

# Planning Commission

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## Department Overview

The Planning Commission (PC) supports the Board of Supervisors (BOS) in matters relating to the County's land use policy development. The PC ensures that interested residents' reactions are obtained on County plans, ordinance amendments, and land use applications by conducting public sessions weekly, eleven months per year, and forwarding recommendations on these matters to the BOS in a timely fashion. The agency is also mandated by the BOS to perform notifications and verifications for abutting and adjacent property owners in all land use cases heard before the BOS as well as the PC. Moreover, through public outreach activities, including the monthly Channel 16 PC Roundtable program, quarterly *PC Communicator* newsletter, and annual *Report of Activities*, the agency continues its efforts to educate the general public on the land use process and pertinent land use issues facing the County.

The PC, 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.

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## 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>

## Lines of Business Summary

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

LOB #80:

### **PRODUCTION OF PLANNING COMMISSION ACTIONS**

#### **Purpose**

The Production of Planning Commission Actions LOB ensures that citizen reactions and input are obtained on all land use-related applications by conducting weekly public sessions, 11 months per year; holding committee sessions as deemed necessary by the PC membership; and maintaining PC recommendations approved by the BOS at 99 percent or better.

In addition, this LOB also captures PC actions for the public record by preparing meeting minutes and verbatim transcripts of Commission meetings and meeting minutes for Commission Committee meetings.

#### **Description**

The PC is responsible for holding public hearings on all land use applications except variances and special permits, and forwarding its actions to the BOS 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.

This LOB provides the primary administrative support for all meetings and is responsible for the maintenance of all public records; preparation of verbatim transcripts from each regular Commission meeting; and preparation of minutes for each regular and committee meeting. In addition, senior staff, primarily the Executive Director and Management Analyst III, are responsible for attendance at all Commission and Committee meetings, as well as preparation of all reports and memorandums to the BOS on land use recommendations from the Commission, as well as any Committee/Commission special reports.

#### **Benefits**

The Production of Planning Commission Actions is key to engaging the community on proposed land use and development opportunities, including the comprehensive planning process as well as capturing actions of the PC as public record. As a direct result of this effort, the BOS is provided information and materials necessary to vote on proposed applications and policies as the governing authority approved by the state.

#### **Mandates**

Pursuant to Virginia Code § 15.2-2200, localities are encouraged to “improve the public health, safety, convenience, and welfare of their citizens and to plan for the future development of communities to the end that transportation systems be carefully planned; that new community centers be developed with adequate highway, utility, health, educational, and recreational facilities; that the need for mineral resources and the needs of agriculture, industry, and business be recognized in future growth; that the concerns of military installations be recognized and taken into account in consideration of future development of areas immediately surrounding installations and that where practical, installation commanders shall be consulted on such matters by local officials; that residential areas be provided with healthy surroundings for family life; that agricultural and forestal land be preserved; and that the growth of the community be consonant with the efficient and economical use of public funds.”

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Specifically, Virginia Code § 15.2-2210 stipulates that “Every locality shall by resolution or ordinance create a local planning commission in order to promote the orderly development of the locality and its environs. In accomplishing the objectives of Virginia Code § 15.2-2200, the local planning commissions shall serve primarily in an advisory capacity to the governing bodies.”

Additionally, Virginia Code § 2.2-3707 related to public meetings, record keeping, and transparency of government.

## Trends and Challenges

- Obtaining citizen input on pending land use applications and/or policy issues; and,
- Increased planning activity as the economy continues to recover and the complexity of land use and policy issues resumes. The frequency of Public Hearings and Committee meetings has increased by more than 25 percent over the past two years. As complex and controversial projects continue, the Planning Commission continues efforts of sound management of County resources and assets, reflected in the utilization of best practices and maintaining a minimal operating budget.

