

**FAIRFAX COUNTY PLANNING COMMISSION
POLICY AND PROCEDURES COMMITTEE
WEDNESDAY, OCTOBER 3, 2007**

COMMITTEE MEMBERS PRESENT:

Walter L. Alcorn, At-Large
Janet R. Hall, Mason District
James R. Hart, At-Large
Rodney Lusk, Lee District

COMMITTEE MEMBERS ABSENT:

Earl L. Flanagan, Mount Vernon District
Suzanne F. Harsel, Braddock District
Nancy Hopkins, Dranesville District
Kenneth Lawrence, Providence District

OTHER PLANNING COMMISSIONERS PRESENT:

Frank A. de la Fe, Hunter Mill District
Timothy J. Sargeant, At-Large

STAFF PRESENT:

Marianne Gardner, Chief, Policy and Plan Development Branch, Planning Division (PD),
Department of Planning and Zoning (DPZ)
Clara Quintero Johnson, Planner III, PD, DPZ
Anna Bentley, Planner I, PD, DPZ
Barbara J. Lippa, Executive Director, Planning Commission Office
Sara Robin Hardy, Assistant Director, Planning Commission Office
Kara A. DeArrastia, Deputy Clerk, Planning Commission Office

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In the temporary absence of Chairman Janet R. Hall, Planning Commission Vice Chairman Walter L. Alcorn called the meeting to order at 7:12 p.m. in the Board Conference Room at 12000 Government Center Parkway, Fairfax, Virginia. He noted that the first order of business was approval of minutes.

Commissioner Lusk MOVED THAT THE MINUTES OF THE JULY 26, 2007 POLICY AND PROCEDURES COMMITTEE MEETING BE APPROVED.

Commissioner Hart seconded the motion which carried unanimously.

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Clara Quintero Johnson, Planner III, Planning Division (PD), Department of Planning and Zoning (DPZ), requested that the Committee review the draft 2008-2009 North County Area Plans Review (APR) Citizen's Guide. She stated that DPZ staff would add language to the guide to indicate that when a nomination was deferred, Planning Commission staff would send the

nominator written notification of the expiration date after one year. She said language would also be added to note that the nomination form would be available online as a PDF file for nominators to complete, save, and print to sign and submit as a package to the Planning Commission Office.

Ms. Johnson explained that the Citizen's Guide had been revised to reflect changes to the APR process, such as the addition of an initial screening process, the new Virginia Department of Transportation (VDOT) requirement for review, and ways to encourage nominators to submit a more fully developed and refined APR nomination. She noted that a section asking the nominator to describe what the development under the new plan would look like had been added to the nomination form and would also be included in the written notice of the nomination sent to all subject property owners. Ms. Johnson said the layout and design of the guide might look different when it was published since a consultant would help with this. She then requested Committee members to offer their suggestions.

Commissioner Hart commented that the font was too small and difficult to read. Ms. Johnson replied that the staff comments which had been added throughout the guide had caused the font to appear smaller, but said she would ensure that the final text was readable.

Commissioner Sargeant suggested that a subheading be added under "Section V - Meeting Procedures" on page 11 to highlight that the section described the public participation process. He further suggested that the "How the process works" heading be removed from the beginning of the fourth paragraph on page 6 and be added as a subheading under "Section II - Overview of the Area Plans Review Process."

Commissioner Hart pointed out that an "s" should be added to the end of "Board of Supervisor" under the fourth bullet on page 4.

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Vice Chairman Alcorn relinquished the Chair to Chairman Hall upon her arrival.

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Sara Robin Hardy, Assistant Director, Planning Commission Office, suggested that PD staff meet with the Department of Information Technology staff prior to the guide publication deadline to determine if Planning Commission APR hearings could be made available for viewing as a Video on Demand selection on the Cable Channel 16 Web site. Marianne Gardner, Chief of the Policy and Plan Development Branch, PD, DPZ, said if an arrangement was made, this information would be included under the "Cable Channel 16, also on the Internet" bullet on page 4.

Commissioner Alcorn recommended that the "2008-2009 North County APR Cycle Supervisor District Information" list on page 5 be moved to the beginning of "Section I - Fairfax County Public Information Sources" on page 3.

In response to a question from Commissioner Sargeant, Ms. Johnson noted that the APR Web page would include a link to the APR video for Channel 16, which would be developed by PD and Office of Public Affairs staff over the next three months.

Barbara J. Lippa, Executive Director, Planning Commission Office, suggested that "Schedule" be deleted from the "For the Latest Information about the APR Schedule" notation on page 2.

Commissioner Hart pointed out that "Chantilly" was misspelled under the Sully District bullet on page 5.

Chairman Hall recommended that "Overview of" be removed from the title of Section II.

Ms. Hardy suggested that the first sentence under the "Preliminary Acceptance" paragraph on page 6 be revised to read: "Nominations proposing changes to the Comprehensive Plan may be submitted...."

After a brief discussion on the "Screening" subsection on pages 6 through 7, the Committee decided to delete the "Included in APR" heading from the first bullet, remove the two subsequent explanatory bullets, and change "c) deferred" to "c) deferred for a special study or future consideration."

