
PLANNING AND ZONING

MISSION STATEMENT

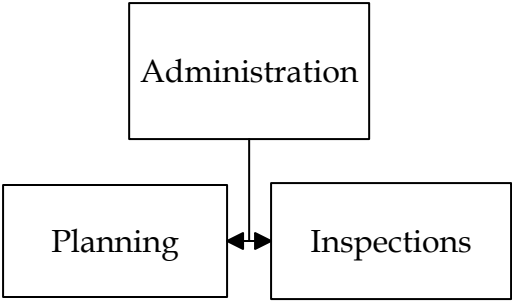
Provide the highest level of short and long-term planning, zoning and code enforcement services to the Town of Vienna to ensure that it remains attractive, safe, clean and the premier community in Northern Virginia.

**TOWN OF VIENNA
FISCAL YEAR 11-12 BUDGET**

PLANNING AND ZONING: EXPENDITURE BY DIVISION

	FY 10-11 Budget	FY 10-11 Adjusted	FY 11-12 Adopted	Net Change
Planning and Zoning	736,250	736,250	777,800	41,550
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TOWN OF VIENNA
Planning and Zoning



PLANNING AND ZONING
10811

PURPOSE

Fairly and equitably enforce the planning, zoning, weed and debris and code enforcement provisions of the Town Code to ensure that the Town remains a premier community in Northern Virginia.

ACTIVITIES/PRODUCTS/SERVICES

- Conduct current and long-range planning.
- Provide Code enforcement.
- Provide weed and debris enforcement.
- Provide Town-wide Geographic Information System (GIS) mapping services and contact administration.
- Provide technical advice and staff support to the Planning Commission, Board of Zoning Appeals, Board of Architectural Review, Windover Heights Board of Review and the Town/Business Liaison Committee.
- Provide advice and staff support to the Mayor and Town Council as directed by the Town Manager.
- Perform the initial review and issuance of all building, fence, driveway, occupancy and sign permits.
- Resolve violations to Chapters 4, 13, 17, 18 and 18.1 of the Town Code.
- Provide overall supervision of the development plan review process.
- Oversee special projects such as grant applications, the Maple Avenue Photo rendering project, etc.
- Post and advertise required public notices.
- Prepare the Comprehensive Plan and amendments to the subdivision and zoning ordinance.
- Issue zoning citations for prohibited activities.
- Oversee the GIS consultants work on delivering a Permit Database.
- Provide staffing for committees such as the Green Team and the Website Committee.
- Prepare Town Council agenda items as needed.
- Oversee the administration of development activity within the area defined by the Church Street Vision (C-1B, Pedestrian Commercial zone).
- Work with the Town Attorney's office to ensure compliance with the Chesapeake Bay Preservation Area regulations.
- Work with various Federal, Commonwealth, regional planning agencies, and other local jurisdictions.

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SELECTED PERFORMANCE MEASURES*Based on calendar year data*

Description	2009 Actual*	2010 Actual*	2011 Projected
Total number of permit applications: (selected permits below):	676	660	700
New single-family dwellings	24	43	45
Total Number of Building permits	253	364	400
Provide the highest level of technical advice to each Board, Commission and technical subcommittee that the Department staffs.			
<i>Planning Commission meeting and work sessions:</i>	12	10	16
	18	17	21
<i>Total Planning Commission applications:</i>			
<i>Board of Architectural Review meetings and work sessions:</i>	14	15	14
	58	60	62
<i>Total BAR applications:</i>	3	8	9
<i>Board of Zoning Appeals meetings:</i>	8	13	18
<i>Total BZA applications:</i>			
<i>Windover Heights Board of Review meetings:</i>	4	1	4
	7	1	6
<i>Total WHBR applications:</i>	12	11	11
<i>Town/Business Liaison Committee meetings:</i>			
Illegal Sign Removal			
<i>Number of Overall Signs Removed:</i>	3000	3321	3300
<i>Number of Signs Removed on Weekends:</i>	1500	1700	1700
	(50% of all sign removal)	(51.2% of all sign removal)	(51.5% of all sign removal)

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PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Director of Planning and Zoning	1	1	1
Senior Planner	1	1	1
Planner	1	1	1
Planning and Zoning Assistant	1	1	1
Administrative Assistant II	1	1	1
Zoning Technician	2	2	1
Senior Zoning Technician	0	0	1

FY 11-12 BUDGET CHANGES

- One of the two existing Zoning Technician positions has been reclassified to Senior Zoning Inspector (grade 12) to recognize an increase in assigned duties. This new position will now be responsible for conducting in field building height verifications.

