



ARLINGTON COUNTY, VIRGINIA

County Board Agenda Item Meeting of February 23, 2019

DATE: February 15, 2019

SUBJECT: Request to authorize advertisement of public hearings by the Planning Commission and County Board respectively to consider modification of the Special GLUP Study process and the adoption of new and revised fees for Special GLUP studies.

C.M. RECOMMENDATIONS:

1. Authorize advertisement of public hearings by the Planning Commission on March 4, 2019 and County Board on April 4, 2019 to consider:
 - a. A GLUP amendment to modify the Special GLUP Study process description in the GLUP Booklet to reflect the proposed process revisions, as shown in Attachment A.
 - b. A Zoning Ordinance amendment to §15.1.5.B.d to add Special GLUP Study fees, as shown in Attachment B.
2. Authorize advertisement of public hearings by the Planning Commission on March 4, 2019 and County Board April 4, 2019 to consider modifying the zoning fee schedule to establish new and revised fees for Special GLUP Studies to be effective July 1, 2019, as shown in Attachment C.
3. Direct the County Manager to cease accepting applications for Special GLUP Studies until such time as the revised Special GLUP Study process and the new and revised Special GLUP Study fees have been considered by the Board and either adopted or rejected, and to return any applications and associated fees for Special GLUP Studies which have been submitted, or are submitted between now and such consideration, and on which no staff work has begun.

ISSUES: This is a request to advertise public hearings to consider an amendment to the GLUP Study process description in the GLUP booklet to reflect revised process revisions and an amendment to Arlington County Zoning Ordinance (ACZO) §15.1.5.B.d to add Special GLUP

County Manager:

County Attorney:

27. I.

Staff: Margaret Rhodes and Kelsey Steffen, CPHD – Planning Division

Study application fees. This is also a request to advertise a public hearing for an amendment to the zoning fee schedule to establish new and revised fees for Special GLUP Studies. Some developers and landowners have expressed initial concerns regarding the potential length of Special GLUP Study processes under the proposed new Special GLUP Study guidelines. Some also shared a concern regarding the proposal that not every Special GLUP Study application be accepted for review under the revised Special GLUP Study guidelines, whereas, to date, all submitted studies have been accepted. Staff will continue to develop administrative procedures for the revised Special GLUP Study process with input from the Long Range Planning Committee (LRPC) and representatives from the business community. However, staff recommends that the aforementioned GLUP booklet, Zoning Ordinance and fee schedule amendments move forward as they are not affected by any potential procedural refinements.

SUMMARY: Since the adoption of the County Board’s 2008 “Policy for Consideration of General Land Use Plan Amendments Unanticipated by Previous Planning Efforts,” staff has conducted eight (8) Special GLUP Studies, one (1) of which was a Special GLUP Study Plus (the Washington and Kirkwood Study). Through the completion of these studies over the last several years, staff has identified the following issues with the existing process.

- Staff Resources/Costs: There is currently no dedicated Special GLUP Study fee.
- Staff Availability/Projected Timelines: The studies are not planned for as part of staff’s adopted work plan.
- Process Type: There is currently no mechanism for the County to determine whether the requested GLUP Study is the appropriate tool to evaluate a potential land use change.

Based on these issues, County staff examined current procedures and determined that a new process would address these issues. A new process for reviewing Special GLUP Studies is proposed and is currently being refined. The key change proposed to the process is that applications will now undergo a two (2)-phase review process to allow for the selection and prioritization of applications (see below for additional detail). To complement the revised Special GLUP Study process, staff proposes an amendment to the GLUP Study process description in the GLUP booklet to reflect the overarching process revisions. Staff also proposes an amendment to the ACZO §15.1.5.B.d to add the “Study Fees” for Special GLUP Studies and Special GLUP Study Plus projects as reimbursable fees in those instances where an accepted application for a full Special GLUP Study or Special GLUP Study Plus, as opposed to a preliminary applications, is withdrawn prior to staff commencing its review. Lastly, staff proposes an amendment to the zoning fee schedule to establish new and revised fees for Special GLUP Studies that align with the process revisions. The methodology of the fee development is described in detail below. No changes to the County Board’s adopted policy are proposed.

