

Meeting Notes
Land Use Information Accessibility Advisory
Group

8 November 2006

Chairman Walter Alcorn welcomed the members and brought the Advisory Group meeting to order.

This was the final meeting for the Advisory Group – Chairman Alcorn and Deputy County Executive Dave Molchany would like to express their thanks to all members, staff and attendees that participated in this group for all of their hard work.

Jeanne Wright was first on the agenda to discuss the LDSNet focus group meetings recommendations. The group reviewed the recommendations and two changes were requested. It was requested that functionality to allow the electronic submission of plat requests be reinstated. Plat requests previously could be faxed. Staff will look at electronic solutions (Fax, Web, etc.) to resolve this issue. Also it was noted that the County's Web Privacy Policy should be readily available when people sign up for listservs and other electronic information dissemination via the County Web Site. Currently the policy is not prominently accessible. It was requested that a note of appreciation to staff for its support and responsiveness during the focus groups be included in the document. Staff has already been able to implement suggestions from the focus group meetings.

Steve Garnier then gave a summary of the process improvement initiative being kicked off between industry and Land Development Services. This initiative is designed to coordinate technology issues across DPWES and industry

systems, including issues relating to electronic submission and review. Walter congratulated DPWES on this effort and noted that this is the type of critical activity that is required to implement the Advisory Group's recommendations.

Walter next began a discussion of changes to the draft committee recommendations. An overall request was to edit the document to have more space between paragraphs and bullets and to increase the font size. David Dale volunteered to help with the formatting and cleanup of the final recommendations document.

- 1. In the opening paragraph: It was suggested that the first sentence be edited to reduce its length and to separate some of the ideas into separate sentences. It was requested that the date of the Board of Supervisors' original request for this committee be noted to show the responsiveness of the committee and staff to this issue. There are trailing periods that need to be deleted from the end of the first paragraph.**
- 2. The go live date noted in the third bullet of the second paragraph needs to be deleted; the magisterial functionality has been implemented.**
- 3. At the end of the sentence that is the third paragraph, a prominent note needs to be added to ask the Board to provide consistent funding and resources to implement the recommendations of the committee.**
- 4. In the guiding principles sections: The guiding principles must be edited to ensure that they are guiding principles. Examples and other extraneous recommendations need to be moved to or combined with the specific recommendations that follow the guiding principles. Also, make sure that all of the guiding principles are written the same i.e. begin with a verb. The 4th principle is mostly an example, the principle is**

only the section that begins “ensure consistency and user friendliness...” the rest of the bullet is recommendation specific. In the 7th principle, the first bullet and the 3rd bullet need to be edited to eliminate “Information about pending and approved” and “Pending and approved” respectively. Principle 10 needs to be edited to be a principle that states “geocoding should be used as appropriate...” the rest of the principle includes examples and recommendations. Principle 11 needs to be changed to read “Establish procedures and provide resources to keep land use information as current and accurate as possible.

5. In the recommendations section: The Bullet that reads “Integration of GIS into LDSNet...” needs to be changed to “Integration of GIS into all County Land Use Systems...” this also should be one of three priority recommendations made by the committee.
6. The bullet starting “Land Use Public Hearing Information” also should be another of the committee’s three priority recommendations.
7. The second sub-bullet under the recommendation “Electronic File Submission and Review” should be deleted; the first sub-bullet should be moved to be its own main bullet.
8. The bullet beginning “Verbatims and/or...” should be changed to “Verbatim excerpts and/or...” under this same bullet in the paragraph which is labeled “Notification Process Above & Beyond...” this is also a priority for the committee, there was a request to clarify that these notifications are for “land use actions”. There was a suggestion to move this recommendation closer to the “...Activity Calendar” bullet, as they are related.
9. A separate bullet was recommended to request that the Board of Supervisors provide resources for digital GIS

representation of the Comprehensive Plan, a “digital Comprehensive Plan model”.

10. The bullet “Improve Access to Site-Specific Land Use History” should be rolled into the first bullet “Expanded Application of Land Use Information Tools”.
11. The bullet title beginning “Outreach to Citizens and Businesspeople...” was amended to include the word stakeholders to be inclusive. In the same bullet the specific reference to the “Washington Post” was deleted to make the recommendation more generic. The sentence will now read “Fairfax County should coordinate with private media to provide the public access to Fairfax County land use information”.
12. The Bullet “Outreach to Civic and Homeowner Associations” will be rewritten by staff to request that an online “user entered and updated function” be devised to add and update this information via the County Web Site. The primary elements of this recommendation are that the County will:
 - a. Create a tool,
 - b. Make associations aware of the tool and the desire to compile association information,
 - c. Connect the collected association information with “My Neighborhood”.The group discussed the possibility of allowing association covenants information to be provided on a voluntary basis and this topic was deemed a good candidate for a future focus group to discuss in detail. Also it is citizen not civic associations and district councils need to be referenced as well.
13. It was requested that the redesign of the Board Room include the ability to allow citizens/other speakers to use electronic media easily during their presentations.

- 14. Staff was requested to develop a glossary of land use information systems and place this at the end of the recommendations as an appendix.**

Walter Alcorn and Gordon Jarratt will work on a redraft of the recommendations and circulate it to the group. After the document is finalized, Walter will present it to the Board of Supervisors at a January Board meeting.

Advisory Group Members in Attendance:

Walter Alcorn - Chairman

Judith Anderson – League of Women Voters

Anne Kanter – ITPAC

David Kochendarfer – Sully District

Linus Upson – Providence District

David Dale – Mount Vernon District

James Katcham – Federation of Citizens Associations

Not Present

Allison Anderson - EQAC

John Lindgren - NVBIA

Not Nominated

Fairfax County Chamber of Commerce Member