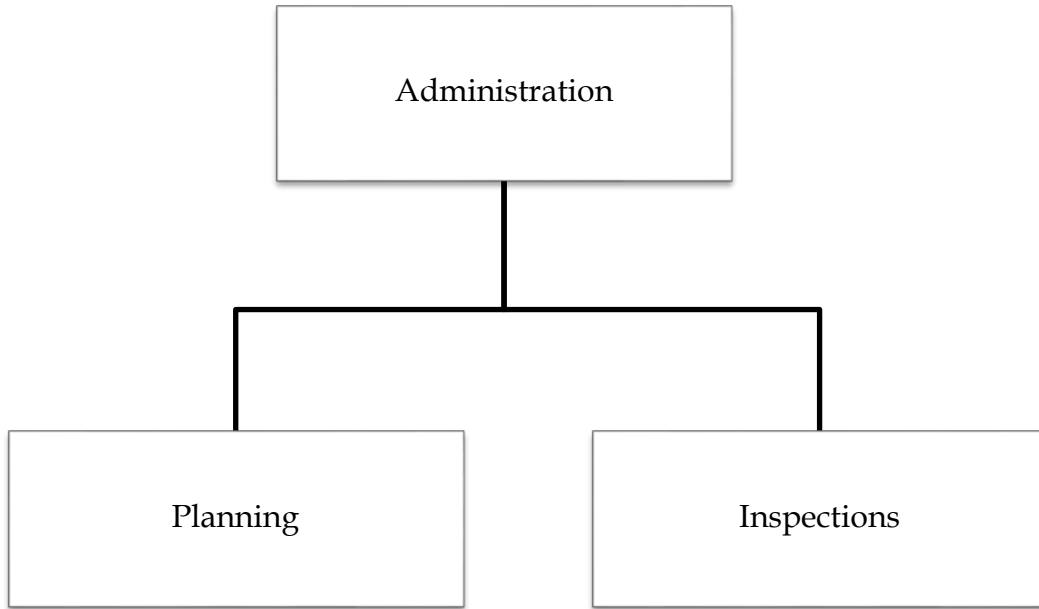

PLANNING & ZONING

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



PLANNING & ZONING

	FY 12-13 Adopted	FY 12-13 Adjusted	FY 13-14 Adopted	Net Change
Planning and Zoning	896,599	897,347	847,339	-49,260
Planning and Zoning	896,599	897,347	847,339	-49,260

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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 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 required.
- 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 multi-year special development projects such as the PPEA Parking Garage on Church Street NW, 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.
- Provide specific Geographic Information System (GIS) mapping services to department staff and the Boards and Commissions that we serve.
- Provide primary staff support to the Planning Commission in the preparation of updates and revisions to the Town’s Comprehensive Plan.
- 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 12-13 ACCOMPLISHMENTS

- Reviewed 402 building and 140 occupancy permits for calendar year 2012, with building permits near last year's levels, but an even more significant increase in new single family dwellings from last year's total of 65 to 79 this year.
- Actively assisted in the preparation of 8 new ordinances or amendments to the Town Code (including the rezoning of a small park tract behind Vienna Elementary School).
- Received and addressed 384 new zoning violation cases.
- Handled approximately 103 weed and debris violation cases.
- Coordinated resolution of community concerns regarding cooling fans at Liberty Park.
- Continued to provide staff representation and technical support for 5 Boards and Commissions.
- Interviewed and recommended the selection of a project consultant group for the Maple Avenue "Vision" Project.
- Initiation of the first phases of the Maple Avenue Vision project designed to create a two-dimensional zoning ordinance from three-dimensional drawings and the "54-15" box as defined by the Mayor and Town Council.
- Provided active and frequent assistance in the review of the unsolicited PPEA proposal to construct a public/private project including a parking structure at 120 Church Street NW, in the historic Church Street Corridor.
- Assisted the Planning Commission members in the compilation of data and background materials for the 2013/2014 Update to the Town's Comprehensive Plan.

FY 13-14 INITIATIVES

- Actively participate in consensus building for the Mayor and Town Council for the proposed mixed-use development along Maple Avenue, East and West (Maple Avenue Vision Project); 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.
- Continue to provide active and frequent assistance in the review of the unsolicited PPEA proposal to construct a public/private project including a parking structure at 120 Church Street NW, in the historic Church Street Corridor.
- Coordinate, in conjunction with the Planning Commission, the 2013/2014 update to the Town of Vienna Comprehensive Plan.

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- Continue to maintain a clutter-free visual environment within the public street rights-of-way by continuing weekend sign removal by zoning enforcement staff.
- 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 possible level of technical advice to each Board, Commission and technical subcommittee that the Department staffs.
- Continue to evaluate the relevance of existing Town Code provisions in conjunction with current planning and development trends to and recommend adjustments as necessary.
- Provide additional funding for a possible 2nd phase to the Maple Avenue Vision project with a focus on traffic analysis and future infrastructure improvements.

