

Planning Commission

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
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FUNDING			
<u>Expenditures:</u>			
Compensation	\$208,453	\$176,342	\$188,482
Operating Expenses	4,930	7,441	5,833
Total Expenditures	\$213,383	\$183,783	\$194,315
General Fund Revenue	\$0	\$0	\$0
Net Cost/(Savings) to General Fund	\$213,383	\$183,783	\$194,315
POSITIONS			
Authorized Positions/Full-Time Equivalents (FTEs)			
<u>Positions:</u>			
Regular	2 / 2	2 / 2	2 / 2
Total Positions	2 / 2	2 / 2	2 / 2

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.