BACKGROUND:

General Land Use Plan (GLUP)

The GLUP is Arlington’s primary policy guide for the future development of the County. The Plan establishes the overall character, extent and location of various land uses and serves as a guide to communicate the policy of the County Board to citizens, the business community, developers and others involved in the development of Arlington County. The GLUP is one of 11 elements which currently comprise the County’s Comprehensive Plan.

The GLUP can be amended in two (2) ways. The first is through a County-led planning process, such as a sector, area or revitalization planning effort. The second is at the request of a developer and/or property owner. When a GLUP amendment request is made in keeping with the recommendations of a relevant adopted plan, it is evaluated concurrently with the associated site plan or use permit, along with any potential rezoning request. This is also how GLUP amendments for sites not the subject of an adopted plan (i.e. an unplanned area) were historically reviewed.

Following the 2007 site plan review process for the northwest corner of the intersection of North Pershing Drive and Arlington Boulevard which involved a GLUP amendment request in an unplanned area of the County, the Planning Commission recommended that a new review process be developed for this type of GLUP amendment. The concern was that the GLUP is a high-level policy guide and that an analysis of whether it should be amended should be evaluated free of the influence of a specific development project.

County Board Policy

As a result, in 2008 the County Board adopted a new policy regarding GLUP amendments. The “Policy for Consideration of General Land Use Plan Amendments Unanticipated by Previous Planning Efforts” calls for a community review process in those instances where a requested land use change is inconsistent with the relevant adopted plan or when the request is in an area without an adopted plan. The policy includes the following language “... a proposed GLUP amendment for any site not identified in a County Board adopted planning study as appropriate for such a GLUP amendment will not be considered until such a planning study or analysis has been completed and presented to the County Board.” A study of this nature was deemed necessary to assess whether proposed changes to the GLUP are consistent with the County’s long-term planning principles and goals.

In determining how to implement the County Board’s new policy, staff worked closely with members of the Planning Commission. Staff developed a Long Range Planning Committee of the Planning Commission (LRPC) review process that would allow for a high-level review of the proposed amendments to the GLUP separate from and prior to any site plan or use permit project review.

A typical Special GLUP Study review process comprises the following steps:

- The LRPC holds a series of meetings at which the following information is presented and discussed:
 - scope and process;
 - background information on the proposal;
 - current and proposed GLUP and zoning designations for the site and surrounding sites
 - preliminary transportation analysis (proximity to transit, potential new streets or connections, existing vehicle counts on all frontages, pedestrian counts, etc.)
 - other information as necessary;

- Following the LRPC meetings, a “request to advertise” or “not to advertise” GLUP amendment staff report is prepared and presented, along with a comprehensive study document summarizing the findings of the study, to the Planning Commission for recommended action;
- The “request to advertise” or “not to advertise” report and study document are then presented to the County Board for final action, thereby concluding the Special GLUP Study process.
 - Authorizing advertisement, it should be noted, would not imply that the County Board supports the proposed amendment, but that it is in the realm of consideration, subject to an appropriate site plan.
 - Should an appropriate site plan be filed in the future for the subject site, staff would develop a recommendation on any proposed changes to the GLUP and zoning designations that is informed by the findings of the Special GLUP Study.

Completed Special GLUP Studies

Since the first Special GLUP Study - 2401 Wilson Boulevard Special GLUP Study in 2009 - there have been seven (7) additional studies. The most recent study was the 2801 9th Street South Special GLUP Study, which was completed in 2018. The typical Special GLUP Study focuses on one (1) site which is evaluated over the course of typically two (2) to three (3) LRPC meetings. One (1) of the eight (8) Special GLUP Studies, the Washington and Kirkwood Study, was unique in that it evolved into a larger study involving multiple properties and property owners. This study was categorized as a “Special GLUP Study Plus” and was similar to a small area plan process as it concluded with County Board adoption of specific policies and guidelines to guide future development applications within the prescribed study boundary, in addition to the advertisement of potential General Land Use Plan amendments. Most of the Special GLUP Studies have been situated in edge locations in areas without a plan or in areas with only limited plan guidance.

