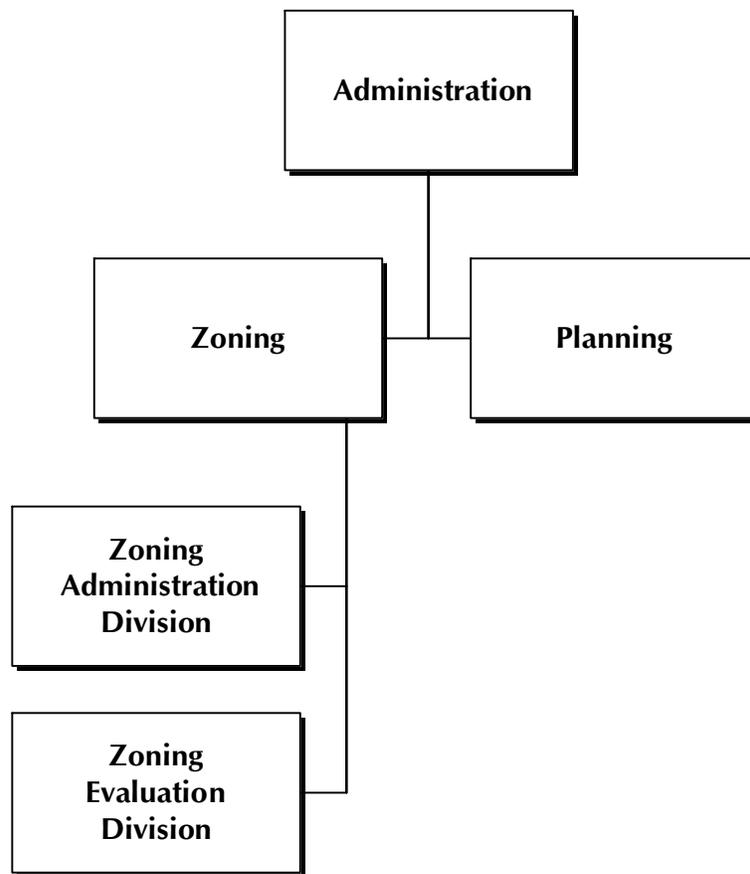


# Department of Planning and Zoning



## Mission

To provide proposals, advice and assistance to those who make decisions to enhance the County's natural and man-made environments for present and future generations.

## Focus

The Department of Planning and Zoning (DPZ) is comprised of three primary divisions, including the Zoning Administration Division, Zoning Evaluation Division, and the Planning Division. The primary purpose of the department is to provide proposals, advice and assistance on land use, development review and zoning issues to those who make decisions on such issues in Fairfax County.

The Zoning Evaluation Division (ZED) is charged with evaluating and processing all zoning applications submitted to the County, and with formulating recommendations to the approving bodies, including the Board of Supervisors (BOS), the Planning Commission (PC), and the Board of Zoning Appeals (BZA). In addition, ZED responds to requests for proffer and development condition interpretations, to requests from residents and community groups concerning zoning, and to requests for litigation support from the County Attorney.

The primary purpose and function of the Zoning Administration Division (ZAD) is to enforce, maintain and administer the provisions of the Fairfax County Zoning and Noise Ordinances as well as the Virginia Uniform Statewide Building Code, Part III, also known as the Property Maintenance Code. This is accomplished through, but not limited to, the following activities: investigating and processing alleged violations of the Ordinances and Codes, including litigation when appropriate; analysis and drafting of requested amendments to the Zoning Ordinance; providing interpretations of the Zoning Ordinance; responding to appeals of various Zoning Ordinance determinations; and processing permit applications such as Building Permits, Non-Residential Use Permits and Home Occupation Permits.

# Department of Planning and Zoning

The Planning Division maintains the County's Comprehensive Plan and processes all suggested and required amendments to the Plan text and map; evaluates land use and development proposals for conformity with the Comprehensive Plan and measures related environmental, development and public facility impacts; prepares various planning and policy studies which explore development, land use, environmental and public facility issues, and offers recommendations for future direction; and assists in the development of the County's Capital Improvement Program.



In addition, the department has an Administration Division, which is primarily responsible for human resources, payroll, procurement, financial management and information technology for the department. The information technology branch provides the development and support of a number of business computer systems. These systems include the Fairfax Inspections Database Online system (FIDO), the Land Development System (LDS), the Zoning and Planning System (ZAPS), Geographic Information Systems (GIS) and web development for the department. In addition, the information technology branch provides the alignment of computing resources to business needs within the department.

