

Development Services

Mission Statement

The Department of Development Services promotes a culture where staff and customers work in partnership to create and sustain a better quality of life and environment in which to live, work, and play. Development processes are designed to be effective and efficient, and ensure compliance with federal, state, and local regulations. The Department of Development Services supports economic development, public safety, revitalization, infrastructure improvements, and the protection of natural resources. Staff provides customers the highest quality of service and respect. The department supplies the public with development information through effective communication and education.



Expenditure Budget:
\$16,524,559

11.4% of Community Development

Program:

- Building Development: \$13,378,433
- Land Development: \$2,826,425
- Customer Liaison: \$319,701

Community Development Expenditure Budget:
\$144,638,318

Mandates

The Department of Development Services enforces minimum safety standards in accordance with the Uniform Statewide Building Code. Development Services also serves as the liaison to the state mandated Building Code Appeals Board and enforces local mandates enacted by the Board of County Supervisors.

State Code: [36-105.A](#) (Enforcement of Code), [Title 15.2 Chapter 22](#) (Planning, Subdivision of Land and Zoning), [Article 6](#) (Land Subdivision and Development), [Article 7](#) (Zoning), [Article 7.2](#) (Zoning for Wireless Communications Infrastructure)

County Code: [Chapter 3](#) (Amusements), [Chapter 5](#) (Buildings & Building Regulations), [Chapter 12](#) (Massage Establishments), [Chapter 20 Article IV](#) (Live Entertainment Certificate), [Chapter 25](#) (Subdivisions), [Chapter 25.1](#) (Swimming Pools, Spas, and Health Clubs), [Chapter 26 Article VI](#) (Tax Exemption for Solar Energy), [Chapter 32](#) (Zoning), [Chapter 33](#) (Expedited Land Development Plan Review).

Development Services also coordinates and approves, in consultation with other County agencies, matters in connection with [Chapter 8](#) (Environmental Protection), [Chapter 9.2](#) (Fire Prevention & Protection), [Chapter 10](#) (Health & Sanitation), [Chapter 14](#) (Noise), [Chapter 17](#) (Parks and Recreation), [Chapter 23](#) (Sewers & Sewage Disposal), [Chapter 23.2](#) (Stormwater Management), [Chapter 24](#) (Streets), [Chapter 30](#) (Water Supply)

Other County regulations include: [Design & Construction Standards Manual](#), [Subdivision Ordinance](#), and [Administrative Procedures Manual](#).

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Expenditure and Revenue Summary

Expenditure by Program	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted	% Change Budget FY20/ Budget FY21
Building Development	\$10,911,371	\$11,548,496	\$11,488,244	\$13,023,400	\$13,378,433	2.73%
Land Development	\$2,229,201	\$2,469,502	\$2,533,744	\$2,753,183	\$2,826,425	2.66%
Customer Liaison	\$285,284	\$276,711	\$161,329	\$236,496	\$319,701	35.18%
Total Expenditures	\$13,425,857	\$14,294,709	\$14,183,317	\$16,013,080	\$16,524,559	3.19%

