
PLANNING & ZONING

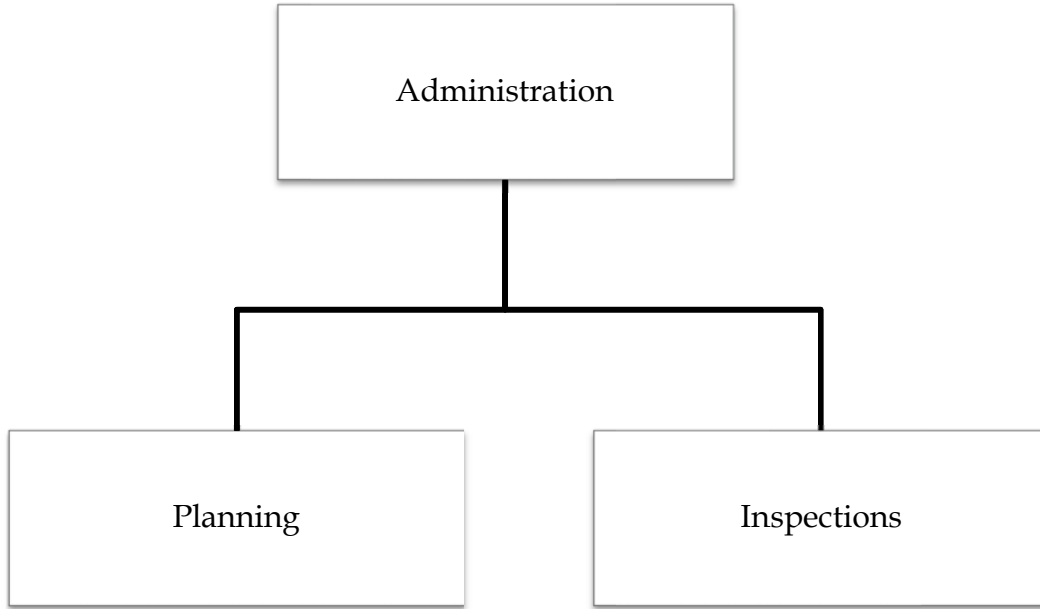
Mission

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.

PLANNING & ZONING

	FY 11-12 Adopted	FY 11-12 Adjusted	FY 12-13 Adopted	Net Change
Planning and Zoning	777,800	777,800	896,599	118,799
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PURPOSE

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

ACTIVITIES/PRODUCTS/SERVICES

- Conduct all Town-related current and long-range planning activities.
- Enforce the provisions of Chapters 4, 13, 17, and 18 of the Vienna Town Code and issue zoning citations for specific prohibited activities.
- Provide Geographic Information System (GIS) mapping services for Departmental uses (as users of the Town-wide system).
- Provide technical advice and primary 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 technical advice and staff support to the Mayor and Town Council as directed by the Town Manager; prepare Town Council agenda items through NOVUS as necessary.
- Perform the initial review and issuance of all building, fence, driveway, occupancy and sign permits.
- Resolve violations to Chapters 4, 13, 17 and 18 of the Town Code.
- Provide overall staff supervision of the development plan review process.
- Oversee special projects such as grant applications and the “Maple Avenue Vision” Mixed-use Development Project.
- Post and advertise required statutory public notices for the various Boards and Commissions staffed primarily by the Planning & Zoning Department.
- Prepare regular updates to the Comprehensive Plan in conjunction with the Town’s Planning Commission.
- Work with the Town Attorney’s office in the preparation of all amendments to Chapters 4, 13, 17 and 18 of the Town Code and to ensure compliance with the Chesapeake Bay Preservation Area regulations.
- Provide staffing for various Town committees such as the Green Team and the Health Insurance Benefits Subcommittee.
- Oversee the administration of development activity within the area defined by the Church Street Vision (C-1B, Pedestrian Commercial zone).
- Work with various Federal, Commonwealth, regional planning agencies, and other local jurisdictions.