Some of the significant challenges that the department has identified and will be responding to over the coming years include:

- ◆ The County provides services to a dynamic community. The aging of the County, both physically and demographically, must be addressed in planning for the future. There is an increasing need for revitalization efforts, for neighborhood involvement in maintaining the community, and for services and housing needs related to the aging population.
- ◆ The County is confronted with a dwindling supply of vacant residential land and with the need to make basic policy decisions concerning how and where additional growth can be accommodated, where redevelopment should occur in a fashion that ensures land use compatibility; and how the necessary infrastructure, public facilities and services will be provided to support that growth.
- ◆ The County recognizes the importance of reducing reliance on the automobile through the creation of mixed use centers. It is important that the department continues to focus its planning and zoning activities in a manner that ensures that the County will grow gracefully, will manage growth in a way that is attractive and effective, will respect the environment and the integrity of existing development, and will provide for the future needs of the population.

## THINKING STRATEGICALLY

Strategic issues for the department include:

- Encourage public participation in resolution of planning and zoning issues and applications;
- Identify environmental resources and potential impacts in order to protect these resources;
- Identify planning and zoning issues and gather technical information and offer expert recommendations on these issues;
- Ensure compatibility of land uses through consistent interpretation of the Zoning Ordinance and Comprehensive Plan; and
- Participate in regional planning efforts with bodies such as the Metropolitan Washington Council of Governments and Northern Virginia Regional Planning Commission.

## Department of Planning and Zoning

- ◆ The County will continue to experience an increased multicultural diversification of the population. This will require new strategies to ensure that all residents in Fairfax County have their quality of life needs considered and that they are able to participate in planning and zoning activities.
- ◆ The County embraces technological advances, such as the Internet, which enable responses that are tailored to the needs of residents in a climate of increasing expectations for service delivery and efficient use of staff resources.
- ◆ The Department of Planning and Zoning believes in the future and in the ability to make a positive difference. The department is preparing itself to adapt to a rapidly changing environment that supports and meets the needs of Fairfax County's present and future residents.
- ◆ The Department of Planning and Zoning will continue to meet staffing challenges presented by changes in the Zoning Ordinance affecting variances and special permits, provisions of the affordable housing initiative, protection of historic and environmental resources, the Dulles Rail Initiative, Tysons Corner Urban Center Study, effectively planning for development in transit station areas, community business and suburban centers, the transformation of the former District of Columbia Correctional Facilities at Lorton, and a host of other challenges which now exist or will occur in the coming year by dedicating staff to address planning requirements for each project.

### New Initiatives and Recent Accomplishments in Support of the Fairfax County Vision

 <b>Maintaining Safe and Caring Communities</b>	<b>Recent Success</b>	<b>FY 2009 Initiative</b>
Implemented the Home Occupation Permit component of the Fairfax Inspections Database Online (FIDO) system. The Non-Residential Use Permit component of FIDO is projected for implementation in FY 2008 which will facilitate the sharing of information between enforcement agencies.	✓	✓
Continue investigating alternative methods for effective off-site sign removal in response to the recommendations of the sign task force.	✓	✓
Continue investigation of property maintenance complaints. In FY 2007, the Zoning Enforcement Branch assumed responsibility for the enforcement of the Property Maintenance Code from the Health Department. In FY 2007, staff investigated 834 property maintenance complaints.	✓	✓
Continue activities assigned as a result of Board of Supervisors action in May 2007 to establish a Code Enforcement Strike Team. Several staff members from the Zoning Enforcement Branch have played significant roles in the success of the Strike Team effort.	✓	✓

## Department of Planning and Zoning

 <b>Building Livable Spaces</b>	<b>Recent Success</b>	<b>FY 2009 Initiative</b>
Completed the South County Area Plan Review (APR) process and initiate the North County APR process resulting in the review of nominations and amendments to the Comprehensive Plan.	✓	
Continue to support major special studies and related task force efforts concerning the Tysons Corner Urban Center; Annandale, Baileys and Lake Anne Revitalization Areas; Springfield; and Fort Belvoir (Base Realignment and Closure (BRAC)) and Engineering Proving Grounds.	✓	✓
Processed four Zoning Ordinance Amendments in FY 2007 to permit flexibility in development and redevelopment through approval of special permits, special exceptions, and administrative reductions in lieu of variances. ZAD also processed the residential parking, irregularly shaped lots, and a number of affordable housing zoning ordinance amendments. In FY 2007, ZED cleared the backlog of variances by converting pending variances and processing them as special permits and special exceptions.	✓	
Continue to support the BOS priority of providing affordable housing through negotiating proffers for Affordable Dwelling Units and Workforce Housing Units during the zoning process. In addition, a Workforce Housing Comprehensive Plan and Zoning Ordinance Amendment are being processed in order to provide more of these units in subsequent years.	✓	✓
Continue to negotiate successful transit-oriented and mixed use zoning applications, such as Dunn-Loring, King's Crossing, Tysons Corner Centre, and Merrifield Town Center, including the negotiation of proffers for Transportation Demand Management (TDM).	✓	✓
 <b>Connecting People and Places</b>	<b>Recent Success</b>	<b>FY 2009 Initiative</b>
Created a digital version of the Comprehensive Land Use map and reprinted an updated Comprehensive Plan map using the Geographic Information System (GIS).	✓	
Continue participation on the County's Land Use Information Advisory Group which developed recommendations for enhancements to the County's website. Achievements included refinements which enabled users to access land use information by address and/or magisterial district and to see zoning applications on a map. Information pertaining to the Zoning Ordinance Amendment Work Program and staff reports of Appeals of Zoning Administrator Determinations were also added to the County's website in order to enhance the customer experience. In FY 2008, initiatives include scanning and posting complete zoning staff reports, including maps, graphics, and appendices on the website.	✓	✓

