

**FAIRFAX COUNTY PLANNING COMMISSION
POLICY AND PROCEDURES COMMITTEE
WEDNESDAY, NOVEMBER 7, 2007**

COMMITTEE MEMBERS PRESENT:

Walter L. Alcorn, At-Large
Earl L. Flanagan, Mount Vernon District
Janet R. Hall, Mason District
James R. Hart, At-Large
Kenneth Lawrence, Providence District

COMMITTEE MEMBERS ABSENT:

Suzanne F. Harsel, Braddock District
Nancy Hopkins, Dranesville District
Rodney Lusk, Lee District

STAFF PRESENT:

Regina Coyle, Zoning Administrator, Zoning Administration Division, Department of Planning and Zoning (DPZ)
Marianne Gardner, Chief, Policy and Plan Development Branch, Planning Division (PD), DPZ
Clara Quintero Johnson, Planner III, PD, DPZ
Barbara J. Lippa, Executive Director, Planning Commission Office
Kara A. DeArrastia, Deputy Clerk, Planning Commission Office

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Chairman Janet R. Hall called the meeting to order at 7:05 p.m. in the Board Conference Room at 12000 Government Center Parkway, Fairfax, Virginia. She noted that the first order of business was approval of minutes.

Commissioner Hart MOVED THAT THE MINUTES OF THE OCTOBER 11, 2007 POLICY AND PROCEDURES COMMITTEE MEETING BE APPROVED.

Chairman Hall seconded the motion which carried unanimously.

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Clara Quintero Johnson, Planner III, Planning Division (PD), Department of Planning and Zoning (DPZ), noted that the primary item on the agenda was the review of the 2008-2009 North County Area Plans Review (APR) Guide draft dated October 18, 2007, a copy of which is in the date file.

Marianne Gardner, Chief, Policy and Plan Development Branch, PD, DPZ, stated that staff had made the previously-suggested changes to the guide and streamlined it accordingly, which made it a slimmer document. She said staff would update the Supervisors' names on page 1 and correct any grammatical errors.

Ms. Johnson indicated that once the guide was approved by the Planning Commission, staff would give it to those responsible for the layout and further proofreading.

Chairman Hall said once the abbreviation “APR” had been established in the guide, the abbreviation should be used thereafter. Ms. Gardner agreed, noting that a professional would revise the formatting in accordance with the *Fairfax County Writing Style Manual*.

Ms. Gardner acknowledged that “purpose” in the “Did you know?” box on page 7 should be lower-case.

Chairman Hall pointed out that “(APR)” should not be included in the title of the guide, as referenced in the first sentence of the second paragraph on page 7.

Commissioner Lawrence suggested that “nominated” be defined in the second sentence of the second paragraph under the “Scope of the APR Process” section on page 7. Ms. Gardner agreed with this suggestion.

Ms. Johnson noted that in the first bullet on page 7, “Tysons Corner Community Business Center and Lake Anne Village Center” would be changed to “Tysons Corner Urban Center and Lake Anne Revitalization area.”

Commissioner Lawrence indicated that in the fourth sentence of the first paragraph on page 8, “explains” should be changed to “explain.” He further indicated that in the first sentence of the “Staff and Task Force Recommendations” paragraph on page 8, “staff reports” should be changed to “staff report.”

Commissioner Hart recommended that “Plan” be removed from the first sentence of the “Virginia Department of Transportation (VDOT) Review” paragraph on page 9.

Ms. Gardner said staff would add a box around the “Screening” and “VDOT Review” paragraphs to emphasize that they were new processes.

Commissioner Lawrence pointed out that in the second sentence of the “Tracking the Progress of a Nomination” paragraph on page 9, “on-lines” should be changed to “on-line.” Chairman Hall also suggested that “themselves” be removed from this sentence.

Commissioner Hart recommended that “Any interested parties” be changed to “Any interested party” in the second sentence of the first paragraph on page 10 and that “subject to the time limits on page 12” be added to the end of the last sentence of the third paragraph on this page. He further recommended that “about” be inserted between “information” and “each task force’s” in the second to last sentence of the fifth paragraph on page 10. Ms. Gardner concurred with these recommendations.

Chairman Hall suggested that “to change” replace “for changing” in the first sentence of the fourth paragraph on page 10. Commissioner Hart also suggested that “an individual who serves

as” be deleted from the second sentence of this paragraph. Ms. Gardner agreed with these suggestions.

In response to a question from Chairman Hall, Ms. Gardner proposed revising the last sentence of the fourth paragraph on page 10 to “The nominator may be invited to present the proposal to the task force after it is accepted by the Planning Commission.”

Commissioner Hart said that “accepted” would be defined in the first sentence of the first paragraph under the “Screening” section on page 8 if it were revised to “Nominations determined by county staff to have satisfied all applicable submission requirements will be deemed accepted. Only accepted nominations will be forwarded to the Planning Commission for final screening.” Chairman Hall concurred with this change.

Commissioner Hart recommended replacing “accepted for” with “considered” and deleting “consideration” in the last sentence of the “Planning Commission” paragraph on page 11.

Chairman Hall proposed changing “as report” to “in the staff report” in the first sentence of the paragraph after the bullets on page 11. Ms. Gardner agreed with this proposed change.

