

Fairfax County, Virginia



LINES OF BUSINESS *January 2016*

PLANNING AND ZONING

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



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 to access all LOBs documents and presentations.

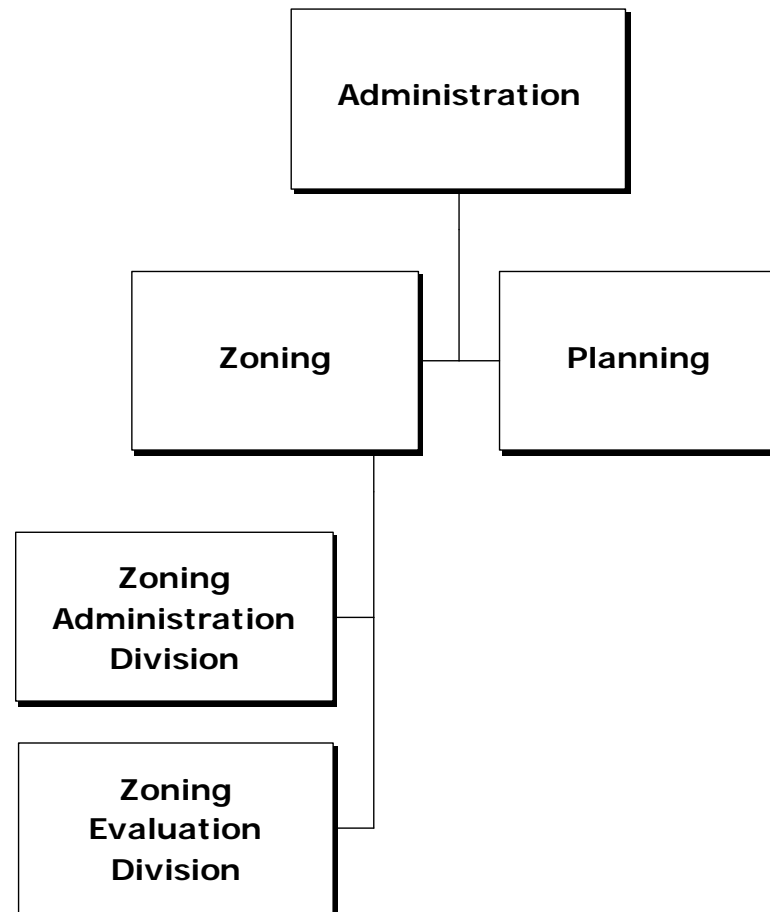


DEPARTMENT OVERVIEW

The Department of Planning and Zoning consists of 4 divisions:

- Planning
- Zoning Evaluation
- Zoning Administration
- Administration

These distinct divisions work to fulfill the mission and carry out the 15 Lines of Business identified for the Department.



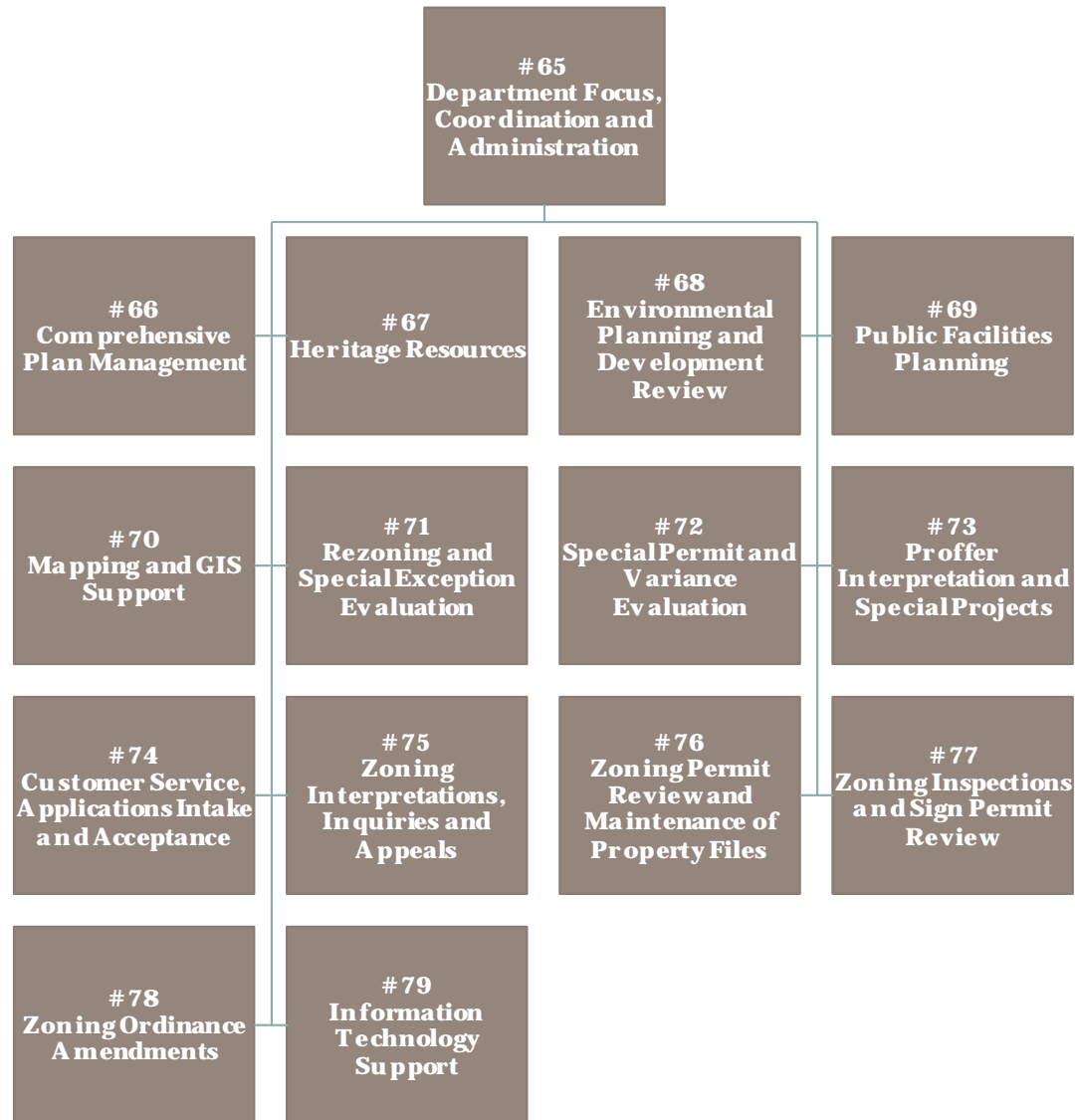


DEPARTMENT RESOURCES

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
FUNDING			
<u>Expenditures:</u>			
Compensation	\$9,172,090	\$9,211,564	\$9,987,710
Operating Expenses	828,006	684,999	682,986
Total Expenditures	\$10,000,096	\$9,896,563	\$10,670,696
General Fund Revenue	\$2,718,254	\$3,015,749	\$2,784,114
Net Cost/(Savings) to General Fund	\$7,281,842	\$6,880,814	\$7,886,582
POSITIONS			
Authorized Positions/Full-Time Equivalents (FTEs)			
<u>Positions:</u>			
Regular	130 / 130	133 / 133	133 / 133
Total Positions	130 / 130	133 / 133	133 / 133