# Department of Planning and Zoning

 <b>Maintaining Healthy Economies</b>	<b>Recent Success</b>	<b>FY 2009 Initiative</b>
Processed rezonings and proffered condition amendments that resulted in approval of almost 4,500 new housing units and over 9,000,000 square feet of new non-residential space.	<input checked="" type="checkbox"/>	
Processed 24,565 permits (excluding sign permits) in FY 2007 in a timely manner with an extremely high level of accuracy, enabling residents and businesses to meet their needs and optimize their opportunities.	<input checked="" type="checkbox"/>	
 <b>Practicing Environmental Stewardship</b>	<b>Recent Success</b>	<b>FY 2009 Initiative</b>
Continue to contribute to the updating and refinement of the Environmental Improvement Program (EIP) in the advancement of the Board of Supervisors' Environmental Agenda.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Initiate and process a Comprehensive Plan amendment to strengthen Policy Plan guidance on air quality, including support for green building practices and continue to negotiate proffers and conditions through the zoning process to implement environmental policies.		<input checked="" type="checkbox"/>
Initiate and process a Policy Plan amendment to strengthen and broaden water quality guidance to include headwater stream protection		<input checked="" type="checkbox"/>
 <b>Creating a Culture of Engagement</b>	<b>Recent Success</b>	<b>FY 2009 Initiative</b>
Continue to provide support to the Strengthening Neighborhoods and Building Community (SNBC) Program through the reassignment of the administration of the Neighborhood Volunteer Programs to the Department of Planning and Zoning beginning on January 1, 2007, the assumption of duties regarding residential property maintenance and issues dealing with day laborers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Participated on the County's Development Process Review Initiative led by DPWES in coordination with representatives of the development industry to develop recommendations and an implementation plan to improve the engineering phase of the land development process.	<input checked="" type="checkbox"/>	
 <b>Exercising Corporate Stewardship</b>	<b>Recent Success</b>	<b>FY 2009 Initiative</b>
Negotiated cash proffers of over \$5 million for public improvements (transportation, schools, parks, affordable housing, fire and police), excluding, among other formula-based contributions, the Housing Trust Fund and various road funds. Also, negotiated in-kind contributions that included dedication of open space, stream restoration, and construction of major transportation improvements.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Department of Planning and Zoning

## Budget and Staff Resources

Agency Summary					
Category	FY 2007 Actual	FY 2008 Adopted Budget Plan	FY 2008 Revised Budget Plan	FY 2009 Advertised Budget Plan	FY 2009 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	145/ 145	145/ 145	150/ 150	150/ 150	150/ 150
Expenditures:					
Personnel Services	\$8,817,922	\$9,996,311	\$10,176,440	\$10,432,654	\$10,527,775
Operating Expenses	1,191,435	1,081,952	2,396,313	1,081,952	1,081,952
Capital Equipment	15,018	0	0	0	0
<b>Total Expenditures</b>	<b>\$10,024,375</b>	<b>\$11,078,263</b>	<b>\$12,572,753</b>	<b>\$11,514,606</b>	<b>\$11,609,727</b>
Income:					
Zoning/Miscellaneous Fees	\$1,487,951	\$1,481,744	\$1,324,816	\$1,327,839	\$1,327,839
Comprehensive Plan Sales	1,288	3,000	3,000	3,100	3,100
Copy Machine Revenue	16,399	11,866	11,866	11,866	11,866
<b>Total Income</b>	<b>\$1,505,638</b>	<b>\$1,496,610</b>	<b>\$1,339,682</b>	<b>\$1,342,805</b>	<b>\$1,342,805</b>
<b>Net Cost to the County</b>	<b>\$8,518,737</b>	<b>\$9,581,653</b>	<b>\$11,233,071</b>	<b>\$10,171,801</b>	<b>\$10,266,922</b>

## FY 2009 Funding Adjustments

The following funding adjustments from the FY 2008 Revised Budget Plan are necessary to support the FY 2009 program:

- ◆ **Employee Compensation** **\$365,280**  
 An increase of \$365,280 in Personnel Services associated with salary adjustments necessary to support the County's compensation program. This total includes sufficient funding to support 5/5.0 SYE additional positions approved in FY 2008 for the Code Enforcement Strike Team as well as salary adjustments for existing staff. As a result of budget constraints, compensation adjustments for County employees have been reduced. For FY 2009, employee increases as part of the pay for performance system have been discounted by 50 percent and the impact of the lower pay for performance funding is reflected above.
- ◆ **Personnel Services Reduction** **(\$208,937)**  
 A decrease of \$208,937 in Personnel Services as part of an across-the-board reduction to meet budget limitations based on available revenues as a result of a continued softening of the residential real estate market.
- ◆ **Operating Expenses** **(\$1,314,361)**  
 A net decrease of \$1,314,361 is due to carryover of one-time Operating Expenses associated with the FY 2007 Carryover Review.

