

Hunter Mill District Land Use Committee (HMDLUC) Charter

1. A Land Use Committee for the Hunter Mill District was established in 2001. Members selected as follows:

- Three (3) at-large members will be appointed by the Supervisor.
- One (1) member will be appointed based on a recommendation to be requested from the Town Council of Vienna.
- Two (2) members will be appointed to represent Reston based on recommendations to be requested from Reston civic organization(s).
- Two (2) members will be appointed to represent the vicinity of Vienna (Vienna Planning Districts 3, 4 and 5).
- Two (2) members will be appointed to represent the vicinity of Reston (Upper Potomac Planning District 5 lying outside of Reston).
- Two (2) members will be appointed to represent the western part of Hunter Mill District (Upper Potomac Planning Districts 6 and 7).

Note: In the event representation from a specific area cannot be secured, Member(s) from another Planning Districts can be selected.

Thus, at inception, 1/3 of the members will have terms of less than one year, 1/3 of the members will have terms of less than two years, and the remaining third will have terms of less than three years. As these terms expire, all members will be appointed to three year terms, four to be appointed in each year.

2. In the event of a vacancy, the civic organization (or Town Council in the case of Vienna) invited to make a recommendation will designate a person to fill the unexpired term of the departing member.
3. The Committee shall by majority vote elect from its members a Chairperson, a Vice Chairperson, and a Secretary-Parliamentarian whose terms shall each be for one year. The elections will be made by the Committee at its first meeting in January of each year. Officers may serve for as many terms as they may be elected by the Committee.

Land Use Committee Meetings

1. The Committee shall normally meet the 3rd Tuesday of every month unless that day is a holiday in which case the meeting will be held the following Tuesday. The Committee may choose to meet on different dates when circumstances make it difficult or unnecessary to meet on the normal meeting day.

2. The meetings will normally be held in the Community Room of the North County Governmental Center where the Hunter Mill District Supervisor's office is located, or by the determination of the Chairperson, at any other available public facility within the Hunter Mill District which satisfies the needs and convenience of the public, the parties at interest, and the Committee.
3. The meetings will normally start at 7:30 pm.
4. The meetings shall be conducted under Roberts Rules of Order, except that the Chairperson shall have a vote.
5. A quorum shall consist of a majority of the Committee members.
6. A meeting can proceed with less than a quorum if 2/3 of the Committee members present agree.
7. Members will be required to notify the chair of planned and protracted absences. More than three unexcused absences can be cause for the Committee to notify the appropriate civic organization (or Town Council in the case of Vienna) and request his or her replacement.

Land Use Committee Review Process

1. All applicants who submit a land use proposal in the Hunter Mill District will be referred initially to the Hunter Mill Land Use Committee except those proposals where the subject parcel is within the Reston Master Plan (See attached). Those land use proposals which are within Small Tax District No. 5 but outside the Reston Master Plan shall be referred to both the Reston P&Z and the HMLUC. The chairpersons of the two committees will consult to determine which committee shall review the application and so notify the Planning Commissioner and Supervisor's office. Land Use proposals include applications for special exceptions or modifications to existing special exceptions, rezonings, amendments to the Comprehensive Plan, development plan amendments including those to proffer statements and zoning changes or amendments to existing zoning and PRCs.
2. The Committee will review all the materials submitted by the applicant to the County as stated herein. The expectation is that at least one week before an application is to be reviewed initially by the Committee; the applicant will make available to the Committee members the documentation that it is submitting to the County including the detailed narrative memorandum of the proposal.

3. An applicant will be requested by the Supervisor to inform all abutters and others that are required to be notified under the law of the County and State and a list of those notified will be provided to the Committee. This notification could take the form of a first class mailing that has a short summary of the subject matter of the application and refer to the Committee meeting in which the applicant is scheduled to be at the Hunter Mill Land Use Committee meeting. The notice should also include the date and time of the public hearings before the Planning Commission and the Board of Supervisors if these are available.

4. The applicant will notify the Committee when an applicant schedules his initial discussion with the Planning Commissioner, or the Supervisor and their respective staffs, or any of the County staff, or makes the filing, whichever comes first. The Committee Chair will designate a Case Manager and will arrange to have a public meeting on the case no later than 30 days before the anticipated completion of a staff report. In any event, the Committee will schedule a meeting no later than 45 days before any anticipated hearing date before any Fairfax County Planning Commission or the Board. The Case Manager's responsibilities are defined in the chapter so named.

