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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 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Planning and Zoning	700,526	824,170	825,670	844,770	847,050	22,880
<b>Planning and Zoning</b>	<b>700,526</b>	<b>824,170</b>	<b>825,670</b>	<b>844,770</b>	<b>847,050</b>	<b>22,880</b>

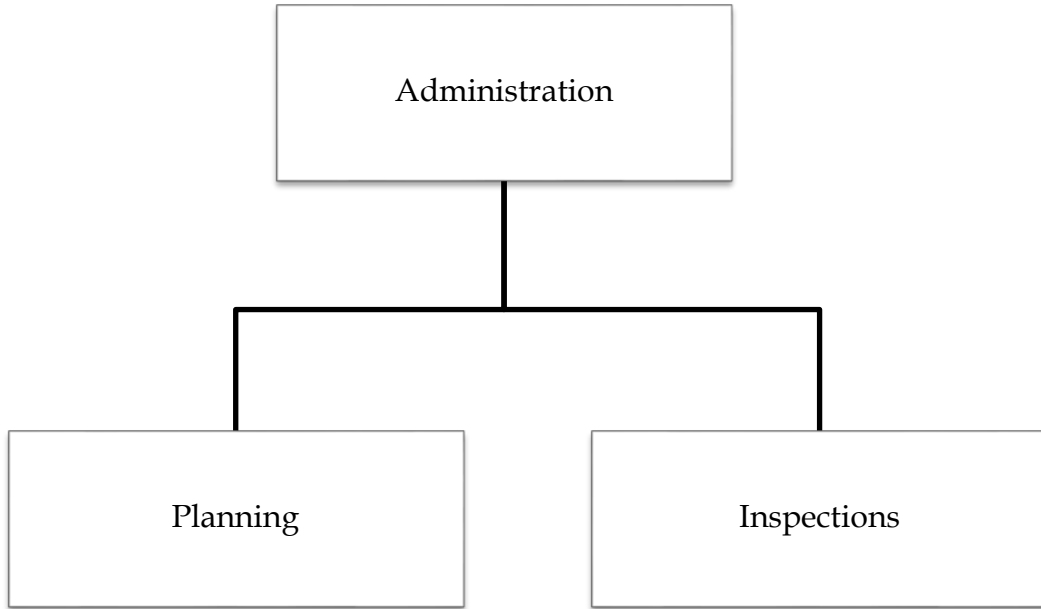
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PLANNING & ZONING

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**PLANNING AND ZONING**  
**18110**

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**PURPOSE**

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The Planning and Zoning Department is responsible for long range planning, review of development applications and enforcement of the Zoning Ordinance 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 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
- 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.
- Provide staffing for various Town committees.
- Work with various Federal, Commonwealth, regional planning agencies, and other local jurisdictions.

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**FY 15-16 ACCOMPLISHMENTS**

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- Have first two Maple Avenue Commercial (MAC) zone applications under review.
- Prepared a draft update of the Comprehensive Plan and held work sessions with both the Planning Commission and Council.
- Initiated Zoning Code review and rewrite and have draft copy in process.
- Reduced development lag time by working with Fairfax County to revise permit application requirements.
- Initiated concurrent permit review process in an effort to reduce building permit review time.
- Conducted a “Builders Summit” to address citizens’ concerns with impacts of building new homes in the community.

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**FY 16-17 INITIATIVES**

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- Complete Comprehensive Plan update.
- Complete Zoning Code review and rewrite.
- Continue to meet with potential developers and encourage MAC applications.
- Develop Town Master Plan and Design Guidelines.
- Increase community outreach.
- Continue outreach to the citizens and builders to assure builders are aware of and address impacts of construction.

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**PERFORMANCE MEASURES***Based on calendar year data*

<b>Description</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Projected</b>
Total number of permit applications: (selected permits below):	710	835	850
<i>New single-family dwellings</i>	103	89	100
<i>Total Number of Building permits</i>	488	456	500
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>	21	15	20
<i>Total Planning Commission applications:</i>	21	15	20
<i>Board of Architectural Review meetings and work sessions:</i>	20	19	20
<i>Total BAR applications:</i>	65	73	75
<i>Board of Zoning Appeals meetings:</i>	9	9	10
<i>Total BZA applications:</i>	16	20	22
<i>Windover Heights Board of Review meetings:</i>	4	5	4
<i>Total WHBR applications:</i>	-	5	4
<b>Illegal Sign Removal</b>			
<i>Number of Overall Signs Removed:</i>	2,253	1,936	2,000
<i>Number of Signs Removed on Weekends:</i>	1,510	1,297	1,300
<b>Outreach and Communications</b>			
<i>GIS Online Maps Created</i>	15	7	5
<i>GIS Printed Maps Created</i>	30	22	30
<i>Brochures, Flyers and Forms Created</i>	5	3	5
<i>Community/Informational Meetings</i>	4	7	10

**PLANNING AND ZONING**  
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**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 14-15</b>	<b>Adopted FY 15-16</b>	<b>Adopted FY 16-17</b>
Director of Planning & Zoning	1	1	1
Deputy Director	1	1	1
Planner	1	1	1
Planning Specialist	1	1	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 16-17 BUDGET CHANGES**

- No significant changes to this budget.

**TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND**

DIVISION 18110

NAME PLANNING & ZONING DEPARTMENT

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	528,760	461,419	539,380	536,380	536,380	549,460	10,080
41002	OVERTIME	12,000	15,523	12,000	12,000	15,000	15,000	3,000
41004	PART TIME W/O BENEFITS	-	14,850	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	19,877	-	-	15,840	-	-
41008	ANNUAL LEAVE CASH-IN	-	2,616	-	-	1,460	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	540,760	514,286	551,380	549,880	570,180	564,460	13,080
42001	F.I.C.A.	42,700	37,748	42,180	42,180	42,180	43,180	1,000
42002	V.R.S.	67,280	57,453	66,450	66,450	66,450	66,700	250
42003	V.R.S. LIFE INS	7,210	5,550	7,120	7,120	7,120	6,530	(590)
42004	LOCAL PENSION PLAN	19,950	6,744	-	-	-	-	-
42007	HEALTH INSURANCE	62,170	43,464	44,850	44,850	44,850	53,670	8,820
42012	CAFETERIA PLAN FEES	300	79	120	120	120	120	-
42018	ER CONTRIBUTIONS:DC401A	14,910	15,105	19,270	19,270	19,270	18,020	(1,250)
42021	VRS HYBRID 401A MATCH	-	-	-	-	-	990	990
42025	VRS HYBRID DISABILITY	-	63	-	-	-	580	580
TOTAL	EMPLOYEE BENEFITS	214,520	166,205	179,990	179,990	179,990	189,790	9,800
43101	CONSULTING SERVICES	58,000	-	63,500	63,500	62,700	62,700	(800)
43106	TRANSLATION SERVICES	250	-	250	250	250	250	-
43301	EQUIPMT MTCE CONTRACTS	700	-	700	700	-	-	(700)
43303	SOFTWARE MTCE CONTRACT	-	-	-	-	-	-	-
43309	CELL PHONE EXPENSE	-	-	3,000	3,000	3,000	3,000	-
43501	PRINTING/BINDING SVCS	900	737	900	3,900	3,900	3,900	3,000
43601	ADVERTISING	4,800	2,031	4,800	4,800	2,800	2,800	(2,000)
TOTAL	PURCHASED SERVICES	64,650	2,767	73,150	76,150	72,650	72,650	(500)
45202	LONG DIST SERVICE	3,000	664	500	500	100	100	(400)
45203	POSTAL SERVICES	1,400	1,290	1,400	1,400	1,400	1,400	-
45403	FACILITY LEASE/RENTAL	-	-	-	-	-	-	-
45404	CENTRAL COPIER CHARGES	2,100	2,399	2,100	2,100	3,500	3,500	1,400
45501	MILEAGE REIMBURSEMENT	100	-	100	100	400	400	300
45502	FARES	300	129	300	300	1,500	1,500	1,200
45503	SUBSISTENCE/LODGING	750	46	750	750	1,750	1,750	1,000
45504	CONVENTIONS/EDUCATION	2,000	1,330	2,000	2,000	2,500	2,500	500
45801	MEMBERSHIPS/DUES	2,300	573	2,300	2,300	2,300	2,300	-
45809	REFUNDS	200	-	200	200	2,000	200	-
TOTAL	OTHER CHARGES	12,150	6,432	9,650	9,650	15,450	13,650	4,000
46001	OFFICE SUPPLIES	3,500	2,781	3,500	3,500	3,000	3,000	(500)
46011	UNIFORMS/SAFETY APPAREL	400	539	400	400	400	400	-
46012	BOOKS/SUBSCRIPTIONS	1,000	157	1,000	1,000	500	500	(500)
46015	OPERATIONAL SUPPLIES	3,000	2,606	2,500	2,500	2,000	2,000	(500)
TOTAL	MATERIALS AND SUPPLIES	7,900	6,082	7,400	7,400	5,900	5,900	(1,500)
48101	MACH/EQUIPMT REPLACEMENT	1,000	-	1,000	1,000	-	-	(1,000)
48102	FURN/FIXTURE REPLACEMENT	6,100	4,754	600	600	600	600	-
48107	OFFICE/DP EQT-REPLACEMENT	1,000	-	1,000	1,000	-	-	(1,000)
TOTAL	CAPITAL OUTLAY	8,100	4,754	2,600	2,600	600	600	(2,000)
TOTAL	PLANNING & ZONING DEPARTMENT	848,080	700,527	824,170	825,670	844,770	847,050	22,880