## Resources

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
<b>LOB #80: Production of Planning Commission Actions</b>			
<b>FUNDING</b>			
<u>Expenditures:</u>			
Compensation	\$148,060	\$168,908	\$174,888
Operating Expenses	4,930	7,440	5,833
<b>Total Expenditures</b>	<b>\$152,990</b>	<b>\$176,348</b>	<b>\$180,721</b>
General Fund Revenue	\$0	\$0	\$0
Net Cost/(Savings) to General Fund	\$152,990	\$176,348	\$180,721
<b>POSITIONS</b>			
Authorized Positions/Full-Time Equivalent (FTEs)			
<u>Positions:</u>			
Regular	3 / 3	3 / 3	3 / 3
<b>Total Positions</b>	<b>3 / 3</b>	<b>3 / 3</b>	<b>3 / 3</b>

# Planning Commission

## Metrics

Metric Indicator	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate
Commission public sessions held	37	47	59	73	91
Committee meetings held	31	38	43	48	54
Verbatim pages completed	447	384	538	602	674
Minute pages completed	618	672	883	946	1,088
Average Cost per public session	\$2,527	\$2,500	\$1,865	\$2,800	\$2,800
Average hours to complete verbatim transcript	5	6	3	3	3
Average hours required for completion of set of minutes	36	23	14	14	14
Verbatim transcripts completed within three working days	100%	100%	100%	100%	100%
Percent of Commission sets of minutes completed within two months of meeting date	0%	60%	100%	100%	100%
Percent of committee minutes completed within two months of meeting date	20%	25%	85%	100%	100%

Obtaining citizen input on pending land use applications and/or policy issues continues as a key driver for the PC and its staff. The Commission held 102 public meetings this year, allowing residents many opportunities to formally provide input at both public hearings and committee meetings. Moreover, over the past several years, committee meetings have continued to serve as a major forum for input on policy issues. Hundreds of County residents have taken advantage of such opportunities and their input is highly valued and utilized by the Commission in its recommendations to the Board of Supervisors.

In FY 2014 the completion of minutes within two months of the meeting date was brought up from 25 percent to 60 percent. In FY 2015 the completion of minutes within that same time frame was brought up to 100 percent. This remains to be a goal of the Commission.

Statistics continue to indicate that the Board of Supervisors maintains a 99 percent or better concurrence rate on recommendations forwarded by the PC, 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.

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LOB #81:

## **PRODUCTION OF REPORTS / PUBLICATIONS**

### **Purpose**

The purpose of the Production of Reports/Publications LOB is to develop and distribute multiple forms of media with the goal of educating and informing the public on land use matters and Planning Commission activity.

### **Description**

The Production of Reports/Publications provides the BOS, County Executive, and the public with information regarding land use and Planning Commission activity. Reports and information including the quarterly newsletter, Planning Commissioner's Handbook, Annual Report of Activities, public hearing information for the Weekly Agenda, public outreach materials including the Planning Commission Roundtable television program, and Commission website.

### **Benefits**

Production of Reports/Publications' priority is to engage the community on proposed land use and development proposals and the overall planning process as reviewed by the PC. This continues the dialogue between the PC and the community by informing residents of the actions of their local government as related to land use and development and current topics and trends in Fairfax County planning.

### **Mandates**

Pursuant to Virginia Code § 15.2-2200, localities are encouraged to “improve the public health, safety, convenience, and welfare of their citizens and to plan for the future development of communities to the end that transportation systems be carefully planned; that new community centers be developed with adequate highway, utility, health, educational, and recreational facilities; that the need for mineral resources and the needs of agriculture, industry, and business be recognized in future growth; that the concerns of military installations be recognized and taken into account in consideration of future development of areas immediately surrounding installations and that where practical, installation commanders shall be consulted on such matters by local officials; that residential areas be provided with healthy surroundings for family life; that agricultural and forestal land be preserved; and that the growth of the community be consonant with the efficient and economical use of public funds.”

Specifically, Virginia Code § 15.2-2221 requires that the local planning commission:

1. Exercise general supervision of, and make regulations for, the administration of its affairs;
2. Prescribe rules pertaining to its investigations and hearings;
3. Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed by the governing body;
4. Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents;
5. Make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction;
6. Prepare, publish and distribute reports, ordinances and other material relating to its activities;
7. Prepare and submit an annual budget in the manner prescribed by the governing body of the county or municipality; and

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8. If deemed advisable, establish an advisory committee or committees.

## Trends and Challenges

The demand for current and relevant information continues to grow. Increasing numbers of individuals are interested and involved in the land use processes in the County, as evidenced by the growing number of speakers at PC public hearings. Additional public outreach methods including up to the minute information and online access will be critical in maintaining current and accessible information for the public.

