TOWN OF WEST POINT
1ST SUBCOMMITTEE MEETING
April 14, 2026
5:00 p.m.

I. AGENDA CHANGES

II. CITIZENS' ADDRESS TO COUNCIL

III. ADOPTION OF MINUTES

A. March 10, 2026 **(Tab 1)**

IV. COMMUNITY DEVELOPMENT AND PUBLIC WORKS

A. 14th St. Property Acquisition Discussion - Steve Hudgins **(Tab 2)**

V. FINANCE

A. FY 2027 Budget Discussion - Steve Hudgins

B. Split Levy Reconciliation Update - Steve Hudgins

VI. GENERAL INFORMATION

VII. TOWN COUNCIL AGENDA

VIII. NEXT 2nd SUBCOMMITTEE MEETING: April 16, 2026

NEXT 1st SUBCOMMITTEE MEETING: May 12, 2026

IX. ADJOURNMENT

DRAFT

TOWN OF WEST POINT
1st SUBCOMMITTEE MEETING
MINUTES
March 10, 2026

The West Point Town Council held its 1st subcommittee meeting on March 10, 2026. The Honorable Joshua T. "Jack" Lawson called the meeting to order at 5:00 p.m.

Members Present: Mayor, Jack Lawson; Samantha Bohannon, Jeffrey Cole, Johnny Nein, James Pruett, John Ragsdale, and Christopher Vincent.

Also Present: Steve Hudgins, Acting Town Manager; Rebecca Hile, Town Clerk; Holly McGowan, Community Development Coordinator; Spencer Cheatham, Fire Chief; Walt Feurer, Director of Public Works; Donna Pauley, Human Resource Officer; Ron Minick, Building Official; Tim Sawyer, Chief of Police, and Stanley Wood, Co-Owner of Fulcrum Concepts, LLC.

I. AGENDA CHANGES

Ms. Bohannon made a motion to approve the agenda of the March 10, 2026 1st subcommittee meeting seconded by Mr. Cole. Upon roll call, Ms. Bohannon, Mr. Cole, Mr. Nein, Mr. Ragsdale, and Mr. Vincent, all voted "Aye". The motion was approved.

II. CITIZENS' ADDRESS TO COUNCIL

A. Use of Shooting Range – Fulcrum Concepts, LLC

Stanley Wood, Co-Owner of Fulcrum Concepts, LLC gave a presentation, attached below, regarding a potential agreement between his company and the Town for the use of the ITI Shooting Range at the Middle Peninsula Regional Airport to test their Gatling gun. In exchange for use of the range, Fulcrum Concepts, LLC would perform necessary repairs and implement significant improvements

Ms. Bohannon inquired as to what format the agreement would take.

Mr. Hudgins answered that, in consultation with the Town Attorney, Town Staff are looking at a licensing agreement.

B. Citizens' Address to Council

Mayor Lawson opened the floor for citizens to address Town Council on any Town related business. There being none, Mayor Lawson closed the floor.

III. ADOPTION OF MINUTES

Mr. Nein made a motion to adopt the minutes of the February 10, 2026 1st subcommittee meeting seconded by Mr. Pruett. Upon roll call, Mr. Cole, Mr. Nein, Mr. Pruett, Mr. Ragsdale, Mr. Vincent, and Ms. Bohannon, all voted "Aye". The motion was approved.

IV. COMMUNITY DEVELOPMENT AND PUBLIC WORKS

A. Building and Zoning Fee Adjustment Discussion

Ms. McGowan, Director of Community Development presented a schedule of zoning fee changes, which can be found attached, and asked for the authorization of the Council to advertise this month for a public hearing in April.

Town Staff conducted a comprehensive review of the Town's existing fee schedules and compared them with those of surrounding counties and similar sized municipalities. This analysis confirmed that the Town of West Point's current zoning-related fees are below those of its peers. Existing fees do not adequately account for the staff time, administrative processing, inspections, public notice requirements, and ongoing compliance oversight associated with many applications. Even with the proposed adjustments, the Town's fees will remain comparable to, or lower than, those of many neighboring jurisdictions.

Mr. Cole asked if Town Staff know what the approximate increased fee revenue might be in the next year if the changes were to be adopted.

Mayor Lawson replied that an approximate figure would be difficult to determine. If the Town continues to grow at a similar rate to that of the past year, the revenue would be significant. However, if the growth rate reflects the Town's average growth, the revenue would be much less.

Mr. Nein asked about items listed under the miscellaneous section.

Ms. McGowan explained that the large-scale printer location in Town Hall is the only one in the area. In rare cases when building plans are not available online, applicants may come to Town Hall to print copies of their plans.

Mr. Nein asked what situations the new Administrative Waiver for Maintenance in the RPA applies to.

Ms. McGowan explained that the waiver applies to requests for tree removal within the RPA and noted that the Town currently does not have a formal process in place for those requests.

Ms. Bohannon asked if the fee is intended to cover the cost associated with staff conducting a site visit to determine whether a tree may be removed.

Ms. McGowan explained that any changes need to be documented and added that there are removals occurring which have not gone through the proper channels.

In response to Mr. Nein's question regarding the Chesapeake Bay Exception fee, Ms. McGowan explained that any encroachment within the zero-to-fifty-foot buffer must be reviewed by the Planning Commission, while encroachments within the fifty-to-one-hundred-foot buffer are administratively reviewed; however, both are subject to the same fee. She also noted that the administratively reviewed Chesapeake Bay Exception was accidentally omitted from the fee schedule provided to Council.

Mr. Pruett noted that applications which go to the Planning Commission for a Chesapeake Bay Exception are usually only approved if there is a real hardship.

Ms. Bohannon asked for confirmation that removing a tree within the zero-to-fifty-foot buffer would cost $800.00.

Ms. McGowan clarified that tree removal falls under the Chesapeake Bay Administrative Waiver for Maintenance in the RPA and would cost $100.00.

Ms. Bohannon asked if the waiver applies to activity in the fifty-to-one-hundred-foot buffer and the exception applies to the zero-to-fifty-foot buffer, or if the distinction is based on the type of activity, such as vegetation removal versus construction.

Ms. McGowan explained that a Chesapeake Bay Exception is required when an applicant seeks to encroach into setbacks for structural development, such as residential construction, near the water.

