – Preliminary Residential	\$500 (Administrative), \$750 (Commission Review)		June 5, 2006/July 1, 2008/January 20, 2009/December 19, 2011/ February 1, 2016
Site Plan – Preliminary Nonresidential (commercial only)	\$500 (Administrative), \$750 (Commission Review)	\$20 per 100 square feet of building area	June 5, 2006/July 1, 2008/January 20, 2009 / February 1, 2016

NDS Fee Schedule

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
Final Site Plan	\$1800+ \$20/unit +\$20/sf/100sf		10/20/2014 / February 1, 2016
Site Plan Amendment	\$300	\$500 if circulation required	June 5, 2006/June 16, 2008/October 20, 2014 / February 1, 2016
Special Site Plan Application Fees:		For site plans that do not fall into traditional site plan categories	
City Utility Work	\$500		19-Dec-11
Other Utility Work	\$1,200		19-Dec-11
Other Utility Work (No Impervious Surface)	\$900	(i.e. Meadowcreek Restoration-type projects)	19-Dec-11
Provisional Use Permits	\$100		June 5, 2006/June 16, 2008
Zoning Ordinance Waiver Request			16-Jun-08
Single or Two Family Residential	\$50		16-Jun-08
Other	\$250		16-Jun-08
Critical Slope Waiver			16-Jun-08
Single or Two Family Residential	\$75		16-Jun-08
Other	\$500		16-Jun-08
BZA – Appeal/Variance	\$100/\$250	Mailing costs (\$1.00 per owner notice) + cost of newspaper notice	June 5, 2006/June 16, 2008
ADC Certificate of Appropriateness – New Construction/Other	\$375/\$125	Mailing costs incorporated in fee	June 5, 2006/June 16, 2008/December 19, 2011
ADC Certificate of Appropriateness - Demolition of entire (contributing historic) building	\$375		February 1, 2016
ADC Certificate of Appropriateness – Staff/Administrative Approval	\$100		June 5, 2006/June 16, 2008
ADC Certificate of Appropriateness - Appeals to City Council	\$125		February 1, 2016
HDC Certificate of Appropriateness – New Construction	\$375	Mailing Costs incorporated in fee	June 5, 2006/June 16, 2008/December 19, 2011/April 17, 2017

NDS Fee Schedule

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
HDC Certificate of Appropriateness - Demolition of entire (contributing historic) building	\$375		1-Feb-16
HDC Certificate of Appropriateness - Appeals to City Council	\$125	fee charged only in case of new construction or demolition	February 1, 2016/April 17, 2017
ERB Certificate of Appropriateness – New Construction/Other	\$375/\$125	Mailing costs incorporated in fee	June 5, 2006/June 16, 2008/December 19, 2011
ERB Certificate of Appropriateness – Staff/Administrative Approval	\$100		June 5, 2006/June 16, 2008
Temporary Family Health Care Structure - Temporary Use Permit Fee	\$100	New use mandated by state law	16-Aug-10
Portable Storage Container Permit	\$25	Free if located on a site for 15 or fewer days	5-Jun-06
Temporary Use Permit	\$250		5-Jun-06
Sign Permit	\$75		5-Jun-06
Application for Approval of a Mall Side Street Sign (Wayfinding)	\$125		5-Jun-06
Optional Comprehensive Sign Permit	\$250		June 5, 2006/June 16, 2008
Zoning Compliance Letter - Single and two family	\$100		6/5/2006 / February 1, 2016
Zoning Compliance Letter - Multifamily Residential	\$150		February 1, 2016
Zoning Compliance Letter - Mixed Use/Commercial	\$250		February 1, 2016
Flood Plain Development Permit - Letter of Map Amendment (LOMA) Letter of Map Revision (LOMR, LOMR, CLOMR-F,LOMR-F)	\$300 / \$500		February 1, 2016

NDS-Neighborhood Development Services Fee Schedule (updates)

Attachment 3

	A	B	C	D
1				
2	Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
3	Water Protection (Chapter 10)			
4	E&S Plan Application fee (for sites with land disturbance equal to or greater than 6000sf)	\$500 + \$125AC		June 5, 2006 /February 1, 2016
5	E&S Plan Amendment (for sites with land disturbance equal to or greater than 6000sf)	\$200		June 5, 2006 /February 1, 2016
6	Erosion and Sediment Control Agreement in Lieu of Plan (Single Family Detached)	\$150		5-Jun-06
7	Stormwater Management Plan Application Fee (for sites with land disturbance between 6000sf and 1 AC)	\$500	Includes fees for inspections pursuant to City Code 10-58	June 5, 2006 /February 1, 2016
8	Stormwater Management Plan Amendment (for sites with land disturbance between 6000sf and 1 AC)	\$200		June 5, 2006 /February 1, 2016
9	Stormwater Management Agreement in Lieu of Plan (Single Family Detached)	\$150		1-Feb-16
10	Request for Exception to Stormwater Management Plan Requirements	\$100	City Code 10-56	5-Jun-06
11	Review of Proposed Public Dedication of Stormwater Management Facilities	\$100		5-Jun-06

NDS-Neighborhood Development Services Fee Schedule (updates)

Attachment 3

	A	B	C	D
2	Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
12	Review of Mitigation Plan for Development within a Stream Buffer	\$150		5-Jun-06
13	Approval of a Conservation Plan	\$150	City Code 10-23	5-Jun-06
14	Inspection fee following Notice to Comply for E&S and/or SWM	\$100		June 16, 2008 /February 1, 2016
15	Inspection fee following Stop Work Order for E&S and/or SWM	\$250		June 16, 2008 /February 1, 2016
16	STREETS & SIDEWALKS (CHAPTER 28)			
17	Temporary Street Closings:			16-Jun-08
18	Parking spaces	\$20	Per day, per on-street parking space utilized	June 5, 2006/June 16, 2008
19	Portable Storage Container Parking Space	\$10	Per day, per on-street parking space utilized	February 1, 2016
20	Sidewalks	\$10	Per day, per sidewalk utilized	June 5, 2006/June 16, 2008
21	Right of Way	\$50	Per day, per right of way utilized plus any fee required for the issuance of a permit under the building code to authorize the erection of any temporary structure(s).	June 5, 2006/June 16, 2008
22	Vendor Stands:			
23	Vendor Stands;			

NDS-Neighborhood Development Services Fee Schedule (updates)

