




# FAIRFAX COUNTY PARK AUTHORITY

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# M E M O R A N D U M



**TO:** Chairman and Members  
Park Authority Board

**VIA:** Timothy K. White, Acting Director 

**FROM:** Miriam Morrison, Chief Financial Officer  
Administration Division

**DATE:** March 7, 2008

## *Agenda*

**Administration, Management and Budget Committee**  
**Wednesday, March 12, 2008 – 5 p.m.**  
**Board Room – Herrity Building**  
**Chairman: Ken Quincy**  
**Vice Chair: Harold Pyon**

1. Update to Policy Manual – Action\*

\*Enclosures



Board Agenda Item  
March 26, 2008

## **ACTION**

### Approval – Fairfax County Park Authority Policy Manual

#### ISSUE:

Approval of the Fairfax County Park Authority Policy Manual.

#### RECOMMENDATION:

The Park Authority Acting Director recommends that the Park Authority Board approve revisions to the Policy Manual and authorize approval of the Fairfax County Park Authority Policy Manual in its entirety, inclusive of these revisions.

#### TIMING:

Board action is requested on March 26, 2008.

#### BACKGROUND:

The Fairfax County Park Authority Policy Manual Preface states that "... five-year review and updates are necessary to ensure that the objectives and policies reflect changing county needs; therefore, objectives and policies may be revised, added, or deleted upon action of the Park Authority Board." By practice, the Park Authority Board adopts new policies and updates existing policies as the need arises over time.

An extensive review of the Policy Manual culminated in the adoption of a revised Policy Manual on October 28, 1998. Although many policies have been updated and/or created since that time, 1998 was the last time the Park Authority Board formally adopted the Policy Manual in its entirety, and appears as the date on many of the policies contained in the Manual.

The Commission for the Accreditation of Park and Recreation Agencies (CAPRA) process that the agency is currently undergoing requires that the Policy Manual for the agency be kept up-to-date and reviewed systematically, at least every five years. As part of the accreditation effort, staff has reviewed existing policies and updated those containing inaccurate information and/or errors of omission. The following policies have been revised as a result of this process:

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### **Revised Policies**

Policy 101.3 Greenways, Including Stream Valleys

Inaccurately referenced "Capper-Cromton Act", which is now correctly identified as "Capper Crampton Act".

Policy 103.4 Energy Management

Amended to include additional clarifying language.

Policy 302 Easements

Amended to include updated reference to the Fairfax County Comprehensive Plan.

Policy 303 Telecommunications Sites

Amended to include updated reference to the Fairfax County Comprehensive Plan and Park Authority Policy 301, Protection of Lands and Facilities.

Policy 304 Stormwater Projects on Parkland

Amended to include updated reference to the Fairfax County Comprehensive Plan.

Policy 402 Athletic Field Use

Amended to include information on walk-on use restrictions, adds language regarding level 4 (synthetic turf) fields, and provides other clarifying language.

Policy 502 Communication with Citizens

Amended to include updated language regarding citizen outreach efforts.

Policy 508 Length of Service Pass

Amended to include language which authorizes the Director of the Park Authority to recommend to the Park Authority Board individuals who have made significant contributions to the Park Authority.

### **Deleted Policies**

Policy 107 Advisory Committees

Staff recommends that this policy be deleted from the Policy Manual. The Advisory Committee structure described within this policy is no longer applicable.

**Staff proposes to bring back the entire Policy Manual, inclusive of the changes herein, to the Park Authority Board meeting on March 26, 2008. At that time, staff**

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**will ask the Board to formally adopt the Policy Manual in its entirety, inclusive of these changes.**

Staff will continue to bring forward to the Park Authority Board, from time to time, policies in need of revision or new policies that need to be adopted by the Board. In addition, a comprehensive review of the Policy Manual will be conducted every five years, in order to ensure ongoing compliance with the accreditation standard.

