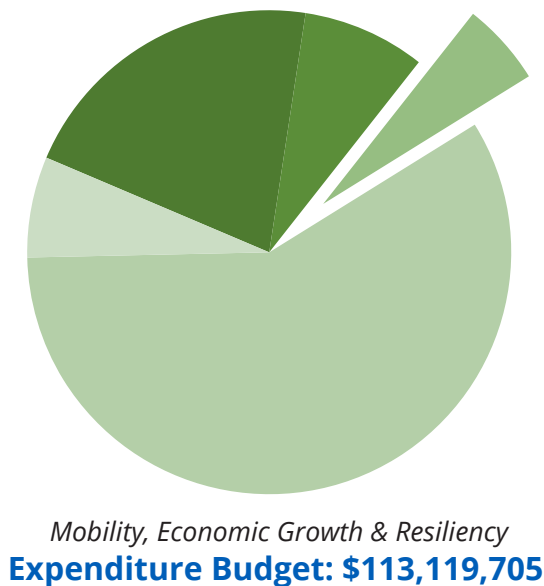


## Mission Statement

The Planning Office provides innovative land use planning to support Prince William County as an equitable, sustainable, and vibrant place offering access to employment, housing and mobility opportunities while respecting our distinct cultural and environmental resources as well as promoting the quality-of-life values that establish a unique sense of place. To help achieve this vision, the Planning Office implements, with community input, the County's Strategic Plan and its [Comprehensive Plan](#) which governs future growth and development through small area and countywide land use planning; review of proposed development; and preservation of the County's cultural resources.



### Expenditure Budget: \$6,267,271

*5.5% of Mobility, Economic Growth & Resiliency*

#### Programs:

- Countywide Planning: \$2,030,762
- Land Use Review: \$1,759,920
- Community Planning and Revitalization: \$1,149,535
- Director's Office: \$1,327,053

## Mandates

Prince William County operates under state mandates including the development and adoption of a comprehensive plan as required by the Virginia Code. The Comprehensive Plan is required to contain certain elements and must be reviewed at least once every five years. In addition, the Prince William Board of County Supervisors has chosen to enact a Zoning Ordinance, including a Historic Overlay District, which is required to be consistent with the Virginia Code. The Board has also adopted an Agricultural and Forestal District. The County is required to comply with the Chesapeake Bay Act. The Planning Office serves as liaison to several boards, committees, and commissions including the Planning Commission, Agricultural and Forestal Districts Advisory Committee, Historical Commission, and Architectural Review Board.

**State Code:** [62.1-44.15:74](#) (Chesapeake Bay Preservation Act Areas), [15.2-2204](#) (Advertisement of plans, ordinances, etc.; joint public hearings; written notice of certain amendments) [15.2-2223](#) (Comprehensive Plan), [15.2-2280](#) (Zoning Ordinance, including, but not limited to, the Board of Zoning Appeals and, [15.2-2306](#) Preservation of Historical Sites and Architectural Areas), [15.2-4300](#) (Agricultural and Forestal Districts), [15.2-2210](#) (Local Planning Commissions), [15.2-2232](#) (Legal Status of Plan)

**County Code:** [Chapter 2 Article V](#) (Historical Commission), [Chapter 32](#) (Zoning), [Chapter 32, Article V, Part 502](#) (Historic Overlay Districts)

## Expenditure and Revenue Summary



Expenditure by Program	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted	% Change Budget FY25/ Budget FY26
Zoning Administration	\$969,342	\$1,074,844	\$1,203,354	\$0	\$0	-
Countywide Planning	\$4,630,024	\$2,498,460	\$2,423,650	\$3,455,541	\$2,030,762	(41.23%)
Land Use Review	\$1,120,691	\$1,352,912	\$1,590,067	\$1,946,398	\$1,759,920	(9.58%)
Community Planning and Revitalization	\$175,451	\$155,151	\$316,004	\$1,536,584	\$1,149,535	(25.19%)
Director's Office	\$0	\$0	\$0	\$0	\$1,327,053	-
<b>Total Expenditures</b>	<b>\$6,895,508</b>	<b>\$5,081,366</b>	<b>\$5,533,076</b>	<b>\$6,938,524</b>	<b>\$6,267,271</b>	<b>(9.67%)</b>

