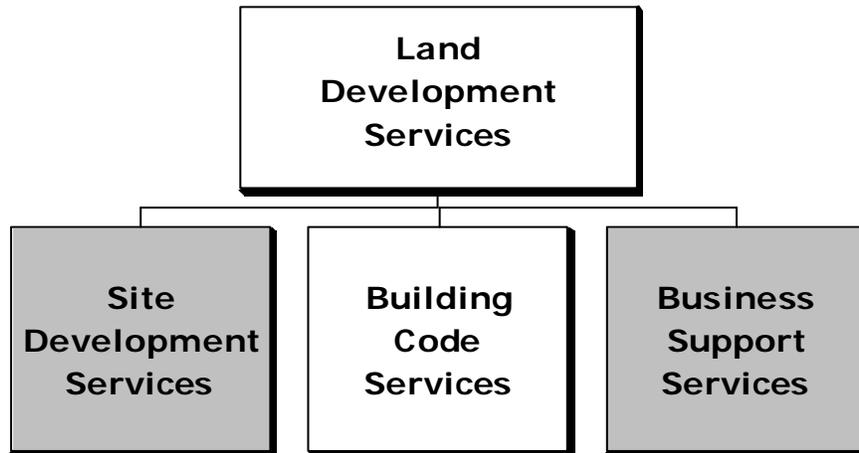


# Land Development Services



Community Development Program Area of Land Development Services

## Mission

Land Development Services (LDS) is committed to the protection of the environment, and the health, safety and welfare of all who live in, work in and visit Fairfax County. Through partnerships with all stakeholders, LDS achieves excellence in service by balancing the needs, rights and interests of the community in the building and land development process.

<b>AGENCY DASHBOARD</b>			
Key Data	FY 2013	FY 2014	FY 2015
1. Total Major and Minor Site Construction Plans Submitted	3,887	3,877	4,006
2. Average Days to Review Major Site Construction Plans	83	63	59
3. Total Residential/Commercial and Trade Permits Issued	59,714	59,956	59,471
4. Average Number of Major and Minor Site Construction Projects to Inspect	1,585	1,624	1,659
5. Total Building Inspections Performed	150,877	145,715	156,331
6. Total Initial Building Plan Reviews (new construction, alterations and additions)	16,528	15,369	15,315
7. Total Site and Building Revenue	\$28,305,286	\$28,962,664	\$33,705,379

# Land Development Services

## Focus

Land Development Services (LDS) provides regulatory services to protect the health, safety, welfare, and environment for those who live in, work in, and visit Fairfax County. This is accomplished through effectively regulating land development and building construction. LDS enforces environmental protection standards set forth in applicable codes for land development and building construction such as the Virginia Uniform Statewide Building Code, the International Code Council's family of construction codes, state laws and regulations, Fairfax County ordinances, and the Public Facilities Manual. LDS is composed of three cost centers: Building Code Services (BCS), included in the County's Public Safety Program Area, and Site Development Services (SDS) and Business Support Services (BSS), included in the County's Community Development Program Area. BSS manages the administrative responsibilities of Human Resources, Information Technology, and Financial Management for LDS.

LDS reviews all site and subdivision plans, inspects site development, and is responsible for the plan review, permitting, and inspection of new and existing structures. LDS takes action against non-compliant construction and land disturbing activities. It provides technical training and conducts customer outreach programs to help homeowners, builders, engineers and contractors comply with land development and building code regulations. LDS evaluates recent economic activity to predict future workload and resource needs. The number of site and subdivision submissions has remained steady. There continues to be a shift in development towards more in-fill and redevelopment/revitalization of older communities and more complex sites (such as problem soils), and of more multi-use and multi-family types of buildings. The workload associated with regulating these types of developments has inherent complexities that strain resources, in addition to requiring the redirection of resources to address code enforcement, environmental regulatory actions and infill issues. For example, infill development and revitalization projects are more complex in nature due to stormwater management challenges, erosion and sedimentation issues, deficient infrastructure, and the need to minimize impacts on adjoining property owners.

