

## I. Establishment of Springfield District Land Use Committee ("the Committee")

1. A land use committee of seven members for the Springfield District is hereby established. The members of the Committee must be a resident in the Springfield Magisterial District.
2. The initial seven committee members shall be appointed by the Springfield District Supervisor. The members shall serve for a term of 2 years. The initial seven members are Mike Congleton, Mike DeLoose, Tyna Gaylor, Phil Poole, Jeff Saxe, Tony Wiley, and Susan Yantis. Their terms shall expire on December 31, 2017.
3. Ninety days prior to the expiration of the members' term, the Supervisor will contact known homeowner and civic associations in the Springfield District and request nominations for Committee member appointments. In addition, requests for nominations will be made through the Springfield District website.
4. Current Committee members will review the nominations, and with the support of the Supervisor and the Planning Commissioner, make appointments for a two year term of service. A term of service begins January 1 and ends December 31.
5. Committee members may seek reappointment for consecutive terms of service.
6. In the event of a vacancy, the Springfield District Supervisor will conduct the same outreach outlined in paragraph #3.
7. The Committee will, by majority vote, elect from its membership a Chairperson and Vice Chairperson, whose terms will expire at the end of their term of service. The elections will be made by the Committee at the first meeting of the new term.

## II. Land Use Committee Meetings

1. If there is business to conduct, the Committee will meet on the second Monday of each month unless that day is a holiday in which case the meeting will be held on an alternate day as agreed to by the members of the committee. Changes in the meeting schedule may be made by the Chairman and Supervisor's office to accommodate attendance by members, applicants or community members and shall be announced with adequate notice.
2. Special meetings will be convened at the call of the Chairperson.

3. The meetings will be held in the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, Virginia, 22035 or at the West Springfield Government Center, Springfield, Virginia, 22152.
4. The meetings will commence at 7:00 p.m unless changed by the Chairman.
5. A quorum shall consist of at least four members.

### III. Land Use Committee Review Process

1. All applicants who submit a land use proposal as follows, in the Springfield District, will be referred to the Committee. Land use proposals, shall include, but not limited to, rezoning and special exception applications, modifications to existing special exceptions or rezonings, development plan amendments, including those to proffer statements or conditions, Comprehensive Plan Amendments and 2232 applications for public facilities will be reviewed.
2. The Committee will review all the materials submitted by the applicant to the County. Not more than three weeks before an application is to be reviewed by the Committee, the Springfield District Supervisor's staff will make available to the Committee members the necessary documents and will update the Committee, if necessary, up to the time of the meeting.
3. The Springfield District Supervisor's staff will make every reasonable effort to notify all adjacent and proximate property owners and will provide a list of those notified to the Committee and the applicant.
4. The notification will summarize the application type and the pertinent subject matter. It will also state the date and time of the meeting where the applicant will present the application to the Committee for review and recommendation.
5. The notification will also include the date and time of the public hearings before the Planning Commission and the Board of Supervisors, if known.
6. Any Committee member who has a conflict of interest with respect to any land use proposal scheduled before the Committee will recuse himself or herself from all deliberations and votes on the application.

7. The agenda for the meeting will include a presentation by the applicant of the land-use proposal (not to exceed 15 minutes) followed by questions and comments from Committee members, Fairfax County staff, and the public.

8. The Committee members will vote to:

- (1) Recommend Approval
- (2) Recommend Approval with conditions
- (3) Defer the application
- (4) Deny the application

9. The Springfield District Supervisor's staff will take minutes of the meeting when present at the meetings. These minutes will be circulated to the Committee members within one week after the meeting for review and approval. Upon approval by the committee, the results of the decision will be sent by the Supervisor's staff to the Springfield District Planning Commissioner.

10. Depending upon the complexity and controversy of a land use application, the Chairman may choose to appoint a committee member to speak at public hearings about the Committee's recommendation.