



**CITY COUNCIL AGENDA**  
**February 1, 2016**

5:30 p.m.

**Closed session as provided by Section 2.2-3712 of the Virginia Code**

*Second Floor Conference Room* (Discussion of candidates for appointment to City boards and commissions; acquisition of a permanent utility easement along McIntire Road; consultation with legal counsel regarding the negotiation of terms and conditions of an agreement for co-located City – County General District Courts; and consultation with legal counsel for legal advice regarding the acquisition or conveyance of parking spaces in the Water Street Garage.)

7:00 p.m.

**Regular Meeting**

**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

*Council Chambers*

**AWARDS/RECOGNITIONS**  
**ANNOUNCEMENTS**

African-American History Month  
Snow Removal After-Action Report

**MATTERS BY THE PUBLIC**

Public comment permitted for the first 12 speakers who sign up before the meeting (limit 3 minutes per speaker) and at the end of the meeting on any item, provided that a public hearing is not planned or has not previously been held on the matter. Speaker sign-up opens at 6:30 p.m.

**COUNCIL RESPONSE TO MATTERS BY THE PUBLIC**

**1. CONSENT AGENDA\***

(Items removed from consent agenda will be considered at the end of the regular agenda.)

**Bellamy/Fenwick 5-0**

a. Minutes for January 19

b. **APPROPRIATION:** Local Emergency Management Performance Grant – \$7,500 (2<sup>nd</sup> of 2 readings)

c. **APPROPRIATION:** Albemarle County Reimbursement for the Charlottesville Albemarle Technical Education Center (C.A.T.E.C.) Department of Education (D.O.E.) Interior Renovation Project – \$33,162.74 (2<sup>nd</sup> of 2 readings)

d. **APPROPRIATION:** Albemarle County Reimbursement for the Health Department Facility Condition Assessment Project – \$5,122 (2<sup>nd</sup> of 2 readings)

e. **APPROPRIATION:** Albemarle County Reimbursement for the Preston-Morris Building Envelope Restoration Project – \$34,378.08 (1<sup>st</sup> of 2 readings)

f. **APPROPRIATION:** State Assistance and Citizen Donation for Spay and Neuter Program at S.P.C.A. – \$1,001.64 (1<sup>st</sup> of 2 readings)

g. **RESOLUTION:** Free Clinic Renovations to Health Department Building (1<sup>st</sup> of 1 reading)

h. **RESOLUTION:** Transfer of Funds for Online Business Tax Portal (1<sup>st</sup> of 1 reading)

i. **RESOLUTION:** Declaration of State of Emergency for the City of Charlottesville (1<sup>st</sup> of 1 reading) **updated**

j. **ORDINANCE:** Neighborhood Development Services (NDS) Fee Schedule (2<sup>nd</sup> of 2 readings)

**2. REPORT**

Comprehensive Housing Analysis and Policy Recommendations

**3. RESOLUTION\***

Request for Special Use Permit – 206 W. Market Street (1<sup>st</sup> of 1 reading)  
**Deferred at applicant's request**

**4. RESOLUTION\***

BAR Appeal: Violet Crown Theatre (1<sup>st</sup> of 1 reading)  
**Deferred at applicant's request**

**5. RESOLUTION\***

BAR Appeal: 1600 Grady Avenue – Preston Court Apartments (1<sup>st</sup> of 1 reading)  
**Appeal denied; BAR decision upheld.**

**6. RESOLUTION\***

Charlottesville Affordable Housing Funds for Habitat Scattered Site Down Payment Assistance in Burnet Commons III – The Park (1<sup>st</sup> of 1 reading) **Passed 4-1 (Fenwick no)**

**OTHER BUSINESS**

Grocery Fund Initiative **passed 5-0**

**MATTERS BY THE PUBLIC**

**COUNCIL RESPONSE TO MATTERS BY THE PUBLIC**

\*ACTION NEEDED

Persons with disabilities may request reasonable accommodations by contacting [ada@charlottesville.org](mailto:ada@charlottesville.org) or (434)970-3182.