Ms. Bohannon asked about the difference between a waiver and a modification and whether property owners must seek Town approval prior to changing or doing anything on their property.

Ms. McGowan explained that any major landscaping changes require a landscaping plan and a Bay Act Site Plan, and if the property is located within the RPA, all changes must be approved by the Town. She noted that the proposed fee changes do not alter existing requirements that have long been in place.

Ms. Bohannon asked why the fees for appeals, which go to the Planning Commission or Town Council, have increased so substantially in the new fee schedule.

Ms. McGowan explained that anything which goes before the Council or the Planning Commission is circulated between departments for review, and Ads for the public hearings must be placed in the newspaper, which is a significant cost to the Town. The

cost to run an advertisement in the newspaper for at least two weeks can range from four to five hundred dollars.

Mayor Lawson stated that his main concern is that costs are being covered at least in part, and that the fees will never be covered completely, because the Town is not aiming to make money, just to alleviate the burden on the taxpayers who are not involved in these building projects.

Mr. Nein asked what a Comprehensive Plan Amendment request would look like.

Ms. McGowan explained that many localities require any rezoning or other specific changes to be reflected in the Comprehensive Plan through an amendment. She noted that a resident may request a future land use plan change if, for example, they are seeking a rezoning that does not align with the existing Comprehensive Plan. In such cases, the resident could apply for a Comprehensive Plan amendment to provide justification for a future rezoning request. She added that the Planning Commission could also initiate an amendment on its own if it determines that a change is appropriate.

The Council members authorized Ms. McGowan to advertise a public hearing to be held on April 28th, 2026, at 6:30 p.m. for the Zoning and Building Fee Schedule.

V. FINANCE

A. FY 2027 Budget Discussion

Mr. Hudgins provided updates on the FY 2027 Budget, noting that no additions, removals, or significant changes were made.

He noted that several council members had questions regarding the school district's budget, which he forwarded to Dr. Frazier who provided additional information, now available in the shared Dropbox. He also shared that the school district has reduced their request by $30,000.00, which was accomplished by slightly reducing the funds request for vehicle maintenance, technology improvements, transportation, and substitute teacher pay adjustments. The total increase in the budget request made by the school district is $291,859.00, which is lower than the previous year's total increase of $295,000.00.

Mr. Hudgins also shared in Dropbox a write-up from Chief Cheatham, which provides additional information about his vehicle request.

Mr. Nein called Mr. Cheatham forward and asked about the cost breakdown of the vehicle versus the equipment, and whether the new vehicle would replace the current one.

Chief Cheatham answered that the vehicle itself is $50,000.00 and the additional equipment costs $40,000.00. The current vehicle would be used for several

community programs, and having both vehicles will give the department the ability to have multiple people on duty as chief officers in town.

Mr. Nein asked how much of the equipment would be used on a weekly basis, or if most of the equipment would only be used in extreme situations.

Chief Cheatham explained that the vehicle is used when there is a structure fire as well as vehicle accidents, and during these events two out of three of the additional radios will be used.

Mr. White asked if the current vehicle could be outfitted with the new equipment.

The current vehicle has some of the equipment, Chief Cheatham explained, and could be outfitted with the new equipment, but has limits due to its age and size.

Mr. Hudgins presented several minor adjustments to the budget. The health insurance increase was shown as being borne entirely by the general fund but also affects employees in the water fund and the solid waste fund. The Town has also applied for an SRO grant that would provide $55,000.00 in revenue. These changes have lowered the budget by about $110,000.00.

Mr. Cole asked if Town Staff have received the audit report.

Mr. Hudgins replied that Town Staff are expecting the audit report any minute.

Mr. Cole asked if there were any updates from King William County regarding the split levy money owed to the Town.

Mr. Hudgins stated that he does not have any updates but plans on calling their new financial director to touch base.

Mr. Cole asked if there is any information available which details how the fund balance has gone up and down over the last four or five years.

Mr. Hudgins replied that he can put a presentation together, but noted that he has looked over the audits, budgets, and budget amendments for the past couple of years and the Town has been very consistent in how much money they pull from the fund balance to cover the budget gap.

VI. GENERAL INFORMATION

Mr. Hudgins reminded the Council that the Board of Zoning Appeals still needs two alternate members and pass on to Town Staff the names of anyone willing to serve. There is a BZA action which needs to take place, and as various members have recused

themselves due to conflicts of interest, there are only three members who can vote: two full members and one alternate member.

Mr. Hudgins also reported that the Jack's house on Fourteenth Street next to the funeral home needs to be demolished and the property owners have offered the property to the Town to take possession of. The Town would have to demolish the house but would gain waterfront property, as the house borders the creek. The piece of property which lies between the house and the road is owned by VDOT, but the Town could potentially negotiate the acquisition of the property. Mr. Hudgins proposed that, unless council members have a strong objection to the prospect, Town Staff will work on analyzing the situation to ensure that the property can be used, and if so will bring it to the Council for action.

Mr. Pruett noted that the location of the property along Fourteenth Street makes it a valuable asset because there are only a few commercial lots in that location which are still vacant.

The Council agreed to have Town Staff investigate the potential acquisition.

Mr. Hudgins also added that progress is being made with the sale of Town property near the Middle Peninsula Regional Airport.

VII. TOWN COUNCIL AGENDA

Mayor Lawson asked if there were other items aside from the authorization to advertise the public hearing that will be on the upcoming Town Council agenda.

Mr. Hudgins replied that there may be an agreement with Fulcrum Concepts, LLC on the agenda.

VIII. NEXT 2nd SUBCOMMITTEE MEETING: March 19, 2026

NEXT 1st SUBCOMMITTEE MEETING: April 14, 2026

IX. ADJOURNMENT

There being no further business, Mayor Lawson adjourned the meeting at 6:30 p.m.

