



FAIRFAX COUNTY PARK AUTHORITY

M E M O R A N D U M

TO: Chairman and Members
Park Authority Board

REVISED – 7/10/17

FROM: Kirk W. Kincannon, Executive Director

DATE: July 6, 2017

Agenda

**Committee of the Whole
Wednesday, July 12, 2017 – 8 p.m.
Boardroom – Herrity Building
Chairman: William G. Bouie
Vice Chair: Mary Cortina**

1. Harold L. Strickland Partnership and Collaboration – Discussion
2. ***Approval – Unmanned Aircraft Systems in Fairfax County Parks – Action****
3. Park Authority Policy Manual Review – Discussion*
4. Park Authority Master Plan Draft for Publication – Information*

*Enclosures



If accommodations and/or alternative formats are needed, please call (703) 324-8563. TTY (703) 803-3354

This page intentionally left blank.

INFORMATION

Park Authority Policy Manual Review

The Fairfax County Park Authority Policy Manual is reviewed and updated as necessary every five years to ensure that the policies reflect the changing county need. Policies may be revised, added, or deleted upon action of the Park Authority Board. By practice, the Park Authority adopts new policies and updates existing policies as the need arises.

The Commission for the Accreditation of Park and Recreation Agencies (CAPRA) process that the agency is currently undergoing for reaccreditation requires that the Policy Manual for the agency be kept-up-to-date and reviewed systematically, at least every five years. As part of the reaccreditation effort, monthly review sessions of current and new policies were scheduled with the Administration and Board Management (ABM) committee from February 2017 through June 2017. The revised Policy Manual is scheduled for review by the Committee of Whole prior to review by the County Attorney. Once the County Attorney completes their review the manual will be brought back to the Park Authority Board for approval in September 2017.

ENCLOSED DOCUMENTS:

Attachment 1: Policy Manual*

*References and Supporting documentation links will become active when the manual is posted on the Park Authority's website.

STAFF:

Kirk W. Kincannon, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee Vosper, Deputy Director/CBD
David Bowden, Director, Planning and Development Division
Todd Brown, Director, Park Operations Division
Barbara Nugent, Director, Park Services Division
Cindy Walsh, Director, Resource Management Division
Judy Pedersen, Public Information Office



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Table of Contents

	Page
Preface	ii
Objectives	iii
Objective 100	1
Policy 101 Safety and Property Security	2
Policy 102 Indemnification of Officers and Employees, and Insurance Coverage for Volunteers	3
Policy 103 External Communications	6
Policy 104 Standards of Conduct	8
Policy 105 Revenue Funds Fiscal Planning	10
Policy 106 Fundraising	11
Policy 107 Partnerships	12
Policy 108 Sustainable Management	13
Policy 109 User Fees	14
Policy 110 Public Art	16
16	
Objective 200	1
Policy 201 Natural Resources	2
Policy 202 Wildlife Conflict Resolution	4
Policy 203 Cultural Resources	6
Policy 204 Countywide Archaeology	8
Policy 205 Historic Preservation	10
Policy 206 Museum and Archaeological Collections	12
Policy 207 Live Animal Collections	14
Policy 208 Protection of Lands and Facilities	16
Policy 209 Disposal of Land or Facilities	18
Policy 210 Easements	20
Policy 211 Stormwater Management	22
Objective 300	1
Policy 301 Land Acquisition	2
Policy 302 Park Planning	4
Policy 303 Park Development	9
Policy 304 Naming of Parks and Facilities	11
Policy 305 Telecommunications Sites	13
Objective 400	1
Policy 401 Maintenance	2
Policy 402 Athletic Field Use	3
Policy 403 Provision of Park and Recreation Facilities on School Grounds	5
Policy 404 Memorials and Commemorations in Parks	6
Policy 405 Signs and Displays	7
Policy 406 Sponsorships	9

FCPA Policy Manual Review

Committee of the Whole

July 12, 2017



Policy Review Process

- ▶ Park Board reviewed policies through an online survey (complete)
- ▶ Policy assigned to lead staff reviewer (complete)
- ▶ The lead staff reviewer coordinates meetings with appropriate staff to review and recommend changes to the policy (complete)
- ▶ The revised Policy is reviewed by FCPA Leadership Team (complete)
- ▶ Policies are reviewed by the Administration and Board Management Committee (complete)
- ▶ Policy Manual is reviewed by the Committee of the Whole ←
- ▶ Policy Manual is reviewed by the County Attorney
- ▶ Policy Manual is approved by the Park Authority Board



Policies Reviewed

- ▶ Policies that had not been reviewed in last 5 years
- ▶ New Policies
 - ▶ Public Art Policy
 - ▶ Alcohol Policy
 - ▶ Friends Policy

High Level Summary of Changes

- ▶ Ordering of Policies changed to start with Administration
- ▶ Objective language revised to add headings and improve clarity
- ▶ Some policies were reordered to align with appropriate Objective
- ▶ The intent/purpose of policies remained consistent with previous versions
- ▶ Equitable access was addressed as appropriate
- ▶ References and supporting documents were added and revised
- ▶ Policy language was reviewed and updated to improve clarity

404 Policy Changes – Standards of Conduct

- ▶ For Board Discussion

- ▶ The Board Shall:

- 12. Not serve as a Board members in organizations that have agreements with the Authority.

- ▶ For the purpose of this policy an “agreement” is defined as a documented legally binding agreement between the Park Authority and another party. FCPA agreements include; Memorandum of Agreement, Memorandum of Understanding, Adopt A Park, Adopt A Field, Contracts, Lease, Cooperative Agreement, and Use Agreement.

Policy Review Next Steps

- ▶ Policy Manual is reviewed by the County Attorney (July - August)
- ▶ Policy Manual is approved by the Park Authority Board (September 2017)
- ▶ Continue Review of New policies
 - ▶ Friends
 - ▶ Alcohol



Questions?





FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Preface

The Park Authority was created by action of the Board of Supervisors of Fairfax County, Virginia, at its meeting on December 6, 1950, by Resolution, in accordance with the provisions of the Park Authorities Act (Sec. 15.1-1228 to 15.1-1238.1, Ch. 27, Code of Virginia).¹ Later ordinances affecting the Authority have been adopted by the Board of Supervisors. The Memorandum of Understanding between the Fairfax County Board of Supervisors and the Park Authority identifies the county policies the Park Authority must follow related to budget, finance, purchasing, and personnel. Additionally, the Park Authority follows the county's Energy Management Policy.

This policy manual is intended for the use of the Park Authority Board. The purpose of this manual is to provide guidance in arriving at decisions in accordance with the mission, objectives and associated laws, but which allows discretion and latitude contingent on different circumstances, situation, or conditions. Indiscriminate exceptions to Park Authority policies are to be avoided.

The Park Authority Director interprets, implements and administers all policy decisions of the Park Authority Board. It is the role of Park Authority staff to develop appropriate procedures for implementing policy decision.

A five-year review and updates are necessary to ensure that the objectives and policies reflect changing county needs; therefore, objectives and policies may be revised, added, or deleted upon action of the Park Authority Board.

The Park Authority Board has adopted Bylaws for the conduct of Authority business.

Revised and adopted _____

Note: This edition of the Park Authority Policy Manual replaces a previous edition published in 2013. The 2017 edition reflects changes since 2008.

¹ Title 15.1 of the Virginia Code was recodified and renumbered effective December 1, 1997.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Objectives

- 100 **Administration**
Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.
- 200 **Natural and Cultural Resources**
Ensure the long-term protection, preservation and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.
- 300 **Planning and Development**
Plan and develop a balanced park system that provides for the stewardship of significant natural and cultural resources and provides a variety of park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.
- 400 **Parks and Recreation Services**
Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services in compliance with all applicable standards and best management practices.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Objective 100

Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 101	Title: Safety and Security
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: The purpose of this policy is to ensure the Fairfax County Park Authority's mission is achieved without compromising the safety of its employees, volunteers or the public.

Policy Statement: The Park Authority is guided by the Fairfax County Security Program to ensure that its mission is achieved without compromising the safety of its employees, volunteers, or the public. The Park Authority shall protect and preserve its workforce against injury and its assets against loss that could impair the Park Authority's ability to provide services to its customers.

The Park Authority shall institute practical measures to eliminate or minimize injury to employees, volunteers, and customers; create an awareness of hazards in the workplace; foster skills, train staff and volunteers on matters related to safety management; and require employees to report and correct hazards.

References:

1. Fairfax County Security Program
<http://www.fairfaxcounty.gov/parks/parkpolicy/links/2530-countysecurityprogram.pdf>

Supporting Documentation:

1. Fairfax County Park Authority Safety Manual
[Links\safety-risk-management-manual.pdf](#)



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 102	Title: Indemnification of Officers and Employees, and Insurance Coverage for Volunteers.	
Date Approved: Click here to enter a date.		Last reviewed: 06/23/2013
Objective <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.		

Purpose: To outline and describe indemnification of Officers and Employees and Insurance Coverage for Volunteers.

Policy Statement:

The defense of governmental immunity does not necessarily insulate Park Authority officers, employees, and volunteers from civil judgments rendered against them in their individual capacities.

Park Authority officers, employees, and volunteers may be liable for the payment of civil judgments arising out of actions which they took in furtherance of the Park Authority's interest and in their scope of their official duties.

It is in the interest of the Park Authority to protect its officers, employees, and volunteers from such civil judgments, and to remove the threat of having to pay such judgments from its officers, employees and volunteers.

Certain liability claims and suits filed against the Park Authority, its officers, employees, and volunteers may not fall within the scope of coverage afforded by policies of insurance currently in effect.

The Park Authority desires to provide legal defense for and indemnification of its officers and employees, and insurance coverage for volunteers.

1. For the purpose of this policy the terms "Park Authority officers and employees" shall include Board members, officers, and all employees of the Fairfax County Park Authority. The terms "Park Authority officers and employees" and "officers and employees" shall include Board members. The term "volunteer" includes Park Authority volunteers who are working at the direction of the Park Authority, some of whom are working under volunteer agreements.

**Policy 102 Indemnification of Officers and Employees, and Insurance
Coverage for Volunteers (continuation)**

2. The Park Authority shall provide legal counsel to represent, without charge, Park Authority officers and employees with respect to any claim or cause of action arising from the conduct of such officers or employee in the discharge of their official duties as officials or employees of the Fairfax County Park Authority. Said conduct is hereby deemed to include administrative and professional malpractice, as well as acts committed or alleged to have been committed that result or are alleged to result in deprivations of rights, privileges, and immunities guaranteed by the United States or Virginia Constitution, or by any statute affording a cause of action for damages or injunctive relief.
3. Park Authority volunteers shall be provided coverage and legal representation pursuant to the terms of the Risk Management Division, Fairfax County, Virginia, Volunteer Insurance Program. Park Authority volunteers should register in the Volunteer Management System to ensure proper acknowledgement of volunteer status.
4. Pursuant to the Memorandum of Understanding between the Fairfax County Board of Supervisors and Fairfax County Park Authority dated October 17, 1991, the Fairfax County Park Authority shall use the legal services of the County Attorney's Office unless the Park Authority and the County Attorney believes that (a) the service needed is non-routine and time critical which could not be met by the County Attorney's Office or (b) that a conflict of interest may exist.
5. In the event of a real or potential conflict of interest involving the County Attorney's representation of the Park Authority or any of its officers or employees, on any claim, lawsuit or combination of claims or lawsuits; and in the event that any such conflicts of interest or other ethical considerations might impede effective representation and legal defense by the County Attorney, the Park Authority will proceed to select counsel from an approved list submitted by the County Attorney.
6. All officers and employees who become legally obligated to pay any claims, including but not limited to settlements, suits, satisfactions of judgment, costs or awards of attorney's fees, arising from the conduct of said officers or employees in the discharge of their duties, shall only be entitled to indemnification therefore where the claim shall have been determined by the Director of the Park Authority, upon the recommendation of the County Attorney, to have resulted from actions which:
 - A. Were done in good faith; and

**Policy 102 Indemnification of Officers and Employees, and Insurance
Coverage for Volunteers (continuation)**

B. Were done in a reasonable belief that such activities were in the best interest of the Park Authority and in the furtherance of the official policies of the Park Authority, and

C. Were within the scope of authority of the person so acting; and

D. Were within the course of employment of the person so acting: and

E. Were not willful, malicious or wanton.

The determination of the Director of the Park Authority as to whether the conduct of any such officer or employee satisfies the requirements of subsection A - E shall be final.

7. The Director of the Park Authority or his designee is authorized to continue in effect liability insurance policies for Park Authority officers, employees, and volunteers with legal defense of claims thereunder to be provided in accordance with the terms of the policies of insurance. The County Attorney shall represent Park Authority officers, employees and volunteers to the extent deemed necessary by him to supplement legal counsel provided under said liability insurance policies. Nothing contained in this policy shall be construed to abrogate or waive any defense of governmental immunity on behalf of the Fairfax County Park Authority, or of its officers, employees or volunteers.
8. In no event shall legal fees paid on behalf of Park Authority officers, employees, or volunteers, or legal counsel be provided by the County Attorney for the defense of acts alleged to have been committed by Park Authority officers, employees, or volunteers in violation of criminal laws, nor shall any fines or penalties imposed by criminal conduct be reimbursed by the Park Authority.
9. Claims filed against the Park Authority, its officers or employees shall be handled by the County's Risk Management Division.

Nothing contained in this policy shall be construed to abrogate or waive any defense of governmental immunity on behalf of the Fairfax County Park Authority, or of its officers, employees, or volunteers.

**Policy 102 Indemnification of Officers and Employees, and Insurance
Coverage for Volunteers (continuation)**

References:

1. Risk Management Division
<http://www.fairfaxcounty.gov/riskmgmt/div/>

Supporting Documentation:

1. Volunteer Management System
<https://volunteer.fairfaxcounty.gov/custom/1380/>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 103	Title: External Communications
Date Approved:	Last reviewed: 06/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: This policy clarifies the role of Park Authority Board members relative to communication and differentiates communication roles between Board members and Park Authority staff. This policy also commits the Park Authority to open and transparent processes, community engagement, informing and educating local constituencies and the timely utilization of appropriate means and technologies that facilitate effective two-way communication.

Policy Statement: The Fairfax County Park Authority shall communicate with residents, visitors and stakeholders in order to inform and engage the general public regarding issues of interest related to the Fairfax County Park Authority and its operations, facilities, planning and programs. Public engagement shall be encouraged and facilitated. Expression of the public's opinion as well as input from other public agencies shall be encouraged.

