

ZONING ADMINISTRATION PROGRAM

PROGRAM MISSION

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 ensuring 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.

PROGRAM FINANCIAL SUMMARY

	FY 2006 Actual	FY 2007 Revised	FY 2008 Proposed	% Change '07 to '08
Personnel	\$920,373	\$1,051,721	\$1,167,697	11%
Non-Personnel	-	-	\$85,075	-
Total Expenditures	920,373	1,051,721	1,252,772	19%
Fees	920,373	673,900	722,400	7%
Grants	-	-	-	-
Total Revenues	920,373	673,900	722,400	7%
Net Tax Support	-	\$377,821	\$530,372	40%
Authorized FTEs	12.0	13.0	14.0	
Funded FTEs	12.0	13.0	14.0	

SIGNIFICANT BUDGET HIGHLIGHTS

- ↑ Personnel expenditures include normal salary increases and corresponding increases to overtime pay, an increase in employer retirement contributions to maintain full funding of the retirement fund, and a 15 percent increase in employer health insurance rates. It also includes the addition of one limited-term community code inspector position (\$66,600, 1.0 FTE).
- ↑ The non-personnel increase reflects the reallocation of funds from the Planning Division's Planning Program (\$70,840) revised budget and funds added to cover the costs for the new position (\$14,235).
- ↑ Revenue reflects a proposed 8.7 percent increase in fee rates for permits and a projected increase in permitting activity.

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PERFORMANCE MEASURES

Critical Measures	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate	FY 2008 Estimate	FY 2008 Goal
Number of walk-in customers served	10,273	10,718	12,756	11,702	12,000	12,000	12,000
Building permits reviewed	3,305	3,917	2,935	2,653	3,000	3,000	3,000
Variance applications processed	226	241	204	149	200	200	200

Supporting Measures	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimate	FY 2008 Estimate	FY 2008 Goal
Percent of permits reviewed as walk-throughs	77%	63%	57%	49%	60%	60%	60%
Certificates of Occupancy processed	1,215	1,067	1,060	1,141	1,300	1,300	1,300

FUTURE BUDGET CONSIDERATIONS

- The Matrix Report on the Site Plan Audit has recommended technological improvements that are not currently funded. The recommendations include enhancements to the Permits Plus system and the records management system. The requirements to store and track an ever increasing amount of information on the history of zoning and site plans in the County is an increasing problem given the limits on space and storage capacity. Also, without a good electronic inventory, it is difficult to find all needed records in a reasonable timeframe.