

# *Fairfax County, Virginia*



## ***LINES OF BUSINESS*** *January 2016*

### **PLANNING COMMISSION**

*County Lines of Business (LOBs)  
Presentation to the Board of Supervisors*



[www.fairfaxcounty.gov/budget/2016-lines-of-business.htm](http://www.fairfaxcounty.gov/budget/2016-lines-of-business.htm)



# OUTLINE OF TODAY'S PRESENTATION

1. Department Overview
2. High level view of Lines of Business (LOBs)
3. How LOBs relate to the County Vision Elements
4. Metrics
5. Trends and Challenges
6. Looking Forward
7. Discussion

*Note: See [www.fairfaxcounty.gov/budget/2016-lines-of-business.htm](http://www.fairfaxcounty.gov/budget/2016-lines-of-business.htm) to access all LOBs documents and presentations.*



## DEPARTMENT OVERVIEW

- The Fairfax County Planning Commission was established in 1938, almost 40 years before Planning Commissions were required by state law.
- The Planning Commission has grown from 5 members to 12, and is now supported by a staff of 7.
- Planning Commission Mission: To provide the Board of Supervisors with recommendations on land use policies and plans that will result in orderly, balanced, and equitable growth in Fairfax County.
- The Planning Commission reviews and makes recommendations on:
  - Land use applications (rezonings, special exceptions, etc.)
  - Amendments to the Zoning Ordinance, Comprehensive Plan, and Public Facilities Manual
  - Policy topics as directed by the Board of Supervisors



# DEPARTMENT OVERVIEW

## **Public Engagement**

- Weekly public hearings
- Committee meetings
- Seminars and tours

## **Documentation and Records**

- Verbatim
- Minutes
- Board items

## **Community Outreach**

- Annual Report of Activities
- Quarterly Newsletter
- Planning Commission Roundtable
- Website



# DEPARTMENT RESOURCES

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
<b>FUNDING</b>			
<b>Expenditures:</b>			
Compensation	\$676,647	\$596,499	\$725,224
Operating Expenses	24,651	37,201	29,163
<b>Total Expenditures</b>	<b>\$701,298</b>	<b>\$633,700</b>	<b>\$754,387</b>
General Fund Revenue	\$0	\$0	\$0
Net Cost/(Savings) to General Fund	\$701,298	\$633,700	\$754,387
<b>POSITIONS</b>			
Authorized Positions/Full-Time Equivalents (FTEs)			
<b>Positions:</b>			
Regular	7 / 7	7 / 7	7 / 7
<b>Total Positions</b>	<b>7 / 7</b>	<b>7 / 7</b>	<b>7 / 7</b>

*While not included in the Total Positions, the salaries of the 12 Planning Commissioners are included in the compensation totals above. In the FY 2016 Adopted Budget, this reflects an amount of \$228,000.*



# LOBS AT A GLANCE





# LOBS SUMMARY TABLE

LOB #	LOB Title	FY 2016 Adopted	
		Disbursements	Positions
80	Production of Planning Commission Actions	\$180,721	3
81	Production of Reports / Publications	194,315	2
82	Land Use Application Verification / Notification	81,136	1
83	Customer Service Information Responses	64,383	1
84	Planning Commissioners	233,832	0
<b>Total</b>		<b>\$754,387</b>	<b>7</b>



# LINES OF BUSINESS SUMMARY

## **Production of Planning Commission Actions**

- Captures Planning Commission actions for the public record
- Meeting minutes and verbatim transcripts

## **Publication of Reports/Publications**

- Develops and distributes multiple forms of media to educate and inform the public on land use matters
- Quarterly newsletter, Commissioner handbook, annual report, PC Roundtable, Website

## **Land Use Application Verification/Notification**

- Processes and verifies required notification for public hearings before both the Planning Commission and Board of Supervisors



# LINES OF BUSINESS SUMMARY

## **Customer Service Information Responses**

- Responds to request for information regarding Planning Commission activities
- Records management and archives

