

**FAIRFAX COUNTY PLANNING COMMISSION
POLICY AND PROCEDURES COMMITTEE
WEDNESDAY, FEBRUARY 18, 2004**

COMMITTEE MEMBERS PRESENT: John R. Byers, Mount Vernon District
Janet R. Hall, Mason District
Laurie F. Wilson, At-Large
Nancy Hopkins, Dranesville District
James Hart, Commissioner At-large

COMMITTEE MEMBERS ABSENT: Walter L. Alcorn, At-Large
Suzanne F. Harsel, Braddock District

STAFF PRESENT: Barbara J. Lippa, Executive Director, Planning Commission Office
Karen M. Everett, Clerk to the Commission, Planning Commission Office
Norma J. Duncan, Associate Clerk, Planning Commission Office
William Shoup, Director, Zoning Administration Division (ZAD),
Department of Planning and Zoning (DPZ)
Lorrie Kirst, Deputy Zoning Administrator for Ordinance Administration
Branch, ZAD, DPZ
Donna Pesto, DPZ
Katharine D. Ichter, Chief, Capital Projects & Operations Division,
Department of Transportation (DOT)
Robert O. Owolabi, Chief, Technical Analysis & Research Section,
Transportation Planning Division, DOT
Jaak Pedak, DOT

OTHERS PRESENT: Frank A. de la Fe, Hunter Mill District
Kenneth Lawrence, Providence District
Gina McQuinn, *Fairfax Newsletter*

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Vice-Chairman John R. Byers constituted the meeting at 7:25 p.m. pursuant to Section 4-102 of the Planning Commission's *Bylaws & Procedures*, and indicated that the first order of business was to elect a committee chairman.

Therefore, he MOVED TO NOMINATE JANET R. HALL AS CHAIRMAN OF THE 2004 POLICY AND PROCEDURES COMMITTEE.

Commissioner Hopkins seconded the motion which carried unanimously, with Commissioner Wilson not present for the vote.

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Bill Shoup, Director, Zoning Administration Division, presented a brief description of the 2004

Zoning Ordinance Work Program. He explained that the work program included requests for amendments that had been suggested from various sources such as the Board of Supervisors (BOS), the Planning Commission (PC), the Board of Zoning Appeals (BZA) staff, citizen's groups, and industry, as shown in the memo dated February 11, 2004, which he distributed to the committee members. Mr. Shoup explained that the program, as attached, was divided into two primary groups: Priority 1, was for items to be acted upon in the next 12 months, and Priority 2, was for items to be acted upon in the next two years. He said Attachment 3 listed the requests received since March 2003, when the last work program had been adopted. Attachment 4, he noted, gave the status of Priority 1 items that had been in the 2003 work program. Finally, he noted, Attachment 5 listed those items that had been acted upon or resolved since March 2003, when the program was last adopted. In highlighting the work program for 2003, he pointed out that DPZ had 17 Priority 1 items that had been either acted upon by the Board or deemed not necessary. He also noted that: 1) shortly before Jane Gwinn retired, staff had discussed ways to put greater focus on amendments which resulted in restructuring the office on a trial basis. He clarified that there had previously been two ordinance administration branches that did all the work including amendments, appeals, responses to letters, verbal requests, and walk-in requests. Under the restructuring, he disclosed that Ms. Kirst had been assigned three senior planners whose primary focus would be amendments and that DPZ was still studying the issue due to job vacancy factors and other variables. Also, he added that before Jane left, she had made a concerted effort to push through some major amendments resulting in many accomplishments between the time the 2003 program had been adopted and her departure. He also pointed out that Ms. Kirst was continuing these efforts.

Under the 2004 work program, he cited 24 items, acknowledging that it was an ambitious schedule including the 17 carryover items from the 2003 program which were in progress. He reiterated that the Commission already had scheduled buildable lots, stormwater management submission requirements, and the cluster amendment. Some other major amendments, he continued, included open space, the PDH district provisions, residential parking rates, various ADU provisions, and, recently, the irregularly shaped lots amendment which might require heavy staff work. He added that staff would try to stay on schedule but asked the committee to recognize the impact of add-ons, and that projections could vary for major amendments due to staff coordination and issues with industry.

In closing, Mr. Shoup asked the committee members if they could make a recommendation since DPZ staff was scheduled to go to the Board Development Process Review Committee on the 2004 work program on March 1st. He stated his desire to forward the Commission recommendation in a memo; if it had to wait until the next week, he said he would verbally provide that to the Board the following Monday. He then asked for questions and comments.

In response to a question from Commissioner Byers regarding off-street parking in residential developments (referring to Attachment 1, page 5, Item number 6), Mr. Shoup clarified that the plot line was applicable to residential development for both attached and detached units because of a ten foot setback requirement.

Mr. Shoup, in reply to a question from Commissioner Hart, explained that BPR was the acronym for Business Process Redesign. He mentioned a prior effort by the County to review the design

process from which ideas for redesign had been created and amendments made. He stated that DPZ had not shown that on the handout because it was an old issue.

A discussion followed among the commissioners regarding the Committee's ability to change a Priority 1 item to a Priority 2 item or to add an amendment if they desired. There was additional discussion on the position of certain items as presented as to importance in the schedule. Mr. Shoup explained that items were alphabetical by topic. Ms. Kirst further explained that some items were placed on the list chronologically and not necessarily in the order of importance.

In response to a question from Commissioner Wilson regarding the DPZ process of adding in amendments, Ms. Kirst noted that staff received many requests, such as an item that the Board specifically requested for future prioritization, or from DPZ staff, the BZA, the Planning Commission, or others which she retained to use as background for later investigations.

