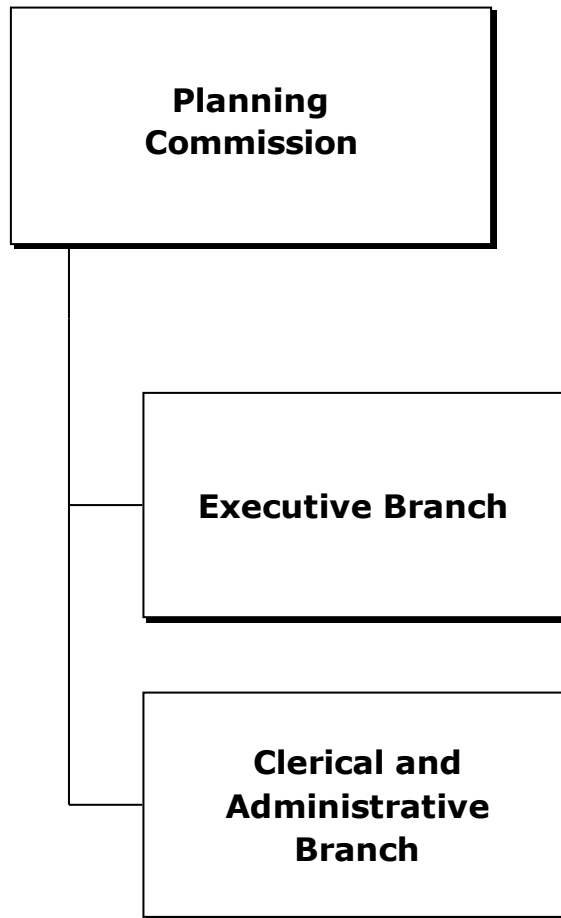


Planning Commission



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 2015	FY 2016	FY 2017
1. Actions on applications	240	202	237
2. Public sessions held	59	44	50
3. Notifications verified for PC/BOS	276	200	246
4. Information requests processed	6,451	2,952	2,952
5. Minute pages completed	883	821	808
6. Committee meetings held	43	26	31

Planning Commission

Focus

The agency provides staff support to the Planning Commission (PC) and the Board of Supervisors in matters relating to land use in Fairfax County. The agency ensures that public input is obtained on County plans, amendments and land use applications by conducting weekly public meetings and forwarding the resulting recommendations to the Board of Supervisors in a timely manner. The agency is also mandated by the Board of Supervisors to perform notifications and verifications for abutting and adjacent property owners in all land use cases heard before either the Board of Supervisors or the Planning Commission. The agency also maintains a public outreach component, including the monthly Channel 16 PC Roundtable program, quarterly *PC Communicator* newsletter, and annual *Report of Activities*. In January of 2017, the Planning Commission held a Saturday seminar that explored the Planning Commission's role in supporting the Fairfax County Economic Success Strategic Plan, in particular Goal 3 of increasing the speed, consistency, and predictability of the land development review process. Individual Commissioners have continued to work in their communities on land use matters, to include field visits, land use committee meetings, and interaction with applicants, citizens, and staff. Through these programs the agency continues its efforts to educate the general public on the land use process and pertinent land use issues facing the County. Every effort is made to provide timely, complete, and easily accessible information to both County staff and members of the public through both digital and more traditional means of communication.

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

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.

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 2017, the Planning Commission held 50 regular meetings and 31 committee meetings to ensure that the public had ample opportunity to comment on land use matters affecting the greater Fairfax community. During its FY 2017 public hearings, the Commission received oral testimony from 255 individuals on various land use applications scheduled for hearings.

Planning Commission

In early FY 2017, the Planning Commission initiated discussions with the Department of Planning and Zoning to investigate the cost savings of transitioning the Planning Commission members from reliance on paper documents to an electric tablet using wireless technology. In partnership with the Department of Planning and Zoning, Planning Commission members were equipped with devices that fully support email, staff reports, and other documents. It is anticipated that cost savings will be achieved from the reduction of printed materials.

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.

The complexity of the land use applications considered by the Planning Commission has persisted, including frequent applications for infill development and redevelopment. Due to these trends and public engagement efforts, many of the applications that come before the Planning Commission generate a high level of public interest, as reflected by the number of individuals providing testimony at public hearings. This critical input is managed by the Planning Commission office in order to inform Commissioners during the application process.

The Commission continues its joint committees with the Fairfax County School Board, Park Authority Board, Redevelopment and Housing Authority, 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 2017 Actual	FY 2018 Adopted	FY 2018 Revised	FY 2019 Advertised	FY 2019 Adopted
FUNDING					
Expenditures:					
Personnel Services	\$764,021	\$800,584	\$792,578	\$827,883	\$827,883
Operating Expenses	27,987	29,163	38,738	29,163	29,163
Total Expenditures	\$792,008	\$829,747	\$831,316	\$857,046	\$857,046
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 2019 Funding Adjustments

The following funding adjustments from the FY 2018 Adopted Budget Plan are necessary to support the FY 2019 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 1, 2018.

- ◆ **Employee Compensation** **\$27,299**
An increase of \$27,299 in Personnel Services includes \$18,013 for a 2.25 percent market rate adjustment (MRA) for all employees and \$9,286 for performance-based and longevity increases for non-uniformed merit employees, both effective July 2018.

Changes to FY 2018 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2018 Revised Budget Plan since passage of the FY 2018 Adopted Budget Plan. Included are all adjustments made as part of the FY 2017 Carryover Review, FY 2018 Third Quarter Review, and all other approved changes through April 30, 2018.

- ◆ **Carryover Adjustments** **\$5,572**
As part of the FY 2017 Carryover Review, the Board of Supervisors approved an increase of \$5,572, including unencumbered funding of \$3,958 for the Incentive Reinvestment Initiative, which allowed agencies to identify savings and efficiencies in FY 2017 and retain a portion to reinvest in employees, as well as encumbered funding of \$1,614 in Operating Expenses.
- ◆ **Incentive Reinvestment Initiative** **(\$4,003)**
A net decrease of \$4,003 reflects 50 percent of the savings generated as a result of careful management of agency expenditures during the fiscal year and was returned to the General Fund as part of the FY 2018 Third Quarter Review. The remaining 50 percent was retained by the agency to be reinvested in employee training, conferences and other employee development and succession planning opportunities.

Key Performance Measures

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate/Actual	FY 2018	FY 2019
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 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	100%	100%	100%/100%	100%	100%
Percent of committee minutes completed within two months of meeting date	85%	70%	100%/100%	100%	100%

A complete list of performance measures can be viewed at
<https://www.fairfaxcounty.gov/budget/fy-2019-adopted-performance-measures-pm>

Planning Commission

Performance Measurement Results

In FY 2017, the Planning Commission acted on 237 land use applications with a 99 percent concurrency rate on applications forwarded to the Board of Supervisors, meeting the performance target.

As required by the Code of Virginia and the Fairfax County Zoning Ordinance, the Clerical and Administrative Branch verifies the accuracy of public notices for public hearings by the Planning Commission and the Board of Supervisors. As in previous years, staff continue to process 100 percent of verifications within the regulated timeframe and with a high level of diligence so that there were no deferrals of Commission or Board public hearings due to notification problems. In FY 2017 the Planning Commission verified 246 notifications and processed 518 pieces of certified first class mail.