**FAIRFAX COUNTY PLANNING COMMISSION**
**POLICY AND PROCEDURES COMMITTEE**
**WEDNESDAY, DECEMBER 5, 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:
Frank A. de la Fe, Hunter Mill District
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:
Marianne R. Gardner, Director, Planning Division (PD)
Meghan Van Dam, Chief, Policy and Plan Development Branch, PD
Kimberly M. Rybold, Planner III, Policy and Plan Development Branch, PD

PLANNING COMMISSION OFFICE STAFF PRESENT:
Barbara J. Lippa, Executive Director
Kara A. DeArrastia, Clerk to the Commission

OTHERS PRESENT:
Lori R. Greenlief, Land Use Planner, McGuireWoods LLP

ATTACHMENTS:
A. Memorandum, dated December 5, 2012, from Meghan Van Dam, Chief, Policy and Plan Review Branch, regarding Fairfax Forward
B. "Criteria for Proposed New Studies on the Comprehensive Plan Amendment Work Program, Draft dated December 5, 2012" document
C. "Frequently Asked Questions: Fairfax Forward vs. APR, Draft dated December 5, 2012" document
D. Estimated Long-term Area Plan Review Schedule, dated December 5, 2012
E. "Comprehensive Plan Amendment Work Program, Draft dated December 5, 2012" document

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Chairman Kenneth A. Lawrence called the meeting to order at 7:02 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 OCTOBER 11, 2012.

Commissioner Flanagan seconded the motion which carried unanimously.

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**CONTINUATION OF FAIRFAX FORWARD DISCUSSION**

Referring to the distributed materials on Fairfax Forward, a proposed new process for managing and reviewing amendments to the Comprehensive Plan, as shown in Attachments A through E, Chairman Lawrence asked whether the Committee members had any questions.

In response to a question from Commissioner Litzenberger, Marianne Gardner, Director, Planning Division (PD), Department of Planning and Zoning (DPZ), said she believed that there would be enough available staff resources to coordinate the studies listed on the proposed Comprehensive Plan Amendment Work Program because not all of the studies would require full-time commitment. She also noted that review of the amendments scheduled as "Immediate" were already assigned staff resources and would begin immediately, but review of the amendments scheduled as "Near-term" would begin as staff resources became available.

Commissioner Flanagan pointed out that the Mount Vernon Land Use Committee supported the new process.

Ms. Gardner explained that staff anticipated that the Work Program would provide an organized way to examine the County's activity centers, the neighborhoods surrounding those centers, and the planning districts and consider issues such as infill development. She said the editorial changes comprised another benefit of this process because they would correct information, remove out-of-date references, and ensure a uniform writing style, especially concerning those areas in the Comprehensive Plan that had not been examined for 10 to 15 years due to the lack of Area Plans Review (APR) nominations affecting properties in the particular area.

Replying to a question from Commissioner Migliaccio, Ms. Gardner indicated that the draft three-year Comprehensive Plan Amendment Work Program would be posted on the County's Website at http://www.fairfaxcounty.gov/dpz/fairfaxforward for public review and comment. She explained that staff would collect comments during the public comment period, revise the Work Program as necessary, and publish the final proposal for further input at public hearings before the Planning Commission and the Board of Supervisors. She noted that once the studies were established, staff would develop a public participation plan with each District Supervisor's Office, outlining a strategy to receive public input on the preliminary scope and throughout the

amendment review. Ms. Gardner said people could submit suggestions for site-specific changes to the Comprehensive Plan within the activity centers, which staff would incorporate during the larger study process. She added that a Supervisor-appointed citizen task force or work group would then review the amendment, consider alternatives, and formulate recommendations.

Meghan Van Dam, Chief of the Policy and Plan Development Branch, PD, DPZ, explained that staff would return to the Committee with final staff recommendations and any public comments in February, and to seek a recommendation to the full Planning Commission in support of the Work Program in concept, pending public hearing. She noted that public hearings before the Planning Commission and the Board of Supervisors to adopt the Fairfax Forward process and the new Work Program would be scheduled accordingly. She stated that for subsequent reviews, the draft Work Program would be finalized and forwarded to the Planning Commission for public hearing and adoption, and the adopted Work Program would be forwarded to the Board as an administrative item without a public hearing.

Answering questions from Chairman Lawrence, Ms. Van Dam confirmed that the initial Commission and Board public hearings would cover both the proposed Fairfax Forward approach to conducting planning studies and the specific studies listed on the draft three-year Comprehensive Plan Amendment Work Program and preliminary scope of work. Ms. Gardner explained that it made more sense to solicit public input on both the process itself and the proposed Work Program to help avoid confusion.

Chairman Lawrence recommended that staff explicitly inform people that public comment would be accepted on both elements and include this clarification in the section on Frequently Asked Questions on the Web site.

Responding to a question from Commissioner Litzenberger, Ms. Gardner stated that staff, not the Board of Supervisors, had proposed that subsequent Work Program adoptions be forwarded to the Board as an administrative item. She explained that the draft Work Program should be finalized and forwarded to the Planning Commission for public hearing and adoption because the *Code of Virginia* authorized the local planning commission to prepare and recommend amendments to the Comprehensive Plan. She noted, however, that the Board could always request to review and comment on a Work Program in a more formal way.

In reply to a question from Chairman Lawrence, Ms. Gardner confirmed that staff had briefed individual members of the Board of Supervisors so they understood that they retained their privilege to introduce Board-sponsored special studies.

Commissioner Hurley commented that staff needed to inform residents when their neighborhood was proposed for review and the deadline for them to submit ideas for changes so they did not have to request their respective District Supervisor to sponsor a Comprehensive Plan amendment for the particular area. Referencing the Fairfax Center Area (FCA) Suburban Center study (Item Number 10 in the Work Program shown in Attachment E), she noted the urgent need for a sidewalk on Lee Highway and said three years might not be soon enough for that area. In response, Ms. Gardner said she recognized this need. She also noted that staff would continue to

advertise planning activities well in advance via the Internet and social media. She added that the FCA study was expected to take three years because it comprised a large geographic area that spanned multiple Supervisory Districts.

