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PLANNING & ZONING

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**Mission**

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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.

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**PLANNING & ZONING**

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	FY 12-13 Actuals	FY 13-14 Adopted	FY 13-14 Adjusted	FY 13-14 Estimated	FY 14-15 Adopted	Net Change
Planning and Zoning	871,076	847,339	866,680	827,760	865,440	18,101
<b>Planning and Zoning</b>	<b>871,076</b>	<b>847,339</b>	<b>866,680</b>	<b>827,760</b>	<b>865,440</b>	<b>18,101</b>

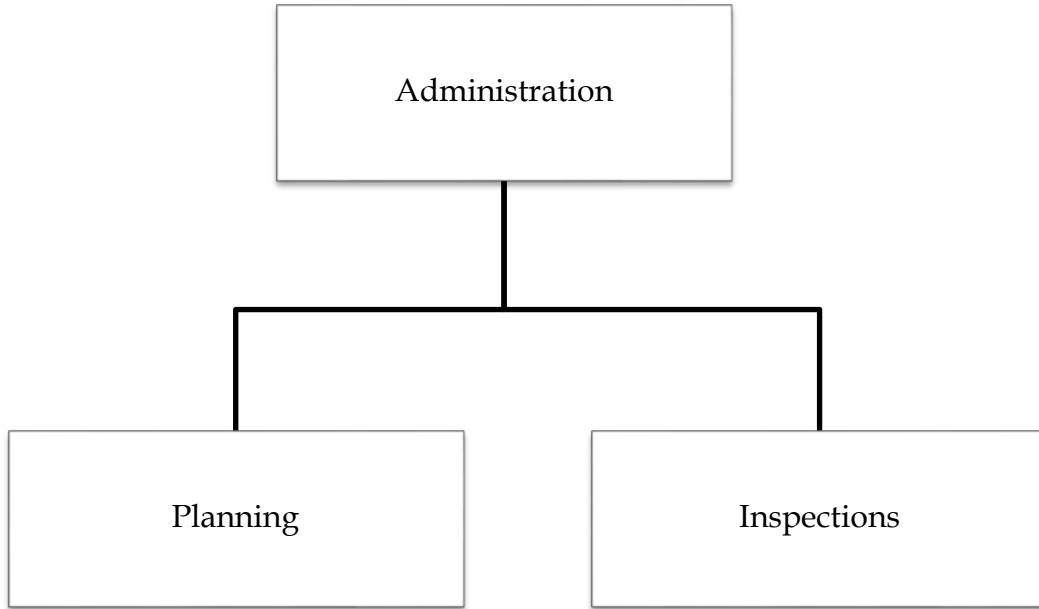
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**PLANNING AND ZONING**  
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**PURPOSE**

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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.

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**ACTIVITIES/PRODUCTS/SERVICES**

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- 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, and the Windover Heights Board of Review.
- Provide technical advice and staff support to the Mayor and Town Council as directed by the Town Manager; prepare Town Council agenda items through Legistar5 (Granicus) 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 “Maple Avenue Corridor” Mixed-use Development Project and adoption of the “MAC” zone.
- Post and advertise required statutory public notices for the various Boards and Commissions, including those staffed primarily by the Planning & Zoning Department and others on behalf of other departments.
- Provide specific Geographic Information System (GIS) mapping services to department staff, the Boards and Commissions that we serve and other Town departments.
- 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.
- 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 13-14 ACCOMPLISHMENTS**

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- Reviewed 683 building permits and 329 occupancy permits for calendar year 2013.
- Reviewed 110 new single family dwellings, a forty percent increase from 2013.
- Received and addressed 415 new zoning violation cases.
- Handled approximately 102 weed and debris violation cases.
- Provided considerable staff support during the active consideration of the PPEA joint commercial/parking structure project on Church Street NW.
- Provided lead staff support in the review and processing of a record number of permits for new single-family dwellings.
- Provided lead staff support in the resolution of the “dry cooler” noise issue associated with the federal government facility at 801 Follin Lane SE.
- Provided extensive and lead staff support to the Town’s consultant in the preparation of the draft Maple Avenue Corridor (“MAC”) zoning ordinance and their work with the Maple Avenue Steering Committee and the Town Council.
- Continued to provide staff representation and technical support for four (4) Board and Commissions.
- Assisted the Planning Commission in the compilation of data and the drafting of proposed plan language for the 2014 Update to the Town’s Comprehensive Plan.
- Provided in-house space planning and architectural services as related to the Town Hall renovations.
- Completed upgrade to new permit tracking database shared by Planning & Zoning, Public Works and Parks & Recreation.

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**FY 14-15 INITIATIVES**

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- Actively participate in consensus-building for the Mayor and Town Council for the proposed Maple Avenue Corridor (MAC) mixed-use zoning district (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.
- Coordinate, in conjunction with the Planning Commission, the 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.
- Expand the Town's GIS capabilities, in coordination with the Information Technology Division, to include online map access through the Town's website and in-the-field digital data-gathering capabilities.
- Complete a three-dimension digital model of the Maple Avenue corridor to be used for planning purposes, including the analysis of proposed development.
- Preserve and enhance the single-family residential heritage in 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, and recommend adjustments as necessary.
- Provide addition funding and technical expertise for possible future phases of the Maple Avenue Vision Project, with a focus on traffic analysis and future infrastructure improvements.
- Initiate studies of parking and signage regulations as they relate to the Maple Avenue corridor.