### Expenditure by Classification

Salaries & Benefits	\$3,149,578	\$3,367,141	\$4,227,422	\$4,464,670	\$4,892,353	9.58%
Contractual Services	\$718,259	\$452,535	\$87,815	\$1,303,599	\$899,479	(31.00%)
Internal Services	\$2,123,604	\$287,508	\$304,885	\$281,193	\$298,081	6.01%
Purchase of Goods & Services	\$766,853	\$818,161	\$798,748	\$855,587	\$133,883	(84.35%)
Leases & Rentals	\$11,539	\$9,237	\$16,376	\$16,116	\$26,116	62.05%
Reserves & Contingencies	\$993	\$0	\$0	(\$8,058)	(\$8,058)	0.00%
Transfers Out	\$124,681	\$146,784	\$97,830	\$25,417	\$25,417	0.00%
<b>Total Expenditures</b>	<b>\$6,895,508</b>	<b>\$5,081,366</b>	<b>\$5,533,076</b>	<b>\$6,938,524</b>	<b>\$6,267,271</b>	<b>(9.67%)</b>

### Funding Sources

Permits & Fees	\$1,300,280	\$696,098	\$1,478,712	\$776,770	\$776,770	0.00%
Fines & Forfeitures	\$50	\$100	\$150	\$0	\$0	-
Miscellaneous Revenue	\$3,905	\$107	\$622	\$0	\$0	-
Charges for Services	\$22,002	\$27,225	\$35,943	\$1,475	\$1,475	0.00%
Transfers In	\$550,000	\$550,000	\$550,000	\$0	\$0	-
<b>Designated Funding Sources</b>	<b>\$1,876,236</b>	<b>\$1,273,530</b>	<b>\$2,065,426</b>	<b>\$778,245</b>	<b>\$778,245</b>	<b>0.00%</b>
<b>(Contribution to)/Use of Fund Balance</b>	<b>(\$952,880)</b>	<b>(\$341,914)</b>	<b>(\$477,463)</b>	<b>\$326,285</b>	<b>\$458,828</b>	<b>40.62%</b>
<b>Net General Tax Support</b>	<b>\$5,972,151</b>	<b>\$4,149,751</b>	<b>\$3,945,112</b>	<b>\$5,833,994</b>	<b>\$5,030,199</b>	<b>(13.78%)</b>
<b>Net General Tax Support</b>	<b>86.61%</b>	<b>81.67%</b>	<b>71.30%</b>	<b>84.08%</b>	<b>80.26%</b>	



## Staff History by Program



## Future Outlook

**Zoning Ordinance Update** – The newly adopted Comprehensive Plan requires alignment of the newly adopted policies with County ordinances and regulations, such as the Zoning Ordinance and Design Construction Standards Manual. The Planning Office launched a comprehensive update to the county's Zoning Ordinance in FY25 which will continue into FY26 to identify technical and policy-based updates to ensure the Zoning Ordinance supports implementation of the 2040 Comprehensive Plan, adopted in 2022, and helps to support broader County priorities identified in the Strategic Plan.

**Community Engagement** – Communication and engagement are critical components of good planning. The Planning Office expanded its capacity to conduct community engagement with residents and various community stakeholders through the addition of positions to its Community Planning and Revitalization Division which is tasked with the development and implementation of small area plans, as well as building its bench of on-call consultant expertise, including in community engagement. In FY26, the Planning Office will continue to build its toolbox of equitable community engagement strategies across its divisions to initiate and implement various planning studies and regulatory updates and provide staff support to several boards, committees, and commissions. Effective community outreach and engagement, especially to Prince William County's diverse community, will require additional resources to support a broader variety of engagement methods to reach residents where they are and to engage residents speaking multiple languages.

**Land Use Entitlements** – The Planning Office continues to review complex, large scale and mixed-use development projects. The Comprehensive Plan has increased the quantity of complex projects for development review. In FY25, the Planning Office embarked on a comprehensive review of the land use entitlement process and implemented several process improvements. The Planning Office will continue to monitor caseload trends and staff capacity and identify and implement process improvements in FY26.