Attachment 3

	A	B	C	D
2	Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
24	Assigned	\$1000/yr \$250/quarter	Varied depending on size and location	June 5, 2006/December 19, 2011/February 3, 2014
25	Unassigned	\$800/yr \$200/quarter	Varied depending on size and location	June 5, 2006/December 19, 2011/February 3, 2014
26	Payment Terms and Conditions, All Vendor Stands		All fees are non-refundable. If any annual fee is paid in full by January 15th each year, a \$50 discount will be allowed. Any annual fee may be paid in equal quarterly installments due on January 1, April 1, July 1, and October 1. A vendor shall pay only for quarter-year periods used, except a previous quarter payment is due to operate in the 4th quarter	June 5, 2006/February 3, 2014
27	Outdoor Café` Permits;			
28	Basic Permit Fee	\$125	Annually. In the event a permit is denied, all but \$25 shall be refunded to the applicant; however, once a permit has been approved, the entire amount of the fee shall be non-refundable.	5-Jun-06
29	Additional Fee, Space Rental	\$5	per square foot of assigned space annually	June 5, 2006/February 3, 2014
30	Winter Operations Fee		Removed as an option due to changes which allowed furniture to remain on the mall in the winter.	June 5, 2006/February 3, 2014
31	Street/Alley Closing	\$100		7-Feb-05
32				
33	SUBDIVISIONS (CHAPTER-29)			

NDS-Neighborhood Development Services Fee Schedule (updates)

Attachment 3

	A	B	C	D
2	Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
34	Vacation of Recorded Subdivision Plat Fee	\$150		6/5/2006/October 20, 2014
35	Survey Layout Services 250 feet	\$100	\$100 for first 250 linear feet + \$10 for each additional 100 feet	June 5, 2006/June 16, 2008
36	Major Subdivision Plat/ Easement Plat Approvals: Preliminary	\$500	Plus \$20 per lot	June 5, 2006/June 16, 2008/ February 1, 2016
37	Major Subdivision Plat/ Easement Plat Approvals: Final	\$1,330	Plus \$20 per lot	June 5, 2006/June 16, 2008
38	Amendment of Approved (Unrecorded) Major Subdivision Plat/ Easement Plat	\$100	Plus \$5 per lot	16-Jun-08
39	Amendment of Approved (Unrecorded) Minor Subdivision Plat	\$100	Plus \$5 per lot	5-Jun-06
40	Minor Subdivision Plat	\$250		20-Oct-14
41	Boundary Line Adjustment	\$100	No new lots created	June 5, 2006/ Oct 20, 2014
42				
43	ZONING (CHAPTER 34)			
44	Zoning Text Amendment	\$840 per public hearing	Mailing costs (\$1.00 per owner notice) + cost of published notice	5-Jun-06
45	Comprehensive Plan Amendment	\$840 per public hearing	Mailing costs (\$1.00 per owner notice) + cost of published notice	
46	Review of Public Facilities	\$840 per public hearing	Mailing costs (\$1.00 per owner notice) + cost of published notice	
47	Zoning Map Amendment (Rezoning) — PUD/Other	\$2000 per public hearing	Mailing costs (\$1.00 per owner notice) + cost of published notice	June 5, 2006/June 16, 2008/ February 1, 2016
48	Special Use Permit — Residential/Nonresidential/Mixed Use	\$1800 per public hearing	Mailing costs (\$1.00 per owner notice) + cost of published notice	June 5, 2006/July 1, 2008/January 20, 2009/December 19, 2011 / February 1, 2016
49	Special Exception Permit	\$1,800	Mailing costs (\$1.00 per owner notice) + cost of published notice	

NDS-Neighborhood Development Services Fee Schedule (updates)

Attachment 3

	A	B	C	D
2	Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
50	Critical Slopes Special Exemption	\$1,800	Mailing costs (\$1.00 per owner notice) + cost of published notice	
51	Special Permit – Family Day Home (6-12 Children)	\$500	Mailing costs (\$1.00 per owner notice) + cost of newspaper notice	February 1, 2016
52	Development Plan Review - Minor Site Plan – Preliminary Residential	\$500- \$100 (Administrative) +\$150 (Commission Review)		June 5, 2006/July 1, 2008/January 20, 2009/December 19, 2011/February 1, 2016
53	Development Plan Review - Major Site Plan – Preliminary Residential	\$500- \$900 (Administrative) +\$200 (Commission Review)	\$20 per 100 square feet of building area	June 5, 2006/July 1, 2008/January 20, 2009 / February 1, 2016
54	Final Site Plan	\$1,800	Plus \$20 per residential unit, +\$20 per 100 sf of commercial space	10/20/2014 / February 1, 2016
55	Development Plan Review Appeal	\$750		
56	Final Site Plan Appeal	\$750		
57	Site Plan Amendment – Minor Revision to an approved Development Plan or Final Site Plan	300 (\$100 Minor Development Plan) (\$500 Major Development Plan)	\$500 if circulation required	June 5, 2006/June 16, 2008/October 20, 2014 / February 1, 2016
58	Special Site Plan Application Fees:		For site plans that do not fall into traditional site plan categories	
59	City Utility Work	\$500		19-Dec-11
60	Other Utility Work	\$1,200		19-Dec-11
61	Other Utility Work (No Impervious Surface)	\$900	(i.e. Meadowcreek Restoration type projects)	19-Dec-11
62	Accessory Use Permits	\$100		
63	Provisional Use Permits Administrative Modification & Administrative Exception	\$100		June 5, 2006/June 16, 2008

NDS-Neighborhood Development Services Fee Schedule (updates)

Attachment 3

	A	B	C	D
2	Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
64	After the Fact Administrative Modification & Administrative Exception	\$200		
65	Zoning Ordinance Waiver Request			16-Jun-08
66	Single or Two Family Residential	\$50		16-Jun-08
67	Other	\$250		16-Jun-08
68	Critical Slope Waiver			16-Jun-08
69	Single or Two Family Residential	\$75		16-Jun-08
70	Other	\$500		16-Jun-08
71				
72	BZA – Appeal/Variance	\$100/\$250	Mailing costs (\$1.00 per owner notice) + cost of published notice	June 5, 2006/June 16, 2008
73	After the Fact BZA - Variance	\$500	Mailing costs (\$1.00 per owner notice) + cost of published notice	
74	Minor Historic Review (ADC & IPP)	\$100	\$0 for HC	
75	Minor Historic Review Appeal (ADC & IPP)	\$125	\$0 for HC	
76	Major Historic Review - new construction and demolition of contributing structures in ADC, HC and IPP	\$375		
77	Major Historic Review - additions and alterations in ADC and IPP	\$125	\$0 for HC	
78	Major Historic Review Appeal - ADC & IPP	\$125		
79	Major Historic Review Appeal - new construction and demolition of contributing structures in Historic Conservation Districts	\$125		
80	ADC Certificate of Appropriateness – New Construction/Other	\$375/\$125	Mailing costs incorporated in fee	June 5, 2006/June 16, 2008/December 19, 2011