Responding to a question from Commissioner Hart, Ms. Gardner said staff’s policy was to always publish the staff reports at least two weeks prior to the Planning Commission public hearings to allow time for people to review the recommendations. She noted that staff report addendums were usually published after the public hearings.

Commissioner Hart suggested that “those developed by the staff” be changed to “staff recommendations” in the first sentence of the paragraph above the “Planning Commission” paragraph on page 11. Commissioner Alcorn also suggested that “are” be changed to “will be” in the next sentence. Chairman Hall concurred with these suggestions.

Chairman Hall proposed that a bold box be inserted around the speaker presentation times on pages 12 and 13 for emphasis.

Commissioner Alcorn recommended adding “at the Board of Supervisors public hearing” between “Speakers” and “will” in the first sentence of the second paragraph on page 13. Ms. Gardner agreed and said she would also add “Planning Commission” before “Speaker Presentation Times” at the top of page 12.

Chairman Hall suggested replacing “Speakers” with “A speaker” and “their presentation” with “a presentation” in the revised first sentence of the second paragraph on page 13. Ms. Gardner concurred with this suggestion.

Commissioner Hart proposed changing “this” to “the” in the second sentence at the top of page 14, underlining or italicizing “i.e.” in the first sentence of the second paragraph of the “Identifying the Subject of Your Nomination” section, and formatting “(only one person)” to boldface in the first sentence of the second paragraph under Part 1.

Following a brief discussion, the Committee decided to remove “/agent” from all “nominator/agent” occurrences in the guide.

Chairman Hall suggested that either “phone” or “telephone” be used consistently throughout the guide.

In response to a question from Commissioner Hart, Ms. Gardner explained that the attorney representing the owner of a nominated property would be the nominator and, therefore, the point of contact. She proposed replacing “becomes” with “will be” in the second sentence of the “Signature Line for Nominator” paragraph on page 15.

Responding to a question from Commissioner Hart, Ms. Gardner said a specific property could be nominated for a variety of land use changes. She noted that a person was allowed to submit only one nomination for a specific property although more than one person could each submit a nomination for the same property.

Chairman Hall recommended that “name and addresses of all owner(s)” be changed to “names and addresses of all owners” in the first sentence of the second paragraph under Part 2 on page 15. She further recommended inserting “whom” between “owners” and “you” and underlining “in writing” in the third sentence of this paragraph.

Commissioner Lawrence suggested inserting language at the beginning of the “Preparing the Nomination Package” section on page 14 to indicate that the person, who was preparing a nomination package, would follow the steps listed on pages 14 through 21. He said this language would help transition into the active voice. Ms. Gardner agreed with this suggestion.

Ms. Gardner pointed out that the language prohibiting a person from submitting multiple nominations for the same property would be included in the guide.

Commissioner Hart called attention to the “Street Address of each nominated parcel” paragraph on page 17 and said that some parcels did not have a street address. Ms. Johnson recommended inserting “if assigned” between “address” and “for” in the first sentence of this paragraph to address this issue.

In response to a question from Commissioner Flanagan, Ms. Gardner said she would add “if available” after the “Street Address of Parcel” title of the third column of the Property Information Table on page 25.

Commissioner Lawrence suggested revising the last paragraph on page 18 to indicate that nominators could select only one of the density ranges. Commissioner Alcorn also suggested adding a sentence at the end of the first paragraph under Part 5 on page 19 to indicate that zoning maps were also available online on the County homepage. Ms. Gardner concurred with these suggestions.

Chairman Hall recommended enlarging “Nomination to amend the Comprehensive Plan” and moving it to the top of the nomination form on page 22 and deleting the guide title header and “Fairfax County, Virginia.” Commissioner Hart also recommended deleting the colon at the end of the second sentence in the parentheses of the “Signature of Owner(s) if applicable” line and the comma after “entity” in the following sentence.

Commissioner Flanagan said a person should be able to propose an amendment to the Urban Design Guidelines affecting a particular site or corridor, such as the Richmond Highway Corridor.

Responding to a question from Commissioner Hart, Ms. Gardner stated that the County Attorney did not require notification to property owners for nominations that did not change the density or intensity in the use of the property. She explained, for example, if a nomination proposed a change to the Urban Design recommendation for a private property along the Richmond Highway Corridor to expand or diminish landscaping, this change would essentially affect the use of the property and, therefore, the nominator would need to notify all the owners of properties that were subject to those Urban Design Guidelines. Commissioner Alcorn said the notification requirement for these types of nominations would probably be decided on a case-by-case basis, but the APR process should provide an opportunity for such nominations. Commissioner Flanagan commented that the APR process should also allow an opportunity to improve the Urban Design criteria that had been developed by the Mount Vernon Task Force. Ms. Gardner noted that staff would research this issue.

Chairman Hall recommended removing “Nominations that propose” and “Nominations proposing” from the beginning of the third and fourth bullets on page 7 respectively.

Chairman Hall MOVED TO ADOPT THE 2008-2009 NORTH COUNTY AREA PLANS REVIEW GUIDE WITH THE AMENDMENTS SUGGESTED BY THE COMMITTEE THIS EVENING.

The motion carried unanimously.

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The meeting was adjourned at 8:17 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 on: February 27, 2008

Linda B. Rodeffer, Clerk
Fairfax County Planning Commission