TOWN OF VIENNA
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : PLANNING & ZONING
ACTIVITY : PLANNING & ZONING DEPT

FUND : GENERAL
NUMBER : 10811

ACCOUNT NUMBER	TITLE	FY 09-10		-----FY 10-11-----			FY 11-12 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	489,178	443,644	480,736	480,736	459,616	494,462	13,726
ONE OF THE ZONING TECHNICIAN POSITIONS HAS BEEN RECLASSIFIED BY THE ARCHER COMPANY TO SENIOR ZONING TECHNICIAN (GRADE 10 TO 12)								
41002	OVERTIME	12,000	12,660	12,000	12,000	12,780	12,000	
41003	REG. P.T. WITH BENEFITS		511			1,000		
41004	PART TIME W/O BENEFITS		123			3,800		
41006	ANNUAL LEAVE LIQUIDATION	2,788	2,787					
41008	ANNUAL LEAVE CASH-IN	5,122	5,122			5,122		
TOTAL	PERSONAL SERVICES	509,088	464,847	492,736	492,736	482,318	506,462	13,726
42001	F.I.C.A.	38,341	33,140	37,695	37,695	31,516	38,745	1,050
42002	V.R.S.	73,964	72,045	71,149	71,149	71,680	73,180	2,031
42003	V.R.S. LIFE INS	5,224	2,813	1,615	1,615	1,615	1,661	46
42004	LOCAL PENSION PLAN	13,417	10,533	10,220	10,220	10,000	9,482	(738)
42007	HEALTH INSURANCE	31,700	34,576	38,700	38,700	40,746	49,800	11,100
42012	CAFETERIA PLAN FEES	300	221	300	300	300	300	
42018	ER CONTRIBUTIONS:DC401A	12,176	11,787	13,480	13,480	12,740	13,840	360
TOTAL	EMPLOYEE BENEFITS	175,122	165,114	173,159	173,159	168,597	187,008	13,849
43101	CONSULTING SERVICES	39,000	37,495	39,000	39,000	37,500	50,000	11,000
BUDGET INCREASE BASED UPON GIS ANALYSIS						50,000		
43106	TRANSLATION SERVICES	250		250	250		250	
43301	EQUIPMT MICE CONTRACTS	700		700	700	700	700	
43303	SOFTWARE MICE CONTRACT	6,000	5,400	6,000	6,000	5,600	6,000	
43501	PRINTING/BINDING SVCS	900	630	900	900	1,000	900	
43601	ADVERTISING	4,200	2,332	4,200	4,200	5,200	4,800	600
BASED UPON DETAILED LEGALS FOR CHES BAY AND COMP PLAN						4,800		
TOTAL	PURCHASED SERVICES	51,050	45,857	51,050	51,050	50,000	62,650	11,600
45202	LONG DIST SERVICE	250	280	250	250	750	400	150
45203	POSTAL SERVICES	1,400	1,231	1,400	1,400	1,350	1,400	
45404	CENTRAL COPIER CHARGES	2,100	2,258	2,100	2,100	2,100	2,100	
45501	MILEAGE REIMBURSEMENT	80	39	80	80	80	80	
45502	FARES	250		250	250	225	250	
45503	SUBSISTENCE/LODGING	750		750	750	750	750	
45504	CONVENTIONS/EDUCATION	1,225	982	1,225	1,225	1,300	1,400	175
45801	MEMBERSHIPS/DUES	2,000	1,441	2,000	2,000	2,050	2,100	100
45809	REFUNDS	150		150	150	270	200	50
TOTAL	OTHER CHARGES	8,205	6,232	8,205	8,205	8,875	8,680	475
46001	OFFICE SUPPLIES	2,800	885	2,800	2,800	5,000	4,000	1,200
COST OF REPLACEMENT LASER CARTRIDGES FOR TOWN MAPS						4,000		
46011	UNIFORMS/SAFETY APPAREL	400	265	400	400	150	400	
46012	BOOKS/SUBSCRIPTIONS	1,000	408	1,000	1,000	860	1,000	
46015	OPERATIONAL SUPPLIES	3,400	3,479	3,400	3,400	3,950	4,000	600
ADDITIONAL BLACKBERRY PHONE INCLUDED IN COST						4,000		

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ACCOUNT NUMBER	TITLE	FY 09-10		-----FY 10-11-----			FY 11-12 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
TOTAL	MATERIALS AND SUPPLIES	7,600	5,037	7,600	7,600	9,960	9,400	1,800
48101	MACH/EQUIPMT REPLACEMENT	2,000		2,000	2,000	1,600	2,000	
48102	FURN/FIXTURE REPLACEMENT	500		500	500	400	600	100
48107	OFFICE/DP EQT-REPLACEMENT	1,000	898	1,000	1,000	980	1,000	
TOTAL	CAPITAL OUTLAY	3,500	898	3,500	3,500	2,980	3,600	100
TOTAL	PLANNING & ZONING DEPT	754,565	687,985	736,250	736,250	722,730	777,800	41,550