

**Planning Commission  
Policy and Procedure Committee  
Thursday, April 8, 2021  
7:30 p.m.**

**Members:**

John Carter  
Candice Bennett  
Tim Sargeant  
Dan Lagana  
John Ulfelder  
Pete Murphy (Alt)  
Evelyn Spain (Alt)  
Phillip Niedzielski-Eichner (Alt)

**AGENDA**

1. Constitute Committee and Elect Chair and Vice Chair
2. Approval of July 24, 2019 Committee Meeting Minutes
3. Electronic Meetings
  - Commissioners need to connect 30 minutes prior to meeting start time
  - Commissioners must leave camera on for duration of meeting
4. One Fairfax Update
  - Upcoming requirement for all members of Boards, Authorities, and Commissions (BACs) to acknowledge One Fairfax policy
  - Video specifically developed for members of BACs
5. Speakers List and Correspondence
  - Possible change of deadline for speakers list from 3pm to 1pm
  - Possible establishment of deadline for correspondence for matters that same night of 1pm
6. Possible Elimination of Verbatim
  - Replace with action report included in Board Item with links to video
  - Maintain ability to produce as needed for litigation, either in-house or out
7. Reminder of May 11, 2021 at 11am Joint Meeting with Board of Supervisors
8. Adjournment

DISCLAIMER: The purpose of this committee meeting is to discuss broad policy issues not specific to any individual land use application. Nothing stated during this meeting should be taken as a specific suggestion or recommendation regarding any individual land use application.