FISCAL IMPACT:  
None

ENCLOSED DOCUMENTS:

Attachment 1:	Revised Policy 101.3 Greenways, Including Stream Valleys
Attachment 2:	Revised Policy 103.4 Energy Management
Attachment 3:	Revised Policy 302 Easements
Attachment 4:	Revised Policy 303 Telecommunications Sites
Attachment 5:	Revised Policy 304 Stormwater Projects on Parkland
Attachment 6:	Revised Policy 402 Athletic Field Use
Attachment 7:	Revised Policy 502 Communication with Citizens
Attachment 8:	Revised Policy 508 Length of Service Pass
Attachment 9:	Policy 107 Advisory Committees

STAFF:

Timothy K. White, Acting Director  
Cindy Messinger, Acting Deputy Director/COO  
Elisa Lueck, Manager of Strategic Initiatives and Policy Development  
Todd Johnson, Director, Park Operations Division  
Charles Bittenbring, Director, Park Services Division  
Cindy Walsh, Acting Director, Resource Management Division  
Miriam Morrison, Director, Administration Division  
David Bowden, Director, Planning and Development Division  
Judy Pedersen, Public Information Officer

### **Policy 101.3 Greenways, Including Stream Valleys**

The Fairfax County Park Authority shall provide leadership for establishment and management of an integrated network of Greenways within the County to conserve open space, to protect sensitive environmental and cultural resources including wildlife habitat, riparian corridors, water quality, archaeological and historic sites and aesthetic values, to control flooding and erosion, and to provide continuity of non-motorized access between places where citizens and visitors live, work and play.

As defined in the Countywide Policy Plan, Greenways are "linear open space corridors which include and connect, parks and recreation sites, areas of significant and sensitive ecological and heritage (cultural) resource value, wildlife habitats, riparian corridors and Countywide trails with each other and with residential communities, employment and commercial areas and transit destinations. Designated Greenways may be comprised of one or several components which will provide the desired resource protection and/or continuity of non-motorized access to destinations throughout the County. They may be established along natural corridors such as Environmental Quality Corridors, along scenic roadways, urban sidewalks and plazas, or other natural or landscaped courses for pedestrian, bicycle or equestrian passage. In addition to publicly accessible parklands and trails, Greenways may also incorporate private open space managed for the protection of significant natural and heritage (cultural) resources under voluntary agreements with property owners."

The Park Authority shall coordinate the establishment of the Countywide network of Greenways in accordance with the following guidelines:

1. Identify, plan and develop Greenways in cooperation with other county, regional, state and federal agencies with jurisdiction within Fairfax County, pertinent citizen advisory groups and civic organizations, local businesses, and landowners. Institute and facilitate a "Greenways Partnership" to enhance recognition of, and communication between, cooperators.
2. Ensure the preservation, protection and appropriate management of significant and sensitive environmental, ecological and cultural resources within Greenways through conformance with policies, standards and criteria identified in the Park Authority's Natural Resources, Cultural Resources and Greenways Programs as set forth in the Park Comprehensive Plan and supporting documents.
3. In accordance with adopted Greenway Plans, acquire designated parcels necessary to complete the Greenways, especially those segments of Environmental Quality Corridors (EQCs) needed to complete the publicly accessible Stream Valley Parks.
4. Where land acquisition may not be feasible or desirable, work with landowners to protect identified resources, and provide public access where appropriate, through voluntary means such as conservation and trail easements and/or cooperative agreements.

5. Identify roadside segments of the Countywide Trails Plan which comprise Greenway trail routes outside of public park lands and which are necessary to provide continuity of access throughout and between designated Greenways. Ensure that these segments are incorporated into Fairfax County and Commonwealth of Virginia transportation plans and developed and maintained through appropriate agencies outside the Park Authority.

The Greenways Program is grounded in the Stream Valley Park Plan, first adopted by the Fairfax County Park Authority in May 1973, and subsequently adopted by the Board of Supervisors as the basis for the Environmental Quality Corridor system. The Stream Valley Park Plan has played a major role in shaping development patterns in Fairfax County. The conditions that led to the creation of the Stream Valley Park system in 1973 were strikingly similar to those 25 years later that led to the Greenways Program, and there is a strong continuity in planning rationale. As stated in the Introduction of that historic document:

"Fairfax County lies on the fall line of the Piedmont Plateau and the Coastal Plain. The most prominent physiographic features are the valleys...[which] have structured the growth of the County since historic times and channeled commerce and development along the ridges leaving the valleys, for the most part, in their natural state.

"It is a valid planning concept today to use natural topographic features to structure growth, but advanced technology in earth moving equipment and the pressures of development are producing an increasing disregard for natural barriers, and development is encroaching upon the valleys to an alarming degree with disastrous consequences, as evidenced in the Cameron Run and Holmes Run-Tripps Run Watersheds."