Ms. Lippa recommended that "includes" be deleted from the second to last sentence of the first paragraph under the "VDOT Review" subheading on page 7.

Responding to a question from Commissioner de la Fe, Ms. Gardner explained that staff would identify those nominations that it felt were inappropriate for review and the Planning Commission would request that the Board of Supervisors either defer them to a special study or remove them from the schedule.

In response to a question from Commissioner Alcorn, Ms. Gardner said the Commission could defer a nomination for a reason other than a special study, such as a neighborhood consolidation.

Chairman Hall suggested that the first paragraph under the "Role of Participants in the 2008-2009 North County Area Plans Review" heading on page 8 be relabeled as an introduction.

Committee members discussed whether the title of the guide should be changed to read: "Guide to Participation in the 2008-2009 North County Area Plans Review Process." Chairman Hall noted that this discussion would continue at a later date.

Ms. Hardy recommended that the subheading of the first paragraph on page 9 be changed to "Staff" and that in the third to last sentence under the second paragraph, "usually holds" be changed to "will hold."

Chairman Hall suggested that the first paragraph on page 10 indicate that 4:30 p.m. was according to local time.

Commissioner Hart recommended that on page 10 under the “Scope of the APR Process” heading, in the second sentence of the first paragraph, a period be added after “nominated,” “and” be deleted, and “The following areas...” be placed at the beginning of the next sentence.

Commissioner Sargeant commented that the first sentence of the first paragraph under the “Identifying the Subject of Your Nomination” heading on page 10 clearly defined the APR process. Commissioner Alcorn said this sentence could be a stand-alone statement or be included in a call-out box at the beginning of Section II on page 6.

Following a brief discussion on the use of “nominator/agent only” in the first paragraph under “Section IV - Withdrawing a Nomination” on page 11, the Committee decided to change this phrase to “nominator or agent.”

Commissioner Alcorn suggested that the first sentence in the first paragraph under the “Task Force Meeting Procedures” heading on page 11 be changed to read: “The District Supervisors from Dranesville, Hunter Mill, Providence, and Sully will each form APR task forces comprised of area residents.”

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Ms. Gardner stated that the APR guide did not address the issue of whether nominators should be given an opportunity to amend their nominations after they had been initially accepted, except as shown on page 22 under “Proposed Comprehensive Plan Designation” which noted, “The proposal you submit with your nomination is the proposal that is to be presented to the task force and will be the subject of their consideration and vote.”

Commissioner Hart suggested establishing a cutoff date early in the process to accept amended nominations and any requests received after that date would only be accepted with concurrence of the Planning Commission.

Chairman Hall and Commissioner Sargeant discussed how APR task forces considered and voted on nominations.

Commissioner Lusk expressed concern that the Planning Commission could lose the opportunity to hear an amended improved nomination because the task force might be unwilling to agree, support, or allow the nomination to be amended.

Commissioner de la Fe and Chairman Hall discussed how staff and the APR task force evaluated nominations and formulated their recommendations to be forwarded to the Planning Commission for its consideration.

Addressing Commissioner Lusk’s concern, Ms. Hardy explained that if the task force had not considered the revised nomination and the district Commissioner disagreed with the task force recommendation and the nomination as submitted, the Commission already had the authority to approve the revised nomination.

Commissioner Sargeant commented that during the last APR cycle in Mount Vernon District, constantly-changing nominations had caused staff to frequently change their reviews to the point that it became difficult for staff to present recommendations to the task force. He said the additional note on page 22 of the guide would help prevent nominators from changing their nominations up until the last minute. Chairman Hall agreed and said a cutoff date for the initial acceptance of nominations would facilitate the staff evaluation process. Ms. Gardner explained that if staff prepared an evaluation based on the original nomination and presented it to the task force, but learned that the nominator had amended his or her nomination, it posed a problem because it forced staff to complete an additional review and reschedule another meeting with the task force to provide it with a fair opportunity to evaluate the impacts. She said this was not a problem if the nominator was making a minor revision, such as 8-12 to 5-8 dwelling units per acre; however, she indicated that staff had run into problems during the last APR cycle when the changes addressed mixed use and higher intensity uses.

Commissioner Lusk pointed out that if a task force did not consider amendments to a nomination, but the district Commissioner recommended the amended nomination, it would have to be sent back to the task force for its consideration. He expressed concern that this might interfere with the sequencing of nominations that had to be reconsidered by the task force if the Commission made a recommendation different from what the task force had reviewed. Ms. Gardner replied that the only issue this would create was that those nominations might not fall under the same schedule for decision.

Commissioner de la Fe requested staff ensure that the text was consistent throughout the APR guide. He also requested staff coordinate with the Fairfax County Park Authority as it embarked on its own Plan amendment process during the same time as this APR cycle.

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Chairman Hall announced that the Committee would meet on Thursday, October 11, at 7:00 p.m. to take action on the APR guide and "APR Community Outreach, 2007-2010" document.

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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 Planning Commission Office, 12000 Government Center Parkway, Suite 330, Fairfax, Virginia 22035.

Minutes by: Kara A. DeArrastia
Approved: October 11, 2007

Linda B. Rodeffer, Clerk
Fairfax County Planning Commission