## Resources

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
<b>LOB #81: Production of Reports / Publications</b>			
<b>FUNDING</b>			
<u>Expenditures:</u>			
Compensation	\$208,453	\$176,342	\$188,482
Operating Expenses	4,930	7,441	5,833
<b>Total Expenditures</b>	<b>\$213,383</b>	<b>\$183,783</b>	<b>\$194,315</b>
General Fund Revenue	\$0	\$0	\$0
<b>Net Cost/(Savings) to General Fund</b>	<b>\$213,383</b>	<b>\$183,783</b>	<b>\$194,315</b>
<b>POSITIONS</b>			
Authorized Positions/Full-Time Equivalents (FTEs)			
<u>Positions:</u>			
Regular	2 / 2	2 / 2	2 / 2
<b>Total Positions</b>	<b>2 / 2</b>	<b>2 / 2</b>	<b>2 / 2</b>

## Metrics

Metric Indicator	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate
Annual Report	1	1	1	1	1
Planning Commission Seminars	0	0	1	0	1
Agendas Processed	37	47	59	73	91
PC Newsletters	3	3	4	4	4
PC Roundtable Programs	10	7	8	9	9

The mission of the PC office includes the provision of accurate and timely information to citizens about land use public hearings and actively supporting and encouraging public participation in the land use process. The outreach materials that are prepared by the PC office, including the Planning Commission Roundtable program and the quarterly newsletter foster public participation and provide current land use information. The mission also includes providing information about actions of the Commission. The Annual Report of Activities documents these actions in a way in which trends can be identified both for the current year and over a period of several years.

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LOB #82:

## **LAND USE APPLICATION VERIFICATION / NOTIFICATION**

### **Purpose**

The Land Use Application Verification and Notification LOB performs verifications and notifications on pending land use applications before both the PC and the BOS that must be accomplished to enable scheduled hearings to proceed before both bodies.

### **Description**

There are three different types of application “processing”: (1) notice of hearings sent by applicants via certified mail that are verified by Commission staff; (2) notice of hearings mailed by Commission staff; and, (3) notice of deferred hearings mailed by Commission staff.

As part of the verification process, this LOB certifies that notification has properly occurred and hearings may proceed. Commission staff detects and corrects errors made, when filed timely, thereby avoiding the need for improper notification deferrals which are costly in terms of time and money.

For applications that are not concurrently scheduled for Commission and Board hearings, the verification process must be undertaken twice for each application. Also each time the Commission and Board defer an application, this LOB mails first class letters to those previously noticed to inform them of subsequent changes.

### **Benefits**

This LOB specifically supports the County’s Economic Success Strategic Initiative by allowing the land use process to proceed as quickly as possible with regard to state-mandated requirements.

### **Mandates**

The Land Use Application Verification/Notification involves state-mandated requirements for the notification of surrounding property owners in land use applications. Errors in this process cause the delay of public hearings on such applications, which in turn delay the development process in Fairfax County.

Pursuant to Virginia Code § 15.2-2200, localities are encouraged to “improve the public health, safety, convenience, and welfare of their citizens and to plan for the future development of communities to the end that transportation systems be carefully planned; that new community centers be developed with adequate highway, utility, health, educational, and recreational facilities; that the need for mineral resources and the needs of agriculture, industry, and business be recognized in future growth; that the concerns of military installations be recognized and taken into account in consideration of future development of areas immediately surrounding installations and that where practical, installation commanders shall be consulted on such matters by local officials; that residential areas be provided with healthy surroundings for family life; that agricultural and forestal land be preserved; and that the growth of the community be consonant with the efficient and economical use of public funds.”

Specifically, Virginia Code § 15.2-2204, Advertisement of plans, ordinances, etc.; joint public hearings; written notice of certain amendments; and Virginia Code § 15.2-2225, Notice and hearing on plan; recommendation by local planning commission to governing body; posting of plan on website.



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## Trends and Challenges

As the County becomes increasingly urbanized, the notification process is affected by the establishment of higher density development. The notification process becomes more complex and costly when the areas that are abutting and adjacent to a subject application include multiple family dwellings, higher density commercial development, or a mix of uses. The PC continues to work closely with the Department of Information Technology GIS staff to ensure appropriate notification in these highly complex projects.