5. The Hunter Mill Land Use Committee shall arrange with the Supervisor's office for that office to forward the agenda to all local newspapers, media outlets, community websites, and those civic and community organizations that have an interest in land use matters, no later than 10 days before the meeting.

7. The Committee should play a role in strategic issues, e.g., identification of trends, accumulation of changes and/or exceptions resulting in *de facto* changes to the Comprehensive Plan.

8. Any Committee member who has a conflict of interest with respect to any land use proposal scheduled for a meeting before the Committee shall excuse himself or herself from all deliberations and votes on the matter.

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Guidelines for Committee Review

1. Initially, the criteria to be used for reviews include (a) responsiveness to concerns of citizens and other interest groups after they have become well-informed through the review process, (b) the best of good practice in the planning field, and (c) policies and requirements of Fairfax County as defined in the Comprehensive Plan and other relevant documents. Questions that

should be used (similar to those used by the Mason District Planning, Land Use and Transportation Advisory Committee) to guide the review and evaluation of land use proposals include the following:

1. Is the application in conformance with the Comprehensive Plan?
2. What improvements to public facilities may be required for the proposed land use, e.g., schools, parks, libraries, sewers, water?
3. What will be the impact on proximate development?
4. Will it have an adverse impact on a historic district or site?
5. What may be the precedent-setting implications from future land use decisions?
6. What is the environmental impact of the proposal?
7. What is the transportation impact generated by the proposal?
8. How can the proposed plan be improved?

2. Guidelines

General:

- Ensure the suitability of the proposed use for the location. Determine construction start and finish dates.
- Examine the nature and extent of proffers made by the Developer to the County.
- Examine requests by the developer for any of the following; Special Permit, Special Exception, Amendment to the Comprehensive Plan, Development Plan Amendment, Zoning Amendment. Consider contributions to the Reston Lighting Fund.

Site Specific:

- Require suitable placement of structures on the property (particularly parking garages). Determine the number of employees projected.
- Examine the bulk and mass of the building or buildings.
- Examine the possibility of other buildings planned for the site, including when and how many consider if mixed use with residential is a factor.

Transportation and Traffic:

(Transportation includes bus and rail service, pedestrian crosswalks, sidewalks, trails, and bikeways.)

- The Committee should call upon developers to observe and preserve existing walkways and trails and ensure adequate pedestrian access in all projects and between projects. The Committee should examine the effect of the proposal on traffic.
- Ensure that employers install a transportation management plan in cooperation with other employers in the area (i.e., shuttle buses to rail sites).

- Examine ingress and egress roadways and driveways leading to the main public roads. Determine if traffic signals are being considered. Examine types of outdoor lighting proposed. Determine if roads will have to be widened.
- Consider inter-lot driveways to lessen the need for extra curb cuts and driveways.

Environmental:

- Ensure that the special environment of Reston is protected.
- Ensure that landscaping plans submitted by developers comply with revisions to the County Code.
- Ensure that minimal tree loss occurs (Tree Preservation Plan).
- Require developers to show how tree preservation matters are to be handled in their landscape plans and encourage them to do more than meet the minimum County Standard.

Affordable Housing:

Ensure that the development is in compliance with the Affordable Dwelling Unit (ADU) Ordinance and the Policy on Workforce Housing

Formal Committee Recommendations

The Case Manager will deliver the final recommendation to the Secretary-Parliamentarian to be forwarded to the Planning Commissioner's office and the Supervisor's office, along with the minutes for the meeting at which the recommendation was approved by the Committee. At its option, the Land Use Committee may decide to present its findings and recommendations at the public hearings as well. A template for the recommendation form is shown in the next page.

Hunter Mill Land Use Committee

Land Use Proposal Evaluation and Recommendation Completed Example

Application No. PCA 86-C-029-08/FDP 86-C-029-04 (Concurrent with PCA 88-C-066-04/FDP 88-C-066, PCA 1996-HM-044-02/FDP 1996-HM-044)

Review Date(s) October 10, 2000, and October 17, 2000

Project Name Dulles Corner

Project Location The subject applications comprise the southern 33.95-acres of the 99-acre development referred to as Dulles Corner, located east of Route 28, north of Frying Pan Road, west of Horse Pen Road, and south of the Dulles Airport Access Road.