NDS-Neighborhood Development Services Fee Schedule (updates)

Attachment 3

	A	B	C	D
2	Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
81	ADC Certificate of Appropriateness – Demolition of entire (contributing historic) building	\$375		February 1, 2016
82	ADC Certificate of Appropriateness – Staff/Administrative Approval	\$100		June 5, 2006/June 16, 2008
83	ADC Certificate of Appropriateness – Appeals to City Council	\$125		February 1, 2016
84	HDC Certificate of Appropriateness – New Construction	\$375	Mailing Costs incorporated in fee	June 5, 2006/June 16, 2008/December 19, 2011/April 17, 2017
85	HDC Certificate of Appropriateness – Demolition of entire (contributing historic) building	\$375		1-Feb-16
86	HDC Certificate of Appropriateness – Appeals to City Council	\$125	fee charged only in case of new construction or demolition	February 1, 2016/April 17, 2017
87	ERB Corridor Review Certificate of Appropriateness – New Construction/Other	\$375/\$125	Mailing costs incorporated in fee	June 5, 2006/June 16, 2008/December 19, 2011
88	ERB Corridor Review Certificate of Appropriateness – Staff/Administrative Approval	\$100		June 5, 2006/June 16, 2008
89	Corridor Review Appeal (to ERB)	\$125		
90	Corridor Review Appeal (to Council)	\$125		
91	Temporary Family Health Care Structure - Temporary Use Permit Fee	\$100	New use mandated by state law	16-Aug-10
92	Portable Storage Container Permit	\$25	Free if located on a site for 15 or fewer days	5-Jun-06
93	Temporary Use Permit	\$250		5-Jun-06
94	After the Fact - Temporary Use Permit	\$500		

NDS-Neighborhood Development Services Fee Schedule (updates)

Attachment 3

	A	B	C	D
	Type of Fee	Current Fee (\$)	Additional Costs/Comments	Approval Dates
2				
95	Sign Permit/ Certificate of Appropriateness for sign	75 \$100	per sign	5-Jun-06
96	After the Fact - Sign Permit / Certificate of Appropriateness for sign	\$200		
97	Application for Approval of a Mall Side Street Sign (Wayfinding)	\$125		5-Jun-06
98	Optional Comprehensive Sign Permit - Alternate Sign Plans	250 \$1000		June 5, 2006/June 16, 2008
99	Zoning Compliance Letter - Single and two family	\$100		6/5/2006 / February 1, 2016
100	Zoning Compliance Letter - Multifamily Residential	\$150		February 1, 2016
101	Zoning Compliance Letter - Mixed Use/Commercial	\$250		February 1, 2016
102	Flood Plain Development Permit - Letter of Map Amendment (LOMA)/ Letter of Map Revision (CLOMR, LOMR, CLOMR-F,LOMR-F)	\$300 / \$500		February 1, 2016
103	Flood Plain Variance	\$250		
104	Tree Removal Permit	\$25 per tree		
105	After the Fact Tree Removal Permit	\$50 per tree		

ORDINANCE

OF THE CHARLOTTESVILLE CITY COUNCIL:

APPROVING AND ADOPTION OF A SCHEDULE OF FEES APPLICABLE TO VARIOUS SERVICES AND FUNCTIONS ADMINISTERED BY THE CITY'S DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES, RELATED TO APPLICATIONS, INSPECTIONS, PERMITS AND APPROVALS REQUIRED BY THE CHARLOTTESVILLE DEVELOPMENT CODE

WHEREAS, 15.2-2241, 15.2-2286 and 15.2-2292.1 of the Code of Virginia (1950), as amended, provides for the collection of fees to cover the cost of making inspections, issuing permits, advertising of notices and other expenses incidental to the administration of development, zoning and subdivision ordinances and to the filing or processing of any appeal or amendment thereto; and

WHEREAS, the Code of the City of Charlottesville (1990), as amended, provides in various places for City Council's approval from time to time of a schedule of fees associated with other types of applications, petitions, inspections, permits and approvals administered by the City's Department of Neighborhood Development Services, pursuant to VA Code 15.2-2241, 15.2-2286 and 15.2-2292.1, and

WHEREAS, the Charlottesville Development Code was adopted on December 18, 2023, with an effective date of February 19, 2024, and necessitated changes to the fee schedule, and

WHEREAS, following advertisement of this change in accordance with the requirements of Virginia Code 15.2-107 this Council has held a public hearing on the proposed fee schedule.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Charlottesville, Virginia, that the fee schedule, as amended by the addition/update of the following fees and removal of those not needed, is hereby approved and adopted, and shall take effect on February 19, 2024.

Type of Fee	Proposed Fee (\$)	Current Fee (\$)	Additional Costs/Comments
DEVELOPMENT CODE SUBDIVISION AND ZONING			
Major Subdivision Plat/Easement Plat Approvals: Preliminary	\$500 plus \$20 per lot	\$500 plus \$20 per lot	Update title. Fee remains same
Major Subdivision Plat/Easement Plat Approvals: Final	\$1,330 plus \$20 per lot	\$1,330 plus \$20 per lot	Update title. Fee remains same
Amendment of Approved (Unrecorded) Subdivision Plan/Easement Plan	\$100 plus \$5 per lot	\$100 plus \$5 per lot	Updated title. Fee remains same
Zoning Text Amendment	\$840 per public hearing + Mailing costs (\$1.00	\$840 plus \$1.00 per property owner entitled to notice	Addition of fee per public hearing

	per owner notice) + cost of published notice	under applicable mailing requirements + cost of newspaper notice	
Comprehensive Plan Amendment	\$840 per public hearing + Mailing costs (\$1.00 per owner notice) + cost of published notice		New fee
Review of Public Facilities	\$840 per public hearing + Mailing costs (\$1.00 per owner notice) + cost of published notice		New fee
Zoning Map Amendment (Rezoning)	\$2000 per public hearing + Mailing costs (\$1.00 per owner notice) + cost of published notice	\$2000 plus Mailing costs (\$1.00 per owner notice) + cost of newspaper notice	Update title. Fee addition for each public hearing
Special Use Permit	\$1800 per public hearing + Mailing costs (\$1.00 per owner notice) + cost of published notice	\$1800 plus Mailing costs (\$1.00 per owner notice) + cost of newspaper notice	Update title. Fee addition for each public hearing
Special Exception Permit	\$1800 + cost of published notice		New Fee
Critical Slopes Special Exception	\$1800 + cost of published notice		New fee
Development Plan Review – Minor	\$100 Administrative + \$150 Commission Review		New fee.
Development Plan Review– Major	\$900 Administrative + \$200 Commission Review		New fee
Development Plan Review Appeal	\$750		New fee
Final Site Plan Appeal	\$750		New fee
Site Plan Amendment Minor Revision to an approved Development Plan or Final Site Plan	\$100 Minor Development Plan \$500 Major Development Plan	\$300 (\$500 if circulation required)	Updated title. Fee clarification.
Accessory Use Permits	\$100	\$100	Previously one category under provisional use permits