The rapid growth of the 1960s prompted John Mastenbrook, representing the Fairfax County Federation of Citizen Associations, and Ella Mae Doyle, Park Authority Chairman, to formally request the Board of Supervisors to authorize a stream valley study. Subsequently, Barbara Hildreth, representing the County Trails Committee, influenced the incorporation of the trails element into the Stream Valley Plan, and the Environmental Quality Advisory Committee reviewed the study committee's findings. (John Mastenbrook was appointed to the Park Authority Board in 1967 and served until 1990).

The U.S. ~~Capper-Crampton~~ Capper Crampton Act provided funding for conserving stream valleys in the urbanizing Metropolitan Area to protect the land and water resources of the Potomac watershed. The stream valley study committee found that, while Maryland and the District of Columbia had taken full advantage of the Act, "Fairfax County's program was started late, and only a small part of the allocation to the County was obtained before funding under the Act was cut off. As a result, Fairfax County lags far behind Maryland and the District in stream valley acquisition."

The study committee did note that under the County's first park bond referendum (1959), a substantial portion of the funds was allocated to stream valley acquisition and in the second five-year Capital Improvement Program (1966), 13 percent of the funding for land acquisition was allocated to stream valley lands. The Committee found that, although funding for this program anticipated matching funding for land acquisition from federal and state- sources, "a

heavy reliance is placed upon dedication of land by developers." A County planning staff study of land dedication under the alternate density (cluster development) ordinance found that "the acreage coming to the County amounts to only 10 percent." The study committee concluded:

"It is apparent that the current program for stream valley acquisition by the Park Authority is not one of planned acquisition but rather acquisition through dedication at the option of the developers, and that the acreage acquired through dedication under the existing ordinances will fall woefully short of providing an adequate stream valley park system."

As a result of these findings, the Park Authority's Stream Valley Plan subcommittee was formed to provide new direction for the acquisition of a stream valley park system. The committee adopted the following guidelines:

1. The conservation of land and water resources, flood control, provision of outdoor recreation, and the structuring of growth all constitute a public purpose which would be served by placing the major stream valleys of Fairfax County in a stream valley park system.
2. The stream valley consists of the stream, flood plain, and first valley slope on either side of the flood plain running with the stream from source to point of confluence with a larger body of water. (Note: The Greenways concept expands upon the stream valley definition to include proximate significant natural, cultural and recreational resources.)
3. The role of the valleys in Fairfax County should be to provide region serving open space as a separator of concentrations of development.
4. Preservation or public taking lines should be based upon physiographic features relating to the public purposes of item 1, and not upon arbitrary lines or boundaries.
5. A basic stream valley park system for Fairfax County should be confined to the main stream valley of the major streams within the County, and the inclusion in the system of lateral tributaries should be discretionary.
6. The continuity of public access within the stream valley park system should be regarded as imperative.
7. A classification system applicable to stretches of valley should be developed which describes the valley in terms of physiographic features and appropriate recreational uses to serve as a planning guide. (Note: As defined in the 1996 Park Comprehensive Plan, Greenways are an element of the Natural Resources Program, linking larger Biodiversity Conservation Areas within the County. The primary classification instrument is the extent, diversity and environmental sensitivity of these resources. The Greenways Program also incorporates elements of the Countywide Trail System.)

8. Public lands in the stream valleys should be regarded as a combined park and conservation holding."

The Park Authority Stream Valley Park Committee further clarified its vision as follows:

"We propose that the basic stream valley system be largely in public ownership and be comprised of the main stream of the major intra-county streams. It is proposed that the many lateral valleys which join the main streams and which in the aggregate exceed in acreage the main stream valleys, be retained largely in private ownership. The two types of ownership will be in many ways complimentary. The basic public main valley system would provide a countywide network with a continuity of public access which would offer a varied recreational experience as well as scenic control. The laterals, many of them equal of the main valley in natural beauty, offer the developers ample opportunity for a valley-oriented residential development in a natural setting . . . Public road or trail easements along the laterals to the main stream would offer a transitional access from the urban environment to the 'deep woods' of the main valley with its public recreational opportunities."

