

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:
\$10,108,775



6.7% of Community Development

Programs:

- Zoning Administration: \$1,181,527
- Long Range Planning: \$7,512,202
- Current Planning: \$1,214,299
- Community Development: \$200,747

Community Development Expenditure Budget:
\$161,878,286

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: 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)



Expenditure and Revenue Summary

Expenditure by Program	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Proposed	% Change Budget FY21/ Budget FY22
Zoning Administration	\$1,016,401	\$1,068,457	\$1,032,929	\$1,152,613	\$1,181,527	2.51%
Long Range Planning	\$3,681,341	\$3,737,371	\$4,460,893	\$3,864,588	\$7,512,202	94.39%
Current Planning	\$1,088,030	\$1,087,863	\$1,149,568	\$1,239,400	\$1,214,299	(2.03%)
Community Development	\$201,758	\$176,103	\$128,392	\$175,093	\$200,747	14.65%
Total Expenditures	\$5,987,530	\$6,069,793	\$6,771,782	\$6,431,693	\$10,108,775	57.17%

Expenditure by Classification

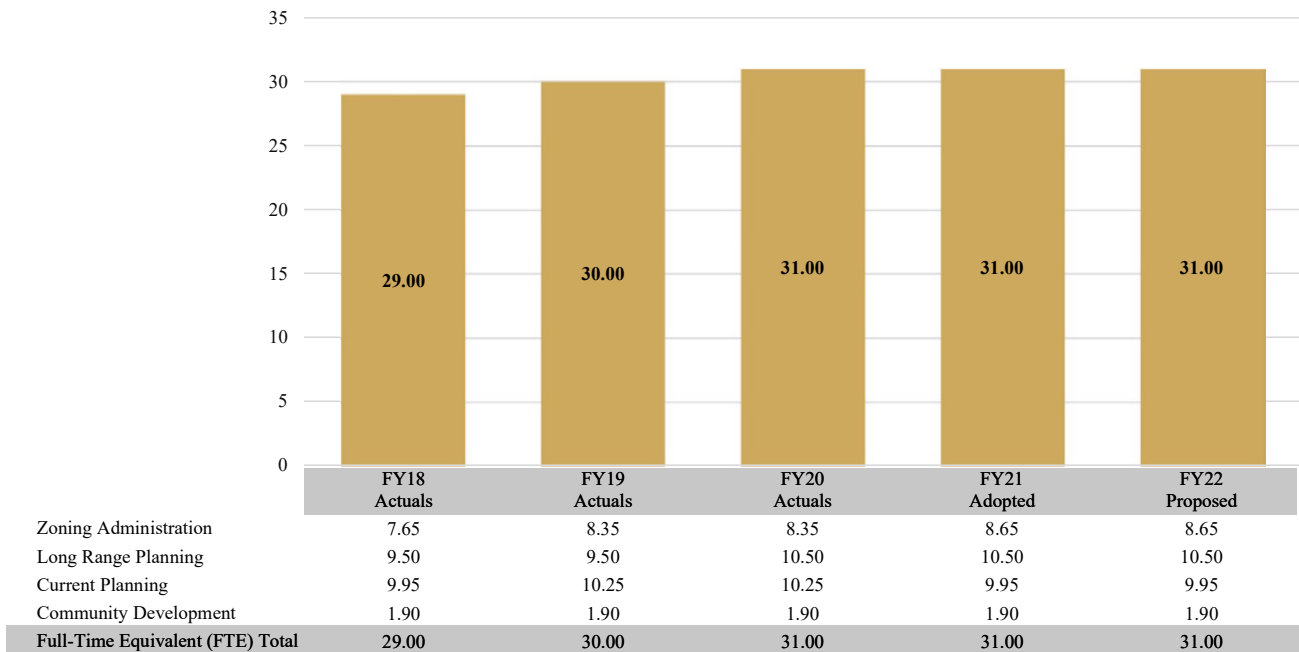
Salaries & Benefits	\$2,912,600	\$3,000,170	\$3,100,641	\$3,380,933	\$3,440,643	1.77%
Contractual Services	\$101,442	\$194,228	\$306,911	\$107,182	\$107,182	0.00%
Internal Services	\$2,279,092	\$2,119,781	\$2,580,629	\$2,101,629	\$2,101,629	0.00%
Purchase of Goods & Services	\$536,227	\$594,261	\$629,341	\$686,116	\$4,315,524	528.98%
Capital Outlay	\$7,525	\$6,914	\$8,576	\$0	\$0	-
Leases & Rentals	\$21,559	\$14,881	\$14,225	\$19,116	\$19,116	0.00%
Transfers Out	\$129,084	\$139,559	\$131,459	\$136,718	\$124,681	(8.80%)
Total Expenditures	\$5,987,530	\$6,069,793	\$6,771,782	\$6,431,693	\$10,108,775	57.17%