Provisional Use Permits Administrative Modification and Administrative Exception	\$100	\$100	Updated title. Fee remains the same.
After the Fact Administrative Modification/Administrative Exception	\$200		New fee. Doubles the fee if implemented prior to obtaining permit.
After the Fact Board of Zoning (BZA) – Variance	\$500		New fee. Doubles the fee if implemented prior to obtaining approval.
Minor Historic Review -ADC & IPP (\$0 for HC)	\$100		Replacing historic review fee
Minor Historic Review Appeal – ADC & IPP (\$0 for HC)	\$125		Replacing historic review fee
Major Historic Review - new construction and demolition of contributing structures in ADC, HC and IPP	\$375		Replacing historic review fee
Major Historic Review – additions and alterations in ADC & IPP (\$0 for HC)	\$125		Replacing historic review fee
Major Historic Review Appeal – ADC & IPP	\$125		Replacing historic review fee
Major Historic Review Appeal - new construction and demolition of contributing structures in Historic Conservation Districts	\$125		Replacing historic review fee
ERB Corridor Review Certificate of Appropriateness – New Construction/Other	\$375	\$375/\$125	Updated title. Fee remains the same.
ERB Corridor Review Certificate of Appropriateness – Staff/Administrative Approval	\$100	\$100	Updated title. Fee remains the same
Corridor Review Appeal (to ERB)	\$125		New Fee
Corridor Review Appeal (to Council)	\$125		New Fee
After the Fact – Temporary Use Permit	\$500		New fee. Doubles the fee if implemented prior to obtaining approval.
Sign Permit/ Certificate of Appropriateness for sign	\$100 per sign	\$75 per sign	Title update. No increase since 2006

After the Fact Sign Permit/ Certificate of Appropriateness for sign	\$200		New fee. Doubles the fee if implemented prior to obtaining approval.
Optional Comprehensive Sign Permit Alternate Sign Plans	\$1000	\$250	Updated title. Updated fee.
Flood Plain Variance	\$250		New fee
Tree Removal Permit	\$25 per tree		New fee
After the Fact – Tree Removal Permit	\$50 per tree		New fee. Doubles the fee if implemented prior to obtaining approval.
FEES TO BE REMOVED:			
Special Permit – Family Day Home (6-12 Children)		\$500	No longer needed
Special Site Plan Application Fees			No longer in code
City Utility Work		\$500	
Other Utility Work		\$1200	
Other Utility Work (No Impervious Surface)		\$900	
Critical Slope Waiver Single or Two Family Residential Other		\$75/\$500	Replaced with Critical Slopes Special Exception
ADC Certificate of Appropriateness – New Construction/Other		\$375/\$125	Replaced with Historic Review fee
ADC Certificate of Appropriateness - Demolition of entire (contributing historic) building		\$375	Replaced with Historic Review fee
ADC Certificate of Appropriateness – Staff/Administrative Approval		\$100	Replaced with Historic Review fee
ADC Certificate of Appropriateness - Appeals to City Council		\$125	Replaced with Historic Review fee
HDC Certificate of Appropriateness – New Construction		\$375	Replaced with Historic Review fee
HDC Certificate of Appropriateness - Demolition of entire (contributing historic) building		\$375	Replaced with Historic Review fee

HDC Certificate of Appropriateness - Appeals to City Council		\$125	Replaced with Historic Review fee
Amendment of Approved (Unrecorded) Minor Subdivision Plat		\$100 plus \$5 per lot	No longer needed
Minor Subdivision Plat		\$250	No longer needed

Any existing fees not noted above remain in effect from last approval.

**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	February 1, 2024
Action Required:	Public Hearing Approval
Presenter:	Missy Creasy, Deputy Director of NDS, James Freas, Director of NDS
Staff Contacts:	Missy Creasy, Deputy Director of NDS James Freas, Director of NDS
Title:	Consideration of a Development Code Amendment – Remove Retail in Residential Districts (1 reading only)

Background

During review of the Charlottesville Development Code, Council decided to remove commercial uses allowed by special permit, including “general retail (up to 4,000 square feet)”, from R-A, RN-A, R-B, and R-C districts following extensive deliberation. When the final Development Code changes were presented to Council for adoption in December 2023, this specific use was accidentally left off of the list of commercial uses to remove. It was requested that this change be resolved prior to the effective date of the code on February 19, 2024.

Discussion

At the November 29, 2023 City Council Work Session, the majority of Council noted that this was not the time to allow for retail in these areas and it could be reviewed at a future update.

Materials are available here: <https://charlottesvilleva.portal.civicclerk.com/event/1936/files/4453>

November 29, 2023 Work Session Meeting Video:

<https://www.youtube.com/watch?v=nP5ffvyCJCA&list=PLSKqYabjF44Xfjp92ozMjRHiyRsGEFVYR&index=7> Starts at 1hour 44 minutes

Alignment with City Council's Vision and Strategic Plan

The proposed action aligns with Organizational Excellence.

Community Engagement

Feedback was gathered throughout the Cville Plans Together process. Specifically on December 5, 2023, City Council held a public hearing on the Development Code where comment was received.

Budgetary Impact

This does not directly impact the General Fund

Recommendation

City Council may recommend approval of this Ordinance.

Alternatives

City Council may deny the proposed Zoning Text Amendment.

Attachments

1. Attachment 1 general retail code updates
2. Ordinance - Development Code amendment to delete general retail from residential 1.8.2024

Proposed Development Code Changes

Subsection 2.2.1

Remove the following text from underneath the R-A, RN-A, R-B and R-C diagrams: “Limited small-scale commercial in some locations”



R-A

25' or 40' lot width (min)

3 dwelling units (max)

2.5 stories / 32' height (max)

60' building width (max)

Limited small-scale commercial
in some locations



RN-A

25' or 40' lot width (min)

1 dwelling unit (max)

2.5 stories / 32' height (max)

40' building width (max)

Limited small-scale commercial
in some locations



R-B

25' or 40' lot width (min)

6 dwelling units (max)

2.5 stories / 32' height (max)

60' building width (max)

Limited small-scale commercial
in some locations



R-C

25' or 40' lot width (min)

8 dwelling units (max)

3 stories / 35' height (max)

70' building width (max)

Limited small-scale commercial
in some locations

Subsection 3.2.2

Removal of “S*” from R-A, RN-A, R-B and R-C for the category “General retail (up to 4,000 SF) in the Permitted Use Table.

