

BOARD OF SUPERVISORS MEETING

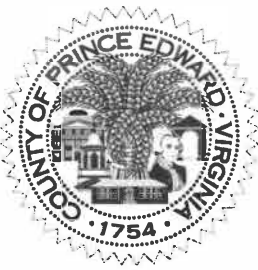
ADDENDUM PACKET

September 12, 2023

Item #

- | | | |
|-----|--|-----|
| 23. | Building Fee Schedule Revisions | 173 |
| 24. | <u>Closed Session:</u> | 183 |
| | a. Contract Negotiations – Section 2.2-3711(a)(29) | |

[This page intentionally left blank]



**Board of Supervisors
- Agenda Summary**

Meeting Date: September 12, 2023
Item #: 23
Department: County Administration
Staff Contact: Phillip Moore/Doug Stanley
Agenda Item: Building Fee Schedule Revision

Summary: On October 15, 2022 the Board adopted an updated schedule of building plan review and inspection fees to bring them in line with surrounding community and to bring the Department closer to self-sufficiency and covering the annual operating expenses of the Department.

The Budget for 2023-2024 is \$210,203. To date for the calendar year the County has collected approximately \$154,000 + an additional \$85,000 in fees on solar projects which are one time and sporadic.

At this time, we are proposing a couple modifications to the fee schedule to address a couple issues that have come up over the past year including:

- Provided for reduced Foundation/basement encapsulation fee for someone that is not finishing the basement but performing waterproofing or other work
- Reduced the fee for a singlewide mobile home by only charging 1 trade fee for all connections
- Provided a reduced fee for commercial re-roofing projects of \$0.15/SF vs. \$0.25/SF
- Provided a reduced fee for solar projects of \$0.25/SF vs. \$0.33/SF
- Increased the fee for commercial construction projects from \$0.30/SF vs. \$0.35/SF to address additional workload associated
- Provided for a Certificate of Occupancy (CO) fee of \$100 for structures that must be reinspected if there is no CO on file

Attachments: Current Building Fee Schedule, Proposed Commercial Building Fee Schedule, Proposed Residential Fee Schedule, Fee Example Slides

Recommendation: That the Board adopting the revised Commercial and Residential Building Fee Schedule as proposed.

Sample Motion: I move the Board of Supervisors adopt the revised Commercial and Residential Building Fee Schedule as proposed.

OR

I move that the Board of Supervisors table the request for further discussion.

Motion _____
Second _____

Cooper-Jones _____
Emert _____

Gilliam _____
Jenkins _____
Jones _____

Pride _____
Townsend _____
Watson _____



**PRINCE EDWARD COUNTY
BUILDING FEES
EFFECTIVE: OCTOBER 15, 2022**

Per action of the Prince Edward County Board of Supervisors on October 11, 2022, the following fee schedule is effective October 15, 2022. Inspections will only be performed during normal business hours, Monday – Friday, 8:00 a.m. – 4:00 p.m.

ALL RESIDENTIAL DWELLINGS AND ACCESORY STRUCTURES BUILT UNDER THE VIRGINIA RESIDENTIAL CODE: *This includes additions, decks, porches, modular and manufactured homes, garages, and industrialized buildings. The square footage for each floor, basement, garage, pools, decks and porches.*

<u>Category</u>	<u>Fee</u>
New Structure.....	\$100 + \$0.25/sq.ft.
Remodel.....	\$100 + \$0.20/sq.ft.
Trade Permits (electric, mech., plumbing, etc.).....	\$100 + \$0.03/sq.ft.
Demolition.....	\$100

COMMERCIAL PROJECTS AND STRUCTURES COMPLETED UNDER THE VIRGINIA BUILDING CODE:

<u>Category</u>	<u>Fee</u>
New Structures, additions, structural renovations.....	\$150 + \$0.30/sq.ft.
Non-Structural Renovations.....	\$150 + \$0.20 sq.ft.
Trades (electric, plumbing, mechanical etc.).....	\$150 + \$0.03/sq.ft.
Towers New.....	\$1000
Towers Collocation.....	\$750
Demolition.....	\$100 + \$0.03/sq.ft.
Plan Review.....	\$100

MISCELLANEOUS FEES:

<u>Category</u>	<u>Fee</u>
Tents.....	\$100
Signs (non-lighted wall mounted).....	\$50
Re-inspection fees 2 nd failure.....	\$50
Worked started without required permit.....	\$200
Local Appeals Board Application.....	\$200
Amusement Rides.....	Per Amusement Device Regulations, VDAR
State Levy.....	2%
Refund.....	Request must be in writing and no work or inspections completed. 80%

Prince Edward County
 Schedule of Fees
 Commercial Projects
FEES DUE AT PERMIT ISSUANCE
 2% State Fee will apply to all permits

All Commercial projects and structures completed under the Virginia Building Code:

New Construction and structural renovations:	\$150 min. + .35 /sq. ft
Commercial renovations (non-structural):	\$150 min. + .20/sq. ft.
Commercial re-roof (no structural improvements):	\$150 min. + .10/sq. ft.
Demolition:	\$100 min. + .03/sq.ft.
Commercial Trades:	\$150 min. + .03/sq. ft.
Plan Review:	\$100/ plan

Miscellaneous:

Solar Farms/installations **\$150 minimum + .25/sq.ft.**

Towers:		
	New Construction	\$1000
	Collocation	\$750
Tents		\$100
Signs (non-lighted wall mount signs)		\$50
Request for refund prior to work done or inspections completed.		80%
Re-inspection fee required after 2 nd failure		\$50
Re-inspection fee for inspections not ready		\$100
Application to Local Appeal Board:		\$200
Working without a permit		\$200

Amusement Device Inspections: Permit fees shall adhere to schedule provided by the Amusement Device Regulations (VDAR). Inspections shall be performed during business hours M-F (8:00AM – 3:00PM)

Proposed

Prince Edward County
Residential Fees

FEES DUE AT PERMIT ISSUANCE

2% State Fee will apply to all permits

All Residential dwellings and accessory structures built under the Virginia Residential Code:
This includes additions, decks, porches, modular and manufactured homes, garages and industrialized buildings. The square footage for each floor, basement, garage and deck/porch.

• Minimum Fee	\$100 minimum + .25/sq. ft
Renovations/repairs:	\$100 minimum + .20/sq.ft.
Foundation/basement encapsulation:	\$100 minimum + .15/sq.ft.
Trade Permits: (Plumbing, Electric, HVAC etc.)	\$100 minimum + .03/ sq. ft. per trade
Farm Buildings: (Must provide tax form Schedule F)	No Fee
Miscellaneous	
Tents exceeding 900 sq. ft.	\$75
Demolition:	\$100
Working without a permit	\$200
Re-inspection fees:	
- 2 nd failed inspection same issue	\$30
- Not ready when inspector arrives	\$100
Application to local Appeals Board:	\$200
Re-fund prior to work done or inspection completed.	80%

Note: Singlewide manufactured homes will only be charged one trade fee for installations of used or new singlewide homes.

Example Commercial Construction Dollar General

- Current Fees:
 - 10,431 square feet
 - $10431 \times .30 + 150 = 3279.30$
 - Trade $150 + 312.93(3) = \$1338.79$
 - **Total = \$4668.09**
- Proposed fees:
 - $10431 \times .35 + 150 = \3650.85
 - Plus trades $(150+.03/\text{sq. ft}) = \$462.93/\text{trade} \times 3 = \1388.79
 - **Total = \$5039.64**



8%



Example 3

Foundation encapsulation

- **Current Fees:**
- $1432 \text{ sq. ft.} \times .20 + 100 = \386.40
- **Total = \$384.40**
- **Proposed:**
- $1432 \times .15 + 100 = \314.80
- **Total = \$314.80**



18

shutterstock.com · 755875369



Example 4 manufactured home

- Current Fees:
 - 1200 sq. ft. x .25 + 100 = \$400
 - Trades \$136 per trade
 - Electric and Plumbing \$272
 - **Total = \$672**
- Proposed fees:
 - 1200 sq. ft. x .25+100 = \$400
 - Trades 100 + .03(1200) = \$136/trade
 - **One trade fee only for singlewides**
 - **Total = \$536**



Example 2

Solar Commercial Project

Current Fees:

$$252234 \text{ sq. ft} \times .30 + 150 = 75820.20$$

$$\text{Electric} = \$150 + .03 \times 18278 = 7717.02$$

$$\text{Total} = \$83,537.22$$

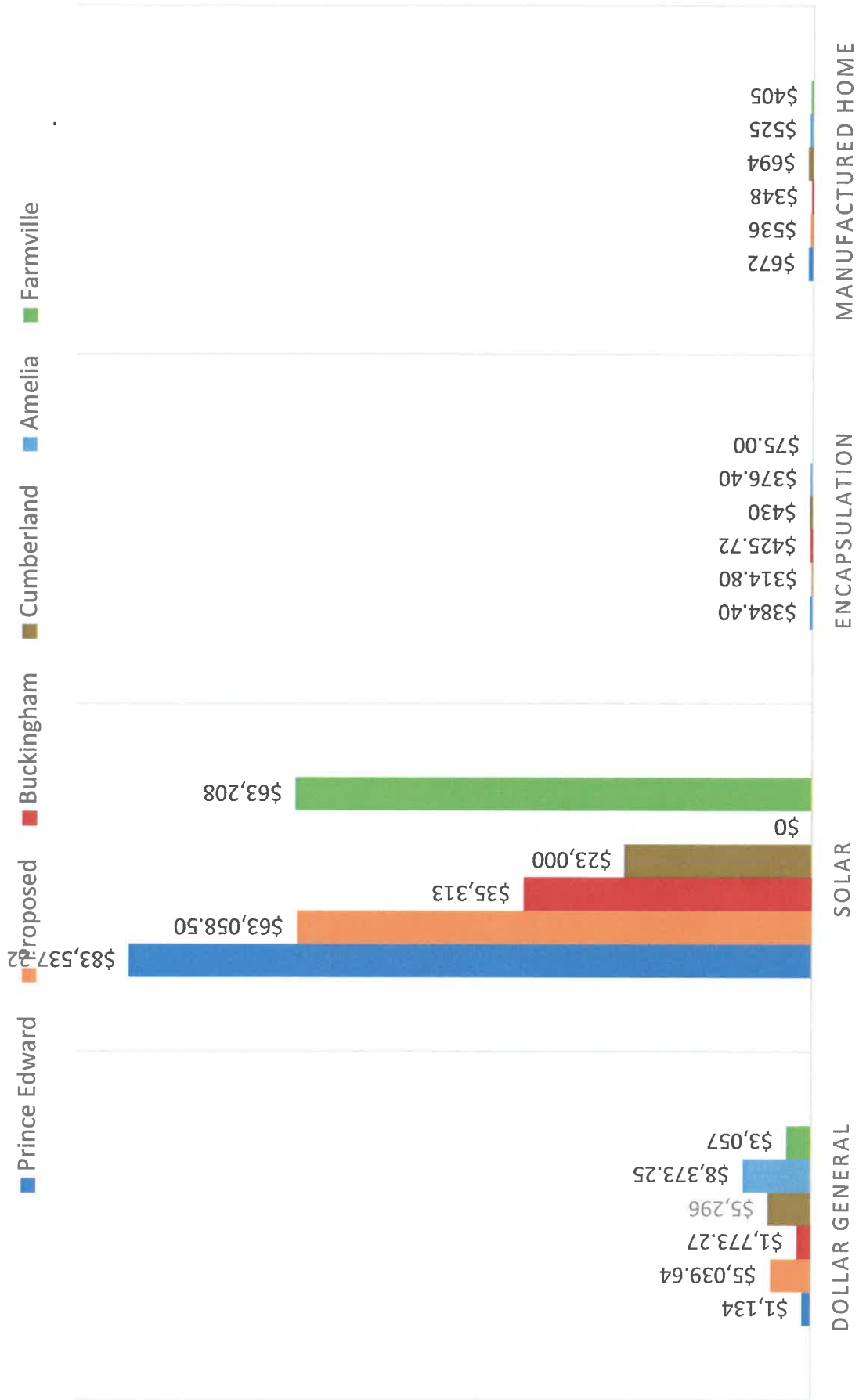
Proposed fees:

$$252234 \text{ sq. ft.} \times .25 + 150 = \$63058.50$$

$$\text{Total} = \$63058.50$$



FEE COMPARISON CHART



[This page intentionally left blank]



**Board of Supervisors
Agenda Summary**

Meeting Date: September 12, 2023
Item #: 24
Department: Board of Supervisors
Staff Contact: Douglas P. Stanley/Terri Atkins Wilson
Agenda Item: Closed Session

I. MOTION GOING INTO CLOSED SESSION

- I move that the Board of Supervisors convene in Closed Session for discussion of the award of public contracts for survey work and legal services involving the discussion of the terms and scope of such contact where discussion in an open session would adversely affect the bargaining position of the county, pursuant to the exemptions provided for in Sections 2.2-3711 (A)(29) of the *Code of Virginia*.

Chair: Is there a second to the motion?

Chair: Roll call vote.

II. MOTION FOR COMING OUT OF CLOSED SESSION

- I move that the Board of Supervisors return to open session.

Chair: Is there a second to the motion?

Chair: Roll call vote.

III. MOTION AFTER RETURNING TO OPEN SESSION:

- Whereas, the Prince Edward County Board of Supervisors has convened in closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and
- Whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia Law;
- Now, therefore, be it resolved that the Board hereby certifies that to the best of each member’s knowledge: (i) only public business matters lawfully exempted from open meeting requirements of Virginia law were discussed in closed session to which this certification resolution applies; and (ii) only such public matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered in the meeting by the Board.

Chair: Is there a second to the motion?

Chair: Any member who believes that there was a departure from the requirements of clauses (i) and (ii) shall state the substance of the departure that, in his judgement has taken place. (Such statement will be recorded in the minutes.)

Chair: Roll call vote.

Motion _____	Cooper-Jones _____	Gilliam _____	Pride _____
Second _____	Emert _____	Jenkins _____	Townsend _____
		Jones _____	Watson _____