DISCUSSION: Over the course of the past several years, staff has identified certain issues with the existing process.

- Staff Resources/Costs: There is currently no dedicated Special GLUP Study fee. Rather, an existing fee, the “Rezoning with General Land Use Plan Amendment” fee, which has a base fee of \$8,740, plus a fee based upon the site size and requested zoning district, plus a \$4,371 Department of Environmental Services (DES) fee, is charged. However, the “Rezoning with General Land Use Plan Amendment” fee is “credited” towards an applicant’s 4.1 site plan fees, meaning that no study fee is collected unless a site plan application is not pursued.
- Staff Availability/Projected Timelines: Under the current process, a Special GLUP Study can be submitted for review at any time. As these requests are unpredictable, the studies are not planned or budgeted for as part of staff’s adopted work plan. Often this leads to long wait times and unpredictable timelines for both applicants and staff.
- Process Type: There is currently no mechanism for the County to determine whether the requested GLUP Study is the appropriate tool to evaluate potential change on a particular

site. Other tools or processes such as small area plans, Transfer of Development Rights (TDR) studies, or zoning or approval mechanisms such as Phased Development Site Plan (PDSP) amendments may be more appropriate.

Revisions to the Special GLUP Study Process

Based on the issues outlined above, County staff examined several options for reviewing these requests in the future, including:

- (1) returning to the pre-2008 process in which site plans are filed and reviewed concurrently with rezoning and GLUP amendment requests;
- (2) staying the course with the current process format;
- (3) revising the current process in a strategic manner by instituting an application window and a two (2)-phase review process; and
- (4) revising the current process in a manner similar to the third option but with rolling applications.

Staff initially recommended this third approach. The first approach would make it difficult to evaluate the policy questions and land use separately from projects. Continuing with the current process (i.e., the second approach) could benefit from increased efficiency and inclusivity. The third approach, as outlined below, would help to achieve greater efficiency, inclusivity, predictability and cost recovery. The fourth approach would achieve some of the same benefits as the third, but without an application window. While staff weighs the input it has received regarding administrative procedures for the timeline for these studies and the application window concept, staff recommends advancing a two (2)-tiered review process. Staff will continue to develop the details for the new process and procedures. The key change to the process is as follows:

Two (2)-Phase Review Process: Once a preliminary application is received, staff will evaluate the application and obtain input from the Planning Commission. During this first initial review period, staff will evaluate whether or not a Special GLUP Study is appropriate at that time or whether a different type of process, such as a small area process, a Phased Development Site Plan (PDSP) review or a Transfer of Development Rights (TDR) exchange, might be more appropriate and/or expeditious. Staff will then prepare a preliminary report to the County Board which will recommend or not recommend acceptance of the applications and in which order they would be reviewed, taking into consideration the other items on the Planning Division Work Plan, should more than one (1) application be received prior to the LRPC's preliminary review meeting. The County Board will then provide input to the County Manager on which applications to accept or not to accept and on the prioritization of accepted applications. Applications accepted move into the second phase - the full Special GLUP Study phase.

To advance, applications selected for study will then submit the separate study fee (separate from the initial review fee). Applications not accepted for review through the Special GLUP Study process may be resubmitted for consideration.

The revisions to the Special GLUP Study process are consistent with the County Board's 2008 "Policy for Consideration of General Land Use Plan Amendments Unanticipated by Previous

Planning Efforts.” No changes to this policy are proposed. The following amendments are proposed to reflect the updated Special GLUP Study process.

GLUP Booklet

Staff proposes the following revision to the Special GLUP Study process description in the GLUP Booklet, *Revising the Comprehensive Plan and Amending the General Land Use Plan*, to reflect the process changes described in this report (Full GLUP Booklet text included in Attachment A).

