

**DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT  
PLANNING DIVISION**

**ZONING ADMINISTRATION PROGRAM**

**PROGRAM MISSION:** The Zoning Administration Program’s mission is to interpret, enforce and administer the Zoning Ordinance to ensure orderly development of Arlington County in accordance with the legislative intent of the Zoning Ordinance and approvals by the County Board.

The Zoning Administration Office provides a wide range of services related to the administration of the Arlington County Zoning Ordinance. This Office interprets the regulations contained in the Zoning Ordinance, including what buildings may be constructed on lots; the placement and height of structures; the uses of land and buildings; permitted density of development; the number of parking spaces required; the size and placement of signs; and other land use regulations. The Office accepts applications at its services counter for rezoning requests, special exceptions including use permits and site plans, sign permits and comprehensive sign plans, variances, home occupation permits, certificates of occupancy, and subdivision plat review. The Zoning Office is responsible for notification to the public of the County Board’s public hearings on rezoning and special exception requests by placing the Public Notice in the local newspaper and ensuing notification letters are sent to adjacent property owners. The Zoning office also staffs the Board of Zoning Appeals (BZA) and carries out the notification to the public of the BZA meetings.

<b>Zoning Administration Program</b>				
	<b>FY 2004</b>	<b>FY 2005</b>	<b>FY 2006</b>	<b>% Change:</b>
	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>'05 to '06</u>
<b>Personnel</b>	\$798,699	\$847,467	\$856,084	1%
<b>Non-Personnel</b>	-	-	-	-
<b>Total Expenditures</b>	798,699	847,467	856,084	1%
<b>Fees</b>	572,271	679,000	640,900	-6%
<b>Grants</b>	-	-	-	-
<b>Total Revenues</b>	\$572,271	\$679,000	\$640,900	-6%
<b>Net Tax Support</b>	\$226,428	\$168,467	\$215,184	28%
<b>Authorized FTEs</b>	12.0	12.0	12.0	
<b>Funded FTEs</b>	12.0	12.0	12.0	

**SIGNIFICANT BUDGET HIGHLIGHTS:**

- ❖ Non-personnel costs are budgeted in the Planning Program budget.
- ↓ The decrease in revenues (\$38,100) reflects the reallocation to the Planning Program to more accurately reflect revenue receipts in the program where the work is completed.

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**PERFORMANCE MEASURES:**

	<b>FY 2002 <u>Actual</u></b>	<b>FY 2003 <u>Actual</u></b>	<b>FY 2004 <u>Actual</u></b>	<b>FY 2005 <u>Estimate</u></b>	<b>FY 2006 <u>Estimate</u></b>	<b>FY 2006 <u>Goal</u></b>
<i><u>Mission Outcome</u></i>						
Percent of permits reviewed as walk-throughs	N/A	77%	63%	75%	75%	75%
<i><u>Customer Measures</u></i>						
Notification letters sent	13,501	17,088	22,314	15,000	15,000	15,000
Number of walk-in customers served	9,090	10,273	10,718	10,000	10,000	10,000
<i><u>Workload Measures</u></i>						
Building permits reviewed	3,251	3,305	3,917	4,000	4,000	4,000
Variance applications processed	217	226	241	225	200	200
Certificates of Occupancy processed	1,273	1,215	1,067	1,300	1,300	1,300

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The state-mandated requirement to store and track an ever increasing amount of paper records related to site plans, use permits and other zoning information will be a challenge until the Office obtains the resources to participate in the enterprise records management systems (ERMS). There are no current resources to undertake development of a records management system.
- ❖ The continuing addition of new use permits and site plans is stretching the existing resources of the Zoning Office. The ability of inspection staff to effectively monitor projects on a proactive basis and to ensure compliance with County Board approvals will be reduced without additional resources given the increasing number of site plans.