# Planning

**Small Area Planning** – The Community Planning and Revitalization program received additional staff resources in FY25 to expand that program’s ability to develop new small area and corridor plans requested by the Board of County Supervisors (BOCS) that address recent land use challenges and opportunities in the County. Accordingly, this program will launch work on new small area plans in FY26. The Community Planning and Revitalization program also will continue to coordinate with agencies on opportunity zones, implementation of adopted small area plans and implementation of the strategies outlined in the Comprehensive Plan for development and redevelopment of activity centers and redevelopment corridors. This program will monitor and support implementation of the Comprehensive Plan at the community level and will support the update to the Facilities and Infrastructure Plan.

**Comprehensive Plan Updates** – The Board initiated and the Planning Office began working on the integration of the adopted Community Energy and Sustainability Master Plan into the Comprehensive Plan as a Comprehensive Plan Amendment to develop policies and other guidance for sustainable and resilient development. This effort is expected to continue into FY26. An Infrastructure and Facilities Plan update is also needed to support implementation of the Comprehensive Plan. Also needed in the near future is a technical update of the Comprehensive Plan to update the level of service chapters with new population numbers and changes in state law.

**Cultural Resources Management** – The County has a variety of historical resources dating from over 10,000 years ago to the present. The County’s emphasis on cemetery protection and advocacy requires consistent monitoring, citizen outreach, and research. Land use entitlements, site plan submissions, and Capital Improvement Program projects necessitate research and new initiatives in the future to streamline management of cultural resources, including archaeological excavations, artifact cataloging, and headstone conservation in an archaeology laboratory.

## General Overview

- A. Removal of One-Time Costs** – A total of \$987,465 has been removed from the Planning Office’s FY26 budget for one-time costs added in FY25:
  - \$350,000 in Zoning Ordinance Update and Consulting Services costs.
  - \$600,000 in expenditures related to the Data Center Ordinance Update.
  - \$37,465 in one-time expenses due to funding 8.0 new FTEs in FY25.
- B. Renaming of Existing Planning Programs** – In FY26 the renaming of the following programs will occur:
  - Long Range Planning to Countywide Planning.
  - Current Planning to Land Use Review.
  - Community Development to Community Planning and Revitalization.
- C. Creation of the Director’s Office Program** – In FY26, the Director’s Office Program will be established to provide overall leadership, management oversight, and administrative support for all department activities and various commissions, committees, and boards. A total of 7.00 FTEs were shifted from the Countywide Planning (3.10 FTEs), Land Use Review (2.00 FTEs), and Community Planning and Revitalization (1.90 FTEs) programs to support this new program. In addition, \$121,551 in operating budget was shifted to support ongoing operations. There was no net impact to the FY2026 Budget.
- D. Adjustments to Land and Planning Office Fee Schedules** – The FY2026 Budget includes a 5.0% across-the-board fee increase to the Land Development fee schedule and a 7.0% increase to the Planning Office fee schedule. Land development revenue supports expenditures in each of the four land development agencies: Development Services, Planning, Public Works, and Transportation. This adjusts the Land Development fee schedule to align development fees with activity costs and current revenue projections.
- E. Metropolitan Washington Council of Governments (MWCOC) Membership Budget Shift** – The County’s membership cost for MWCOC is being shifted from Planning to the Non-Departmental budget to better reflect its organization-wide impact. While MWCOC supports regional planning, its benefits extend to multiple County departments, including Transportation, Public Safety, Environmental Services, and Economic Development. The reallocation does not change the total funding amount but better aligns budgeting with the County’s operational structure.

## Budget Initiatives

### A. Budget Initiatives

#### 1. Small Area Plans Program – Community Planning and Revitalization

Expenditure	\$500,000
Revenue	\$0
General Fund Impact	\$500,000
FTE Positions	0.00

**a. Description** – This initiative establishes an ongoing program to support the development of BOCS directed small area plans including corridor plans and special study areas. There is an existing backlog of small area plans initiated by the BOCS with new plan requests initiated each year. The ongoing funding will enable approximately 2-3 small area plans/corridor studies to be funded per year.

**b. Service Level Impact** – The Planning Office will have dedicated resources to respond to BOCS directives related to small area planning to support quality of life and manage future development.