# Department of Planning and Zoning

## Board of Supervisors' Adjustments

*The following funding adjustments reflect all changes to the FY 2009 Advertised Budget Plan, as approved by the Board of Supervisors on April 28, 2008:*

- ◆ **Pay for Performance** **\$139,818**  
An increase of \$139,818 in Personnel Services is associated with the decision by the Board of Supervisors to eliminate the 50 percent reduction to employee increases as part of the pay for performance system. A reduction to pay for performance increases had been proposed in the FY 2009 Advertised Budget Plan due to budget constraints. However, as a result of the Board's decision, employees will be eligible for the full compensation increase for which they qualify based on performance.
- ◆ **Reduction in Limited-Term Funding** **(\$44,697)**  
A decrease of \$44,697 in Personnel Services is associated with a reduction in funding for limited-term support based on budget limitations.

## Changes to FY 2008 Adopted Budget Plan

*The following funding adjustments reflect all approved changes in the FY 2008 Revised Budget Plan since passage of the FY 2008 Adopted Budget Plan. Included are all adjustments made as part of the FY 2007 Carryover Review and all other approved changes through December 31, 2007:*

- ◆ **Code Enforcement Strike Team** **\$280,000**  
At the *FY 2007 Carryover Review* the Board of Supervisors approved an increase of \$280,000 for the addition of 4/4.0 SYE Property Maintenance/Zoning Enforcement Inspectors to support the Code Enforcement Strike Team's neighborhood zoning enforcement effort. The net cost includes \$79,800 in Fringe Benefits, which is included in Agency 89, Employee benefits. For further information on fringe benefits, please refer to the Agency 89, Employee Benefits, narrative in the Non-Departmental program area section in Volume 1. In addition, the County Executive approved the redirection of 1/1.0 SYE administrative position from the Department of Family Services to the Department of Planning and Zoning to support the Strike Team related efforts.
- ◆ **Carryover Adjustments** **\$1,314,361**  
As part of the *FY 2007 Carryover Review*, the Board of Supervisors approved encumbered and unencumbered funding of \$1,314,361 for one-time Operating Expenses including a Tyson's Transportation and Urban Design Study; a Laurel Hill study; the continuation of the Tyson's and Laurel Hill projects; the completion of Facilities Management projects; the Laurel Hill Indigent Cemetery Planning and Site work and expenses associated with the Strike Team Workforce.

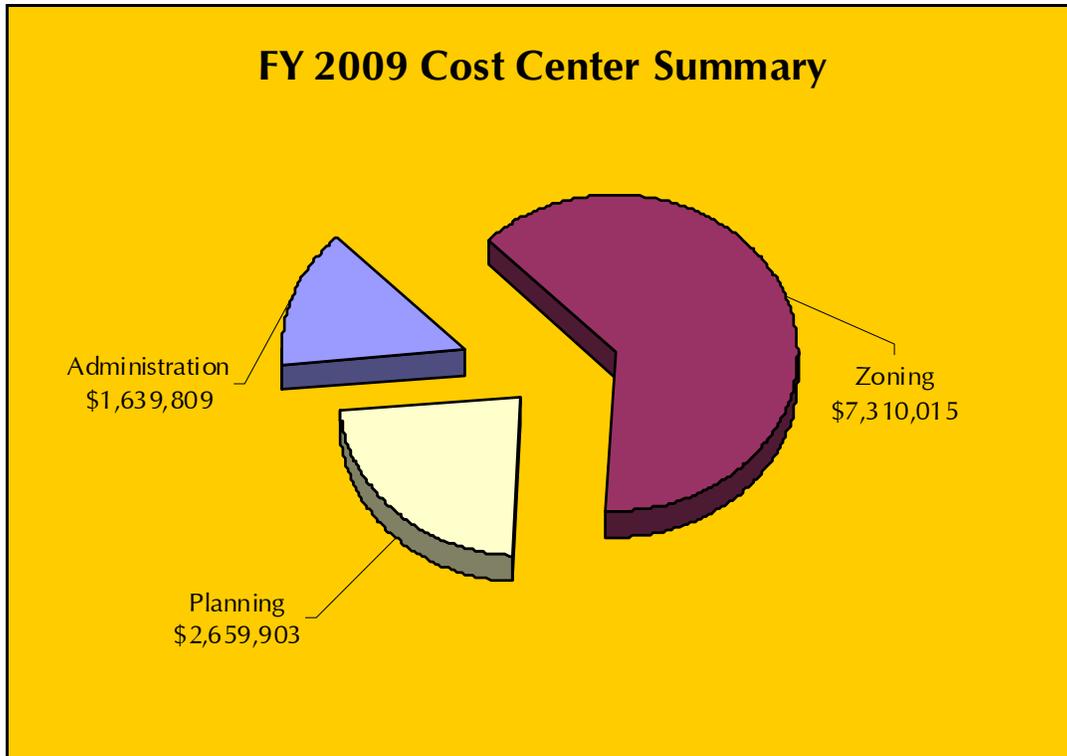
*The following funding adjustments reflect all approved changes to the FY 2008 Revised Budget Plan from January 1, 2008 through April 21, 2008. Included are all adjustments made as part of the FY 2008 Third Quarter Review:*