## Resources

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
<b>LOB #82: Land Use Application Verification / Notification</b>			
<b>FUNDING</b>			
<u>Expenditures:</u>			
Compensation	\$60,509	\$62,646	\$75,303
Operating Expenses	4,930	7,440	5,833
<b>Total Expenditures</b>	<b>\$65,439</b>	<b>\$70,086</b>	<b>\$81,136</b>
General Fund Revenue	\$0	\$0	\$0
<b>Net Cost/(Savings) to General Fund</b>	<b>\$65,439</b>	<b>\$70,086</b>	<b>\$81,136</b>
<b>POSITIONS</b>			
Authorized Positions/Full-Time Equivalents (FTEs)			
<u>Positions:</u>			
Regular	1 / 1	1 / 1	1 / 1
<b>Total Positions</b>	<b>1 / 1</b>	<b>1 / 1</b>	<b>1 / 1</b>

## Metrics

Metric Indicator	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate
Notifications verified for PC & BOS	171	183	276	358	465
Average cost per notification processed for PC/BOS hearings	\$391	\$391	\$256	\$256	\$256
Verifications processed within 17 days prior to hearing dates for PC/BOS public hearings	\$171	\$183	\$276	\$358	\$465
Percent of notifications verified within 17 days of PC/BOS hearing	100%	100%	100%	100%	100%

As required by regulation of the [Code of Virginia](#) and the Fairfax County Zoning Ordinance, this LOB continues to verify the accuracy of public notices for public hearings by the PC and the BOS. As in previous years, staff continue to process 100 percent of verifications within the regulated time frame and with a high level of diligence so that there are no deferrals for public hearings due solely to notification problems. In FY 2015, notifications for the PC and BOS increased 51 percent; however, efficient processes have allowed the Commission to reduce the actual cost per notification by 34 percent.

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LOB #83:

## **CUSTOMER SERVICE INFORMATION RESPONSES**

### **Purpose**

The purpose of the Customer Service Information Responses LOB is to reply to information requests promptly and efficiently, while maintaining customer satisfaction in all service delivery methods.

This includes all staff members, in varying degrees, who provide administrative assistance and information on Commission actions and responses to information requests, whether through office visits, telephone, mail, or web requests. The difficulty level of the information request, or individual knowledge of the staff member, determines, in large part, who responds to various customer service information requests.

### **Description**

The Customer Support and Communications Services sections encompass all necessary administrative support to Commission members and staff as well as questions/requests for information on the PC and land development. Requests for information come in routinely from Board offices, Commission members, County staff, the development community, and County citizens, and vary in difficulty level from simple requests on Commission operations to more extensive requests into archived Commission records dating back to 1938.

### **Benefits**

Customer Service Information Responses' primary function is to provide outstanding customer service in all areas of service delivery, create a culture of engagement by encouraging participation and opportunities for public input in the land use and planning processes for Fairfax County.

- Update the Commission website with pertinent Commission actions in an accurate and timely manner. This allows users 24/7 access to the Commission's monthly schedule, meeting agendas, verbatim transcripts, meeting and committee minutes, staff reports, and various land use and planning records, resources, and maps online.
- Coordinate the schedule of all land use applications heard by the PC. This ensures the website calendar reflects accurate information and timely recommendations to the BOS and communication to the public that encourages public participation and input on land use and planning decisions.
- Coordinate program schedules and provide technical oversight for the PC Roundtable program on Channel 16. This allows the Commission to inform and educate the public on land use, planning challenges and accomplishments.
- Prepare the annual budget and manage related updates to maintain fiscal accountability and exercise corporate stewardship of County resources and assets.
- Prepare all requested management/personnel/statistical reports which provide important statistical data to the County Executive and BOS as it relates to land use planning and growth for Fairfax County.
- Manage financial and human resources functions within FOCUS while maintaining a minimal operating budget to best meet the demands of the PC.
- Manage the administrative functions and preparation of all correspondence/reports for all Commission members.
- Provide training for new PC members and staff. Training is essential for the learning of complex land use terminology and processes, and to ensure public meetings are held free of distractions.

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- Coordinate and conduct public outreach programs to educate the public on the land use planning process to encourage public participation and seek valuable input to best understand and address the communities' needs and possible opportunities.