LOBS AT A GLANCE





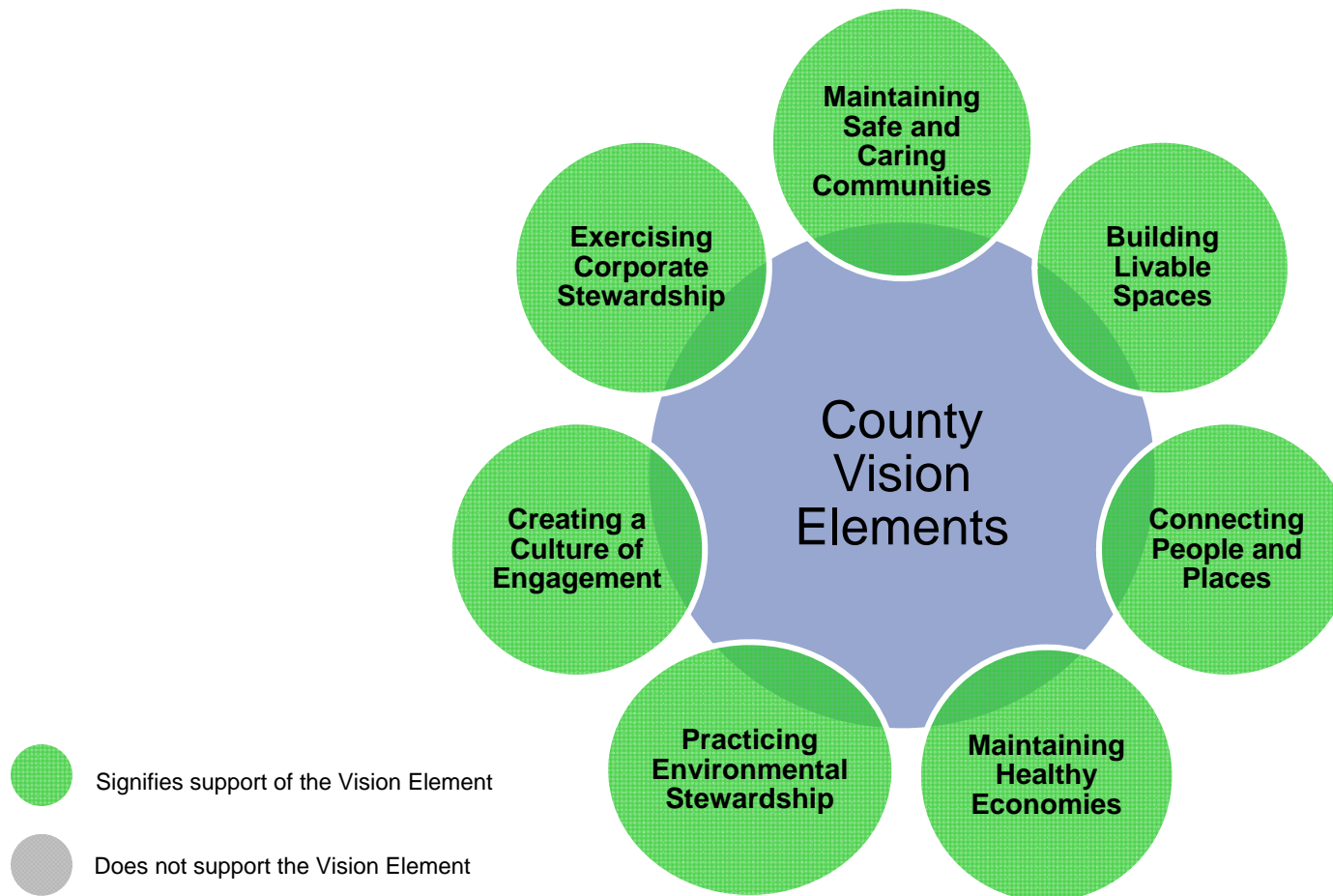
LOBS SUMMARY TABLE

LOB #	LOB Title	FY 2016 Adopted	
		Disbursements	Positions
65	Department Focus, Coordination and Administration	\$490,525	5
66	Comprehensive Plan Management	1,176,546	15
67	Heritage Resources	235,310	3
68	Environmental Planning and Development Review	705,928	9
69	Public Facilities Planning	705,928	9
70	Mapping and GIS Support	313,746	4
71	Rezoning and Special Exception Evaluation	1,351,192	17
72	Special Permit and Variance Evaluation	635,855	8
73	Proffer Interpretation and Special Projects	476,891	6
74	Customer Service, Applications Intake and Acceptance	953,783	12
75	Zoning Interpretations, Inquiries and Appeals	997,891	13
76	Zoning Permit Review and Maintenance of Property Files	997,891	13
77	Zoning Inspections and Sign Permit Review	537,326	7
78	Zoning Ordinance Amendments	307,043	4
79	Information Technology Support	784,841	8
Total		\$10,670,696	133



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:





LINES OF BUSINESS SUMMARY

PLANNING DIVISION

The Planning Division is responsible for:

- **Carrying out studies to update and maintain the adopted Comprehensive Plan (LOB 66)**
- **Preserving heritage resources, including historic, architectural and archeological elements (LOB 67)**
- **Evaluating land use proposals for conformity with the Comprehensive Plan including encouraging development that is consistent with adopted environmental policies (LOB 68)**
- **Ensuring new public facilities are in conformance with the Comprehensive Plan as it pertains to location, character, and extent, as described in the Code of Virginia (LOB 69)**
- **Creating and maintaining Comprehensive Plan-related maps, graphics, and data bases for depiction, analysis, and review by BOS, staff, developers, and citizens (LOB 70)**



COMPREHENSIVE PLANNING

Fairfax Forward

Planning has completed 36 major and short term planning studies since the inception of the Pilot Work Program in July of 2013, and is currently engaged in 15 more.

Diversify
activity
centers

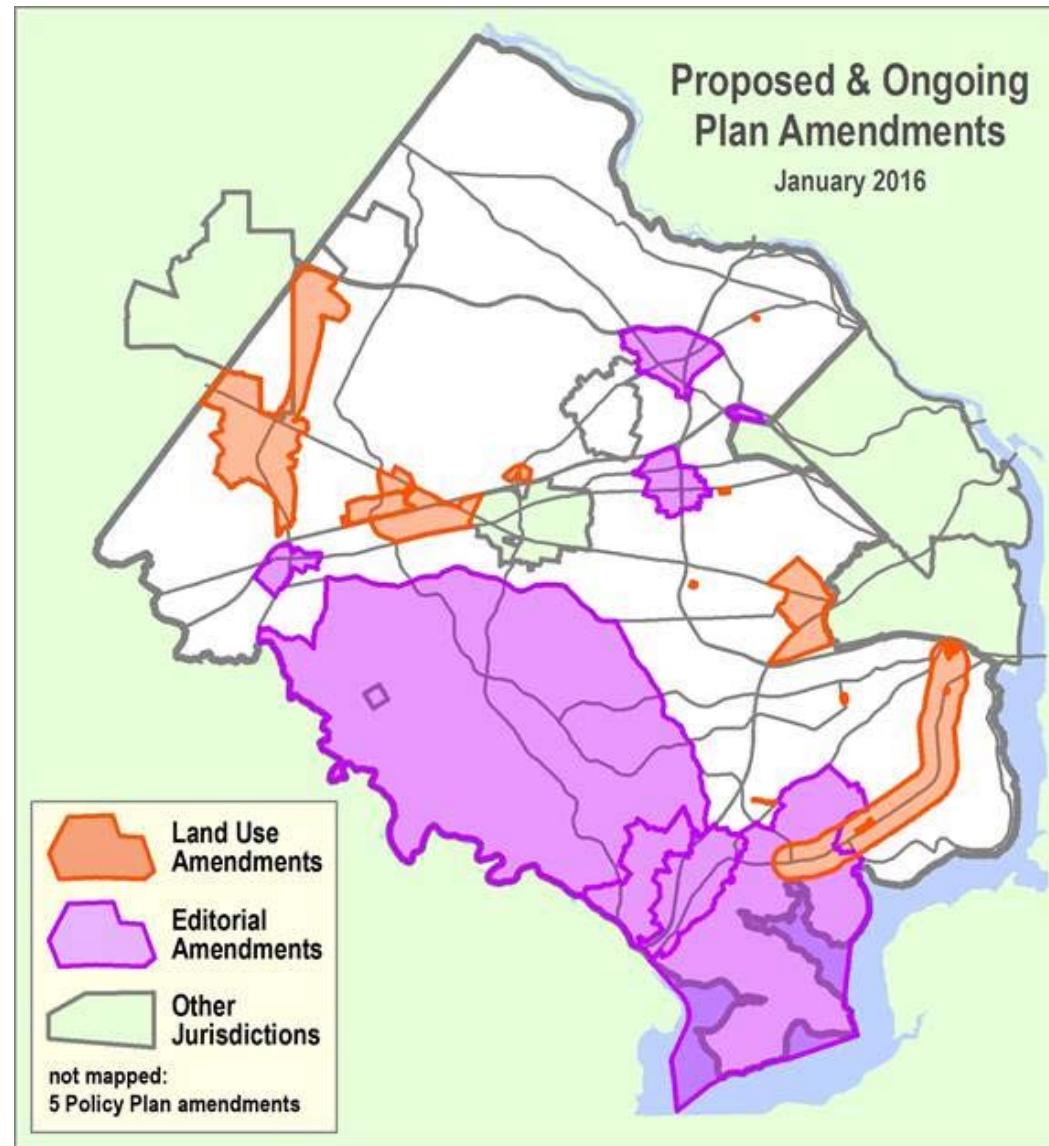
Explore
innovative land
use policies

Protect
neighborhoods

Respond to
market needs



COMPREHENSIVE PLANNING





PLAN IMPLEMENTATION

Placemaking

The Laurel Hill Adaptive Reuse project incorporated Historic Preservation Planning, Master Planning, community engagement, affordable housing, rezoning, and a public-private agreement. The project fully integrates the 80-acre prison into South County with open space, residential, commercial and retail uses.





PLAN IMPLEMENTATION

Public Facilities

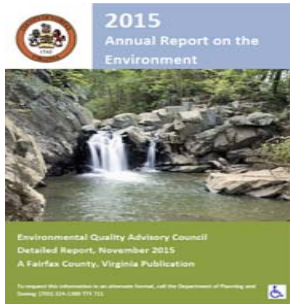
DPZ works closely with other County departments in the review of facilities such as libraries, fire and police stations, school expansions, community centers and other associated utilities and infrastructure.

The County is also a national leader in accommodating stealth technologies for wireless communications.