Commissioner Hurley noted that Braddock District Supervisor John Cook would prefer to have the portion of the FCA south of Lee Highway studied comprehensively. Ms. Gardner replied that staff had begun investigating ways to examine the FCA, recognizing that this area was a topic of current interest. She added that staff would coordinate with the Supervisor to advance study on particular portions based on demand or need.

Answering a question from Chairman Lawrence, Ms. Gardner indicated that the following Neighborhood Planning studies were anticipated to begin 2013-2015: Lincolnia Planning District, Pohick Planning District and planning sectors, and Lower Potomac Planning District and planning sectors (Item Numbers 14, 18, and 21, respectively, in the Work Program) because they corresponded to some of the activity centers under study. She explained that when staff provided interim status reports on the amendments in the Work Program to the Planning Commission on a yearly basis, staff would consider requests to expedite the study of any of the planning districts.

Replying to a question from Chairman Lawrence, Ms. Gardner confirmed that flexibility was built into the process to promote coordination with the relevant District Supervisor to ensure attention was devoted to particular planning studies. She said although she understood that sometimes the Board of Supervisors might authorize an amendment outside of the Work Program review because the additional study would address an urgent community need, such a change might affect the timing of other amendments and staff resource availability.

Commissioner Migliaccio asked whether staff would have the flexibility to review proposed changes related to the Fort Belvoir Base Realignment and Closure (BRAC) outside of the normal process and if so, would there be enough staff resources to manage such an effort. Ms. Gardner replied that the special BRAC APR cycle held in 2008-2009 had required a significant amount of DPZ staff resources. She said if there was an urgent need for such a study, staff would present this idea to the Planning Commission during the yearly update and ask for input on whether it should be scheduled on the Work Program.

In response to questions from Commissioner Flanagan, Ms. Gardner stated that the North Gateway APR nominations 09-IV-1MV and 09-IV-15MV, submitted by the Mount Vernon Council of Citizens' Associations, required the Fairfax County Department of Transportation to submit a Chapter 527 Transportation study to the Virginia Department of Transportation for review. She noted that gambling would be outside the scope of the North Gateway Plan Amendment because staff had already performed the required transportation analysis. However, she said she believed that other aspects would need to be considered before a Comprehensive Plan amendment that would support gambling activity could be proposed since it was not currently permitted in the Zoning Ordinance. Ms. Gardner pointed out that the scope had already been set for the previously authorized Plan Amendments highlighted in green on the Work Program, but the scope had not yet been set for the amendments scheduled as "Immediate" and

"Near-term" wherein staff would consider input from Commissioners and others to incorporate certain land use activities into the scope. She added that the Richmond Highway Corridor was not anticipated for study until 2019 because a study currently underway to consider transit alternatives needed to be completed so staff could determine the anticipated capacity on the highway and its potential impact on planning in that area.

Ms. Gardner responded to questions from Commissioner Alcorn regarding a map identifying the areas in the County not listed on the proposed Work Program. In addition, she pointed out most of the previous nominations and Plan amendments were located in the activity centers.

Answering another question from Commissioner Alcorn, Ms. Gardner indicated that there was an upcoming Comprehensive Plan Amendment (S11-CW-6CP) to consider proposed revisions to the Overview sections of the planning districts, Character sections of the community planning sectors contained in the Area Plan volumes, and sections of the Preface to the Policy Plan. She added that the updates were editorial in nature and did not substantively modify Comprehensive Plan recommendations. Ms. Van Dam announced that this Amendment was scheduled for public hearing before the Planning Commission on Thursday, January 10, 2013.

Commissioner Hart commented that the Estimated Long-term Area Plan Review Schedule, dated December 5, 2012, as shown in Attachment D, was ambitious. He also pointed out that Centreville was misspelled under the "Activity Centers" section on the schedule. He said he envisioned that a new amendment or study would be authorized whenever an emergency occurred in which the public health, safety, and welfare would be harmed if action were deferred or to offset an urgent need for public facilities or services, such as the immediate repair of a school roof. However, he noted that the authorization of an amendment or study outside of the regular review and adoption of the Work Program would occur at the expense of another project. Commissioner Hart said he also envisioned residents exerting tremendous political pressure on any of the Board members to initiate an amendment or study to immediately address a perceived emergency, which would likely overburden the Work Program. He recommended that the Committee consider developing written policy and procedures for determining the extent of an emergency necessary to amend the Work Program immediately and the criteria for prioritization to decide whether an amendment or study should be delayed, added to, or removed from the Work Program. He said this could provide some guidance to the Board of Supervisors for future consideration.

Chairman Lawrence commented that Commissioner Hart raised a worthwhile point. Although he noted that such policy considerations should not delay or stop the current public comment period, staff should commence working on this issue.

Commissioner Alcorn suggested that whenever a new amendment or study was proposed for addition to the Work Program outside of the regular process, staff should demonstrate how this change in the schedule would affect the timing of the other listed items.

Commissioner de la Fe also suggested that staff consider the involvement of a task force in a planning study as another factor that would likely affect the timing of this process.

Answering a question from Commissioner de la Fe, Ms. Gardner noted that staff had held a number of meetings with various land use committees throughout the County to discuss Fairfax Forward, and staff had observed some of the attendees expressing preference for the APR process to the new process. She emphasized the importance of clearly explaining to residents that this new approach still allowed for that same opportunity for input and making recommendations for amending the Comprehensive Plan. She pointed out that some of the results of a survey conducted as part of the 2011 APR Retrospective revealed that a substantial number of people, including members of the development community, were not pleased with the APR process because it had become so dependent on time and did not allow any opportunity to consider better ideas presented by developers.