Town of West Point Town Manager, Mr. Steven Hudgins & Council

TRAINING RANGE USE

March 10, 2026

FULCRUM

AGENDA

FULCRUM

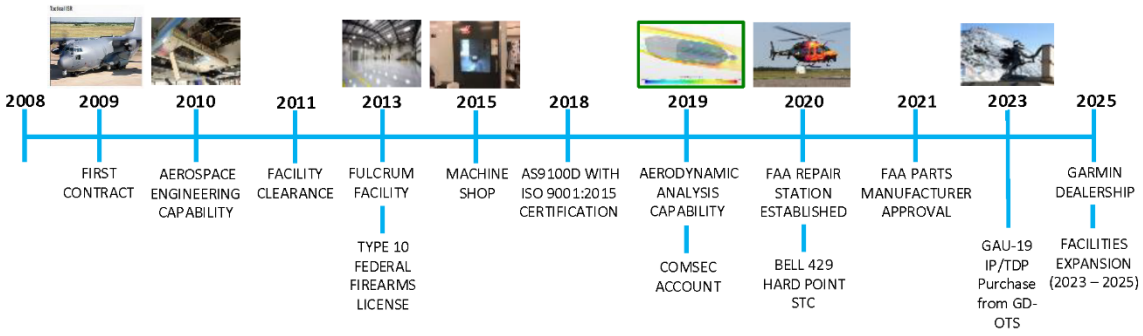
- Introductions
- Fulcrum Overview
- Range Overview
- Fulcrum's Proposed Range Use
- Fulcrum's Proposed Range Improvements
- What is a GAU-19?
- GAU-19 Operational Safety
- Range Safety
- Possible Issues/Questions and Mitigation
- Fulcrum's Request (Immediate and Long Term)
- Questions

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FULCRUM TIMELINE

Mission Statement: Provide a responsive, comprehensive, problem-solving capability to our customers.

- ~ 90 – 100 employees
- We maintain a unique mix of highly capable personnel with operational military experience, and commercial professional experience.



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FULCRUM FACT SHEET

Mission Statement: Provide a responsive, comprehensive, problem solving capability to our customers.

- Formed in 2008
- Veteran Owned Small Business
- AS9100D/ISO 9001:2015 Certified
- FAA Part 145 Repair Station
- FAA Parts Manufacturer Approval (PMA)
- Type 10 Federal Firearms License
- Arms, Ammunition & Explosives Cert (AA&E)
- Export Capability, ITAR Compliant

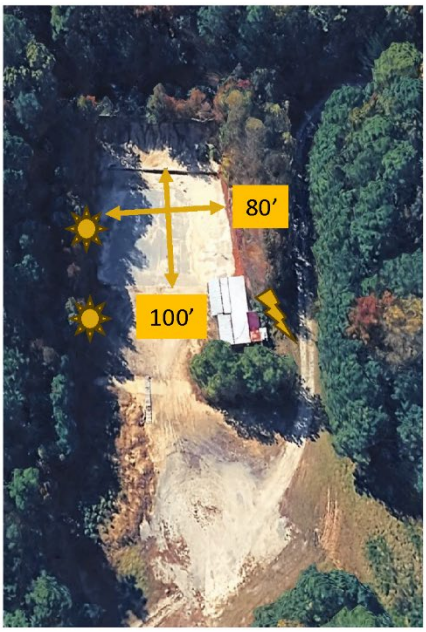


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RANGE OVERVIEW

- Size:
  - ~ 80’ W x 100’ L black top pad
  - 3 x ~ 15’ berms
  - ~ 5’ Fence on berms
  - Power w/lighting
  - Access (MPRA and Road w/Gates (2 x)
  - Building
  - Parking





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FULCRUM’S PROPOSED RANGE USE

- Range Use
  - GAU-19 and barrel testing
    - We need 1000” or ~ 83’ for ATP/HPT barrel testing
  - GAU-19 training
    - See back-up slides
  - GAU-19 demonstrations
- Other opportunities:
  - Small arms range/training









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PROPOSED FULCRUM IMPROVEMENTS



- Now:
  - Weed/Berm repair and additional sand (front and both sides)
  - Fence repair
  - Erosion/ricochet cover over the berm (front only)
  - Target Board
  - Remove sand/dirt from blacktop
  - Concrete/tie down pad w/grid or imbedded rings/hooks w/ground point and hooks for a pop-up canopy
  - Test/Witness personnel barrier
    - Could use building
  - Fill in the swampy area around the immediate range/target with gravel etc. Grade.
  - Connect electricity (CB is on another range)

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PROPOSED FULCRUM IMPROVEMENTS



- Later: (will require an additional quote)
  - Update building
    - Inside/Outside
      - Classroom
      - Maintenance
      - Loading
      - Storage
  - Restroom (portable)
  - Small arms range improvement (3 x gun) for LE and or Military small arms/marksmanship training.
  - Use existing material (grade)
  - Gravel (road/parking)

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PROPOSED FULCRUM IMPROVEMENT ESTIMATE

- DNB Summary
  - Clear and grub the trees/shrubs growing from the berm
  - Rough grade the existing berm
  - Furnish/install GEOWEB material. See next slide.
  - Fill/cap the GEOWEB with sand and natural erosion control matting
  - Seeding the area to further combat erosion of the berm
  - Rehabilitation of the existing gravel drive into the range with new stone
  - Furnish and install personnel barriers. See next slide.
  - Concrete Pad
  - Target Board
  - Fence Repairs as needed
  - Electrical connection
- Quote $150,000 - $175,000
- Schedule TBD