CREATIVE PUBLIC OUTREACH



Annual Reports

The Annual Report on the Environment, is prepared by the Environmental Quality Advisory Council with major PD staff support and provides advice to the BOS

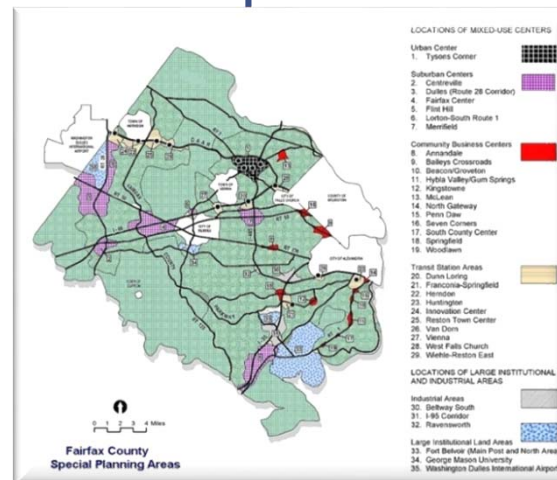


Social Media Planning has a social media presence to keep interested citizens informed and engaged

Maps, Graphics, and GIS Planning annually produces 100's of maps and graphics for staff and the public



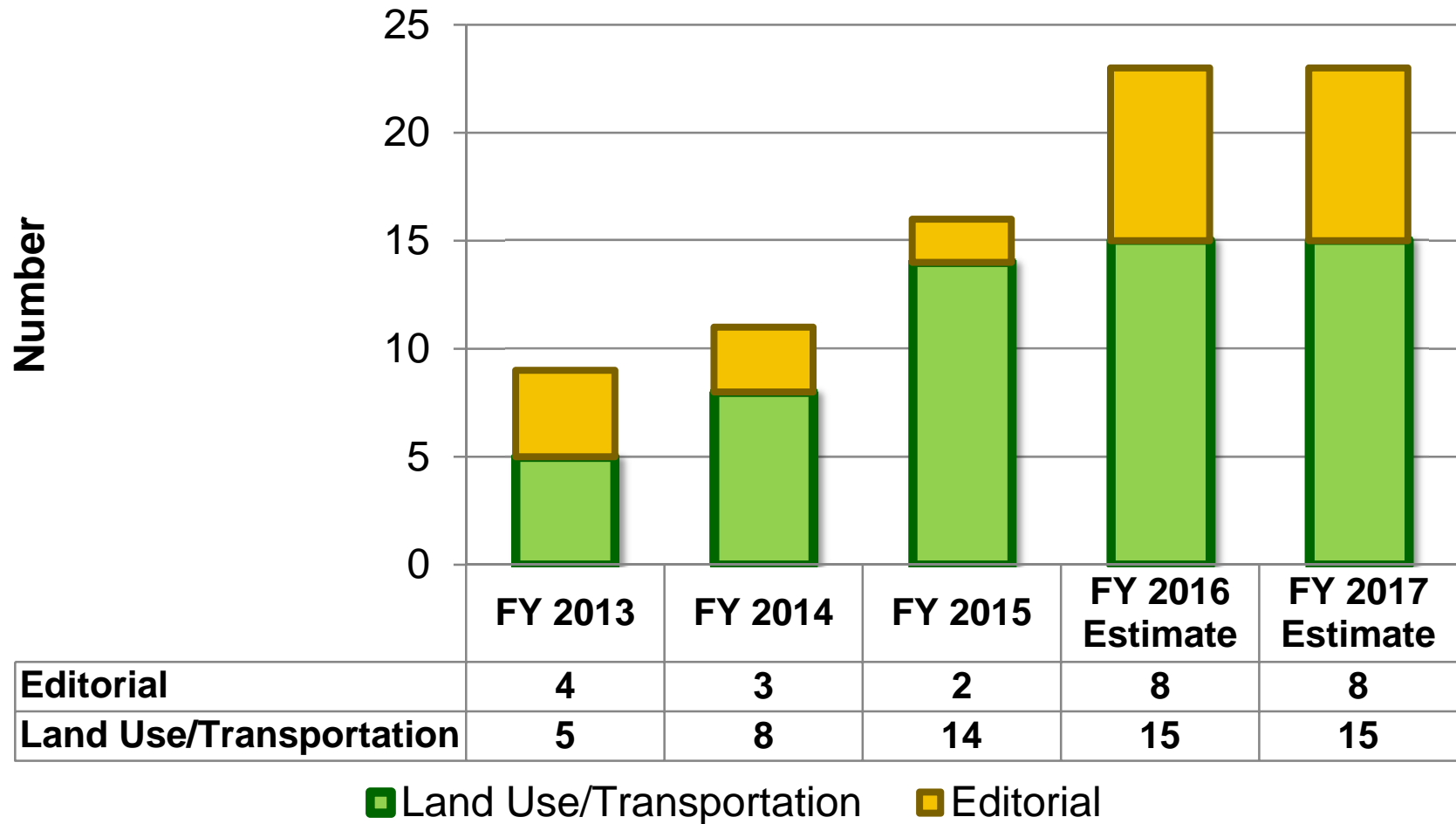
Brochures and Websites Planning created a brochure and website to inform tidal shoreline property owners about activities that impact water resources and quality





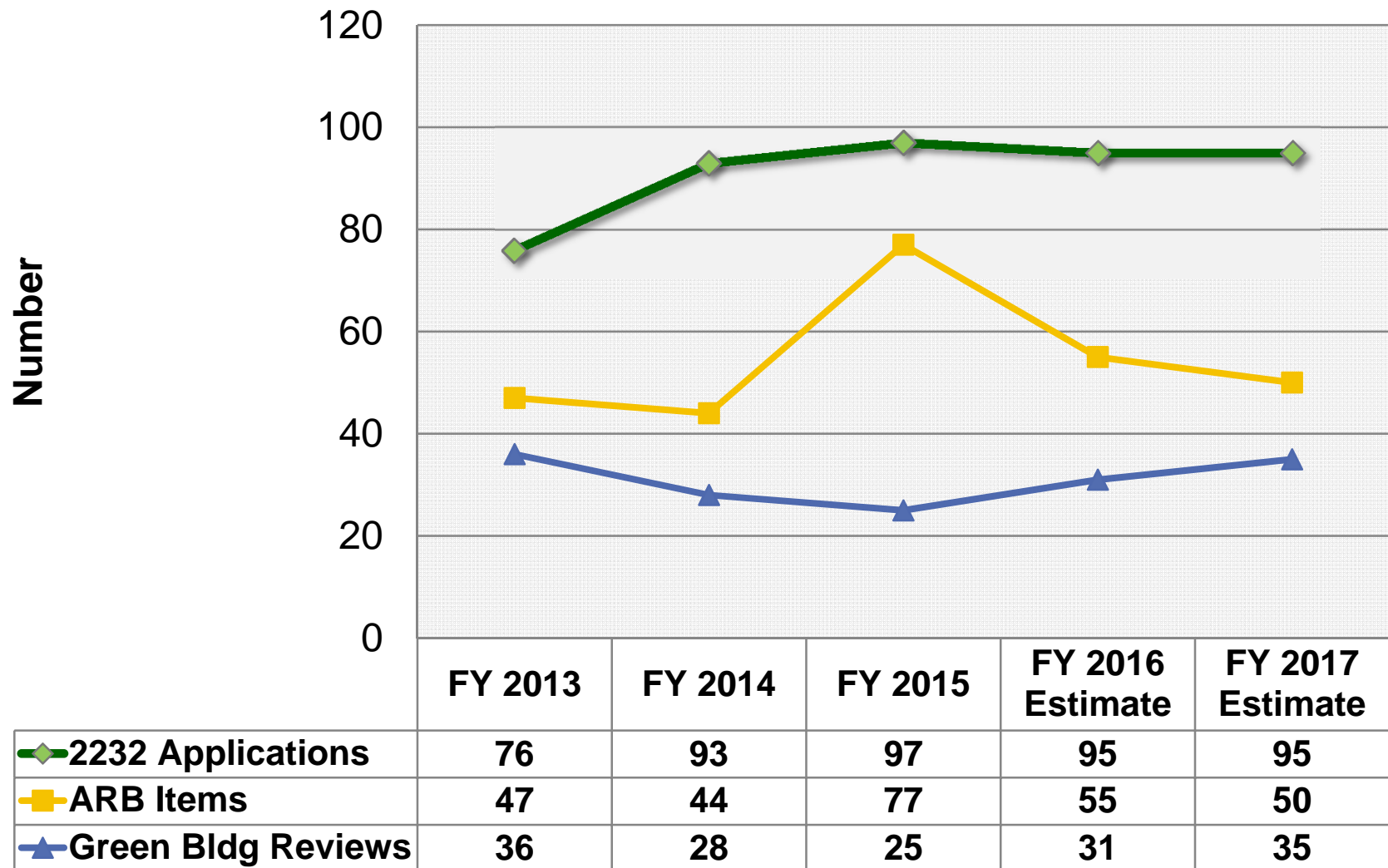
PLANNING DIVISION METRICS

Amendments Receiving Board Action





PLANNING DIVISION METRICS





LINES OF BUSINESS SUMMARY

The Zoning Evaluation Division responsibilities include:

- Evaluate zoning applications for conformance with the Comprehensive Plan and compliance with the Zoning Ordinance, including negotiation of proffers and development conditions (LOB 71 and 72)**
- Provide the Clerk function to the Board of Zoning Appeals, which manages communication with individual members and the body as a whole; maintain official public meeting records including minutes and legal notice verification (LOB 72)**
- Provide the development community, internal staff, the public and the appointed and elected officials with verbal clarification or written responses to interpretation requests of approved proffers and development conditions (LOB 73)**
- Provide direct personal customer service to any person who calls or visits the Zoning Evaluation Division (LOB 74)**