Applicant Name Dulles Corner Properties, L.L.C.

Representative Name and Firm Elizabeth Baker of Walsh, Colucci, Stackhouse, Emrich & Lubeley

Planning Commission Date October 18, 2000 **Board of Supervisors Date** Not Scheduled

Brief Project Description Amend the Proffers and Conceptual/Final Development Plan for the 1.39-acre portion of Dulles Corner to develop six office buildings (with an option of two hotels in lieu of the office buildings) on Parcels 13 and 13B. The CDPA/FDPA/FDP indicates an overall FAR for the 33.95-acre site is 0.79 with 46% open space (Overall, Dulles Corner will maintain 0.70 FAR and 44% open space). Approval of this application may enable the vacation and/or abandonment of portions of public right-of-way for Horse Pen Road to proceed under Section 15.2-2272 (2) of the Code of Virginia.

Committee Recommends:

Approval

Denial

Recommendations: The Hunter Mill Land Use Committee recommends that the following proffer be added to the amended proffers:

1. The applicant (Dulles Corner Properties, L.L.C.) shall provide a contribution of \$50,000 to the Fairfax County Park Authority. The contribution will be used to enhance active and passive recreational opportunities in the vicinity of Merrybrook Run. Specifically, the Park Authority will construct athletic fields in the dedicated park area or acquire additional developable parkland in accordance with the Active Recreation comments and recommendations outlined in The Comprehensive Plan for Fairfax County, Virginia, (pages 145-147). The

Committee further recommends that the trails identified as part of the subject property be constructed of asphalt.

The Role of the Case Manager

As earlier stated, each application forwarded to the Hunter Mill Land Use Committee for consideration will be assigned a Case Manager. The following contains suggested procedures for the Case Manager. The Case Manager is accountable for ensuring that the Committee obtains the appropriate information necessary to develop recommendations of the highest quality.

1. Contact the representative of the applicant to schedule a presentation of the application to the Committee. At this time, request information packets for each Committee member. The information packet should include all materials submitted to Fairfax County Department of Planning and Zoning that is relevant to the Committee's review.
2. Notify the Planning Commissioner of the date of the presentation and invite the Commissioner to attend.
3. Identify the staff reviewer. Contact the staff reviewer, invite him or her to the meeting, and ask for pertinent details regarding the case.
4. Obtain from the Supervisor's office a list of contacts in homeowner associations that may be affected by the application. Contact the homeowner associations to inform them of the schedule of meeting(s) regarding the application and encourage attendance.
5. Notify appropriate media resources of the meeting schedule and purpose.
6. The Case Manager will perform an in-depth review of the application.
7. The Case Manager will lead the questioning of the applicant's representative.
8. The Case Manager will follow up with the representative of the applicant to ensure adequate information is provided to answer questions raised during the meeting(s).
9. Draft a set of recommendation for consideration of the Committee using the template provided earlier. The Case Manager will use discretion in editing concerns and recommendations from the community at large. To encourage the widest participation, all constructive comments will be included in the draft recommendations presented to the Committee. For each recommendation, the Case Manager will note whether an individual or the Committee as a whole is submitting the recommendation. Only recommendations accepted by the Committee will be included in the final recommendations sent to the Supervisor and Planning Commissioner.
10. The draft recommendation document will be presented to the Committee for discussion and action. Modifications and/or additions to the recommendations from the Committee will be considered at this time.

11. The final adopted recommendations will be submitted to the Supervisor and to the Planning Commissioner by the Committee chairperson.

12. At his or her discretion, the Case Manager will establish an initial schedule and distribute it to the Committee. The schedule is subject to change during the course of the application consideration process. The Case Manager is requested to review the schedule, update it, and advise the Committee of changes. Committee members are responsible for updating their copy of the schedule.

EVENT	DATE
1. Planning Commission Hearing on the application	
2. Deliver Recommendations to Secretary/Parliamentarian	
3. Final Committee review of Recommendations	
4. Final comments are received from Committee members	
5. Formulate recommendations with Committee	
6. Second public meeting	
7. First public meeting. Presentation by applicant, public questions and comment	
8. Application received by the Committee	