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HESCO AND GEOWEB EXAMPLES

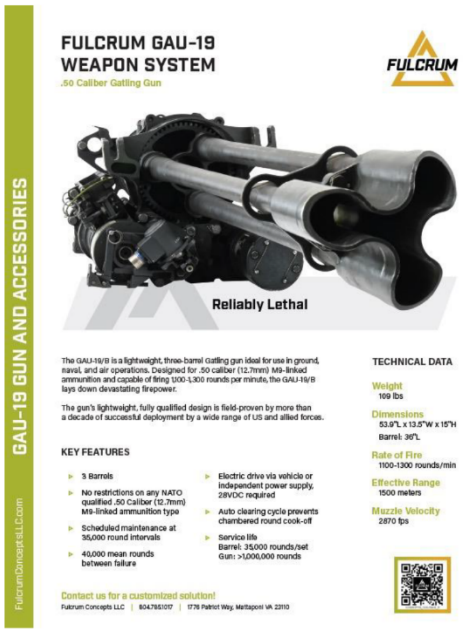




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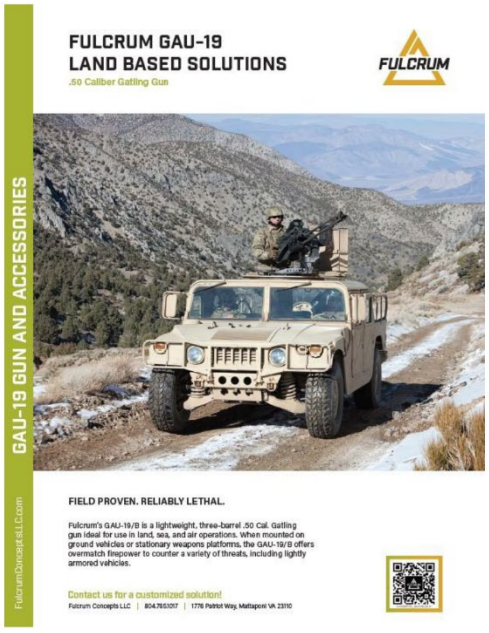
WHAT IS A GAU-19?

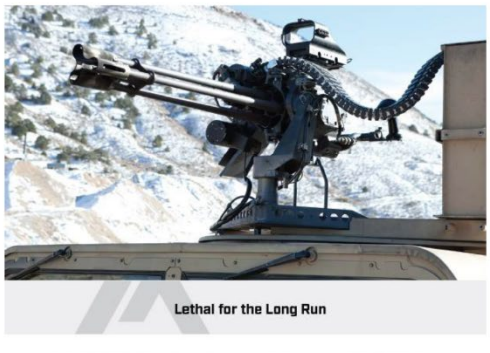
- Three-barrel .50 caliber (12.7mm), air cooled, belt-fed, electrically driven Gatling gun
- Developed during the 1980's in response to DOD identified needs for additional lethality and greater standoff than that provided by the 7.62mm mini-gun
- Developed with General Electric IR&D (now General Dynamics Ordinance and Tactical Systems)
- Currently fielded to provide lightweight, lethal firepower to a variety of platforms:
  - Helicopters
  - Vehicles
  - Vessels



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GAU-19 LAND BASED SOLUTIONS





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GAU-19 AIR BASED SOLUTIONS

FULCRUM

GAU-19 GUN AND ACCESSORIES

FULCRUM GAU-19
AIR BASED SOLUTIONS

.50 Caliber Gatling Gun



FULLY QUALIFIED. FIELD PROVEN. RELIABLY LETHAL.

Fulcrum's GAU-19/B is a lightweight, three-barrel .50 Cal. Gatling gun proven to provide overmatch firepower from fixed- and rotary-wing platforms. Designed for .50 caliber (12.7mm) M9-linked ammunition and capable of firing 1,100-1,300 rounds per minute, the GAU-19/B lays down devastating firepower to counter a variety of threats, including lightly armored vehicles.

Contact us for a customized solution!

Fulcrum Concepts LLC | 804.763.1017 | 1776 Patriot Way, Mattaponi VA 23110

FulcrumConceptsLLC.com



Lethal for the Long Run

As the OEM for the GAU-19, Fulcrum offers everything you need to deploy this dominant weapon system on your aircraft. Whether mounted using a pintle mount, Fulcrum's GP-19 gun pods, or with a custom-designed integration, we provide the design, testing, training, and support to optimize the weapon system for your mission requirements.

The GAU-19/B's lightweight, fully qualified design is field-proven with decades of successful deployment by the US and allied forces.

KEY FEATURES

- 3 Barrels
- No restrictions on any NATO qualified .50 Caliber (12.7mm) M9-linked ammunition type
- Scheduled maintenance at 35,000 round intervals
- 40,000 mean rounds between failure
- Electric drive via vehicle or independent power supply, 28VDC required
- Auto clearing cycle prevents chambered round cook-off
- Multiple sighting systems available

TECHNICAL DATA

Weight
109 lbs

Dimensions
53.6"L x 13.5"W x 15"H
Barrel: 36"L

Rate of Fire
1100-1300 rounds/min

Effective Range
1500 meters

Muzzle Velocity
2870 fps

Service Life
Barrel: 35,000 rounds/set
Gun: >1,000,000 rounds

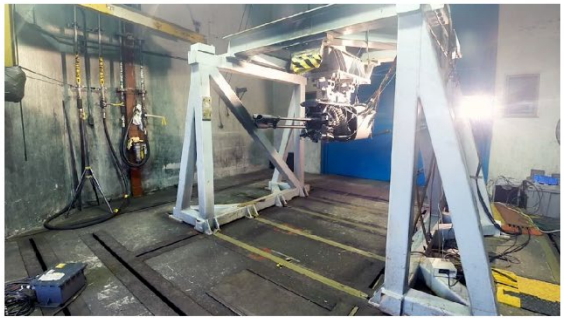
Contact us to discuss how Fulcrum can integrate the GAU-19 into your land, sea, or air platform.

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GAU-19 VIDEOS

FULCRUM





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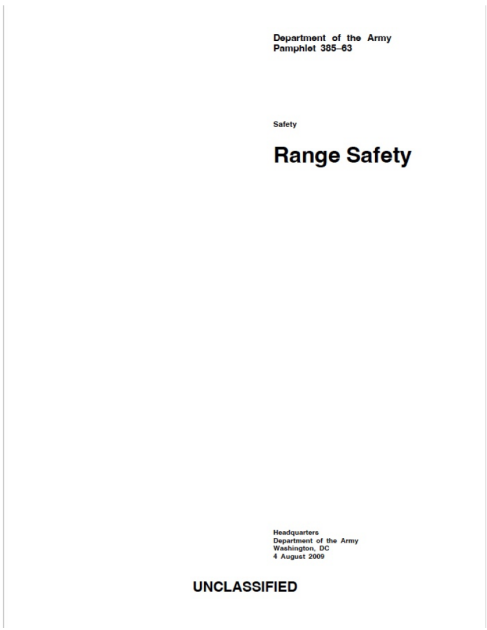
GAU-19 OPERATIONAL SAFETY

- GAU-19/A has a clearing cycle
  - Barrels continue rotating after powered-delinker has stopped decoupling rounds for ~ 300 – 400 milliseconds (approx. 2– 3 rotations)
    - Clears the chambers of all rounds
    - Reduces potential for collateral damage/injury
- Electronic safeing solenoid safes gun when electric signal removed
  - Reduces potential for collateral damage/injury
- Reduced potential for “cookoff” due to no rounds left in a heated barrel

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RANGE SAFETY

- Range safety (DoD document as a Handrail)
- Range checklist (established—back up slides)
- Personal Protective Equipment (PP&E):
  - Eye protection
  - Hearing protection
- Communication (handheld iCom & cellular phone)
  - MPRA
  - Fulcrum HQ
  - Emergency #’s available
- Medical
  - First aide bag/kit onsite
- Fire extinguisher(S) and firefighting tools (rakes, shovels, fire rake, etc.


