

ZONING ADMINISTRATION PROGRAM

PROGRAM MISSION

To interpret, enforce and administer the Zoning Ordinance to ensure orderly development of Arlington County in accordance with the Zoning Ordinance's legislative intent and County Board approvals.

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 2007 Actual	FY 2008 Revised	FY 2009 Proposed	% Change '08 to '09
Personnel	\$1,045,746	\$1,179,173	\$1,462,208	24%
Non-Personnel	-	78,771	342,357	335%
Total Expenditures	1,045,746	1,257,944	1,804,565	43%
Fees	829,957	722,400	1,283,300	78%
Total Revenues	829,957	722,400	1,283,300	78%
Net Tax Support	\$215,789	\$535,544	\$521,265	-3%
Permanent FTEs	13.0	14.0	18.0	
Temporary FTEs	-	-	-	
Total Authorized FTEs	13.0	14.0	18.0	

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 ten percent increase in employer health insurance rates. The increase also reflects the addition of a Zoning Technician, a Planning Coordinator, an Engineering Technician, and a Community Inspector (4.0 FTEs) approved by the County Board in FY 2008.
- ↑ Non-personnel expenditures increase due to additional operating expenses to support the four new positions, including one new vehicle (\$63,586). In addition, expenditures will increase to support technology improvements (\$200,000).
- ↑ Fee revenue includes \$527,515 due to fee increases as of October 1, 2007. In addition, revenue increases to reflect a proposed 3.3 percent increase in fee rates and a projected increase in zoning and construction activity (\$33,385).

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PERFORMANCE MEASURES

Critical Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Number of walk-in customers served	10,718	12,756	11,702	12,100	12,000	12,000	12,000
Building permits reviewed	3,917	2,935	2,653	2,752	3,000	3,000	3,000
Variance applications processed	241	204	149	122	180	180	180

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Percent of permits reviewed as walk-throughs	63%	57%	49%	43%	55%	60%	60%
Certificates of Occupancy processed	1,067	1,060	1,141	1,327	1,400	1,400	1,400