REVIEWING THE COMPREHENSIVE PLAN AND AMENDING THE GENERAL LAND USE PLAN

The second process includes an individual request for a change (amendment) to the General Land Use Plan, ~~by writing a letter to the Chairman of the County Board identifying the specific area and the General Land Use Plan designation being requested by an applicant in conformance with the Special GLUP Study Process document (Amendment Application Process). Upon receipt of such a request staff will review it and determine whether the Staff will review applications for applicability to the “Policy for Consideration of General Land Use Plan Amendments Unanticipated by Previous Planning Efforts” applies, and in accordance with the administrative policies and procedures outlined in the Special GLUP Study Process document. If the GLUP amendment policy does not apply, a “Request to Advertise” report will be prepared by staff for consideration by the Planning Commission and County Board. If the policy applies, then staff will work with the Planning Commission to develop a special process and meeting schedule to study the site and/or issues related to the requested GLUP amendment.~~

ACZO §15.1.5.B.d

Zoning Ordinance Amendment

Staff also recommends a Zoning Ordinance amendment to Section 15.1.5.B.d Administration and Procedures to add the Special GLUP Study and Special GLUP Study Plus “Study Fee” as a permissible item for reimbursement in instances where a Special GLUP Study or Special GLUP Study Plus is withdrawn prior to staff commencing its work. The initial review fee for these studies will be non-refundable. The recommended Zoning Ordinance Amendment is shown in Attachment B.

Zoning Fee Schedule

Staff furthermore proposes to amend the zoning fee schedule to make it more legible and to include new fees specifically for Special GLUP Studies that are representative of the time and cost for staff (both the Department of Community Planning, Housing, and Development (CPHD) and the Department of Environmental Services (DES) to complete Special GLUP Study processes under the new process guidelines.

First, staff proposes to move all GLUP related fees to their own section. The current GLUP Amendment fee, which is also currently interpreted as the Special GLUP Study fee, is located within the Rezoning Requests section. The GLUP Amendment Fee and other GLUP related fees, including the proposed Special GLUP Study fees, would be moved to a dedicated GLUP fee section for greater clarity and consistency. With regard to the revised and new fees, the following sections provide an overview of all fees related to GLUP amendments. The amendments to the zoning fee schedule are outlined in Attachment C.

GLUP Amendment Fee: This fee was previously listed in the zoning fee schedule as the Rezoning and General Land Use Plan (GLUP) Amendment fee. The amendment to the schedule would separate the GLUP Amendment fee and the Rezoning fee, however the fee for a GLUP Amendment would not change. Therefore, the fee for a GLUP Amendment would remain \$8,959, plus a \$4,317 DES review fee.

Staff proposes to add a new fee under the GLUP Amendment Fee to account for those applications for GLUP Amendments in areas where a Special GLUP study has already been completed. Staff determined that in instances where a Special GLUP Study has been completed, the majority (approximately sixty (60) percent) of the analysis typically needed for a GLUP Amendment would have already been done. The proposed fee would therefore reflect the remaining forty (40) percent of the review (\$3,583, plus a \$1,748 DES review fee).

Special GLUP Studies: Staff proposes several new Special GLUP Study fees for both Special GLUP Studies and Special GLUP Study Plus projects to reflect the process changes. The proposed fees were developed to achieve cost recovery for both CPHD and DES planning staff based on a study of staff hours spent on previously completed Special GLUP studies and the average salary of both Associate and Principal Planners (hourly rate, plus benefits).

The total fees were then split to establish the initial review fee and the study fee to reflect the two (2)-phase review process described above. Staff determined that in both study scenarios approximately twenty (20) percent of the work would be completed during the initial review period and the remaining eighty (80) percent would be completed during the full study for accepted applications. DES staff cost estimates follow the same model for the Special GLUP Study Plus fees, however in the case of a typical Special GLUP Study, the DES total fee (100 percent) would be applied to the study portion only if the application is selected. Staff also took into consideration the possibility of an applicant requesting supplemental studies (for example asking for the examination of another GLUP category after the study scope has been approved) after a full study has begun. Staff determined it would be appropriate to charge the applicant forty (40) percent of the study fee for this additional review. The table below illustrates the total fee breakdown as described.