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FY 11-12 ACCOMPLISHMENTS

- Reviewed 401 building and 174 occupancy permits for the first 11 months of 2011,* with building permits slightly above last year's levels, but a significant increase in new single family dwellings at 62 from last year's total of 45.
- Prepared 17 GIS documents in responses to other Town Departments.
- Assisted in the preparation of 6 ordinance amendments to the Town Code.
- Received and addressed 520 new zoning violation cases (11 months).*
- Handled approximately 95 weed and debris violation cases (11 months). *
- Continued to provide staff representation and technical support for 5 Boards and Commissions.
- Completed the Maple Avenue E-W, Photo Renderings Project; assembled information and provided a 'road map' for the next phases of the project.
- Completed an in-house Permitting Database compatible for use with GIS.
- Received a Virginia Housing Development Authority grant for \$10,000, which was used towards the Maple Avenue Photo Rendering Project.
- Department staff assisted in earning the Town a Silver level "Green Government" certificate through the Virginia Municipal League's Green Government Challenge.
- Received a \$3,696.00 grant award for Litter Prevention and Recycling Program activities (Virginia Department of Environmental Quality).

FY 12-13 INITIATIVES

- Actively participate in consensus building for the Mayor and Town Council on such issues such as mixed-use development along Maple Avenue, East and West; further development in the Church Street Corridor and responses to the impacts felt throughout the Town due to the planned intense development activity within Tysons Corner.
- Work closely with the Mayor and Town Council—through the Town Manager—to implement the first phase of the Maple Avenue Corridor Vision Project inclusive of the development of high-quality design elements for a vibrant mixed-use community and visually-attractive streetscape along Maple Avenue, East and West. Assist, as well, in the creation of a steering committee established in Phase 2 of the above referenced Zoning Ordinance update. (*See also Budget Changes below.*)
- Continue to maintain a clutter-free visual environment within the public Right-of-Way by continuing weekend sign removal.
- Preserve and enhance the single-family residential heritage of the Town, a policy that has been in effect for over sixty (60) years.
- Continue to provide the highest level of technical advice to each Board, Commission and technical subcommittee that the Department staffs.

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- Prepare, in conjunction with the Planning Commission, the update of the Town of Vienna Comprehensive Plan in calendar years 2012 and 2013.
- Continue to evaluate the relevance of existing Town Code provisions in conjunction with current development trends and recommend adjustments as necessary.

SELECTED PERFORMANCE MEASURES

Based on calendar year data

Description	2010 Actual	2011 Actual	2012 Projected
Total number of permit applications:* (selected permits below):	660	687	650
New single-family dwellings*	43	65	50
Total Number of Building permits*	364	401	385
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>	10	14	15
<i>Total Planning Commission applications:</i>	17	28	27
<i>Board of Architectural Review meetings and work sessions:</i>	15	15	14
<i>Total BAR applications:</i>	60	87	78
<i>Board of Zoning Appeals meetings:</i>	8	8	8
<i>Total BZA applications:</i>	13	19	16
<i>Windover Heights Board of Review meetings:</i>	1	3	3
<i>Total WHBR applications:</i>	1	3	3
<i>Town/Business Liaison Committee meetings:</i>	11	8	11
Illegal Sign Removal			
<i>Number of Overall Signs Removed:</i>	3321	3350	3400
<i>Number of Signs Removed on Weekends:</i>	1700 (51.2% of all sign removal)	1700	1700

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PERSONNEL*Based on a fiscal year*

Authorized Positions	Adopted FY 10-11	Adopted FY 11-12	Proposed FY 12-13
Director of Planning & Zoning	1	1	1
Deputy Director	0	0	1
Senior Planner	1	1	0
Planner	1	1	1
Planning and Zoning Assistant	1	1	1
Administrative Assistant II	1	1	1
Zoning Technician	2	1	1
Senior Zoning Technician	0	1	1
Total	7	7	7

FY 12-13 BUDGET CHANGES

- In conjunction with the implementation of the Maple Avenue Corridor Vision Project (MACVP), the Director is proposing the reclassification of the Senior Planner Position into that of Deputy Director. This reclassified position will serve as the coordinator of this “special project” along with the other duties as currently performed by the Senior Planner position.
- Funding to support the MACVP is being proposed for the Departmental budget so that project phasing can occur within a reasonable time frame as directed by the Mayor and Town Council.
- A directive from the Town Manager is reflected in the reduced role of Department staff in the preparation of town-wide GIS products; future activities will be limited to preparation of GIS map products for department staff and boards and commissions that we primarily staff.