Responding to a question from Commissioner Migliaccio, Ms. Van Dam said staff would conduct additional outreach to land use committees after the proposed Work Program was published online.

In reply to questions from Commissioner Flanagan, Ms. Gardner stated that because out-of-turn Plan amendments were authorized by the Board of Supervisors, they would be automatically added to the Work Program. She explained that in the new process, rather than nominating changes to the Comprehensive Plan, residents would attend public meetings hosted by staff to learn about the existing conditions of a particular planning study area, engage in a planning education program, discuss the Concept for Future Development, and provide suggested Plan changes for consideration. She said this new approach would be more flexible than the past APR process. Ms. Gardner noted that the purpose of the public participation process was to gather ideas and then work through a traditional planning analysis.

Answering questions from Chairman Lawrence, Ms. Van Dam indicated that staff would send announcements that the proposed Comprehensive Plan Amendment Work Program and supplementary documents regarding Fairfax Forward were posted online for public comment through the Comprehensive Plan Announcements ListServ, to the chairpersons of the land use committees throughout the County, and the District Supervisor's Offices. Ms. Gardner added that staff would also prepare press releases, announcements in NewsLink (the County's internal daily email update), and mentions in the Board members' newsletters. She requested that the Commissioners submit any other suggestions for communication methods.

In response to more questions from Chairman Lawrence, Ms. Van Dam noted that DPZ staff had been collaborating with the Office of Public Affairs to evaluate current opportunities and County policies related to utilizing social media, such as YouTube, Facebook, and Twitter, to advertise Fairfax Forward. She said staff could also broadcast a program through Cable Channel 16.

Chairman Lawrence commented that when staff returned to the Committee with public comments, additional time would be needed to carefully examine any implications of those comments. He indicated that the next step would then be for the Committee to forward a recommendation to the full Planning Commission in support of the Work Program in concept.

Commissioner Migliaccio expressed concern that soliciting public review and comment from December 10, 2012 through January 11, 2013 would be challenging due to the holiday season, and asked whether staff would consider extending this timeframe to allow enough time for residents to review all the information and provide input. Ms. Gardner said staff would consider extending it an additional one to two weeks in January. Commissioner de la Fe cautioned against extending the public comment period into February due to the Fiscal Year 2014 Budget process.

Commissioner Litzenberger MOVED THAT THE POLICY AND PROCEDURES COMMITTEE DIRECT DEPARTMENT OF PLANNING AND ZONING STAFF TO POST ALL THE MATERIALS ON FAIRFAX FORWARD ON THE COUNTY'S WEB SITE.

Commissioner Alcorn seconded the motion which carried unanimously.

Chairman Lawrence commended staff on their excellent work.

Replying to questions from Chairman Lawrence, Ms. Gardner said staff would build on the draft set of criteria for establishing the order and timing of proposed new planning studies on the Work Program. In addition, she noted that she would contact Barbara Lippa, Executive Director, Planning Commission Office, about scheduling another Committee meeting to review final staff recommendations and any public comments received on the draft Work Program (*Note: This meeting was subsequently scheduled for Thursday, February 28, 2013, at 7 p.m. in the Board Conference Room.*).

Responding to a question from Commissioner Flanagan, Ms. Lippa stated that the new process would not require any changes to the Planning Commission Bylaws. Ms. Van Dam pointed out that following the adoption of Fairfax Forward, staff would present a proposed Plan Amendment (Procedural References) to editorially update references to the APR process.

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The meeting was adjourned at 7:57 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: February 28, 2013

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

Attachment A

# County of Fairfax, Virginia

## MEMORANDUM

**DATE:** December 5, 2012

**TO:** Planning Commission Policy and Procedures Committee

**FROM:** Meghan Van Dam, Chief
Policy and Plan Review Branch

**THROUGH:** Marianne Gardner, Director
Planning Division

**SUBJECT:** Fairfax Forward

In preparation for the December 5, 2012 Planning Commission Policy and Procedures Committee meeting, attached to this memorandum are the criteria used to devise the draft Comprehensive Plan Amendment Work Program as part of Fairfax Forward, a comparison of Fairfax Forward to the most recent Area Plans Review cycle in the form of Frequently Asked Questions, and the estimated schedule for review of the Comprehensive Plan extending beyond the three-year work program timeline.

With the committee's concurrence, staff will make the draft three-year work program, which was distributed at the October 11, 2012 committee meeting, and these documents available online from December 10th to January 11th for public review and comment. Staff will return to the committee with final staff recommendations and any public comments in early February. At that time, staff will seek a recommendation from the committee to the Planning Commission as a whole in support of the work program in concept, pending public hearing. Public hearings before the Planning Commission and the Board of Supervisors will be scheduled accordingly.

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**Criteria for Proposed New Studies on the Comprehensive Plan Amendment Work Program**
DRAFT December 5, 2012

The proposed work program lists a set of new Policy Plan and Area Plans studies, proposed to begin over the next three years. The studies include countywide and Policy Plan studies, activity center planning studies, and neighborhood planning studies identified. Proposed amendments are evaluated and scheduled through applying a series of criteria derived from Comprehensive Plan policy and the experience of past planning efforts. Scheduled Plan amendments would:

- Address emerging community concerns or change in circumstance;
- Advance major policy objectives, such as promoting environmental protection, revitalizing older residential and commercial areas, preserving open space, providing affordable housing, or balancing transportation and the provision of public facilities with growth and development;
- Better achieve the Concept for Future Development;
- Correct inaccuracies, oversights, or implementation within the text;
- Reflect implementation or respond to complementary studies; and/or,
- Work with available staff and community resources.

**Frequently Asked Questions: Fairfax Forward vs. APR**
**DRAFT December 5, 2012**

This document provides answers to frequently asked questions about Fairfax Forward and the proposed process to review and amend the Comprehensive Plan. For comparison purposes, responses are provided about the most recent Area Plans Review process (2008-2009 North County and 2009-2010 South County APR Cycle) and Fairfax Forward. The questions are grouped based on topic: public participation, screening, amendment scope, timing, and staffing.