**APPROPRIATION**  
**2015 Local Emergency Management Performance Grant (L.E.M.P.G.)**  
**\$7,500**

**WHEREAS**, the City of Charlottesville has received funds from the Virginia Department of Emergency Management in the amount of \$7,500 in federal pass through funds and \$7,500 in local in-kind match, provided by the Charlottesville-U.V.A.-Albemarle Emergency Communications Center Office of Emergency Management, for a total award of \$15,000; and

**WHEREAS**, the funds will be used to support programs provided by the Office of Emergency Management; and

**WHEREAS**, the grant award covers the period from July 1, 2015 through June 30, 2016;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$7,500 is hereby appropriated in the following manner:

**Revenue – \$7,500**

\$7,500          Fund: 209          I/O: 1900259          G/L: 430120 State/Fed pass thru

**Expenditures - \$7,500**

\$7,500          Fund: 209          I/O: 1900259          G/L: 510010 Salaries

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$7,500 from the Virginia Department of Emergency Management, and the matching in-kind funds from the Charlottesville-U.V.A.-Albemarle Emergency Communications Center Office of Emergency Management.

**APPROPRIATION**

**Albemarle County Reimbursement for the C.A.T.E.C. D.O.E. Interior Renovation Project  
– \$33,162.74**

**WHEREAS**, Albemarle County was billed by the City of Charlottesville in the amount of \$90,662.74 of which \$33,162.74 needs to be appropriated.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that \$33,162.74 from Albemarle County is to be appropriated in the following manner:

**Revenues - \$33,162.74**

Fund: 426                      Funded Program: CP-014 (P-00785)                      G/L Account: 432030

**Expenditures - \$33,162.74**

Fund: 426                      Funded Program: CP-014 (P-00785)                      G/L Account: 599999

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$90,662.74, from Albemarle County.

**APPROPRIATION**  
**Albemarle County Reimbursement for the Health Department Facility Condition**  
**Assessment (F.C.A.) Project – \$5,122**

**WHEREAS**, Albemarle County was billed by the City of Charlottesville in the amount of \$5,122.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that \$5,122 from Albemarle County is to be appropriated in the following manner:

**Revenues - \$5,122**

Fund: 107                      Funded Program: FR-001 (P-00885)                      G/L Account: 432030

**Expenditures - \$5,122**

Fund: 107                      Funded Program: FR-001 (P-00885)                      G/L Account: 599999

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$5,122, from Albemarle County.

**RESOLUTION  
AUTHORIZING ALTERATIONS AND IMPROVEMENTS  
TO 1138 ROSE HILL DRIVE**

WHEREAS, the Charlottesville-Albemarle Health Department maintains its offices at 1138 Rose Hill Drive (“Health Department”), as the tenant under a lease from the City and Albemarle County, the joint owners of such property (“Lessors”); and

WHEREAS, the Charlottesville Free Clinic (“Free Clinic”) uses space within the Health Department premises, as a Licensee of the Health Department; and

WHEREAS, the Free Clinic proposes certain renovations of the Health Department premises, with the Health Department’s agreement and endorsement, and the Free Clinic has agreed to certain terms under which the renovations can be undertaken—as set forth within the attached Memorandum of Understanding (MOU);

NOW, THEREFORE, City Council does grant its permission for alterations and improvements to be made, subject to the terms and conditions set forth within the attached MOU, and the City Council authorizes the City Manager to execute the MOU on its behalf.

**RESOLUTION**  
**Funds for Online Business Tax Portal**  
**\$40,000**

**WHEREAS**, The City Treasurer and Commissioner of the Revenue have identified funds within their operating budgets in the amount of \$40,000 to be used for the implementation of an Online Business Tax Portal.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$40,000 is hereby appropriated in the following manner:

**Transfer from:**

\$20,000	Fund: 105	Cost Center: 1901001000	G/L Account: 530670
\$20,000	Fund: 105	Cost Center: 1801001000	G/L Account: 530060

**Transfer to:**

Revenue - \$40,000

Fund: 426	WBS Element: P-00719	G/L Account: 498010
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Expenditure- \$40,000