At their regular meeting on October 15, 1974, the Fairfax County Park authority adopted a policy of acquisition of the following listed Stream Valleys for planning purposes. The majority of the identified stream valleys currently provide the basis for Park Authority staff requests for land dedication through the County's Development Review Process (see Area Plans and the County Comprehensive Plan Map for specific locations). Those marked by an asterisk indicate priorities for Greenway planning and development:

The Difficult Run Stream Valley\*, including:

- Captain Hickory Run from the vicinity of Oxfordshire Road
- Colvin Run from Wiehle Avenue
- Wolftrap Creek from Route 123
- Difficult Run from Fox Mill Road
- Little Difficult Run from a point east of West Ox Road
- South Fork from a point closest to Vale Road

The Sugarland Run Stream Valley\*, including:

- Folly Lick Branch from Herndon Town Limit
- Sugarland Run from the Herndon Town Limit
- Offuts Branch to Sugarland Road

Cub Run Stream Valley\*, including:

- Big Rocky Run from near Doeforth Drive
- Frog Branch from Stringfellow Road
- Cub Run from Route 50
- Flatlick Branch from Route 50
- Flatlick Branch from Route 50
- Cain Branch from Route 50

Ellick Run from Loudoun County

Popes Head Creek Stream Valley (Reclassified as Private Open Space in the 1992 Area III Plan), including:

- Popes Head Creek from Route 654
- Piney Branch from Hope Park Road
- Cattle Creek from popes Head Road

Pohick Creek Stream Valley\*, including

- Pohick Creek from near Zion Drive
- Rabbit Branch form near Whitefield Streets
- Sideburn Branch from Zion Drive
- Cherry Run from Lee Chapel Road
- Middle Run from Dam Site
- South Run from near Pohick Road north of Burke Lake
- Opossum Branch from north of Pohick Road

Accotink Creek Stream Valley\*, including:

- Accotink Creek from the City of Fairfax
- Long Branch from near the City of Fairfax

Little Hunting Creek Stream Valley

- Little Hunting Creek from Route 1
- North Branch from Paul Springs Branch
- Paul Springs Branch from White Oaks Park

Cameron Run Stream Valley\*, including:

- Turkeycock from Mason District Park
- Backlick from Wilberdale Park
- Holmes Run from Jefferson District Park
- Indian Run from Route 236

Dogue Creek Stream Valley, including:

- Dogue Creek from near Tara Village Park

Pimmit Run Stream Valley\*, including:

- Little Pimmit Run from Franklin Park Road
- Pimmit Run from Route 7

Scotts Run Stream Valley, including:

- Scotts Run from Route 495 south of Route 123

Nichols Run (excluded by the Park Authority on September 2, 1975), including:

- Nichols Run from Martin Redman Drive
- Jefferson Branch from Fairfax Drive

Horsepen Run Stream Valley, including:

Frying pan Branch from Monroe Street  
Horsepen Run from Ashburton Avenue  
Johnny Moore Creek Stream Valley (Reclassified as Private Open Space in 1992  
Area III Plan), including:  
Johnny Moore Creek from Twin Lakes Golf Course

The Potomac River Shoreline\*

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*Adopted October 28, 1998*

### Policy 103.4 Energy Management

To achieve the objectives of the Authority and meet the needs of the present and future citizens, the Park Authority shall ensure the appropriate allocation and utilization of all energy resources involved in the planning and management of park facilities. ~~It is recognized in the establishment of this policy~~ In establishing this policy, the Authority recognizes that the interrelated issues of energy, economics and the environment have a profound effect on the delivery of park and recreation services and that responsible energy management must be an integral component of park planning and operations.

Consistent with the Park Authority's established objectives and policies, the following shall be the policy regarding energy conservation and management:

1. Master Planning procedures shall include consideration of energy efficient design, landscaping and the environmental and economic impact of energy usage pertaining to park development.
2. Planning emphasis on low energy intensive maintenance areas and recreational facilities shall be encouraged. Energy-related standards or certification programs for new and existing facilities shall be considered.
3. Cooperative agreements with local, state and federal mass transit officials and non-vehicular modes of travel to parks shall be promoted to ensure continuing access to parklands for all citizens.
4. Operational and maintenance procedures shall be periodically reviewed and revised as necessary to implement energy conservation measures, and optimize the management of natural, human and built energy systems, and ensure energy efficient operations.
5. Educational opportunities regarding energy conservation/management shall be provided to park users and Authority staff as appropriate.

