

MOTION:

**March 6, 2018
Regular Meeting
Res. No. 18-**

SECOND:

**RE: TRANSFER \$100,000 FROM CONTINGENCY TO OFFICE OF
PLANNING FOR CONSULTANT SERVICES TO COMPLETE SMALL
AREA PLANS**

ACTION:

WHEREAS, the Planning Office is responsible for assisting the community in developing the County to its best potential by evaluating and implementing policies to support the goals of the community as it prospers and matures; and

WHEREAS, on August 3, 2016, the Board of County Supervisors accepted the proposed scope of work for the County's Comprehensive Plan update, which includes the creation of Small Area Plans to direct growth to key locations throughout the County by adoption of Resolution Number 16-647; and

WHEREAS, staff recognizes the importance that each Small Area Plan will have in the areas chosen for implementation, as well as the increased development demand and urgency to have a long-range, design and incentive framework in place; and

WHEREAS, staff currently has five Small Area Plans in progress throughout the County: Dale City, Innovation Park, North Woodbridge, Parkway Employment Center and Route 29, with an additional four to begin in Fiscal Year 2019: Fairgrounds/New Dominion, Independent Hill, Triangle, and Yorkshire; and

WHEREAS, staff has recommended the completion of each Small Area Plan as a priority but does not currently have sufficient existing staff resources to accomplish the task within the recommended timeframe of six to eight months per Small Area Plan, and

WHEREAS, staff recommends approval of this Resolution;

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NOW THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors does hereby authorize the transfer of \$100,000 from Contingency to the Office of Planning to procure consultant services to supplement existing staff resources to complete Small Area Plans as follows:

Expenditure Increase:

<u>Fund</u>	<u>Dept.</u>	<u>Program</u>	<u>Activity</u>	<u>Object</u>	<u>Expenditure</u>	<u>Amount</u>
1001	14	141	1410	53201	Professional Serv.	\$100,000

Expenditure Decrease:

<u>Fund</u>	<u>Dept.</u>	<u>Program</u>	<u>Activity</u>	<u>Object</u>	<u>Expenditure</u>	<u>Amount</u>
1001	90	903	9030	55800	Reserve for Contingency	\$100,000

BE IT FURTHER RESOLVED that the Prince William Board of County Supervisors does hereby authorize that any unencumbered funds at the end of Fiscal Year 2018, from this transfer of \$100,000 from Contingency to Planning, shall be carried forward to Fiscal Year 2019 to continue to be used for consultant services to complete the Small Area Plans.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information

Rebecca Horner, AICP, CZA, Director of Planning

David Sinclair, Director of Finance

ATTEST: _____

Clerk to the Board



Christopher E. Martino
County Executive

COUNTY OF PRINCE WILLIAM


OFFICE OF EXECUTIVE MANAGEMENT
1 County Complex Court, Prince William, Virginia 22192-9201
(703) 792-6600 Metro 631-1703 FAX: (703) 792-7484

BOARD OF COUNTY SUPERVISORS

Corey A. Stewart, Chairman
Martin E. Nohe, Vice Chairman
Ruth M. Anderson
Maureen S. Caddigan
Pete Candland
John D. Jenkins
Jeanine M. Lawson
Frank J. Principi

February 15, 2018

TO: Board of County Supervisors

FROM: Rebecca Horner, Planning Director 

THRU: Christopher E. Martino, County Executive

RE: Transfer \$100,000 from Contingency to Office of Planning for Consultant Services to Complete Small Area Plans

I. Background is as follows:

A. Comprehensive Plan Update – On August 3, 2016, the Board of County Supervisors accepted the Proposed Scope of Work (Attachment A) for the County's Comprehensive Plan Update, which includes the creation of Small Area Plans (SAPs) to direct growth to key locations throughout the County. SAPs provide greater emphasis on detailed planning, visioning, economic development, and design in order to develop plans that represent each study area with its own character, vision, and implementation strategy. These small area plans are similar in nature to the County's existing sector plans, potentially including new components and analysis to guide development:

- Strategic plan implementation
- Design guidelines
- Economic development analysis
- Level of service analysis
- Implementation and phasing plans

B. Strategic Plan – These plans will provide a foundation to guide growth and development for the County. In addition, they will have the opportunity to address Prince William County's Strategic Plan goals, and to identify necessary improvements to the multi-modal transportation network. As a result of these plans, the County also expects to highlight the potential for defined mixed-use town centers, increased private sector investment, and improved transportation infrastructure.

II. Current Situation is as follows:

- A. Small Area Plans – The Planning Office currently has five SAPs in progress throughout the County: Dale City, Innovation Park, North Woodbridge, Parkway Employment Center and Route 29. In addition, there are four initiated SAPs to begin in Fiscal Year (FY) 2019: Fairgrounds/New Dominion, Independent Hill, Triangle, and Yorkshire.
- B. Schedule – A tremendous amount of resources and expertise go into the life cycle of each SAP. Tasks for each SAP include conducting background research, stakeholder meetings, town hall meetings and visioning/design charrette, drafting the SAP document, Planning Commission work session, and presenting the SAP through the public hearing process. Currently, the Planning Office is using existing staff resources to complete two of the five in-progress SAPs, Route 29 and North Woodbridge. However, the Planning Office does not have the additional capacity to complete the remaining SAPs within the recommended timeframe of six to eight months, per SAP.