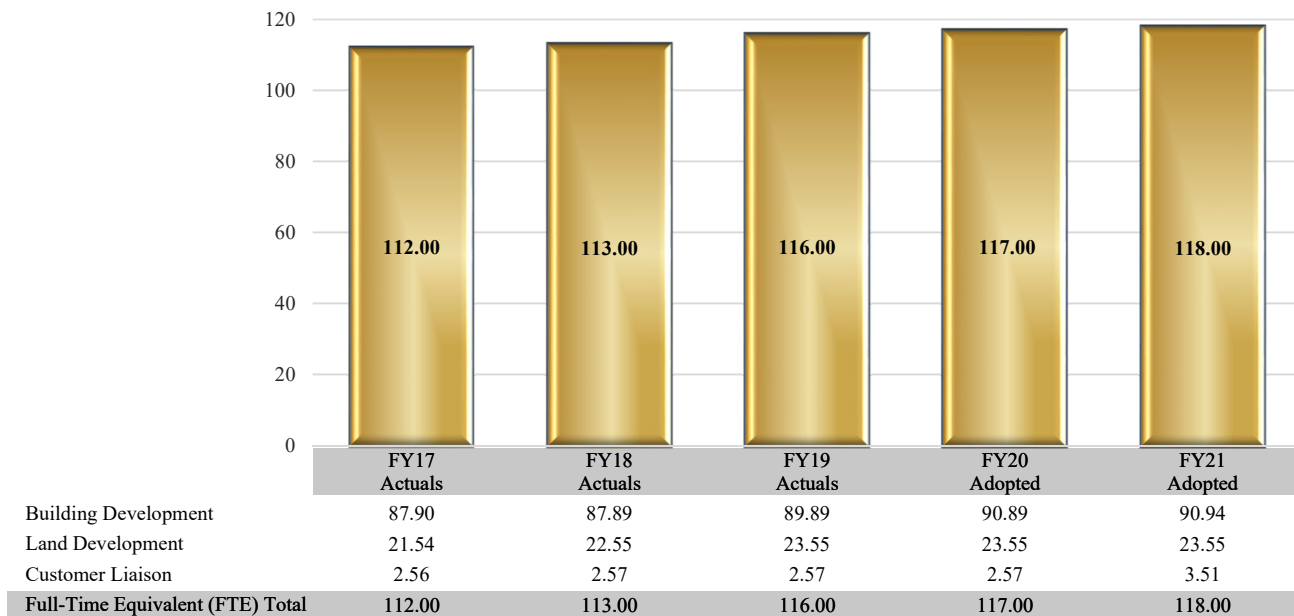
Expenditure by Classification

Salaries and Benefits	\$9,431,776	\$9,841,844	\$9,842,034	\$11,052,070	\$11,480,292	3.87%
Contractual Services	\$114,878	\$92,059	\$96,747	\$115,979	\$160,120	38.06%
Internal Services	\$2,060,162	\$2,124,961	\$2,185,068	\$2,166,168	\$2,116,168	(2.31%)
Purchase of Goods & Services	\$349,923	\$391,004	\$391,700	\$665,294	\$647,408	(2.69%)
Capital Outlay	\$135,404	\$135,023	\$188,699	\$185,857	\$345,000	85.63%
Leases & Rentals	\$14,051	\$15,615	\$15,135	\$19,154	\$19,154	0.00%
Transfers Out	\$1,319,663	\$1,694,204	\$1,463,935	\$1,808,558	\$1,756,417	(2.88%)
Total Expenditures	\$13,425,857	\$14,294,709	\$14,183,317	\$16,013,080	\$16,524,559	3.19%

Funding Sources

Permits & Fees	\$12,690,954	\$12,538,192	\$12,434,808	\$12,080,034	\$12,573,852	4.09%
Fines & Forfeitures	\$385	\$957	\$1,300	\$0	\$0	0.00%
Use of Money & Property	\$0	\$0	\$0	\$4,790	\$4,790	0.00%
Miscellaneous Revenue	\$227,910	\$7	\$15	\$267,872	\$267,872	0.00%
Non-Revenue Receipts	\$7,297	\$5,012	\$11,094	\$0	\$0	0.00%
Charges for Services	\$118,395	\$113,757	\$100,075	\$137,285	\$157,285	14.57%
Transfers In	\$695,527	\$555,412	\$235,412	\$485,412	\$485,412	0.00%
Total Designated Funding Sources	\$13,740,467	\$13,213,336	\$12,782,704	\$12,975,393	\$13,489,211	3.96%
(Contribution to)/Use of Fund Balance	(\$2,406,891)	(\$1,081,481)	(\$1,067,255)	\$774,219	\$635,847	(17.87%)
Net General Tax Support	\$2,092,280	\$2,162,854	\$2,467,868	\$2,263,468	\$2,399,501	6.01%
Net General Tax Support	15.58%	15.13%	17.40%	14.14%	14.52%	

Staff History by Program



Future Outlook

Building Code Enforcement – The Department of Fire & Rescue has taken a more pro-active approach towards addressing the annual Fire Safety Inspection associated with commercial establishments. The Fire Marshal is serving as the lead for this effort. The enhanced level of inspections has already generated a significant increase in Building Code Enforcement workload and this increase is expected to continue; thus, additional staffing will be required to manage the workload and ensure safety issues are being addressed.

Agribusiness/Agritourism – The Commonwealth of Virginia and local governments are partnering to promote the growth of agribusinesses and agritourism. The growth of this industry is occurring very rapidly, so local governments are struggling to quickly update regulations, policies and procedures to capture this business segment. To take advantage of this market, the County should consider reviewing current policies.

Land Development Funding – The Land Development programs are continuing to operate at a deficit level. At this level of funding, staffing levels will not be able to increase with increases in workload. Service levels will decline as a result of not addressing the deficit situation. The budgetary imbalance between fee revenue and expenditures needs to be addressed with a long-term solution.

