

VIRGINIA DEPARTMENT OF TRANSPORTATION

OFFICE OF LAND USE

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: Land Use Organization	NUMBER: IIM-LU-001
SPECIFIC SUBJECT: Role of District Transportation and Land Use Directors	DATE: June 30, 2017
	SUPERSEDES: N/A
APPROVED:	Robert W. Hofrichter Director, Office of Land Use Approved <u>June 30, 2017</u>

EFFECTIVE DATE

This memorandum sets out the general roles of the Land Use leads in the Districts.

PURPOSE/SCOPE/REQUIREMENTS

The District Transportation and Land Use Director (TLUD), or equivalent position assigned to provide leadership for the district's land use functions, will support the Residencies within the District by facilitating regional consistency of land use functions. Similarly, the District TLUD role will aid the Office of Land Use in providing programmatic oversight for land use functions within the District. This document is consistent with the April 21, 2016, Commissioner Memorandum on transferring authority to the residencies.

Equivalent position may be a district Land Use Program Manager, experienced Area Land Use Engineer (ALUE) or Assistant Resident Engineer—Land Use (ARE-LU), or similar position. The assigned position is referred to as TLUD in this memorandum, regardless of the actual title.

Due to Northern Virginia District's unique organizational model, the role of the equivalent position is significantly different and is not documented in this memorandum.

PROCEDURES

The TLUD provides guidance, support, and leadership to land use staff, which promotes development & economic growth opportunities in Virginia. This position serves as the liaison providing consistent application of the VDOT regulatory and policy requirements between the Office of Land Use (located in the Central Office), the District, and the Residency. TLUD duties generally include but are not limited to:

- Ensure effective and consistent application of VDOT Land Use Regulations, best practices, policies, and design standards throughout their District.*
- Work with Central Office Land Use Office staff to develop and promote materials, webinars, roundtable discussions, regional land use summits, and similar activities to increase the knowledge of VDOT Residency land use staff, local government partners, consultant engineering firms and developers. They assist in making revisions to materials as needed to improve the land use function.*
- Solicit feedback from the Residency, land use supporting specialists, and the land development community. They discuss, and make recommendations on how to improve land development processes, customer service, and turn-around time for review submittals.
- Review and make recommendations to Central Office Land Use Office staff regarding proposed and existing land use policies and procedures, and manuals, in conjunction and coordination with the Residencies.
- Facilitate the transfer of knowledge and best practices for Land Use consistently to the Residencies in their District.
- Review, make recommendations, and gain approval for exceptions and waivers for Land Use submitted to the District Administrator upon Residency concurrence. Approve waivers, if delegated from the District Administrator to the Transportation Land Use Director, upon Residency concurrence in accordance with [IIM-LU-501](#).*
- Ensure Limited Access Control Change requests associated with land development requests are processed efficiently.
- Serve on the TLUD Committee to promote the application of land use regulations consistently across the Department.
- Monitor the District Land Use Budget, coordinating with the Residencies regarding unexpected expenditures and potential overruns or under-expenditures.
- Provide guidance and binding recommendations to Residencies for highway additions, abandonments, and discontinuances.
- Provide oversight of Access Management Regulations, and permits for Local Administered Projects.* Coordinate with ALUE or ARE-LU to provide technical

review services as required to strengthen the role of the Residencies for Locally Administered projects.

- Facilitate coordination between Residencies, locality staff, and District Planner.
- Facilitate communication between the Residencies, locality staff, the regional Outdoor Advertising Agent, and the District Roadside Manager.
- Provide responsible charge oversight for land use activities in residencies that do not have Resident Engineer, ARE-LU, Land Development Engineer, or Staff Engineer with a P.E.*

REPORTING STRUCTURE

- The TLUD reports directly to the District Engineer, Deputy Engineer or Assistant District Administrator as appropriate for the District
- ARE-LU/ALUE's within the Residency report directly to the Resident Engineers or Residency Administrators. The TLUD maintains an administrative and policy oversight role of Land Use and permitting review and the application of related policies.
- The TLUD manages other district departments as appropriate for the District (Planning, Local Assistance). Any ALUE's or other land use staff located in the District Office report to the TLUD.*

*Indicates the preference or need for a Professional Engineer's License.

REFERENCES

- Information on land use regulations and processes is available on VDOT's external website at http://www.vdot.virginia.gov/info/transportation_and_land_use.asp.
- Access to Office of Land Use IIM is available at <https://insidevdot.cov.virginia.gov/Search/Pages/corpdocsearchresults.aspx?k=%22office%20of%20land%20use%22&r=vdotoffice%3D%22ARIBT2ZmaWNIIG9mIExhb mQgVXNICnZkb3RvZmZpY2UBAI4iAilk%22>, on InsideVDOT.
- Access to the VDOT organizational chart is available at <http://vdotorgcharts/opweb/PublishedCharts/Commissioner.htm>, on InsideVDOT.