Park Authority Board members are empowered to advocate and inform constituents through contact with the public. Conversely, while staff may inform, educate and engage, they may not advocate.

Park Authority staff shall employ a host of communication platforms including, but not limited to, web-based; social media; print and work closely with the media and other communication portals/outlets/venues to ensure an effective outreach program exists and promulgate transparency in all public processes.

A clear distinction shall be made between a public comment meeting that does not require a Park Board quorum and a public hearing that requires a Park Authority Board quorum and is regulated by state code. Notification of public hearings for the disposal of land or facilities, condemnation, or the use of eminent domain shall follow all procedures and rules as defined by the Park Authority and developed in compliance with the Code of Virginia Title Section 15.2-2204 and outlined in Policy 210 and the FCPA Procedure for the Disposal of Land or Facilities.

The Park Authority Board shall follow all applicable rules and regulations, county, state and federal mandates pertaining to open meetings, public access, the conduct of

Policy 103 External Communications (continuation)

executive sessions, board governance and process and ADA accessibility. All public notices shall comply with the aforementioned laws and regulations.

Similarly, the Park Authority Board shall follow all applicable rules and regulations pertaining to compliance with the Virginia Freedom of Information Act, Section 2.2-3700 et. seq. Code of Virginia regarding provision of documentation.

References:

1. Americans with Disabilities Act
<http://www.ada.gov/>
2. Virginia Freedom of Information Act
<http://foiacouncil.dls.virginia.gov/2011Law.pdf>
3. Virginia Open Meetings Law
<http://foiacouncil.dls.virginia.gov/ref/meetingshandout2011.pdf>

Supporting Documentation:

1. Roberts Rules of Order
<http://www.rulesonline.com/>
2. Fairfax County Park Authority Bylaws
<http://www.fairfaxcounty.gov/parks/archives/park-authority-bylaws-121014.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 104	Title: Standards of Conduct
Date Approved:	Last reviewed: 6/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: This policy establishes the standards of conduct for Park Authority Board members and prescribes procedures for determining and addressing violations.

Policy Statement: Board members and employees shall adhere to the highest ethical standards and to all laws and regulations in the performance of their duties. Board members and employees shall avoid actual or perceived conflicts of interest in their responsibilities to the public.

Employees and the Park Authority Board are governed by the Code of Ethics, Standards of Conduct, and related administrative procedures detailed in the Fairfax County Merit System Ordinance and Personnel Regulations.

This policy provides standards of conduct for Board members. The provisions herein are not to be construed or applied in a manner contrary to applicable laws of the Commonwealth of Virginia.

The Board shall:

1. Recognize that it has a fiduciary duty with respect to the oversight and use of revenue fund assets.
2. Be responsible for the effective operations of the Authority by the establishment of policies and procedures that direct the activities of staff.
3. Hold the Director responsible for his or her conduct and the conduct of the Authority's business.
4. Base decisions upon available factual information and vote with honest conviction, unaffected by any bias.
5. Abide by majority decisions of the Board.
6. Remember that individual Board members have no authority outside the decision of a majority of the Board.

Policy 104 Standards of Conduct (continuation)

7. Avoid in appearance or in fact the use of their position to benefit themselves or any individual, organization or entity, apart from the total welfare of the Park Authority.
8. Disclose any financial or other private interest in any matter coming before the Board, and excuse themselves from participation in or voting on such matters.
9. Not accept directly or indirectly any gift, favor, loan, retainer, entertainment, compensation or other things of value that may conflict with the performance of official duties. A conflict shall be deemed to exist where a reasonable and prudent person would perceive that the acceptance might influence an official action or judgment.
10. Not reveal the deliberations of the Board in executive session or any other information acquired in the course of official duties when the deliberations or information are not available as a matter of public knowledge or record.
11. Not interfere either directly or indirectly with the day-to-day management of the Authority, either by issuing operational directives to staff or by using the influence or prestige of Board membership to affect operational matters.
12. Not serve as Board members in organizations that have agreements with the Authority.

Violations of the Standards of Conduct. Violations of the standards of conduct by a Board member shall be immediately forwarded to the Board's Executive Committee. The Executive Committee shall advise the affected Board member that a complaint has been lodged and is being investigated by the Committee, and then meet to consider the alleged violation, interview complainants and review related documents. If additional information is needed, the Committee shall investigate with the assistance of other Board members, staff or other resources as the Committee may deem appropriate. These efforts shall be discussed only in closed sessions pursuant to Virginia Code 2.2-3711 (A)(4); Any behavior/personnel matters must be discussed in closed session.

If, after the collection of all relevant and available information, the Executive Committee finds reasons to believe a violation has occurred, it shall bring the matter to the Board in Executive Session. The affected Board member shall be afforded an opportunity to present any and all information the Board member believes is pertinent to support his or her position.

Policy 104 Standards of Conduct (continuation)

The Board shall determine whether a violation has occurred and, if so, shall take corrective action. Board action may include a warning to the member, a vote of censure, official sanctions, and/or referral to the Commonwealth Attorney or County Attorney.

References:

1. Closed Meetings Code
<http://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3711/>

Supporting Documentation:

1. Memorandum of Understanding with the Board of Supervisors



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 105	Title: Revenue Funds Fiscal Planning
Date Approved: 7/23/2014	Last reviewed: 6/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: This policy provides the fundamental information and guidance related to the Park Authority Board's fiduciary responsibility for the oversight of the operating Trust Funds to include the Park Authority's Revenue and Operating Fund 80000 and Park Improvement Fund 80300.

Policy Statement: The Park Authority shall ensure that budgeting and financial reporting procedures conform to the procedures used by the County, in accordance with the Memorandum of Understanding between the Board of Supervisors and the Park Authority. The Park Authority Board has fiduciary responsibility under the law to charge fees, appropriate, manage and expend operating revenue funds. These two revenue funds have Bond Indenture requirements and Generally Accepted Accounting Principles (GAAP) obligations that must be sustained. The Financial Management Principles provide the Board the basis for policy decisions affecting these Funds. The Park Authority's financial and business management strategies are outlined in a series of interrelated plans that are reviewed annually and typically utilize a minimum of three years.

References:

1. Memorandum of Understanding with the Board of Supervisors
[Links\Memorandum of Understanding.doc](#)
2. Financial Management Principles – Park Revenue Funds – with the FY 2012-FY2014 Financial Management Plan
<http://www.fairfaxcounty.gov/parks/archives/091411amb-pkg.pdf>

Supporting Documentation:

1. Park Authorities Act (15.2-5710) pages A1 – A12,
<http://www.fairfaxcounty.gov/parks/parkpolicy/FCPAPolicyManual.pdf>





FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 106	Title: Fundraising	
Date Approved: Click here to enter a date.		Last reviewed: 06/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.		

Purpose: This policy provides fundraising guidance to enhance the Park Authority's resources by supplementing the Park Authority's annual tax base appropriation and revenue fund resources.

Policy Statement: The Park Authority shall pursue all available sources of funding to implement its mission and strategic objectives which expand resources and available services to the citizens of the county. Contributions may be received through monetary gifts, grants, appreciated stocks and bonds, bequests and other planned giving vehicles. It may also include but not be limited to in-kind donations of goods or services and/or the dedication of property.

The Fairfax County Park Foundation, a 501(c)(3) not-for-profit corporation, is the primary fundraising entity and recipient of donations for the Park Authority. It is charged to support the Park Authority by raising private funds, obtaining grants, and creating partnerships that supplement funding to meet our community's needs for park land, facilities, and services.

Fundraising outreach for voluntary contributions may be from individuals, organizations, and federal, state, and/or local government entities.

The Park Authority shall actively encourage the establishment of Friends Groups, volunteer teams, non-profit groups, and other entities for the purpose of assisting the Authority in accomplishing its fundraising objectives.

Supporting Documentation:

1. Park Foundation bylaws link
<http://www.fairfaxcounty.gov/parks/archives/park-authority-bylaws-121014.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 107	Title: Partnerships
Date Approved:	Last reviewed: 06/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: Park Authority shall pursue opportunities to partner with other public and private entities that are mutually beneficial and enhance facilities, programs, services and activities that support the Park Authority's mission and are consistent with the values, vision, strategic priorities and resource limitations of the Authority.

Policy Statement: The Park Authority shall:

1. Seek partnering opportunities to enhance service delivery to the community.
2. Seek partnering opportunities to provide new park facilities and enhance or maintain existing park facilities.
3. Seek to extend public investment in parkland acquisition, park development and stewardship through public/private mechanisms and other appropriate means.
4. Comply with the Fairfax County Purchasing Resolution, The Virginia Public-Private Education Facilities and Infrastructure Act of 2002 and other Fairfax County, State, and Federal laws and regulations as applicable.
5. Ensure the financial capabilities of prospective partners are commensurate with the proposed partnership and that the public benefits of the partnership are likely to result in a significant and measurable outcome in relation to potential public costs.
6. Execute written agreements with its partners documenting the responsibilities, terms and conditions of the partnership as appropriate.

References:

1. The Virginia Public-Private Education Facilities and Infrastructure Act of 2002
<http://www.fairfaxcounty.gov/dpsm/docs/ppea.pdf>
2. Fairfax County Purchasing Resolution
<http://www.fairfaxcounty.gov/dpsm/purchres.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 108	Title: Sustainable Management
Date Approved:	Last reviewed: 6/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: This policy shall ensure the perpetual sustainable management of Park Authority resources.

Policy Statement: The Park Authority shall be a role model in preserving resources, and promoting a culture of sustainable management enabling the efficient delivery and continuation of services to resident and visitors. Long lasting park investments supported by sustainable and effective park management and stewardship practices provide a wide range of public benefits that will endure for future generations. The Park Authority shall ensure perpetual sustainable management of park resources using the following guidance:

- Create short and long term financial stability through responsible public investments by managing park assets as effective stewards and through implementation of sound fiscal policies and procedures.
 - Establish and continually review facility lifecycles and standards for maintenance and service levels that guide sustainable operations.
 - Enhance and implement sustainable best management practices in the all areas of the Park Authority including but not limited to planning, operation, maintenance, management, and overall service delivery.
 - Protect park assets from developmental impacts, encroachments, and vandalism.
 - Protect and preserve archaeological artifacts, community history, wildlife, vegetation, and air and water resources in parks.
 - Design and develop park facilities and amenities to maximize their life expectancy and minimize environmental impacts.
 - Preserve resources and minimize environmental impacts through efficient use of water and energy resources.
 - Develop and value our employees and volunteers.
 - Provide opportunities for the community to experience the benefits of the park system today and into the future.
-



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 109	Title: User Fees
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.	

Purpose: To define a policy for establishing, reviewing, and approving fees for the use of Park Authority facilities programs and services.

Policy Statement: The Park Authority shall offer a broad range of facilities and services for the residents of Fairfax County. To support these facilities and services, the Park Authority generates funding for its operations by charging fees that supplement the appropriation from the County of Fairfax General Fund.

Basic facilities and services (such as open space, playgrounds, and trails) appeal to a broad spectrum of the community and, therefore, are supported by General Fund tax dollars with no additional fees charged by the Park Authority. In instances where fees are charged for General Fund services (such as with the summer Rec-PAC program), the Park Authority administers these fees on behalf of the Fairfax County Board of Supervisors. These fees are approved as a part of the county's annual budget process, and revenue from these fees is posted directly to the County General Fund.

Services and facilities supported entirely, or in part, by the Park Authority's Park Revenue and Operating Fund may have fees designated and charged, as authorized under the Park Authorities Act, offering a mechanism to increase the availability of programs and services that the General Fund does not provide. In general, the benefits of these services are derived primarily by individual participants rather than the community as a whole.

The Park Authority administers two broad categories of fees in the Park Revenue and Operating Fund. Fees that appear in the Park Authority Fee Schedule (such as RECenter admissions, passes, and rental fees, and golf greens fees), are approved by the Park Authority Board annually with input from the citizenry. Other fees that are programmatic or administrative in nature are approved by the director. All revenue received from Park Revenue and Operating Fund fees is posted directly to the Park Revenue and Operating Fund.

User fees for facilities and services funded entirely, or in part, by the Park Revenue and Operating Fund are established and maintained at levels which:

Policy 109 User Fees (continued)

1. Can reasonably be expected to collectively produce revenue sufficient to recover all costs of the Park Revenue and Operating Fund and all other financial obligations as set forth in the financial management principles of the Park Authority's Financial Management Plan;
2. Are competitive with comparable facilities and services in the area;
3. Reflect relevant market, economic and financial considerations;
4. Attempt to balance the availability of facilities and services with their affordability;
5. Reflect the principle that, where feasible, comparatively small and regular fee increases are preferred over less frequent, larger increases;
6. Allow the Park Authority, where feasible, to build reserves to fund capitalized repair and maintenance of Park Revenue and Operating Fund facilities.

References:

1. Park Authorities Act (§ 15.2-5709. Rates and charges).
<http://law.lis.virginia.gov/authorities/park-authorities-act/>
2. Park Authority Fee Schedule
<http://www.fairfaxcounty.gov/parks/downloads/fee-schedule.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 110	Title: Public Art	
Date Approved: Click here to enter a date.		Last reviewed: NA
Objective: <u>Administration</u> Establish policies for the Park Authority that provide direction for the implementation of sustainable management practices in accordance with community needs.		

Purpose: To enhance the park user experience through art and contribute to the cultural and economic vibrancy of the community by introducing enlivening elements into otherwise ordinary spaces, reflecting the diversity of the region's artists and points of view, building a sense of civic pride, and enriching the quality of residents' and visitors' lives.

Policy Statement: It is the policy of the Fairfax County Park Authority ("Park Authority") as a form of government speech, to accept, display, document, maintain, and remove public art at Park Authority-owned property. This policy is administered by the Park Authority staff under the guidance of the Park Authority Board ("Park Board"), which retains final approval authority over all decisions regarding acceptance and removal of public art on Park Authority property.

This policy was created to meet the goals outlined in the purpose statement and to ensure that appropriate and uniform consideration is given to the financial obligations, safety concerns, liability, and community interests associated with public art decisions. The policy is in accordance with the Fairfax County Comprehensive Plan, Policy Plan, Visual and Performing Arts Policy, Objective 1, Policy I.