Public Participation:

- When can someone interested in submitting an idea speak with staff? Can someone with an idea for a potential amendment receive preliminary feedback from staff?
    - APR: During the most recent APR process, staff was available to meet with perspective nominators to answer questions about preparing nominations during the nomination submission period. Telephone conversations and meetings with staff planners were available by appointment.
    - FFX FWD: Staff will be available to speak to community members about ideas for potential Plan amendments. Telephone conversations and meetings with staff planners will be available by appointment.
- How and when can citizens, property owners, and community groups submit ideas for plan amendments?
    - APR: During the nomination submission period, which extended typically 5-6 weeks, approximately every four years for each supervisor district.
    - FFX FWD: During the work program review, there will be public comment period on the draft work program before public hearings, extending approximately four weeks, as well as during the public hearing before the Planning Commission (PC). During individual studies, there will be an opportunity for public comment on the scope of the study.
- Who is eligible to submit an idea for change?
    - APR: Anyone can submit a nomination to change the Plan.
    - FFX FWD: Anyone can meet with staff to bring attention to an issue with the current Plan, submit an idea for change during the public comment period on the draft work program, or speak at the public hearing on the draft work program.
- Where does the community fit into the process?
    - APR: Community members are invited to nominate a proposed plan change, speak to their supervisor's office about participating on the appointed citizen task force, or speak at a public hearing.
    - FFX FWD: Community members are invited to speak with staff about a potential Plan change to be scheduled on the draft work program, speak at the public hearing for the work program adoption, and participate in the public process during the review of individual plan amendment studies.
- How does public education on planning fit into the process?
    - APR: Planning education was offered to the citizen task force at the start of the task force meetings during the review process.

    - FFX FWD: General education opportunities will be available, in addition to opportunities during specific studies. General education opportunities will generally take the form of a land use college. Further, planning education will be conducted as part of the public outreach strategy during individual studies.
- Can staff submit an amendment?
    - APR: Yes, during the nomination submission period, generally extending for five to six weeks, approximately every four years for each supervisor district.
    - FFX FWD: Yes, staff will include staff recommendations for studies on the draft work program. The draft work program would be available for public to review and Planning Commission to review and take action.
- How will public outreach occur during an amendment or planning study?
    - APR: Public outreach occurred through a variety of means. Nominators were required to send certified letters to the owners of the nominated property as part of the nomination requirements. As a courtesy, staff also sent letters to the immediate neighbors of nominated properties prior to the task force review and public hearings. In addition to notification letters, Comprehensive Plan listserv announcements were sent out periodically throughout the process announcing milestones, and the guidelines, forms, nominations, staff reports (preliminary and final) were published online. Supervisors' offices may also have published announcements or articles in newsletters.
    - FFX FWD: Public Outreach will occur through a variety of means. At the beginning of a study, staff will work with the affected supervisor's office to develop a strategy for public outreach, based on the nature of the study. Further guidance about options for outreach can be found in the draft Public Participation Guidelines.
- How can the public participate in screening potential amendments/ planning studies?
    - APR: The Planning Commission reviewed the nominations during a regular Planning Commission meeting.
    - FFX FWD: The draft work program, listing the studies, anticipated timelines, and preliminary purpose, will be published online for public review and comment, prior to the public hearing before the Planning Commission. Further, the public will be able to speak at the public hearing for the draft work program. Additionally, at the beginning of studies, a public scoping meeting will be held once the existing conditions report is completed to verify the scope reflects community needs.

Screening

- Will proposed amendments be screened prior to evaluation?
    - APR: Yes. Nominations are screened prior to review. First, county staff determined whether the nomination had satisfied submission requirements and forwarded to the Planning Commission. The Commission then decided if a nomination was included or not in the APR process or deferred for future consideration. A nomination was included in APR if it is determined that it was consistent with adopted County policy and adequate justification has been provided in the nomination form. If a nomination or group of nominations involved a large land area and/or is highly complex, the Planning Commission may have forwarded the nomination(s) to the Board of Supervisors with a recommendation for a special study.
    - FFX FWD: Yes. Proposed amendments or planning studies will be screened prior to being scheduled on the work program. First, amendments scheduled on the draft work program should:

- Address emerging community concerns or change in circumstance;
- Advance major policy objectives, such as promoting environmental protection, revitalizing older residential and commercial areas, preserving open space, providing affordable housing, or balancing transportation and the provision of public facilities with growth and development;
- Better achieve the Concept for Future Development;
- Correct inaccuracies, oversights, or implementation within the text;
- Reflect implementation or respond to complementary studies; and/or,
- Work with available staff and community resources.

The draft work program will be available for public comment. It is anticipated that additional proposed amendments and studies will be received during the public comment period. Proposals that also meet or can be adjusted to meet the previously mentioned criteria will be scheduled on the work program. The draft work program then will be finalized and forwarded to the Planning Commission for public hearing and adoption.

If additional proposals are brought forward during Planning Commission public hearing or Board members are considering an authorization to be added to the work program outside the public hearing, the amendments should meet the previously mentioned criteria as well. If the additional study would address an urgent community need, respond to a significant change in circumstance, correct a flagrant oversight, or achieve a major planning objective to an exceptional degree, then the study should be authorized and scheduled on the work program.

