

**FAIRFAX COUNTY PLANNING COMMISSION  
POLICY AND PROCEDURES COMMITTEE  
WEDNESDAY, MARCH 9, 2005**

COMMITTEE MEMBERS PRESENT:

Walter A. Alcorn, At-Large  
John R. Byers, Mount Vernon District  
Suzanne F. Harsel, Braddock District  
James R. Hart, at-Large  
Nancy Hopkins, Dranesville District  
Laurie Frost Wilson, At-Large

COMMITTEE MEMBER ABSENT:

Janet R. Hall, Mason District

OTHER PLANNING COMMISSION MEMBERS PRESENT:

Kenneth A. Lawrence, Providence District

OTHERS PRESENT:

William Shoup, Director, Zoning Administration Division (ZAD), Department of  
Planning and Zoning (DPZ)  
Lorrie Kirst, Deputy Zoning Administrator, ZAD, DPZ  
Kristen Abrahamson, Branch Chief, Rezoning and Special Exception Evaluation Branch,  
DPZ  
Cynthia Chambers, Senior Assistant to the Zoning Administrator, ZAD, DPZ  
Jack Reale, Senior Assistant to the Zoning Administrator, ZAD, DPZ  
Barbara J. Lippa, Executive Director, Planning Commission Office  
Linda B. Rodeffer, Clerk, Planning Commission Office  
Fran Wallingford, Citizen

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Planning Commission Vice-Chairman John R. Byers constituted the meeting at 7:30 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 Alcorn MOVED TO NOMINATE JANET R. HALL AS CHAIRMAN OF THE 2005 POLICY AND PROCEDURES COMMITTEE.

The motion was seconded by Commissioner Hart and carried unanimously with Commissioner Harsel abstaining. Vice Chairman Byers then turned the chair over to Commissioner Walter A. Alcorn, Acting Chairman, due to the absence of Commissioner Hall, who convened the meeting.

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Commissioner Byers MOVED THAT THE MINUTES OF THE SEPTEMBER 9, 2004 MEETING OF THE POLICY AND PROCEDURES COMMITTEE BE APPROVED.

Commissioner Hart seconded the motion which carried by a vote of 5-0-1 with Commissioner Harsel abstaining.

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Acting Chairman Alcorn noted that two items were on the agenda tonight: (1) Proposed Zoning Ordinance Amendment (ZOA) Work Program for 2005; and (2) Sample Tree Preservation Proffers.

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Lorrie Kirst, Deputy Zoning Administration, Zoning Administration Division (ZAD), Department of Planning and Zoning (DPZ), distributed a memorandum concerning the proposed 2005 Zoning Ordinance Amendment Work Program, dated March 7, 2005, a copy of which is in the date file.

William Shoup, Director, ZAD, DPZ, presented the 2005 ZOA Work Program to the committee for their review and comment prior to requesting the endorsement of the Board of Supervisors. Referring to the March 7 memo, he said that Attachment 1 was a list of the proposed Priority 1 amendments and attachment 2 was a list of Priority 2 amendments suggested by the Board of Supervisors, the Planning Commission, the Board of Zoning Appeals, citizen groups, and staff. He explained that Priority 2 items were not prioritized but would be considered next year. Reviewing the progress made on the 2004 Work Program, Mr. Shoup said of a total of 29 items on the 2004 Work Program, 11 had been acted upon by the Board; 2 had been authorized but deferred indefinitely; and it was anticipated by the end of June 2005, 4 more amendments would be brought forth for authorization, resulting in a total of 19 items either acted upon or authorized within a 12-15 month time frame. Mr. Shoup noted that since March 2004 two major amendments had been adopted on Cluster Subdivisions and Stormwater Management Facility Submission Requirements. He said two of the add-on amendments were a casualty amendment to address concerns in the New Alexandria area affected by the hurricane in September 2003, and the other special permits in lieu of variances, which had been indefinitely deferred.

Mr. Shoup said there were 28 amendments on the Priority 1 list for the 2005 Work Program, 13 of which had been carried over from the 2004 Work Program. He said among items carried over were those concerning P district provisions; open space requirements; and modification of certain regulations either administratively or by special permit in lieu of variances. He said major new initiatives for 2005 were amendments pertaining to the ADU provisions, both carried over and new items; fences; height; patios and decks; PDC and PRM Districts; single room occupancies; and WMATA facilities to assist in the Dulles rail initiative. He noted that this was an ambitious program which would tax staff resources.

Responding to a question from Commissioner Byers, Ms. Kirst, explained that an adult video store by definition was considered retail therefore was allowed anywhere retail establishments were allowed and that adult book stores required special permit or special exception approval.

In response to another question from Commissioner Byers, Ms. Kirst said item Number 10 on the 2005 Priority list concerning parking had been requested by Sully District Supervisor Michael Frey specifically for child care centers and nursery schools. She added that a review of parking requirements for residential uses recommended by the Infill Study was listed on the 2005 Priority List, page 8, under "Proposed Amendments with other Departments taking the Lead."