Scope:

Public art, as defined by this policy, is visually and physically accessible to the public and includes all forms of visual art as distinguished from performing arts, media arts, literary, or cultural arts. It is also distinct from historical collections and historical art pieces, which are covered under a separate policy (Policy 206). Examples of visual art forms include but are not limited to sculpture, monuments, murals, banners, paintings, drawings, photography, fountains, benches, and other forms of architectural furniture. The art may be acquired by public funds, donated to the Park Authority, provided on loan from the artist, or provided by a private entity as a community benefit to satisfy a development proffer.

Limitations:

The placement of public art on public property is a form of government speech and as such, is not subject to scrutiny under the Free Speech Clause. Therefore, the Park

Policy 110 Public Art (continued)

Authority has broad discretion to make decisions related to public art on public property. Nevertheless, the Park Authority shall honor other local, state, and federal laws that may apply. If installation of the art requires significant ground disturbance or alters the design of a park site, appropriate master plan, 2232, and site plan, approvals must be obtained.

The Park Authority shall recognize that artists have certain rights by virtue of the federal Visual Artists Rights Act of 1990 ("VARA," 17 U.S.C. §106A, et al.) including and not limited to prohibited modification, destruction, or deaccession of the artwork. The Park Authority will also recognize that an artist may waive their VARA rights pursuant to a contractual agreement.

Art Ownership and Copyright:

For permanent works of public art accessioned by the Park Authority, ownership of the physical work shall belong to the Park Authority and copyrights shall be retained by the artist, with reproduction rights allowed the Park Authority for appropriate promotional and educational purposes.

Accession:

The Park Authority may acquire artwork through a variety of means, including through competitive or non-competitive purchases or commissions as well as through donation. Allocation of funding for the acquisition of public art to be displayed in Fairfax County parks requires the approval of the Park Board. In most cases, public art should be acquired through donated services, donated funds or donated art itself.

Acquisition Criteria – Artwork should be of exceptional quality and enduring value. Strong preference is given to artwork that is unique or of a limited edition. The following criteria shall be used when considering acquisition of artwork by purchase, commission, or donation:

1. **Context:** The artwork should be compatible in scale, material, form, and content with its proposed surroundings. Consideration should be given to the architectural, historical, geographical, natural, and social/cultural context of the site.
2. **Accessibility:** Each artwork should be evaluated to ensure that it complies with applicable building codes and physical accessibility requirements including the Americans with Disabilities Act. Efforts should be made to ensure the broadest and most equitable public access possible.
3. **Ability to Install and Maintain:** The anticipated cost required to install, provide access to, and maintain the artwork should be considered. Any

Policy 110 Public Art (continued)

proposed artwork that will require extraordinary operations or maintenance expense is subject to prior review by the Park Board and may not be accepted. Maintenance funds should be identified at the time the art is acquired. The Park Authority reserves the right to reject acceptance of a work of art if maintenance funding is not available.

4. Insurance/Liability: Consider whether replacement/repair costs are covered by county insurance or additional insurance must be purchased.
5. Public Safety: Each artwork should be evaluated by the Park Authority's Risk Manager to ensure it does not present a hazard to public safety.
6. Diversity: The collection shall include artwork from artists of diverse racial, gender, and cultural identities, and shall be diverse in style, scale, and media.
7. Community Support: The level of current or anticipated community support, acceptance, or opposition of the proposed artwork should be considered.

Placement:

Artworks should be sited on Park Authority-owned and managed property in a manner that ensures full and equitable public access to such works but does not restrict access to other park facilities and resources. Access may be physical or visual or both. Portable works may be relocated to other Park Authority or county-owned sites on a rotating basis.

Deaccessioning

The Park Authority, through the director with guidance from the Park Board, may deaccession a work from its public art collection for any number of reasons. An agreement with the artist shall be obtained prior to the accession of the artwork. Artists whose works are being considered for deaccessioning will be notified of the process being used for such consideration and the Park Authority will obtain their input on the matter prior to any deaccessioning.

Disposal of Art:

Any contractual agreements between the artist and the Park Authority regarding resale will be honored. To the extent removal is not addressed by a contract, the Park Authority may choose to use any of a number of methods to dispose of public art that has been deaccessioned.

Policy 110 Public Art (continued)

References

1. Fairfax County Park Authority Policy Manual, Policy 206, Museum and Archaeological Collections
2. Federal Visual Artists Rights Act of 1990 ("VARA," 17 U.S.C. §106A, et al.)
<https://www.copyright.gov/title17/92chap1.html#106a>
3. Fairfax County Comprehensive Plan, Policy Plan, Visual and Performing Arts Policy
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/policyplan/visualperformingarts.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Objective 200

Ensure the long-term protection, preservation, and sustainability of natural, cultural, and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 201	Title: Natural Resources
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: The Natural Resources policy provides the foundation to achieve the natural resource preservation mission of the Fairfax County Park Authority and requires the incorporation of resources management and protection measures into all Park Authority functions.

Policy Statement: In accordance with its mission and values, the Fairfax County Park Authority works to ensure protection and stewardship of natural resources. Natural resources can also be addressed as natural capital: living organisms, non-living components to include air, water and soil, the ecosystems they make up and the services they provide. The framework for park natural resource protection and management is found in the Parks and Recreation section of the Fairfax County Comprehensive Plan.

- In its role as a primary steward of Fairfax County's natural resources, it shall be the policy of the Fairfax County Park Authority to manage natural resources on parklands and easements in order to provide an integrated network of natural resources, retain representative native species and communities, maintain ecological processes, and protect rare or unusual resources for the greater public good.
- Natural capital in Fairfax County provides ecosystem services which include cleaning air and water, supporting wildlife, and contributing to the quality of life. Natural capital is not self-sustaining and requires regular investment, care, and funding for its restoration and management.
- Natural resource management on parkland shall be guided by an agency-wide natural resource management plan and coordination with other federal, state, and county guiding documents to implement this policy.
- Natural resource management strategies may range along a continuum from protection, in which natural processes are allowed to predominate with little or no human intervention, to intensive management, where overt actions are taken to

Policy 201 Natural Resources (continued)

- manipulate populations of animals or plants, or their habitats, toward a desired level. Management, when practical, shall include restoration and enhancement of degraded natural resources.
- This Natural Resources Policy and the agency Natural Resource Management Plan must be considered in all agency projects and processes including land acquisition, park planning, development, management, maintenance, programming, and interpretation.
- The Park Authority mission and stewardship values emphasize the importance of engaging stakeholders and educating residents and staff. To this end the Park Authority shall partner with other agencies and organizations, enlist volunteers, reinforce stewardship values of residents and staff, and emphasize education in order to fulfill its natural resource protection and management mission.

References:

1. Park Authority Natural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/nrmp.htm>
2. Fairfax County Comprehensive Plan
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/>

Supporting Documents:

1. Park Authority Great Parks Great Communities Comprehensive Park System Plan
<http://www.fairfaxcounty.gov/parks/plandev/greatparks/>
2. Fairfax County Environmental Vision
<http://www.fairfaxcounty.gov/living/environment/environmentalvision.htm>
3. County Tree Action Plan
<http://www.fairfaxcounty.gov/dpwes/environmental/tap.htm>
3. Fairfax County Deer Management Program
<http://www.fairfaxcounty.gov/living/wildlife/deer-management/program.htm>
4. Fairfax County Watershed Management Plans
<http://www.fairfaxcounty.gov/dpwes/watersheds/>

Policy 201 Natural Resources (continuation)



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 202	Title: Wildlife Conflict Resolution
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: To promote a balanced approach between humans and wildlife species, establishing a structured framework for resolving conflicts as they arise.

Policy Statement: In its role as the primary steward of Fairfax County's natural resources, it shall be the policy of the Fairfax County Park Authority to effectively resolve conflicts between wildlife and people, so as to promote peaceful coexistence between citizens and these resources.

1. For management purposes, wildlife activity that results in conflicts will be evaluated by the Park Authority for the existence of, or potential for:
 - impact on public health and safety;
 - impact to public infrastructure including park resources, facilities and services;
 - or
 - impact to private property.

The significance of these impacts will determine the type of management action taken, but all actions will follow established impact mitigation procedures.

2. The Park Authority will base wildlife management actions on:
 - applicable laws and regulations,
 - adopted natural resource conservation objectives,
 - approved park plans,
 - accepted ecological principles,
 - proven wildlife management techniques, and
 - appropriate animal welfare concerns.
3. The Park Authority will practice an attitude of acceptance of, and tolerance for, wildlife activity as a part of the county's natural environment, and will foster this attitude among the public through education.

Policy 202 Wildlife Conflict Resolution (continuation)

4. If necessary, the Park Authority will take reasonable measures on parkland, following established procedures, to mitigate impacts to private property of wildlife activity originating on parkland, but will assume no legal liability for these impacts.
5. When warranted, the Authority will take reasonable measures on parkland, following established procedures, to mitigate impacts to public infrastructure.
6. For each specific type of wildlife activity, the Authority will develop impact mitigation procedures that utilize progressive, stepwise intervention, typically advancing from:
 - Exclusion, including, but not limited to, fences, screens, caps, baffles, and repellents; to
 - Harassment, including, but not limited to, destruction of nests, and homes, and visual and auditory hazing; to
 - Population management, including, but not limited to, birth control, relocation, and humane destruction.

Supporting Documents:

1. Park Authority Natural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/nrmp.htm>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 203	Title: Cultural Resources
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation, and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: Consistent with the Fairfax County Park Authority's cultural resource stewardship mission, the Park Authority shall preserve and protect cultural resources on parkland in accordance with guidelines outlined in the Park Comprehensive Plan (2011), Objective 3.

Policy Statement: In order to carry out its role as the primary steward of Fairfax County's cultural resources, it shall be the policy of the Park Authority to identify, evaluate, preserve, and interpret cultural resources located on parkland, as well as on countywide archaeological sites (as discussed in Policy 204), according to federal, state, and local laws and regulations, Park Authority policy and regulations, the Cultural Resource Management Plan, and approved park plans. Cultural resource management will be conducted using current professional standards and guidelines and best practices.

When undertaking any project that results in ground-disturbing activity, the Park Authority shall consider the effects on potentially significant archaeological resources. Such resources shall be documented and, if feasible, protected. If there is no prudent and feasible alternative to disturbing these resources, mitigation measures shall be developed and implemented. Storage of the resulting archaeological artifacts, associated documentation and reports must comply with federal, state, and American Alliance of Museums (AAM) standards for collections facilities (as discussed in Policy 206). These collections include materials generated by county staff, university programs, and other professional archaeologists, including those from federal and state agencies and archaeological consultants. As well, staff should develop and implement a range of public outreach activities and electronic and printed media to educate county citizens and visitors about the history and archaeology of the county as part of the larger stewardship education initiative.

Policy 203 Cultural Resources (continued)

References:

1. Park Comprehensive Plan
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/policyplan/>

Supporting Documentation:

1. Secretary of the Interior's Standards for the Treatment of Historic Properties
<https://www.nps.gov/tps/standards.htm>
2. Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for the Treatment of Cultural Landscapes
<https://www.nps.gov/tPS/standards/four-treatments/landscape-guidelines/index.htm>
3. Virginia Department of Historic Resources Guidelines for Conducting Historic Resources Survey in Virginia
http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf
4. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 204	Title: Countywide Archaeology
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation, and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: To support the County and Park Authority's Archaeological needs, in accordance with guidelines outlined in the Fairfax County Heritage Resource Management Plan, the Park Authority's Cultural Resource Management Plan, state and local regulations and following best practices.

Policy Statement: The Archaeology and Collections Branch is responsible for archaeology both on parkland and countywide. The Park Authority took over this countywide responsibility in 1996, when this function was transferred from the Office of Comprehensive Planning to the Park Authority. In this role, it is our policy to:

1. Serve as the countywide representative to ensure compliance with all federal, state, and local laws and ordinances and best practices, which are meant to identify, evaluate, document and/or preserve archaeological resources as part of the development review process both on parkland and countywide.
2. Protect, conserve, and where feasible, recover threatened archaeological resources not otherwise protected by federal, state, regional, or county laws, guidelines or ordinances through an active partnership with volunteers, friends' groups, students, and avocational and professional archaeologists.
3. Serve as the central repository for all archaeological collections recovered for Fairfax County, including artifacts, supporting documentation, and reports. Storage of these materials must comply with federal, state, and American Alliance of Museums (AAM) standards for collections facilities (as discussed in Policy 206). These collections include materials generated by county staff, university programs, and other professional archaeologists, including those from federal and state agencies and archaeological consultants.

Policy 204 Countywide Archaeology (continued)

4. Develop and implement a range of public outreach activities and electronic and printed media to educate county citizens and visitors about the history and archaeology of the county as part of the larger stewardship education initiative.

References:

1. Virginia Department of Historic Resources Guidelines for Conducting Historic Resources Survey in Virginia
http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf
2. VDHR Collections Management Standards
http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf,
page 162
3. Fairfax County Heritage Resource Management Plan (Fairfax County Board of Supervisors, 1988).
On file with the Fairfax County Department of Planning and Zoning.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 205	Title: Historic Preservation
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation, and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose:

The Park Authority's Historic Preservation Policy is to ensure its mission of appropriate stewardship for Fairfax County's historic resources on parkland.

Policy Statement: The Park Authority shall:

1. conduct historic preservation studies in accordance with federal, state, and local standards, guidelines and policies, and the Cultural Resource Management Plan.
2. perform treatment of historic properties following the Secretary of the Interior's Standards for the Treatment of Historic Properties.
3. establish and administer a resident curator program whereby the Board of Supervisors may enter long-term lease agreements with private entities. The objective is to continue the preservation and maintenance of historic properties on Fairfax County Park Authority parkland in accordance with established treatment standards.

These principles apply to all historic landscapes, buildings, sites, structures, objects and districts.

The Secretary of the Interior's Standards for the Treatment of Historic Properties states:

There are Standards for four distinct, but interrelated, approaches to the treatment of historic properties--preservation, rehabilitation, restoration, and reconstruction.

- a) Preservation focuses on the maintenance and repair of existing historic materials and retention of the property's form as it has evolved over time. (Protection and stabilization are included in this treatment.)
- b) Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.
- c) Restoration depicts a property at a particular time in its history, while removing evidence of other periods.

Policy 205 Historic Preservation (continued)

- d) Reconstruction recreates vanished or non-surviving portions of a property for interpretive purposes.