Fund: 426	WBS Element: P-00719	G/L Account: 599999
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**CONFIRMATION OF THE DECLARATION OF A LOCAL EMERGENCY  
IN THE CITY OF CHARLOTTESVILLE**

WHEREAS, a severe winter storm in Charlottesville with 18 to 30 inches of snow was forecast to begin on Friday, January 22, 2016; and

WHEREAS, on Thursday, January 21, 2016 the Charlottesville City Manager, in his capacity as the local director of emergency management for the City, declared a local emergency, as defined in Virginia Code sec. 44-146.16, due to the impending storm and potential high snow accumulation and the resulting threat to life and property; and,

WHEREAS, during the existence of said emergency the powers, functions, and duties of the Director of Emergency Services and the Emergency Services Organizations of the City of Charlottesville were those prescribed by state law and the ordinances, resolutions, and approved plans of the City of Charlottesville, in order to mitigate the effects of said emergency; and,

WHEREAS, the existence of the declared local emergency was deemed to have ended when the City of Charlottesville government resumed normal hours of operation on Tuesday, January 26, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Council for the City of Charlottesville, Virginia that the declaration of a local emergency made on Thursday, January 21 and continuing until Tuesday, January 26, and all lawful actions taken by the City of Charlottesville pursuant to such declaration, are hereby confirmed pursuant to Virginia Code sec. 44-146.21.

Dated: Feb. 1, 2016

Attest: Gauge Ulice

Clerk of the City Council  
City of Charlottesville  
Commonwealth of Virginia

**AN ORDINANCE  
APPROVING AND ADOPTING A SCHEDULE OF FEES  
PURSUANT TO CITY CODE 34-10(a)  
APPLICABLE TO VARIOUS SERVICES AND FUNCTIONS ADMINISTERED BY THE  
CITY'S DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES,  
RELATED TO APPLICATIONS, PETITIONS, INSPECTIONS, PERMITS  
AND APPROVALS REQUIRED BY THE CITY'S ZONING ORDINANCE,  
SUBDIVISION ORDINANCE, AND BUILDING REGULATIONS.**

**WHEREAS**, §15.2-2241 and §15.2-2286 of the Code of Virginia (1950), as amended, provide for the collection of fees to cover the cost of making inspections, issuing permits, advertising of notices and other expenses incident to the administration of 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 ("NDS"), pursuant to Va. Code §15.2-2241(A)(9), §15.2-2286(A)(6), §15.2-2292.1, and §36-105; 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 NDS fee schedule;

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Charlottesville, Virginia, that the current NDS fee schedule, as supplemented by the attached chart, is hereby approved and adopted, and shall take effect upon the date of enactment.



**NDS Fee Schedule (Draft)**

<b>Type of Fee</b>	<b>Current Fee (\$)</b>	<b>Additional Costs/Comments</b>	<b>Proposed Fee (\$)</b>	<b>Approval Dates</b>	<b>Comments on the Changes</b>
<b>BUILDING REGS (CHAPTER 5)</b>					
BLDING., ELECT., MECH., PLUMB., FIRE PROTECTION PERMIT FEES		* In addition to the fees below, a surcharge of 2.00% of the total fee shall be imposed on all permits as required under		June 5, 2006/June 16, 2008	
Certificate of Occupancy not required by USBC Single Family/Other	\$60/\$125			June 5, 2006/June 16, 2008	
Non-refundable Administrative Fee on \$1 to \$2,000 residential additions/renovations/new	\$25	Reviews underway. No inspections scheduled or completed		June 5, 2006/June 16, 2008	
Amendment to Permit Fee on \$1 to \$2,000 residential additions/renovations/new	\$25			June 5, 2006/June 16, 2008	
Non-refundable Administrative Fee on all commercial and residential additions/renovations/new greater than \$2000	\$75	Reviews underway. No inspections scheduled or completed		June 5, 2006/June 16, 2008	
Amendment Fee on all commercial and residential additions/renovations/new greater than \$2000	\$75			June 5, 2006/June 16, 2008	
Building Permit Fee \$ 2,001 to \$50,000	\$64	\$4/ each additional \$1,000 up to \$50,000		June 5, 2006/June 16, 2008/	
Building Permit Fee \$50,001 to \$100,000	\$255	+ \$3/ each additional \$1,000 up to \$100,000		June 5, 2006/June 16, 2008	
Building Permit Fee over \$100,000	\$402	+ \$3/ each additional \$1,000		June 5, 2006/June 16, 2008	