Department of the Army
Pamphlet 385-63

Safety

Range Safety

Headquarters
Department of the Army
Washington, DC
4 August 2009

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POSSIBLE ISSUES AND MITIGATION

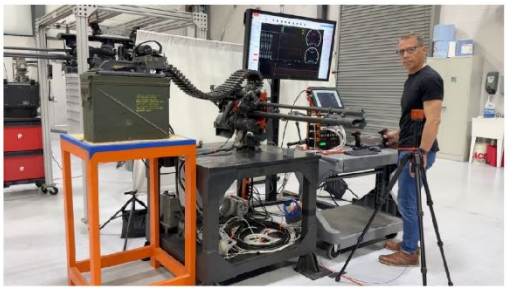
- Noise:
  - ~ 5’ fence with soundproofing on top of berms (3 x sides)
  - Limit hours of operation
    - 8 – 11 AM; 1 – 4:00 PM
    - Special Evening hours:
      - 6 – 8:00 PM or
        - 2 hours; adjust for daylight savings
  - A .50 Cal is ~ 170 – 180 decibels
- Fire:
  - Communication w/fire department
    - Monitor National/Virginia Fire Danger Rating System
    - Identify/remove possible fire hazards
    - Fire extinguisher onsite
- Ricochet:
  - ~ 15’ dirt and sand berm with a ~ 5’ fence with soundproofing on top of berms on 3 x sides
  - Erosion preventative fabric will also prevent ricochet
  - Fixed gun position (azimuth and elevation)
  - See next slide
- Down Range (Surface Danger Zone (SDZ)):
  - How far does a bullet go: ~ 1.5 miles/ ~ 7,900 feet
  - What direction is the GAU-19 pointing? ~ SW/224 Degrees
  - Is there a house in that Direction? Yes (out of range)
  - See slide 18

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FIRING FIXTURE

- Fixture is fixed to the stand
- Stand is 800 lbs + GAU-19 (109 lbs)
- Stand has tie down points

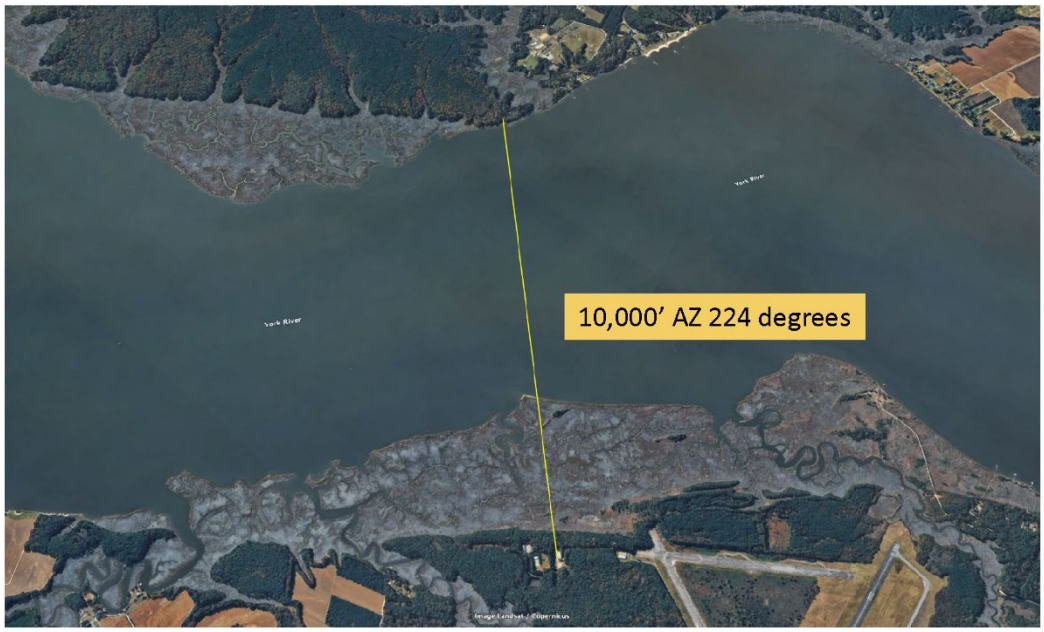




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DISTANCE ACROSS THE RIVER



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FULCRUM'S REQUEST (USE AGREEMENT)

- Immediate:
  - Demonstration?
  - Permission for the Use of the range to test 10 x new GAU-19's for a USG FMS case NLT the EOM March
- Long term:
  - Use agreement
    - 45-year term (to match our agreement with the MPRA)
    - Use of the range when required
    - Authorization to make improvements (short and long term)
    - Fulcrum is willing to assist with the management of the range use
    - Fulcrum is willing to work with Law Enforcement
      - Recommended improvements will benefit LE
    - Keys/Combination(s) to the two gates leading to the range

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Fulcrum Concepts, LLC
1776 Patriot Way
Mattaponi VA 23100