## Mandates

Pursuant to Virginia Code § 15.2-2200, localities are encouraged to “improve the public health, safety, convenience, and welfare of their citizens and to plan for the future development of communities to the end that transportation systems be carefully planned; that new community centers be developed with adequate highway, utility, health, educational, and recreational facilities; that the need for mineral resources and the needs of agriculture, industry, and business be recognized in future growth; that the concerns of military installations be recognized and taken into account in consideration of future development of areas immediately surrounding installations and that where practical, installation commanders shall be consulted on such matters by local officials; that residential areas be provided with healthy surroundings for family life; that agricultural and forestal land be preserved; and that the growth of the community be consonant with the efficient and economical use of public funds.”

## Trends and Challenges

- The Planning Commission Office will continue to adapt its processes and outreach in a way that informs the public of the activities of the Planning Commission and encourages maximum participation in land use decisions.
- New Planning Commission members and staff will continue to participate in the Virginia Planning Commissioner Certification Program.
- Increasingly complex development proposals in recent years have led to more involved negotiations between residents, Commissioners, staff, and applicants; contributing to frequent deferrals of both public hearings and decisions at the Planning Commission and the Board of Supervisors.
- Maintaining a minimal operating budget while continuing to provide the high level of service expected by the Board of Supervisors and the citizens of Fairfax County will always be a challenge. However, the Planning Commission Office staff and Commission members are committed to exercising corporate stewardship of both financial resources and staffing allocations.

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## Resources

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
<b>LOB #83: Customer Service Information Responses</b>			
<b>FUNDING</b>			
<u>Expenditures:</u>			
Compensation	\$79,046	\$12,640	\$58,551
Operating Expenses	4,931	7,440	5,832
<b>Total Expenditures</b>	<b>\$83,977</b>	<b>\$20,080</b>	<b>\$64,383</b>
General Fund Revenue	\$0	\$0	\$0
<b>Net Cost/(Savings) to General Fund</b>	<b>\$83,977</b>	<b>\$20,080</b>	<b>\$64,383</b>
<b>POSITIONS</b>			
<i>Authorized Positions/Full-Time Equivalents (FTEs)</i>			
<u>Positions:</u>			
Regular	1 / 1	1 / 1	1 / 1
<b>Total Positions</b>	<b>1 / 1</b>	<b>1 / 1</b>	<b>1 / 1</b>

## Metrics

Metric Indicator	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate
Information requests processed within one day or less	13,742	13,037	6,451	6,000	6,000
Average time (in minutes) spent per website inquiry	2	2	2	2	2
Average time (in minutes) spent per telephone or in-person inquiry	6	5	6	6	6
Information requests processed within one day or less	13,742	13,037	6,451	6,000	6,000
Number of Regular meetings scheduled	55	70	70	70	70
Number of Committee meetings scheduled	30	39	46	50	55

This LOB takes great pride in providing outstanding customer service to citizens, Board members, Commission members, County staff, and the development community with accurate and timely responses to their requests. In FY 2015 the PC responded to all requests for information within one day or less. Freedom of Information Act requests and requests for documents maintained by the County archivist were promptly processed within the guidelines established.

In FY 2015, the PC website was redesigned to afford a more user friendly approach to locating information. As such, telephone and in person requests for information were reduced significantly while the complexity of the requests has increased.

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LOB #84:

## **PLANNING COMMISSIONERS**

### **Purpose**

Planning Commissioners review and provide recommendations to the BOS and/or the Board of Zoning Appeals on land use policies and plans that will result in orderly, balanced and equitable County growth.

### **Description**

Planning Commissioners are responsible for thorough review and interpretation of Land Use applications in order to provide recommendations to the Board of Supervisors for approval or denial. The PC evaluates each application against all applicable plans, codes and ordinances.

Planning Commissioners actively participate in public sessions up to twice weekly, eleven months per year, through both public hearings and committee meetings. Through its public hearing and committee processes, Planning Commissioners provide a forum for the public to provide input into the County's Comprehensive Plan, both in terms of policy and specific site requests, 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 PC.

The PC was founded on July 6, 1938 and has carried out its mission to provide the Board of Supervisors and the Board of Zoning Appeals recommendations on land use policies. The recommendations provided by the PC help Fairfax County fulfill its highest potential to be a safe and thriving community. The Planning Commission consists of 12 members appointed for four year terms by the Board of Supervisors; 9 representing the Magisterial Districts and three at-large members.