References:

1. Secretary of the Interior's Standards for the Treatment of Historic Properties
<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>
2. Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Historic Properties, Cultural Landscapes, and Sustainability
<https://www.nps.gov/tps/standards/four-treatments/landscape-guidelines/index.htm>
3. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>

Supporting Documentation:

1. VDHR Guidelines for Conducting Historic Resources Survey in Virginia
http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf
2. Virginia Code Ann. § 15.2-2306(A)(4) (2012) and as amended. (37-14-125.):
<http://law.lis.virginia.gov/vacode/title15.2/chapter22/section15.2-2306/>
3. Fairfax County Resident Curator Ordinance
https://www.municode.com/library/va/fairfax_county/codes/code_of_ordinances?nodeId=THCOCOFAVI1976_CH125RECUPROR_ART1GEPR_S125-1-6PROR



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 206	Title: Museum and Archaeological Collections
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation, and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: In support of its cultural resource stewardship mission, the Fairfax County Park Authority shall collect, preserve, exhibit, interpret and, where appropriate, make available for research, museum objects, archaeologically-derived artifacts, and other material culture.

Policy Statement:

1. The Park Authority shall ensure that collections under its stewardship are protected, secure, unencumbered, cared for, accounted for, and documented. The Park Authority will strive to ensure that archaeological and museum collections are stored in an appropriate facility with adequate storage, climate control and conditions, according to best practices, and shall plan for their future needs and growth.
2. Acquisition, loan, deaccessioning and disposal activities shall be conducted in a manner that respects the protection and preservation of cultural resources and discourages and prevents illicit trade in such materials. Collections-related activities shall promote the public's understanding and appreciation for our past over financial gain.
3. The Park Authority shall subscribe to the American Association of Museums (AAM) "*Code of Ethics for Museums*" as it applies to museum collections, the Museum Collections Policy, and all collections management procedures.
4. The Park Authority shall maintain detailed guidelines and procedures for the management and care of the museum collections and archaeological collections in respective conformity to the professional standards established by the AAM, Virginia Department of Historic Resources (VDHR), and federal collections management standards, and shall revise those guidelines and procedures as needed to comply with current professional standards and guidelines. These are defined in *Guidelines and Procedures for Museum Collections Management*.

Policy 206 Museum and Archaeological Collections (continued)

References:

1. VDHR Collections Management Standards
http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf,
page 162
2. Code of Ethics for Museums
<http://aam-us.org/resources/ethics-standards-and-best-practices/code-of-ethics-for-museums>
3. Guidelines and Procedures for Museum Collections Management
<http://www.fairfaxcounty.gov/parks/parkpolicy/links/guidelines-procedures-museum-collections-management.pdf>

Supporting Documentation:

1. Curation of Federally Owned and Administered Archaeological Collections (36 CFR 79)
<https://www.gpo.gov/fdsys/granule/CFR-2012-title36-vol1/CFR-2012-title36-vol1-part79>
2. NPS Archeology Laws and Ethics
<https://www.nps.gov/archeology/public/publicLaw.htm#36CFR79>
3. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 207	Title: Live Collections Management
Date Approved: 3/9/2016	Last reviewed: 6/26/2013
Objective: Ensure the long-term protection, preservation and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: This policy states the reason for maintaining live animal and horticultural collections including their use and the importance of their proper care and management in parks.

Policy Statement:

1. The Fairfax County Park Authority collects, exhibits, interprets, and studies farm animals and captive, bred, rehabilitated, or non-releasable wild animals, and horticultural plants for educational purposes to support the mission of the Park Authority and its sites.
2. Each individual or group of living collections shall be evaluated in terms of its conformity to the scope of collections criteria outlined in Appendix 16: Guidelines for Living Collections Management: Plants and Animals, and to the ability of the Fairfax County Park Authority to care for live collections in a manner consistent with professional standards. In general the Fairfax County Park Authority discourages the collection of threatened or rare species unless participating in a program to restore native or horticultural significant species.
3. The Fairfax County Park Authority shall ensure that live collections under its stewardship are protected, secure, cared for, and documented. Acquisition, loan, presentation, deaccessioning, and disposal activities shall be conducted in a dignified, respectful, humane, and safe manner. All live collections will be maintained in a manner that will insure their health and well-being and the safety of staff, visitors, and the live collections.
4. The Fairfax County Park Authority shall maintain a record of live collections including all legal instruments, agreements, conveyances, research and descriptive catalog records, and any other pertinent data necessary to meet permit requirements and record-keeping purposes consistent with professional standards.
5. The Fairfax County Park Authority is bound by all federal, commonwealth, and county regulations and laws applicable to the stewardship and use of live animals and plants where appropriate

Policy 207 Live Collections Management (continued)

Supporting Documentation:

1. Appendix 16: Guidelines for Living Collections Management: Plants and
2. Code of Ethics for Museums
<http://aam-us.org/resources/ethics-standards-and-best-practices/code-of-ethics-for-museums/>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 208	Title: Protection of Lands and Facilities
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Natural and Cultural Resources:</u> Ensure the long-term protection, preservation, and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: The Park Authority shall resist by all appropriate means, including legal action, any attempt to damage, destroy or encroach upon any park, historical site, nature preserve or recreational facility under its control. The Park Authority considers its responsibilities to the citizens of Fairfax County to be in the nature of a public trust, requiring commitment to the preservation and protection of natural, cultural, horticultural, and recreational resources located on parklands.

Policy Statement: An encroachment by definition shall include, but not be limited to, the act of unauthorized mowing or clearing of land; the planting, tilling, or pruning of vegetation; the deposition of debris or refuse in a park; an extension of a use by adjacent property owner; an installation which impedes public access; the construction of any facility or structure; the installation or maintenance of equipment and/or utilities on parkland without the express written permission or permit of the Park Authority unless permissions are inherently granted in accordance with the terms of an existing easement running with the land and duly recorded in the land records of Fairfax County.

The Park Authority shall strive to be a good neighbor to adjacent property owners, with the expectation of the same in return, by working in good faith to remedy encroachment conditions on parkland within the parameters of Park Authority policy, regulations, and standard operating procedures. The Park Authority shall not sell land, grant easements, nor exchange land in order to remedy conditions resulting from encroachment onto parkland. Any disposal of park land must be in accordance with Policy 210 Disposal of Land or Facilities which incorporates a public process.

This policy shall not prevent individuals or groups from (1) performing community service activities on parkland including, but not limited to, the removal of invasive plants or the construction of trails; or (2) adopting a park or athletic field. Approval of these community service activities require expressed written permission from the Director of the Park Authority.

Policy 208 Protection of Lands and Facilities

References:

1. Park Policy 210 Disposal of Land or Facilities

Supporting Documentation:

1. §1.15 Protection of Park Property, Park Authority Regulations
[Links\Park Regulations.doc](#)
2. Encroachment Prevention
<http://www.fairfaxcounty.gov/parks/resourcemanagement/archives/encroachment.htm>
3. Park Authority Natural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/nrmp.htm>
4. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/gmp/crmpfinal.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 209	Title: Disposal of Land or Facilities
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: Natural and Cultural Resources: Ensure the long-term protection, preservation and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: Lands and facilities entrusted to the care of the Park Authority are a public trust, protected from threat of loss or encroachment. However, the Park Authority may dispose of property when it would best serve the public interest. When any such instance occurs, residents or visitors are guaranteed the opportunity to express their opinions in a public hearing and the Authority is bound to consider them in arriving at a decision.

Policy Statement: The Authority may dispose of property under one or more of the following conditions:

1. Where an exchange of property would better serve the needs of Fairfax County;
2. When land more suitable for the needs of residents or visitors who are being served by the property in question has been or can be acquired;
3. When another governmental agency could more appropriately administer the property;
4. When covenants that ensure the protection of historic, scenic, conservation or other values can be placed on the disposed property to provide in-kind protection in lieu of fee ownership;
5. When the disposal serves to further the mission of the Park Authority or produces a financial or operational benefit;
6. When the disposal is in accordance with the BOS-FCPA Land Bank Agreement.

Policy 209 Disposal of Land or Facilities (continued)

References:

1. Land Bank Agreement and First Amendment

Supporting Documentation:

1. § 15.2-5704, Code of Virginia
<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+15.2-5704>
2. Park Authority Natural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/nrmp.htm>
3. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 210	Title: Easements
Date Approved: Click here to enter a date.	Last reviewed: 06/236/2016
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: The Park Authority shall consider use of easements to protect and preserve natural, cultural, horticultural resources, to expand recreational opportunities Countywide, and for infrastructure that provide benefits for Park purposes.

Policy Statement: The Park Authority shall consider use of easements for Park purposes and for Non-Park purposes.

- A. Park Purposes: Easements on non-park properties may be negotiated in order to protect or preserve sensitive resources on land owned by others, or to provide for public recreational opportunities on land owned by others when land acquisition is not an option.
- B. Non-Park Purposes: The Park Authority may consider easements on park land for non-park purposes. Requests shall be evaluated to ensure that any impacts to sensitive resources and public recreational opportunities on park lands are avoided or minimized to the greatest extent feasible.

The Park Authority shall consider requests for easements by outside parties for non-recreational uses of park lands under the following conditions:

1. When the land records allow for future easements per the deed of Ownership;
2. Where the Park Authority has determined that the proposed facility is in the best interests of public stewardship;
3. When it has been determined that there is no feasible or prudent alternative to the use of parklands for the requested easement;
4. Planning to minimize harm is included in the proposed project;
5. The easement is not restricted by deed or covenant;

Policy 210 Easements (continued)

6. The easement request is consistent with the provisions of the Fairfax County Comprehensive Plan.

The Park Authority shall require adequate compensation for the granting of easements on park land unless a prior agreement is already in place for the use of parklands for non-park purposes.

References:

1. Fairfax County Comprehensive Plan
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/>

Supporting Documentation:

1. Memorandum of Agreement between the Fairfax County Board of Supervisors and the Fairfax County Park Authority
2. Park Authority Natural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/nrmp.htm>
3. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 211	Title: Stormwater Management
Date Approved:	Last reviewed: 06/26/2013
Objective: <u>Natural and Cultural Resources</u> Ensure the long-term protection, preservation and sustainability of natural, cultural park resources in accordance with adopted park standards and adherence to natural and cultural resource management guidelines, policies, and related plans.	

Purpose: The Commonwealth of Virginia and Fairfax County maintain longstanding policies and regulations to improve surface water by treating stormwater runoff, preserving open space and stabilizing stream corridors. Stormwater projects constructed on park land must be conducted in a manner that does not adversely affect the stewardship and recreation missions of the Park Authority.

Policy Statement:

Requests for locating stormwater features, easements or restrictive covenants on park land shall be evaluated to ensure that sensitive natural or cultural resources are not impacted, and the Park Authority's ability to protect, manage or conduct research on such resources, or develop park land, is not restricted. The Park Authority will work in cooperation with the Department of Public Works and Environmental Services to provide opportunities for stream restoration, or other innovative stormwater management projects that enhance water quality and stream conditions in accordance with County approved Watershed Management Plans.

Supporting Documentation:

1. United States Environmental Protection Agency, Clean Water Act of 1972
http://cfpub.epa.gov/npdes/cwa.cfm?program_id=45
2. Code of Virginia, Chesapeake Bay Preservation Act
<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC10010000021000000000000>
3. Virginia Department of Conservation and Recreation Information on the Chesapeake Bay Preservation Act
<http://www.deq.virginia.gov/Programs/Water/ChesapeakeBay/ChesapeakeBayPreservationAct/LocalProgramTechnicalAssistance/ChesapeakeBayPreservationAreas.aspx>
4. Fairfax County, Chesapeake Bay Preservation Ordinance



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

<http://www.fairfaxcounty.gov/dpwes/environmental/cbay/>

Policy 211 Stormwater Management (continued)

5. Agreement between the Fairfax County Board of Supervisors and the Fairfax County Park Authority
[Links\Memorandum of Understanding.doc](#)
6. Fairfax County Municipal Separate Storm Sewer System (MS4) Permit
<http://www.fairfaxcounty.gov/dpwes/stormwater/ms4permit.htm>
7. Park Authority Natural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/nrmp.htm>
8. Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Objective 300

Plan and develop a balanced park system that provides for the stewardship of significant natural and cultural resources and provides a variety of park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 301	Title: Land Acquisition
Date Approved:	Last reviewed: 6/26/2013
Objective: <u>Planning and Development</u> Plan and develop a balanced park system that provides for the stewardship of significant natural and cultural resources and provides a variety of park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

Purpose: The Park Authority shall acquire land for the stewardship of natural and cultural resources and for the development of park and recreational facilities to meet the mission and vision of the Park Authority. The Park Authority Board approves the acquisition of all parkland.

Policy Statement: Parkland acquisition opportunities take many forms, including dedication, donation, fee simple purchase, lease agreements, partnerships, easements and the use of eminent domain powers. When acquiring land, the Fairfax County Park Authority shall take into account:

1. The uniqueness and value of natural and cultural resources to be protected. Recreational facilities shall not be built on resource-based land. Therefore, when calculating the required parkland to meet recreational needs, resource-based parkland will not be counted toward the total parkland acreage available for recreational uses.
2. The amount of land necessary to meet county residents' needs for recreational opportunities shall be consistent with adopted service level standards for Urban, Local and District/Countywide Parkland. Parkland service level standards shall be reviewed and evaluated in conjunction with periodic needs assessments to work towards ensuring equitable access to parkland and facilities for all county residents that promotes an active healthy lifestyle.
3. Identified needs within a service area may be met in various ways including agreements with private landowners, public schools, commercial entities, or other organizations that are subject to park classification criteria, park standards, and site conceptual development plans.
4. Acreage of privately-owned common open space, developed with park facilities typical local-serving standards, may be applied to meet the park standard required in the residential development.
5. Sustainable and long term maintenance and operational costs of the property borne by the Park Authority related to any potential acquisition.

Policy 301 Land Acquisition (continued)

References:

1. Needs Assessment Adopted Service Level Standards
<http://www.fairfaxcounty.gov/parks/parkscount/downloads/needs-assessment-plan-050616.pdf>

Supporting Documentation:

1. Fairfax County Comprehensive Plan
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 302	Title: Park Planning Program
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Planning and Development</u> Plan and develop a balanced park system that provides for the stewardship of significant natural and cultural resources and provides a variety of park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

Purpose: Planning provides direction and guidance towards achieving the Park Authority's vision, mission, goals, and objectives. Planning and effective implementation of plans assist in the orderly growth and stewardship of the park system. Through stakeholder and public participation, including coordination with all government agencies, park resources are protected and the impacts from development, public improvements, population growth and demographics are used to help define service levels. Planning provides a collaborative forum for public and stakeholder engagement that is informed by data analysis and provides opportunities for the various stakeholders to participate in the development of the park system.

