FAIRFAX COUNTY PLANNING COMMISSION
LAND USE PROCESS REVIEW COMMITTEE
THURSDAY, OCTOBER 20, 2011

COMMITTEE MEMBERS PRESENT:
Earl L. Flanagan, Mount Vernon District
James R. Hart, At-Large
Kenneth A. Lawrence, Providence District
John L. Litzenberger, Jr., Sully District
Peter F. Murphy, Jr., Springfield District, Chairman

COMMITTEE MEMBER ABSENT:
Timothy J. Sargeant, At-Large

OTHER COMMISSIONERS PRESENT:
Walter L. Alcorn, At-Large
Frank A. de la Fe, Hunter Mill District
James T. Migliaccio, Lee District

DEPARTMENT OF PLANNING AND ZONING STAFF PRESENT:
Barbara C. Berlin, Director, Zoning Evaluation Division (ZED)
Regina C. Coyle, Assistant Director, ZED
Laura B. Gumkowski, Planning Tech I, ZED

PLANNING COMMISSION OFFICE STAFF PRESENT:
Barbara J. Lippa, Executive Director
Kara A. DeArrastia, Clerk

ATTACHMENT:
A. "ZED 'E' INITIATIVES" PowerPoint Presentation dated October 2011

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Planning Commission Vice Chairman Walter L. Alcorn constituted the Land Use Process Review Committee at 7:04 p.m. in the Board Conference Room, at 12000 Government Center Parkway, Fairfax, Virginia, pursuant to Section 4-102 of the Commission's *Bylaws & Procedures*, and indicated that the first order of business was to elect a Committee Chairman**.**

Commissioner Lawrence MOVED TO ELECT PETER F. MURPHY, JR., AS CHAIRMAN OF THE LAND USE PROCESS REVIEW COMMITTEE FOR 2011.

Commissioner Hart seconded the motion which carried unanimously.

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Commissioner Lawrence MOVED TO APPROVE THE MINUTES OF SEPTEMBER 16, 2010.

Commissioner Hart seconded the motion which carried unanimously.

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Barbara Berlin, Director, Zoning Evaluation Division (ZED), Department of Planning and Zoning (DPZ), stated that the purpose of this meeting was to deliver an update on electronic initiatives that ZED staff was working on and would propose to the Planning Commission (PC) and Board of Supervisors (BOS). Regina Coyle, Assistant Director, ZED, DPZ, explained that these initiatives were primarily derived from recommendations of the Fairfax County Land Use Information Accessibility Advisory Group on how land planning and development information was made available to the public. Ms. Berlin added that these initiatives were also being driven in part by Americans with Disabilities Act (ADA) requirements for visual accessibility on the Web.

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ELECTRONIC DISTRIBUTION OF PC AND BOS PACKAGES

Commissioner Alcorn specifically requested not to receive paper copies of staff reports in the DPZ-ZED PC package, as he preferred to access them online.

Ms. Coyle reviewed the following slides in a PowerPoint presentation on ZED's electronic initiatives, as shown in Attachment A:

- Current Situation?
- Cost Data - September PC
- Sample Electronic PC Package for October 20, 2011 Meeting
- Sample Electronic BOS Package for October 18, 2011 Meeting

Ms. Berlin and Ms. Coyle discussed with Commissioners what they thought about electronic distribution of the complete PC package; potential impacts if Commissioners received only an electronic version of the PC package; and tools that could be provided to make electronic review of zoning documents easier.

Commissioners made the following suggestions for further consideration by staff with consultation with the County Attorney's Office, as applicable:

- Coordinate with Christopher Remer, Communications Specialist II, PC Office, to add a hyperlink to the appropriate staff report under each application listed on the online PC Meeting Agenda.
- For a staff report containing an identical affidavit for each concurrent case, only print one full affidavit with a cover page specifying that each case had an identical affidavit.
- Consider whether PC and BOS members could receive iPads to view their packages and other documents online in an effort to reduce printing costs, similar to a recent effort by the Loudoun County Board of Supervisors.