In accordance with this policy, staff shall take such measures as necessary to ensure implementation of appropriate energy conservation, planning and management practices.

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*Revised and adopted October 28, 1998*

### Policy 302 Easements

#### Grantee Easement Agreements:

1. The Park Authority shall encourage the voluntary donation of conservation easements to the Authority to achieve its mission objectives where it is desirable to protect sensitive and significant environmental, historic and/or archaeological resources but where public access is not required, including but not limited to:
  - a. Identified segments of greenways designated as "private open space,"
  - b. Private properties adjoining greenways, natural resource parks and historic site/archaeological parks where additional buffering would provide an added measure of protection for significant resources, or
  - c. Where adequate Park Authority resources are not available to ensure stabilization/restoration and planning for appropriate site use and preservation objectives can best be accomplished by the private sector.
2. Where fee simple acquisition is not feasible, the Park Authority shall seek public access trail easements to ensure continuity of access within designated Greenways and other park sites identified on the Countywide Trails Plan. It is also desirable to secure donation of a surrounding conservation easement.
3. The Park Authority shall develop and implement an effective program for monitoring easements to ensure compliance with terms of the easements and for informing citizens of the benefits of donating conservation easements to the Park Authority.

#### Grantor Easement Agreements:

1. In accordance with ~~Park Comprehensive Plan Policy 5c~~ the Fairfax County Comprehensive Plan, Policy Plan, Parks and Recreation Countywide Planning Objective, the Park Authority shall consider requests for easements by outside parties for non-recreational uses of park lands only under the following conditions:
  - Where the Park Authority has determined that the proposed facility is compatible with other planned or existing park uses at the subject site, or
  - When it has been determined that there is no feasible or prudent alternative to the use of parklands for the specified purpose, and
  - All possible planning to minimize harm is included in the proposed project.
2. The Park Authority shall require adequate compensation for use of parklands for other than park purposes based on the extent of impact, the sensitivity of impacted areas and length of time park activities may be disrupted. Additionally, the Park Authority shall require monetary assurances (e.g., bonding, escrow, or cash deposit in advance) of the

***Policy 302 Easements (continuation)***

requesting agency, corporation and/or individual to ensure compliance with easement requirements including restoration of impacted areas.

3. The Park Authority shall establish, and periodically review, effective procedures for granting and monitoring of easement construction activities.

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*Revised and adopted October 28, 1998*

### Policy 303 Telecommunications Sites

The Park Authority shall seek to balance the general public's need for telecommunications services with the Authority's mandate and public trust for the protection of parklands. Requests for siting of telecommunication facilities on parklands shall be evaluated with due regard for the following policies:

- Fairfax County Comprehensive Policy Plan, Policy Plan, Parks and Recreation ~~Policy 303~~ Countywide Planning Objective, which states: "Prohibit the location of major public facilities, including transportation, through public parklands unless: a) the Park Authority determines that the proposed facility is compatible with its use of parkland, or b) a determination has been made that there is no feasible and prudent alternative to the use of parkland and that all possible planning to minimize harm is included in the proposed project. Require a Plan Amendment where the location of such facilities would substantially interfere with the provision of open space and/or recreational facilities or would have a significant adverse impact on ecological and heritage resources."
- Park Authority Policy 301 Protection of Lands and Facilities Park Planning and Development Policy which states: "The Authority shall resist by all appropriate means, including legal action, any attempt by any public agency, group or individual to destroy or encroach upon any park, historical site, nature preserve or recreational facility under the control of the Authority. The Authority considers its responsibilities to the citizens of Fairfax County to be in the nature of public trust, requiring commitment to the preservation and protection of natural, cultural, horticultural and recreational resources located on park lands. The Authority shall enlist the aid of an enlightened and alert citizenry in support of this policy."
- Fairfax County Countywide Comprehensive Policy Plan and Zoning Ordinances for Public Facilities which encourage the co-location of telecommunication facilities on public property

Pursuant to reconciling these policies, the Park Authority Board shall consider the placement of telecommunications monopoles and related equipment on park property only if all other possible locations have been exhausted by the applicant and no feasible and prudent alternative site exists, and all of the following location criteria have been met:

1. Location Criteria. Requests for placement of telecommunications monopoles and related equipment shall be considered if:
  - a. An Office of Communications study has been conducted (or the Office of Communications certifies an applicant's study) showing the Park Authority property as the technically best location;
  - b. The Office of Communications assures, in writing, that the proposed facility creates no radiation hazard to the public;

**Policy 303 Telecommunications Sites (continuation)**

- c. The proposed use of park land does not present a potential legal exposure or liability to the Park Authority;
  - d. The proposed location does not adversely affect significant natural or cultural resources, including environmentally sensitive areas such as wetlands, Environmental Quality Corridors and Resource Protection Areas as defined in the Chesapeake Bay Ordinance;
  - e. In the sole determination of the Park Authority, the proposed location does not displace and is compatible with existing or planned park facilities;
  - f. In the sole opinion of the Park Authority, the proposed location and construction on the site does not detract from the character of the park;
  - g. The proposed facility location does not adversely affect park operations or maintenance;
  - h. Clear demonstration is given that impacts to adjacent uses and property owners are minimal;
  - i. The placement of the telecommunications site enhances public communications services and the public good.
2. Other Criteria.
- a. Adequate compensation shall be provided to the Park Authority for the placement of the proposed facility based on extent of degradation, number of antennae and other factors. Mitigation fees received during the initial license term shall be deposited in the designated subfund of the park revenue operations fund solely for use at the park site where the telecommunications facility is to be located and utilized in accordance with adopted guidelines, unless designated otherwise in the agreement licensing the telecommunications facility. The allocation of fees for subsequent renewal license terms, if any, shall be determined by action of the Park Authority Board.
  - b. The applicant accepts full responsibility and costs for all Park Authority staff evaluation and review, plan preparation, and procurement of all necessary permits and other approvals from the appropriate governmental agencies.

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*Revised and adopted October 28, 1998*

### Policy 304 Stormwater Projects on Parkland

In Fairfax County there are growing demands to improve surface water by treating stormwater runoff, preserving open space and stabilizing stream corridors. This policy has been developed pursuant to the Fairfax County Comprehensive Plan, Policy Plan, Parks and Recreation Element, Objective 5 Countywide Planning Objective, which requires that the County ensure the long term protection, preservation and sustainability of park resources. Objective 5 states, in part, that park lands are to be protected from adverse impacts of off-site development and uses; that compensation is to be provided for use of park lands for other than park uses; that the public's investment in park lands and facilities is to be protected and efficient operation and maintenance ensured; that non park uses on park land are consistent with existing or planned uses; and there is no feasible alternative to the proposed project.

Requests for locating stormwater features as well as easements and restrictive covenants shall be evaluated with due regard to existing policies and using the Project Evaluation Criteria identified below. For the purposes of this policy, **stormwater features** include ponds, dams, stream stabilization, stream restoration, wetland and stream mitigation, flood proofing measures, created wetlands, rain gardens and other Low Impact Development features, channel modifications to achieve adequate outfall, etc.; and **easements** or **restrictive covenants** are stormwater-related deed restrictions placed on park land for the benefit of others. For the purposes of this policy, stormwater features and easements or restrictive covenants will be referred to collectively henceforth as **stormwater projects**.

The Park Authority will not approve stormwater projects that may impact sensitive natural or cultural resources or restrict the Park Authority's ability to properly protect, manage or conduct research on such resources or develop park land. For the purposes of this policy, sensitive natural and cultural resources are those that are rare or unique and/or that would be destroyed, significantly degraded or cease to function as a result of impacts from proposed stormwater projects. The applicant will bear all cost and responsibility for notifying adjoining property owners about their proposed stormwater projects and for completing any public review process whether required by the Park Authority or others. The applicant or their successors or assigns will assume responsibility for the monitoring and maintenance of their stormwater projects, to include associated structures, access roads, etc. If the stormwater project will restrict the Park Authority from protecting or managing park land, then the Park Authority may request suitable replacement property.

The rights for locating stormwater projects on park land will be limited in term, and, in the case of stormwater features, they will be tied to the life of the feature. If at some point in the future it is decided under mutual agreement of the parties that the stormwater feature is no longer needed, the party or entity responsible for its maintenance shall remove the feature, restore park land to the satisfaction of the Park Authority, and vacate any legal restrictions on park land associated with the stormwater feature.