PERFORMANCE MEASURES

Based on calendar year data

Description	2011 Actual	2012 Actual	2013 Projected
Total number of permit applications.* (selected permits below):	687	690	650
New single-family dwellings*	65	79	70
Total Number of Building permits*	401	402	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>	14	15	14
<i>Total Planning Commission applications:</i>	28	25	25
<i>Board of Architectural Review meetings and work sessions:</i>	15	16	14
<i>Total BAR applications:</i>	87	89	85
<i>Board of Zoning Appeals meetings:</i>	8	9	8
<i>Total BZA applications:</i>	19	19	16
<i>Windover Heights Board of Review meetings:</i>	3	2	3
<i>Total WHBR applications:</i>	3	3	5
<i>Town/Business Liaison Committee meetings:</i>	8	10	10

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Illegal Sign Removal			
<i>Number of Overall Signs Removed:</i>	3350	2800	2600
<i>Number of Signs Removed on Weekends:</i>	1700	1700	1680

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 11-12	Adopted FY 12-13	Adopted FY 13-14
Director of Planning & Zoning	1	1	1
Deputy Director	0	1	1
Senior Planner	1	0	0
Planner	1	1	1
Planning and Zoning Assistant	1	1	1
Administrative Assistant II	1	1	1
Senior Zoning Technician	1	1	1
Zoning Technician	1	1	1
Total	7	7	7

FY 13-14 BUDGET CHANGES

- We are reducing our consulting fee budget from \$125,000.00 to \$75,000.00 in the expectation of completing the major portion of the Maple Avenue Vision project in Fiscal Year 2013. The projected additional funding for FY 2014 is in response to numerous considerations for an analysis of future transportation and utility requirements.
- An increase in education / lodging funding is requested to assist the new Deputy Director in obtaining the required continuing maintenance (CM) credits for membership in the American Institute of Certified Planners (AICP).

TOWN OF VIENNA
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : PLANNING & ZONING
ACTIVITY : PLANNING & ZONING DEPT

FUND : GENERAL
NUMBER : 10811

ACCOUNT NUMBER	TITLE	FY 11-12		-----FY 12-13-----			FY 13-14 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	503,904	549,254	545,208	545,208	538,000	535,740	(9,468)
41002	OVERTIME	12,000	12,249	12,000	12,000	12,000	12,000	
41003	REG. P.T. WITH BENEFITS		1,283					
41004	PART TIME W/O BENEFITS		13,485			2,935		
41006	ANNUAL LEAVE LIQUIDATION	3,103	10,253		748			
41008	ANNUAL LEAVE CASH-IN	1,230	3,915			3,500		
TOTAL	PERSONNEL SERVICES	520,237	590,439	557,208	557,956	556,435	547,740	(9,468)
42001	F.I.C.A.	38,745	34,105	41,708	41,708	41,156	41,557	(151)
42002	V.R.S.	73,180	65,923	67,987	67,987	67,088	66,807	(1,180)
42003	V.R.S. LIFE INS	1,661	1,247	2,890	2,890	2,800	6,375	3,485
42004	LOCAL PENSION PLAN	9,482	10,606	11,354	11,354	11,300	16,008	4,654
42007	HEALTH INSURANCE	56,800	51,268	51,366	51,366	50,900	51,393	27
42012	CAFETERIA PLAN FEES	300	189	300	300	300	300	
42018	ER CONTRIBUTIONS:DC401A	13,840	12,527	12,856	12,856	12,800	15,459	2,603
TOTAL	EMPLOYEE BENEFITS	194,008	175,866	188,461	188,461	186,344	197,899	9,438
43101	CONSULTING SERVICES	60,538	59,000	125,000	125,000	125,000	75,000	(50,000)
43106	TRANSLATION SERVICES	250		250	250	120	250	
43301	EQUIPMT MICE CONTRACTS	700	50	700	700	600	700	
43303	SOFTWARE MICE CONTRACT	6,000						
43501	PRINTING/BINDING SVCS	900	281	900	900	780	900	
43601	ADVERTISING	4,800	5,249	4,800	4,800	4,700	4,800	
TOTAL	PURCHASED SERVICES	73,188	64,580	131,650	131,650	131,200	81,650	(50,000)
45202	LONG DIST SERVICE	400	865	400	400	2,500	400	
45203	POSTAL SERVICES	1,400	1,199	1,400	1,400	900	1,400	
45404	CENTRAL COPIER CHARGES	2,100	2,150	2,100	2,100	2,100	2,100	
45501	MILEAGE REIMBURSEMENT	80		80	80	75	100	20
45502	FARES	250	46	250	250	250	300	50
45503	SUBSISTENCE/LODGING	750		750	750	900	750	
45504	CONVENTIONS/EDUCATION	1,400	425	1,500	1,500	2,000	2,000	500
45801	MEMBERSHIPS/DUES	2,100	1,627	2,100	2,100	2,100	2,300	200
45809	REFUNDS	200		200	200	150	200	
TOTAL	OTHER CHARGES	8,680	6,312	8,780	8,780	10,975	9,550	770
46001	OFFICE SUPPLIES	4,000	1,844	3,500	3,500	3,500	3,500	
46011	UNIFORMS/SAFETY APPAREL	400	134	400	400	385	400	
46012	BOOKS/SUBSCRIPTIONS	1,000	344	1,000	1,000	1,000	1,000	
46015	OPERATIONAL SUPPLIES	4,000	1,624	3,000	3,000	3,200	3,000	
TOTAL	MATERIALS AND SUPPLIES	9,400	3,946	7,900	7,900	8,085	7,900	
48101	MACH/EQUIPMT REPLACEMENT	2,000		1,000	1,000	1,000	1,000	
48102	FURN/FIXTURE REPLACEMENT	600	257	600	600	600	600	
48107	OFFICE/DP EQT-REPLACEMENT	1,000		1,000	1,000	1,000	1,000	
TOTAL	CAPITAL OUTLAY	3,600	257	2,600	2,600	2,600	2,600	
TOTAL	PLANNING & ZONING DEPT	809,113	841,400	896,599	897,347	895,639	847,339	(49,260)