804.785.1017

FulcrumConceptsLLC.com

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Comprehensive Plan Amendment	~~$500.00~~	$1000.00
Special Use Permit	~~$400.00~~	$1000.00 + $50.00/lot
Special Exception	~~$400.00~~	$600.00
Variance	~~$300.00~~	$800.00
Appeal of Zoning Administrator's Decision	~~$300.00~~	$800.00
Plan of Development – Zoning Administrator Approval	~~$100.00~~	$200.00
Plan of Development – PC Approval	~~$300.00 + $25.00/lot~~	$800.00 + $50.00/lot
Plan of Development – Town Council Approval	~~$500.00 + $25.00/lot~~	$1200.00 + $50.00/lot
Plan of Development Amendment (See above Plan of Development Fees)		
Zoning Permit Residential – Under 256 sq. ft. (accessory structures only)		$50.00
Zoning Permit – Local Government & Schools		Exempt
Zoning Permit – Residential - decks, fence, additions, etc.		$50.00
Zoning Permit – Residential – Single Family Dwelling	~~$50.00~~	$100.00
Zoning Permit – Commercial	~~$100.00~~	$200.00
Zoning Permit – Industrial	~~$100.00~~	$200.00
Zoning Permit – Home Occupation	~~$25.00~~	$100.00
~~Zoning Permit – Sign~~		~~$25.00~~
Zoning Permit – After the Fact		Double Appropriate Fee
Zoning Letter of Determination		$100.00
Sign (Zoning Action) – Refundable upon undamaged return		$100.00
Defer Public Hearing by Applicant		Cost of Advertising

SUBDIVISION FEES

Preliminary Subdivision Plat Approval	~~$300.00 + $50.00/lot~~	$500.00 + $50.00/lot

Final Subdivision Plat Approval	$500.00
Boundary Line Adjustment	$100.00
Lot Line Vacation	$100.00

~~**WETLAND FEES**~~

~~Residential Application~~	~~$200.00 + $10.00/acre~~
~~Commercial/Industrial Application~~	~~$300.00 + $10.00/acre~~

~~**ADVERTISING FEES**~~

~~Town Council, Planning Commission, Board of Zoning Appeals, or Wetlands Board~~	~~$200.00~~
~~Planning Commission and Town Council~~	~~$400.00~~

~~Adopted June 27, 2011~~

MISCELLANEOUS

Comprehensive Plan	$25.00
Zoning Ordinance	$50.00
Subdivision Ordinance	$25.00
Erosion & Sediment Control Ordinance	$25.00
Individual Copies	$.25
Plotter Print	$5.00/per page

Application Withdrawal & Refund Policy

An applicant may request withdrawal of an application at any time by submitting a written request to the Community Development Department.

No refund shall be issued once public notice has been advertised or the application has been scheduled for a public hearing, unless otherwise approved by the Zoning Administrator or designee.

Refund Eligibility Schedule

Stage of Review at Time of Withdrawal	Maximum Refund Amount
Prior to initial staff review	Up to 75% of application fee
After staff review has begun but before public notice	Up to 50% of application fee
After public notice is advertised or application is scheduled for a public hearing	No refund
After Planning Commission or Town Council action	No refund

Town Of West Point

Residential Building Permit Fees
Proposal 2026

Single Family Dwelling (new Construction)

Finished/ Unfinished Area	$0.12 per square foot ($350.00 minimum)
Electrical Permit	$85.00
Pluming Permit	$85.00
Mechanical Pe1mit	$85.00
Gas Permit	$85.00

Residential building permit

Finished/ Unfinished Area	$0.12 per square foot (100.00 minimum)
Electrical-Permit	$85.00
Pluming Permit	$85.00
Mechanical Pennit	$85.00
Gas Permit	$85.00
Irrigation Permit	$85.00

Accessory Structures	$0.12 per square foot ($100.00 minimum)
Piers/docks/boat house	$100.00
Set Gas tank	$50.00
Fuel Tank removal or close in place	$100.00
Pre-Manufactured shed or Carport	$75.00
Deck	$85.00
Pools above and inground	$85.00 + electrical
Swimming pool barrier	$50.00
Demolition of Structure	$85.00
Manufactured Home	$100.00 + electric/pluming/mechanical
Appeals Fee to BBCA	**$250.00**
Premature inspection -request	**$50.00**
Reinspection request after 2nd failed inspection	**$50.00**
Modification or changes to approved plans	**$50.00**
Temporary Certificate of Occupancy	**$50.00**
After the fact permit starting work without permit	**$250.00 + permit fee**
Modification to building code	**$50.00**

Plan Review Fee $ 0.05 per square foot ($100.00 minimum)

ALL PERMITS ARE SUBJECT TO A 2% STATE LEVY AND ZONING PERMIT FEES

Town Of West Point

Commercial Building Permit Fees
Proposal 2026

New Construction	$ 0.18 per square foot ($500.00 minimum $3000 maximum)
Addition to Building	$0.14 per square foot ($350.00 minimum $3000 maximum)
Remodel Building	$0.12 per square foot ($350.00 minimum $3000 maximum)
Unfinished {Shell only)	$0.12 per square foot ($350.00 minimum $3000 maximum)
Electrical Permit	$0.05 per square foot ($95.00 minimum $2500 maximum)
Pluming Permit	$0.05 per square foot ($95.00 minimum $2500 maximum)
Mechanical Pe1mit	$0.05 per square foot ($95.00 minimum $2500 maximum)
Gas Permit	$0.05 per square foot ($95.00 minimum $2500 maximum)
Temporary Service pole	$95.00
Site Lighting Permit	$95.00
Pool	$300.00
Construction Trailer	$100.00
Tent Permit	$75.00
Temporary Cert. of Occupancy	$100.00
Demolition Permit	$100.00

Fire Protection System	$100.00
Fire Alarm Systems	$150.00 per hood
Kitchen Hood Suppression	$150.00
Spray Booth	$100.00
Limited Area Sprinkler System	$0.05 per square foot (300.00 minimum)
Sprinkler System	$100.00
Underground Fire Line	$100.00
Fire Pump	$100.00
Alteration/Relocation Sprinklers	$50.00
Elevator Annual Certificate	$50.00
Change of use fee	

Amusement Device

Kiddie Ride	$25.00 each
Minor Ride	$35.00 each
Major Ride	$55.00 each

Fuel Tanks Installation or Removal $100.00 per tank

Sign Permit

Sign on Building or Free Standing (Illuminated)	$60.00 + electrical permit
Sign on Building or Free Standing (Non-Illuminated)	$60.00

Cell Tower permit	$1000.00
Co. Location or antenna attachment	$750.00

Plan Review Fee $0.05 per square foot ($250.00 minimum)
If outside plan review is needed by staff, permit holder shall reimburse Town of West Point for total cost plus 10% to handle administrative cost of obtaining outside plan review.