**NDS Fee Schedule (Draft)**

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Proposed Fee (\$)	Approval Dates	Comments on the Changes
Trailer Change-out	\$100		\$150	6/5/2006 /2016	Comprehensive permit includes permission for installation of manufactured home and inspection of existing hook-ups to electrical, plumbing, and mechanical systems. We allow this to occur with one building permit rather than 4 different permits
Tent	\$50			5-Jun-06	
Voided Permit	\$0			5-Jun-06	
Blasting Permit	\$50			5-Jun-06	
Delivery Riser	\$10			5-Jun-06	
Temporary Closure of Tank	\$10			5-Jun-06	
Reinspection for New Construction	\$100			5-Jun-06	
Demolition Sheds over 150 s.f. and 1&2 Family Garages	\$50			June 5, 2006/June 16, 2008	
Demolition 1&2 Family residential	\$150			June 5, 2006/June 16, 2008	
Demolition Commercial	\$250			June 5, 2006/June 16, 2008	
Amusement Rides;		per the Virginia Amusement Device Regulations (VADR) 2012			
Small mechanical ride or inflatable covered by permit (Kiddie Ride) (Previously called Kiddie Ride)	\$25		\$35	June 5, 2006/June 16, 2008 /2016	Change in the VA Amusement Device Regulations (VADR) allowances
Each Circular Ride or Flat Ride less than 20 ft in height	\$25			June 5, 2006/June 16, 2008	
Each Spectacular Ride	\$55	All rides which cannot be inspected as a Circular or Flat Ride as above due to complexity or height	\$75	June 5, 2006/June 16, 2008 /2016	Change in the VADR allowances
Coasters which exceed 30 ft in height	\$150		\$200	June 5, 2006/June 16, 2008 /2016	Change in the VADR allowances
Temporary Office Trailer (1 Year Maximum Use)	\$100		\$150	June 5, 2006/June 16, 2008	Plans reviewed for location and tie-downs and plumbing inspected if installed. We allow this rather than 2 separate permits.
Occupant Load Signs;				16-Jun-08	
Single Exit Required Spaces/All Others	\$50/\$150			16-Jun-08	

### NDS Fee Schedule (Draft)

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Proposed Fee (\$)	Approval Dates	Comments on the Changes
Replacement Signs on file	\$25	Engineer/Architect calculated occupancy loads under sealed plan review – no fee		16-Jun-08	
Electrical Permit Fees;					
\$1 - \$50 construction value	\$50	Base Fee + \$4/\$50 up to \$300 value		5-Jun-06	
\$51 - \$100 construction value	\$64			5-Jun-06	
\$101 - \$150 construction value	\$68			5-Jun-06	
\$151 - \$200 construction value	\$72			5-Jun-06	
\$201 - \$250 construction value	\$76			5-Jun-06	
\$251 - \$300 construction value	\$80			5-Jun-06	
\$301-\$400 construction value	\$90			5-Jun-06	
\$401-\$500 construction value	\$100			5-Jun-06	
\$501-\$600 construction value	\$125			5-Jun-06	
\$1001-\$2000 construction value	\$140			5-Jun-06	
\$2001-\$3000 construction value	\$155			5-Jun-06	
\$3001-\$4000 construction value	\$175			5-Jun-06	
\$4001-\$5000 construction value	\$200			5-Jun-06	
Electrical Permits over \$5,000 add \$10/1,000	\$200	Add \$10 per each \$1000 value		June 5, 2006/June 16, 2008	
Residential Electrical Repairs less than \$1000	\$50	Flat fee; All residential repairs over \$1000, new construction residential, or commercial work follow other electrical fee scale.		15-Sep-08	
Electric/Plug-In Vehicle Charger	\$50	Flat fee: may only be installed in 1 or 2 family residential dwellings		1-Nov-10	
Mechanical Permit Fees;					
Mechanical Base Fee	\$75			5-Jun-06	
<del>Mechanical Permit each Add-on except those listed below;</del>	<del>\$11</del>			June 5, 2006/June 16, 2008	Remove due to coverage in fee noted below
Furnace (100,001 to 500,000 BTU)	\$31			June 5, 2006/June 16, 2008	
Furnace 500,000 BTU + \$2/100,000	\$26			June 5, 2006/June 16, 2008	
Gas Boiler over 100,000 BTU	\$31			June 5, 2006/June 16, 2008	
\$2/100,000 BTU over 500,000	\$3			June 5, 2006/June 16, 2008	
Condensing Unit \$2 over 5 tons	\$3			June 5, 2006/June 16, 2008	
Rooftop Unit (over 5 tons)	\$31			June 5, 2006/June 16, 2008	