Responding to a question from Commissioner Hopkins about the possibility of combining item 13 on the Priority 1 list, Planned Development Districts (PDC), and item 61 on the Priority 2 list, to consider allowing mini-warehouses and vehicle sale and rental establishments in the PDC and PRM Districts with use limitations, Ms. Kirst and Mr. Shoup expressed concern that if these two items were combined, secondary uses could get very complicated and could slow down the process.

Commissioner Wilson suggested that mini-warehouse use only, not all secondary uses, be considered for P Districts.

Commissioner Hart reminded the committee that Zoning Ordinance Amendments often ran into procedural problems because suggested revisions were not within the scope of advertising. He said flexibility was needed to be able to readvertise before adoption if necessary or perhaps there could be a preauthorization process to identify areas that might need to be modified after authorization.

Responding to a question from Commissioner Harsel, Commissioner Hopkins said she was not suggesting that mini-warehouses be allowed in a PDH district as a secondary use, only as a special exception use in a commercial, PDC, or PRM district. Responding to question from Commissioner Harsel, Ms. Kirst said at the present time mini-warehouses were allowed by-right in most of the I districts and as a special exception use in a C-8 district.

In response to a question from Commissioner Wilson, Mr. Shoup said item 20 on the Priority 1 list concerning expansion of stormwater management submission requirements could be modified to indicate that review of site plan requirements in both the Zoning Ordinance and the Subdivision Ordinance would be addressed.

In response to a question from Commissioner Alcorn, Ms. Kirst said the Planning Commission should make a motion to recommend approval of the work program as soon as possible because it was scheduled for action by the Board of Supervisors' Development Review Committee on March 18, 2005.

Ms. Kirst, in response to a question from Acting Chairman Alcorn, said that the Affordable Dwelling Unit (ADU) Program items on page 7 would be addressed by the ADU Task Force.

Commissioner Hopkins called the committee's attention to an e-mail message received from Joan Barnes requesting that item 32 on the Priority 2 list concerning maximum lot coverage be moved to the Priority 1 list. She said she was not going to recommend action on this item at this time because it had not been vetted through the Great Falls Citizens Association. (A copy of the e-mail message is in the date file.)

Following completion of questions from the Committee members, Acting Chairman Alcorn **MOVED THAT THE COMMITTEE ENDORSE THE WORK PROGRAM AS PROPOSED IN THE MEMORANDUM DATED MARCH 7, 2005 FROM THE DIRECTOR OF THE DEPARTMENT OF PLANNING AND ZONING.**

Commissioner Hopkins **MOVED TO AMEND THE PRIORITY 1 WORK PROGRAM LIST, ITEM 13, PLANNED DEVELOPMENT DISTRICTS, TO CONSIDER MINI-WAREHOUSES AS SPECIAL EXCEPTION USES IN THE PDC AND PRM DISTRICTS.**

Commission Wilson **MOVED TO AMEND THE PRIORITY 1 WORK PROGRAM LIST, ITEMS 20 B AND C, STORMWATER MANAGEMENT, TO COVER POSSIBLE AMENDMENTS TO THE SUBDIVISION ORDINANCE PROCESS, AS WELL AS SITE PLANS, ON DRAINAGE DIVIDE MATTERS.**

Commissioner Hopkins seconded the main motion as amended and it carried unanimously.

At the request of Commissioner Harsel, Mr. Shoup agreed to review Priority 1 item 21, concerning temporary special permits.

Acting Chairman Alcorn noted that the issue raised by Commissioner Hart concerning the advertising process for Zoning Ordinance Amendments should also be reviewed.

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Addressing the second item on the agenda, Tree Proffers, Kristen Abrahamson, Branch Chief, Rezoning and Special Exception Evaluation Branch, DPZ, distributed a memorandum dated March 9, 2005, with a draft of suggested proffer/development condition text for tree and landscaping issues, a copy of which is in the date file. She explained staff had tried to expand and tighten up specific protection measures as well as address bonding issues, letters of credit, off-site tree preservation, and demolition of existing structures. She noted that the Commission would be reviewing some cases in the next few weeks where this language could become controversial and wanted to give Commissioners an opportunity for advance review and to ask any questions they might have.

Ms. Abrahamson responded to questions from Commissioner Wilson about tree identification and pruning. Commissioner Wilson emphasized that she wanted to make sure that when applicants proffered to a tree preservation plan, they would sincerely make every effort to save those trees.

Commissioner Lawrence stressed that efforts to preserve trees must be fully documented and able to stand up in court. Commissioner Hart requested that this matter be revisited again. Acting Chairman Alcorn requested a document that highlighted proposed changes be provided to the committee. Commissioner Harsel suggested that "to the extent possible" be deleted from the tree preservation proffer.

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The meeting was adjourned at 8:20 p.m.  
Walter A. Alcorn, Acting 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: Linda B. Rodeffer

Approved: November 16, 2005

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Linda B. Rodeffer, Clerk  
Fairfax County Planning Commission