CUSTOMER SERVICE, APPLICATIONS INTAKE

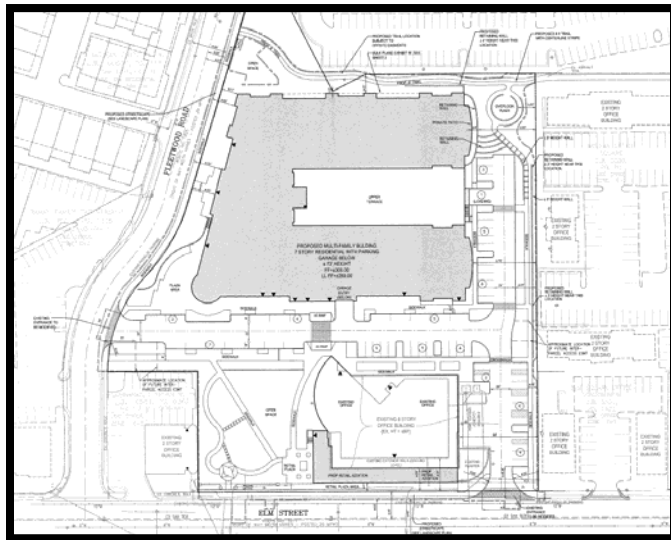
- Zoning Evaluation front counter staff schedules pre-app meetings and researches properties, enabling branch chiefs to schedule more meetings more quickly.
- While the number of applications has increased, the average time to accept them for review has dropped significantly.
- Staff assist over 75 customers/day, in addition to 90 phone calls.





DEVELOPMENT REVIEW

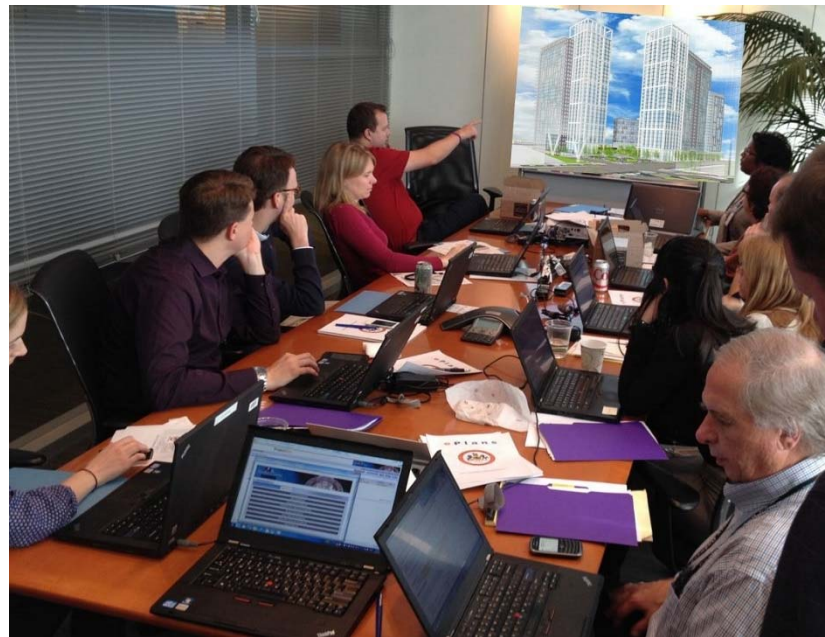
Zoning Evaluation staff coordinators provide the public, developers, and the elected and appointed officials with objective analysis and recommendations regarding potential development impacts and benefits (e.g. environmental, transportation, neighborhood character) of land use proposals





MAJOR INITIATIVES IN DEVELOPMENT REVIEW

- Redevelopment/mixed-use development team approach
- Preparing model proffers, with clearer, more trackable milestones
- More inter-agency approach, e.g. new “booster shot” staff to assist site plan reviewers early in process
- Encouraging pre-application meetings, advising applicants if proposal is unlikely to be approvable, saving them upfront fees
- Working with applicants to get to “yes”, while ensuring both County and applicants benefit
- Implementing E-Plan





MIXED USE: RESTON TRANSIT STATION AREA

Since Comprehensive Plan Approval:

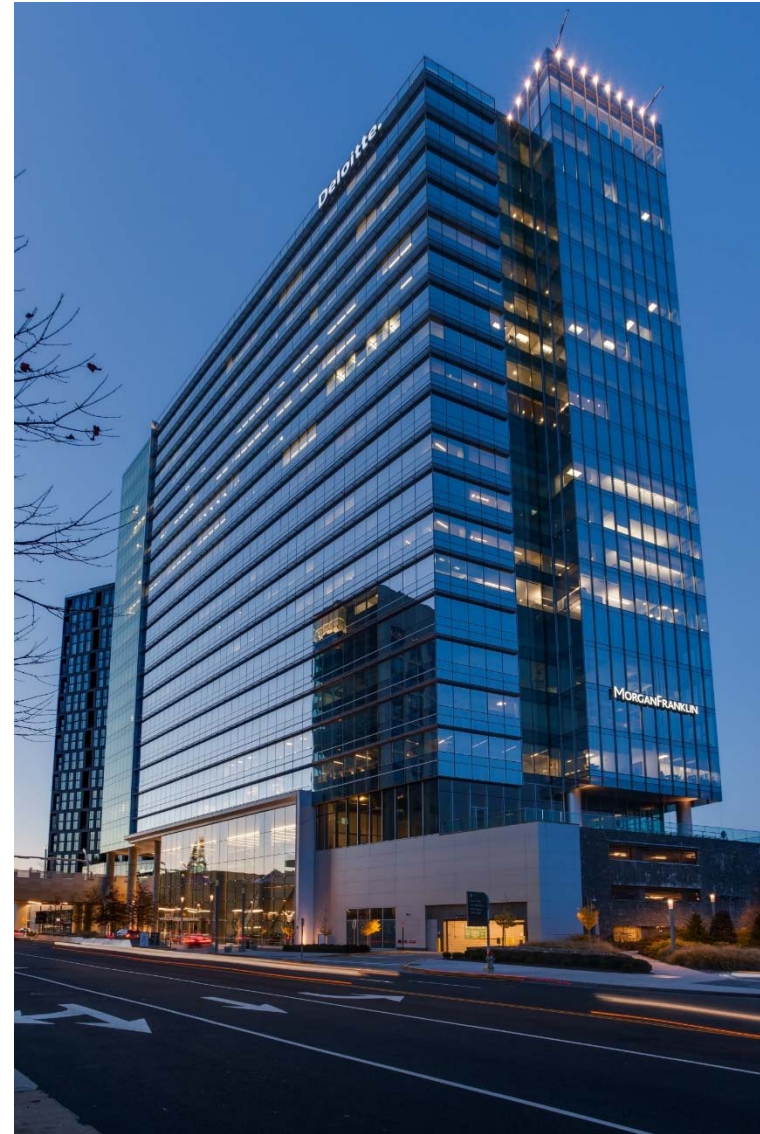
- 4 developments approved
- 11 developments under review
- 17 pre-application meetings on potential developments
- Approved and in review represents over 360 townhomes, 2.5 million square foot (SF) non-residential and 3.4 million SF residential





TRANSFORMING TYSONS

- 22 major rezoning applications approved
- Over 48 million SF of development entitled
- 130 buildings approved
- 8 buildings constructed or under construction
- Award winning architecture





