

## 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.”

# Planning Commission

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.