Policy Statement: The Park Authority shall maintain an ongoing park planning program guided by a Park Authority Board-approved Agency Master Plan that establishes Guiding Principles, Goals, and Recommendations for the development of park system elements including land, facilities, resources, services, and programs. The Agency Master Plan may incorporate the following plan components and any additional components it may deem necessary:

1. **Park Needs Assessment** – an essential planning study conducted to determine the county's park and recreation needs, establish service level standards and align long term capital investment plans.
2. **Park System Comprehensive Plan** – a long-range plan to align stewardship and community park needs with the park system physical aspects: land, natural and cultural resources, and facilities.
3. **Strategic Plan** – addresses agency strategic initiatives with defined measurements.
4. **Fiscal Plans** – identifies the funding requirements and sources and guides fiscal decision making, including the five-year Capital Improvement Program, Financial Management Plan and the annual operating budget cycles

Policy 302 Park Planning Program (continued)

5. **Park Master Plans** – guides the land use and development of individual parks or sites managed under cooperative agreements.
6. **Natural and Cultural Resource Management Plans** – guides resource stewardship activities and priorities.
7. **Energy Management Plan** – guides the Energy Management Program that coordinates agency-wide efforts to make all its facilities as energy efficient as possible.
8. **Annual Work Plans** – guides funded priority project assignments to be achieved on an annual basis.
9. **Operation Plans** – implement the park planning program which guide service delivery priorities at individual sites and within organizational units.

The Park Classification System is a typology that guides park system planning and development. The typology groups parks according to typical characteristics and outlines their primary purpose, location, access, and extent of development within each park classification. Park classifications are adopted by the Park Authority Board and incorporated into the Policy Plan element of the County Comprehensive Plan. Park classifications provide guidance to the Planning Commission for determining whether a park is in substantial conformance with the County Comprehensive Plan; pursuant to Code of Virginia section 15.2-2232 (known as the 2232 review process).

The following guidance is provided regarding Park Classifications:

1. Establish and adopt the Park Classification System by outlining the primary purpose, location and access, character, and extent of development to balance the provision of quality recreation opportunities with the protection and preservation of natural and cultural resources.
2. Establish the park classification at the time of park acquisition, with the opportunity to reclassify a park as part of the master planning process.
3. Use the classification system to balance the geographic distribution of parks and equitable delivery of park services.

Policy 302 Park Planning Program (continued)

Adopted park classifications include:

1. Local Parks, including Urban Parks (in urban areas, park provision should be further guided by the Urban Parks Framework)
2. District Parks
3. Countywide Parks
4. Resource-based Parks

Planning Guidance

The Park Authority is a primary contributor to the integrated park system in Fairfax County and the region that includes coordination with multiple providers and collaboration with other public agencies. The integrated park system has grown and evolved as the county and region have grown and changed.

The County Comprehensive Plan cites potential growth impacts on parks and specifies that: "...a comprehensive approach to planning and acquisition for an integrated system of parks, recreation, and open space, which utilizes the resources of the public and private sectors to maximum advantage. It is critical that public and private park providers throughout the Northern Virginia region assess current and long-range park and leisure needs and coordinate the effective delivery of park and recreation services while protecting significant natural and cultural resources. It is in the best public interest to ensure the efficient use and equitable distribution of resources and services throughout the community to meet the dual goals for protection of significant natural and cultural resources, and provision of sustainable parklands and facilities that serve the increasing demands for a full range of park experiences."

To achieve the Park Authority mission and maintain a lead role in sustaining the county's integrated park system, the following planning guidance is provided:

1. Ensure the provision of parkland and the efficient use of facilities throughout the county is based on user needs and park and facility service level standards, and is consistent with population distribution and growth patterns.
2. Develop a regional and integrated open space and greenway system and provide mutually supportive recreation opportunities in cooperation with other public park agencies.

Policy 302 Park Planning Program (continued)

3. Enhance the integrated park system through facilitating connections of parkland, public access areas, stream valleys, and protected resource areas to achieve many public benefits including completing the countywide trails system; conserving open space and cultural landscapes; protecting wildlife habitats, riparian corridors, water quality, and aesthetic values; controlling flooding and erosion; and providing continuity of non-motorized access between park lands, residential communities, employment and commercial centers, and transit destinations.
4. Coordinate and cooperate with other county, municipal, regional, state, and federal agencies in planning, development, protection and management of all park resources to support the integrated park system.
5. Participate in the county, state, and federal development review processes to ensure the mitigation of adverse impacts to parks and recreation facilities and service levels caused by growth and land development through the provision of proffers, conditions, contributions, commitments, and land dedications.
6. Provide opportunities for citizens to participate in the planning, development and operation of parklands, facilities, and programs.
7. Recognize and promote the social, ecological, historic, cultural, economic, and health benefits of parks through the planning process.
8. Encourage the integration of urban parks and recreation facilities into urban, mixed use, and transit oriented development areas of the county using guidance in the Urban Parks Framework.
9. Mitigate adverse impacts from park activities on surrounding neighborhoods through careful park planning, community outreach, site design, management, and operations.
10. Mitigate adverse impacts on parkland through appropriate marking of boundaries, encroachment education, and enforcement.
11. Protect the public's parkland investment and ensure the safe, efficient, quality, and sustainable operation and maintenance of parklands, facilities, and infrastructure.
12. Consider the location of major public facilities, including transportation and utility corridors and telecommunication facilities, on or through parklands when the proposal meets the following conditions: (a) it is consistent with the relevant

Policy 302 Park Planning Program (continued)

policies of the managing park agency; (b) the managing park agency determines that the proposed facility is compatible with the existing and future use of parkland; (c) the managing park agency concurs that there is no feasible or available alternative to the use of parklands; and (d) the proposal will have minimal impacts on parkland, facilities, resources, and user experience.

References:

1. County Comprehensive Plan Policy Plan element, Park and Recreation section, includes Fairfax County Park Classification System (Appendix A) and Urban Parks Framework (Appendix B)
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/policyplan/>
2. Fairfax County Park Authority Needs Assessment
<http://www.fairfaxcounty.gov/parks/parkscount/downloads/needs-assessment-plan-050616.pdf>
3. Fairfax County Park Authority Five Year Strategic Plan FY2014-FY2018
<http://www.fairfaxcounty.gov/parks/strategicplan/>
4. Financial Management Plan
5. Fairfax County Capital Improvement Plan
<http://www.fairfaxcounty.gov/dmb/fy2017/adopted/cip.htm>
6. Public Facility Determination Process (2232 Review Process)
<http://www.fairfaxcounty.gov/dpz/2232/>

Supporting Documentation:

1. Fairfax County Park Authority Great Parks Great Communities Plan
<http://www.fairfaxcounty.gov/parks/plandev/greatparks/>
2. Fairfax County Park Authority Cultural Resource Management Plan
<http://www.fairfaxcounty.gov/parks/GMP/CRMPFinal.pdf>
3. Fairfax County Park Authority Energy Management Plan
<http://www.fairfaxcounty.gov/parks/parkpolicy/links/energy-management-plan.pdf>
4. Fairfax County Park Authority Natural Resources Management Plan
<http://www.fairfaxcounty.gov/parks/resource-management/nrmp.htm>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 303	Title: Park Development
Date Approved:	Last reviewed: 6/26/2013
Objective: <u>Planning and Development</u> Plan and develop a balanced park system that provides for the stewardship of significant natural and cultural resources and provides a variety of park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

Purpose: This policy guides decision-making related to the development of the park system. Park Development shall be consistent with the Park Authority mission, vision and values and will work to achieve cultural, environmental and fiscal sustainability, consistent with the Park Authority's commitment to environmental, economic, and social stewardship and as defined in the Park Authority's Agency Master Plan.

Policy Statement: The Park Authority shall develop parkland to protect and enhance the natural and cultural environment and to create and sustain quality park and recreation facilities and services to support the Park Authority's vision and mission. Park development shall be consistent with the values and strategic priorities and financial resources of the Authority. The Park Authority Board shall approve an agency-wide Capital Improvement Program and subsequent Park Master Plans consistent with all adopted policies. Park development shall take into account:

1. The criteria set forth in the Park Classification System. Development shall be of sufficient acreage and quality to ensure that requirements for resource protection and/or facility development can be met.
2. Responsible stewardship of all natural, archaeological and built resources within the parkland to be developed.
3. Service level standards as identified by current needs assessments to work towards equitable distribution of park facilities throughout the county.
4. Sustainable fiscal practices over the estimated life cycle of all facilities that ensures sustainable operations.
5. Visitor safety and enjoyment.
6. Sustainability and perpetuation of significant natural and cultural resources

Policy 303 Park Development (continued)

7. Adequate funding authorizations and appropriations shall be secured prior to development, expansion and/or upgrade of park facilities.
8. Consideration may be given to interim levels of development and operations in partnership with community groups, where such agreements would facilitate the timely provision of recreation opportunities or enhance the stewardship of natural and cultural resources not otherwise available.
9. Development of all Park Authority facilities shall comply with Fairfax County, state, and federal regulations and laws as applicable.
10. Park development shall conform in general as provided for in the Agency Master Plan and park specific Master Plans or other Fairfax County development plans as applicable.

Supporting Documents:

1. Fairfax County Public Facilities Manual
<http://www.fairfaxcounty.gov/dpwes/publications/pfm/>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 304	Title: Naming of Parks and Facilities
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Planning and Development</u> Plan and develop a balanced park system that provides for the stewardship of significant natural and cultural resources and provides a variety of park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

Purpose: This policy provides guidance and direction in naming and/or renaming Fairfax County Park Authority parks, facilities or resource management areas.

Policy Statement: Generally, parks are named in accordance with geographical, historical or ecological features indigenous to the park site or to the immediate vicinity of the site. Preliminary park names are designated at the time of acquisition by staff unless the name is specifically designated in the deed or as a specific condition of a contract or donation. Park names are finalized through the park master plan process which includes community input. The Park Authority Board approves the naming of all parks and facilities.

Initial naming of parks, facilities or resource management areas:

Parks, facilities or resource management areas shall not be named after someone still holding an elected or appointed office or for persons working for the county. They may be named for an individual, family, or combination of family names, living or deceased under the following conditions and will be reviewed on a case by case basis:

1. The entity has made a significant gift of land to the Authority; or
2. Is memorialized for a significant contribution to the Fairfax County park system; or
3. Has made a significant contribution to the protection of natural, cultural, or horticultural resources of the Fairfax County park system; or
4. Has substantially contributed to the advancement of commensurate types of recreational opportunities within the Fairfax County park system; or
5. Has made a significant contribution to the betterment of a specific park; o

Policy 304 Naming of Parks and Facilities (continued)

6. Has made significant contributions to Fairfax County toward the betterment of the county and the park system.

Renaming of parks, facilities or resource management areas:

In order to respect the historical tradition, community values and lessen confusion, renaming of parks and facilities is strongly discouraged. Existing park and facilities names shall not be subject to change unless, after a thorough investigation and review, the proposed name is found to be more appropriate than the existing name and does not diminish the original name or discount the value of the prior contributors. Any action to change the name of an existing park or facility shall follow the same conditions as above.

Temporary naming rights for parks, buildings, or facilities may be conferred as a part of a sponsorship or partnership agreement. Conditions under which temporary naming rights may be assigned are governed by the Sponsorship Policy.

The Park Authority Board has the authority to rescind the naming of a park or facility without prejudice.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 305	Title: Telecommunications Sites
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Planning and Development</u> Plan and develop a balanced park system that provides for the stewardship of significant natural and cultural resources and provides a variety of park facilities and amenities to meet the diverse leisure and recreation needs of current and future Fairfax County residents, workforce and visitors.	

Purpose: The Park Authority considers its responsibilities to the residents of Fairfax County to be in the nature of public trust, requiring commitment to the preservation and protection of natural, cultural, horticultural and recreational resources located on park lands. The Park Authority shall seek to balance the general public's need for telecommunications services with the Authority's mandate and public trust for the protection of parkland

Policy Statement: The Park Authority Board shall consider the placement of telecommunications facilities, related equipment, and easements on park property contingent upon:

1. Absence of deed restrictions or funding restrictions that would prohibit such use.
2. The proposed telecommunication facility complies with the provisions of the Fairfax County Comprehensive Plan Policy Plan for Parks and Recreation.
3. Consideration has been given to placing telecommunications facilities that minimize impacts to park land and evaluation of alternatives to locating new monopoles or towers on park land that include co-location on an existing approved monopole; co-location on an existing public utility structure; re-design of facilities such as light pole replacements on athletic fields; or re-design of other existing features.
4. In accordance with Policies 201 Natural Resources and 203 Cultural Resources, the proposed location does not adversely affect significant natural or cultural resources.
5. The proposed location is compatible with and does not displace existing or planned park facilities;

Policy 305 Telecommunications Sites (continued)

6. The proposed location and construction on the site does not significantly detract from the character of the park or its view shed;
7. The proposed facility location does not adversely affect park operations or maintenance;
8. Clear demonstration is given that impacts to adjacent uses and property owners are minimal;
9. The placement of the telecommunications site enhances public communications services and the public good.

Requests for new telecommunications sites shall meet all applicable criteria and are subject to approval by the Park Authority Board. Requests for telecommunications facilities that propose co-location on existing approved monopoles, existing electric transmission lines, athletic field light pole replacements, other existing features or for replacements that meet all applicable location criteria may be approved by the Director of the Park Authority after consultation with the Board member in whose district the facility will be located. Compensation shall be provided to the Park Authority for the placement of the proposed facilities, related equipment, easements, and other necessary land rights.

References:

1. Fairfax County Comprehensive Plan, Policy Plan
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/policyplan/>

Supporting Documents:

1. Section 106, National Historic Preservation Act of 1966, as amended through 2006
<http://www.achp.gov/docs/nhpa%202008-final.pdf>
2. Fairfax County Zoning Ordinance
<http://www.fairfaxcounty.gov/dpz/zoningordinance/>
3. Fairfax County Comprehensive Plan, Policy Plan, Public Facilities, Mobile and Land- Based Telecommunication Services
<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/policyplan/pubfacilities.pdf>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Objective 400

Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services in compliance with all applicable standards and best management practices.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 401	Title: Maintenance of Parks and Facilities
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Parks and Recreation Services</u> Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services in compliance with all applicable standards and best management practices.	

Purpose: This policy states that the Park Authority shall establish standards for the maintenance of its parks and recreational facilities.