- ◆ **Third Quarter Adjustments** **(\$99,871)**  
As part of the *FY 2008 Third Quarter Review*, the Board of Supervisors approved a decrease of \$99,871 in Personnel Services as part of an across-the-board reduction necessary to address budget limitations resulting from declining revenues. This adjustment accelerated the Personnel Services reduction included for FY 2009 in the FY 2009 Adopted Budget Plan.

# Department of Planning and Zoning

## Cost Centers

The three cost centers in the Department of Planning and Zoning are Administration, Zoning and Planning. These distinct cost centers work to fulfill the mission and carry out the key initiatives of the department.



## Administration



Funding Summary					
Category	FY 2007 Actual	FY 2008 Adopted Budget Plan	FY 2008 Revised Budget Plan	FY 2009 Advertised Budget Plan	FY 2009 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	13/ 13	13/ 13	14/ 14	14/ 14	14/ 14
<b>Total Expenditures</b>	<b>\$1,488,275</b>	<b>\$1,532,688</b>	<b>\$2,218,607</b>	<b>\$1,629,716</b>	<b>\$1,639,809</b>

Position Summary	
1 Director of Planning and Zoning	1 Planner III
1 Management Analyst IV	1 Network/Telecom. Analyst II
1 Business Analyst IV	1 Internet/Intranet Architect II
1 Accountant I	1 Data Analyst II
1 Accountant II	1 Geog. Info. Spatial Analyst II
1 Administrative Assistant IV	1 Programmer Analyst III
1 Project Coordinator	1 Programmer Analyst II
<b>TOTAL POSITIONS</b>	
<b>14 Positions / 14.0 Staff Years</b>	

# Department of Planning and Zoning

## Key Performance Measures

### Goal

To manage the Department of Planning and Zoning's resources in the most efficient and effective manner in order to achieve the agency's objectives.



Funding Summary					
Category	FY 2007 Actual	FY 2008 Adopted Budget Plan	FY 2008 Revised Budget Plan	FY 2009 Advertised Budget Plan	FY 2009 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	98/ 98	98/ 98	101/ 101	101/ 101	101/ 101
<b>Total Expenditures</b>	<b>\$6,350,132</b>	<b>\$6,940,713</b>	<b>\$7,465,861</b>	<b>\$7,254,102</b>	<b>\$7,310,015</b>

Position Summary	
<p><b><u>Zoning Administration</u></b></p> <ul style="list-style-type: none"> <li>1 Zoning Administrator</li> <li>2 Assistant Zoning Administrators</li> <li>4 Planners V</li> <li>4 Planners IV</li> <li>4 Planners III</li> <li>4 Planners II</li> <li>1 Administrative Assistant IV</li> <li>1 Administrative Assistant III</li> <li>6 Administrative Assistants II</li> <li>3 Property Maintenance/Zoning Enforcement Supervisors</li> <li>17 Property Maintenance/Zoning Enforcement Inspectors</li> <li>8 Senior Zoning Inspectors</li> <li>2 Planning Technicians III</li> <li>7 Planning Technicians II</li> </ul>	<p><b><u>Zoning Evaluation</u></b></p> <ul style="list-style-type: none"> <li>1 Assistant Planning Director</li> <li>5 Planners V</li> <li>2 Planners IV</li> <li>6 Planners III</li> <li>8 Planners II</li> <li>1 Planner I</li> <li>2 Planning Technicians II</li> <li>2 Planning Technicians I</li> <li>2 Administrative Assistants V</li> <li>3 Administrative Assistants IV</li> <li>3 Administrative Assistants III</li> <li>2 Administrative Assistants II</li> </ul>
<p><b><u>TOTAL POSITIONS</u></b>  <b>101 Positions / 101.0 Staff Years</b></p>	

## Key Performance Measures

### Goal

To administer, maintain and enforce the Zoning Ordinance and related regulations, and to process development proposals and applications to ensure that property is developed and used in accordance with the Zoning Ordinance and the Comprehensive Plan to promote the health, safety and welfare of the residents of Fairfax County.