Single family dwelling = 1900 sq ft.

Current Permit Fees

Land Disturbance In Lieu of Agreement	$100.00
Zoning	$50.00
Building	$350.00
Electrical	$85.00
Gas	$85.00
Mechanical	$85.00
Plumbing	$85.00
State Surcharge	$13.80
Total:	**$853.80**

Staff Time $1,000.00

Single family dwelling = 1900 sq ft.

Proposed Permit Fees

Land Disturbance In Lieu of Agreement	$150.00
Zoning	$100.00
Building	$350.00
Electrical	$85.00
Gas	$85.00
Mechanical	$85.00
Plumbing	$85.00
State Surcharge	$13.80
Land Disturbance Pre-Construction Insp.	$100.00
Total:	**$1,053.80**

Difference in 15 years = $200.00

Plan of Development Planning Commission Review Only

Development of 6 Lots on Corner of King William Avenue & East Magnolia

Current Permit Fees

$300 + $25.00/lot

$300.00 $150.00 **$450.00**

Proposed Permit Fees

$800 + $50.00/lot

$800.00 $300.00 **$1,100.00**

Difference in 15 years = $650.00

Staff Time $3,000.00

Rezoning of 6 Lots on Corner of King William Avenue & East Magnolia from MU-1 to Industrial - Planning Commission & Town Council

Development of 6 Lots on Corner of King William Avenue & East Magnolia

Current Permit Fees

$1200.00 +25.00/acre

$1,200.00 $25.00 $1,225.00

Proposed Permit Fees

1500.00+$50.00/lot

$1,500.00 $300.00 $1,800.00

Difference in 15 years = $575.00

Advertisement Planning Commission meeting	$400.00
Advertisement Town Council meeting	$400.00
Staff Time	$1,500.00
	$2,300.00

Fee Type	West Point (Current Fee)	West Point (Proposed Fee)	% increase	King William	Ashland	King & Queen	Colonial Beach	Middlesex	Bowling Green	Town of Cape Charles
LAND USE PERMIT FEES										
Erosion & Sediment Control - Residential - In Lieu Of Agreement	$100/lot	150 + $50/lot		$150 + $10/acre	$150			**$50**		**$150**
Erosion & Sediment Control Plan Commercial/Industrial	$200/lot	300 + $50/lot		$750 + $10/acre	$300 + $50/acre					
Land Disturbance Commencing Before Obtaining a Permit	Double Original Fee	Double Original Fee				Double Original Fee		**Double Original Fee**		**$1,000**
Erosion & Sediment Control Plan - Local Government/Schools		Exempt				Exempt				
Pre-Construction Erosion & Sediment Control Inspection - Residential		$100								
Pre-Construction Erosion & Sediment Control Inspection - Commercial/Industrial		$200								
Erosion & Sediment Control Inspection Fees					$100					
Erosion & Sediment Control Pan Review Fee										$350
Water Quality Impact Assessment Minor	$100	$200	**100%**	$500		200				
Water Quality Impact Assessment Major	$200	$400	**100%**	$1,000		400				
Rezoning Residential	$500 + $25/acre	$800 + $50/lot		$2,500	$1500 + $50/acre	$1000 + $10/acre		$500	$750 + $35/acre	
Rezoning Commercial	$800 + $25/acre	$1200 + $50/lot		$2,500	$1500 + $50/acre	$1500 + $10/acre		$500	$1000 + $50/acre	
Rezoning Industrial	$1200 + $25/acre	$1500 +$50/lot		$2,500	$1500 + $50/acre	$1500 + $10/acre		$500	$1000 + $50/acre	
Conditional Rezoning				$2,500	$1500 + $50/acre					$1,000 + $50/acre
Zoning Text Amendment -	$300	1000	**233%**	$2,500	$500	$1,750		$400	$500	$200
Comprehensive Plan Amendment	$500	$1,000	**100%**	$2,500	$500	$1,000	$2,000	500	$750	$550
Special Use Permit	$400	$1000.00 + $50.00/lot			$1100 + $50/acre	$1000 + $10.00/acre				$600
Homestays/Short Term Rentals					$25					$450
Special Exception	$400	$800	**100%**		$800	$700		$450		
Variance	$300	$800	**167%**	$1,500	$800	$700	$1,000	$450	$600	$500
Appeal of Zoning Administrator's Decision (BZA)	$300	$800	**167%**	$1,500	$800	$600		450	$600	$500
Appeal to Town Council										$500
Conceptual Plan Review										$30
Site Plan Application					$800 + $75/acre					
Site Plan Resubmittal - 1st					$200					
Site Plan Resubmittal - 2nd					$300					
Site Plan Resubmittal - 3rd or more					$400					
Site Plan (1st and 2nd Submittals)										$1,000 + $10/acre (each submittal)
Site Plan (3rd and subsequent submittals)										$500 (each submittal)
Site Plan Revision Review									1/2 Required Fee	$500
Site Plan Minor								150	$500	