Scope of Amendments:

- What parts of the Comprehensive Plan are eligible for review?
    - APR: Site-specific land use recommendations were eligible for review. Land areas that were the subject of any pending Plan amendment or special studies, land areas with recently amended recommendations, and amendments affecting countywide systems and the Policy Plan were excluded.
    - FFX FWD: All parts of the Plan (Area Plans, Policy Plan, and maps) will be eligible for review. The work program will include studies of activity centers studies, neighborhood planning studies, and Policy Plan and countywide amendments.
- What types of properties are eligible for proposed amendments? What will the study area of amendments look like?
    - APR: Any property is eligible to be nominated for amendment. There are no minimum or maximum parcel sizes that can be nominated. Subject areas could be less than one acre or an entire planning district.
    - FFX FWD: Any property is eligible to be proposed for an amendment. However, to be scheduled on the work program, the amendment study area should logically relate to the Comprehensive Plan guidance for the area.
- How will the process be organized? How will the county be divided?
    - APR: The process was organized around the supervisor district boundaries, and the supervisor districts were grouped into the North County and South County.
    - FFX FWD: The process will be primarily organized around the Concept for Future Development. Review will be grouped into activity center planning that affects the mixed-use centers and industrial areas, and neighborhood planning that affects the

low density residential areas, suburban neighborhoods, and large institutional areas of the Concept for Future Development.

- What are the criteria for an amendment to the Plan? What are the criteria for Board-authorized amendments?
    - APR: Nominators were asked as part of the submission form to explain how the proposed amendments would better achieve the Plan's objectives than the current Plan would or explain how there were oversights or land use related inequities in the currently adopted Plan that would be remedied by the change.
    - FFX FWD: Proposed amendments, scheduled on the work program will be identified by applying a series of criteria derived from Comprehensive Plan policy and the experience of past planning efforts. The criteria are as follows:
        - Address emerging community concerns or change in circumstance;
        - Advance major policy objectives, such as promoting environmental protection, revitalizing older residential and commercial areas, preserving open space, providing affordable housing, or balancing transportation and the provision of public facilities with growth and development;
        - Better achieve the Concept for Future Development;
        - Correct inaccuracies, oversights, or implementation within the text;
        - Reflect implementation or respond to complementary studies; and/or,
        - Work with available staff and community resources.

      If Board members are considering the authorization of an amendment outside of the work program review, the proposal should meet the previously mentioned criteria. If the additional study would address an urgent community need, respond to a significant change in circumstance, correct a flagrant oversight, or achieve a major planning objective to an exceptional degree, then the study should be authorized and added to the work program.

Amendment Evaluation:

- Are amendments prioritized?
    - APR: Proposed amendments were typically reviewed in a uniform manner, except an amendment that involves large land area and/or is highly complex may be deferred into a special study.
    - FFX FWD: Yes, amendments that meet the previously mentioned criteria will be scheduled to the work program. Depending on staff resources, amendments will be listed as either immediate or near-term. Review of amendments scheduled as immediately will begin immediately. Review of amendments scheduled as near-term will begin as soon as staff resources become available.
- What are the steps for review of an amendment?
    - APR: Once a nomination passed through screening and was formally accepted for review in APR, Department of Planning and Zoning (DPZ) staff requested comments from other county agencies and prepared a staff report containing analyses and recommendations for each nomination. Community task forces (or land use committee) appointed by members of the Board of Supervisors also reviewed the nominations and formulated recommendations. Both task force and staff recommendations were transmitted to the Planning Commission (PC) for public hearing. The PC held public hearings to receive testimony about each nomination and made a recommendation to support the nomination as submitted, support an

alternative that represents a lesser density or intensity than what has been proposed, deferred if additional evaluation was needed, or deny the nomination. Only nominations that were supported by the PC were forwarded to the Board of Supervisors (BOS) for additional public hearing and final decision. The Comprehensive Plan was amended if the BOS votes to adopt a proposed change.

  - FFX FWD: Once an amendment or study on the work program begins, DPZ staff will prepare an existing conditions report that provides information on the existing, planned, and zoned potential, and works with the supervisor's office to develop a public participation plan. The plan will outline a strategy to receive public input on the preliminary scope and throughout the amendment review. DPZ staff then will finalize scope, request comments from other county agencies, and prepare a staff report containing analyses and recommendations for the amendment. Recommendations may also be developed through public participation activities. Recommendations will be transmitted to the PC for public hearing. The PC will hold a public hearing to receive testimony and make a recommendation to support the amendment, support an alternative, defer if additional evaluation is needed, or deny the amendment. The PC recommendation will be forwarded to the BOS for additional public hearing and final decision. The Comprehensive Plan will be amended if the BOS votes to adopt a proposed change.

- How are the impacts of amendments assessed?
  - APR: DPZ staff evaluated the amendment and collaborated with other agencies to assess additional impacts, such as the Department of Transportation, Department of Parks and Recreation, Department of Public Schools, Office of Community Revitalization, Department of Public Works and Environmental Services, and other agencies as needed.
  - FFX FWD: DPZ staff will evaluate the amendment and collaborate with other agencies to assess additional impacts, such as the Department of Transportation, Department of Parks and Recreation, Department of Public Schools, Office of Community Revitalization, Department of Public Works and Environmental Services, and other agencies as needed.
- Will an existing conditions report be completed for amendments?
  - APR: The existing conditions were assessed based on the particular amendment subject area, and the information was included within the staff report. A formal existing conditions was not prepared.
  - FFX FWD: As part of the review process, an existing conditions report will be prepared to compare the existing, planned, and zoned potential and provide demographic data.