Project Evaluation Criteria – The Fairfax County Park Authority will evaluate proposals to place stormwater projects on park land according to the following criteria:

***Policy 304 Stormwater Projects on Parkland (continuation)***

- 1) The proposal conforms to the provisions of Fairfax County Comprehensive Plan, Policy Plan, Parks and Recreation Element, Objective 5 as stated above.
- 2) If the proposal is intended to provide mitigation, it is preferred that the proposed project is designed to protect/improve the water quality and/or habitat in the same watershed where the impact will occur. However, proposals to pursue mitigation projects in other watersheds within Fairfax County may be considered on a case-by-case basis.
- 3) The proposal demonstrates that the site was selected based on detailed analysis for suitability using scientifically valid criteria and there are no feasible alternatives.
- 4) The proposal demonstrates that the stormwater project would avoid impact to sensitive natural or cultural resources.
- 5) Proposed stormwater features are designed in accordance with best practices in the most environmentally sensitive manner possible, blend with the landscape and accommodate wildlife to the greatest extent possible.
- 6) The proposed stormwater project would not present a potential legal exposure or liability to the Park Authority.
- 7) The applicant assumes all responsibility for downstream damages to Park Authority or other land or property resulting from the failure of a stormwater feature under their maintenance.
- 8) The placement of the stormwater project would not displace existing or planned park facilities such as trails, recreational facilities, or resource protection or management areas (unless the project provides for suitable replacement or improvement of such facilities).
- 9) The placement of the stormwater project would not adversely affect park operations and maintenance.

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*Revised and adopted March 28, 2007*

**Policy 402 Athletic Field Use**

The Park Authority shall establish athletic field policies that will optimize the balance between use and protection of the facilities, and shall provide athletic fields for the use and enjoyment of all citizens.

A classification of all field types shall be established to reflect the development, usage and maintenance level of the fields. The scheduling of organized sport groups and the issuance of permits to those groups shall be performed under the guidelines provided by the Park Authority and the Fairfax County Board of Supervisors. Permit holders shall have first rights for the use of the fields to which they have been assigned. A field not being utilized by a permit holder can be used by others, including the "walk-on" public. Participants in the Full Adoption Adopt-A-Field program shall be exempt from this policy as defined in the provisions governing that program.

Use periods of Park Authority Fields shall be limited as follows:

Level 1 Fields: The second Saturday in April to the first Sunday in November; and

Level 2 and 3 Fields: The last Saturday in March to the third Sunday in November.

Level 4 Fields: Synthetic Turf Fields are available year-round

The following exceptions are made to the above use periods:

- The single season sport of football shall not be subject to the closing dates.
- Use of athletic fields constructed of artificial surfaces (non-turfgrass) is not limited to the above use periods.

Field closings shall be at the discretion of the Park Authority and for the purpose of maintenance, safety or any reason deemed appropriate for the management or protection of property.

The use of athletic field lighting, ~~except on artificial (non-turfgrass) surfaces, on natural grass fields~~ by organized sports shall be limited to games only. The single season sport of football shall be ~~excepted~~ exempt from this policy and shall be permitted to engage in lighted practices.

Temporary lighting systems shall meet the same development requirements as permanent lights, including identification in the master plan for the park and adherence to all lighting and noise ordinances. The lights shall present no hazard to park users, shall not pollute the environment and shall meet appropriate illumination standards. The Park Authority shall reserve the right to deny temporary lighting requests if it feels it is in the best interest of the Park Authority, park patrons or the surrounding community.

*Revised and adopted March 5, 2003*

## Policy 502 Communication with Citizens

To assist the public to understand and contribute to the planning and development of the park system, the Authority shall communicate with the public by all available means, including:

1. Releases to the print and electronic media.
2. Notices of special meetings and hearings to ~~civic, environmental, youth, business and professional groups, the Park Advisory Committees and the District's appropriate stakeholder groups, agencies, committees, commissions, the Board of Supervisors and Planning Commissioner.~~
3. Distributing copies of reports, plans, budgets, agendas, etc., to the press and the public.
4. Providing speakers from the Authority Board and staff as requested by the public.
5. ~~Preparing and distributing pamphlets, brochures and flyers describing methods of making donations, establishing special trusts and promoting~~ Educating the public on bond issues.
6. Direct personal communication with groups and individuals.
7. Coordinating and facilitating public hearings.
8. Surveys.
9. Managing the Internet aspects of communication, business enterprise, and content.