General Overview

- A. Compensation Studies Implementation** – Prince William County implemented the findings of two compensation studies during the past three years. The Public Safety Retention and Recruitment Study findings for public safety sworn personnel were completed in FY20. Findings from the Classification and Compensation Study for general, non-sworn employees began implementation in FY20 and funding is included in the FY2021 Budget for completion in FY21. Salary and benefits increases in the FY2021 Budget are due to implementation of both studies. Please refer to the Compensation section of this document for more information.
- B. Position Shift from Economic Development** – During FY20, the Department of Economic Development transferred a Communications Manager (1.00 FTE) to the Department of Development Services (DDS) to support the Small Business Program through marketing and outreach. The total cost of the shifted position is \$131,370. This position transfer supports the County's Robust Economy Strategic Plan goal of increasing the annual growth of jobs in small businesses.
- C. Decrease Indirect Cost Transfer to the General Fund** – Indirect costs are expenditures charged by one part of the County government for services rendered by another part of the County government, for example, the cost of office space, utilities, and other basic agency support. In the FY2021 Budget, the indirect cost transfer amount reimbursing the general fund for Development Services decreases by \$52,141 from \$1,468,141 in FY20 to \$1,416,000 in FY21.
- D. Increase to the Building and Land Development Fee Schedules** – The FY2021 Budget includes a 1.2% increase to the Building Development fee schedule and a 2.9% increase to the Land Development fee schedule. This action adjusts the Building and Land Development fee schedules to align development fees with activity costs and current revenue projections.
- E. Increase Revenue Budgets** – The FY2021 Budget includes a Site Development revenue budget increase of \$433,818. This increase includes a 2.9% increase to the Land Development fee schedules and aligns the budget with actual revenues received in FY19. The FY2021 Budget also includes an increase to the Building Development revenue budget of \$80,000. This increase aligns the budget with actual revenues received through development fees.

Budget Initiatives

A. Budget Initiatives

1. Filing System Replacement – Building Development

Expenditure	\$190,000
Use of Building Development Fund Balance	\$190,000
General Fund Impact	\$0
FTE Positions	0.00

a. Description – The Virginia Library of Records Retention Act requires the Building Development program to maintain certificates of occupancy permits in addition to code modification records for the life of a structure. All other records are required to be maintained for three years. This initiative funds the one-time cost of replacing the current filing system which allows Development Services to properly maintain and retain records.

b. Service Level Impacts – Existing service levels are maintained.

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2. Code Academy – Payment of Fund Balance to State Code Academy

Expenditure	\$65,000
Use of Code Academy Fund Balance	\$65,000
General Fund Impact	\$0
FTE Positions	0.00

a. Description – The County’s Code Academy provides administrative and technical training programs to code enforcement personnel. The State mandates certification requirements in code enforcement disciplines to ensure new and existing structures are compliant with building codes and regulations. This initiative addresses Code Academy fees exceeding allowable fund balance. Payment to State Code Academy to reduce this balance allows continued enhancements in services delivered to the County’s Code Academy.

b. Service Level Impacts – Existing service levels are maintained.

Program Summary

Building Development

Building Development ensures compliance with the Uniform Statewide Building Code by reviewing commercial and residential construction plans, issuing permits, inspecting structures, and enforcing building code requirements.

Key Measures	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Inspections performed on day requested	99%	99%	100%	98%	98%
Commercial plans reviewed within 6 weeks, first review	100%	100%	100%	95%	98%
Tenant layout plans reviewed within 3 weeks, first review	98%	100%	99%	95%	98%
Code enforcement cases resolved or moved to court within 100 days	76%	82%	72%	80%	80%
Overall customer satisfaction (department wide)	95%	92%	95%	90%	90%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Building Plan Review	\$3,454	\$3,886	\$3,268	\$3,678	\$3,918
Plan submissions	8,549	9,575	9,321	9,500	9,500
Building Permitting Services	\$1,272	\$1,334	\$1,864	\$2,272	\$2,451
Permits issued	25,588	26,773	24,632	26,500	25,500
Building Construction Inspections	\$5,080	\$5,162	\$5,223	\$5,763	\$5,632
Inspections performed	71,017	74,219	66,507	73,500	75,000
Building Special Inspections	\$517	\$554	\$596	\$639	\$684
Field and test results, certifications and shop drawings reviewed	2,179	1,869	1,575	1,969	2,000
Building Code Enforcement	\$588	\$612	\$537	\$672	\$694
Enforcement cases	1,108	1,064	737	1,032	1,000

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Land Development

Land Development manages the site and subdivision plan review and permit issuance process, administers the posting and releasing of bonds and escrows, and issues zoning permits.

Key Measures	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Average days from first to final plan approval, non-residential	43	46	54	45	45
Average days from first to final plan approval, residential	53	67	67	55	55
Overall customer satisfaction (department wide)	95%	92%	95%	90%	90%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Site and Subdivision Plans	\$1,143	\$1,161	\$1,185	\$1,264	\$1,201
Plans reviewed	1,050	1,083	1,061	1,083	1,050
Bonds and Escrows	\$724	\$863	\$806	\$927	\$844
Bond and escrow cases administered	912	1,052	840	983	950
Lot escrow cases initiated and released	841	650	592	862	700
Customer Service/Zoning Permits	\$363	\$446	\$542	\$562	\$781
Permits processed	6,770	7,164	6,638	7,200	7,000

Customer Liaison

The Early Assistance Desk (EAD) is the central point of contact for all community development customers. The EAD routes customers to the appropriate community development agency in a timely, organized, and efficient manner.

Key Measures	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Customer transactions processed per FTE	23,265	22,820	21,601	23,000	22,400
Overall customer satisfaction (department wide)	95%	92%	95%	90%	90%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Early Assistance Desk	\$285	\$277	\$161	\$236	\$320
Customer transactions	46,530	45,639	43,201	46,000	44,800