Site Plan Commercial Or Industrial or Major Site Plan								500	$1250 + $35/acre	
Plan of Development - Zoning Administrator Approval	$100	$250	**150%**			$250				
Plan of Development - Planning Commission Approval	$300.00 + $25.00/lot	$500 + $25.00/lot				$800.00 + $10.00 acre or portion thereof				
Plan of Development - Town Council Approval	$500.00 + $25.00/lot	1000.00 + $25.00/lot				$1200.00 + $10.00/acre or portion thereof				
Planned Unit Development									$1250 + $35/acre	
Chesapeake Bay Exception	$300	$800	**167%**	$1,500		$900		$500		$200
Chesapeake Bay Administrative Waiver for Maintenance in the RPA/Removal of Trees/RPA Modification						$200		$175		$50
Zoning Determination Letter		$100		$150	$25			$25	$100	
Zoning Permit - accessory structures less than 100 sq ft.									$50	
Zoning Permit - Under 256 sq. ft. (accessory structures only)		$25.00 per structure							$75	
Zoning Permit - Local Government/Schools		Exempt								
Zoning Permit - Residential - Other - deck, fence, addition, etc.	$50			$75	$50	$100	$100	N/A – Requested	$75	Zoning is part of Building permit fee
Zoning Permit - Residential - Single Family Dwelling	$50	$100	**100%**							
Zoning Permit - Commercial	$100	$150	**50%**	$150	$50	$250	$100	N/A – Requested	$75	
Zoning Permit - Industrial	$100	$200	**100%**		$35	$50	$50	N/A – Requested	$75	
Zoning Permit - Home Occupation	$25	$100	**300%**	$2,500	$300	$1,000	$800	N/A – Requested	Initial: $50 Annual Renewal: $20	
Sign Deposit (Refundable upon undamaged return)		$50				$50				
Zoning Permit - After the Fact	Double Original Fee			$1,500	$275	$1,500	$2,000	$150		$800 + $75/acre
Defer Public Hearing By Applicant		Cost of Advertising		Cost of Advertising	$250					Cost of Advertising
SUBDIVISION FEES										
Subdivision Revision Concept Plan		$100							$100	$100 + $10/parcel
Preliminary Subdivision Plat Approval	$300 + $50/lot	$500.00 + $50.00/lot				$750.00 + $25.00/lot			$500 + $35/lot	
Preliminary Plat Review 3 lots or Less										$250 + $50/lot
Preliminary Plat Review 4 lots or More				$2,500						$500 + $100/lot
Final Plat Review 3 lots or Less		$300.00			$300			$175 + $15/lot		$125
Final Plat Review 4 lots or More		$500.00		$500	$700 + $50/lot			$500 + $25/lot		$250
Final Subdivision Plat Approval	$500.00			$500					$500 + $35/lot	
Boundary Line Adjustment	$100.00			$150		$50		$50	$100	$200
Lot Line Vacation		$100.00		$150				$40	$100	$200
Boundary Survey				$25		Exempt				

Non-Profit Organizations										Waiver of fees up to $750 per project
WETLAND FEES										
Residential Application	$200 + $10/acre	Remove				$700				$500
Commercial Application	$300 + $10/acre	Remove				$1,000				
After-the-fact Application		Remove				Double Original Fee				
JPA Review Fee		Remove				$50				
ADVERTISING FEES										
Town Council, Planning Commission, Board of Zoning Appeals	$200.00	Remove								
Town Council & Planning Commission	$400.00	Remove								
MISCELLANEOUS FEES										
Zoning Ordinance		$50.00				25		10	8	
Subdivision Ordinance		$25.00				15		10	6	
Erosion & Sediment Control Ordinance		$25.00								
Comprehensive Plan		$25.00				25		25	15	
Plotter Print	$5 per page					25				
Individual Copies		.25/ page		Same as FOIA		.50 per page		.50 per page		
Refund of Application Fees:						90% of anything over $50 before an advertisement has ran.				

amended fee
new fee

Redevelopment Opportunities – Jack's Property

The parcel occupies a unique location within the Town's riverfront corridor and serves as a connection point between the kayak launch, pedestrian bridge beneath Route 33, Chelsea Road pavilion, Food Trucks by the River event space, Route 33 frontage (highest-traffic corridor in Town), and downtown walkable area.

Because of this connectivity, the site functions as a gateway property between downtown and the waterfront recreation district.

Cons: limited parcel width and depth, proximity to tidal shoreline, Chesapeake Bay Preservation Area requirements, floodplain conditions, access visibility from Route 33, and parking availability.

Based on these constraints, a large-scale commercial structure is unlikely without combining adjacent properties.

Estimated Building Capacity

Based on aerial parcel proportions and typical zoning setbacks for waterfront parcels:

Estimated feasible building size: approximately 1,500 to 2,500 square feet without combining property or potentially 3,000 to 5,000 square feet if adjacent parcels are combined.

This supports small-scale commercial or civic uses rather than full-service restaurant-scale development unless additional land is acquired.

Redevelopment Options

Option 1: Small Riverfront Café or Small Scaled Business

Potential features: walk-up service window, outdoor seating deck, kayak launch support, traffic, seasonal tourism activity, event-day pedestrian traffic,

Benefits: activates waterfront edge, complements pavilion programming, supports downtown visitation, low parking demand compared to full restaurant use

Option 2: Move Current or add additional Kayak / Paddleboard Outfitter with Snack Counter

Potential features: equipment rentals, storage and staging, visitor information, coffee, or light food service

Benefits: directly supports existing kayak launch investment, strengthens recreation-based tourism, encourages longer visitor stays, reinforces Town branding as a river destination

Option 3: Riverwalk Gateway Plaza (Strip)

Potential features: seating area, overlook deck, public art installation, interpretive signage, pedestrian lighting, landscaping improvements.

Benefits: create visual entrance to riverwalk district, strengthens pedestrian link between downtown and pavilion, supports festivals and community events, minimal infrastructure cost compared to building construction

Option 4: Food Truck Support Infrastructure Site

Permanent improvements could include: electrical hookups, water connections, waste collection area, restrooms, picnic seating terrace.

Benefits: strengthens existing Food Trucks by the River program, supports expanded seasonal programming, increases usability of pavilion event corridor

Acquiring Property from Adjacent Properties

If the Town were to acquire the adjacent funeral home parcel (or coordinate joint redevelopment), the site could support a larger destination use such as:

Riverfront Restaurant (3,000–5,000 sq ft)

Potential features: indoor dining, outdoor patio seating, rooftop deck overlooking river, shared parking area, event-support capacity.

Benefits: creates regional draw, increases meals-tax revenue, strengthens downtown-to-waterfront linkage, activates Route 33 frontage

This represents the highest economic-return scenario but requires additional coordination and acquisition funding.

Option to Offer Parcel to Adjacent Property Owners

Alternatively, the Town may consider offering the parcel to adjacent property owners for expansion or coordinated redevelopment.

Possible outcomes include: additional parking capacity, buffer improvements along Route 33, compatible accessory structures, future joint commercial redevelopment opportunities.

This approach may reduce Town maintenance responsibility while preserving long-term redevelopment flexibility through negotiated agreements.

Public–Private Partnership Opportunity

Another option is to retain Town ownership while leasing the parcel for small-scale commercial use such as: coffee shop, ice cream stand, seasonal seafood counter, outfitter retail, satellite brewery

Benefits include: lease revenue generation, flexible future redevelopment options, support for tourism-based businesses.