Special GLUP Study				
Department	Total Fee	Initial Review Fee (20% of the Total Fee)	Study Fee (80% of the Total Fee)	Supplemental GLUP Study Fee (40% of the Study Fee)
CPHD	\$21,452	\$4,290	\$17,162	\$6,864
DES	\$5,625		\$5,625 (100%)	\$2,250

Special GLUP Study Plus				
CPHD	\$36,774	\$7,355	\$29,419	\$11,768
DES	\$11,250	\$2,250	\$9,000	\$3,600

The changes to the Special GLUP Study administrative process that staff are developing and the related fees will help resolve the existing issues with the current process and assist the County in achieving greater efficiency, inclusivity, predictability, and cost recovery. Additionally, the amendments described in this report will complement the proposed process changes and provide consistency in both the GLUP and the Zoning Ordinance. Therefore, staff recommends that the County Board authorize advertisement of public hearings by the Planning Commission on March 4, 2019 and the County Board on April 23, 2019 to consider a GLUP amendment to modify the Special GLUP Study process description in the GLUP Booklet to reflect the proposed process revisions, a Zoning Ordinance amendment to §15.1.5.B.d to add Special GLUP Study fees, and authorize advertisement of public hearings by the Planning Commission on March 4, 2019 and County Board April 4, 2019 to consider an amendment to modify the zoning fee schedule to establish new and revised fees for Special GLUP Studies to be effective July 1, 2019.

PUBLIC ENGAGEMENT:

Level of Engagement: Consultation. Staff consulted with the LRPC, the land use attorneys who participated in the previous Special GLUP Studies and the Commercial Real Estate Development Association (NAIOP) to receive input on the proposed process revisions.

Outreach Methods: Staff met with the LRPC to discuss its proposed process revisions on November 14, 2018. All land use attorneys involved in previous Special GLUP Studies were notified of this meeting. Staff met again with the LRPC on January 22, 2019 and, again, the aforementioned land use attorneys were invited to attend the meeting. Staff also met with the Commercial Real Estate Development Association (NAIOP) on January 23, 2019 to receive their input.

Community Feedback: Some land use attorneys attending the November 14, 2018 LRPC meeting raised concerns about the potential length of the new review process. At the January 22, 2019 LRPC meeting, questions were raised by Planning Commissioners, as well as the developers and land use attorneys in attendance, regarding the length of time that could be added to a Special GLUP Study process through the introduction of an application window. At the January 23, 2019 NAIOP meeting, there did not appear to be opposition to staff's proposal to recoup costs through new fees. Attendees, however, did express reservations about the potential lengthening of the review process that could be caused by the review window. Staff therefore proposes to continue to work on developing the specific details of the new process and procedures, while bringing forward the changes to the GLUP Booklet, the Zoning Ordinance and the fee schedule outlined above.

FISCAL IMPACT: The Planning Program anticipates receiving one Special GLUP Study and one Special GLUP Plus Study submission in FY 2020. The proposed fees are expected to

generate a total of \$75,101 in FY 2020, which is included in the County Manager's FY 2020 Proposed Budget.

CONCLUSION: The changes to the Special GLUP Study administrative process that staff are developing and the related fees will help resolve the existing issues with the current process and assist the County in achieving greater efficiency, inclusivity, predictability, and cost recovery. Additionally, the amendments described in this report will complement the proposed process changes and provide consistency in both the GLUP and the Zoning Ordinance. Therefore, staff recommends that the County Board authorize advertisement of public hearings by the Planning Commission on March 4, 2019 and the County Board on April 23, 2019 to consider a GLUP amendment to modify the Special GLUP Study process description in the GLUP Booklet to reflect the proposed process revisions, a Zoning Ordinance amendment to §15.1.5.B.d to add Special GLUP Study fees, and authorize advertisement of public hearings by the Planning Commission on March 4, 2019 and County Board April 4, 2019 to consider an amendment to modify the zoning fee schedule to establish new and revised fees for Special GLUP Studies to be effective June 1, 2019.