### NDS Fee Schedule (Draft)

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Proposed Fee (\$)	Approval Dates	Comments on the Changes
Air Handler (over 5 tons)	\$31			June 5, 2006/June 16, 2008	
Other Mechanical add on		Charge base fee and use building permit valuation table to determine add on cost. Current schedule has itemized list of fixtures, appliances and materials.	varies		New types of equipment are continually being manufactured and installed.
Plumbing Permit Fees;					
Plumbing Base Fee	\$75			5-Jun-06	
<del>Plumbing Permit each NEW Add-on</del>	<del>\$5-</del>			<del>June 5, 2006/June 16, 2008</del>	Remove due to coverage in fee noted below
Gas Line	\$11			June 5, 2006/June 16, 2008	
Gas Water Heater	\$11			June 5, 2006/June 16, 2008	
Sewer Lateral	\$11			June 5, 2006/June 16, 2008	
Supply Lines	\$11			June 5, 2006/June 16, 2008	
Plumbing Vents	\$11			June 5, 2006/June 16, 2008	
Water Lateral	\$11			June 5, 2006/June 16, 2008	
Waste Line	\$11			June 5, 2006/June 16, 2008	
Backflow Prevention Device	\$11			June 5, 2006/June 16, 2008	
Other Plumbing add on		Charge base fee and use building permit valuation table to determine add on cost. Current schedule has itemized list of fixtures, appliances and materials.	varies		New types of equipment are continually being manufactured and installed.
Fire Protection Permit Fees:					
Fire Protection Permit \$1- \$2,000	\$60			June 5, 2006/June 16, 2008	
Fire Protection Permit \$2,001 to \$50,000	\$64	+ \$4/ each additional \$1,000 up to \$50,000		June 5, 2006/June 16, 2008	
Fire Protection Permit \$50,001 to \$100,000	\$255	+ \$3/ each additional \$1,000 up to \$100,000		June 5, 2006/June 16, 2008	
Fire Protection Permit over \$100,000	\$402	+ \$3/ each additional \$1,000		June 5, 2006/June 16, 2008	
Fire Line to Building	<del>\$50-</del>	Use Fire Protection Permit fee Schedule	varies	6/5/2006 / 2016	Review and inspection by Fire Marshal required.

**NDS Fee Schedule (Draft)**

<b>Type of Fee</b>	<b>Current Fee (\$)</b>	<b>Additional Costs/Comments</b>	<b>Proposed Fee (\$)</b>	<b>Approval Dates</b>	<b>Comments on the Changes</b>
Tank (Removal or Installation)	\$50			5-Jun-06	
Miscellaneous Fee	\$1			5-Jun-06	
Suppression System -Commercial Kitchen Hood	\$50			6/5/2006 / 2016	Clarification
Waived	\$0			5-Jun-06	
Building Code Board of Appeals Application Fee	\$100			16-Aug-10	
Temporary Certificate of Occupancy Fee		Was \$400 per 30 days until 10/20/14. the break down by use is indicated below.		16-Aug-10	
Residential	\$50/unit per month			20-Oct-14	
Non-Residential	\$1/sq ft per month			20-Oct-14	
Landscape Only	\$500 per month			20-Oct-14	
Single Family Res.	\$250 per unit			20-Oct-14	
Working Without a Permit Fee	Permit Fee X 2	Inapplicable to homeowner's primary residence		16-Aug-10	
Revisions to Approved Building Plan Fee	\$30			16-Aug-10	
Code Modification Application Fees:					
Residential Code Modification	\$75			19-Dec-11	
All other Code Modifications	\$150			19-Dec-11	
Special Event Building Inspection Fees:					
Up to 50 Person Occupancy	\$50			19-Dec-11	
51-299 Person Occupancy	\$100			19-Dec-11	
300-500 Person Occupancy	\$200			19-Dec-11	
Over 500 person Occupancy	\$300			19-Dec-11	
Elevator Administrative Fee	\$45			19-Dec-11	
Permit System Maintenance Fees:					
Permits under \$200	\$10			19-Dec-11	
Permits \$200-\$499.99	\$20			19-Dec-11	
Permits \$500-\$1000	\$35			19-Dec-11	
Permits over \$1000	\$50			19-Dec-11	
<b>WATER PROTECTION (CHAPTER 10)</b>					