**Land Development Services supports the following County Vision Elements:**

-  **Maintaining Safe and Caring Communities**
-  **Creating a Culture of Engagement**
-  **Connecting People and Places**
-  **Practicing Environmental Stewardship**
-  **Exercising Corporate Stewardship**
-  **Maintaining Healthy Economies**
-  **Building Livable Spaces**

LDS continues to monitor its organization, workload and positions to ensure the workforce is right sized for its current and future workload. Increasing development in the Tysons Urban Center and Springfield Town Center has increased the quantity and complexity of plan and inspection workload in LDS. In addition, the County adopted a new ordinance and is revising existing ordinances and regulations in response to new federal and state regulations, which will continue to have an impact on workload in FY 2017.

## Land Development Services

In FY 2017, LDS will continue to be part of the Economic Development Core Team as presented to the Board of Supervisors at the March 18, 2013 Budget Committee meeting as part of the presentation on “Building & Sustaining Community by Leveraging our Economic Development Opportunities.” The team is necessary to support the County’s economic development and revitalization goals, improve development process timelines, and address rising workload requirements to ensure that the capacity exists to meet customer expectations and respond to development opportunities.

LDS is facing challenges due to the economic rebound, the implementation of new state and federal regulations, and the higher expectations of customers for reduced review timeframes. On December 2, 2014, the Board of Supervisors approved increases to Land Development Services and Fire Prevention Division (Fire Marshal) fees for plan review, permits, and inspection services. The fee increase supports 28/28.0 FTE positions for staff resources in a variety of agencies supporting the plan review, permits and inspection process. The goal of the additional staff is to assist the County in improving customer service, work plan implementation efforts, supports minimum submission review for grading plans and tenant work, electronic plan submissions and reducing plan review timeframes.

LDS is in the process of implementing a system that includes electronic plan submission and review capabilities. This system is a desired customer service initiative as part of the County’s collaboration with the development industry to identify initiatives to support and facilitate economic development. When fully implemented, the system will provide LDS staff with a sophisticated means of receiving and reviewing plans and will allow LDS to better meet customer expectations for distributing plan submissions efficiently.

### Budget and Staff Resources

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Revised	FY 2017 Advertised	FY 2017 Adopted
<b>FUNDING</b>					
Expenditures:					
Personnel Services	\$18,094,393	\$20,478,912	\$19,835,812	\$21,114,066	\$21,114,066
Operating Expenses	4,736,389	4,888,745	7,235,277	4,848,745	4,848,745
Capital Equipment	7,318	0	30,799	0	0
<b>Subtotal</b>	<b>\$22,838,100</b>	<b>\$25,367,657</b>	<b>\$27,101,888</b>	<b>\$25,962,811</b>	<b>\$25,962,811</b>
Less:					
Recovered Costs	(\$357,859)	(\$353,732)	(\$353,732)	(\$353,732)	(\$353,732)
<b>Total Expenditures</b>	<b>\$22,480,241</b>	<b>\$25,013,925</b>	<b>\$26,748,156</b>	<b>\$25,609,079</b>	<b>\$25,609,079</b>
Income:					
Permits/Plan Fees	\$10,960,424	\$11,677,342	\$11,677,342	\$11,778,242	\$11,778,242
Permits/Inspection Fees, Miscellaneous	22,744,955	22,409,218	23,162,380	23,757,458	23,757,458
<b>Total Income</b>	<b>\$33,705,379</b>	<b>\$34,086,560</b>	<b>\$34,839,722</b>	<b>\$35,535,700</b>	<b>\$35,535,700</b>
<b>NET COST TO THE COUNTY</b>	<b>(\$11,225,138)</b>	<b>(\$9,072,635)</b>	<b>(\$8,091,566)</b>	<b>(\$9,926,621)</b>	<b>(\$9,926,621)</b>
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Regular	274 / 274	272 / 272	274 / 274	272 / 272	274 / 274

