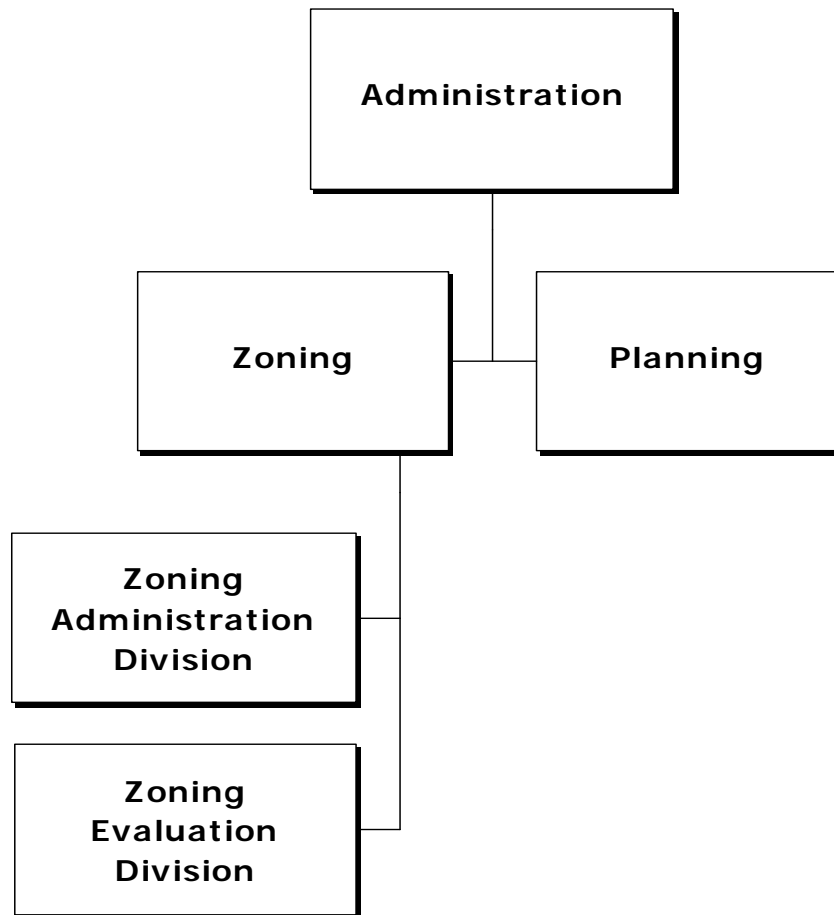


# Department of Planning and Zoning



## Mission

To provide proposals, advice and assistance to those who make decisions to enhance the County's natural and man-made environments for present and future generations.

# Department of Planning and Zoning



<b>AGENCY DASHBOARD</b>			
Key Data	FY 2014	FY 2015	FY 2016
<b>1. Number of Transit Oriented Development (TOD) Zoning Applications Under Review</b>	55	53	63
<b>2. Number of Zoning Applications Involving Residential Compatibility</b>	235	265	272
<b>3. Number of Special Planning Studies for TOD, Commercial Revitalization and Mixed Use Centers</b>	6	4	4
<b>4. Number of Telecommunications Applications Reviewed as Part of 2232 Process</b>	82	97	149
<b>5. Number of Customer responses for Zoning Compliance Letters, Setback Certifications, Use Determinations and Zoning Interpretations</b>	3,376	3,062	2,834
<b>6. Number of Public Meetings in Support of Planning Process</b>	123	143	107
<b>7. Number of Zoning Permits Reviewed</b>	19,163	19,223	21,513

## Focus

The Department of Planning and Zoning (DPZ) is composed of three primary cost centers: Zoning Administration, Zoning Evaluation, and Planning; which are supported by Department Administration. The primary purpose of the department is to provide proposals, advice, and assistance on land use, development and zoning issues to those who make decisions on such issues in Fairfax County.

In FY 2018, DPZ continues 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 to respond to development opportunities.

