

Dulles Suburban Center Study

ROLE OF PARTICIPANTS

Revised: September 20, 2016

STAFF: Primarily, staff for the Dulles Suburban Center (DSC) Study will be planners from the Department of Planning and Zoning, Planning Division. Staff from other Fairfax County agencies also provide analysis in support of land use studies.

DPZ planners will advise the DSC Advisory Group, Planning Commission and the Board of Supervisors during the course of the study on aspects of the Comprehensive Plan and on proposed amendments to the Comprehensive Plan.

- Staff will serve three functions at the Advisory group meetings:
 - 1) Serve as a resource to answer technical questions relevant to proposed changes to the Comprehensive Plan or general planning-related questions;
 - 2) Give and listen to presentations made to the Advisory Group and the exchange of views by the Advisory Group in order to be able to convey the full range of ideas back to DPZ Staff, Planning Commissioners and Board of Supervisors; and
 - 3) Identify potential impacts and issues relating to proposed changes to the Comprehensive Plan and present preliminary recommendations.
- Staff will work with the Advisory Group Chairman to set meeting agendas, arrange for the meeting place and time.
- Staff will e-mail agendas and other materials prior to each Advisory Group meeting.
- Some advisory groups create subcommittees. However, staff may not be able to attend individual subcommittee meetings because of limited time and resources.
- During the period of time that the Advisory Group is holding meetings, public meetings will be the primary forum for communication. Therefore, the Advisory Group is asked to refrain from individual meetings with developers unless such a meeting is requested by the Advisory Group Chairman.
- Staff will review proposed changes to the Comprehensive Plan and present their evaluation and final recommendation in Staff Reports for use by the public, Planning Commission and Board of Supervisors. These reports will be made available online and published at least two weeks prior to the Planning Commission public hearings.

DULLES SUBURBAN CENTER ADVISORY GROUP: The Sully District Board Member has appointed a DSC Advisory Group to consider and offer recommendations for changes to the DSC Plan. The Advisory Group will hold public meetings for the purpose of reviewing and making recommendations on proposed updates and changes to the DSC Plan. The Advisory Group recommendations will be forwarded to the Planning Commission and the Board of Supervisors, as well as the Staff recommendations.

- The Advisory Group Chairman acts as liaison between the Advisory Group members and Staff. If the Advisory Group wishes Staff to provide information that requires research or preparation on a specific topic or participation of staff from another agency (FCDOT, Parks, etc.), such a request must come through the Advisory Group Chairman to Staff.
- The Advisory Group Chairman will conduct the meetings in conformance with any ground rules that each Advisory Group may adopt.
- The Advisory Group invites a representative for each proposed Plan change submitted during the DSC open submission period and gives them an opportunity to make a presentation to the group about his/her proposal.
- Only the appointed members of the Advisory Group can vote on motions.
- The Advisory Group and Staff may agree or disagree on their final recommendations to the Planning Commission.
- The Advisory Group members appointed to represent a homeowners/community association or other organization should report to their group about the activities and decisions of the Advisory Group. Throughout the Advisory Group process, coordination between the Advisory Group and the respective community organization is the responsibility of the Advisory Group member.

SULLY DISTRICT SUPERVISOR STAFF: The Sully District Supervisor has assigned members of her staff to work in close coordination with DPZ staff throughout the DSC study. The Supervisor's designated staff person will be the primary contact for matters pertaining to the formation of the DSC Advisory Group and communicating with the Advisory group members.

- The Supervisor's staff invites the members of the Advisory Group to participate.
- The Supervisor's staff handles all communication with the Advisory Group members, including creating an Advisory Group list that includes the name and e-mail address of each member. This list should be shared with Staff and updated as needed.
- The Supervisor's staff will copy and distribute to the Advisory group any written public comments regarding APR nominations that are received at least one day prior to the APR meeting.

THE GENERAL PUBLIC: The community is welcome to participate in the process as community input is valuable to all those participating in the study, including staff and the Advisory Group.

- The public is welcome to attend Advisory Group meetings as observers. The Chairman decides, when time allows, when there is an opportunity for the general public to comment or ask questions at meetings. Some meeting agendas may be too full and public comment and questions may not be possible at every meeting.
- Members of the public can make their positions known by sending a letter to the Supervisor District office prior to the date when the proposed change or issue is scheduled for Advisory Group review. Copies will be distributed to the Advisory Group.
- Individuals may sign up to speak at the Planning Commission public hearings by visiting the Planning Commission Web site at www.fairfaxcounty.gov/planning or by calling the Planning Commission at (703) 324-2865 after the hearings have been scheduled.
- Individuals may sign up to speak at the Board of Supervisors (BOS) public hearings after they have been scheduled by calling the Clerk to the Board at (703) 324-3151.

THE PLANNING COMMISSION AND ITS STAFF: The Planning Commission is made up of Fairfax County citizens who are appointed by the Board of Supervisors. Because most of the Commissioners pursue careers in a variety of fields, the staff of the Planning Commission provides the essential service of managing the Commission's workload and public meetings/hearings. Planning Commission meetings take place on Wednesday and Thursday nights and are broadcast live on Cable Channel 16. If you do not have Cable service, you can watch on-line through the "Channel 16 Live" link on the County's homepage at www.fairfaxcounty.gov. Information about the Planning Commission and its public hearing agendas can be found at www.fairfaxcounty.gov/planning or by calling the Planning Commission office at (703) 324-2865.

The Planning Commission holds public hearings and votes to make recommendations regarding the proposed changes to the Comprehensive Plan. Planning Commission recommendations are forwarded to the Board of Supervisors.