MAJOR DEVELOPMENT APPLICATIONS

Major Developments outside Reston/Tysons

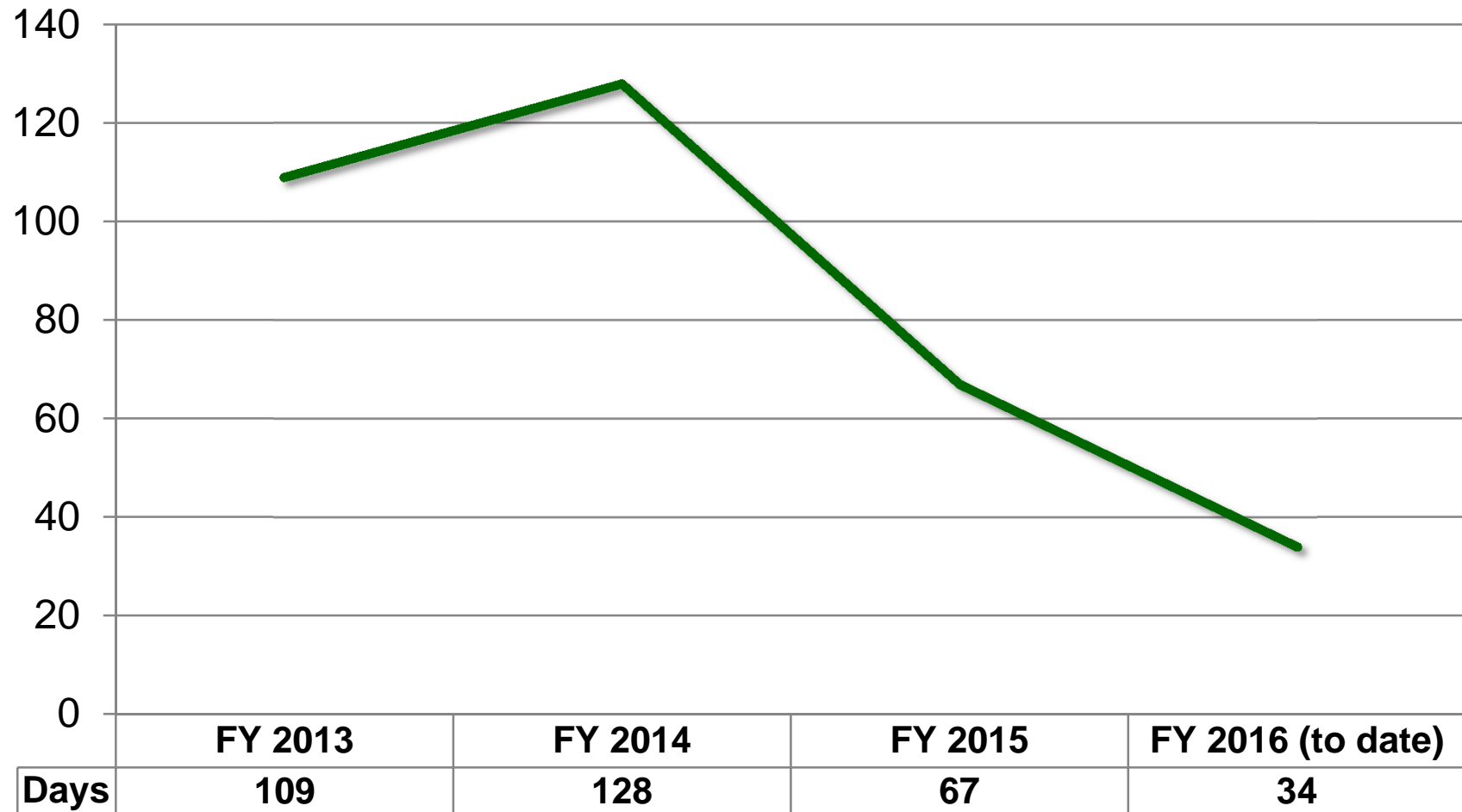
- Penn Daw
- Markham Place
- Laurel Hill
- Elm Street – McLean
- Accotink Village
- Huntington Metro – MRP/A&R
- Innovation Center
- Springfield Metro – Boston Properties
- Dulles Rocks





ZONING EVALUATION DIVISION METRICS

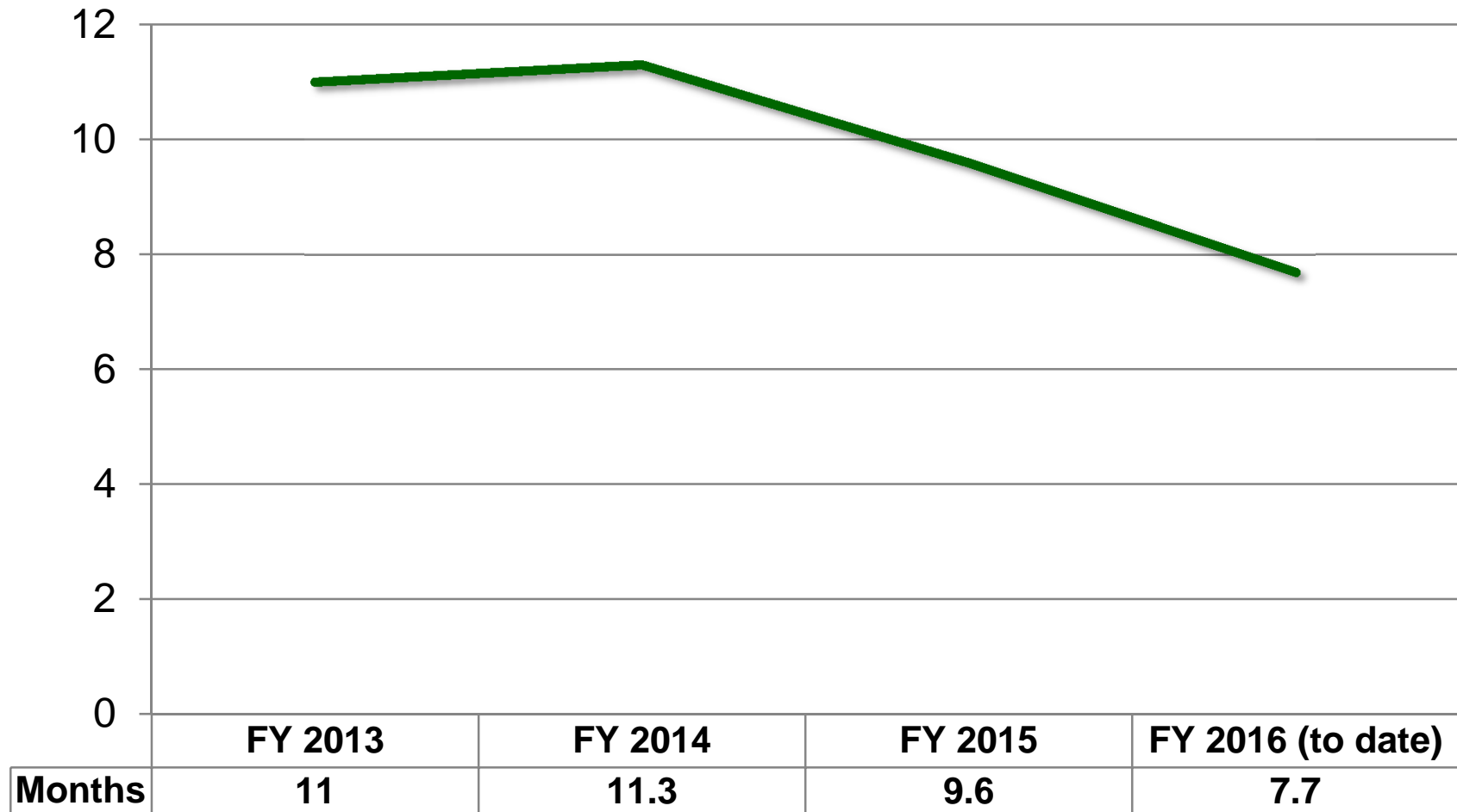
Average Calendar Days for Acceptance





ZONING EVALUATION DIVISION METRICS

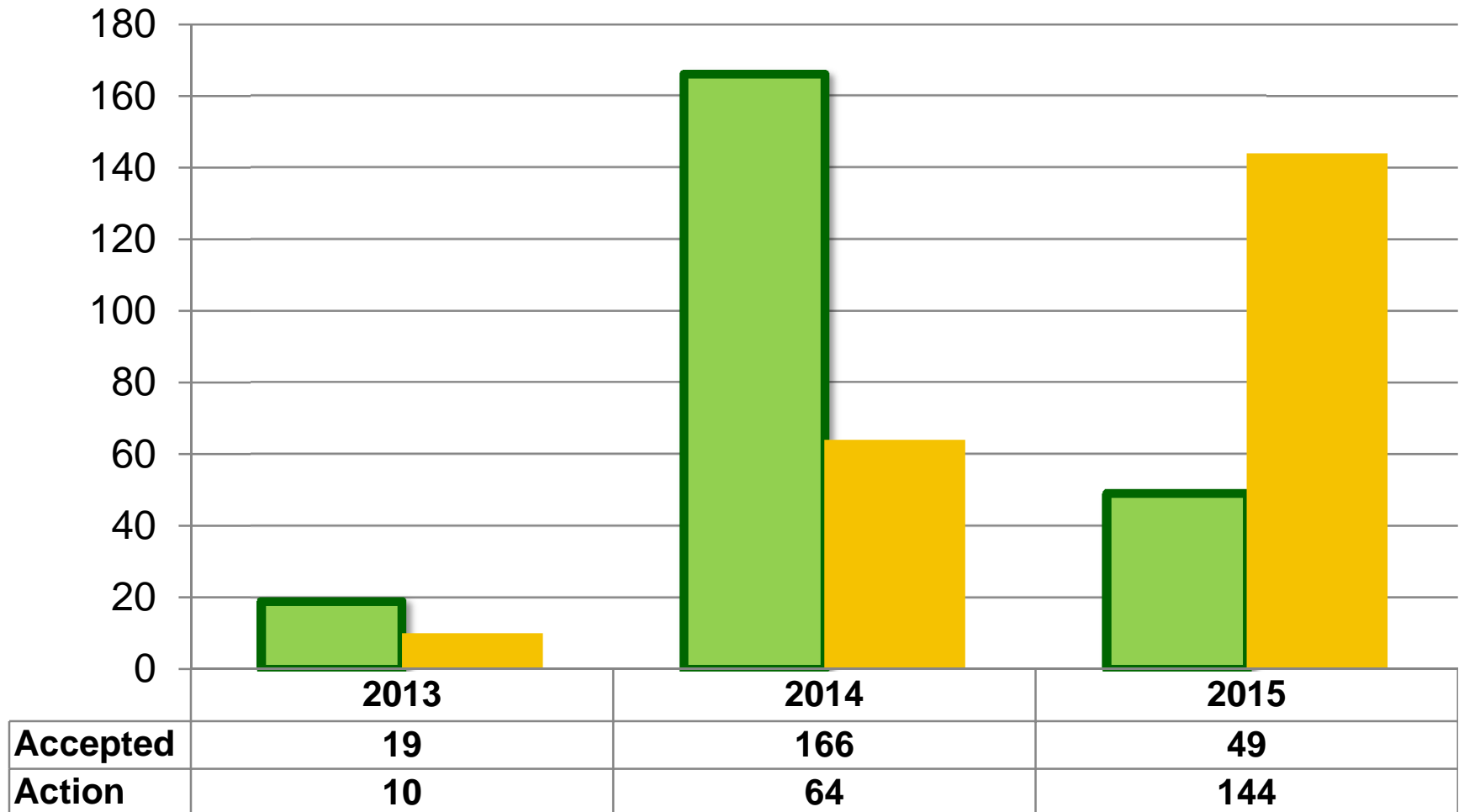
Average Time to Board of Supervisors Action