Timing:

- How frequently does the cycle occur? How long will it take to review the entire Plan?
  - APR: Completing the review of the North County and South County nominations within the APR process was scheduled to take approximately three to four years. However, the addition of the Virginia Department of Transportation Chapter 527 review and evolving complexity of nominations (e.g., infill development and mixed-use development at higher intensities) required more detailed evaluation, public participation, and longer timelines. As a result, the timeline for the process extended longer than anticipated, particularly if the nominations were deferred into a special study. A number of North County nominations from the 2008 North County process are still under review in the Reston Special Study, while a number of 2009 South

County nominations are still pending. Further, if an amendment was adopted, the subject property was ineligible for review during the next cycle.
    - FFX FWD: Completing the review of the work program, using the Concept for Future Development is anticipated to take approximately ten years. While this timeline is longer than APR, it is believed to be a more realistic schedule for review of individual studies.
- When can proposals for Plan amendments occur?
    - APR: The schedule for review was established by the Planning Commission at the beginning of the cycle. However, the nomination submission period for either the North County or the South County generally recurred every three to four years.
    - FFX FWD: The schedule for review will be established by the Planning Commission when the work program is adopted. However, the work program will be reviewed and updated, with the opportunities for studies to be added or modified, every two years. In the interim year, a status update of the amendments on the work program will be provided to the Planning Commission and the Board of Supervisors.
- Will an analysis of the work plan happen annually? (See previous response.)
- What is the timeline for review of amendments? How long will studies take?
    - APR: The timeline for review depends on the complexity of the studies. More complex nominations, which require more in depth analysis or a Chapter 527 Transportation study had a longer timeline for review.
    - FFX FWD: The timeline for review will depend on the complexity of the studies. For example, if the study involves editorial revisions, the length of the study may last six to nine months. However, if the study involves more substantial revisions with detailed analysis and significant public participation efforts, the study may last up to three years.

Legal requirements:

- The Code of Virginia Title 15.2 Chapter 22 states that the local planning commission shall review the Comprehensive Plan at least once every five years to determine whether it is advisable to amend the Plan. How does the review meet the Virginia state code requirement?
    - APR: The APR cycle recurred every three to four years. The nomination submission period for magisterial districts was open every three to four years, within the five year state code statute. Further, the BOS were able to authorize the consideration of an amendment at any time at their discretion. Policy Plan and countywide amendments were not eligible for APR nominations; however, the BOS could authorize a Policy Plan or countywide amendments at their discretion.
    - FFX FWD: The Planning Commission will review the Comprehensive Plan amendment work program every two years. The review of the work program will be informed by ongoing efforts to monitor the Comprehensive Plan, involving the evaluation of countywide Plan recommendations, planned development potential, and Plan implementation. Further, Board-authorized amendments will remain an option to review Plan recommendations, in the interim of the work program review schedule.

Staffing:

- How will staff resources be allocated and managed?
    - APR: Typically, one DPZ staff member was designated as the liaison for each supervisor district and coordinated the review of all nominations within the supervisor district. This allocation was subject to change depending on the volume of

nominations. For amendments outside of the APR process, such as Board-authorized amendments, staff resources are allocated as needed.

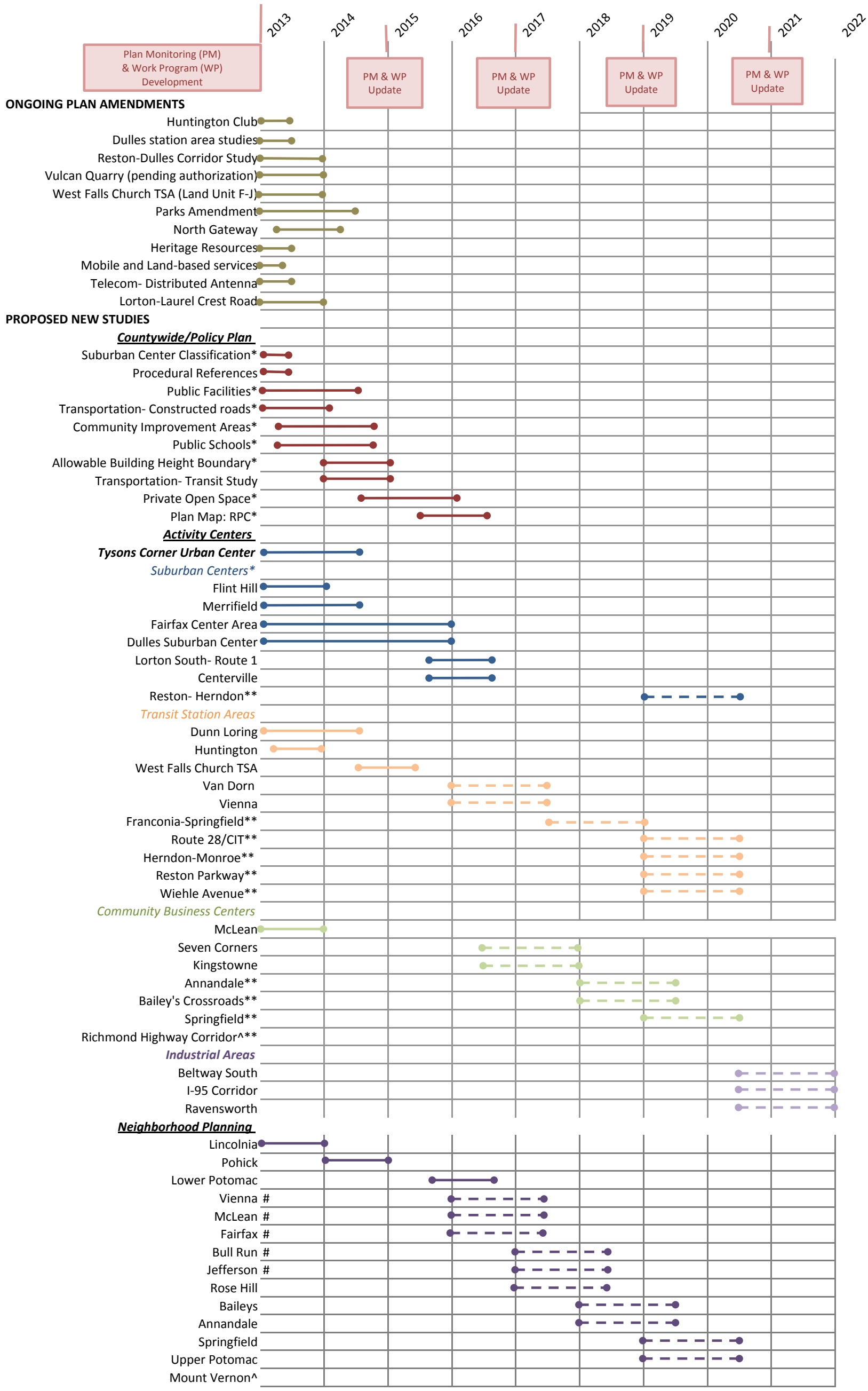
- FFX FWD: Staff assignments will be balanced with the number and types of studies on the work program. Specialized support staff will contribute to the review of nominations.