Policy Statement: The Park Authority shall establish standards for the maintenance of its parks and recreational facilities. The standards shall be applied consistently throughout the county. Should funds become inadequate to maintain the system according to the standards, the Park Authority shall consider a full range of management alternatives that may include revision of the standards or the closing of selected parks and facilities until adequate funding becomes available.

The Park Authority may partner with other public and private entities for the provision of maintenance of park and recreational facilities. Partners shall agree to meet or exceed the Park Authority Maintenance Standards.

The fiscal plans and annual budgets of the Park Authority shall reflect the provision of maintenance facilities, equipment and human resources so the Park Authority can meet its standards.

References:

1. Park Authority Maintenance Standards
[\Links\Maintenance Standards 2016.pdf](#)



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 402	Title: Athletic Field Use
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Parks and Recreation Services</u> Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services in compliance with all applicable standards and best management practices.	

Purpose: The purpose of this policy is to optimize a balance between use and protection of the facilities, while providing athletic fields for the enjoyment of all residents and visitors.

Policy Statement: The Park Authority shall balance the use and protection athletic fields.

A classification of all field types shall be established to reflect the development, usage and maintenance level of the fields. The scheduling of organized sport groups and the issuance of permits to those groups shall be performed under the guidelines provided by the Park Authority and the Fairfax County Board of Supervisors. Permit holders shall have first rights for the use of the fields to which they have been assigned. A field not being utilized by a permit holder can be used by others, including the "walk-on" public, as defined in Park Regulations.

Use periods of Park Authority Fields shall be limited as follows:

- Diamond Fields: After 4:00 p.m. on the last Friday in March to the end of the first full weekend* in November.
- Rectangle Fields: After 4:00 p.m. on the last Friday in March to the end of the third full weekend* in November.
- Synthetic Turf: Synthetic Turf Fields are available year-round.

* A full weekend is one in which Saturday and Sunday are both in November.

The following exception is made to the above use periods:

Participants in the Full Adoption Adopt-A-Field program shall be exempt from this policy as defined in the provisions governing that program.

Policy 302 Athletic Field Use (continuation)

Field closings shall be at the discretion of the Park Authority and for the purpose of maintenance, safety or any reason deemed appropriate for the management or protection of property.

The use of athletic field lighting is available for organized sports groups who have a permit to use a field during the period of time that the lights are being used, and is for games and practices only.

Temporary lighting systems shall meet the same development requirements as permanent lights, including identification in the master plan for the park and adherence to all lighting and noise ordinances. The lights shall present no hazard to park users, shall not pollute the environment and shall meet appropriate illumination standards. The Park Authority shall reserve the right to deny temporary lighting requests if it feels it is in the best interest of the Park Authority, park patrons or the surrounding community.

References:

- Park Regulation, 1.16-1 Athletic Field Use
[Park Regulations.doc](#)
- Fairfax County Noise Ordinance,
http://www.fairfaxcounty.gov/dpz/zoning/noiseordinance/29-15-108_1.pdf

Supporting Documentation:

- Fairfax County Athletic Field Policy:
http://www.fairfaxcounty.gov/ncs/athletics/pdf/field_allocation_policy.pdf



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 403	Title: Provision of Park and Recreation Facilities on School Grounds
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Parks and Recreation Services</u> Provide recreation services and operate the park system consistent with Par Authority goals and objectives and the need of residents for quality programs and services in compliance with all applicable standards and best management practices.	

Purpose: To provide the Park Authority's policy on the development of, or provision of financial support for, park and recreation facilities on school property, where the Park Authority has identified a need for but cannot meet that need due to the unavailability of parkland suitable for development of the proposed facility within the designated service area.

Policy Statement: The Park Authority may consider development of park and recreation facilities on school property, or provision of financial support for such projects, where the Park Authority Projects will be considered based on the following general conditions:

1. Where the Fairfax County School Board (FCPS) administration has endorsed the project following applicable FCPS policies; and
2. Where the proposed project is consistent with the mission of the Park Authority; and
3. Where the proposed facility does not substitute for, or replace, required recreational equipment or facilities of a design or number typically supplied by the school administration; and
4. Where the Park Authority has secured a lease or use agreement for the facility to be located on a school site; and
5. Where the community has demonstrated strong citizen support for the proposed project; and
6. Where the optimum joint school and community use of the park facilities can be achieved through the location of such park facilities on school property.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 404	Title: Memorials and Commemorations in Parks
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Parks and Recreation Services</u> Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services in compliance with all applicable standards and best management practices.	

Purpose: Fairfax County Park Authority may accept memorials and commemorations that also serve to enhance existing parks and the utility of the park system. This might include park benches, native trees, playground equipment, or other features desired by the Park Authority.

Policy Statement: All memorials and commemorations shall be in compliance with the following:

1. Will be located at a park site that is mutually agreed upon by the donor and Fairfax County Park Authority;
2. Will be located on park land and become the property of the Fairfax County Park Authority;
3. Must conform with the park aesthetics and be consistent with the mission of the Fairfax County Park Authority;
4. May not reflect a political or religious statement and/or position;
5. All costs associated with the purchase and installation of the memorial or commemoration shall be paid by the donor, unless otherwise agreed upon by the Park Authority Board;
6. The maintenance of the memorial or commemoration shall be at the sole discretion and control of the Fairfax County Park Authority.

The Fairfax County Park Foundation accepts memorial or commemorative donations.

Supporting Documentation:

- Bench and Tree Program information on the Park Foundation website
<http://fairfaxparkfoundation.org/our-projects/sponsor-benches-and-trees/>



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 405	Title: Signs and Displays
Date Approved: Click here to enter a date.	Last reviewed: 6/26/2013
Objective: <u>Parks and Recreation Services</u> Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services in compliance with all applicable standards and best management practices.	

Purpose: This policy provides guidance in protecting the aesthetic qualities of parklands and facilities under its control or ownership.

Policy Statement: The Authority shall require a permit be obtained from the Authority prior to the placement of any sign or display on park property by any individual, group, organization, or government agency.

- Temporary signs, banners or flags (including religious displays or articles associated with a religious service, celebration, or activity) introduced by an entity other than the Park Authority to promote an event held in a Fairfax County park shall be in accordance with:
 - the areas expressly designated for such purposes and
 - the permit granted by the Park Authority for the time period specified and
 - the responsibility of the entity for placement and removal per written agreement
- In keeping with the protection of the aesthetic qualities of parklands and facilities, advertisements shall be limited to Park Authority owned advertising programs or those with approved written agreements. (For example: Adopt-a-field Maintenance Agreement partners)
- Permanent signs recognizing an individual, group, organization or government agencies shall be consistent with existing Park Authority sign materials and design, or local, state or federal adopted standard and when possible, shall be incorporated into existing sign structures.
- Signage for joint ventures and privatized development on parkland shall require a Park Authority Board approved written agreement.

Policy 405 Signs and Displays (continuation)

Supporting Documentation:

1. Department of Planning and Zoning Regulations- Article 12 Signs
<http://www.fairfaxcounty.gov/dpz/zoningordinance/articles/art12.pdf>
2. Park Authority Regulations 1.20 Signs, 1.02 Business Activities, soliciting and Advertising page A-32
3. Park Operations Signs Standards
[Links\Sign Standards Compiled.ppt](#)
4. Park Authority annual memorandum from the Public Information Office regarding 1st Amendment Activities in Parks.
[Links\First Amendment issue memorandum 90512.msg.pdf](#)



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy: 406	Title: Sponsorship
Date Approved: 6/22/2016	Last reviewed: N/A
Objective: Provide recreation services and operate the park system consistent with Park Authority goals and objectives and the need of residents for quality programs and services in compliance with all applicable standards and best management practices.	

Purpose: To establish guidelines that govern the approval of sponsorship agreements involving Park Authority assets.

Policy Statement: It is the policy of the Park Authority to actively seek sponsorships from corporations, nonprofit organizations and other entities for its events, programs, facilities, parks and planned facility improvements. The purpose of such sponsorships is to create mutually beneficial partnerships that help the Park Authority to achieve the following objectives:

1. generate revenue streams to support the Park Authority in furthering its mission;
2. expand or improve Park Authority service delivery;
3. encourage and enhance the public's use and enjoyment of the Park Authority system;
4. establish partnerships which promote and elevate the Park Authority's brand and create relevant, authentic and compelling associations.

Distinction between Sponsorships and Donations or Partnerships

This policy relates only to sponsorship and not to other fundraising, donations, or partnership activities, which are addressed by Policy 406 Fundraising and Policy 407 Partnerships respectively. For purposes of this policy, a sponsorship is a mutually beneficial exchange between the Park Authority and the sponsoring entity where the sponsor contributes cash or in-kind products and services in exchange for benefits of commensurate value that help it achieve marketing objectives. Donations may be designated for a purpose, but are without detailed restrictions or expected benefits in exchange for the gifting of financial or in-kind resources. Partnerships may confer a benefit on the partnering entity, but do not necessarily aid in achieving marketing objectives.

General Guidelines for Sponsorships

Acceptable sponsorships must meet the following criteria:

1. All sponsorships must be compatible with the Park Authority mission

Policy 406 Sponsorship (continued)

2. Sponsorship benefits will not impact the park users' experience or overly commercialize the park environment. Sponsorship benefits will comply with Park Authority design standards, facility aesthetics and visitor experience in the setting in which they are placed.
3. Sponsorships benefits provided by the Park Authority will not exceed the value of sponsorship benefits received.
4. Sponsorships cannot be made conditional on Park Authority performance outcomes.

The following types of sponsors/sponsorships are not acceptable.

1. Political candidates, political parties or other entities whose primary purpose in engaging in sponsorship is non-commercial speech.
2. Tobacco products.
3. Alcoholic beverages, except where approved by the Park Authority Board.
4. Sexually explicit materials or businesses and other goods/businesses/services inappropriate for promotion to a family audience.
5. Entities that practice or promote discrimination on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status.
6. Entities that promote practices that if they took place in the county would violate U.S. or state law.
7. Any other sponsor inconsistent with the mission of the Park Authority or Fairfax County Government.

General Provisions for Sponsor Recognition

1. Sponsorship benefits will be provided pursuant to a Sponsorship Agreement between the Park Authority and the Sponsor.
2. The Park Authority will work with the Sponsor in creating the sponsorship benefits. The Park Authority retains final approval over the content, placement,

Policy 406 Sponsorship (continued)

appearance, and wording of all benefits provided to sponsors. Any physical form of on-site recognition will be done in a way that minimizes impacts on the park user's experience and park operations.

3. The Park Authority must approve in writing the use of its logos and all other marketing associations by Sponsors for their use. All such uses by the Sponsor must be associated with the specific sponsorship and are prohibited for any other use.
4. Sponsorship does not imply endorsement of the sponsor or its goods or services by the Park Authority or the County.
5. A sponsorship agreement shall not confer on any sponsoring entity an enforceable right, entitlement, or other property interest of any sort relating to the use, possession or control of any Park Authority assets, except as to a limited and non-exclusive right to use Park Authority logos/marketing associations or other intellectual property which may be authorized in the sponsorship agreement.
6. A sponsorship agreement shall not confer on any sponsoring entity the power to direct or control management and operation of any Park Authority facility or program or otherwise limit the discretion to operate a Park Authority facility or program in a manner that comports with applicable laws, best practices or the Park Authority's best interests.

Administration and Approval

The process for obtaining sponsorships shall be administered by the Fairfax County Park Authority in coordination with Park Foundation staff. The Park Authority is authorized to enter into negotiation with prospective sponsors for park assets deemed eligible by agreement of the Park Authority and Park Foundation.

Sponsorships shall require an approved sponsorship agreement that contains the following:

1. Details of the exchange of benefits, including a description of all fees, products, services, in-kind services or other benefits provided to the Park Authority by the sponsor, and all marketing rights and benefits provided by the Park Authority to the sponsor.
2. Term of the agreement and termination provisions.

Policy 406 Sponsorship (continued)

3. Signatures by authorized representatives of the Park Authority and the sponsor.

The level of approval required for sponsorship agreements is based on the amount and complexity of benefits exchanged. Approval includes evaluation by legal counsel of the sponsorship agreement for compliance with applicable federal and state tax laws. Park Authority Board approval is required for sponsorships in which the Park Authority receives benefits valued at \$100,000 or greater. Sponsorships with a value under \$100,000 are approved by the Park Authority Director or designee.

Naming Rights

Temporary naming rights may be conferred as one form of a sponsorship benefit for events, programs, parks, buildings (existing or planned) or facilities (existing or planned). Naming rights granted for events or programs are a short-term benefit, existing only for the duration of the program, while naming rights for parks, buildings or facilities are of longer duration. This section of the policy provides the following additional guidance for temporary naming rights granted as a sponsorship benefit for parks, buildings or facilities.

1. A temporary naming right may be granted for parks, buildings or facilities provided the fiscal benefit derived by the Park Authority is commensurate with the value of the specific park asset involved.
2. All naming rights agreements for parks, buildings or facilities must be approved by the Park Authority Board.
3. The duration of temporary naming rights for parks, buildings or facilities shall not be less than five years.
4. Names assigned to parks, buildings or facilities under a temporary naming right agreement should normally be the shortest name possible, and should incorporate the current Park Authority recorded name.

Terminating Sponsorships

The Park Authority reserves the right to terminate an existing sponsorship agreement should conditions arise during the term of the sponsorship that result in it conflicting with this policy or if that sponsorship no longer supports the best interests of the Park Authority. A decision to terminate shall be made by the Director or the Park Authority Board in accordance with the approval levels described in this policy, in consultation with the County Attorney.

Policy 406 Sponsorship (continued)

References:

1. Park Authority Policy 107 Partnerships
2. Park Authority Policy 106 Fundraising

INFORMATION

Report on Team Recommendations – Unmanned Aircraft Systems in Fairfax County Parks

To respond to market trends and new opportunities, the Park Authority Board directed staff to study current Park Authority regulations on UAS and to determine whether UAS could be introduced to the park system. Current UAS activities are governed under a Memorandum of Agreement with Northern Virginia Radio Control, a hobbyist organization affiliated with the national Academy of Model Aeronautics, for the use of a designated site at Poplar Ford Park. The project team included representatives from Park Planning, Operations, Park Services, and Resource Management Divisions. The project team conducted background research and literature, interviewed a targeted list of stakeholders, and collaborated with county agencies and industry experts. Staff recommends that the current Park Authority Regulation Section 1.17 governing such uses is sufficient, and no additional agency-wide policy is necessary. As detailed in the attached report (Attachment 1), the study recommends:

- Conducting an ongoing public engagement on UAS use within the parks.
- Expanding UAS to areas beyond Poplar Ford Park under certain circumstances.
- Developing UAS-centric programming, such as classes and camps.
- Requiring UAS pilots to adhere to community-based safety guidelines, as promulgated by the FAA.
- Promoting the sustainable use of parks and facilities.
- Applying UAS technologies in support of the Park Authority mission and its staff.
- Considering commercial and non-recreational UAS activity where appropriate.