# Land Development Services

## Community Development Program Area Summary

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Revised	FY 2017 Advertised	FY 2017 Adopted
<b>FUNDING</b>					
Expenditures:					
Personnel Services	\$10,330,284	\$11,794,233	\$11,151,133	\$12,155,645	\$12,155,645
Operating Expenses	2,682,328	3,468,678	5,657,914	3,453,678	3,453,678
Capital Equipment	7,318	0	30,799	0	0
<b>Subtotal</b>	<b>\$13,019,930</b>	<b>\$15,262,911</b>	<b>\$16,839,846</b>	<b>\$15,609,323</b>	<b>\$15,609,323</b>
Less:					
Recovered Costs	(\$357,859)	(\$353,732)	(\$353,732)	(\$353,732)	(\$353,732)
<b>Total Expenditures</b>	<b>\$12,662,071</b>	<b>\$14,909,179</b>	<b>\$16,486,114</b>	<b>\$15,255,591</b>	<b>\$15,255,591</b>
Income:					
Permits/Plan Fees	\$10,960,424	\$11,677,342	\$11,677,342	\$11,778,242	\$11,778,242
<b>Total Income</b>	<b>\$10,960,424</b>	<b>\$11,677,342</b>	<b>\$11,677,342</b>	<b>\$11,778,242</b>	<b>\$11,778,242</b>
<b>NET COST TO THE COUNTY</b>	<b>\$1,701,647</b>	<b>\$3,231,837</b>	<b>\$4,808,772</b>	<b>\$3,477,349</b>	<b>\$3,477,349</b>
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Regular	177 / 177	175 / 175	175 / 175	173 / 173	175 / 175
<b>Land Development Services</b>					
<b>Administration</b>					
1 DPWES Deputy Director		3 Management Analysts II		1 Business Analyst IV	
1 Director, LDS		1 Code Specialist III		2 Business Analysts III	
1 Division Director, LDS		2 Code Specialists II		1 Info. Technology Tech. III	
2 Management Analysts III		1 Eng. Inspect. Technical Support		1 IT Program Manager II	
2 Engineers IV		6 Engineering Technicians III		1 Programmer Analyst IV	
1 Engineering Technician III		18 Engineering Technicians II		1 Programmer Analyst III	
1 Management Analyst II		4 Administrative Assistants III		1 Programmer Analyst II	
2 Management Analysts I		3 Administrative Assistants II		1 Network/Telecom. Analyst III	
2 Planners IV				1 Network/Telecom. Analyst II	
1 Safety Analyst				1 Network/Telecom. Analyst I	
1 Program and Procedures Coord.				1 Data Analyst II	
3 Administrative Assistants IV				1 Information Tech. Systems Architect	
2 Administrative Assistants III					
1 Human Resource Generalist II					
1 Human Resource Generalist I					
<b>Code Development and Compliance</b>					
1 Division Director, LDS		1 Division Director, LDS			
1 Project Coordinator		3 Engineers V			
1 Engineer V		2 Engineers IV			
6 Engineers IV		11 Senior Engineers III			
1 Management Analyst IV		17 Engineers III			
1 Training Specialist III		1 Code Specialist III			
3 Code Specialists III		3 Supervising Eng. Inspectors			
2 Senior Engineering Inspectors		3 Asst. Sup. Engineering Inspectors			
1 Combination Inspector		24 Senior Eng. Inspectors			
2 Code Specialists II		1 Engineering Technician III			
4 Engineering Technicians III		1 Administrative Assistant III			
		1 Administrative Assistant II			
<b>Information Technology Branch</b>					
<b>Financial Management Branch</b>					
				1 Financial Specialist III	
				1 Financial Specialist II	
				1 Financial Specialist I	
				1 Administrative Assistant V	
				2 Administrative Assistants IV	
				5 Administrative Assistants III	
<b>TOTAL POSITIONS</b>					
<b>175 Positions / 175.0 FTE</b>					

# Land Development Services

## FY 2017 Funding Adjustments

The following funding adjustments from the FY 2016 Adopted Budget Plan are necessary to support the FY 2017 program. Included are all adjustments recommended by the County Executive that were approved by the Board of Supervisors, as well as any additional Board of Supervisors' actions, as approved in the adoption of the budget on April 26, 2016.

- ◆ **Employee Compensation** **\$635,154**  
An increase of \$635,154 in Personnel Services includes \$272,371 for a 1.33 market rate adjustment (MRA) for all employees and \$304,987 for performance-based and longevity increases for non-uniformed merit employees, both effective July 2016, as well as \$57,796 for employee pay increases for specific job classes identified in the County's benchmark class survey of comparator jurisdictions.
  