### Objectives

- ◆ To achieve a 90 percent rate of written responses to inquiries within 30 working days
- ◆ To schedule 90 percent of accepted rezoning (RZ) applications for public hearing before the Planning Commission within five months, except when the applicant and Fairfax County agree to a longer time frame
- ◆ To schedule 90 percent of accepted special exception (SE) applications for public hearing before the Planning Commission within four months, except when the applicant and Fairfax County agree to a longer time frame
- ◆ To process at least 65 percent of Zoning compliance letters within 30 calendar days

## Department of Planning and Zoning

- ◆ To process 90 percent of all permits on a walkthrough basis within established time frames (does not include sign permits)
- ◆ To resolve 80 percent of all zoning/noise complaint cases within 60 calendar days
- ◆ To review 85 percent of all zoning applications received for submission compliance within five working days
- ◆ To review 100 percent of all zoning applications located within Commercial Revitalization Districts (CRDs) for submission compliance within three working days
- ◆ To process 60 percent of the Zoning Ordinance amendments on the adopted Priority One Work Program (12 to 18 month program)

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate/Actual	FY 2008	FY 2009
<b>Output:</b>					
Written responses to inquiries	518	518	500 / 501	500	500
RZ applications to be scheduled (1)	159	139	150 / 134	134	134
SE applications to be scheduled (2)	67	62	70 / 68	68	68
Zoning compliance letter requests processed	529	486	500 / 562	525	525
Permits (excluding sign permits) processed	28,991	24,555	20,660 / 24,611	24,565	24,565
Zoning/noise complaints resolved	3,325	3,711	3,800 / 4,134	4,500	4,500
Applications reviewed for submission compliance (all types)	517	324	500 / 450	450	450
CRD applications to be scheduled	21	17	17 / 13	13	13
Zoning Ordinance Amendments processed (3)	10	10	17 / 24	12	15
<b>Efficiency:</b>					
Staff hours per written response	7	7	7 / 8	8	8
Staff hours per zoning compliance letter	8	10	8 / 7	8	8
Staff hours per permit request (excluding sign permits)	0.37	0.44	0.40 / 0.46	0.50	0.50
Staff hours per zoning/ noise complaint filed	8.40	7.93	8.10 / 7.86	8.00	8.00
Staff hours per application submission amendment processed	5	5	5 / 5	5	5
Total staff hours spent on Zoning Ordinance Amendments	7,878	9,960	9,000 / 11,016	10,000	10,000

# Department of Planning and Zoning

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate/Actual	FY 2008	FY 2009
<b>Outcome:</b>					
Percent of written responses within 30 working days	78%	70%	90% / 64%	90%	90%
Percent of RZ applications scheduled within 5 months	88%	77%	90% / 78%	90%	90%
Percent of SE applications scheduled within 4 months	81%	60%	90% / 65%	90%	90%
Percent of zoning compliance letters processed within 30 calendar days	52%	55%	65% / 77%	65%	65%
Percent of permits (excluding sign permits) processed in time	98%	90%	90% / 90%	90%	90%
Percent of complaints resolved within 60 calendar days (4)	83%	90%	80% / 82%	80%	80%
Percent of zoning applications received for submission compliance reviewed within 5 working days	95%	95%	85% / 79%	85%	85%
Percent of CRD applications reviewed within 3 days	100%	100%	100% / 100%	100%	100%
Percent of Zoning Ordinance Amendments processed within established time frame	45%	32%	58% / 55%	60%	60%

- (1) All rezonings, including those where a longer time frame is agreed upon or where holidays/recesses occur.
- (2) All special exceptions, including those where a longer time frame is agreed upon or where holidays/recesses occur.
- (3) "Processed" means either Board authorization for advertisement or Board consideration and disposition within the adopted Zoning Ordinance Work Program timeframe (April to March), and total hours spent on amendments during that timeframe.
- (4) It is recognized that, by their nature, a certain number of complaint cases cannot be resolved within the targeted time frame of 60 days due to factors beyond the control of DPZ such as zoning applications, appeals or litigations.

## Performance Measurement Results

In FY 2007, the Zoning Evaluation Division (ZED) scheduled 78 percent of rezoning applications for public hearing by the Planning Commission within five months of acceptance, and 65 percent of all special exceptions applications within four months of acceptance, both up slightly from FY 2006. The division managed to improve this service level, despite the continuation of a significant turnover in personnel during the fiscal year, including the loss of several senior staff coordinators responsible for the division's most complex zoning cases. It should be noted that longer timeframes were frequently the result of mutually beneficial agreements between the County staff and applicants to allow more time for refinement and negotiation. The number of applications rose overall during FY 2007: Rezoning (all types) decreased slightly by approximately four percent; and special exceptions and special permits increased by approximately 10 percent and 25 percent, respectively, due in part to the Board of Supervisors' adoption of a Zoning Ordinance Amendment which converted some variance-type applications to special exceptions and special permits; and, as expected, variances continued to decrease. In FY 2007, the division reviewed 79 percent of all applications for acceptance within five working days and virtually all applications (96 percent) within ten days, with longer timeframes due in part to the adoption of several amendments to the Zoning Ordinance which affected submission requirements. As in the two previous years, 100 percent of the applications within the Commercial Revitalization Districts (CRDs) were reviewed within three working days.