All Park Authority Board and committee meetings, except Executive Sessions dealing with public business matters lawfully exempted from the open meetings requirements prescribed by the Virginia Freedom of Information Act and only such matters identified in the motion to convene executive session, shall be open to the public.

Expression of the public's opinion as well as advice from other public agencies shall be encouraged.

The Authority staff, particularly field personnel in regular contact with the public, shall be informed of the Authority's activities and plans in order to inform the public.

Notices of Authority Board meetings shall be communicated to the public through the usual news media. Individuals, groups and ~~appropriate Supervisors~~ elected and appointed officials who may have an interest in a particular agenda item shall be given special notice whenever possible.

### Procedures for Communications with Citizens

#### Board Responsibilities

1. To make ~~regular~~ reports to citizens at ~~Advisory Committee~~ meetings and elsewhere as appropriate.
2. To ensure that ~~the annual report is widely disseminated~~ accomplishments shared in the agency Annual Report are widely known.
3. To make personal appearances and speeches as requested.

Staff Responsibilities

1. To assist Board members in the preparation of reports, materials and presentations.
2. To prepare an annual report.
3. To present plans and information to citizen groups.
4. To prepare and distribute press releases, and other materials such as public service announcements, the agency website, displays, and briefings.

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*Revised and adopted October 28, 1998*

**Policy 508 Length of Service Pass**

The Park Authority shall issue a length of service "gold" pass to eligible former employees of the agency as defined in this policy. A gold pass allows the lifetime admission of the pass holder and a guest to specified Park Authority facilities (including golf green fees associated with those facilities) and special events, and use of specified rental equipment.

All merit service employees who leave Park Authority employment in good standing with 25 years of service are automatically eligible for a gold pass, and the Director has the authority to issue gold passes upon the separation of eligible employees from the Park Authority.

If, in the opinion of the Director, an employee has demonstrated a significant contribution to the Park Authority but does not meet the years of service criteria, a gold pass may be issued to that employee. The Director shall notify the Park Authority Board of the issuance of passes to such employees. The Park Authority Director may also recommend to the Park Authority Board other individuals who have made a significant contribution to the Park Authority and the Park Authority Board may approve issuance of a pass to those individuals with a majority vote of the Board.

On an annual basis, the Director shall provide to the Board a listing of facilities and rental equipment to which "gold" pass holders are entitled, as well as those facilities and rental equipment excluded from this policy.

*Revised and Adopted November 9, 2005*

### **Policy 107 Advisory Committees**

It shall be the policy of the Fairfax County Park Authority to establish an advisory committee in each magisterial district to transmit to the Authority the park and recreation needs and wishes of the residents within the district, and to provide additional information on population characteristics which may not be available otherwise. While a citizen advisory committee may elect to take on other functions relating to parks and recreational facilities within a district, the primary function of the committees is to provide input for the planning and development processes. Prior to making a decision on a planning or development matter within a district, the Authority shall ascertain the position of the advisory committee with respect to the issue before the Authority. There shall be one committee per magisterial district appointed by the Park Authority Board on the recommendation of the Board member from the district. No interested group shall be unrepresented because of an arbitrary member limit and all geographic areas of the district shall be represented. Some of the organizations that might be represented on a typical committee could be: ball clubs (area organization), PTA, Boys and Girls Clubs, trails clubs, golf and silver age clubs, teen clubs, Scouts, conservation council, garden clubs, and civic associations.

Appointment shall be for one year commencing with the Board's first meeting in January.

Each committee shall meet on a regular basis, at least annually, and more frequently should the need arise. The Park Authority Board member shall be present.

The organization structure shall be determined by each committee; however, there shall be a chairman to call the meetings, set agendas and preside.

#### Procedures for Advisory Committees

##### Board Responsibilities

1. To appoint the committees and determine that membership is representative of the district.
2. To request advice on specific matters from an advisory committee.
3. To review and consider the advisory committees' recommendations and requests.
4. To direct the staff as to what services are to be provided to the committees.

##### Staff Responsibilities

1. To send out notices of advisory committee meetings.
2. To provide available information and materials to the committees as requested by the Board member.
3. To attend committee meetings when requested by the Board member.

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