USE PERMISSIONS

Use Category Specific Use	Residential				Residential Mixed Use		Corridor Mixed Use			Node Mixed Use					Industrial Mixed Use		Special		Use Standards
	R-A	RN-A	R-B	R-C	RX-3	RX-5	CX-3	CX-5	CX-8	NX-3	NX-5	NX-8	NX-10	DX	IX-5	IX-8	CV	CM	
Medical																			
General medical (up to 4,000 SF)	S*	<u>S*</u>	S*	S*	P*	P*	P	P	P	P	P	P	P	P	P	P	P	P	3.4.4
General medical (4,000+ SF)	-	<u>-</u>	-	-	-	-	P	P	P	P	P	P	P	P	P	P	P	P	
Hospital	-	<u>-</u>	-	-	-	-	-	S	S	-	-	S	S	-	S	S	P	P	
Medical laboratory (up to 4,000 SF)	-	<u>-</u>	-	-	-	-	P	P	P	P	P	P	P	P	P	P	P	P	
Medical laboratory (4,000+ SF)	-	<u>-</u>	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	
Office																			
General Office (up to 4,000 SF)	S*	<u>S*</u>	S*	S*	P*	P*	P	P	P	P	P	P	P	P	P	P	P	P	3.4.4
General Office (4,000+ SF)	-	<u>-</u>	-	-	-	-	P	P	P	P	P	P	P	P	P	P	P	P	
Parking																			
Commercial surface parking	-	<u>-</u>	-	-	-	-	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	3.4.4
Commercial structured parking	-	<u>-</u>	-	-	-	-	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	3.4.4
Remote parking	-	<u>-</u>	-	-	S*	S*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	3.4.4
Personal Service																			
General personal service (up to 4,000 SF)	S*	<u>S*</u>	S*	S*	P*	P*	P	P	P	P	P	P	P	P	P	P	-	P	3.4.4
General personal service (4,000+ SF)	-	<u>-</u>	-	-	-	-	P	P	P	P	P	P	P	P	P	P	-	P	
Animal Care, outdoor	-	<u>-</u>	-	-	-	-	-	P	P	-	-	S	-	-	P	P	-	-	
Gym or studio	S*	<u>S*</u>	S*	S*	P*	P*	P	P	P	P	P	P	P	P	P	P	P	P	3.4.4
Retail																			
General retail (up to 4,000 SF)	S*	<u>S*</u>	S*	S*	P*	P*	P	P	P	P	P	P	P	P	P	P	-	P	3.4.4
General retail (4,000+ SF)	-	<u>-</u>	-	-	P*	P*	P	P	P	P	P	P	P	P	P	P	-	P	3.4.4
Artisan workshop	-	<u>-</u>	-	-	-	-	P	P	P	P	P	P	P	P	P	P	-	P	
Farmer's market	-	<u>-</u>	-	-	-	-	P	P	P	P	P	P	P	P	P	P	P	P	
Greenhouse or nursery	-	<u>-</u>	-	-	-	-	S	-	-	S	-	-	-	-	P	P	P	P	

KEY: P = Use permitted by right S = Special Use Permit required * = Use standards apply - = Use not allowed

**ORDINANCE TO
AMEND NEW CHAPTER 34 OF THE CHARLOTTESVILLE CITY CODE TO
REMOVE GENERAL RETAIL IN RESIDENTIAL DISTRICTS**

WHEREAS, on December 18, 2023 in Ordinance No. #O-23-168, City Council adopted the proposed City of Charlottesville Development Code as new Chapter 34, with the changes outlined in Attachment A, Development Code updates of December 18, 2023 (“Attachment A”), and repealed current Chapter 34 and Chapter 29 of the Charlottesville City Code; and

WHEREAS, Attachment A intended to include all of the changes to the advertised new Development Code agreed to by City Council during its work sessions and meetings regarding the new Development Code; and

WHEREAS, inadvertently omitted from Attachment A was the change to subsections 2.2.1 (Summary of Districts) and 3.2.2 (Permitted Use Table) to remove from R-A, RNA, R-B, and R-C districts “general retail (up to 4,000 square feet)” by special use permit, considered and desired by Council at its November 29, 2023 work session; and

WHEREAS, Council’s desire to now amend new Chapter 34 and correct this “scrivener’s error” does not require referral back to the Planning Commission for hearing and recommendation which have already occurred; and

WHEREAS, Council held a public hearing on February 1, 2024, after notice pursuant to law, on the subject amendment; and

WHEREAS, City Council finds that public necessity, convenience, general welfare, and good zoning practice require amendment of the new Chapter 34 Development Code to remove from R-A, RNA, R-B, and R-C districts “general retail (up to 4,000 square feet)” by special use permit;

NOW, THEREFORE, BE IT ORDAINED that the Charlottesville City Council does hereby amend new Chapter 34 of the new City of Charlottesville Development Code to remove from R-A, RNA, R-B, and R-C districts “general retail (up to 4,000 square feet) by a special use permit” as set forth in subsections 2.2.1 (Summary of Districts) and 3.2.2. (Permitted Use Table). Said amendment shall be effective February 19, 2024 with the remainder of new Chapter 34.

City of Charlottesville
City Manager's Office
MEMO



TO: Council
FROM: Samuel Sanders, City Manager
DATE: February 1, 2024
SUBJECT: Financial Report – FY 2024 through December 31, 2024

Revenue Budget Projections

As of December 31st, approximately 47% of the budgeted revenue for this fiscal year has been collected. Real Estate and Personal Property tax payments for the first half of 2024 are due on June 5th and represent two of the City's largest revenue sources. The Adopted Revenue budget for FY 24 totals \$228,433,246. Current revised projections indicate that revenues are tracking slightly above the budget, and we are currently anticipating a modest revenue surplus of 4.41% or \$9.4M. Revised estimates for real estate and personal property taxes are based on the 2024 general reassessment, which indicates residential values increased 5.95% and commercial values increased 3.63% in 2024. Overall, total assessed values are up 5% over 2023. The remaining drivers of the anticipated surplus include sales tax, meals tax, business and professional licenses and interest income. These early projections are offered only as a reference and are subject to change. The revenue team continues to closely monitor revenue collections for FY 24 and is diligently working to refine projections for the development of the FY 25 budget.