## Department of Planning and Zoning

In the Zoning Administration Division, the processing of permits, which includes Building Permits, Residential/Non-Residential Use Permits, Home Occupation Permits and Temporary Special Permits is accomplished primarily as an over the counter process. In FY 2007, 24,611 permit requests were reviewed and processed, which represents a slight increase from FY 2006. For FY 2009 staff believes the number of permits processed will remain consistent with the FY 2007 actual and the revised FY 2008 projections. However, the staff hours per permit request continues to increase. It is typically taking on average closer to 30 minutes to process a single permit request at the counter to ensure the quality and accuracy of the review. This increased time is reflected in the revised efficiency estimate for FY 2008 and projected for FY 2009. In addition, the number of permit requests that require additional research and/or evaluation because of proffered conditions or other types of development conditions and which cannot be completed on a walk through basis continues to increase. While, staff continues to process permit requests in a timely manner and with an extremely high level of accuracy whether on a walk-through basis or on a drop-off basis, staff believes the objective of processing 90 percent of permits within established time frames more accurately reflects the permits processed on a walk-through basis at the permit counter. This revised objective still reflects the majority of permits processed.

Regarding zoning compliance letters, the department's objective is to process at least 65 percent of the letters within 30 days. In FY 2007, despite a 16 percent increase in compliance letters from 486 in FY 2006 to 562 in FY 2007, the percentage of zoning compliance letters completed within 30 days increased from 55 to 77 percent. Based on the first month actuals for FY 2008, it is estimated that the number of compliance letters for FY 2008 will be nearly consistent with FY 2007. However, two of the planner positions mainly responsible for zoning compliance responses and one of the two Branch Chief positions that review such correspondence were vacant during 2007. Although the vacant positions have been filled, it will take time for the new staff to be trained and to be able to process the letters in a timely manner. As such, it is anticipated that the processing rate for FY 2008 may slightly decline from FY 2007. Therefore, staff believes that the objective for zoning compliance requests should remain at a processing rate of at least 65 percent of the requests with 30 days and that a re-evaluation of this objective may be appropriate in FY 2010.

The department's objective is to process 60 percent of the amendments on the Priority 1 list of the Boards' adopted Zoning Ordinance Work Program within the established timeframe. The processing rate is based on amendments the Board has either authorized for public hearings, or determined that further action is not necessary. In Work Program Year 2006 (FY 2007), 24 out of 44, or 55 percent of the amendments were processed, a 23 percentage point increase from the prior year. The increase was significant particularly given that there were 44 items on the FY 2007 work program and 31 items on the FY 2006 work program. The increased processing rate was due to a reorganization in the division, a streamlining of the amendment process and the completion of several long term amendments.

In FY 2007 the Zoning Enforcement Branch experienced a significant increase in the number of complaints filed from FY 2006. In FY 2007, the branch received 4,968 complaints as compared to 3,758 complaints in FY 2006 resulting in a 32 percent increase. This is attributed to complaints generated by the press coverage given to the Code Enforcement Strike Team, as well as the take over of the enforcement of the Property Maintenance Code from the Health Department on January 1, 2007. Property Maintenance complaints for FY 2007 totaled 834 out of the total of 4,968 representing 17 percent of the total complaints. Even with this 32 percent increase in the number of complaints, the timeliness in complaint resolution remained constant. This can be attributed to the additional staff approved in FY 2006 to support the Property Maintenance Code enforcement function. On May 1, 2007, Zoning Enforcement positions were assigned to the newly formed Code Enforcement Strike Team. These positions were replaced with new positions during the FY 2007 Carryover process and until the new staff is fully trained, the overall branch efficiency will be impacted for the first half of FY 2008.

# Department of Planning and Zoning



Funding Summary					
Category	FY 2007 Actual	FY 2008 Adopted Budget Plan	FY 2008 Revised Budget Plan	FY 2009 Advertised Budget Plan	FY 2009 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	34/ 34	34/ 34	35/ 35	35/ 35	35/ 35
<b>Total Expenditures</b>	<b>\$2,185,968</b>	<b>\$2,604,862</b>	<b>\$2,888,285</b>	<b>\$2,630,788</b>	<b>\$2,659,903</b>

Position Summary	
1 Assistant Planning Director	1 Planner I
5 Planners V	1 Administrative Assistant III
4 Planners IV	1 Administrative Assistant II
8 Planners III	2 Geographic Information System Technicians
11 Planners II	1 Geographic Information Spatial Analyst I
<b>TOTAL POSITIONS</b>	
<b>35 Positions / 35.0 Staff Years</b>	

## Key Performance Measures

### Goal

To maintain the County's major planning processes in support of the Board of Supervisors, Planning Commission and community in order to develop and implement policies and plans for the community's land use and capital facilities that conserve, revitalize and protect economic, social and environmental resources and produce a well-planned community and a high quality of living.

