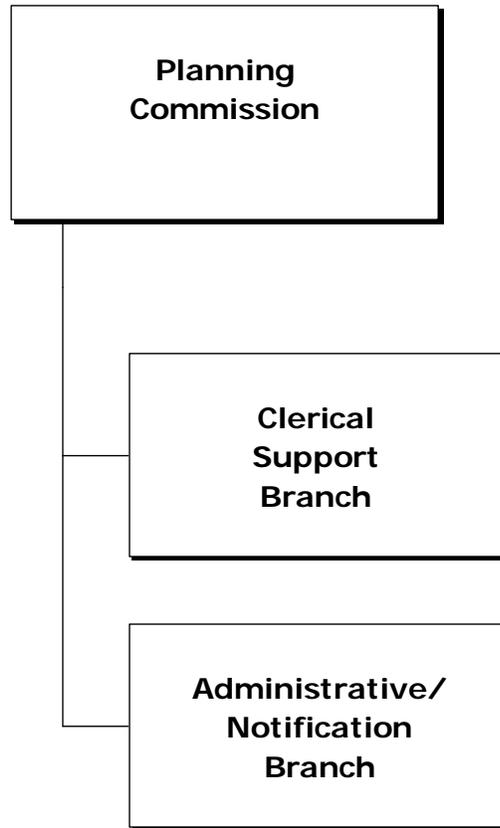


Planning Commission



Mission

To provide recommendations to the Board of Supervisors and/or the Board of Zoning Appeals on land use policies and plans that will result in orderly, balanced and equitable County growth, and to provide administrative support to the Planning Commission.

AGENCY DASHBOARD			
Key Data	FY 2013	FY 2014	FY 2015
1. Actions on applications	246	307	240
2. Public sessions held	37	47	59
3. Notifications verified for PC/BOS	171	183	276
4. Information requests processed	13,742	13,037	6,451
5. Minute pages completed	618	672	883
6. Committee meetings held	32	38	43

Focus

The agency provides staff support to the Planning Commission and the Board of Supervisors in matters relating to the County's land use policy development. The agency ensures that interested residents' reactions are obtained on County plans, ordinance amendments and land use applications by conducting public sessions weekly, eleven months per year, and forwarding recommendations on these matters to the Board of Supervisors in a timely fashion. The agency is also mandated by the Board of Supervisors to

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perform notifications and verifications for abutting and adjacent property owners in all land use cases heard before the Board of Supervisors as well as the Planning Commission. Moreover, through public outreach activities, including the monthly Channel 16 PC Roundtable program, quarterly *PC Communicator* newsletter, and annual *Report of Activities*, the agency continues its efforts to educate the general public on the land use process and pertinent land use issues facing the County.

The Planning Commission, through its public hearing and committee processes, provides a forum for community residents to make recommendations on the County's Comprehensive Plan, both in terms of policy and specific site requests, as well as other land use applications mandated by state and County codes, and policy issues as they arise. To better equip staff to respond to complex questions, Planning Commission staff completed certification in the Virginia Tech, Virginia Planning Commissioner Certification Program in FY 2016.

The Planning Commission supports the following County Vision Elements:



Maintaining Safe and Caring Communities



Building Livable Spaces



Connecting People and Places



Maintaining Healthy Economies



Practicing Environmental Stewardship



Creating a Culture of Engagement



Exercising Corporate Stewardship

Obtaining citizen input on pending land use applications and/or policy issues continues as a key driver for the Planning Commission and its staff. In FY 2015, the Planning Commission held 59 Commission and 43 committee meetings to ensure that the public had ample opportunity to comment on land use matters affecting the greater Fairfax community. During its FY 2015 public hearings, the Commission received oral testimony from 331 individuals on various land use applications scheduled for hearings.

The Planning Commission has continued to observe the following major trends:

Statistics continue to indicate that the Board of Supervisors maintains a 99 percent or better concurrence rate on recommendations forwarded by the Planning Commission, a trend that has remained consistent over the past decade. This high rate demonstrates the level of commitment undertaken by the Commission in ensuring that all major issues raised by applicants and surrounding neighborhoods are resolved prior to consideration by the Board of Supervisors.