ZONING EVALUATION DIVISION METRICS

BZA Home Child Care Applications (Calendar Year)





LINES OF BUSINESS SUMMARY

The Zoning Administration Division is responsible for:

- **Making Zoning Ordinance determinations and interpretations, and processing appeals of Zoning Administrator decisions and Notices of Violations (LOB 75)**
- **Processing permit applications, such as Building Permits, Non-Residential Use Permits, Home Occupation and Temporary Special Permits, and maintaining property files (LOB 76)**
- **Conducting property related research and field inspections to ensure compliance with the Zoning and Noise Ordinances, and issuing sign permits and noise waivers (LOB 77)**
- **Analyzing and drafting requested amendments to the Zoning and Noise Ordinances (LOB 78)**



ZONING ADMINISTRATION DAILY DEMANDS

Day-to-Day Customer
Focused Requests

In FY 2015:

- 19,233 Permits Reviewed and Issued
- 3,062 Responses to Inquiries
- 2,374 Field Inspections
- Digitizing & Maintaining Property Records





LONG TERM PROJECTS

Zoning Ordinance Amendments – An amendment takes an average of 12 to 18 months to process. Recently adopted amendments include donation drop boxes, alternative lending and a new Noise Ordinance.

Appeals – An appeal is mandated by the state to be scheduled for public hearing within 90 days of acceptance.





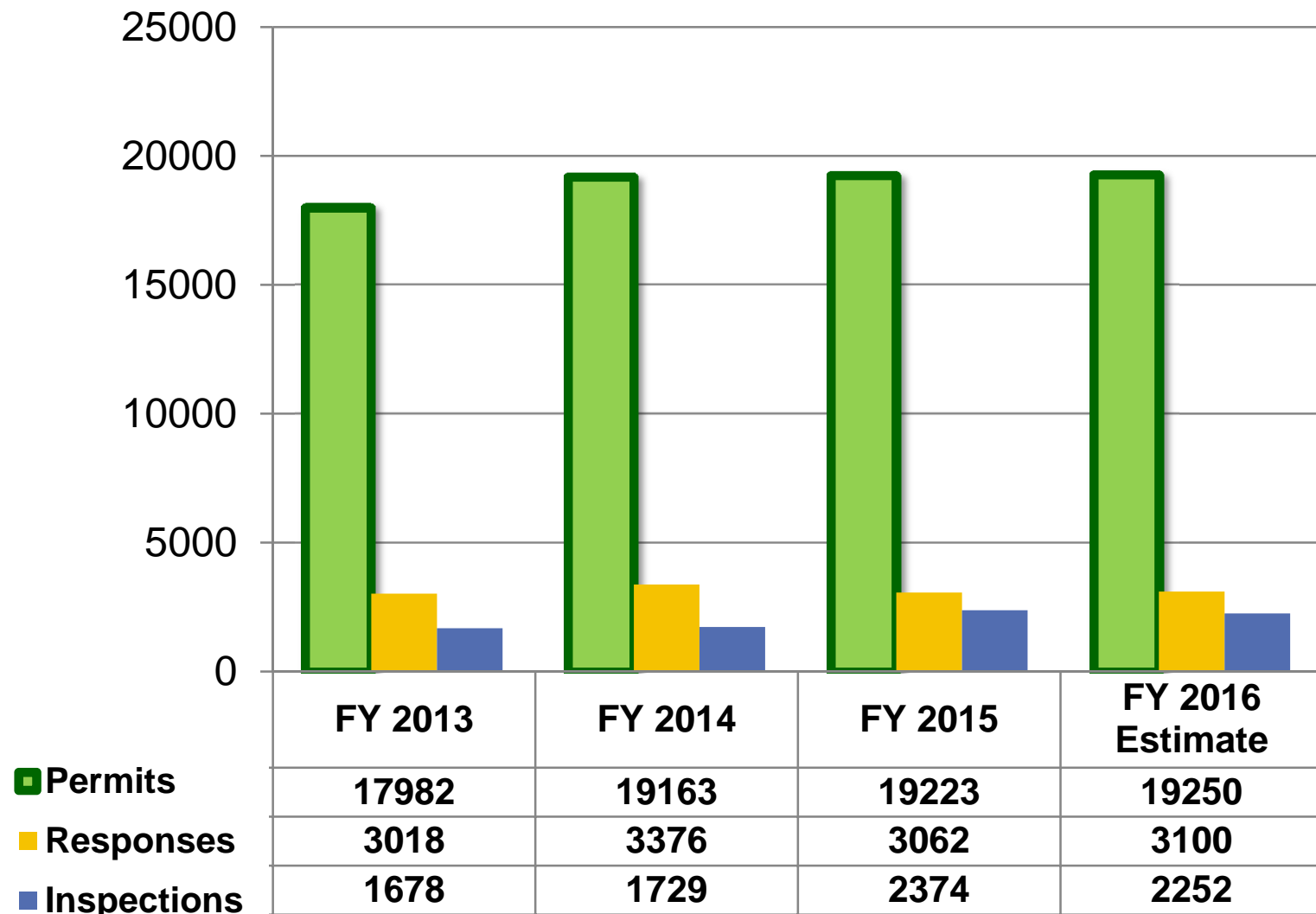
ZONING ADMINISTRATION CHALLENGES

- Increase in number of permit applications and the expectation that permits be processed more quickly and electronically.
- Recognition that the current 1978 Zoning Ordinance should be comprehensively reviewed and updated to reflect current trends and technologies.



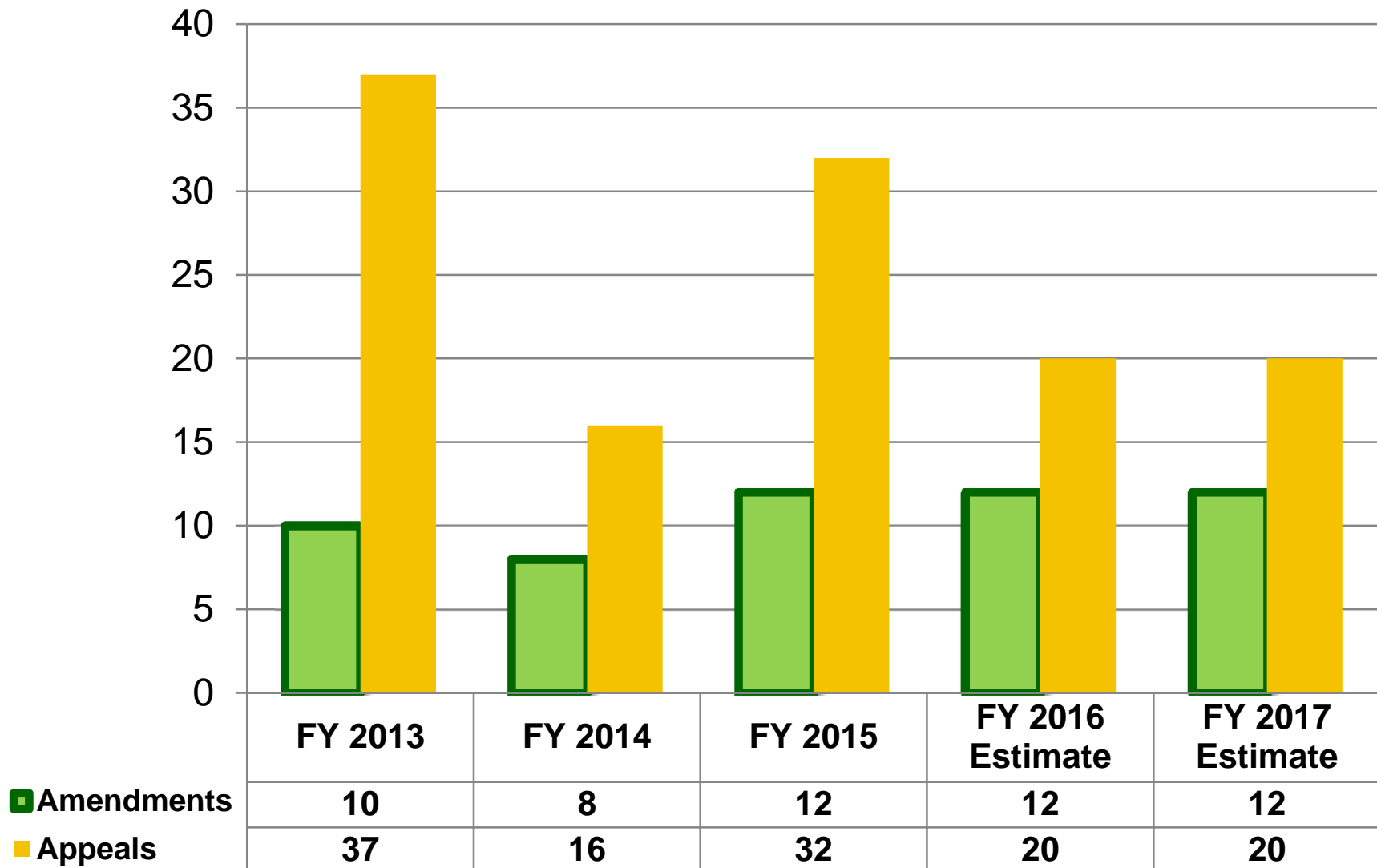


DAILY ACTIVITIES COMPLETED





LONG TERM ACTIVITIES COMPLETED





LINEs OF BUSINESS SUMMARY

The Administration Division is charged with providing direction and support to the department to include the following:

Department Focus, Coordination and Administration

- Provide agency direction, strategic and workforce planning, administrative support and the necessary resources for staff to effectively serve the needs of the community (LOB 65)

Information Technology Support

- Lead in developing and implementing new and enhanced computer applications such as ePlans; property file digitization; and the Fairfax Inspections Database Online (FIDO)/Land Development System modernization (LOB 79)
- Provide technical expertise on business initiatives and computer systems to include the FIDO system and the Land Development System, Geographic Information Systems (GIS), website management, and web business application development for the department (LOB 79)



DEPARTMENT FOCUS

The main focus of the department is on providing multi-agency coordination of strategic planning efforts to maximize efficiencies, implement economic development initiatives, and streamline the development process in addition to meeting the day to day demands on staff.





ELECTRONIC PLAN SUBMISSION

Advancements in technology such as the implementation of electronic plan submission (ePlan) capabilities aim to simplify the land development and application process.

This is a pilot program that is expected to expand in the future to include all types of land use applications.

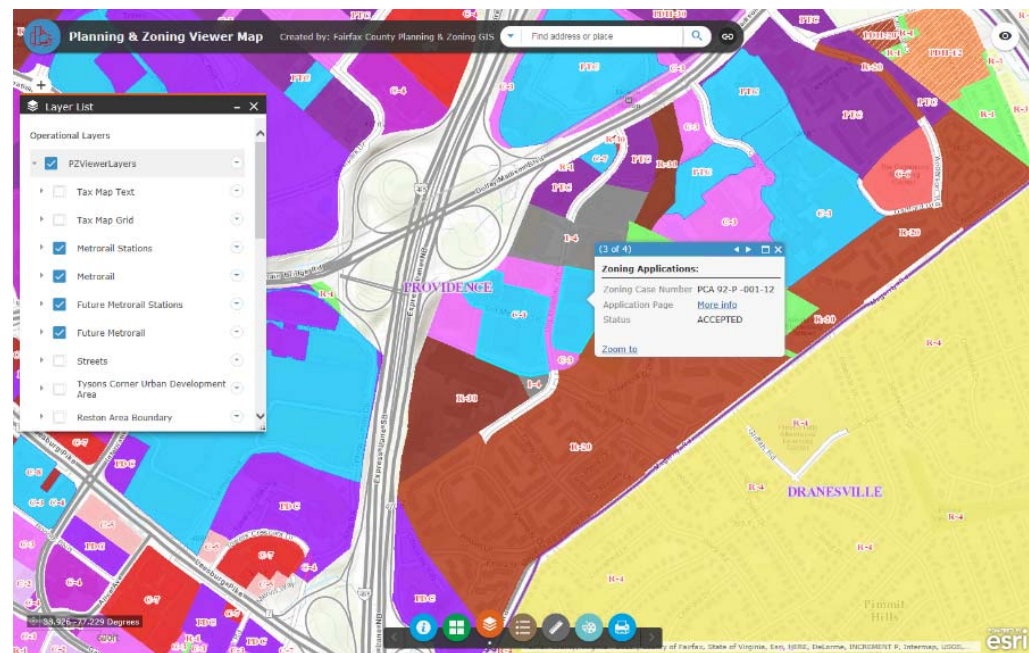




INTERACTIVE MAPS

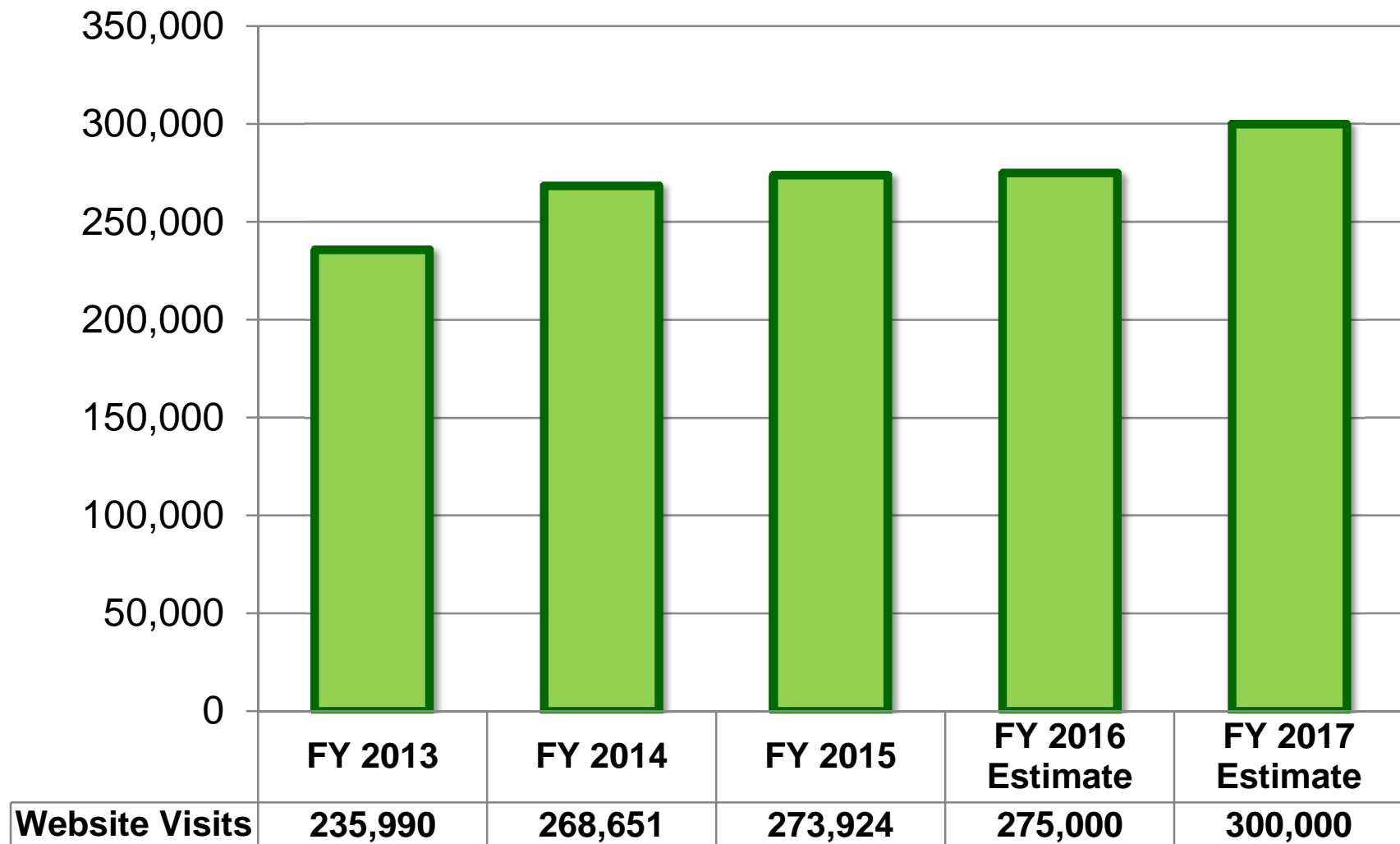
The Planning & Zoning Viewer Map is one example of interactive technology that makes current zoning information readily available to the public via the web.

The clickable map provides detailed information on all zoning applications currently under review in the county.