RESOLUTION TO AUTHORIZE ADVERTISEMENT OF PUBLIC HEARINGS AT THE PLANNING COMMISSION AND COUNTY BOARD MEETINGS TO BE HELD ON MARCH 4, 2019 AND APRIL 4, 2019, RESPECTIVELY, TO CONSIDER THE FOLLOWING:

- 1. AMENDMENTS TO THE SPECIAL GENERAL LAND USE PLAN (GLUP) STUDY PROCESS DESCRIPTION IN THE GLUP BOOKLET TO REFLECT THE PROPOSED SPECIAL GLUP STUDY PROCESS REVISIONS.**
- 2. AMENDMENTS TO THE ZONING ORDINANCE TO §15.1.5.B.d TO ADD THE SPECIAL GLUP STUDY “STUDY FEE” AND THE SPECIAL GLUP STUDY PLUS “STUDY FEE” AS QUALIFYING ITEMS FOR REIMBURSEMENT IN INSTANCES WHERE A SPECIAL GLUP STUDY OR SPECIAL GLUP STUDY PLUS APPLICATION THAT HAS BEEN ACCEPTED FOR STUDY IS WITHDRAWN PRIOR TO STAFF COMMENCING ITS REVIEW.**

The County Board of Arlington hereby resolves that the following items shall be advertised for public hearings by the Planning Commission on March 4, 2019 and the County Board on April 4, 2019 to consider:

- 1. Amendments to the Special GLUP Study process description in the GLUP booklet to reflect the proposed Special GLUP Study process revisions including a two (2)-tiered review process, as shown in Attachment A.*
- 2. Amendments to the Zoning Ordinance to §15.1.5.B.d to add the Special GLUP Study “Study Fee” and the Special GLUP Study Plus “Study Fee” as qualifying items for reimbursement in instances where a Special GLUP Study or Special GLUP Study Plus application that has been accepted for study is withdrawn prior to staff commencing its review, as shown in Attachment B.*

RESOLUTION TO AUTHORIZE ADVERTISEMENT OF PUBLIC HEARINGS AT THE PLANNING COMMISSION AND COUNTY BOARD MEETINGS TO BE HELD ON MARCH 4, 2019 AND APRIL 4, 2019, RESPECTIVELY, TO CONSIDER THE FOLLOWING:

- 1. AMENDMENTS TO THE ZONING FEE SCHEDULE TO ADD AND REVISE FEES FOR SPECIAL GENERAL LAND USE PLAN (GLUP) STUDY AND SPECIAL GLUP STUDY PLUS APPLICATIONS IN ORDER TO RECOVER COSTS OF THOSE SERVICES.**

The County Board of Arlington hereby resolves that the following items shall be advertised for public hearings by the Planning Commission on March 4, 2019 and the County Board on April 4, 2019 to consider:

- 1. Amendments to the Zoning Fee schedule to add and revise fees for Special GLUP Study and Special General Land Use Plan Study Plus applications in order to recover costs of those services, as shown in Attachment C.*

GLUP BOOKLET AMENDMENT

REVIEWING THE COMPREHENSIVE PLAN AND AMENDING THE GENERAL LAND USE PLAN

By state statute, each governing body of the Commonwealth must review the adopted Comprehensive Plan at least once every five years. In Arlington, the Comprehensive Plan elements are reviewed and amended on a continuing basis, as needed. In addition, every five years the Planning Commission and the County Board receive a summary of the reviews and amendments to the Comprehensive Plan over this period of time. This five-year review of the Comprehensive Plan also gives the County Board an opportunity to determine whether any element of the Plan should be considered for review or amendment over the next five-year period. The most recent Five-Year Review document adopted on February 21, 2017 is titled “Summary Report on Amendments to Arlington County’s Comprehensive Plan: A Five-Year Review. July 1, 2010 to June 30, 2015 with updates from July 1, 2015 to June 30, 2016”.