#### 2. Planning Staffing – Countywide Planning/Land Use Review

Expenditure	\$206,536
Revenue	\$0
General Fund Impact	\$206,536
FTE Positions	2.00

**a. Description** – This initiative funds two Principal Planner positions (2.00 FTEs), one for Countywide Planning and one for Land Use Review. Ongoing costs for salaries, benefits, and internal service fees total \$199,296 and one-time costs for equipment and supplies are \$7,240.

The Countywide Planning position will address new responsibilities assigned to the Countywide Planning division, specifically Zoning Text Amendments, the growing demand for comprehensive plan amendments, public facility reviews, and response to BOCS directives and planning initiatives. The Land Use Review position will help manage rezoning and special use permit caseloads.

**b. Service Level Impact** – Planning will have dedicated resources to assist with the increase in caseload demand related to rezoning and special use permit applications as well as BOCS directives and planning initiatives.

#### 3. Advertising and Professional Development – Multiple Programs

Expenditure	\$88,103
Revenue	\$21,109
General Fund Impact	\$66,994
FTE Positions	0.00

**a. Description** – This initiative will provide an ongoing operating budget increase of \$88,103 to address the increased costs due to state and County land use advertisement requirements for Planning Commission and BOCS public hearings. It also funds staff professional development and community engagement costs such as meeting space rentals.

**b. Service Level Impact** – Existing service levels are maintained.

#### 4. Planning Commissioner Compensation – Director's Office

Expenditure	\$13,000
Revenue	\$0
General Fund Impact	\$13,000
FTE Positions	0.00

**a. Description** – This initiative provides a 15% increase to Planning Commissioner compensation. Planning Commission member's compensation will increase from \$800/month to \$920/month and the Chair's compensation will increase from \$855/month to \$977.50/month.

**b. Service Level Impact** – Existing service levels are maintained.

# Planning

## Program Summary

### Director's Office

The Director's Office provides overall leadership, management oversight, and administrative support for all department activities including financial, human resources, information systems, quality improvement and control, and collaborates with Executive Management, the BOCS, County, regional and state agencies, County residents, the development industry, and other stakeholders on land use planning issues. The program also oversees the department's support of the Planning Commission, Historical Commission, Agricultural and Forestal Districts Advisory Committee, Architectural Review Board, and the Trails and Blueways Council.

Key Measures	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
Board of County Supervisors directives	-	-	8	-	7
Board of County Supervisors land use agenda items	-	-	79	-	75
Planning Commission agenda items	-	-	108	-	100
Major planning initiatives underway	-	-	7	-	8
Major planning initiatives completed	2	6	2	5	3
Total number of active land use applications across divisions	-	-	241	-	240
Community engagement activities hosted by department	-	-	13	-	10

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
<b>Director's Office</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,327</b>
Number of public inquiries (via phone, email, in person)	-	-	-	-	3,500
FOIA requests processed	-	-	72	-	90
Liaison/ambassador/networking meetings attended	14	17	22	12	25
Historical Commission agenda items	-	-	158	-	165
Architectural Review Board agenda items	-	-	5	-	10
Trails and Blueways Council agenda items	-	-	12	-	12

# Planning

## Countywide Planning

Countywide Planning prepares, administers, interprets, and implements the Comprehensive Plan which involves review of development applications, new public facilities, new conservation easements, and the Capital Improvement Program. This program provides project management and technical support for special studies, zoning text amendments, and regional planning efforts; and provides planning analysis, maps, GIS services, and management of GIS layers. Additionally, this program helps manage the County's cultural resources through review of development impacts on cultural resources as well as archaeological excavation, archival research, artifact cataloging, cemetery preservation, and public interpretation, and administration of internships. Countywide Planning also provides support for several boards, committees, and commissions including the Historical Commission, the Architectural Review Board, the Innovation Architectural Review Board, and the Agricultural and Forestal District Committee.