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Projected</b>
Total number of permit applications: (selected permits below):	690	683	680
New single-family dwellings	79	110	85
Total Number of Building permits	402	448	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>	15	15	18
<i>Total Planning Commission applications:</i>	25	19	22
<i>Board of Architectural Review meetings and work sessions:</i>	16	18	18
<i>Total BAR applications:</i>	89	80	85

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<i>Board of Zoning Appeals meetings:</i>	9	10	10
<i>Total BZA applications:</i>	19	22	20
<i>Windover Heights Board of Review meetings:</i>	2	2	3
<i>Total WHBR applications:</i>	3	2	4
<i>Town/Business Liaison Committee meetings:</i>	10	4	-
<b>Illegal Sign Removal</b>			
<i>Number of Overall Signs Removed:</i>	2,800	2,373	2,400
<i>Number of Signs Removed on Weekends:</i>	1,700	1,590	1,600

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 12-13</b>	<b>Adopted FY 13-14</b>	<b>Adopted FY 14-15</b>
Director of Planning & Zoning	1	1	1
Deputy Director	1	1	1
Planner	1	1	1
Planning and Zoning Assistant	1	1	-
Planning Specialist	-	-	1
Administrative Assistant II	1	1	1
Senior Zoning Technician	1	1	1
Zoning Technician	1	1	1
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>

**FY 14-15 BUDGET CHANGES**

- We are reducing our consulting budget from \$75,000 to \$63,500 with the expectation of completing the major portion of the Maple Avenue Vision project in FY 13-14. The projected additional funding for FY 14-15 is in response to numerous considerations for an analysis of future transportation and utility requirements.
- An increase in the budget for long distance service is requested to accommodate cellular phone use by the zoning administrator and zoning inspectors who are frequently in the field.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : PLANNING & ZONING  
ACTIVITY : PLANNING & ZONING DEPT

FUND : GENERAL  
NUMBER : 10811

ACCOUNT NUMBER	TITLE	FY 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	545,208	494,233	535,740	535,740	535,740	546,120	10,380
41002	OVERTIME	12,000	16,850	12,000	12,000	12,000	12,000	
41004	PART TIME W/O BENEFITS		27,893					
41006	ANNUAL LEAVE LIQUIDATION	748	1,129					
41008	ANNUAL LEAVE CASH-IN		4,261					
TOTAL	PERSONAL SERVICES	557,956	544,367	547,740	547,740	547,740	558,120	10,380
42001	F.I.C.A.	41,708	39,210	41,557	41,557	41,560	42,700	1,143
42002	V.R.S.	67,987	62,286	66,807	66,807	66,810	67,280	473
42003	V.R.S. LIFE INS	2,890	5,939	6,375	6,375	6,380	7,210	835
42004	LOCAL PENSION PLAN	11,354	13,905	16,008	16,008	16,010	19,950	3,942
42007	HEALTH INSURANCE	51,366	47,208	51,393	51,393	51,390	62,170	10,777
42012	CAFETERIA PLAN FEES	300	158	300	300	300	300	
42018	ER CONTRIBUTIONS:DC401A	12,856	12,131	15,459	15,459	15,450	14,910	(549)
TOTAL	EMPLOYEE BENEFITS	188,461	180,836	197,899	197,899	197,900	214,520	16,621
43101	CONSULTING SERVICES	125,000	126,500	75,000	94,341	55,000	63,500	(11,500)
43106	TRANSLATION SERVICES	250		250	250		250	
43301	EQUIPMT MICE CONTRACTS	700	50	700	700	250	700	
43501	PRINTING/BINDING SVCS	900	660	900	900	760	900	
43601	ADVERTISING	4,800	2,267	4,800	4,800	4,570	4,800	
TOTAL	PURCHASED SERVICES	131,650	129,477	81,650	100,991	60,580	70,150	(11,500)
45202	LONG DIST SERVICE	400	3,422	400	400	2,900	3,000	2,600
45203	POSTAL SERVICES	1,400	1,782	1,400	1,400	1,460	1,400	
45403	FACILITY LEASE/RENTAL		964					
45404	CENTRAL COPIER CHARGES	2,100	2,550	2,100	2,100	1,875	2,100	
45501	MILEAGE REIMBURSEMENT	80	80	100	100	80	100	
45502	FARES	250	79	300	300	285	300	
45503	SUBSISTENCE/LODGING	750	226	750	750	750	750	
45504	CONVENTIONS/EDUCATION	1,500	970	2,000	2,000	2,000	2,000	
45801	MEMBERSHIPS/DUES	2,100	1,970	2,300	2,300	2,300	2,300	
45809	REFUNDS	200		200	200	75	200	
TOTAL	OTHER CHARGES	8,780	12,042	9,550	9,550	11,725	12,150	2,600
46001	OFFICE SUPPLIES	3,500	3,398	3,500	3,500	3,450	3,500	
46011	UNIFORMS/SAFETY APPAREL	400	190	400	400	350	400	
46012	BOOKS/SUBSCRIPTIONS	1,000	106	1,000	1,000	875	1,000	
46015	OPERATIONAL SUPPLIES	3,000		3,000	3,000	2,790	3,000	
TOTAL	MATERIALS AND SUPPLIES	7,900	3,694	7,900	7,900	7,465	7,900	
48101	MACH/EQUIPMT REPLACEMENT	1,000		1,000	1,000	900	1,000	
48102	FURN/FLXTURE REPLACEMENT	600	660	600	600	500	600	
48107	OFFICE/DP EQT-REPLACEMENT	1,000		1,000	1,000	950	1,000	
TOTAL	CAPITAL OUTLAY	2,600	660	2,600	2,600	2,350	2,600	
TOTAL	PLANNING & ZONING DEPT	897,347	871,076	847,339	866,680	827,760	865,440	18,101