**NDS Fee Schedule (Draft)**

<b>Type of Fee</b>	<b>Current Fee (\$)</b>	<b>Additional Costs/Comments</b>	<b>Proposed Fee (\$)</b>	<b>Approval Dates</b>	<b>Comments on the Changes</b>
E&S Plan Application fee (for sites with land disturbance equal to or greater than 6000sf)	\$400 + \$125AC		\$500 + \$125AC	6/5/2006 / 2016	An increase is being requested to accommodate the technical complications associated with infill development. "City Sec. 10.10(a)VA Sec. 62.1-44.15:54(J)"
E&S Plan Amendment (for sites with land disturbance equal to or greater than 6000sf)	\$150		\$200	6/5/2006 / 2016	A single E&S Amendment can take several hours to review. All of our certified plan reviewers are licensed engineers that would normally bill at a rate nearing or in excess of \$100/hr."City Sec. 10.10(a)VA Sec. 62.1-44.15:54(J)"
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)	\$400	Includes fees for inspections pursuant to City Code 10-58	\$500	6/5/2006/ 2016	An increase is being requested to accommodate the increasingly stringent regulations and technical complications associated with infill development. "City Sec. 10.10(a)VA Sec. 62.1-44.15:28(5)"
Stormwater Management Plan Amendment (for sites with land disturbance between 6000sf and 1 AC)	\$150		\$200	6/5/2006/ 2016	A single SWM Amendment can take several hours to review. All of our certified plan reviewers are licensed engineers that would normally bill at a rate nearing or in excess of \$100/hr."City Sec. 10.10(a)VA Sec. 62.1-44.15:28(5)"

**NDS Fee Schedule (Draft)**

<b>Type of Fee</b>	<b>Current Fee (\$)</b>	<b>Additional Costs/Comments</b>	<b>Proposed Fee (\$)</b>	<b>Approval Dates</b>	<b>Comments on the Changes</b>
Stormwater Management Agreement in Lieu of Plan (Single Family Detached)			\$150	/ 2016	This will mirror the existing fee for an E&S Agreement In Lieu of Plan which is also \$150. Since the new SWM regulations took effect in 2014, the City is now required to obtain an Agreement in Lieu of SWM Plan for certain single family detached residential dwellings. This fee will help cover the administrative cost for processing the application, conducting inspections and enforcing regulations. "City Sec. 10.10(a) VA Sec. 62.1-44.15:28(5)"
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	
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			6/16/2008 / 2016	Clarified that this is an inspection fee and added SWM since new stormwater regulations now require regular SMW inspections as well as E&S.
Inspection fee following Stop Work Order for E&S and/or SWM	\$250			6/16/2008 / 2016	Clarified that this is an inspection fee and added SWM since new stormwater regulations now require regular SMW inspections as well as E&S.
<b>STREETS &amp; SIDEWALKS (CHAPTER 28)</b>					
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		/ 2016	Recommendation for a lower fee for this specific use of on street parking
Sidewalks	\$10	Per day, per sidewalk utilized		June 5, 2006/June 16, 2008	