- Research whether there was an available specialized device larger than the iPad that enabled users to quickly access and clearly view drawings, illustrations, and site plans electronically.
- Consider installing the free Sticky Notes software that enabled users to place virtual sticky notes on their Windows desktop to easily store, organize, and share their important information.
- Verify that the selected e-reader software was compatible with PDF files and enabled users to take notes, mark up, highlight, bookmark, and search document pages.
- Make paper copies of the staff report for controversial applications available to County residents.
- Provide the most recent versions of proffers and development conditions a few days prior to the PC meeting to the Commissioners via e-mail.
- Continue working on obtaining current proffers from applicants in a timely fashion.

Ms. Coyle pointed out that staff would develop a system to update the PC package on a weekly basis and work on evolving it into a more comprehensive package that included hyperlinks to staff reports, affidavits, development conditions, and proffers, if applicable, similar to what staff currently provided to the BOS.

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PUBLIC HEARING PRESENTATIONS USING POWERPOINT

Ms. Coyle demonstrated a sample staff report PowerPoint presentation on a case submitted by Christopher Consultants.

In response to questions from Chairman Murphy, Ms. Coyle noted that the presentation would appear on the monitors around the dais in the Board Auditorium. She stated that DPZ staff had been working with Facilities Management Department and Cable Programming staff on implementing certain changes in the Board Auditorium to support this effort, noting that DPZ staff needed to have sole control of the presentations without delay. She explained that staff was considering how to provide the capability for applicants and residents to deliver their own presentations in the Board Auditorium by creating a connection to the presentation via a stationary monitor so that they would not have to bring their own laptops. Ms. Coyle indicated that staff was also examining ways the PC and BOS members could control their own individual monitors to access and zoom in and out of aerial photographs, site plans, and other visuals.

Replying to a question from Commissioner Migliaccio, Ms. Coyle said DPZ staff wanted a segregated area in the Board Auditorium to preload all their presentations in advance of the meeting to ensure seamless delivery of each presentation between public hearings. She pointed out that staff would conduct extensive testing to ensure the presentations functioned properly before this initiative was officially rolled out at a PC meeting.

Commissioner Hart said it would be helpful for Commissioners to be able to zoom in on illustrations and plans on individual monitors. He said there also needed to be a way to memorialize the presentation that had been delivered by staff at the public hearing so a permanent record could be retained and duplicated for legal purposes. Ms. Coyle concurred, noting that staff would save all versions of the presentations before the Board of Zoning Appeals, PC, and BOS. Ms. Berlin added that DPZ staff would also work with Department of Information Technology (DIT) staff to ensure that the presentation files submitted by the public were not corrupted.

Chairman Murphy emphasized the importance of verifying that both the audio and visual systems in the Board Auditorium were operating properly prior to a meeting. Commissioner de la Fe also stressed the importance of permitting only Cable Programming staff to operate and provide support for the audio and visual equipment in the Board Auditorium. Ms. Berlin said DPZ staff would ask Cable Programming staff to perform a sound check before meetings.

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ELECTRONIC DOCUMENT SUBMISSION AND REVIEW SYSTEM

Ms. Berlin and Ms. Coyle reviewed the following slides in a PowerPoint presentation on ZED's electronic initiatives, as shown in Attachment A:

- What Documents?
- Why Implement?
- Why ZED?
- Why Now?
- Electronic Document Submission and Review System Goals
- Other System Benefits
- Immediate Tasks?
- ZED Team Scope?

Commissioners made the following suggestions for further consideration by staff:

- Ensure that the well-coordinated, symbiotic relationship among the District Commissioner, District Supervisor's Office, and County residents continued.
- Ensure that staff reports were released to the PC and BOS before they were made available to the public.
- Emphasize the importance of providing outreach to industry representatives and keeping the PC engaged in the process and informed on a regular basis.
- Conduct a workshop before the entire PC to demonstrate the new electronic document submission and review system.
- Give applicants, particularly homeowners, an option to opt out of electronic document submissions and submit their development plans, plats, and other materials on paper.

- As part of the demonstration project, consider whether hand drawings or digitalized images created on a cellphone or camera could be submitted effectively. If this was unsuccessful, the ZED front counter should have a better quality camera available for applicants to take a picture of their illustration.