**The Department of Planning and Zoning supports the following County Vision Elements:**



***Maintaining Safe and Caring Communities***



***Creating a Culture of Engagement***



***Connecting People and Places***



***Practicing Environmental Stewardship***



***Maintaining Healthy Economies***



***Building Livable Spaces***



***Exercising Corporate Stewardship***

## Department of Planning and Zoning

In addition, DPZ will undertake several initiatives designed to improve service delivery as a part of Fairfax First. Fairfax First is a multi-agency initiative to improve the speed, consistency, and predictability of the land development process. This initiative supports the Board of Supervisors Economic Strategic Success Plan. The agency has identified the following significant challenges which will be addressed over the coming years:

- ◆ The aging of the County, both physically and demographically, should be addressed by planning for the future. There is an increasing need for revitalization efforts, for neighborhood involvement in maintaining the community, and for services and housing solutions for the aging population.
- ◆ The County is confronted with a dwindling supply of vacant residential land and will need to make basic policy decisions concerning how and where additional growth can be accommodated; where redevelopment should occur in a fashion that ensures land use compatibility; and how the necessary infrastructure, public facilities and services will be provided to support growth.
- ◆ The County recognizes the importance of reducing reliance on the automobile through the creation of mixed use centers. It is important that the department continues to focus its planning and zoning activities in a manner that ensures that the County will manage growth in a way that is attractive and effective; will respect the environment and the integrity of existing development; and will provide for the future needs of the population.
- ◆ The County will continue to experience an increased multicultural diversification of the population. This will require new strategies to ensure that all residents of Fairfax County have their quality of life and economic needs considered and that they have the opportunity to participate in planning and zoning activities.
- ◆ The County embraces technological advances and the agency seeks to maximize the use of technology such as the Internet and modern business systems. By staying current with advancements in software and communication tools, the agency can perform analysis and provide responses tailored to the needs of residents and employers in a climate of increasing expectations for service delivery and efficient staff resource use. One such project is E-Plan, an online land development application filing and review system. This project will provide streamlined application submission for all rezonings, with quicker acceptance. It will provide simultaneous distribution and collaboration to all project reviewers with more efficient evaluation and response to applicants. Another project is the digitization of residential and commercial property files. Paper files containing zoning and other property information utilized on a daily basis by staff, residents and the development industry for permit review and property research. This is a significant long-term project which may require allocation of additional resources to complete.
- ◆ The Department will continue to meet staffing challenges presented by changes in the Zoning Ordinance and initiatives to provide affordable housing, protect historic properties and conserve environmental resources. The department will lead important development planning efforts for transit station areas and revitalization areas and support the transformations of Tysons urban center and the former District of Columbia Correctional Facilities at Lorton. DPZ will also continue to respond to the effects of increased employment and land use changes at Fort Belvoir and a host of other challenges which now exist or will occur in the coming years by dedicating staff to address planning requirements for each project.

# Department of Planning and Zoning

## Budget and Staff Resources

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Revised	FY 2018 Advertised	FY 2018 Adopted
<b>FUNDING</b>					
Expenditures:					
Personnel Services	\$9,701,456	\$10,290,657	\$10,290,657	\$10,535,368	\$10,535,368
Operating Expenses	809,481	682,986	2,085,198	665,186	665,186
Capital Equipment	8,615	0	7,495	0	0
<b>Total Expenditures</b>	<b>\$10,519,552</b>	<b>\$10,973,643</b>	<b>\$12,383,350</b>	<b>\$11,200,554</b>	<b>\$11,200,554</b>
Income:					
Zoning/Miscellaneous Fees	\$2,817,156	\$2,629,327	\$2,817,156	\$2,930,328	\$2,930,328
Copy Machine Revenue	7,456	8,582	8,582	8,582	8,582
<b>Total Income</b>	<b>\$2,824,612</b>	<b>\$2,637,909</b>	<b>\$2,825,738</b>	<b>\$2,938,910</b>	<b>\$2,938,910</b>
<b>NET COST TO THE COUNTY</b>	<b>\$7,694,940</b>	<b>\$8,335,734</b>	<b>\$9,557,612</b>	<b>\$8,261,644</b>	<b>\$8,261,644</b>
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Regular	133 / 133	133 / 133	133 / 133	135 / 135	135 / 135

## FY 2018 Funding Adjustments

The following funding adjustments from the FY 2017 Adopted Budget Plan are necessary to support the FY 2018 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 May 2, 2017.