To aid in decision-making, the team developed criteria for evaluating potential sites and a list of sites recommended for further study and community input.

The staff team will present the study's findings and recommendations with regard to allowing the limited use of Unmanned Aircraft Systems (UAS or "drones") within the park system.

Board Agenda Item
July 12, 2017

FISCAL IMPACT:

Cost estimates are outside the scope of the study; however, it is envisioned that UAS use would ultimately be a self-sustaining activity, and may generate revenue and create operational efficiencies.

ENCLOSED DOCUMENTS:

Attachment 1: Unmanned Aircraft Systems in Fairfax County Parks

STAFF:

Kirk W. Kincannon, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee L. Vosper, Deputy Director/CBD
David Bowden, Director, Planning & Development Division
Andrea Dorlester, Manager, Park Planning Branch
Ryan Stewart, Senior Planner, Park Planning Branch
John Berlin, Manager, Programs Branch
Christopher Goldbecker, Manager, Lakefront Parks
Keith O'Connor, Manager, Burke Lake Park
Ed Richardson, Manager, Area 4
Britta Stratford, Central Services Coordinator, Park Services Division
Samantha Wangsgard, Manager, Natural Capital Protection Program, RMD



DRAFT

UNMANNED AIRCRAFT SYSTEMS IN FAIRFAX COUNTY PARKS

JULY 2017



ACKNOWLEDGEMENTS

Fairfax County Park Authority Board

William G. Bouie, Chairman, Hunter Mill District
Mary Cortina, Vice Chair, At-Large Member
Michael W. Thompson, Jr., Secretary, Springfield District
Linwood Gorham, Treasurer, Mount Vernon District
Walter Alcorn, At-Large Member
Cynthia Jacobs Carter, Lee District
Marguerite F. Godbold, Sully District
Timothy B. Hackman, Dranesville District
Faisal Khan, At-Large Member
Ken Quincy, Providence District
Ronald Kendall, Mason District
Anthony J. Vellucci, Braddock District



Senior Staff

Kirk W. Kincannon, CPRP, Director
Sara Baldwin, Deputy Director/Chief Operating Officer
Aimee Long Vosper, Deputy Director/Chief of Business Development
David Bowden, Director, Planning & Development Division
Barbara Nugent, Director, Park Services Division
Cindy Walsh, Director, Resource Management Division
Todd Johnson, Director, Park Operations Division
Judith Pedersen, Public Information Officer

Project Team

Ryan J. Stewart, Project Manager, Park Planning Branch
Andrea L. Dorlester, Manager, Park Planning Branch
John Berlin, Manager, Programs Branch
Christopher F. Goldbecker, Manager, Lakefront Parks
Dan Grulke, Manager, Lake Fairfax Park
Keith O'Connor, Manager, Burke Lake Park
Ed Richardson, Manager, Area 4, Operations Division
Britta Stratford, Central Services Coordinator, Park Services Division
Samantha Wangsgard, Manager, Natural Capital Protection Program, Resource Management Division



EXECUTIVE SUMMARY

Unmanned Aircraft Systems in Fairfax County Parks



Figure 1: A "drone" in flight
Source: Wikimedia Commons

Unmanned Aircraft Systems, also known as UAS or "drones" are a technology becoming increasingly popular for recreational and commercial use. The Fairfax County Park Authority (FCPA) recognizes that allowing UAS within its park system offers many opportunities to the public and may have a unique role toward fulfilling the agency's mission, yet also presents certain inherent risks to public safety that limit its unrestricted use. To this end, the study's goals are twofold: determine how to respond to the growing UAS market, and provide its Board and staff with recommendations on managing the community's desire to enjoy UAS while protecting

the public's safety and balancing the requirements of other park users and activities.

Study Process

A staff team representing each of FCPA's functional areas was assigned to make recommendations to the Park Authority Board and senior leadership. The methodology included background research on national trends; airspace regulation; safety considerations, natural and cultural resource management; and current and planned park activities. Collaboration with County agencies and external stakeholders supplemented the team's background research and informed the study's findings. Public outreach and comment will be a key element of implementing the study's recommendations.

Recommendations

The study team recommends a multidisciplinary approach toward integrating UAS into the park system. As detailed on page 16, specific efforts include:

- Expanding UAS to areas beyond Poplar Ford Park,
- Developing UAS-centric programming,
- Conducting an ongoing public outreach campaign on UAS use within the parks,
- Requiring UAS pilots to adhere to community-based safety guidelines,
- Promoting the sustainable use of parks and facilities,
- Applying UAS technologies to support FCPA staff, and
- Considering commercial and non-recreational UAS activity where appropriate

In support of the above recommendations, staff developed criteria to identify parkland potentially suitable for UAS activities.

Once realized, a UAS program will position FCPA to meet this growing demand, provide new recreational opportunities for the public, and provide for the enjoyment of this emerging technology within its parks.

TABLE OF CONTENTS

Acknowledgements.....	1
Executive Summary.....	2
Unmanned Aircraft Systems in Fairfax County Parks.....	2
Study Process	2
Recommendations	2
Table of Figures.....	4
Background	5
Unmanned Aircraft Systems	5
National Trends	6
Regulatory Framework	7
Park Authority Policy and Regulation.....	7
National, State, and Local Parks Regulation	8
FAA Regulation	8
Washington, DC Regional Airspace.....	10
Safety Considerations	12
Current Operations	13
Resource Management.....	15
Recommendations	16
Location Selection Criteria	18
Site Considerations.....	19
Parks for Further Study	19
Bibliography	21
Appendix 1	23
Memorandum of Agreement for the Use of Poplar Ford Park.....	23
Appendix 2	39
Academy of Model Aeronautics National Model Aircraft Safety Code, Effective January 1, 2014.....	39



TABLE OF FIGURES

Figure 1: A "drone" in flight	2
Figure 2: An example of a UAS "quadcopter"	5
Figure 3: Projected UAS Fleet based on FAA registration trends through February 2017.....	6
Figure 4: Commercial UAS types based on FAA registrations, 2016-17	7
Figure 5: Airspace Guidance for Small UAS Operators (FAA)	9
Figure 6: 2016 National Championship Drone Racing (Drone Magazine)	9
Figure 7: No Drone Zone Signage	11
Figure 8: Washington, DC Special Flight Rules Area (SFRA).....	11
Figure 9: Washington, DC Regional Airspace.....	11
Figure 10: Airmap mobile application.....	12
Figure 11: Conceptual Development Plan of Poplar Ford Park	14
Figure 12: Bobolink (<i>Dolichonyx oryzivorus</i>)	15
Figure 13: Parkland and Potential UAS Sites	20



BACKGROUND

In January 2017, the Fairfax County Park Authority (FCPA) began a study to determine whether its park lands and facilities could support the expansion of unmanned aircraft systems (also known as “UAS” or “drones”) for hobbyist recreational use and commercial activity. The need for the study is twofold:

1. To respond to and leverage emerging national market trends in UAS use, and
2. Provide FCPA leadership and staff with recommendations on managing the community’s desire to enjoy UAS within the park system while protecting the public’s safety and balancing the requirements of other park users and activities.

The interdisciplinary study team consisted of representatives of all divisions of the Park Authority, in consultation with Fairfax County governmental departments including the County Attorney, Risk Management, and the Office of Emergency Management.

The scope of the study included background research of literature, federal airspace management rules and procedures, safety guidelines, UAS usage trends, and policies of other parks and recreation organizations. The team developed site selection criteria and used its knowledge of the park system and recommendations from the UAS community to recommend potential sites for further feasibility analysis. Staff conducted stakeholder interviews to obtain information and understand the viewpoints of potential UAS users. Multiple stakeholders contributed their knowledge to the study, including the Federal Aviation Administration (FAA), surrounding local jurisdictions, recreational and commercial UAS pilots, and environmental advocates.

Unmanned Aircraft Systems

Unmanned Aircraft Systems (UAS or, less accurately, “drones”¹) refer to vehicles used without a human operator on board. The vehicle is instead controlled by an operator via a remote-control system. Many higher-end UAS include limited autonomous operation, where human control is supplemented by onboard computer systems. Originally used for military and peacekeeping operations, their use has grown to include hobbyist recreation, commercial, scientific, agricultural, or industrial applications.



*Figure 2: An example of a UAS "quadcopter"
Photo credit: Peter Linehan (Flickr.com). Used with permission.*

¹ This study uses the statute definition of “UAS” as adopted by the Federal Aviation Administration: an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft. UAS includes the unmanned aircraft and its associated elements, including communications links and control components.

National Trends

The FAA projects the rapid, continued growth of UAS use, both recreationally and commercially. In 2015, the FAA began requiring all UAS weighing more than 0.55 pounds and less than 55 pounds to be registered using a new online system (aircraft weighing over 55 pounds were to be registered using an existing process).² While the number of unregistered aircraft is believed to far exceed the number of registered, the FAA has used this data to project the increase (Figure 3).

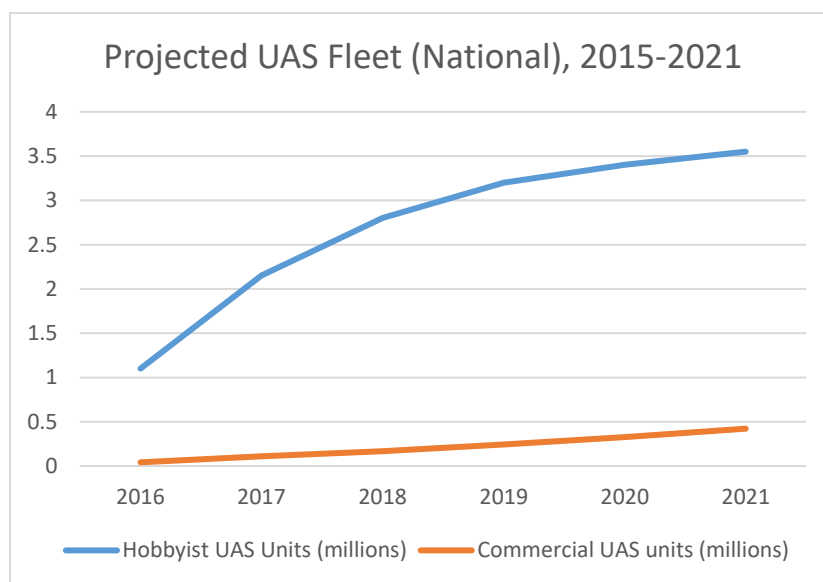


Figure 3: Projected UAS Fleet based on FAA registration trends through February 2017.

FAA registrations suggest that the recreational use will continue to grow, fueled by falling prices and the inclusion of new technologies such as cameras, but slowing over time as UAS prices settle and the rate of early adoption slows. The FAA reports the commercial sector to be in its early stages of growth, and projects the 2021 non-hobbyist fleet size to be ten times greater than the size of the fleet in 2016. Much of this non-hobbyist growth is attributed to consumer-grade aircraft, although rapid expansion of the professional-grade, custom-built fleet is expected as more complex uses are employed and the regulations for use clarified.³

Commercial and institutional uses vary; however, FAA registration data show that the major national trends include aerial photography (34%); construction, industrial, and utility inspection (26%); real estate (26%); and agriculture (21%) (Figure 4). These figures reflect that a single UAS may be used for multiple uses.⁴ Similarly, aerial photography, real estate, and emergency

² As of May 2017, a federal appeals court has struck down the 2015 FAA rule compelling recreational users to register UAS. The FAA still recommends registration as a safety measure.

³ Federal Aviation Administration: *Forecast: Unmanned Aircraft Systems*, https://www.faa.gov/data_research/aviation/aerospace_forecasts/media/Unmanned_Aircraft_Systems.pdf.

⁴ Ibid.

management applications are anecdotally experiencing rapid growth within the Washington, DC region.

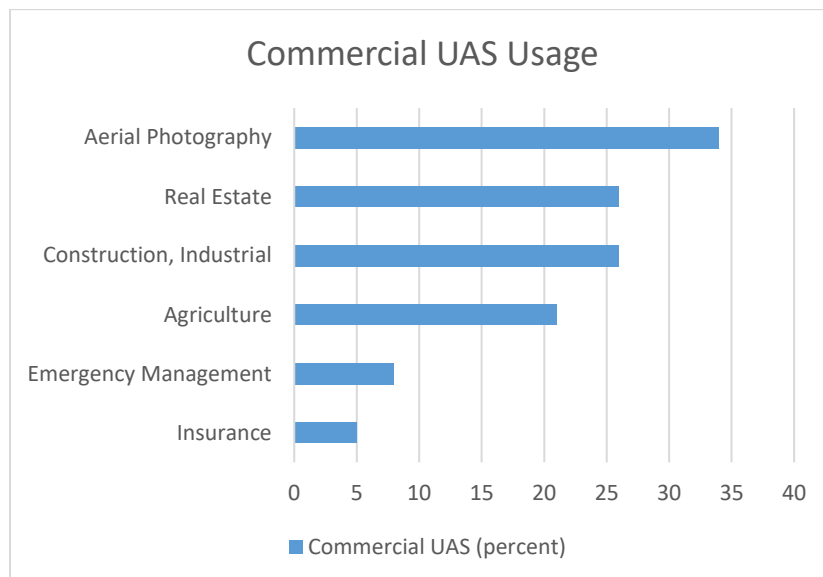


Figure 4: Commercial UAS types based on FAA registrations, 2016-17

REGULATORY FRAMEWORK

Park Authority Policy and Regulation

The use of UAS within the park system must comply with established FCPA policy, agency regulations, and park rules.

The use of UAS within FCPA's lands and facilities is governed by its Regulation §1.17, Remote-Control Devices and Powered Models or Toys:⁵

No person shall operate hobby rockets, remote-control gliders or powered remote-control or tethered planes, boats, cars or other like devices in a park except in areas designated by and with the express written permission of the Park Authority.

Accordingly, UAS are considered a powered remote-control device whose use is limited to certain areas at the discretion of the Director, keeping in mind that the FAA ultimately regulates the airspace above the parkland. As such, users of UAS within the park system are subject to both the FCPA's rules and regulations and other requirements imposed by the FAA.