**NDS Fee Schedule (Draft)**

<b>Type of Fee</b>	<b>Current Fee (\$)</b>	<b>Additional Costs/Comments</b>	<b>Proposed Fee (\$)</b>	<b>Approval Dates</b>	<b>Comments on the Changes</b>
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:					
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	
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	
<b>SUBDIVISIONS (CHAPTER 29)</b>					
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 (Draft)

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Proposed Fee (\$)	Approval Dates	Comments on the Changes
Major Subdivision Plat Approvals: Preliminary	<del>\$1,330</del>	Plus \$20 per lot + <del>cost of newspaper notice</del>	\$500	June 5, 2006/June 16, 2008/ 2016	Decrease preliminary fees in acknowledgement that preliminary plats are voluntary. The fees should be broken into two different categories.
Major Subdivision Plat Approvals: Final	\$1,330	Plus \$20 per lot + <del>cost of newspaper notice</del>		June 5, 2006/June 16, 2008	
Amendment of Approved (Unrecorded) Major Subdivision Plat	\$100	Plus \$5 per lot + <del>cost of newspaper notice</del>		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	
<b>ZONING (CHAPTER 34)</b>					
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	<del>\$2,000/\$1,500</del>	Mailing costs (\$1.00 per owner notice) + cost of newspaper notice	\$2,000	June 5, 2006/June 16, 2008/ 2016	New code requirements make all Rezoning request processes nearly identical.
<del>Special Permit – Nonresidential/Mixed Use</del>	<del>\$1,500</del>	<del>Mailing costs (\$1.00 per owner notice) + cost of newspaper notice</del>		<del>June 5, 2006/July 1, 2008/January 20, 2009/December 19, 2011</del>	
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 / 2016	SUP applications require the same processes so fees should be the same.
Special Permit - Family Day Home (6-12 Children)	\$500	Mailing costs (\$1.00 per owner notice) + cost of newspaper notice		/ 2016	The current cost for the SUP for this specific use is cost prohibitive and staff recommends this lower fee.
Site Plan – Preliminary Residential	<del>\$1,300</del>	<del>\$20 per dwelling unit</del>	\$500 (Administrative), \$750 (Commission Review)	June 5, 2006/July 1, 2008/January 20, 2009/December 19, 2011/ 2016	The Site Plan fees were set up to charge the most fees at the Preliminary stage. Since this is now optional due to the change in state code, the higher fees need to be charged for the mandatory plan (final site plan) This will reduce the preliminary fee requirement and simplify the calculations for the final plans.

## NDS Fee Schedule (Draft)

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Proposed Fee (\$)	Approval Dates	Comments on the Changes
Site Plan – Preliminary Nonresidential (commercial only)		\$20 per 100 square feet of building area	\$500 (Administrative), \$750 (Commission Review)	June 5, 2006/July 1, 2008/January 20, 2009 / 2016	
<del>Development Plan – No Preliminary – Submission of final only Non – Residential (commercial only)</del>	<del>\$1200 + \$20/sq ft</del>			<del>20-Oct-14</del>	
<del>Development Plan – No Preliminary – Submission of final only Residential</del>	<del>\$1800 + \$20 per lot</del>			<del>20-Oct-14</del>	
<del>Development Plan – Final with Preliminary info (Admin Approval) (Old Site Plan – Final (Admin Approval))</del>	<del>\$500</del>			<del>June 5, 2006/July 1, 2008/January 20, 2009/December 19, 2011/October 20, 2014</del>	
<del>Development Plan – Final with Preliminary info (Commission Review) (Old Site Plan – Final (Commission review))</del>	<del>\$750</del>	<del>Includes mailing costs (\$1.00 per owner-notice) and cost of newspaper notice</del>		<del>June 5, 2006/January 20, 2009/December 19, 2011/October 20, 2014</del>	
<del>Development Plan – Mixed Use – With Preliminary Plan</del>	<del>\$1300+ \$20/unit +\$20/sf/100sf</del>			<del>20-Oct-14</del>	
<del>Development Plan – Mixed Use – No Preliminary Plan</del> <b>Final Site Plan</b>	<del>\$1800+ \$20/unit +\$20/sf/100sf</del>			<del>10/20/2014 / 2016</del>	
<del>Development Plan Amendment Fees (old Site Plan Amendment)</del>	<del>\$300</del>	<del>\$500 if circulation required</del>		<del>June 5, 2006/June 16, 2008/October 20, 2014 / 2016</del>	<del>Rename to match current code</del>
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	