In response to a question from Commissioner Hart, Ms. Kirst explained that lot coverage was listed under a new request on compatibility, and was recommended for Priority 2. She noted that she was looking at Attachment 3, New Requests, Page 2. She then referred the commissioners to Page 4 of Attachment 2, General Regulations Interpretation of District Regulations. Some discussion followed on possible reordering and listing of items so that they would be easier to read. Staff acknowledged that some changes could be made.

Chairman Hall called for further questions. Since there were none, she asked the Committee's preference for further action. By consensus, the Committee decided to meet the following evening at 7:15 for final action and Chairman Hall said that she would make an announcement about it at the Commission meeting.

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Kathy Ichter, Department of Transportation, introduced herself and co-workers, Bob Owolabi and Jaak Pedak before addressing the residential proposed parking Zoning Ordinance amendment. She began by commending DPZ as quality staff and cited Donna Pesto, Lorrie Kirst and Bill Shoup, in particular, who had assisted DOT staff in their preparations.

Ms. Ichter distributed the handout, (copy in date file) noting it was a good summary of current residential rates along with background. She explained that the evolution of parking rates came out of the infill study and then the Board of Supervisors had asked for expansion into all residential areas, making it a major data collection exercise. She summarized issues in residential zoning for private streets, large houses and small lots, under-utilization of garages, and driveway under-utilization, reserved and visitor parking issues and the fact that many developments were constructed before the current regulations. Ms. Ichter requested committee input, stating that her staff had been requested to return to the Board's Development Process Review Committee on March 1, 2004. She explained that the DOT presentation to the Board with committee input was important. She then reiterated the recommendations for each option, such as multiple-family parking, saying they had not heard of any major problem in that area but would do a data collection effort throughout the County, including those that had been replaced after the current rates were established. She noted that staff believed the rates should be fine based on attached census data and vehicle ownership.

In answer to Chairman Hall's question on multiple family rates, Ms. Ichter responded that the 1.6 spaces allowed per unit for multi-family had been established in 1988. There was discussion about why DOT staff had not known about the many problems involved with multiple family development parking since the Commission had complaints at almost every public hearing. It was decided that the staff would be asked to do the additional data collection on multi-family parking.

The discussion turned to alternate uses of transportation that might serve to alleviate traffic problems where service was available. Ms. Ichter confirmed the presence of environmental issues as well as parking issues, then discussed single family detached parking. She recommended that additional data be collected for both public and private streets noting that there was a need to establish a different rate for public vs. private streets. Referencing the issue of garages and carports, she expressed that staff could not be peeking into residential garages to make sure they were being used properly; they could only establish whether or not garages and carports count. She said this suggestion had been put forth when the Code changed but, due to public outcry, the Board had adopted the current Ordinance.

In answer to a question put forth by Commissioner Byers, Ms. Ichter replied that driveways would be counted as spaces by the staff as long as there was space. In response to his question of counting the driveway and not the garage, she explained that many people converted or used garages for purposes other than parking a car, whereas the driveway was almost always used for cars.

Because of the many complaints on visitor parking, Ms. Ichter offered the recommendation that a visitor parking rate be included for single family attached dwellings and detached dwellings on private streets. She reiterated that DOT staff wanted to get a sense of being on the right track from the Committee and asked if there were other things they should explore.

Chairman Hall asked about the current ratio for visitor parking. Ms. Ichter stated that DOT did not have a separate visitor parking rate but included in that parking rate was a certain assumption of spaces to accommodate visitors. There was some confusion about whether a rate had been added or current visitor parking had been assumed (added into the basic rate) and Ms. Ichter explained that when cars were counted, some counted were visitors and some were residents, so the rates reflected already some visitors.

Ms. Ichter confirmed to Commissioner De la Fe that this recommended rate was only for private streets and to Chairman Hall's question of how many visitor spaces there would be for twenty townhouse units, she acknowledged that there would be two which would be enough based on the data collection done by her staff. She offered to explore it further and Commissioner Byers requested to see the supporting data for one space per ten units.

She clarified for Chairman Hall that the single family residential and the carports above it were both attached and detached and that was the implication when you referred to single family residential dwellings.

When Commissioner Byers raised the question of covenants specifying that a garage would not be for any use other than parking a car, there was a debate about covenants versus ordinances. Commissioner De la Fe noted that cars were often shifted to allow for spouses to move in and

out of the garage without being blocked. It was finally noted that garage use could not be controlled except by homeowner associations and would not be counted except under old covenants; for future ones, the language would not be added.

Ms. Ichter ended her presentation by referring back to the multi-family parking issue, expressing that the complaints her department received were about addressing recreational vehicles, trailers, and other oversize vehicles. She said her staff would very much like to hear about specific complaints for inclusion in their data collection effort.

Chairman Hall asked if there was any action the DOT staff needed the Commissioners to take at this session and Mr. Owolabi restated that the staff would like to go back to the Board Development Process Committee on March 1st with a Commission recommendation.

Chairman Hall stressed that all Committee members should read the documentation presented tonight and let her know of any changes other than those discussed before the next evening's meeting at 7:15 p.m.

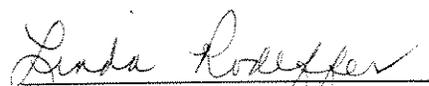
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The meeting was adjourned at 8:15 p.m.
Janet R. Hall, Chairman

For a verbatim record of this meeting, reference may be made to the audio recording which can be found in the Office of the Planning Commission of Fairfax County, Virginia.

Minutes by: Norma Duncan

Approved on: May 27, 2004



Linda Rodeffer, Deputy Clerk
Fairfax County Planning Commission