The following FY 24 revenue budget revisions are projected:

FY 2024 Revenue Projections

<u>Local Taxes</u>	<u>FY 2024 Budget</u>	<u>FY 2024 Revised*</u>	<u>Change</u>
Real Estate Tax	\$ 99,403,417	\$ 102,348,188	\$ 2,944,771
Personal Property Tax	12,600,000	13,200,000	600,000
Penalty/Interest on Delinquent Taxes	700,000	850,000	150,000
Public Service Tax	1,630,567	1,746,954	116,387
Tax on Wills & Deeds	725,000	500,000	(225,000)
Sales & Use Tax	14,400,000	15,500,000	1,100,000
Transient Room Tax	8,300,000	8,300,000	-
Meals Tax	15,600,000	16,500,000	900,000
Short-Term Rental Tax	75,000	60,000	(15,000)
Vehicle Daily Rental Tax	170,000	135,000	(35,000)
Plastic Bag Tax	40,000	100,000	60,000
<u>Licenses and Permits</u>			
Business & Professional Licenses	\$ 8,900,000	\$ 9,300,000	400,000
Vehicle Licenses	-	15,000	15,000
<u>Revenue from State Agencies</u>			
State Highway Assistance	\$ 4,645,517	\$ 5,481,707	836,190
Reimbursement/Constitutional Offices	1,975,433	2,233,001	257,568
State Aid for Police Protection	2,460,982	2,588,420	127,438
DMV Select Office Commissions	35,000	1,500	(33,500)
<u>Miscellaneous Revenues</u>			
Interest Income	\$ 1,050,000	\$ 3,600,000	2,550,000
Recreation Income	1,509,269	1,055,789	(453,480)
Utility Cut Permits	185,000	125,000	(60,000)
Waste Disposal Fees	1,115,000	1,200,000	85,000
Other Miscellaneous Revenues	619,375	533,958	(85,417)
<u>Designated Revenues</u>			
Meals Tax Designated for the Debt Service Fund	\$ 2,836,363	\$ 3,000,000	\$ 163,637
Total Revenue Budget Surplus			\$ 9,398,594

**Projected as of January 31, 2024*

Surplus as a % of Total Budget 4.41%

Expenditure Budget Projections

Many City operations are seasonal and interfund transfers, which represent large expenditures in the General Fund (i.e. Debt Service Transfer, CIP transfer, Transfer to CAT, etc.), get posted as a lump sum later in the fiscal year. These factors lead to a more cyclical and irregular expenditure pattern

that is harder to project. However, we continue to monitor expenditures and indicators suggest that expenses are tracking well with the budget. As of December 31st, approximately 59% of the overall expenditure budget has been spent or obligated. Expenditure details can be viewed using the [Budget Explorer Tool](#) which can be found on the City's Budget webpage. These quarterly tabs are automatically updated at the end of each quarter and are available for public viewing. The 2nd quarter visualization contains financial information through December 31, 2023. Both a citywide view as well as the ability to drill down to the individual department level is available. The information presented in the visualization comes directly from the City's financial system and represents dollars that have been received and/or paid out as of the chosen date.

Other Financial Matters

The City submitted its most recent quarterly ARP compliance report to US Treasury on January 31 for expenditure of funds for the time period October – December. The Director of Finance is updating the City's obligations and expenditures of all ARP funds to date and will be providing City Council more detailed information at the March 7 budget work session.

**Please note all the information presented in this memo and the Budget Explorer visualization is collected as of a specific point in time. All amounts are subject to change until the City's annual audit is complete and the books are officially closed for any given fiscal year.*