- ◆ **Department of Vehicle Services Charges** **(\$40,000)**  
A decrease of \$40,000 is included for Department of Vehicle Service charges based on anticipated billings for fuel, vehicle replacement, and maintenance-related charges.

## Changes to FY 2016 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2016 Revised Budget Plan since passage of the FY 2016 Adopted Budget Plan. Included are all adjustments made as part of the FY 2015 Carryover Review, FY 2016 Third Quarter Review, and all other approved changes through April 30, 2016.

- ◆ **Carryover Adjustments** **\$1,679,231**  
As part of the FY 2015 Carryover Review, the Board of Supervisors approved funding of \$1,679,231, including \$889,230 in encumbered carryover for professional contracts and office equipment, and \$790,001 in unencumbered carryover to directly support land development process improvements, code modifications and staff development consistent with the Board approval of the "Booster Shot" on December 2, 2014.
  
- ◆ **Third Quarter Adjustment** **\$100,000**  
As part of the FY 2016 Third Quarter Review, the Board of Supervisors approved an increase of \$100,000 to support a review of the Public Facilities Manual (PFM), the County's engineering equivalent to the Zoning Ordinance as part of the implementation of the Economic Success Strategic Plan (ESSP).
  
- ◆ **Fuel Reduction - Third Quarter Adjustment** **(\$45,000)**  
As part of the FY 2016 Third Quarter Review, the Board of Supervisors approved a decrease of \$45,000 based on lower than anticipated fuel prices.
  
- ◆ **Position Adjustments** **\$0**  
In order to better align staff and workload requirements, 3/3.0 FTE positions were transferred from Fund 40140, Refuse Collection and Recycling Operations to Land Development Services (LDS). In addition, the County Executive approved the redirection of 1/1.0 FTE position from LDS to the Office of the County Attorney to support workload-related requirements.

# Land Development Services

## Cost Centers

### Site Development Services

Site Development Services ensures that land development and public and private facility construction conform to the Fairfax County Code and to policies adopted by the Board of Supervisors with respect to the integrity of new public infrastructure, control of erosion and sedimentation, drainage and stormwater, tree conservation, protection of public waters and the investigation and resolution of building and site code violations. This is accomplished by reviewing site and subdivision plans, record plats, studies, waivers and modification requests, and coordinating the review process with other planning and development agencies.

### Building Code Services

Building Code Services is responsible for the plan review, permitting and inspection of new and existing buildings, as well as cross connection and amusement device inspections. This cost center ensures that all building construction in Fairfax County meets the safety and health standards of the Virginia Uniform Statewide Building Code and County ordinances. This is accomplished by reviewing building plans, performing building, mechanical, electrical and plumbing inspections and issuing permits and home improvement contractors' licenses.

## Key Performance Measures

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate/Actual	FY 2016	FY 2017
<b>Site Development Services</b>					
Percent of projects in irresolvable default which must be completed by the County	2%	1%	3%/0%	3%	3%
Construction projects required to cease as a result of deficiencies identifiable on the plan	0	0	0/0	0	0
<b>Building Code Services</b>					
Percent of buildings experiencing catastrophic system failures as a result of building design	0%	0%	0%/0%	0%	0%
Percent of permits issued on day of application	65%	65%	60%/60%	60%	60%

A complete list of performance measures can be viewed at [www.fairfaxcounty.gov/dmb/fy2017/adopted/pm/31.pdf](http://www.fairfaxcounty.gov/dmb/fy2017/adopted/pm/31.pdf)

## Performance Measurement Results

In FY 2015, the percent of projects in irresolvable default that must be completed by the County decreased from 1 to 0. The number of construction projects required to cease as a result of deficiencies identifiable on the plan remained at 0, and is expected to remain the same in FY 2017.

In FY 2015, the percent of buildings experiencing catastrophic system failures as a result of building design remained at 0, and is expected to remain the same in FY 2017. In FY 2015, 60 percent of permits were issued on the day of application, which was a decrease of 5 percentage points from the FY 2014 level due to staff turnover and the implementation of new process procedures. The agency is expecting to remain at 60 percent in FY 2016 and beyond.