### **Benefits**

The Planning Commissioners priority is to engage the community on land use and development proposals and the comprehensive planning process. As a direct result of this effort, residents, businesses, visitors, and employees working within Fairfax County will enjoy a unique and desirable place to live, work, shop, and connect with others. Residents will have the ability to access places and resources in a timely, safe, and convenient manner. Neighborhoods and businesses will be designed and built with a focus on environmental stewardship and sustainability.

The Planning Commissioners lines of business area provides the following benefits:

- Prepare for the future;
- Manage the present;
- Respond to legislative changes;
- Maximize community strengths;
- Minimize community weaknesses;
- Provide for community input and coordination;
- Build a sense of community; and,
- Provide for the community's public, health, safety, and welfare.

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## Mandates

Pursuant to Virginia Code § 15.2-2200, localities are encouraged to “improve the public health, safety, convenience, and welfare of their citizens and to plan for the future development of communities to the end that transportation systems be carefully planned; that new community centers be developed with adequate highway, utility, health, educational, and recreational facilities; that the need for mineral resources and the needs of agriculture, industry, and business be recognized in future growth; that the concerns of military installations be recognized and taken into account in consideration of future development of areas immediately surrounding installations and that where practical, installation commanders shall be consulted on such matters by local officials; that residential areas be provided with healthy surroundings for family life; that agricultural and forestal land be preserved; and that the growth of the community be consonant with the efficient and economical use of public funds.”

Specifically, Virginia Code § 15.2-2210 stipulates that “Every locality shall by resolution or ordinance create a local planning commission in order to promote the orderly development of the locality and its environs. In accomplishing the objectives of § 15.2-2200 the local planning commissions shall serve primarily in an advisory capacity to the governing bodies.”

Additionally, Virginia Code § 2.2-3707 related to public meetings, record keeping, and transparency of government.

## Trends and Challenges

- The Planning Commission maintains two standing committees: Policy and Procedures and Personnel and Budget. In addition, there are ad hoc committees which include: Housing, Environment, Tysons, Capital Improvement Program, Schools, Parks, Land Use Process Review, Transportation, and Telecommunications. Several of these committees are joint efforts with the Fairfax County School Board, the Park Authority Board, the Redevelopment and Housing Authority Board, the Transportation Advisory Commission, and the Environmental Quality Advisory Commission. The committees respond to directives by the BOS to further analyze certain issues including electric vehicle charging stations or area-specific plans which will further impact planning and zoning processes.
- In addition, the Planning Commission has seen a growing trend with regard to meetings, actions and public participation. In FY 2015, the Planning Commission held 59 public meetings, an increase of more than 20 percent from FY 2014 and more than 50 percent from FY 2013. FY 2015 also saw 331 speakers, compared to the 247 from FY 2014 and the 200 from FY 2013, and 240 actions, compared to the 207 in FY 2014 and 222 in FY 2013. These trends present challenges in staffing, meeting frequency and length, and complexity of analysis and review.

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## Resources

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
<b>LOB #84: Planning Commissioners</b>			
<b>FUNDING</b>			
<u>Expenditures:</u>			
Compensation	\$180,579	\$175,963	\$228,000
Operating Expenses	4,930	7,440	5,832
<b>Total Expenditures</b>	<b>\$185,509</b>	<b>\$183,403</b>	<b>\$233,832</b>
General Fund Revenue	\$0	\$0	\$0
<b>Net Cost/(Savings) to General Fund</b>	<b>\$185,509</b>	<b>\$183,403</b>	<b>\$233,832</b>
<b>POSITIONS</b>			
Authorized Positions/Full-Time Equivalents (FTEs)			
<u>Positions:</u>			
Regular	0 / 0	0 / 0	0 / 0
<b>Total Positions</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>0 / 0</b>

## Metrics

Metric Indicator	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate
Commission public sessions attended	37	47	59	73	91
Committee meetings attended	32	38	43	48	54
Planning Commission Actions recommended to the Board	246	207	240	240	240
Percent of Planning Commission Actions supported by the Board of Supervisors	99%	99%	99%	99%	99%

Statistics continue to indicate that the BOS maintains a 99 percent or better concurrence rate on recommendations forwarded by the PC, 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.