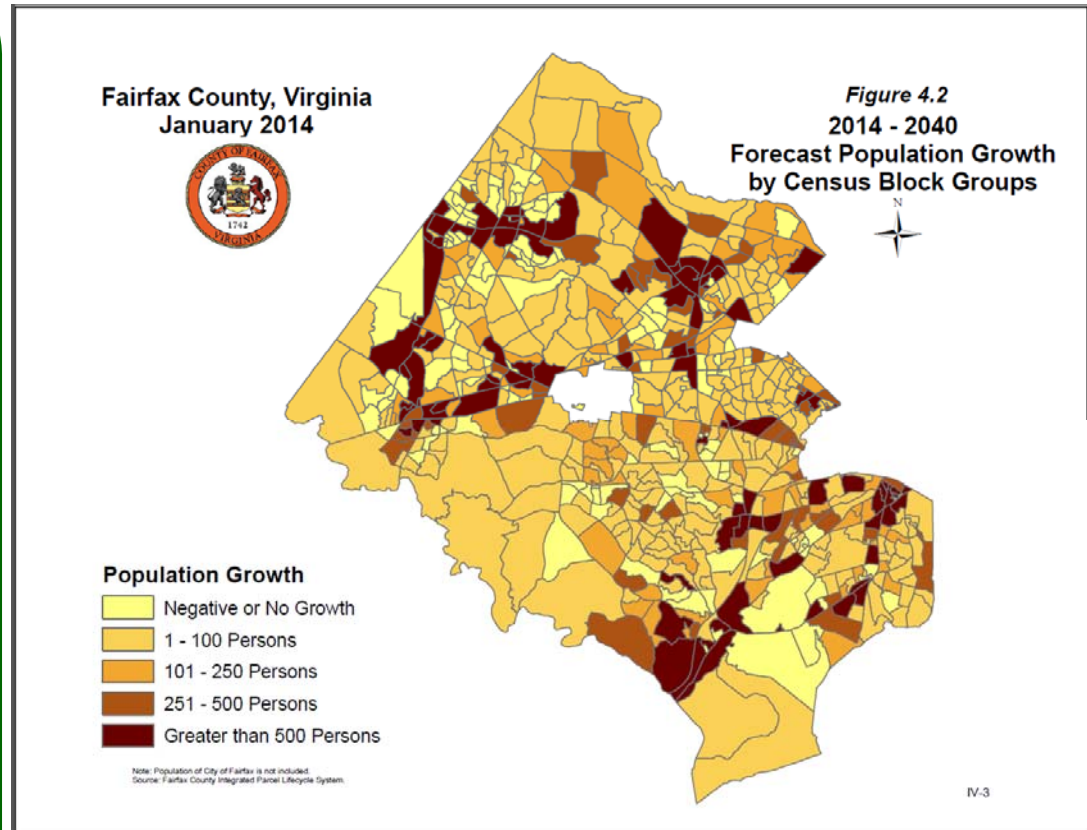
NUMBER OF WEBSITE VISITS





TRENDS AND CHALLENGES

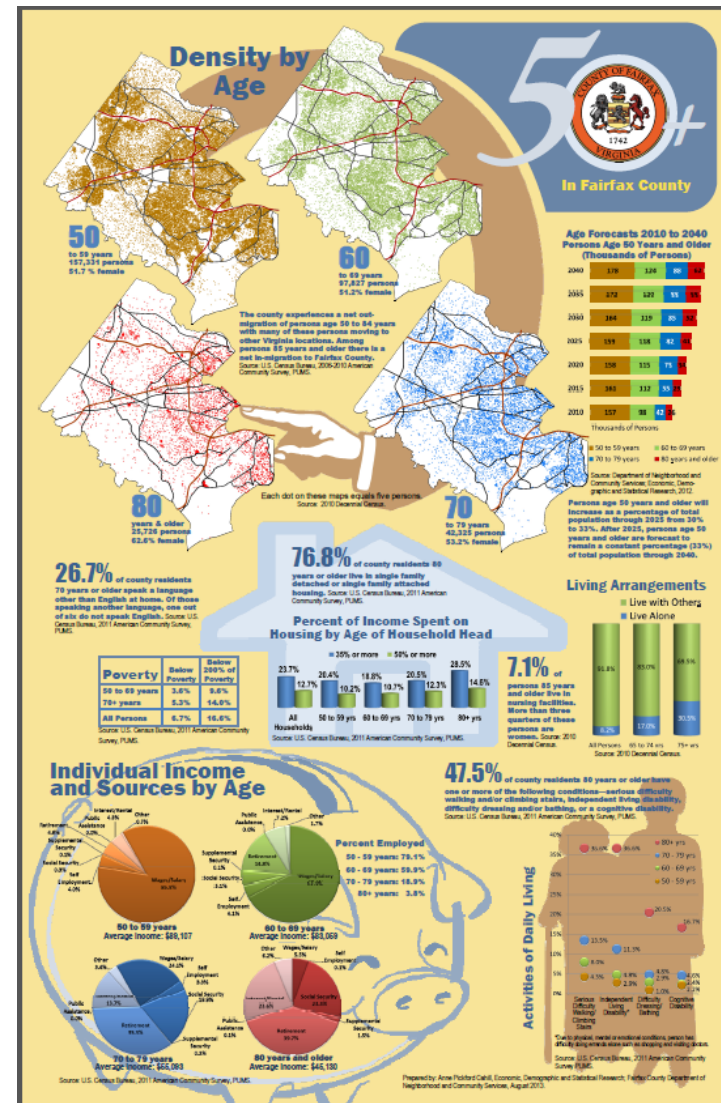
The population of the County is projected to increase. The department recognizes the importance of reducing reliance on the automobile through the creation of mixed use centers. The department continues to focus its planning and zoning activities to emphasize the creation of places where people want to live, work and play.





TRENDS AND CHALLENGES

The County provides services to a dynamic community. The aging of the County, both physically and demographically, should 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.





LOOKING FORWARD

The department needs to stay current with technological advancements to streamline processes, enhance communication and maximize service delivery in the most efficient manner possible.

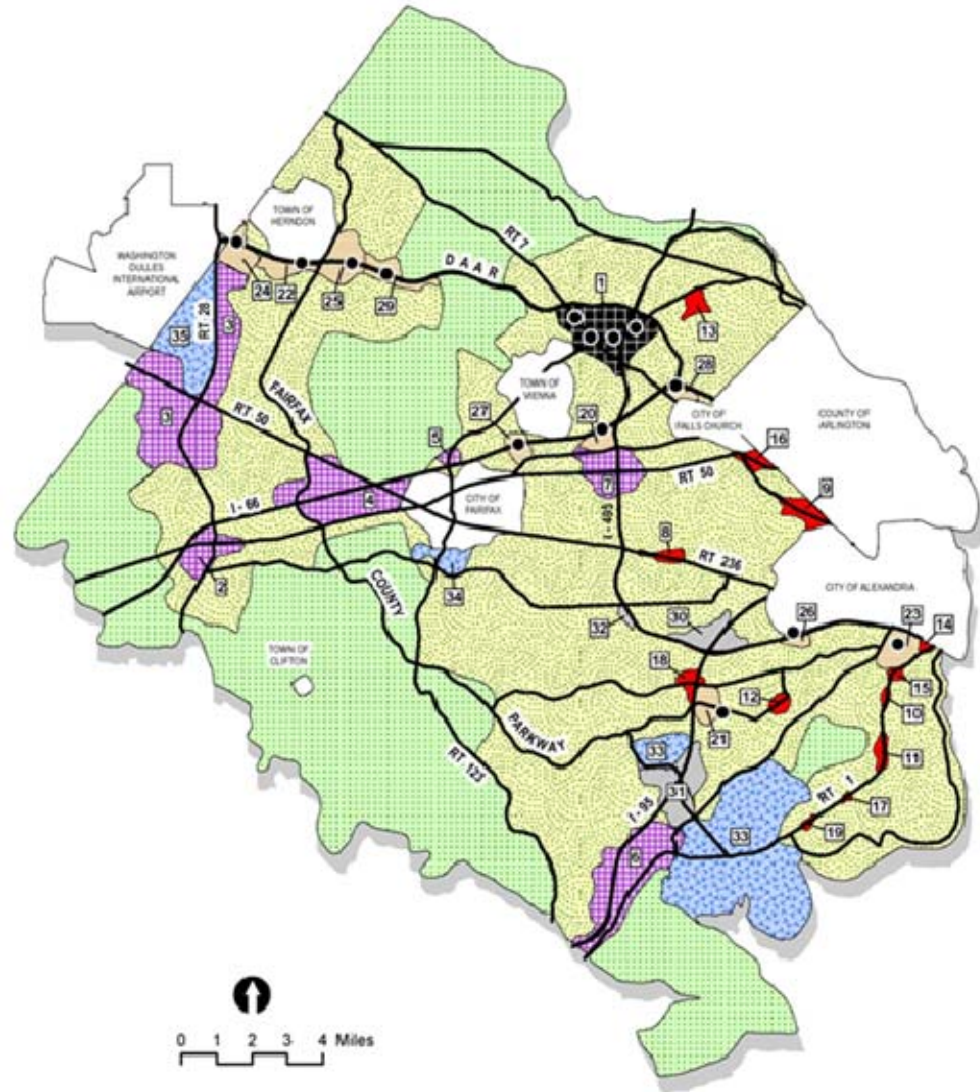
In addition to the implementation of ePlans and interactive maps, another example of this is the land record digitization project that will make valuable information available on a 24/7 basis, when completed.





LOOKING FORWARD

With a dwindling supply of vacant residential land, there is a need to concentrate future growth in selected areas near transit and where the necessary infrastructure can be provided in an efficient manner.





LOOKING FORWARD

The Department of Planning and Zoning will continue to look for ways to enhance the quality of life of residents while supporting the County's continued economic growth and vitality and commitment to high quality public service.





DISCUSSION