Attachment D

# ESTIMATED Long-term Area Plan Review Schedule

December 5, 2012

Schedule depicts anticipated timeline for studies, beginning in Year 2013. Schedule does not include future Board of Supervisors- authorized Plan amendments or amendments that will conclude in Year 2012. Timeline beyond 2015 is subject to change, as indicated by the dash lines. Colors are used to separate Concept For Future Development classifications.




* Follow-on to the Plan Map and Concept For Future Development update

** Recent study completed or underway

^ Current transit study may affect timeline

\# Portions of planning district within activity centers will be affected in first three years by activity center planning studies.

Attachment E

Comprehensive Plan Amendment Work Program
DRAFT December 5, 2012

The Comprehensive Plan Amendment Work Program lists: 1.) planning studies that have previously been authorized and will continue through 2013 and, 2.) new planning studies that are anticipated to commence between 2013 through 2015, authorized through the adoption of the work program. Studies on the work program are not assumed to be completed by 2015. New studies are listed as either immediate or near-term. Immediate studies are anticipated to begin as soon as the work program is adopted. Near-term studies are anticipated to begin as soon as the immediate studies are completed and staff resources become available. The following list of planning studies is preliminary and subject to change until the adoption of the work program.

***Colors used for legibility purposes to separate types of amendments.***

Previously Authorized Plan amendments (anticipated work to continue into 2013):

| Plan Amendment Name | Authorization | Type | Purpose |
|---|---|---|---|
| Huntington Club (Mt. Vernon District) (Deferred APR 09-IV-2MV & APR 09-IV-27MV) | 2009-2010 South County APR | Land use | • Propose adding options for residential, office, retail, and hotel mixed-use redevelopment of the Huntington Club Condominiums up to 3.0 FAR |
| Dulles Station (Hunter Mill District) (15-4((5))5A) (PA S11-III-DS1) | 3-8-11 | Land use | • Consider revising recommendation to allow for additional multi-family residential use |
| Parcel in the vicinity of Elden Street/ Centreville Road/ Parcher Avenue (Dranesville District) (PA S09-III-UP2) | 7-13-09 | Land use | • Consider appropriate uses and intensity including an evaluation of the capacity of the planned and existing road network |
| Rocks Site, Dulles Suburban Center Land Unit A (Hunter Mill District) (PA S07-III-UP2) | Initiated 12-3-07, expanded 7-13-09 | Land use | • Consider appropriate uses and intensity including an evaluation of the capacity of the planned and existing road network |
| Reston-Dulles Corridor Study (PA ST09-III-UP1) | 5-18-09 | Land use | • Phase 1: Evaluation of Reston-Herndon Suburban Center guidance<br>• Phase 2: Evaluation of recommendations for areas outside Reston-Herndon Suburban Center in Reston Community Planning Sector |

| Plan Amendment Name | Authorization | Type | General Purpose |
|---|---|---|---|
| Vulcan Quarry | Pending | Land Use | • Reflect long-term agreement between Vulcan Quarry and Fairfax Water |
| West Falls Church TSA Land Units F, G, H, I, and J | 10-30-2012 | Land Use | • Evaluate recommendations for land use and transportation recommendations, and inclusion in transit station area |
| Parks Comprehensive Plan Update (PA S11-CW-3CP) | 12-6-2011 | Countywide (Parks) | • Phase 1: Update Policy Plan guidance for urban parks<br>• Phase 2: Amend parks recommendations in planning district recommendations to align with Great Parks, Great Communities plans |
| North Gateway (APR 09-IV-1MV & 09-IV-15MV) | 2009-2010 South County APR | Land use | • Propose office, retail and hotel mixed-use development up to 2.0 FAR on consolidated Sub-units A-1 and A-2 of the North Gateway CBC |
| Heritage Resources | 12-7-2009 | Countywide (Heritage Resources) | • Update recommendations for inventory of historic sites |
| Mobile and Land-based Services Policy Plan | 11-20-2012 | Countywide (Telecommunications) | • Update the review and approval Policy Plan language for telecommunications facilities |
| Distributed Antenna System Policy Plan Amendment (PA S11-CW-5CP) | 12-6-11 | Countywide (Telecommunications) | • Evaluate Distributed Antenna System (DAS) applications as a possible "Feature Shown" of the Comprehensive Plan, to include an evaluation and recommendation for DAS Standards |
| Lorton-Laurel Crest Connector Rd (Mt. Vernon District) (PA S11-CW-T1) (FCDOT) | 12-6-11 | Countywide (Transportation) | • Consider removal of recommendation for Lorton-Laurel Crest Connector Road |

| Plan Amendment Name | Anticipated Start of Study | Anticipated length of study | Type | Purpose |
|---|---|---|---|---|