The General Land Use Plan may be amended through two processes: 1) as part of a long-range planning process for a designated area or 2) as a result of an individual request for a specific change. The first process includes detailed land use studies which may be undertaken for designated areas of the County at the County Board’s directive where conditions warrant a comprehensive framework of policies for community improvement through redevelopment, revitalization or conservation. Alternative land use policies are developed for the area by the Planning staff in cooperation with other County agencies, the Planning Commission, County Board appointed commissions and task forces, neighborhood and civic organizations and the business community. The Planning Commission and the County Board hold public hearings on the various proposals and adopt a series of recommendations for future development that may include extensive changes to the General Land Use Plan. This process was used to develop the Sector Plans for each of the Metro Station Areas in the Rosslyn-Ballston and Jefferson Davis Metro Corridors. A similar process is used in developing plans for Neighborhood Conservation Areas or any other large area of the County requiring comprehensive study.

The second process includes an individual request for a change (amendment) to the General Land Use Plan, by writing a letter to the Chairman of the County Board identifying the specific area and the General Land Use Plan designation being requested by an applicant in conformance with the administrative policies and procedures in the Special GLUP Study Process document (Amendment Application Process). ~~Upon receipt of such a request staff will review it and determine whether the Staff will review applications for applicability to the “Policy for Consideration of General Land Use Plan Amendments Unanticipated by Previous Planning Efforts” applies.~~ and in accordance with the administrative policies and procedures outlined in the Special GLUP Study Process document. ~~If the GLUP amendment policy does not apply, a “Request to Advertise” report will be prepared by staff for consideration by the Planning Commission and County Board. If the policy applies, then staff will work with the Planning Commission to develop a special process and meeting schedule to study the site and/or issues related to the requested GLUP amendment.~~

Depending on the GLUP amendment being requested, the scope of the study process could range from a few meetings organized under the auspices of the Planning Commission to review staff analysis, to a more extensive process where a plan with recommendations is developed. At the conclusion of the public review process, staff will prepare a “Request to Advertise” report, which includes the results of the study, for consideration by the Planning Commission and County Board. If the County Board decides to authorize advertisement of the proposed GLUP amendment, public hearing dates for the Planning Commission and the County Board will be set and publicly advertised. At the public hearings, which will be set on dates concurrent with hearings for the site plan project, the Planning Commission receives a recommendation from the County Manager and hears public testimony. The Commission makes a recommendation to the County Board regarding the requested amendment. The County Board at its meeting also receives the County Manager’s report, hears public testimony, and makes the final decision.

ATTACHMENT B – ZONING ORDINANCE AMENDMENT

Zoning Ordinance Amendments

In the proposed amendments:

- Text proposed to be added is shown with underline and text proposed to be deleted is shown with ~~striethrough~~.
- Where paragraphs are inserted, all subsequent paragraphs in the Zoning Ordinance will be renumbered and references will be updated accordingly.

Article 15. Administration and Procedures

§15.1. Common Procedures

§15.1.1. Fees

A. Fees

1. The County Board shall adopt a schedule of fees to be paid upon the filing of each application, permit and inspection required by this zoning ordinance.
2. Each application or other request for any permit, inspection or subdivision plat submitted for review for compliance with this zoning ordinance or site plan or use permit conditions shall be accompanied by a fee in accordance with the schedule adopted by the County Board.

B. Refunds

1. Refunds of Filing fees to applicants who have paid fees shall be provided upon written request to the zoning administrator, only under the following circumstances and in the amounts stated for the types of permits referenced below:
 - (a) Fifty percent of the amount of filing fees paid shall be refunded to the applicant upon written withdrawal of site plan applications or site plan amendment applications (other than administrative changes) within 90 days after submittal of such application and prior to any public meeting of the Planning Commission or committee thereof which meeting has the site plan application on its agenda;
 - (b) Fifty percent of the amount of filing fees paid shall be refunded to the applicant upon written withdrawal of use permit applications (other than use permits including new construction) prior to publication of notice of public hearing on such application;
 - (c) Fifty percent of the amount of filing fees paid shall be refunded to the applicant upon written withdrawal within of the following applications within 30 days after submittal of the subject application, and prior to commencement of review by any County staff person of such application:
 - (1) Applications for use permits involving new construction;
 - (2) Applications for administratively-reviewed Form Based Code developments;
 - (3) Applications for Board of Zoning Appeals use permits;
 - (4) Variance applications;
 - (d) Seventy-five percent of the amount of the filing fees paid shall be refunded to the applicant or reduced for the following applications if the subject application is withdrawn prior to commencement of review by any County staff person:
 - (1) Applications for administrative change;

