

# PLANNING

## DESCRIPTION

The Department of Planning provides staff support to the Planning Commission, the Board of Zoning Appeals, and the Board of Supervisors relating to land development activities in the County. The department is organized into five divisions: Comprehensive Planning, Development Review and Design, Zoning Administration, Planning Systems, and Administrative.

Comprehensive Planning prepares long-range plans, evaluates rezoning requests, handles planning data management, demographic, and land-use information. Development Review and Design is responsible for the review of development plans. Zoning Administration enforces subdivision and zoning ordinances of the Henrico County Code. The Planning Systems Division provides information technology support to the entire department. Administrative Support provides budget, personnel, and clerical support for the operation of the office.

## OBJECTIVES

- To provide a comprehensive planning program with an emphasis on urban design to provide both public and private decision makers with a more informed basis for land use decisions and growth management.
- To continue an enforcement program that obtains compliance with the code for new development as well as correcting zoning and subdivision violations.
- To provide timely services to the public, other agencies, and technical and administrative support to the Board of Supervisors, the Planning Commission, and the Board of Zoning Appeals in matters relating to the Comprehensive Plan, zoning and subdivision ordinances, building permits, plans of development, subdivisions, use permits, variances, rezoning and enforcement of zoning regulations.

## FISCAL YEAR 2021 SUMMARY

### Annual Fiscal Plan

<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Original</u>	<u>FY21 Approved</u>	<u>Change 20 to 21</u>
Personnel	\$ 3,728,711	\$ 4,055,643	\$ 3,769,351	(7.1%)
Operation	337,608	530,173	503,664	(5.0%)
Capital	47,548	8,000	7,600	(5.0%)
<b>Total</b>	<b>4,113,867</b>	<b>4,593,816</b>	<b>4,280,615</b>	<b>(6.8%)</b>
Personnel Complement	45	45	45	0

Planning

PERFORMANCE MEASURES

	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Change 20 to 21</u>
<b>Workload Measures</b>				
Reviews Completed by Dev. Review & Design	288	350	350	0
Zoning Petitions & Provisional Use Permits	51	60	60	0
Variance and Use Permits Processed	70	60	60	0
Maps Prepared	1,274	1,100	1,100	0

OBJECTIVES (CONTINUED)

- To encourage the continued economic development of the County by continuing to work with the Economic Development Authority, developers, their representatives, and the general public to facilitate and expedite requests for development approval or general planning assistance.
- To improve and protect the health, safety, and welfare of Henrico citizens consistent with the Code of Virginia, policies, ordinances, and resolutions adopted by the Board of Supervisors with good land use planning and zoning practices.
- To inspire and encourage the protection and enhancement of natural, historical, and cultural resources through the preservation of those sites, buildings, features, and structures identified as important to Henrico County's heritage.
- To continue to maintain effective and efficient procedures for meeting legal requirements that set forth maximum time periods within which activities must be accomplished.
- To implement decisions of the Board of Supervisors and the policies of the County Manager related to Department of Planning responsibilities.

BUDGET HIGHLIGHTS

The Department of Planning's approved budget for FY2020-21 is \$4,280,615, which represents a decrease of \$313,201 or 6.8 percent from the FY2019-20 approved budget. This decrease is driven by the economic downturn due to the pandemic. Personnel costs for the Department of Planning's 45 employees represent 88.1 percent of the overall budget. The operating and capital outlay components of the budget both has decreased from the prior year approved budget, at \$503,664 and \$7,600, respectively. Each component has taken a budgetary decrease due to the health emergency from COVID-19.

There are two components to the budget: Administration, which includes five divisions, and Boards and Commissions, which includes the Planning Commission and the Board of Zoning Appeals. The Boards and Commissions budget totals \$169,527 for FY2020-21, unchanged from FY2019-20. The Administration budget totals \$3,604,646 which represents a decrease of \$286,292 or 7.4 percent from the previous fiscal year.

## DEPARTMENTAL HIGHLIGHTS

The department's functions go beyond reviewing development and extend to ensuring compliance with zoning and subdivision ordinances and require several areas of expertise to understand the needs of a growing population and how these needs impact the County's wide range of services and infrastructure. The Planning Department's expertise extends to drafting white papers, land use legislation and policy, and assists in long range plans for schools and other public facilities. The department also produces maps and provides geographic, statistical, and demographic data for certain GIS layers used by nearly every County department and frequently provides internal consulting for County departments.

During the past year, the department participated in the 2019 Board Retreat contributing a robust presentation on past and emerging development trends, population growth and implementation tools. Staff also provided design assistance for General Services, Public Works, Community Revitalization, along with other informal discussions. Departmental staff also support many regional and local groups including the Richmond Regional Planning District Commission, Transportation Planning Organization, Urban Land Use Institute, special committees for the General Assembly, VCU, Sports Backers, and Capital Region Collaborative. Additionally, departmental expertise is used in partnership with adjoining localities in developing best practices, reviewing comprehensive plans, and organizing numerous community meetings to keep citizens aware of land use and other issues affecting the public.

The department has enjoyed great success using the County's internship program, crafting individual work plans beneficial to both the County and students. Interns are assigned projects designed to enhance office efficiency and productivity and each is given the opportunity to participate in department meetings as well as Planning Commission and Board Zoning Appeals public hearings.

Looking toward the future and associated departmental needs, the County is in the process of implementing a new land management computer application, replacing the aging Tidemark Advantage system, that will introduce electronic plan review and mobile field inspections. This change will require the department to invest in computer hardware. For the next twelve to sixteen months, the Planning Department will be heavily engaged with the Information Technology department and vendors to ensure this project is a success.

Currently, all future needs are on hold. Once economic stability returns, Planning is pursuing collaborative work areas that will be necessitated by electronic plan review. In order to take advantage of the opportunity to better collocate department divisions, address needed workspace improvements, and use County resources to the best effect, Planning is partnering with General Services to include space needs in the capital projects, small project improvements, and renovations for current and future needs when appropriate.