### Objectives

- ◆ To complete 100 percent of Special Land Use Studies within 18 months of Board authorization.
- ◆ To process 90 percent of proposed Comprehensive Plan Amendments within the following timeframes: Out-of-Turn Amendments within 8 months and APR nominations within the designated review cycle (typically 12 to 16 months).
- ◆ To review 85 percent of all 2232 Review applications within 90 days (application receipt to staff report release to Planning Commission), and 100 percent of all applications within 150 days except when the applicant and Fairfax County have agreed to a longer time frame.

## Department of Planning and Zoning

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate/Actual	FY 2008	FY 2009
<b>Output:</b>					
Special Land Use Studies completed	4	2	5 / 3	6	4
Comprehensive Plan Amendments completed (total)	96	8	95 / 71	106	106
Out-of-Turn Amendments completed	22	8	15 / 4	6	6
Annual Plan Review amendments completed	74	0	80 / 67	100	100
2232 Review Cases processed	83	96	75 / 144	100	100
<b>Efficiency:</b>					
Staff hours per Special Land Use Study	325	325	350 / 340	350	350
Staff hours per Comprehensive Plan Amendment	115	129	120 / 131	130	130
Staff hours per 2232 Review Application	65	52	60 / 50	55	55
<b>Outcome:</b>					
Percent of Special Land Use Studies processed within 18 months of Board authorization	100%	100%	100% / 100%	100%	100%
Percent of proposed Out-of-Turn Plan Amendments processed within 8 months	95%	90%	90% / 100%	90%	90%
Percent of APR nominations processed within the designated review cycle	100%	90%	90% / 90%	90%	90%
Percent of 2232 Review cases reviewed within 90 days	94%	91%	85% / 77%	85%	85%
Percent of 2232 Review cases reviewed within 150 days	97%	99%	100% / 97%	100%	100%

# Department of Planning and Zoning

## Performance Measurement Results

Between FY 2006 and FY 2007, the number of 2232 Review cases processed by the Planning Division increased from 96 to 144 or 50.0 percent, due primarily to an increase in the number of cases submitted by the wireless telecommunications industry. During FY 2007, 77 percent of all 2232 Review (public hearing and feature shown cases) were reviewed within 90 days, as compared to 91 percent in FY 2006. This increase in the time to review applications reflects the increase in application volume combined with fewer staff resources assigned to the review of applications due to a position vacancy and the reassignment of one staff position to another section of the Planning Division. In addition, in FY 2007, 97 percent of all 2232 Review applications were reviewed within 150 days of receipt. It is estimated that in both FY 2008 and FY 2009, 100 percent of all 2232 Review cases will continue to be reviewed within 150 days and that the percent of cases reviewed within 90 days will be 85 percent reflecting the time occasionally required to resolve issues associated with site, zoning and visual mitigation requirements before a case can receive final disposition.

The number of special land use studies completed increased from two to three, between FY 2006 and FY 2007. The Planning Division anticipates completing six major land use studies in FY 2008 and an additional four in FY 2009 including: Tysons Urban Center, Annandale, Baileys, Springfield and Lake Anne Revitalizations Areas; and Fort Belvoir (BRAC). These studies require considerable staff time due to the complexities of the studies and extensive interagency coordination and the need to foster extensive community participation through the provision of outside planning and outreach consultants. It is estimated that 100 percent of all studies will be processed within 18 months of Board authorization.

With regard to amendments to the County's Comprehensive Plan, the Planning Division continues to process both amendments that have been initiated by the Board as Out-of-Turn Plan Amendments and those that have been submitted for review by the public as part of the Area Plan Review (APR) Process. During FY 2007, the department completed 67 Comprehensive Plan Amendments associated with the South County Area Plan Review cycle. It is anticipated that the division will complete 100 Annual Plan Review Amendments in FY 2008, as part of the North County Area Plan Review cycle, with an additional 100 amendments processed in FY 2009 when the south County area is again reviewed.

In addition to the APR process, in FY 2007 the division completed four Out-of-Turn and Other Plan Amendments initiated by the Board of Supervisors. Over the past two years, the Board has initiated numerous such amendments that will be completed during the next two fiscal years. It is estimated that 12 such amendments will be completed in FY 2008 and FY 2009 combined. For FY 2007, 100 percent of Out-of-Turn Amendments were processed within eight months. It is projected that in FY 2008 and FY 2009, approximately 90 percent will be processed within 8 months.