The Planning Office recognizes the importance that each SAP will have in the areas chosen for implementation, as well as the increased development demand and urgency to have a long-range, design and incentive framework in place. The SAPs will provide a foundation to guide growth and development for the County. Therefore, it is critical that each SAP be completed expeditiously. Utilization of FY2018 Contingency funds would supplement existing staff resources to ensure that each SAP would be completed within six to eight months.

- C. Board Action Requested – The Board of County Supervisors’ is requested to transfer \$100,000 from Contingency to the Office of Planning for consultant services to complete Small Area Plans.

III. Issues in order of importance are:

- A. Service Level/Policy Impact - Are there service levels or policy implications associated with this action?
- B. Fiscal Impact - What are the fiscal implications of this action?
- C. Timing - What is the timing associated with this request?
- D. Legal - Are there any legal implications associated with this action?

IV. Alternatives in order of feasibility are:

- A. Transfer \$100,000 from Contingency - Board of County Supervisors' authorization is requested to transfer \$100,000 from Contingency to the Office of Planning for consultant services to complete Small Area Plans.
1. Service Level/Policy Impact - The appropriate level of attention to detailed planning, community engagement, visioning, economic development, and design in order to develop each SAP with its own character, vision, and implementation strategy can be achieved within an ideal timeframe of six to eight months.
 2. Fiscal Impact - The FY2018 Contingency will be decreased by \$100,000.

FY 2018 Budget	2,075,000
Economic Development - Conduct Targeted Industry Study	(125,000)
Office of Elections - Investigate Absentee Voting Locations	(24,085)
Planning - Rezoning	(7,204)
Donation to Coalition to Protect PWC	(30,000)
Donation to Coalition to Protect PWC	(15,000)
Current Remaining Balance	1,873,711
Proposed Consultant Services to Complete Small Area Plans	(100,000)
Remaining Balance	1,773,711

3. Timing - Action must be taken to transfer these funds in FY2018 so that consulting services can be utilized as soon as possible. Approval of this request will allow each SAP to be completed within 6-8 months.
4. Legal – The Board has the legal authority to authorize this budget and transfer of funds.

B. Take No Action:

1. Service Level/Policy Impact - Completion of each SAP will not be achieved within the ideal timeframe of six to eight months, and could potentially take as long as 12-18 months to complete.
2. Fiscal Impact - The FY2018 Contingency will remain the same.
3. Timing - Funds will not be available for consulting services thereby delaying the completion of each SAP.
4. Legal – The Board is not required to authorize this budget and transfer of funds; however, consultant services cannot be retained until sufficient funds are identified and budgeted.

V. **Recommendation** is that the Board of County Supervisors concurs with Alternative A and approves the attached Resolution.

Staff Contact: Rebecca Horner, AICP, CZA, x7615

MOTION: NOHE

**August 3, 2016
Regular Meeting
Res. No. 16-647**

SECOND: PRINCIPI

**RE: ACCEPT THE PROPOSED SCOPE OF WORK FOR THE
COMPREHENSIVE PLAN UPDATE**

ACTION: APPROVED

WHEREAS, under Section 15.2-2229 of the Virginia Code, the Board of County Supervisors may consider amendments to the Comprehensive Plan; and

WHEREAS, due to the availability of updated demographic projections extending to 2040, policies adopted and amended by the Prince William Board of County Supervisors, Board directives, changes in State law and completion of numerous public infrastructure projects, there is a need to update the Comprehensive Plan; and

WHEREAS, the Prince William Board of County Supervisors has initiated a number of Comprehensive Plan amendments including:

- Thoroughfare Plan Update
- Technical Review to Update Population and Employment Forecasts
- Economic Development Plan Update
- Urban Development Areas
- Levels of Service Standards; and

WHEREAS, the Prince William Board of County Supervisors has authorized various planning studies to provide analysis and recommendations regarding planning and land use issues including:

- COG Regional Activity Centers Study
- Potomac Communities Design Guidelines
- MCB Quantico Joint Land Use Study
- Rural Preservation Study
- Cockpit Point Battlefield Study
- Dale City Design Guidelines
- VRE Studies
- Bristoe Station and the Kettle Run Battlefields Preservation Study; and

WHEREAS, the Planning Office has recommended that the following areas be re-planned or have their existing plans revisited:

- North Woodbridge
- Parkway Employment Center
- Innovation
- Fairgrounds/New Dominion Area
- Independent Hill
- Triangle
- Yorkshire; and

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WHEREAS, the proposed scope of work to update the Comprehensive Plan includes the above referenced comprehensive plan amendments, planning studies and areas recommended for additional planning;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors does hereby accept the proposed scope of work for the Comprehensive Plan update.

Votes:

Ayes: Anderson, Caddigan, Candland, Jenkins, Lawson, Nohe, Principi, Stewart

Nays: None

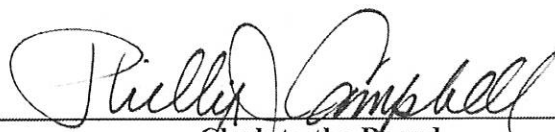
Absent from Vote: None

Absent from Meeting: None

For Information:

Planning Director

ATTEST: _____


Clerk to the Board