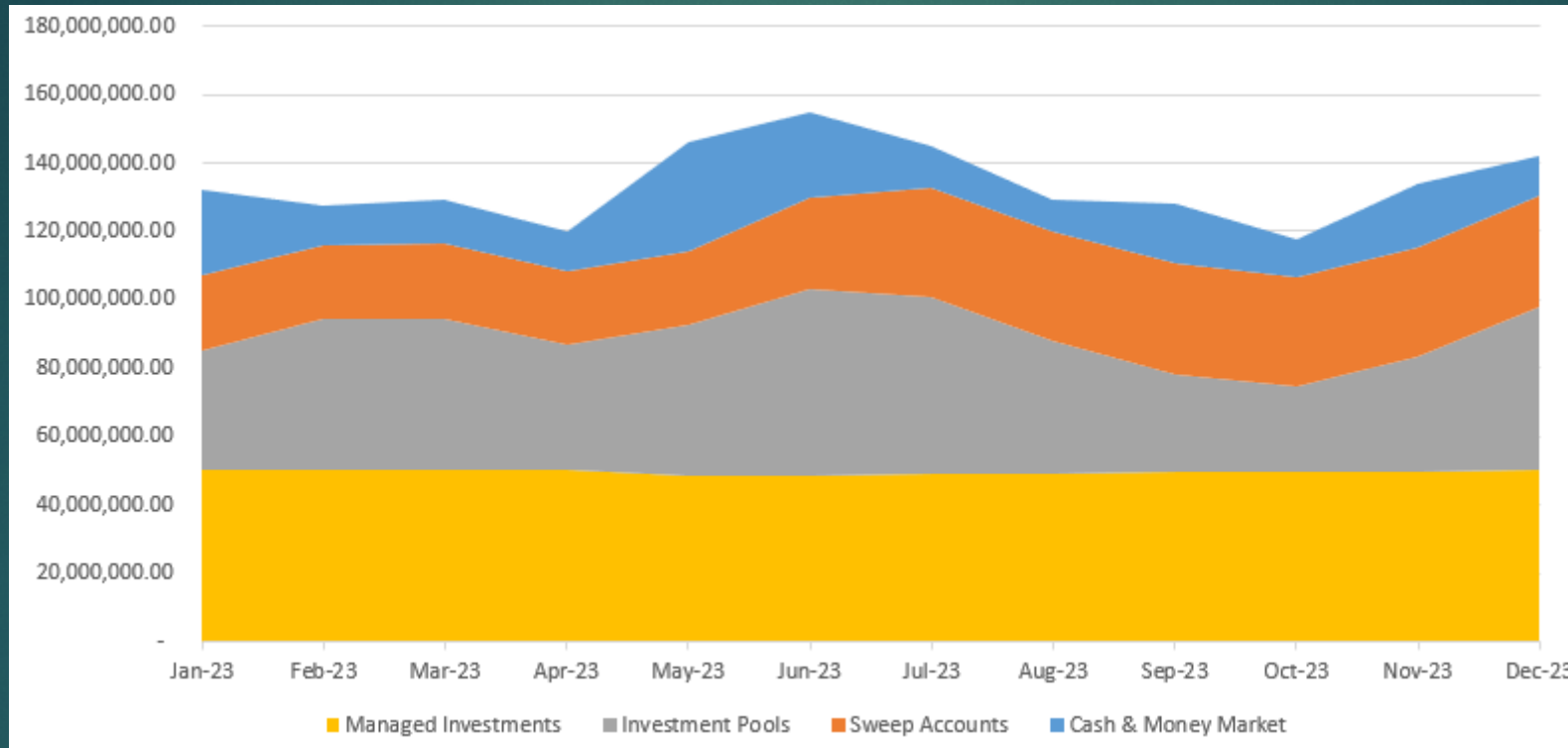
City of Charlottesville

TREASURER'S OFFICE

INVESTMENT PORTFOLIO UPDATE

FEBRUARY 1, 2024

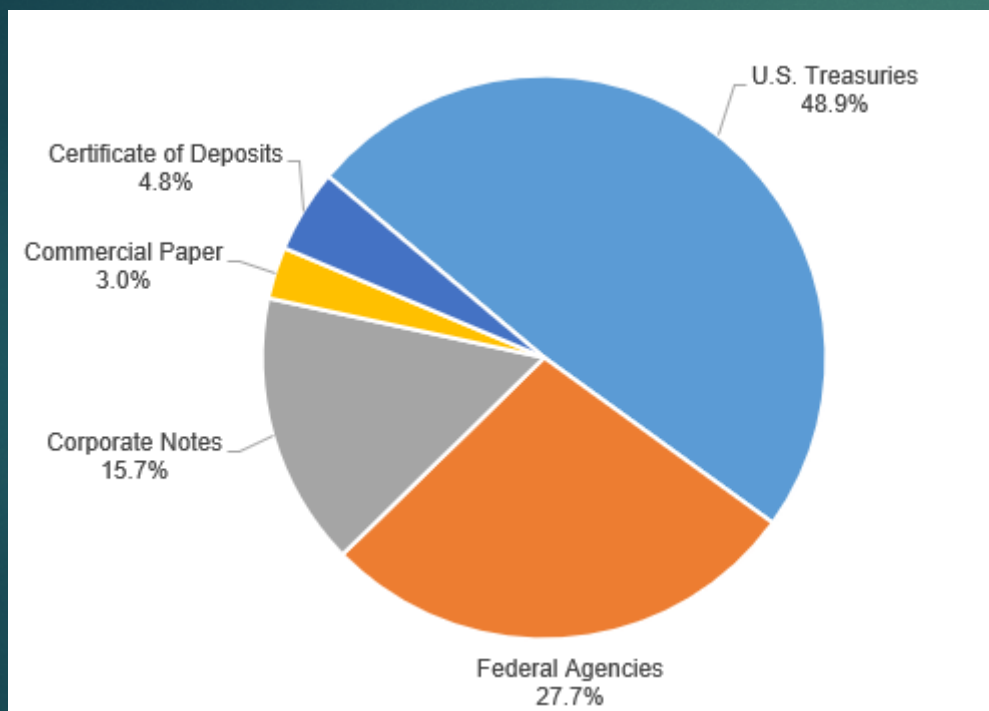
Monthly Cash Balance by Investment Type



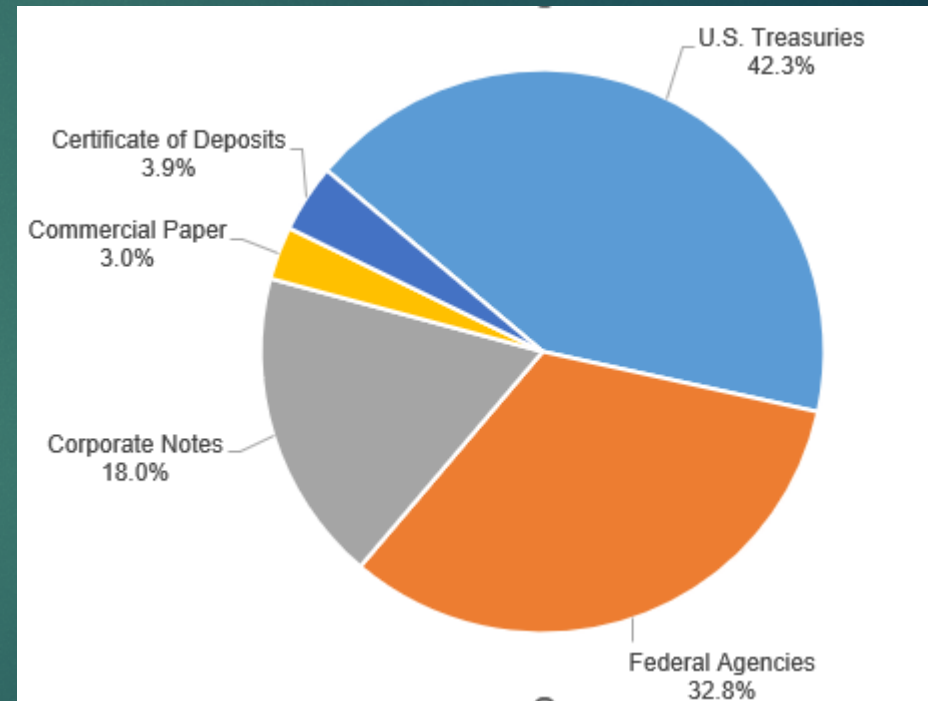
Overall cash balances are higher in FY24, a reflection of increased overall City revenue. The second quarter of the fiscal year is one of increasing balances as 2nd half personal property and real estate taxes are paid.

