



**Date of Council Meeting: July 13, 2015**

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** Update to Leesburg's School Capital Intensity Factor (CIF) to be consistent with Loudoun County

**Staff Contact:** Susan Berry Hill, Director, Department of Planning and Zoning

**Council Action Requested:** Direction of Council to update Leesburg's school CIF to be consistent with the County's current school CIF.

**Staff Recommendation:** Staff recommends that the school proffer guidelines be updated.

**Commission Recommendation:** Not applicable to date

**Fiscal Impact:** If the Town adopts the County's school CIF the per-unit school proffer recommendation will decrease with three unit types, add a factor to a new unit type, and delete application for age-restricted units. The specific factors are as follows:

- Single Family detached – reduced from \$29,750 to \$19,070.43
- Single Family attached – reduced from \$15,619 to \$11,974.46
- Multifamily – reduced from \$7,809 to \$5,100.23
- Multifamily/Stacked - new CIF guideline at \$6,652.48
- Age-restricted units – no school CIF is applied

**Work Plan Impact:** Adoption of the updated school CIF will not affect the staff work plan. Staff would notify the public, particularly applicants and the development community, about changes to Leesburg's school CIF and assure that notice about this proffer guideline change is circulated and posted.

**Executive Summary:** Through adoption of Resolution 2005-111, Town Council adopted the County's school CIF. In December, 2013, the Town Council adopted Resolution 2013-146 to update Leesburg's school CIF to be consistent with the County's current CIF. Knowing that the County staff had been tasked by the Board of Supervisors to update the County CIFs in 2014, Town staff deferred work to update the Town's school CIF until such time as the County had adopted their updated figures. Board action was taken in December, 2014. Additionally, the Board of Supervisors has revised the school CIF again on June 17, 2015 to eliminate the application of this guideline for age-restricted residential projects.

**Background:** The Town received a request from the Board of Supervisors via a letter dated April 12, 2005 to consider adopting the county's proffer guideline for school capital construction. This is known as the school Capital Intensity Factor (CIF). Town Council adopted Resolution 2005-111 which established a proffer guideline for school capital costs. The resolution specified:

- Separate per-unit factors for single-family detached, single-family attached and multi-family units;
- The school CIF would apply to the number of units proposed above the base zoning;
- Proffer money collected would be used to provide school capital facilities that serve Leesburg residents who live in the new development resulting from the rezoning; and
- The Town Manager would establish accounting procedures to collect and transfer the proffer money to the County.

Since adoption of Resolution 2005-111, the Town has obtained school proffers from the following residential rezonings: PMW Farms, Market Place at Potomac Station, Village at Leesburg and Somerset Park. Crescent Place was approved in 2013 with proffers that can either be used for school capital construction or other projects deemed appropriate by the Town Council.

**Future School Capital Needs in Leesburg:** The recently adopted Capital Improvements Program (CIP) for Loudoun County Public Schools lists two capital projects:

- Renovation to the JROTC area of Loudoun County High School
- Moving Douglass (Alternative) School to the C.S. Monroe Technology Center

Staff contacted Sam Adamo from Loudoun County School Administration to see if there were other capital needs the schools would have. He responded that they are planning a framework to address capital maintenance needs of existing schools throughout Loudoun for the upcoming year's CIP. The reduction in the per unit factors that were adopted by Loudoun County reflects the fact that school capital needs is projected to decrease in the future due to a reduction in population growth of school age children throughout the County and in the Leesburg sub area.

**New Factors:** The chart below shows Leesburg's existing factors and those which were recently adopted by the County.

	Existing School CIF	Proposed School CIF
Single Family Detached	\$29,750	\$19,070.43
Single Family Attached	\$15,619	\$11,974.46
Multi Family	\$7,809	\$5,100.23

2/2 aka Stacked Townhouse	----	\$6,652.48
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New Contents of Proposed Resolution: In addition to the new factors as described above, staff recommends the following:

- Age-Restricted Housing: As noted above in the Executive Summary, the County has eliminated the school CIF proffer guideline for age-restricted residential projects. To date, on applications with age-restricted components, staff has recommended that the multi-family factor be applied to the age restricted units. If Town Council wishes to be consistent with the County lead on this issue, proffer guidelines should indicate that a school CIF will not be recommended for age-restricted projects. The companion memo on non-school CIF notes this issue too. If Council wishes to adopt a non-school CIF, staff recommends that it would apply to age-restricted housing.
- Escalator: Staff recommends that proffer guidelines include provisions for escalator language and that escalators always be included with proffers.
- Automatic Updates to Factors: The question has been asked of staff whether the Leesburg school CIF can be automatically updated every time Loudoun County updates their school CIF. While this would be expeditious, Staff notes that Town Council may not always wish to automatically adopt whatever the County adopts. For example, in June, the Board of Supervisors exempted age-restricted housing from the school CIF. Would Council have wanted to have such change automatically approved for Leesburg's CIF? Staff defers to Council on this question. The draft resolution *does not* contain this provision and would need to be added if the Council wished to have it included.
- Effective Date: A decision should be made as to when the new school-CIF will be become effective. Options are provided below.
  1. Effective immediately
  2. Effective immediately but does not apply to current land development applications
  3. A later date to be determined by Council
- No Geographic Area Restrictions : For the updated resolution, staff does not recommend retention of Section 3 in Resolution 2005-111 which states::

Any proffer money collected shall be used to provide school-related capital facilities that will serve the Leesburg residents who will live in the new development resulting from the rezoning as defined by the County's Leesburg Sub-Area or the appropriate School Board Cluster designation.

As noted above, the two capital facility improvements that are planned for Leesburg schools – ROTC and Monroe Technology Center - could accommodate students living anywhere in Leesburg.