Answering a question from Chairman Murphy, Ms. Berlin explained that the costs associated with the necessary equipment and initial demonstration of the electronic document submission and review system were already budgeted. She stated that staff anticipated that the system would be operational in early 2012.

Responding to another question from Chairman Murphy, Ms. Coyle said DPZ staff wanted to meet regularly with Commissioners to update them on the progress of the electronic document submission and review system. She added that staff could perform demonstrations of similar systems implemented in nearby jurisdictions.

In reply to questions from Commissioner Hart, Ms. Berlin pointed out that this initiative was a demonstration project and voluntary on the part of the applicant. She said staff did not envision that the document submission process would be entirely electronic. She noted that the ProjectDox vendor would provide support and training for all system users.

Chairman Murphy thanked Ms. Berlin and Ms. Coyle for their informative presentations. He then asked that they notify Barbara Lippa, Executive Director, PC Office, when they were ready to schedule another Committee meeting, noting that a workshop should also be held before the entire PC.

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The meeting was adjourned at 8:11 p.m.
Peter F. Murphy, Jr., Chairman

An audio recording of this meeting is available in the Planning Commission Office, 12000 Government Center Parkway, Suite 330, Fairfax, Virginia 22035.

Minutes by: Kara A. DeArrastia

Approved: September 20, 2012

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Kara A. DeArrastia, Clerk to the
Fairfax County Planning Commission

Attachment A

FAIRFAX COUNTY DEPARTMENT OF PLANNING & ZONING

ZED "E" INITIATIVES

- Electronic PC & BOS Package Distribution

- Public Hearing Presentations Using PowerPoint

- Electronic Document Submission & Review of Zoning Cases

October 2011

FAIRFAX COUNTY DEPARTMENT OF PLANNING & ZONING

Electronic Distribution Of PC and BOS Packages

October 2011

Current Situation?

- Staff Person Assigned to Distribute PC & BOS Packages (Hard Copies)
  - PC package includes staff reports only
  - 30 Copies of each Zoning Case for each PC Meeting
  - 21 sets of the PC Package Distributed outside ZED
  - BOS Package includes staff reports, affidavit, proffers/conditions
  - 30 Copies of each Zoning Case for each BOS Meeting
  - 22 sets of each BOS Package Distributed Outside ZED
  - BOS Supplemental Packages - staff reports, affidavit, PC verbatim & revised proffers/conditions
- Upload staff reports to County Website (LDSnet) upon publication
- Upload Affidavits to LDSnet upon Receipt from County Attorney's Office
- Recently Began Uploading Revised Proffers/Conditions & PC Verbatim

Cost Data - September PC

PC Date	Case #	Applicant	Pages	Copies	Total Pages	Cost (.10 per page)
9-8-11	RZ 2010-PR-014A & RZ 2010-PR-014B	Georgelas	399	30	11970	$1,197.00
9-15-11	SEA 96-B-010-02	Trinity Christian	62	30	1860	$186.00
9-15-11	SE 2011-MV-002	Butt Home Child Care	59	30	1770	$177.00
9-21-11	SE 2011-MV-006	Hamdi Home Child Care	49	30	1470	$147.00
9-21-11	SE 2011-LE-005	Comfort Inn Cellco/Verizon	189	30	5670	$567.00
9-21-11	RZ 2011-LE-015	Jefferson Funeral Home	44	30	1320	$132.00
9-27-11	PRC 86-C-121-04	Spectrum	229	30	6870	$687.00
9-27-11	AR 89-D-001-02	Eagle Family	65	30	1950	$195.00
9-27-11	RZ 2011-SU-006	Landmark	76	30	2280	$228.00
	TOTALS				**35,160**	**$3,516.00**

SAMPLE - “E” PC PACKAGE

10/20/2011 PC Package			
Case Number	Applicant Name	Staff Coordinator	Notes
SE 2011-MV-006**	Hamdi Eslaquit Child Care	KGS	
RZ 2011-LE-008	Loisdale 24	EG	

