

**FAIRFAX COUNTY PLANNING COMMISSION  
POLICY AND PROCEDURES COMMITTEE  
THURSDAY, MAY 10, 2012**

**COMMITTEE MEMBERS PRESENT:**

Walter L. Alcorn, Commissioner At-Large  
Earl L. Flanagan, Mount Vernon District  
James R. Hart, Commissioner At-Large  
Kenneth A. Lawrence, Providence District, Chairman  
John L. Litzenberger, Jr., Sully District

**COMMITTEE MEMBERS ABSENT:**

Janet R. Hall, Mason District  
Timothy J. Sargeant, Commissioner At-Large

**OTHER COMMISSIONERS PRESENT:**

Ellen J. Hurley, Braddock District  
James T. Migliaccio, Lee District  
Peter F. Murphy, Jr., Springfield District

**FAIRFAX COUNTY DEPARTMENT OF PLANNING AND ZONING STAFF PRESENT:**

Eileen M. McLane, Zoning Administrator, Zoning Administration Division (ZAD)  
Lorrie E. Kirst, Deputy Zoning Administrator, Ordinance Administration Branch, ZAD  
Michelle M. O'Hare, Deputy Zoning Administrator, Ordinance Administration Branch,  
ZAD  
Marianne R. Gardner, Director, Planning Division

**PLANNING COMMISSION OFFICE STAFF PRESENT:**

Barbara J. Lipa, Executive Director  
Kara A. DeArrastia, Clerk

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Chairman Kenneth A. Lawrence called the meeting to order at 7:29 p.m., in the Board Conference Room, 12000 Government Center Parkway, Fairfax, Virginia 22035.

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Commissioner Litzenberger MOVED TO APPROVE THE POLICY AND PROCEDURES COMMITTEE MINUTES OF APRIL 18, 2012.

Commissioner Hart seconded the motion which carried unanimously.

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**ZONING ORDINANCE AMENDMENT WORK PROGRAM**

Chairman Lawrence pointed out that none of the Commissioners had submitted any recommended changes to the proposed 2012 Zoning Ordinance Amendment (ZOA) Work Program and asked for a motion. Therefore, Commissioner Litzenberger MOVED THAT THE POLICY AND PROCEDURES COMMITTEE ENDORSE THE 2012 ZONING ORDINANCE AMENDMENT WORK PROGRAM AS PRESENTED BY STAFF ON APRIL 18, 2012 AND AS DELINEATED IN THE MEMORANDUM FROM THE ZONING ADMINISTRATOR DATED APRIL 12, 2012, AND RECOMMEND THAT THE PLANNING COMMISSION SUPPORT AND FORWARD THE PROGRAM TO THE BOARD OF SUPERVISORS.

Commissioner Hart seconded the motion which carried unanimously.

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**ZONING APPLICATION FILING FEES**

Eileen McLane, Zoning Administrator, Zoning Administration Division, Department of Planning and Zoning (DPZ), stated that Item Number One on the 2012 Priority 1 ZOA Work Program list was a request from the Board of Supervisors for staff to review the zoning application filing fees every two years to verify their appropriateness. She noted that Sully District Supervisor Michael Frey had specifically asked staff to consider a possible lower filing fee for a Special Permit Amendment application involving a change in permittee. She said staff would also evaluate the filing fees for other types of Special Permit uses.

Replying to a question from Commissioner Litzenberger, Ms. McLane indicated that the Board of Supervisors could waive zoning application filing fees for good cause shown, based on consultation with the County Attorney's Office. She added that such waivers were usually issued to nonprofits.

In response to a question from Commissioner Hart, Ms. McLane noted that the Board of Supervisors' Development Process Committee would review the proposed 2012 ZOA Work Program on Tuesday, May 15, 2012.

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**FAIRFAX FORWARD**

Marianne Gardner, Director, Planning Division, DPZ, presented a brief update on Fairfax Forward, an ongoing effort to develop a new way to review the Comprehensive Plan, which would be an alternative to the Area Plans Review (APR) process. She noted that staff had delivered a presentation to the Board of Supervisors at its retreat on Tuesday, February 7, 2012, which had been received favorably. Ms. Gardner explained the following:

- The new ongoing Comprehensive Plan Amendment Work Program would use the special study model to examine particular areas in the County and enable staff to engage in better community education and participation by working with residents to respond to areas of concern in advance of the planning process.
- The new work program would also use the land classifications, such as transit station areas and low density residential areas, of the Concept for Future Development (CFD), a guiding document of the Comprehensive Plan, as its foundation.
- The proposed update of the CFD would reflect the past 20 years of planning studies, amendments, development recommendations in mixed-use centers, and performance standards in Community Business Centers.
- The digital version of the Fairfax County Comprehensive Land Use Plan Map would allow for more routine updates of the Plan Map concurrent with any future amendments that were adopted by the Board of Supervisors.
- Staff had been meeting with individual Commissioners to discuss the new work program and receive their feedback.
- Staff was also performing an editorial review of all the sections of the Plan text to verify that the information contained in the text remained accurate, relevant, and understandable.
- A series of community meetings were scheduled throughout the County to discuss the status of Fairfax Forward (More information is available online at <http://www.fairfaxcounty.gov/dpz/fairfaxforward.htm>).

Answering a question from Chairman Lawrence, Ms. Gardner said staff anticipated concluding the community meetings by the end of July.

Commissioner Hurley suggested that the boundaries of the community planning sectors be redesigned so they were aligned with the boundaries of their neighborhoods. Ms. Gardner responded by explaining that staff would analyze the data used to formulate the boundaries of the community planning sectors, which could be based on census tracts. She added that she recognized that these sectors should be aligned in a more rational way so they contained entire neighborhoods.

Commissioner Hurley pointed out that the three Planned Residential Community (PRC) Districts (Reston, Burke Centre, and Cardinal Forest) should each be considered as a whole.

In reply to another question from Commissioner Hurley, Ms. Gardner noted that the work program would include neighborhood-planning studies and staff would determine whether these studies would be worked on in conjunction with or separate from the mixed-use center planning studies.

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Chairman Lawrence announced that the Committee would next meet on Thursday, July 26, 2012 at 7:30 p.m. in the Board Conference Room, to receive a staff update on Fairfax Forward. (*Note: The time of this meeting was subsequently changed to 7:00 p.m.*)

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The meeting was adjourned at 7:47 p.m.  
Kenneth A. Lawrence, 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: July 26, 2012

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