

Mission Statement

To implement the County's Zoning Ordinance and Comprehensive Plan goals, the Planning Office collaborates with the community and its customers to achieve a high quality of life and regional identity, through innovative land use planning.



Expenditure Budget:
\$6,431,693

4.4% of Community Development

Programs:

- Zoning Administration: \$1,152,613
- Long Range Planning: \$3,864,588
- Current Planning: \$1,239,400
- Community Development: \$175,093

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

Mandates

Prince William County operates under state mandates including the development of a comprehensive plan as required by the Code of Virginia. The [Comprehensive Plan](#) is required to contain certain elements and must be reviewed at least once every five years. In addition, Prince William County has chosen to enact a Zoning Ordinance, Agricultural and Forestal District, and Historic Overlay District, each of which are required to contain certain elements and be administered pursuant to state code. The Planning Office serves as liaison to several boards, committees, and commissions including: the Planning Commission, Board of Zoning Appeals, Agricultural and Forestal Districts Advisory Committee, Historical Commission, and Architectural Review Board.

State Code: [62.1-44.15:74](#) (Chesapeake Bay Preservation Areas), [15.2-2223](#) (Comprehensive Plan), [15.2-2285](#) (Zoning Ordinance), [15.2-2308](#) (Board of Zoning Appeals), [15.2-4304](#) (Agriculture and Forestal Districts), [15.2-2210](#) (Local Planning Commissions), [15.2-2306](#) (Preservation of Historical Sites and Architectural Areas)

County Code: [Chapter 2 Article V](#) (Historical Commission), [Chapter 32](#) (Zoning)

Planning



Expenditure and Revenue Summary

Expenditure by Program	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted	% Change Budget FY20/ Budget FY21
Zoning Administration	\$954,235	\$1,016,401	\$1,068,457	\$1,082,062	\$1,152,613	6.52%
Long Range Planning	\$3,489,570	\$3,681,341	\$3,737,371	\$3,787,366	\$3,864,588	2.04%
Current Planning	\$1,014,581	\$1,088,030	\$1,087,863	\$1,195,632	\$1,239,400	3.66%
Community Development	\$179,343	\$201,758	\$176,103	\$202,936	\$175,093	(13.72%)
Total Expenditures	\$5,637,730	\$5,987,530	\$6,069,793	\$6,267,996	\$6,431,693	2.61%