**NDS Fee Schedule (Draft)**

<b>Type of Fee</b>	<b>Current Fee (\$)</b>	<b>Additional Costs/Comments</b>	<b>Proposed Fee (\$)</b>	<b>Approval Dates</b>	<b>Comments on the Changes</b>
BZA – Appeal/Variance	\$100/\$250	Mailing costs (\$1.00 per owner notice) + cost of newspaper notice		June 5, 2006/June 16, 2008	
BAR Certificate of Appropriateness – New Construction/Other	\$375/\$125	Mailing costs incorporated in fee		June 5, 2006/June 16, 2008/December 19, 2011	
BAR Certificate of Appropriateness - Demolition of entire (contributing historic) building	\$125	currently charge the "other" fee	\$375	/ 2016	Application for COA for demolition of entire buildings require significant research and staff time similar to that of new construction.
BAR Certificate of Appropriateness – Staff/Administrative Approval	\$100			June 5, 2006/June 16, 2008	
BAR Certificate of Appropriateness - Appeals to City Council			\$125	/ 2016	BAR appeals require significant research and staff time.
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	\$50		\$100	6/5/2006 / 2016	Creation of tiers for Zoning letters to better reflect work involved for research and drafting.
Zoning Compliance Letter - Multifamily Residential	\$50		\$150	/ 2016	
Zoning Compliance Letter - Mixed Use/Commercial	\$50		\$250	/ 2016	

**NDS Fee Schedule (Draft)**

<b>Type of Fee</b>	<b>Current Fee (\$)</b>	<b>Additional Costs/Comments</b>	<b>Proposed Fee (\$)</b>	<b>Approval Dates</b>	<b>Comments on the Changes</b>
<p>Flood Plain Development Permit - Letter of Map Amendment (LOMA) Letter of Map Revision (CLOMR, LOMR, CLOMR-F,LOMR-F)</p>			<p align="center">\$300 / \$500</p>	<p align="center">/ 2016</p>	<p>As a participating community of the National Floodplain Insurance Program (NFIP) a development permit is require to ensure that proposed development projects meet the federal requirements of the NFIP and the recently adopted floodplain ordinance in city code Chapter 34, Article II, Division I. This NFIP criteria is set forth within Title 44 Code of Federal Regulations, Subchapter B(Insurance and Hazard Mitigation), including the limitation, Part 60 (Criteria for Land Management and Use) , as defined by 44CFR59 and 44CFR60.3.</p>

**RESOLUTION**

**Use of Charlottesville Affordable Housing Fund (CAHF) by Habitat for Humanity of Greater Charlottesville to Assist Housing Units at Burnet Commons III – The Park**

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charlottesville, Virginia that Habitat for Humanity of Greater Charlottesville is allowed to utilize Charlottesville Affordable Housing Fund proceeds (previously allocated and any future funds) for the purpose of assisting affordable housing units located at Burnet Commons III – The Park.

**RESOLUTION**  
**Support for Establishing the Virginia Grocery Investment Fund**

Whereas the City of Charlottesville is a HEAL (Healthy Eating Active Living) City recognized by the Institute for Public Health Innovation, having adopted a HEAL Resolution in May 2013, and

Whereas access to healthy foods in all our neighborhoods is critical to the realization of Healthy Eating and Active Living in our City, and

Whereas it is our understanding that Governor McAuliffe's introduced Commonwealth budget includes \$10 million over two years to establish a funding mechanism for giving financial support through grants and/or low interest loans to potential and existing grocers in underserved areas, creating and expanding healthy food access and related job training;

Therefore we, the City Council of the City of Charlottesville, do support the establishment of the Virginia Grocery Investment Fund, and instruct Mayor Michael Signer to send a letter to our legislators urging them to support this worthy initiative.

Approved by Council  
February 1, 2016



Clerk of Council