- ◆ **Employee Compensation** **\$174,177**  
 An increase of \$174,177 in Personnel Services includes \$168,913 for performance-based and longevity increases for non-uniformed merit employees effective July 2017, as well as \$5,264 for employee pay increases for specific job classes identified in the County's benchmark class survey of comparator jurisdictions.
- ◆ **Zoning Ordinance Review and Update** **\$182,734**  
 An increase of \$0.26 million and 2/2.0 FTE positions in the Department of Planning and Zoning will support the start of a comprehensive review of the Zoning Ordinance needed to respond to emerging trends like peer-to-peer home stay networks and building repurposing. These resources will allow the agency to undertake the Ordinance update without delaying the priorities established by the Board of Supervisors in the annual Zoning Ordinance Amendment Work Program. Staff will work with the Board to develop a work plan to update the Zoning Ordinance, first focusing on adjustments that will provide the highest value to the community.

## Department of Planning and Zoning

- ◆ **Reductions** (\$130,000)  
 A decrease of \$130,000 reflects reductions utilized to balance the FY 2018 budget. In addition, opportunities generating \$85,000 in General Fund revenue have been identified. The following table provides details on the specific reductions and revenue enhancements:

Title	Impact	Posn	FTE	Reduction
Implement Setback Certification Process Improvement	A savings of \$90,000 in Personnel Services is achieved by implementing a more efficient process for reviewing residential property setbacks. When residential property owners seek to construct a home or addition that approaches the limits of the minimum yard size, a new certified house location plat will be required in place of a setback certification. This process will reduce the staff time required for DPZ staff to review whether setback requirements are met, resulting in the identified savings. Additionally, the cost to the property owner to obtain a new certified house location plat is comparable to the cost of obtaining a setback certification and the process change will allow DPZ to complete the review before construction begins, making any required changes less costly for the property owner.	0	0.0	\$90,000
Digitize Staff Report Production and Distribution	A savings of \$25,000 in printing and binding costs results from reducing the quantity of printed staff reports which DPZ provides. Staff reports are used to disseminate the professional analysis completed by DPZ staff for the benefit of decision-makers and public. The Board of Supervisors (BOS), the Planning Commission (PC) and other county agencies which have received printed reports will receive reports digitally, reducing printing costs and staff time required to distribution. The impact of this change is anticipated to be minimal because the BOS, the PC and county agencies are increasingly adept at viewing reports digitally. A number of printed reports will still be produced for public hearings and archives.	0	0.0	\$25,000

## Department of Planning and Zoning

Title	Impact	Posn	FTE	Reduction
Streamline Review Process for Second Kitchens and Wet Bars	The review process for second kitchens will be streamlined to achieve \$15,000 in savings in Personnel Services. Property owners who want to install a second kitchen or wet bar will continue to apply for a permit from the Department of Land Development Services (LDS) but the supplemental DPZ Zoning Administration review will be eliminated, saving the funding equivalent of 0.25 FTE in review time. The impact of this process improvement is anticipated to be minimal; the LDS permit process will continue to ensure that new construction complies with building codes and the Department of Code Compliance will continue to investigate any code violations for illegal second dwellings.	0	0.0	\$15,000
Institute Fees for Public Facilities Review Processes	An increase of \$85,000 in revenue will be achieved by implementing fees to recover staff time costs associated with reviewing public and telecommunications facility applications. The benefits and impacts of changes to public facilities are reviewed through the 2232 process. Public facilities reviewed through this process include parks, schools, libraries, sanitary sewer infrastructure, public safety facilities, gas infrastructure, solid waste collection and disposal sites, electrical power generation and distribution facilities, stormwater management infrastructure and water utility infrastructure. Applications for the 2232 process will be subject to a \$1,000 review fee. Telecommunications facilities like monopoles, treepoles, and towers are reviewed through the 6409(a) process and will be subject to a \$620 fee to recover the cost of staff time required for the review. The proposed fees are based on the staff time required to review comparable applications and fees assessed in other jurisdictions.	0	0.0	\$0

# Department of Planning and Zoning

## Changes to FY 2017 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2017 Revised Budget Plan since passage of the FY 2017 Adopted Budget Plan. Included are all adjustments made as part of the FY 2016 Carryover Review, FY 2017 Third Quarter Review, and all other approved changes through April 30, 2017.

- ◆ **Carryover Adjustments** **\$1,409,707**  
 As part of the FY 2016 Carryover Review, the Board of Supervisors approved encumbered funding of \$1,359,707 in Operating Expenses primarily for information technology (IT) projects. In addition, unencumbered funding of \$50,000 was approved as part of the Incentive Reinvestment Initiative that allowed agencies to identify savings and efficiencies in FY 2016 and retain a portion to reinvest in employees.