With the County almost fully developed, the majority of remaining land available is either infill or ripe for redevelopment. Such properties have a larger number of inherent problems as well as interested and involved neighbors. As a result, there has been an increase in in-depth negotiations between residents, Commissioners, staff, and applicants, resulting in an ever-increasing continuation of public hearing deferrals and/or decisions at both the Planning Commission and the Board of Supervisors meetings. These deferrals result in a larger number of cancelled meetings due to the lack of agenda items that often occur close to the scheduled hearing date. While up-to-date information is maintained on the

Planning Commission

Commission’s website, such deferrals often contribute to confusion among nearby residents due to the proliferation of required, and often multiple, deferral letters per application. In addition, costs resulting from such deferrals must be borne by both the County and applicants. Given the anticipated continuation of high level complexity in infill and redevelopment cases, it is likely that these deferrals will continue to increase, along with subsequent impacts.

The Commission held 102 public meetings this year, allowing residents many opportunities to formally provide input at both public hearings and committee meetings. Moreover, over the past several years, committee meetings have continued to serve as a major forum for input on policy issues. Hundreds of County residents have taken advantage of such opportunities and their input is highly valued and utilized by the Commission in its recommendations to the Board of Supervisors.

The Commission continues its joint committees with the Fairfax County School Board, Park Authority Board, Redevelopment and Housing Authority Board, Transportation Advisory Commission, Environmental Quality Advisory Commission, as well as other ongoing committees established to ease the transaction of routine business. Through these joint sessions, along with other committees such as Policy and Procedures and the Capital Improvement Program, the Commission has found that it can provide timely input to the Board of Supervisors on various policy issues as they arise.

Budget and Staff Resources

Category	FY 2015 Actual	FY 2016 Adopted	FY 2016 Revised	FY 2017 Advertised	FY 2017 Adopted
FUNDING					
Expenditures:					
Personnel Services	\$596,499	\$725,224	\$725,224	\$791,566	\$791,566
Operating Expenses	37,201	29,163	29,363	29,163	29,163
Capital Equipment	0	0	0	0	0
Total Expenditures	\$633,700	\$754,387	\$754,587	\$820,729	\$820,729
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)					
Regular	7 / 7	7 / 7	7 / 7	7 / 7	7 / 7
1 Executive Director	1	Management Analyst III	1	Administrative Assistant V	
1 Planning Technician II	1	Management Analyst I	2	Administrative Assistants IV	
TOTAL POSITIONS					
7 Positions / 7.0 FTE					

Planning Commission

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** **\$18,342**

An increase of \$18,342 in Personnel Services includes \$9,645 for a 1.33 market rate adjustment (MRA) for all employees and \$8,697 for performance-based and longevity increases for non-uniformed merit employees, both effective July 2016.

◆ **Full-Year Impact of Planning Commission Salary Increase** **\$48,000**

An increase of \$48,000 in Personnel Services is necessary to fund a change to the Board members' annual salaries from \$15,000 to \$23,000 per year. This amount represents partial year funding for six months as a result of the new salary level taking effect January 2016. The remaining \$48,000 was included in the FY 2016 Adopted Budget Plan, and thus is already included in the agency baseline budget.

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** **\$200**

As part of the FY 2015 Carryover Review, the Board of Supervisors approved encumbered funding of \$200 in Operating Expenses.

Planning Commission

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
Planning Commission					
Percent of Planning Commission actions approved by BOS	99%	99%	99%/99%	99%	99%
Percent of notifications verified within 17 days of PC/BOS hearing	100%	100%	100%/100%	100%	100%
Percent of summaries and verbatim pages completed within three working days	100%	100%	100%/100%	100%	100%
Percent of Commission sets of minutes completed within two months of meeting date	0%	60%	100%/100%	100%	100%
Percent of committee minutes completed within two months of meeting date	20%	25%	100%/85%	100%	100%

A complete list of performance measures can be viewed at www.fairfaxcounty.gov/dmb/fy2017/adopted/pm/36.pdf

Performance Measurement Results

The percentage of committee minutes completed within the targeted time frame increased significantly in FY 2015 from 25 to 85 percent. Minutes are expected to be completed within two months following the public hearing, and the target in future years is to increase the completion rate to 100 percent.

As required by the Code of Virginia and the Fairfax County Zoning Ordinance, the Clerical and Administrative Branch continues to verify the accuracy of public notices for public hearings by the Planning Commission and Board of Supervisors. As in previous years, staff continues to process 100 percent of verifications within the 17 days time frame and with a high level of diligence so that there are no deferrals for the Commission's or the Board's public hearings due solely to notification problems.