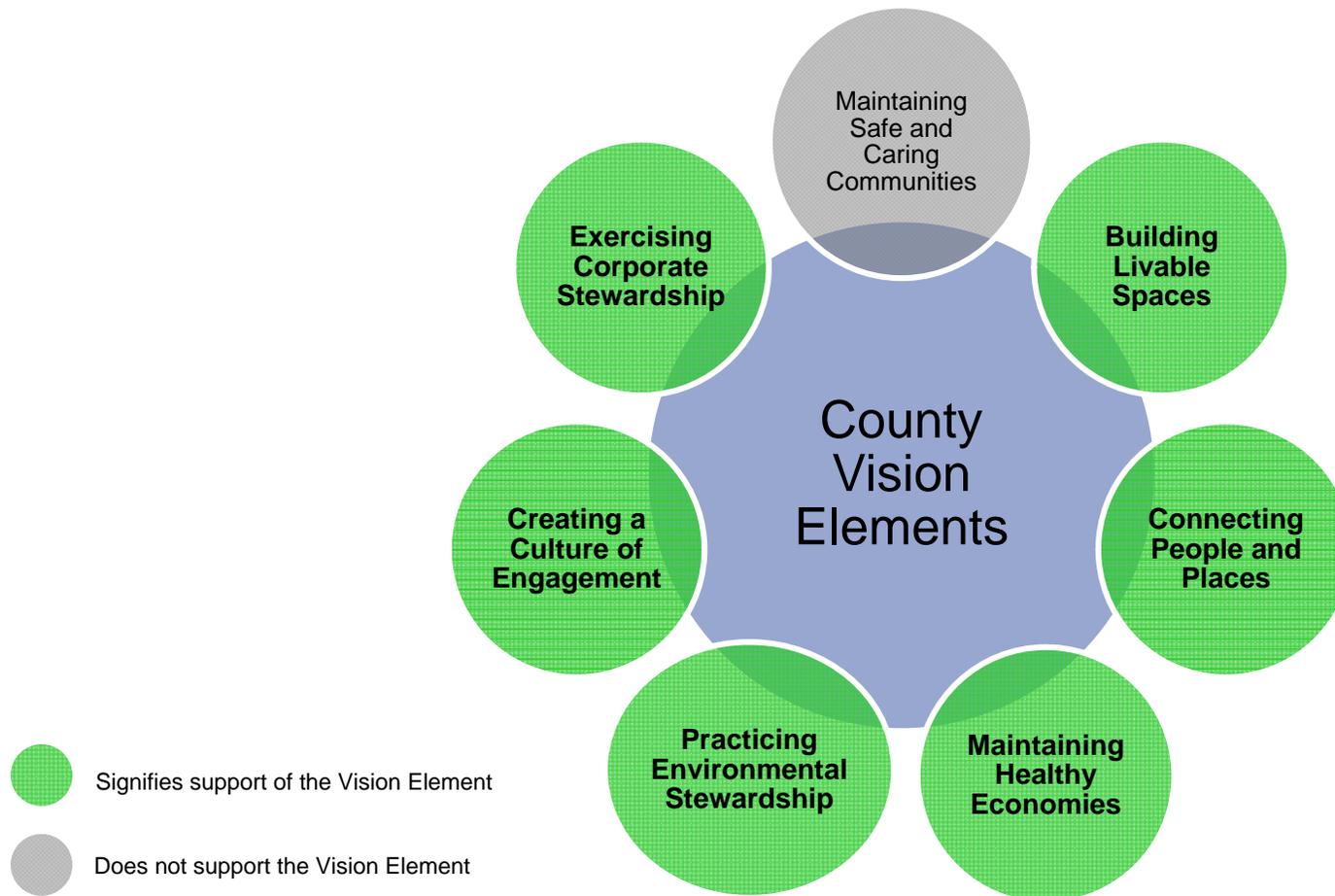
## **Planning Commissioners**

- Appointed body that reviews and provides recommendations on land use policies and plans
- Weekly public meetings
- Community engagement



# COUNTY VISION ELEMENTS

- The purpose of the LOBs process and the validation process performed by staff and management is to array the relevance of all LOBs according to the County's Vision Elements. This agency's LOBs support:





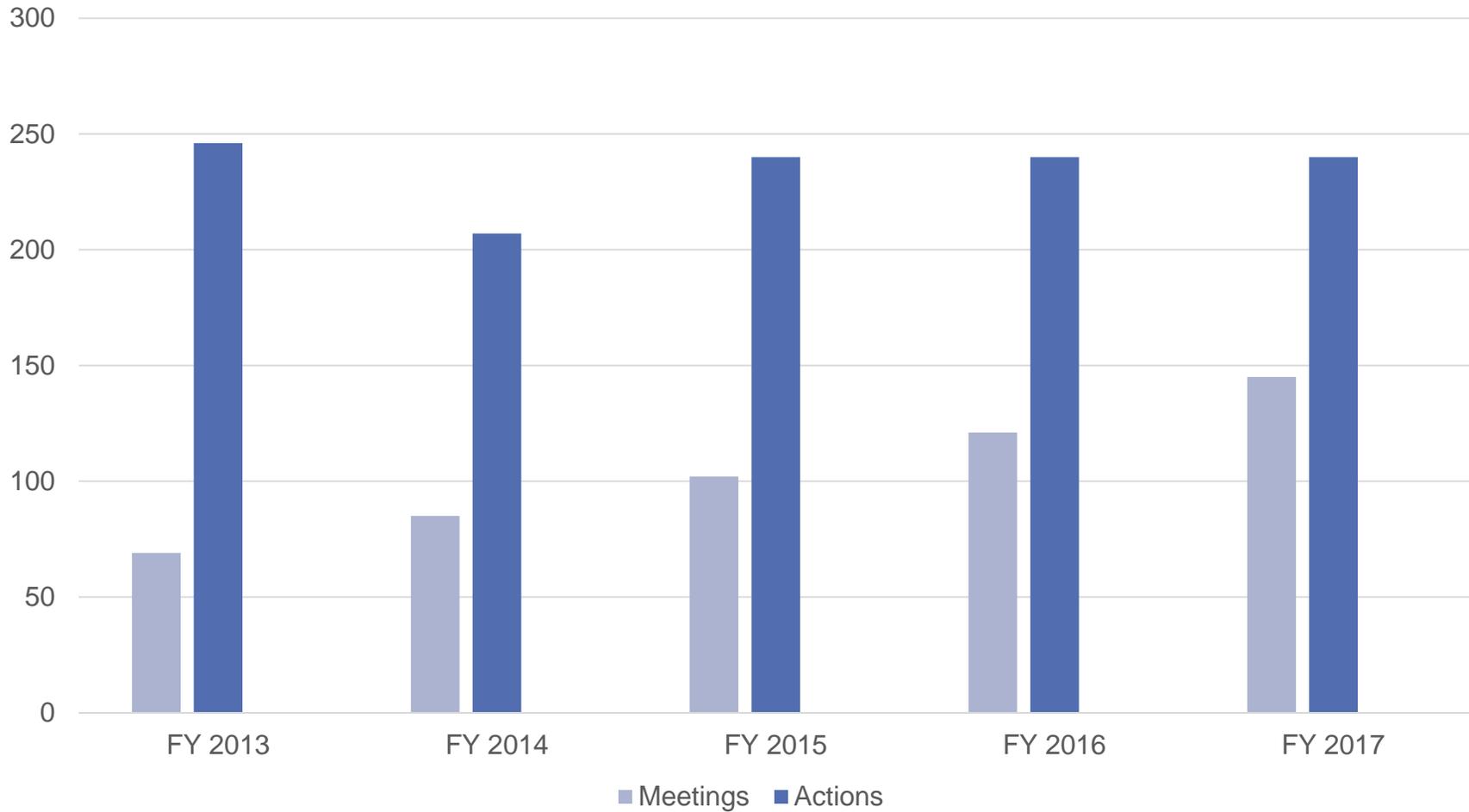
# METRICS

- 102 public sessions held by the Planning Commission in FY 2015, including public hearings and committee meetings
- More than a 99% concurrence rate on recommendations forwarded to the Board of Supervisors by the Planning Commission
- Completion of meeting minutes within a 2 month time frame brought up to 100% in FY 2015 from 20% in FY 2013. Completion of verbatim transcripts within 3 days maintained at 100%
- 100% of notice verifications processed within the required timeframe despite 51% increase in notifications from FY 2014 to FY 2015



# PLANNING COMMISSION ACTIVITY

Meetings and Actions of the Commission





# TRENDS AND CHALLENGES

Increasing planning and development activity lead to more:

- Public meetings
- Committee meetings
- Meeting documentation and records
- Notification verifications

Increasing complexity in land use applications and amendments lead to more:

- Information requests
- Need for public outreach and available, accessible resources
- Community input



## LOOKING FORWARD

- The trend toward more public sessions is anticipated to continue, in both regular public meetings and committee meetings.
- The demand for thorough and easily accessible information is also anticipated to continue.
- The Planning Commission endeavors to maintain its 99% or better concurrence rate with the Board of Supervisors.
- Planning Commission staff expects to maintain its current timeframes for records completion and responses to requests for information.
- Public outreach will continue and expand to the extent possible in order to engage more of the community.



# DISCUSSION