(2) All applications for Special General Land Use Plan (GLUP) Studies and Special GLUP Study Plus projects ~~are refundable~~ except for Initial Special GLUP Study and Initial Special GLUP Study Plus applications.

~~(2)~~ (3) All other permit applications not otherwise specifically referenced in this §15.1.5

(e) All filing fees paid shall be refunded to the applicant upon written withdrawal of any application for a certificate of occupancy prior to any visit by the County to the subject property for the purpose of inspection;

2. All filing fees paid shall be refunded to the applicant for applications administratively withdrawn by the zoning administrator after a finding that the application was accepted in error.

**ARLINGTON COUNTY, VIRGINIA
DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
ZONING DIVISION
CONSOLIDATED FEE SCHEDULE FOR APPLICATIONS, VARIOUS PERMITS,
BUILDING PERMITS AND SUBDIVISION PLATS
APPLICATION FEES
UPDATED ~~JULY 14, 2018~~ July 1, 2019**

GLUP AMENDMENT REQUESTS

GLUP Amendment – \$8,959, plus \$4,371 DES review fee

GLUP Amendment request if a Special GLUP Study has been completed - \$3,583, plus \$1,748 DES review fee

Special GLUP Study

▪ **Special GLUP Study**

- Initial Review Fee - \$4,290
- Study Fee - \$17,161, plus \$5,625 DES Fee
- Supplemental GLUP Study Review - \$6,864, plus \$2,250 DES fee

*Fee ~~subject~~apply to applications currently under review by County staff, where the applicant has requested additional review beyond the approved project scope.

▪ **Special GLUP Study Plus (study involves more than one applicant or site)**

*Final determination as to whether a study is a Special GLUP Study or a Special GLUP Study Plus is ~~at the discretion of~~determined by County staff.

- Initial Review Fee - \$7,355, plus \$2,250 DES fee
- Study Fee - \$29,419, plus \$9,000 DES Fee
- Supplemental GLUP Plus Study Review- \$11,768, plus \$3,600 DES fee

*Fee ~~subject~~apply to applications currently under review by County staff, where the applicant has requested additional review beyond the approved project scope

Amendment proposed by County Board ~~in public interest~~ - No fee

REZONING REQUESTS

Rezoning to:	Site Area 25,000 sq. ft. or less	Site Area More than 25,000 sq. ft.
"R" Districts	\$4,290 plus \$1,093 DES fee	\$5,694 plus \$2,186 DES fee
"RA" Districts	\$4,290 plus \$1,093 DES fee	\$7,100 plus \$3,278 DES fee
"RA-H", "R-C", "RA-H-3.2", "RA4.8"	\$9,744 plus \$3,278 DES fee	\$14,608 plus \$5,463 DES fee
"S", "C", "M", "CP-FBC", "MU-VS" Districts	\$7,100 plus \$3,278 DES fee	\$9,911 plus \$5,463 DES fee
"C-0" Districts	\$14,608 plus \$5,463 DES fee	\$14,608 plus \$5,463 DES fee

~~Rezonings and General Land Use Plan (GLUP) Amendment~~ - ~~\$8,959 plus the above fee;~~
~~plus \$4,371 DES review fee.~~

Rezonings advertised at applicant's request on the County Board's Own Motion –
 \$7,100, plus the above fee, plus \$2,186 DES review fee.

Rezoning when accompanied by Site Plan - above fee in addition to applicable Site Plan fee.

Automation Enhancement Fee – 5% of total fees.

~~Amendment proposed by County Board in public interest~~ – No fee.