

Planning Commission

36-01-Production of Planning Commission Actions

Fund/Agency: 001/36	Planning Commission	
Personnel Services	\$93,699	<p>CAPS Percentage of Agency Total</p> <p>44.8%</p> <p>55.2%</p> <p>■ Production of Planning Commission Actions ■ All Other Agency CAPS</p>
Operating Expenses	\$189,185	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$282,884	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$282,884	
Positions/SYE involved in the delivery of this CAPS	2/2.6	

► CAPS Summary

The Planning Commission is responsible for holding public hearings on all land use applications except variances and special permits and, forwarding its actions to the Board of Supervisors and/or the Board of Zoning Appeals, as applicable, for subsequent public hearings. The Commission also holds various committee meetings, many with other Boards and Commissions, to jointly discuss issues of mutual concern.

The Commission staff provides administrative support for all of these meetings and is responsible for the maintenance of all public records; preparation of summaries and verbatims from each regular Commission meeting; preparation of minutes for each regular and committee meeting; preparation of all reports and memorandums to the Board of Supervisors on land use recommendations from the Commission, as well as any Committee/Commission special reports.

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► Method of Service Provision

Given the small size of the Commission staff, almost all employees (7 of 8) have primary or secondary responsibilities for execution of these related services. Each regular and committee meeting is staffed by a minimum of two employees, one from the clerical branch and a senior staff member. Given the total number of such meetings, the duties are divided among available staff. While all such meetings are held during evening hours, the associated processing of Commission actions is generally accomplished during normal working hours.

Although the staff size is small, the Commission Office is able to extend "normal" County operating hours through flexible staff schedules. With such flexibility, the Commission Office generally maintains operations from 7:00 a.m. to 6:30 p.m. daily, and through the completion of Commission meetings on Wednesday and Thursday evenings. Due to the website information posted, much information is also available on a 24/7 basis to computer users.

► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate ¹	FY 2002 Estimate
Public Sessions held	73	70	62	71	70
Committee meetings held	20	23	23	31	25
Summaries completed	73	70	62	71	70
Verbatim pages completed	1,051	794	814	820	850
Minute pages completed	812	868	743	623	900
Backlog of sets of minutes (regular and committee) to date	63	35	10	20	0
Average hours to complete meeting verbatim pages	24	20	20	20	16
Average hours to complete set of minutes	40	32	32	32	24
Percent of Commission actions approved by Board of Supervisors	98%	98%	99%	99%	98%
Percent of Summaries completed within four working days	98%	98%	100%	100%	100%
Percent of verbatim pages completed within four working days	98%	98%	100%	100%	100%
Percent of meeting minutes completed within three weeks of hearing date	80%	85%	85%	85%	90%

¹ FY 2001 data are actual.

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► **Mandate Information**

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 76 - 100%. The specific Federal or State code and a brief description of the code follows:

- Section 15.2-2221 of the Code of Virginia and Article 19 of the County's Zoning Ordinance establish duties of the Planning Commission, including maintaining complete records of its proceedings and submitting recommendations on its actions to the governing body.