Funding Sources

Revenue from Federal Government	\$50,000	\$0	\$0	\$0	\$0	-
Permits & Fees	\$348,378	\$576,734	\$411,443	\$419,894	\$419,894	0.00%
Fines & Forfeitures	(\$0)	\$0	\$50	\$0	\$0	-
Miscellaneous Revenue	(\$0)	\$47	\$0	\$155	\$155	0.00%
Charges for Services	\$26,818	\$28,361	\$18,914	\$1,475	\$1,475	0.00%
Transfers In	\$237,066	\$240,066	\$237,066	\$550,000	\$550,000	0.00%
Designated Funding Sources	\$662,262	\$845,208	\$667,473	\$971,524	\$971,524	0.00%
(Contribution to)/Use of Fund Balance	\$210,599	\$122,735	\$288,904	\$208,164	\$3,811,977	1,731.24%
Net General Tax Support	\$5,114,668	\$5,101,851	\$5,815,406	\$5,252,005	\$5,325,274	1.40%
Net General Tax Support	85.42%	84.05%	85.88%	81.66%	52.68%	



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, the 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 Triangle Small Area Plan, implement North Woodbridge and Dale City Small Area Plans, and begin the Yorkshire and Fairgrounds 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 been initiated. The workload associated with the number of pending rezoning, special use permits, zoning text amendments and updates to Long Range land use policies remains high, which will likely lead to longer processing timelines.

General Overview

A. 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. The indirect cost transfer amount reimbursing the general fund for Planning decreases by \$12,037 from \$38,888 in FY21 to \$26,851 in FY22.

Budget Initiatives

A. Budget Initiatives

1. Route 1 Renaming – Long Range Planning

Expenditure	\$3,600,000
Use of Recordation Tax Designated for Transportation Fund Balance	\$3,600,000
General Fund Impact	\$0
FTE Positions	0.00

a. Description – This initiative provides funding to rename Route 1 / Jefferson Davis Highway to Route 1 / Richmond Highway initiated by the Board of County Supervisors in [Resolution 20-627](#) on September 8, 2020. [Per State Code](#), the County will pay the costs of producing, placing, and maintaining signs related to the name change. Funding will also support the processes and policies to successfully implement the renaming while mitigating impacts to residents and small businesses of the County, as directed by the BOCS on July 14, 2020.

b. Service Level Impacts – Changing the name of Route 1 will be consistent with portions of the roadway to the north (City of Alexandria and Counties of Arlington and Fairfax). The County will strive to help mitigate the impact of this change on residents and businesses of the County.

2. Digital Governance for Planning Commission Meetings – Long Range Planning

Expenditure	\$25,000
Revenue	\$0
General Fund Impact	\$25,000
FTE Positions	0.00

a. Description – Following the COVID-19 pandemic, electronic public participation became routine. This initiative funds ongoing required recording and remote participation options for Planning Commission public hearings and work sessions, as well as uploading this information to the Planning website. The Department of Information Technology will provide these services.

b. Service Level Impacts – This initiative will provide better communication with the public.