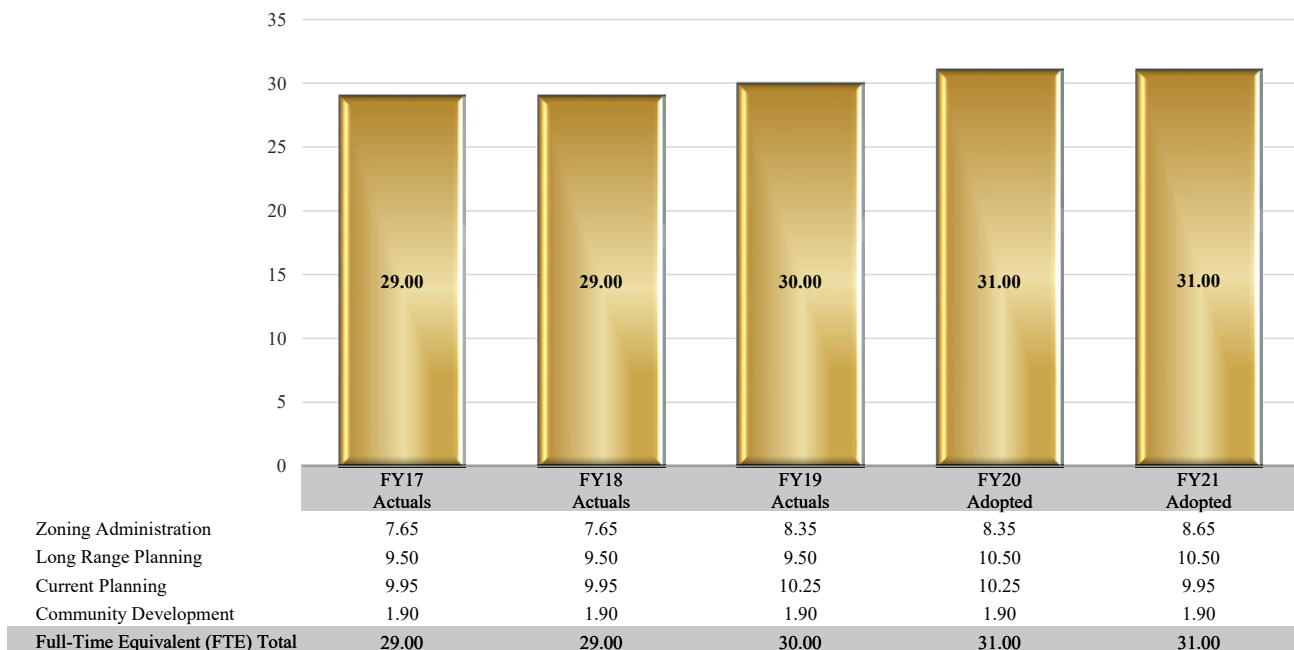
Expenditure by Classification

Salaries and Benefits	\$2,711,604	\$2,912,600	\$3,000,170	\$3,240,136	\$3,380,933	4.35%
Contractual Services	\$80,184	\$101,442	\$194,228	\$107,182	\$107,182	0.00%
Internal Services	\$2,131,798	\$2,279,092	\$2,119,781	\$2,101,629	\$2,101,629	0.00%
Purchase of Goods & Services	\$544,860	\$536,227	\$594,261	\$668,474	\$686,116	2.64%
Capital Outlay	\$0	\$7,525	\$6,914	\$0	\$0	0.00%
Leases & Rentals	\$23,736	\$21,559	\$14,881	\$19,116	\$19,116	0.00%
Transfers Out	\$145,547	\$129,084	\$139,559	\$131,459	\$136,718	4.00%
Total Expenditures	\$5,637,730	\$5,987,530	\$6,069,793	\$6,267,996	\$6,431,693	2.61%

Funding Sources

Revenue from Federal Government	\$40,626	\$50,000	\$0	\$0	\$0	0.00%
Permits & Fees	\$547,318	\$348,378	\$576,734	\$419,894	\$419,894	0.00%
Miscellaneous Revenue	\$35	\$0	\$47	\$155	\$155	0.00%
Charges for Services	\$27,289	\$26,818	\$28,361	\$1,475	\$1,475	0.00%
Transfers In	\$237,066	\$237,066	\$240,066	\$237,066	\$550,000	132.00%
Designated Funding Sources	\$852,335	\$662,262	\$845,208	\$658,590	\$971,524	47.52%
(Contribution to)/Use of Fund Balance	(\$92,220)	\$210,599	\$122,735	\$406,779	\$208,164	(48.83%)
Net General Tax Support	\$4,877,615	\$5,114,668	\$5,101,851	\$5,202,627	\$5,252,005	0.95%
Net General Tax Support	86.52%	85.42%	84.05%	83.00%	81.66%	

Staff History by Program



Future Outlook

Land Use Tools – Prince William County (PWC) continues to update land use planning policies to effectively implement the County’s Comprehensive Plan goals, particularly with regard to mixed use development, redevelopment, environmental and cultural resource preservation, and rural preservation. The County should continue to refine existing tools and develop additional tools to meet stated goals, achieve strategic objectives, and promote economic development opportunities. Future updates to the Comprehensive Plan should be tied to achievable implementation measures including the tools that can result in its implementation (e.g. Zoning Ordinance). In particular, more focus should be placed on the link between the Comprehensive Plan and the Capital Improvement Program (CIP), and the goals of the PWC Strategic Plan.

Citizen Engagement – The Planning Office informs citizens about planning issues and provides staff support to several boards, committees, and commissions. The Planning Office is active in soliciting input from a broad stakeholder base and has begun to utilize a wider variety of citizen engagement strategies. These public input opportunities are beneficial; however, they are extremely resource intensive. The Planning Office will continue to refine and expand the ways in which stakeholders can participate in the planning process with a particular focus on the utilization of technology and communication tools but will closely monitor the impact on staffing resources. Recently, project web pages were enhanced to enable more citizen engagement. The Planning Office has added pages for the Comprehensive Plan Update, Comprehensive Plan Storyboard, Historical Marker Storyboard and zoning text amendments. This has been extremely effective; however, this will increase staff time, specifically for the web team staff in all divisions on an ongoing basis.