Sample "E" BOS Package October 18, 2011

Case Number **(staff reports)**	Applicant Name	Staff Coord.	Affidavit Number	Development Conditions	Proffers	Proffers Executed?	Verbatim
AR 89-D-001-02	Eagle Family Ltd. Partnership	SZ	N/A	Ordinance Provisions 9/13/2011	N/A	N/A	9/29/2011
SE 2010-MA-015	Quarles Petroleum Inc.	RH	109039b	9/29/2011	N/A	N/A	10/6/2011
PCA 2009-MA-011	Bill Page Plaza, LLC	MB	111987a	N/A	10/4/2011		10/6/2011
SEA 95-M-039-02			111986a	10/4/2011			
RZ 2011-SU-006	Landmark Atlantic Dev.	SZ	111894b	N/A	9/30/2011	Yes	9/29/2011
SEA 96-B-010-02	Trinity Christian School	SW	111739	9/9/2011	N/A	N/A	9/15/2011
PCA/FDPA 2009-SU-020	Pender LLC	BMK	112643b	N/A	9/12/2011	Yes	10/6/2011

Feedback From The Commission

- What Do You Think About Electronic Distribution of The Complete Planning Commission Package?
- What Impacts Would be Caused if Members Received only an Electronic Version of the PC Package?
- Are There Tools That Could Be Provided To Make Electronic Review of Zoning Documents Easier for Commission Members?

FAIRFAX COUNTY DEPARTMENT OF PLANNING & ZONING

Electronic Document Submission & Review System

OCTOBER 2011

What Documents?

- DEVELOPMENT PLANS & PLATS
  - Submitted with Zoning Applications
  - Submitted for Proffer Interpretations
  - Submitted for Pre-Application Meetings

- WORD DOCUMENTS
  - Other Application Materials
  - Draft Staff Reports
  - Affidavits

- Any document in our land use process that involves distribution to and review by many different parties

WHY IMPLEMENT?

- **PROCESS IMPROVEMENT**
- **REDUCE PAPER HANDLING/USAGE**
- **REDUCE COSTS**
- **SAVE TIME & SPACE**

WHY ZED?

- **MOST PROCESS-LADEN DIVISION**

  Review & Evaluation is our core

- **Who Else Requires 23 copies of a plan set?**

- **Small Enough to Implement as a Pilot Program**

WHY NOW?

- **Plans/Proffers/Other Documents Routinely Received via E-mail from Development Community**
- **Public Very Comfortable with on-line Staff Report Review – Few Come to Our Office to Obtain Staff Reports**
- **E-mail receipt of Information Problematic for Staff**
- **Other Land Development Agencies (DPWES) Also Interested in the Efficiencies.**

Electronic Submission & Review System Goals

- **Automate a currently paper intensive and sequential review process**
- **Use electronic tools to receive and distribute site drawings for simultaneous document review and comment by staff from multiple agencies**
- **Automatic applicant notification of available staff comments for review**
- **Reduced application review timeframes**
- **Reduced printing costs.**
- **Land Use information readily available to the Public**

Other System Benefits

- **One master digital document repository**
- **Fewer hard file rooms or closets resulting in reduced floor space requirements**
- **Relatively low investment cost**
- **Nearby jurisdictions have implemented such systems (Montgomery County, District of Columbia, & Howard County)**
- **Integration and interfacing with other county agencies for collaboration: DPWES, DOT, FIRE, HEALTH, POLICE, etc.**

Immediate Tasks?

- MAP EXISTING PROCESSES
- MAP PROCESS IMPROVEMENTS
- OUTREACH TO BOARD & PC
- OUTREACH TO INDUSTRY
- ENGAGEMENT WITH VENDOR

ZED TEAM SCOPE?

- **ASSIST WITH:**
  - **Development of the ZED Implementation Strategy**
  - **Share Information with non-team members**
  - **Interact with ProjectDox Vendor**
  - **Testing of modules as they evolve**
  - **Training (staff, applicants, elected/appointed officials, applicants, etc)**
  - **Other**

FAIRFAX COUNTY DEPARTMENT OF PLANNING & ZONING

STAFF ISSUES IDENTIFIED

- Handling Notarized Document
- Electronic Signatures
- Hard Copies Still Needed
- View & Upload Permissions
- System Storage
- Vendor Demonstration
- Application to Zoning Process Different