TOWN OF VIENNA
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : PLANNING & ZONING
ACTIVITY : PLANNING & ZONING DEPT

FUND : GENERAL
NUMBER : 10811

ACCOUNT NUMBER	TITLE	FY 10-11		-----FY 11-12-----			FY 12-13 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	480,736	461,870	494,462	494,462	480,000	545,208	50,746
NEW REQUEST - RECLASSIFICATION OF SENIOR PLANNER POSITION TO DEPUTY DIRECTOR								
41002	OVERTIME	12,000	12,115	12,000	12,000	12,500	12,000	
41003	REG. P.T. WITH BENEFITS		885					
41004	PART TIME W/O BENEFITS		3,677					
41008	ANNUAL LEAVE CASH-IN		5,122					
TOTAL	PERSONAL SERVICES	492,736	483,669	506,462	506,462	492,500	557,208	50,746
42001	F.I.C.A.	37,695	33,756	38,745	38,745	36,000	41,708	2,963
42002	V.R.S.	71,149	71,228	73,180	73,180	71,000	67,987	(5,193)
42003	V.R.S. LIFE INS	1,615	1,349	1,661	1,661	1,620	2,890	1,229
42004	LOCAL PENSION PLAN	10,220	10,555	9,482	9,482	9,400	11,354	1,872
42007	HEALTH INSURANCE	38,700	45,195	49,800	49,800	49,000	51,366	1,566
42012	CAFETERIA PLAN FEES	300	221	300	300	300	300	
42018	ER CONTRIBUTIONS:DC401A	13,480	13,408	13,840	13,840	13,560	12,856	(984)
TOTAL	EMPLOYEE BENEFITS	173,159	175,712	187,008	187,008	180,880	188,461	1,453
43101	CONSULTING SERVICES	39,000	28,441	50,000	50,000	50,000	125,000	75,000
43106	TRANSLATION SERVICES	250		250	250	100	250	
43301	EQUIPMT MICE CONTRACTS	700		700	700	250	700	
43303	SOFTWARE MICE CONTRACT	6,000	5,400	6,000	6,000	5,850		(6,000)
43501	PRINTING/BINDING SVCS	900	856	900	900	820	900	
43601	ADVERTISING	4,200	4,321	4,800	4,800	4,900	4,800	
TOTAL	PURCHASED SERVICES	51,050	39,018	62,650	62,650	61,920	131,650	69,000
45202	LONG DIST SERVICE	250	1,026	400	400	600	400	
45203	POSTAL SERVICES	1,400	1,457	1,400	1,400	1,350	1,400	
45404	CENTRAL COPIER CHARGES	2,100	1,848	2,100	2,100	2,100	2,100	
45501	MILEAGE REIMBURSEMENT	80		80	80	65	80	
45502	FARES	250	38	250	250	180	250	
45503	SUBSISTENCE/LODGING	750		750	750	750	750	
45504	CONVENTIONS/EDUCATION	1,225	436	1,400	1,400	1,475	1,500	100
45801	MEMBERSHIPS/DUES	2,000	1,762	2,100	2,100	2,050	2,100	
45809	REFUNDS	150	75	200	200	140	200	
TOTAL	OTHER CHARGES	8,205	6,643	8,680	8,680	8,710	8,780	100
46001	OFFICE SUPPLIES	2,800	2,232	4,000	4,000	3,980	3,500	(500)
46011	UNIFORMS/SAFETY APPAREL	400	362	400	400	370	400	
46012	BOOKS/SUBSCRIPTIONS	1,000	200	1,000	1,000	940	1,000	
46015	OPERATIONAL SUPPLIES	3,400	1,115	4,000	4,000	4,000	3,000	(1,000)
TOTAL	MATERIALS AND SUPPLIES	7,600	3,909	9,400	9,400	9,290	7,900	(1,500)
48101	MACH/EQUIPMT REPLACEMENT	2,000	610	2,000	2,000	1,800	1,000	(1,000)
48102	FURN/FIXTURE REPLACEMENT	500		600	600	600	600	
48107	OFFICE/DP EQT-REPLACEMENT	1,000	436	1,000	1,000	1,000	1,000	
TOTAL	CAPITAL OUTLAY	3,500	1,046	3,600	3,600	3,400	2,600	(1,000)
TOTAL	PLANNING & ZONING DEPT	736,250	709,996	777,800	777,800	756,700	896,599	118,799