Comprehensive Plan Update – The scope of work for the Comprehensive Plan Update includes a Technical Update, Economic Chapter Update, Thoroughfare Plan Update, incorporation of several planning studies completed in the last three years, and small area land use plans for several areas in the County. Changes in federal and state laws (i.e., telecommunications) necessitate a staff review of the relevant chapters of the

Comprehensive Plan. In addition, due to changes in the state's enabling legislation for proffers, amendments to the County's level of service policies will be necessary, as will a replacement for the repealed Policy Guide for Monetary Contributions.

Redevelopment Opportunities – The Community Development program will coordinate with agencies on opportunity zones, finalize the Dale City Small Area Plan, implement North Woodbridge Small Area Plan and begin the Yorkshire, Fairgrounds and Triangle Small Area Plans, and continue to implement the strategies outlined in the Potomac Communities Design Guidelines and the Potomac Communities Initiative.

Resource Limitations – The Planning Office is operating at adequate staffing levels for the number of major projects which have recently been initiated and as supplemented through consulting funds. The workload associated with the number of pending zoning text amendments and updates to Long Range land use policies remains high, which will likely lead to longer processing timelines. In addition, many initiatives in the Comprehensive Plan cannot be adequately accomplished without additional consultant funding.

General Overview

- A. **Compensation Studies Implementation** – PWC 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. **Increase 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 Planning increases by \$5,259 from \$33,629 in FY20 to \$38,888 in FY21.
- C. **Partial Position Shift from Current Planning to Zoning Administration** – A Senior Planner position was fully reclassified to the Zoning Administration program. This position was split between Current Planning (30%) and Zoning Administration (70%) and is now allocated 100% to Zoning Administration to reflect workload. Current Planning work has been reallocated to existing staff within the Current Planning program. This shifts approximately \$23,822 from Current Planning to Zoning Administration.
- D. **Proffer Interest Transfer** – Proffer interest transfer to Planning increases by \$312,934 from \$237,066 to \$550,000 to balance the contribution of proffer interest. This transfer will be reviewed annually.

Budget Initiatives

A. Budget Initiatives

1. Metropolitan Washington Council of Governments (COG) Membership Dues Increase – Long Range Planning

Expenditure	\$17,642
Revenue	\$0
General Fund Impact	\$17,642
FTE Positions	0.00

- a. **Description** – This initiative covers an increase in COG membership dues for FY21. The County's membership increases \$17,642 from \$556,980 in FY20 to \$574,622 in FY21.
- b. **Service Level Impacts** – This initiative allows the County to continue leveraging COG membership benefits. Some of these benefits include federal funding for County mobility projects, public safety emergency management interoperability, equipment for hazardous materials response, training and collaboration opportunities, Federal Transit Agency grant enhancing mobility for seniors, and procurement advantages.

Program Summary

Zoning Administration

Zoning Administration prepares, administers, and interprets the County's Zoning Ordinance. This program also processes appeals and variances to the Board of Zoning Appeals, assists with preparing zoning text amendments, responds to zoning and proffer verification requests, collects and manages monetary proffers, and tracks implementation of non-monetary proffers and conditions.

Key Measures	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
NCU's & NCU recertifications completed within 45 days	-	-	-	85%	85%
Zoning verifications/interpretations/certifications completed within 30 days	31%	69%	83%	85%	85%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Zoning Administration	\$955	\$1,016	\$1,068	\$1,082	\$1,153
Zoning verifications/interpretations/certifications issued	246	206	132	200	150
Zoning appeal/variance cases processed	12	6	3	10	5
Non-conforming use verifications	325	279	217	250	200
Records Center requests fulfilled	3,202	2,733	3,963	2,500	3,000
Records Center requests fulfilled within 24 hours	99%	99%	99%	99%	99%
Zoning text amendments completed	3	9	5	8	7