## Cost Centers

The four cost centers in the Department of Planning and Zoning are Administration, Zoning Administration, Zoning Evaluation and Planning. These distinct cost centers work to fulfill the mission and carry out the key initiatives of the department.

### Administration

Administration is primarily responsible for human resources, payroll, procurement, financial management and information technology for the agency. The information technology branch provides technical support for a number of business computer systems. These systems include the Fairfax Inspections Database Online system (FIDO), the Land Development System, the Zoning and Planning System (ZAPS), Geographic Information Systems (GIS) and web development. In addition, the information technology branch provides the alignment of computing resources to business needs within the agency.

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Revised	FY 2018 Advertised	FY 2018 Adopted
<b>EXPENDITURES</b>					
Total Expenditures	\$1,826,050	\$1,617,716	\$2,592,096	\$1,638,177	\$1,638,177
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Regular	13 / 13	13 / 13	13 / 13	13 / 13	13 / 13
1 Director of Planning and Zoning			1 Administrative Associate		
1 Management Analyst IV			1 Network/Telecom. Analyst II		
1 Business Analyst IV			1 Internet/Intranet Architect II		
2 Business Analysts III			1 Data Analyst II		
1 Financial Specialist II			1 Geographic Information Spatial Analyst III		
1 Financial Specialist I			1 Business Analyst II		
<b>TOTAL POSITIONS</b>					
13 Positions / 13.0 FTE					

# Department of Planning and Zoning

## Zoning Administration

Zoning Administration maintains and administers the Fairfax County Zoning and Noise Ordinances including the following activities: analysis and drafting of requested amendments; providing interpretations of the Zoning Ordinance; responding to appeals of various Zoning Ordinance determinations; processing permit applications such as Building Permits, Non-Residential Use Permits, Sign Permits, Home Occupation and Temporary Special Permits. In addition, the Zoning Administration Cost Center is responsible for conducting property related research and field inspections to carry out those zoning inspection functions that were not transferred to the Department of Code Compliance (DCC) and to ensure compliance with Zoning and Noise Ordinances.

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Revised	FY 2018 Advertised	FY 2018 Adopted
<b>EXPENDITURES</b>					
Total Expenditures	\$2,566,879	\$2,781,341	\$2,824,153	\$2,909,156	\$2,909,156
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Regular	37 / 37	37 / 37	37 / 37	39 / 39	39 / 39
1 Zoning Administrator			1 Administrative Assistant III		
1 Assistant Zoning Administrator			2 Administrative Assistants II		
5 Planners V			2 Senior Zoning Inspectors		
9 Planners III (2)			1 Property Maintenance/Zoning Enforcement Inspector		
5 Planners II			1 Planning Technician III		
1 Planner I			7 Planning Technicians II		
1 Code Specialist II			2 Planning Technicians I		
<b>TOTAL POSITIONS</b>					
39 Positions (2) / 39.0 FTE (2.0)			() Denotes New Positions		

## Zoning Evaluation

Zoning Evaluation is charged with evaluating and processing all zoning applications – from pre-application and submission, through public hearings and decisions, to subsequent interpretations of approved proffers and development conditions. As part of that process, Zoning Evaluation analyzes applications for conformance with the Comprehensive Plan and compliance with the Zoning Ordinance; formulates recommendations to the Board of Supervisors, the Planning Commission, and the Board of Zoning Appeals (BZA); negotiates proffers and development conditions; and completes all public hearing legal notice requirements. In addition, Zoning Evaluation maintains the Zoning and Planning System (ZAPS) component of the Land Development System (LDS); provides litigation support to the County Attorney; and supports citizen participation in the zoning process by attending community meetings to address both specific zoning applications and the land use process in general, often at the request of elected and appointed officials.