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

Expenditure	\$4,409
Revenue	\$0
General Fund Impact	\$4,409
FTE Positions	0.00

a. Description – This initiative covers an increase in COG membership dues for FY22. The County’s membership increases \$4,409 from \$574,622 in FY21 to \$579,031 in FY22.

b. Service Level Impacts – This initiative allows the County to continue leveraging COG membership benefits. Some of these benefits include access to 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, appeals to the Board of County Supervisors (BOCS), non-conforming use requests (NCU) including certifications and recertifications, assists with preparing zoning text amendments, responds to zoning and proffer verification requests, collects and manages monetary proffers, and assists county agencies with tracking the implementation of non-monetary proffers and conditions.

Key Measures	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Proposed
NCU's & NCU recertifications completed within 45 days	-	-	91%	85%	85%
Zoning verifications/interpretations/certifications completed within 30 days	69%	83%	89%	85%	85%
Zoning applications meeting 10-day quality control review	-	-	90%	-	95%

Planning

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Proposed
Zoning Administration	\$1,016	\$1,068	\$1,033	\$1,153	\$1,182
Zoning verifications/interpretations/certifications issued	206	132	189	150	175
Zoning appeal/variance cases processed	6	3	6	5	5
Non-conforming use verifications	279	217	253	200	250
Records Center requests fulfilled	2,733	3,963	3,242	3,000	3,000
Records Center requests processed within 1 business day	99%	99%	99%	99%	99%
Zoning text amendments completed	9	5	1	7	7

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 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, Design Construction Standards Manual/Zoning Ordinance Review Advisory Committee, and the Trails and Blueways Council. This program also provides planning analysis, maps and information, Geographical Information Systems (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	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Proposed
Adopted CIP projects implementing needs/goals identified in the Comp Plan	82%	89%	92%	85%	85%
Comp Plan strategies completed/implemented (adopted ZTA's, DCSM, studies)	7	6	9	8	8
Comp Plan strategies completed aimed to decrease congestion & travel time	3	1	3	3	3
Comp Plan strategies completed aimed to increase multi-modal transportation use	3	3	3	3	3

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Proposed
Comprehensive Plan Maintenance and Update	\$3,681	\$3,737	\$4,461	\$3,865	\$7,512
Comprehensive Plan Amendments initiated	0	2	3	2	3
Comprehensive Plan amendments completed	-	-	6	-	4
Major policy initiatives completed	5	8	7	5	5
Public facility reviews completed	3	7	4	6	4
BOCS approval updates added to GIS system within 14 days	88%	90%	91%	95%	95%
Cases reviewed for archaeological and historical impacts	86	95	93	110	100
Environmental/Cultural resource reviews completed	9	17	11	10	10
GIS map and data analysis requests completed	100	286	121	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	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Proposed
Visual appearance of new developments in my community reflects well on our area	90%	90%	90%	90%	90%
Avg time (months) for active non-resid cases to be scheduled for public hearing	5.43	5.14	5.14	5.00	5.00
Process improvements aimed to decrease avg county review time for nonresidential	2	2	3	1	1

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Proposed
Current Planning	\$1,088	\$1,088	\$1,150	\$1,239	\$1,214
Development review cases QC'd and reviewed (REZ, SUP, HOC2, & CPA)	71	84	66	70	70
Cases scheduled for Planning Commission public hearing	65	60	64	60	60
Development review cases meeting 10 business day quality control review goal	84%	90%	95%	90%	90%
Development review cases meeting 45 day first review comments goal	97%	98%	100%	97%	98%

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 mix used developments in strategic locations.

Key Measures	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Proposed
Capital invest. in targeted redev. areas, small area plans & reg'l activity ctrs	\$2.9M	\$4.5M	\$15.3M	\$10.0M	\$12.0M
Stakeholder outreach/workshop/meetings held	-	24	4	6	4
Comp Plan strategies completed aimed to increase at-place employment	-	2	4	4	6
Comp Plan strategies completed aimed to increase business retention rate	-	1	4	4	6
Comp Plan strategies completed aimed to increase number of targeted jobs	-	1	1	4	2

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Proposed
Community Development	\$202	\$176	\$128	\$175	\$201
Private industry new contact inquiries/assists	52	39	25	45	-
Land use policy and zoning text amendments prepared	4	8	4	5	3
Technical assistance grants/professional studies initiated	-	1	0	2	2
Liaison/ambassador/networking meetings attended	-	8	14	12	10