Planning

Long Range Planning

Long Range Planning prepares, administers, interprets, and implements the Comprehensive Plan. This program provides case management services for comprehensive plan amendment requests to the Board of County Supervisors (BOCS) and processes public facility reviews. This program provides project management and technical support for planning studies, zoning text amendments (ZTAs), special projects related to economic/community development, transportation, and other projects identified by the BOCS. This program provides staff support for the Historical Commission, Architectural Review Board, Agricultural and Forestal Districts Advisory Committee, DCSM/Zoning Ordinance Review Advisory Committee, and the Trails and Blueways Council. This program also provides planning analysis, maps and information, Geographical Information System (GIS) services, and management of planning and zoning GIS layers, web pages, and data systems. Additionally, this program helps manage the County's cultural resources through input on Comprehensive Plan amendments, planning projects, federal projects (Sec. 106, NEPA), land application review and zoning enforcement as well as projects such as archaeological excavation, archival research, artifact cataloging, and public interpretation.

Key Measures	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Adopted CIP projects implementing needs/goals identified in the Comp Plan	-	82%	89%	80%	85%
Comp Plan strategies completed/implemented (adopted ZTA's, DCSM, studies)	-	7	6	10	8
Comp Plan strategies completed aimed to decrease congestion & travel time	-	3	1	3	3
Comp Plan strategies completed aimed to increase multi-modal transportation use	-	3	3	3	3

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Comprehensive Plan Maintenance and Update	\$3,489	\$3,681	\$3,737	\$3,787	\$3,865
Comprehensive Plan Amendments initiated	9	0	2	5	2
Major policy initiatives completed	-	5	8	6	5
Public facility reviews completed	16	3	7	6	6
BOCS approval updates added to GIS system within 14 days	75%	88%	90%	95%	95%
Cases reviewed for archaeological and historical impacts	179	86	95	110	110
Environmental/Cultural resource reviews completed	14	9	17	14	10
GIS map and data analysis requests completed	95	100	286	95	95

Planning

Current Planning

Current Planning reviews and provides case management services for rezoning (REZ) and special use permit (SUP) applications from the initial application acceptance to preparing recommendations to the Planning Commission and final action by the BOCS.

Key Measures	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Visual appearance of new developments in my community reflects well on our area	87%	90%	90%	87%	90%
Avg time (months) for active non-resid cases to be scheduled for public hearing	4.17	5.43	5.14	5.00	5.00
Process improvements aimed to decrease avg county review time for nonresidential	-	2	2	2	1

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Current Planning	\$1,015	\$1,088	\$1,088	\$1,196	\$1,239
Development review cases QC'd and reviewed (REZ, SUP, HOC2, & CPA)	83	71	84	70	70
Cases scheduled for Planning Commission public hearing	72	65	60	65	60
Development review cases meeting 10 day quality control review goal	82%	84%	90%	85%	90%
Development review cases meeting 45 day first review comments goal	92%	97%	98%	95%	97%

Planning

Community Development

Community Development implements activities and projects across the County that enhance capital investment and job creation within target redevelopment areas. This program works with the private sector to identify, promote, and implement redevelopment and revitalization strategies of vacant/underused properties, reuse of existing structures, and quality mixed use developments in strategic locations.

Key Measures	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Capital invest. in targeted redev. areas, small area plans & reg'l activity ctrs*	\$6.1M	\$2.9M	\$4.5M	\$3.0M	\$10.0M
Stakeholder outreach/workshop/meetings held	-	-	24	8	6
Comp Plan strategies completed aimed to increase at-place employment	-	-	2	1	4
Comp Plan strategies completed aimed to increase business retention rate	-	-	1	1	4
Comp Plan strategies completed aimed to increase number of targeted jobs	-	-	1	1	4

*The capital investment in targeted redevelopment areas measure for FY18 was adjusted to reflect actual investments from approved projects.

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Community Development	\$179	\$202	\$176	\$203	\$175
Private industry new contact inquiries/assists	47	52	39	45	45
Land use policy and zoning text amendments prepared	4	4	8	4	5
Technical assistance grants/professional studies initiated	-	-	1	2	2
Liaison/ambassador/networking meetings attended	-	-	8	28	12