Anticipated amendments to begin 2013-2015:

| | | | | |
|---|---|---|---|---|
| 1. Suburban Center Classification | Immediate | 6 months | Countywide/ Policy Plan | • Assess whether Suburban Center term in Concept for Future Development reflects future character of the areas,<br>• Evaluate potentially renaming term and removing or reclassifying existing centers, i.e., Flint Hill Suburban Center. |
| 2. Procedural References | Immediate | 6 months | Countywide (Editorial) | • Editorially update references to Area Plans Review process or other out of date procedures. |
| 3. Public Facilities | Immediate | 18-24months | Policy Plan/ Countywide | • Evaluate Follow-on Considerations to Plan Amendment S11-CW-1CP, Adopted Amendment No. 2011-12, related to updates to public facilities recommendations, including non-county entities |
| 4. Constructed Roadways and Commuter Parking Facility (Transportation) | Immediate | 12 months | Countywide | • Consider update of constructed roadways and adding commuter parking facilities, as per Follow-on Considerations to Plan Amendment S11-CW-1CP. |
| 5. Community and Neighborhood Improvement Areas | Immediate | 18 months | Policy Plan/ Countywide | • Consider removal of recommendations for expired or implemented community and neighborhood improvement areas, as per Follow-on Considerations to Plan Amendment S11-CW-1CP. |
| 6. Public Schools | Immediate | 18 months | Policy Plan/ Countywide | • Evaluate changes to school classifications in Plan.<br>• Update public facilities tables, as per Follow-on Considerations to Plan Amendment S11-CW-1CP, Adopted Amendment No. 2011-12. |

| Plan Amendment Name | Anticipated Start of Study | Anticipated length of study | Type | Purpose |
|---|---|---|---|---|
| 7. Tysons Corner Urban Center | Immediate | To be determined (TBD) | Activity Center (Editorial) | • Updates to reflect implementation and completed studies<br>• Consider removing recommendations from McLean, Vienna, and Jefferson Planning Districts text. |
| 8. Flint Hill Suburban Center | Immediate | 12 months | Activity Center (Editorial and Land Use) | • Consider character of area to verify that area still meets criteria for suburban center, if not accomplished in task 1.<br>• Consider removal of Plan recommendations from Fairfax Planning District text if area remains an activity center in task 1.<br>• Areawide editorial update. |
| 9. Merrifield Suburban Center (including Dunn Lorring Transit Station Area | Immediate | 18 months | Activity Center (Editorial) | • Areawide editorial update.<br>• Consider removal of Plan recommendations from Jefferson, Vienna, and Fairfax Planning District text.<br>• Add Heritage Resources guidance |
| 10. Fairfax Center Area (FCA) Suburban Center | Immediate | 3 years | Activity Center (Editorial & Land Use) | • Verify areawide recommendations are consistent with current policy and practice.<br>• Review and update existing conditions, including implemented recommendations, in areawide and land unit recommendations, pipeline development, and roadway contribution formula, as per Procedural Guidelines for Annual Review Process of FCA.<br>• Review boundaries of FCA to make sure land use is consistent with character of activity center, i.e., area south of Lee Highway.<br>• Evaluate illustration on Plan Map<br>• Consider removal of Plan recommendations from Fairfax, Upper Potomac, and Bull Run Planning District plan text. |
| 11. Dulles Suburban Center | Immediate | 3 years | Activity Center (Editorial) | • In addition to ongoing work to Land Unit A and Herndon, areawide editorial update.<br>• Consider removal of Plan recommendation from Bull Run and Upper Potomac Planning District text. |

| Plan Amendment Name | Anticipated Start of Study | Anticipated length of study | Type | Purpose |
|---|---|---|---|---|
| 12. Huntington Transit Station Area | Immediate | 12-18 months | Activity Center | • Transportation network study<br>• Editorial updates |
| 13. McLean Community Business Center | Immediate | 12 months | Activity Center (Editorial) | • Areawide editorial update<br>• Consider removal of Plan recommendations from McLean Planning District |
| 14. Lincolnia Planning District | Immediate | 12-18 months | Neighborhood Planning | • Consider redesignation on Concept for Future Development from Suburban Neighborhood to Community Business Center.<br>• "Check in" to neighborhood planning for L1, L2, and L3 Community Planning Sector (CPS)<br>• Consider removal Beltway South Industrial Area from L3 CPS and add to Beltway South Industrial Area recommendations in Annandale Planning District |
| 15. Allowable Building Height Boundary | Near-term | 12 months | Countywide | • Evaluate Follow-on Considerations to Plan Amendment S11-CW-1CP, Adopted Amendment No. 2011-12, related to Federal Aviation Administration Part 77 Imaginary Surfaces and Allowable Building Height name. |
| 16. Transportation- Transit Study | Near-term | 12-18months | Countywide | • Evaluate potential amendments resulting from countywide transit study. |
| 17. Private Open Space | Near-term | 18-24 months | Countywide | • Consider revisions to private open space land use category on Comprehensive Land Use Plan Map for consistency and clarity, as per Follow-On Consideration to PA S11-CW-1CP |
| 18. Pohick Planning District and planning sectors | Near-term | 12 months | Neighborhood Planning: | • Editorial and "check in" of district. |
| 19. West Falls Church TSA | Near-term | 12-18 months | Activity Center (Editorial and Land Use) | • Areawide editorial update<br>• Consider removal of recommendations from McLean and Jefferson Planning District Plan text. |

| Plan Amendment Name | Anticipated Start of Study | Anticipated length of study | Type | Purpose |
|---|---|---|---|---|
| 20. Lorton South-Route 1 Suburban Center | Near-term | 12-18 months | Activity Center (Editorial and Land Use) | • Areawide editorial update<br>• Consider removal of recommendations from Lower Potomac Planning District Plan text. |
| 21. Lower Potomac Planning District and planning sectors | Near-term | 12 months | Neighborhood Planning: | • Consider removal of Plan recommendations for Lorton South-Route 1 Suburban Center from district text.<br>• Editorial and "check in" of district.<br>• Potential amendment for indigent cemetery 9501 Old Colchester Road, Lorton, Va. |
| 22. Centreville Suburban Center | Near-term | 12-18 months | Activity Center (Editorial) | • Areawide editorial update.<br>• Consider removal of recommendations from Bull Run Planning District recommendations. |
| 23. Plan Map: Residential Planned Communities | Near-term | 12 months | Neighborhood Planning: (Editorial) | • Consider reflecting land use recommendations on Comprehensive Land Use Plan Map, as per Follow-On Consideration to PA S11-CW-1CP |