Key Measures	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
Adopted CIP projects implementing needs/goals identified in the Comp Plan	89%	90%	90%	85%	90%
Comp Plan strategies completed/implemented (adopted ZTA's, DCSM, studies)	7	3	12	8	8
Community engagement activities hosted	-	-	8	-	8
Projects completed aimed to decrease congestion & travel time	7	3	7	3	-
Projects completed aimed to increase multi-modal transportation use	3	3	7	3	-

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
<b>Comprehensive Plan Maintenance and Update</b>	<b>\$4,630</b>	<b>\$2,498</b>	<b>\$2,424</b>	<b>\$3,456</b>	<b>\$2,031</b>
External Reviews Completed	-	12	6	20	20
Comprehensive Plan Amendments initiated	4	3	5	5	5
Comprehensive Plan Amendments completed	2	20	0	5	5
Public facility review determinations	-	-	7	-	15
Public facility reviews completed	3	3	6	6	6
Applications reviewed for Innovations Architectural Review Board	-	-	11	-	11
Cemetery projects (inquiries, pedestrian survey, burial feature mapping)	-	-	-	-	15
Cultural resource assessments completed	-	-	-	-	80
BOCS approval updates added to GIS system within 14 days	100%	93%	99%	95%	95%
Cases reviewed for archaeological and historical impacts	49	63	50	90	90

# Planning

## Land Use Review

The Land Use Review division is responsible for the complete review and case management of various land use applications, including Proffer Amendments (PRA) Rezoning (REZ) and Special Use Permit (SUP). The division oversees these applications from the initial submission, quality control, development review comments through to formal recommendations in staff reports for the Planning Commission and final actions by the BOCS. Following legislative approval, Land Use Review ensures the closure of cases, enabling applicants to proceed with subsequent plan submissions. Additionally, the division provides customer service, conducts pre-application meetings and handles minor modification requests, providing crucial support throughout the planning process.

Key Measures	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
Avg time (months) for active land use cases to be scheduled for public hearing	-	-	13.00	12.00	12.00
Process improvements aimed to decrease avg county review time	-	-	6	3	5
Visual appearance of new developments in my community reflects well on our area	88%	88%	88%	88%	-

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
<b>Land Use Review</b>	<b>\$1,121</b>	<b>\$1,353</b>	<b>\$1,590</b>	<b>\$1,946</b>	<b>\$1,760</b>
Pre-application meetings completed	-	-	65	-	65
Land use applications quality controlled (REZ, SUP, etc.)	70	103	144	80	100
Complete Land Use applications meeting 10 bus day quality control review goal	60%	52%	63%	65%	68%
Land Use applications under active review (rezonings, special use permits, etc.)	113	154	166	110	150
Land Use applications meeting targeted first review timeline goal	59%	47%	67%	65%	68%
Land Use applications scheduled for Planning Commission public hearing	58	48	81	70	80
Land Use applications scheduled for Board of County Supervisors public hearing	-	-	66	-	68
Land Use applications on Board of County Supervisors consolidated agenda	-	-	43	-	45
Land Use application closeout completed within 2 months	-	-	63	-	65



# Planning

## Community Planning and Revitalization

Community Planning and Revitalization provides planning services and community engagement at the neighborhood level focusing on the creation of small area plans and special planning studies that promote placemaking, equity and revitalization. The division guides the implementation of small area plans through providing design guidance for new development, fostering strategic investment in the built environment and coordinating revitalization efforts with Economic Development.

Key Measures	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
Private & public invest. in target. corridors, small area plans & act. centers	-	-	\$1.4B	-	\$1.0B
Capital invest. in targeted corridors, small area plans & activity centers	-	-	\$1.21B	\$160.0M	-
Community engagement activities held*	5	1	10	5	-
Community engagement activities hosted by division	-	-	5	-	8
Projects strategies completed aimed to increase at-place employment	6	13	4	4	-
Projects completed aimed to increase business retention rate	6	2	4	4	-
Projects completed aimed to increase number of targeted jobs	3	13	4	4	-

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
<b>Community Planning and Revitalization</b>	<b>\$175</b>	<b>\$155</b>	<b>\$316</b>	<b>\$1,537</b>	<b>\$1,150</b>
Redevelop. corridor and small area plans action strategies implemented/advanced	-	-	12	-	20
Cases reviewed in targeted corridors, small area plans & activity ctrs	-	17	26	10	20
Small area and corridor plan directives from BOCS	-	-	2	-	2
Small area and corridor plans under development	-	-	1	-	2
Land use policy and zoning text amendments completed	6	0	5	5	-

\*In FY25, the "Community Engagement activities held" workload measure moved from the Long Range Planning program to the Community Development program.