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Revised	FY 2018 Advertised	FY 2018 Adopted
<b>EXPENDITURES</b>					
Total Expenditures	\$3,304,588	\$3,501,469	\$3,843,626	\$3,530,524	\$3,530,524
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Regular	43 / 43	43 / 43	43 / 43	43 / 43	43 / 43



# Department of Planning and Zoning

1 Assistant Planning Director 6 Planners V 2 Planners IV 11 Planners III 9 Planners II 2 Planners I 1 Planning Technician II	3 Planning Technicians I 1 Administrative Assistant V 2 Administrative Assistants IV 2 Administrative Assistants III 1 Administrative Assistant II 2 Administrative Associates
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**TOTAL POSITIONS**  
43 Positions / 43.0 FTE

## Planning

The Planning division is responsible the County's Comprehensive Land Use Plan (Comp Plan). Its duties include maintaining Comp Plan; processing suggested and required amendments to the Plan; evaluating land use and development proposals for conformity with the Comp Plan; measuring environmental impacts and public facility needs associated with development applications; preparing planning and policy studies related to land development, land use, environmental and public facility issues; offering recommendations on managing future growth and redevelopment; and assisting in the development of the County's Capital Improvement Program.

Category	FY 2016 Actual	FY 2017 Adopted	FY 2017 Revised	FY 2018 Advertised	FY 2018 Adopted
<b>EXPENDITURES</b>					
Total Expenditures	\$2,822,035	\$3,073,117	\$3,123,475	\$3,122,697	\$3,122,697
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Regular	40 / 40	40 / 40	40 / 40	40 / 40	40 / 40

1 Assistant Planning Director 4 Planners V 4 Planners IV 11 Planners III 13 Planners II 1 Planning Technician II	1 Administrative Assistant III 1 Administrative Assistant II 1 Geographic Information Spatial Analyst II 2 Geographic Information Spatial Analysts I 1 Project Coordinator
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**TOTAL POSITIONS**  
40 Positions / 40.0 FTE

## Key Performance Measures

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate/Actual	FY 2017	FY 2018
<b>Zoning Administration</b>					
Percent of inspections completed within 15 calendar days of request Zoning Administration Division (ZAD)	84%	81%	80%/81%	80%	80%
Percent of Zoning Ordinance Amendments processed within established time frame ZAD	25%	37%	50%/36%	50%	50%
Percent of zoning compliance letters processed within 30 calendar days	81%	73%	95%/79%	95%	95%

## Department of Planning and Zoning

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate/Actual	FY 2017	FY 2018
<b>Zoning Evaluation</b>					
Percent of written responses (development condition/proffer interpretations) within 30 working days Zoning Evaluation Division (ZED)	26%	41%	30%/38%	30%	30%
Percent of RZ applications scheduled within 9 months ZED <sup>1</sup>	NA	NA	NA	80%	80%
Percent of SE applications scheduled within 8 months ZED <sup>2</sup>	NA	NA	NA	75%	75%
Percent of zoning applications received for submission compliance reviewed within 10 working days ZED	10%	20%	35%/67%	60%	60%
Percent of CRD applications reviewed within 10 days ZED	15%	48%	55%/100%	75%	75%
<b>Planning</b>					
Percent of 2232 Review cases reviewed within 90 days	88%	85%	85%/81%	85%	85%
Percent of 2232 Review cases reviewed within 150 days	100%	100%	100%/100%	100%	100%

<sup>1</sup>This indicator was previously reported for a 6 month interval. FY2014 Actual: 77%; FY2015 Actual: 75%, FY2016 Estimated/Actual: 80%/89%.

<sup>2</sup>This indicator was previously reported for a 5 month interval. FY2014 Actual: 71%; FY2015 Actual: 73%, FY2016 Estimated/Actual: 75%/90%.

A complete list of performance measures can be viewed at [www.fairfaxcounty.gov/dmb/fy2018/adopted/pm/35.pdf](http://www.fairfaxcounty.gov/dmb/fy2018/adopted/pm/35.pdf)

### Performance Measurement Results

During FY 2016, approximately 38 percent of written responses to interpretation inquiries (interpretation of proffers and development conditions) were issued within 30 business days of assignment. The number of interpretations has decreased primarily due to the creation of new positions in the Zoning Evaluation Division that coordinates directly with the Department of Public Works and Environmental Services (DPWES) to resolve proffer questions without the need for a formal interpretation.

In FY 2016, 81 percent of public facility 2232 cases were reviewed within 90 days and 100 percent were reviewed within 150 days. Implementation of the new federal 6409 review process offered an alternative for telecommunications facility reviews and reduced the 2232 applications received. Of the 115 6409 applications received in FY 2016, 91 percent were processed within 60 days.