Managed Investments Portfolio Composition

September 2023



December 2023

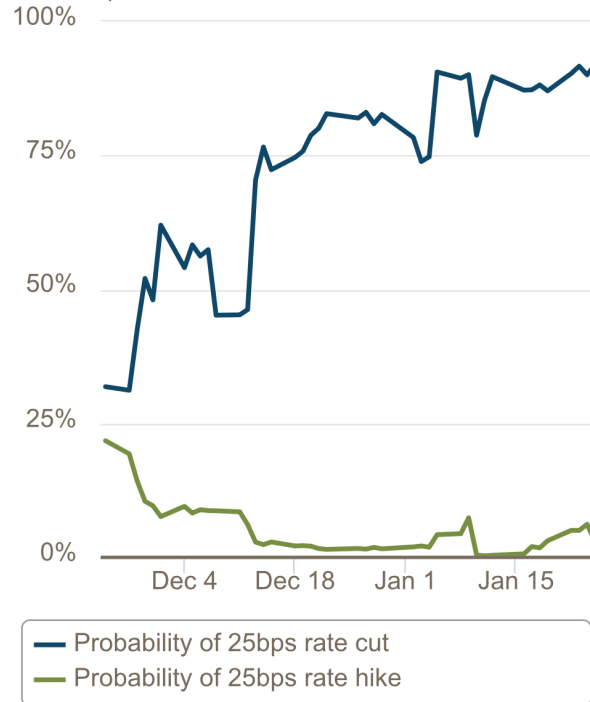


There has been a slight increase in corporate note holdings to take advantage of higher yields. All are rated AA or higher. Increased allocation to Federal Agencies as well.

Strong Indications of Pending Rate Cuts

Market Probability of a Rate Hike or Cut by 2024-03-20

From the midpoint of the current target range:
0 basis points



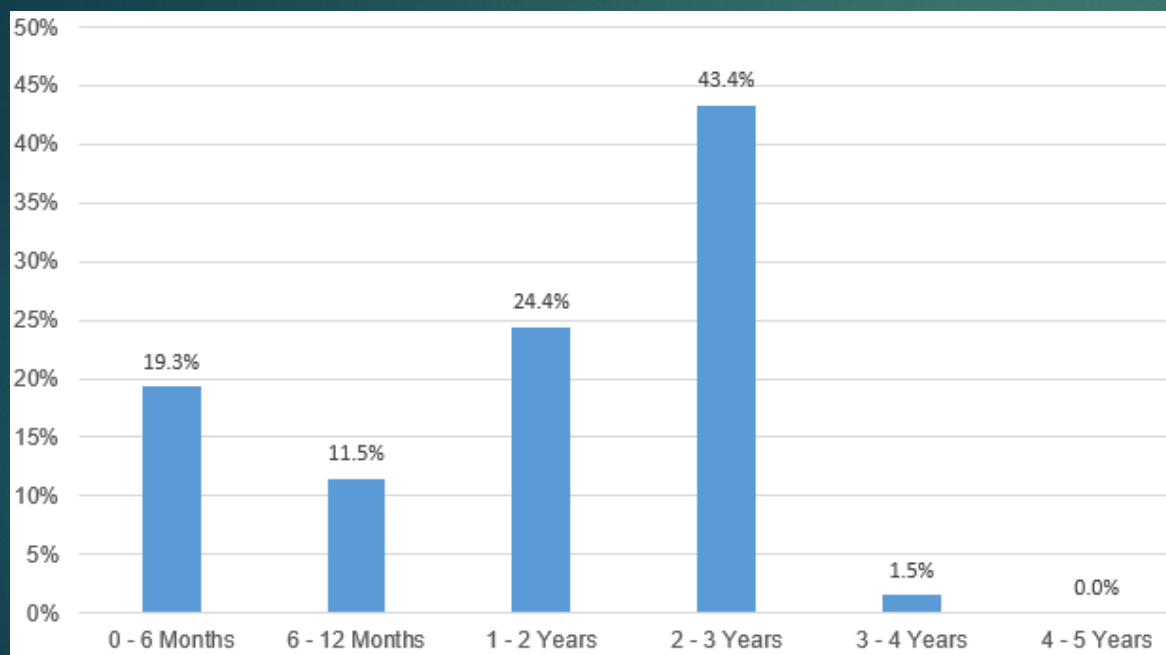
Updated on January 26, 2024.

Source: Federal Reserve Bank of Atlanta

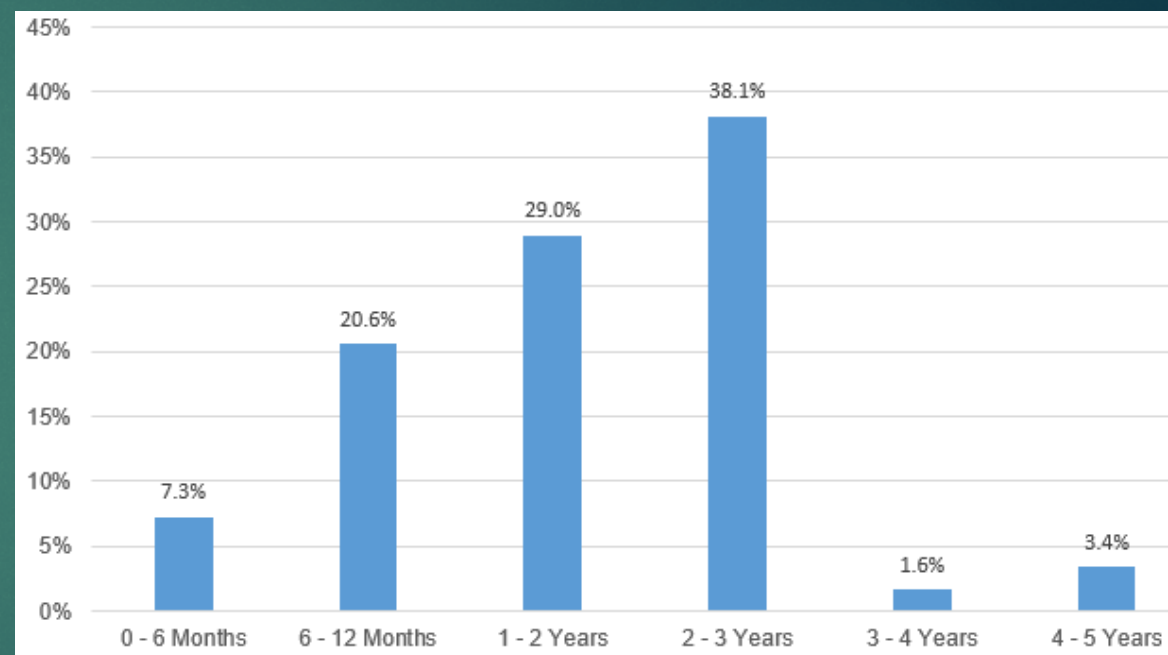
From the Atlanta Fed's EconomyNow App.

Managed Portfolio Maturity Distribution

September 2023



December 2023



Intermediate-term rates are stabilizing and more of the portfolio redemptions have been invested in the 3-5 year range to lock in higher rates. Many economists believe we are on the verge on a rate cutting cycle.