UAS activities may also be supported by numerous other FCPA policies including, but not limited to, those addressing park planning and development, athletic field use, natural and

⁵ Fairfax County Park Authority Policy Manual, June 26, 2013.



cultural resources management, permitted activities and commercial use, operations and management, user fees, partnerships, and safety and security.

National, State, and Local Parks Regulation

As of this writing, recreational UAS use in both the National Park Service and Virginia's Department of Conservation and Recreation park systems are prohibited. Local parks' regulations vary and, in general, use is considered on a case-by-case basis. Jurisdictions east of Fairfax County, such as Arlington County and the City of Alexandria, are within a FAA-designated Flight-Restricted Zone (FRZ), discussed below, where UAS use is particularly limited. In comparison, FCPA's own regulations and practices are in line with those of its neighbors. On a national level, a 2015 query of National Recreation and Parks Association (NRPA) members found that many park agencies either had no policies in place or their staffs were unaware of any such policies.⁶

FAA Regulation



The FAA is charged with managing the National Airspace System, including manned and unmanned aircraft operations. Like manned aircraft pilots, it is the responsibility of all UAS pilots to know and follow the applicable rules, whether flying for recreational or commercial purposes. These rules are subject to periodic change and are outside of FCPA's jurisdiction; however, current pilot and airspace requirements have informed this study.

The FAA classifies the National Airspace System using alphabetical designations A, B, C, D, E, and G. Airspace classes D (around Ft. Belvoir), G (uncontrolled), and B (the controlled airspace serving Dulles International Airport) overlay Fairfax County at various altitudes.

⁶ Dolesh, Richard, "The Drones are Coming," Parks and Recreation Magazine, March 2015, page 48.



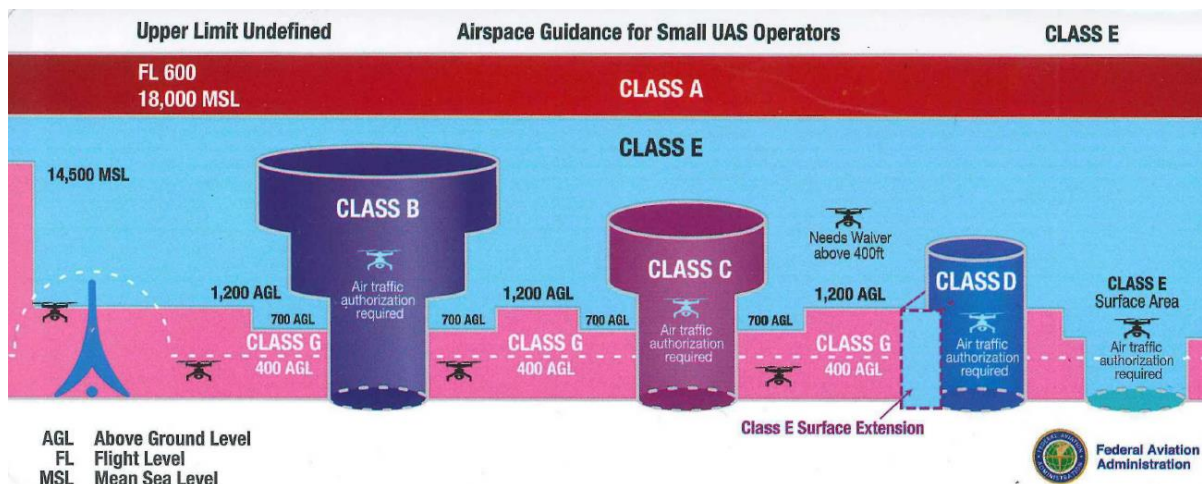


Figure 5: Airspace Guidance for Small UAS Operators (FAA)

UAS operators are subject to certain requirements depending on whether a pilot intends to fly for commercial/institutional or recreational purposes. These requirements are subject to change; however, Table 1 summarizes the FAA's published rules at the time of this report.⁷



Figure 6: 2016 National Championship Drone Racing (Drone Magazine)

⁷ UAS: Getting Started, Federal Aviation Administration, June 2, 2017. https://www.faa.gov/uas/getting_started/ and FAA's Guidance for Small UAS Operators, brochure published November 2016.

	Recreational Use	Commercial/Institutional Use
Legal Basis	14 CFR Part 101 and 336 Public Law 112-95	14 CFR Part 107
Pilot Requirements	None	Must obtain a Remote Pilot Airman Certificate Must be 16 years old Must pass TSA vetting
Aircraft Requirements	Must be registered if over 0.55 lbs.*	Must be less than 55 lbs. Must be registered if over 0.55 lbs. Must undergo pre-flight safety check
Location Requirements	Specific airspace authorization not required 5 miles from airports without prior notification to airport and air traffic control	Class G airspace**
Operating Rules	Yield right-of-way to manned aircraft Must keep the aircraft in sight (visual line-of-sight) UAS must be under 55 lbs. The aircraft is operated in accordance with a community-based set of safety guidelines and within the programming of a nationwide community-based organization Must notify airport and air traffic control before flying within 5 miles of an airport Notification of a heliport is recommended if within 5 miles	Must keep the aircraft in sight (visual line-of-sight)** Must fly under 400 feet** Must fly at or below 100 mph** Yield right-of-way to manned aircraft** Must not fly over people** Must not fly from a moving vehicle** Operations are permitted within a 400 foot radius of a structure and up to 400 feet above the height of a structure
Example Applications	Educational and recreational (hobbyist) flying	Commercial uses (photography, aerial surveying, inspections) Institutional use (such as Park Authority or local government applications)

Table 1: FAA's UAS Operators' Rules (National)

* The requirement for recreational users to register aircraft is not required as of May 2017. See *Taylor v. Huerta*, Court of Appeals, Dist. of Columbia Circuit, 2017.⁸ The FAA encourages all users to register aircraft as a safety measure.

** These rules are subject to waiver from the FAA.

Washington, DC Regional Airspace

Per the FAA's own guidance, the Washington, DC regional airspace is some of the most restrictive in the United States. Rules enacted after September 11, 2001 provide for the security of the nation's capital, yet limit the public's ability to fly UAS. These flight rules include a Special

⁸ *Taylor v. Huerta*, Court of Appeals, Dist. of Columbia Circuit, May 19, 2017. Google Scholar: http://scholar.google.com/scholar_case?case=15932350315687343901&hl=en&as_sdt=6,47&as_vis=1



Flight Rules Area covering a 30-mile radius from Washington-Reagan National Airport, consisting of an inner ring and outer ring, as shown in Figure 8.



Within the inner ring, or Flight Restricted Zone (FRZ), UAS flights are prohibited without specific FAA authorization. Given these restrictions, the FAA has created an outreach effort, the No Drone Zone, to assist federal, state, and other partners in promoting the safe flight of UAS. Digital media toolkits are available for partner use.⁹

Figure 7: No Drone Zone Signage

UAS flights are permitted within the outer ring, provided that operators abide by the applicable FAA rules.

The region's airspace configuration and associated altitudes are depicted in Figure 9.

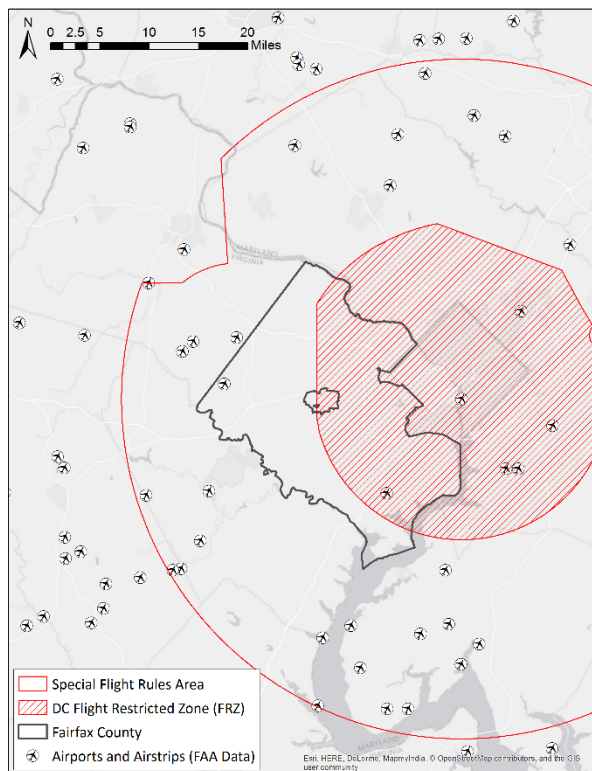


Figure 8: Washington, DC Special Flight Rules Area (SFRA)

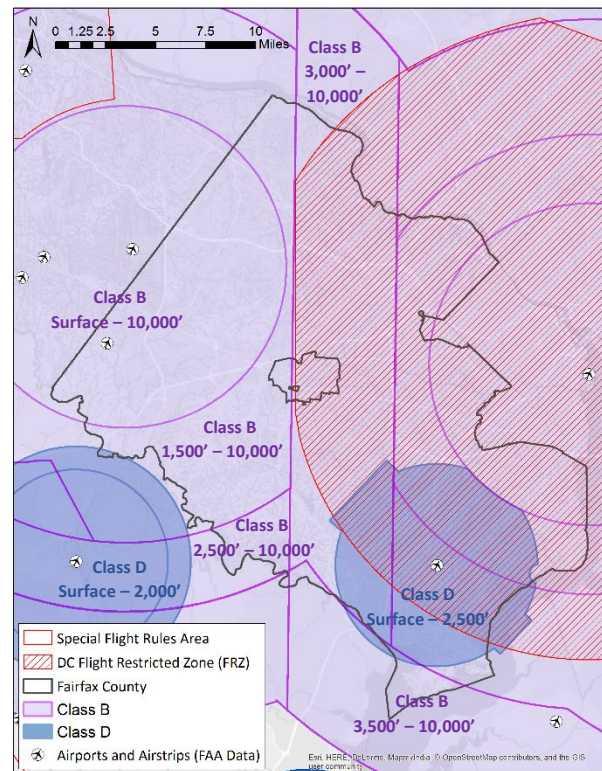


Figure 9: Washington, DC Regional Airspace
Note: Class G airspace underlies Class B where Class B begins at above surface level.

⁹ No Drone Zone, Federal Aviation Administration, June 2, 2017, https://www.faa.gov/uas/where_to_fly/no_drone_zone/

SAFETY CONSIDERATIONS

The safe and responsible use of UAS is paramount, and the associated concerns are not unfounded. Technological failures, personal injuries, possible collision with manned aircraft, and privacy intrusions are widely reported. While UAS operations carry certain inherent risks, most UAS operators are responsible, law-abiding persons wishing to enjoy their hobby in a safe manner.

The Special Rule for Model Aircraft (Section 336 of Public Law 112-95) requires recreational UAS pilots to operate under a community-based set of safety guidelines and within the programming of a nationwide community-based organization (CBO). The membership-based Academy of Model Aeronautics (AMA) is perhaps the largest such CBO; however, there are numerous others that follow similar safety protocols. The AMA nationwide safety rules are provided as an example in Appendix 2.

Community-based safety guidelines are promulgated by the FAA and vary by CBO. Common examples include:

- Staying below 400 feet and below surrounding obstacles where possible
- Keeping the aircraft in eyesight at all times
- Staying clear of manned aircraft operations
- Not flying over persons and moving vehicles
- Contacting the airport and control tower if flying within five miles of an airport or helipad
- Avoiding flights in inclement weather and high winds
- Not flying while under the influence of alcohol or drugs
- Not flying near sensitive infrastructure such as power stations or government facilities
- Not conducting surveillance or aerial photography where there is the expectation of privacy
- Limiting the number of aircraft in the air at one time (both for safety and to avoid frequency spectrum conflicts)

UAS control uses radio frequency spectrum to allow communication between the aircraft and its control device. Loss of control may arise from having multiple aircraft operating on the same frequency. Many of the higher-end or professional-grade UAS include the ability to operate on multiple radio frequencies. To ensure the safe operation of aircraft, CBOs will commonly limit the number of aircraft operating at one time, require multiple frequencies to be used, or engage in frequency management agreements that minimize conflicts between two

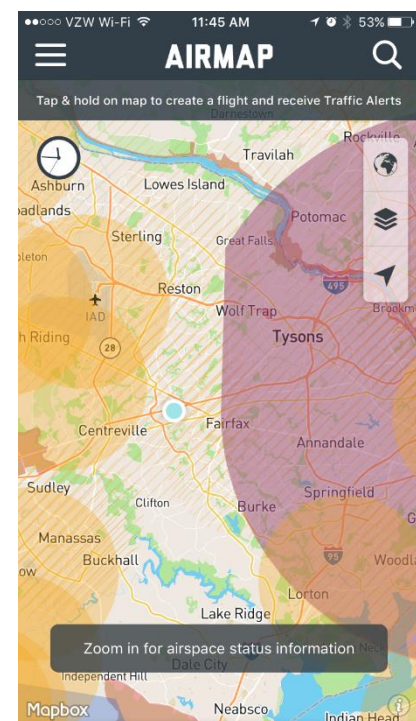


Figure 10: Airmap mobile application showing the user's location (blue dot), FRZ (red), and areas requiring airport and air traffic control notification (orange).

CBOs operating at nearby locations. The use of spectrum and radio frequency are governed by the Federal Communications Commission (FCC).

The FAA and other organizations have developed numerous tools that encourage the safe use of UAS. Airmap (www.airmap.com) and the FAA's B4UFLy (www.faa.gov/uas/where_to_fly/b4ufly) provide location-based mapping and data for reference on mobile devices. Such mobile applications allow the pilot to locate suitable locations for UAS flights, reference contact information for nearby airports, and read current FAA advisories.

CURRENT OPERATIONS

Poplar Ford Park, located at 6704 Bull Run Post Office Road, Chantilly, is currently the only location approved for model aircraft and UAS flights within the park system. FCPA shares a Memorandum of Agreement with Northern Virginia Radio Control (NVRC), a hobbyist flight organization, for it to operate remote-controlled aircraft at a designated area within the park. This use is depicted on the park's Conceptual Development Plan, approved by the Park Authority Board on March 25, 2015. Under the agreement, NVRC leases its use of the site from FCPA, carries its own insurance coverage, and agrees to abide by community-based safety guidelines and field rules, which include any needed notification to Dulles International Airport and air traffic control. NVRC is affiliated with the national Academy of Model Aeronautics (AMA); its members are required to also hold membership in AMA and abide by its safety guidelines and organization rules. NVRC hosts many flight-related events throughout the year.



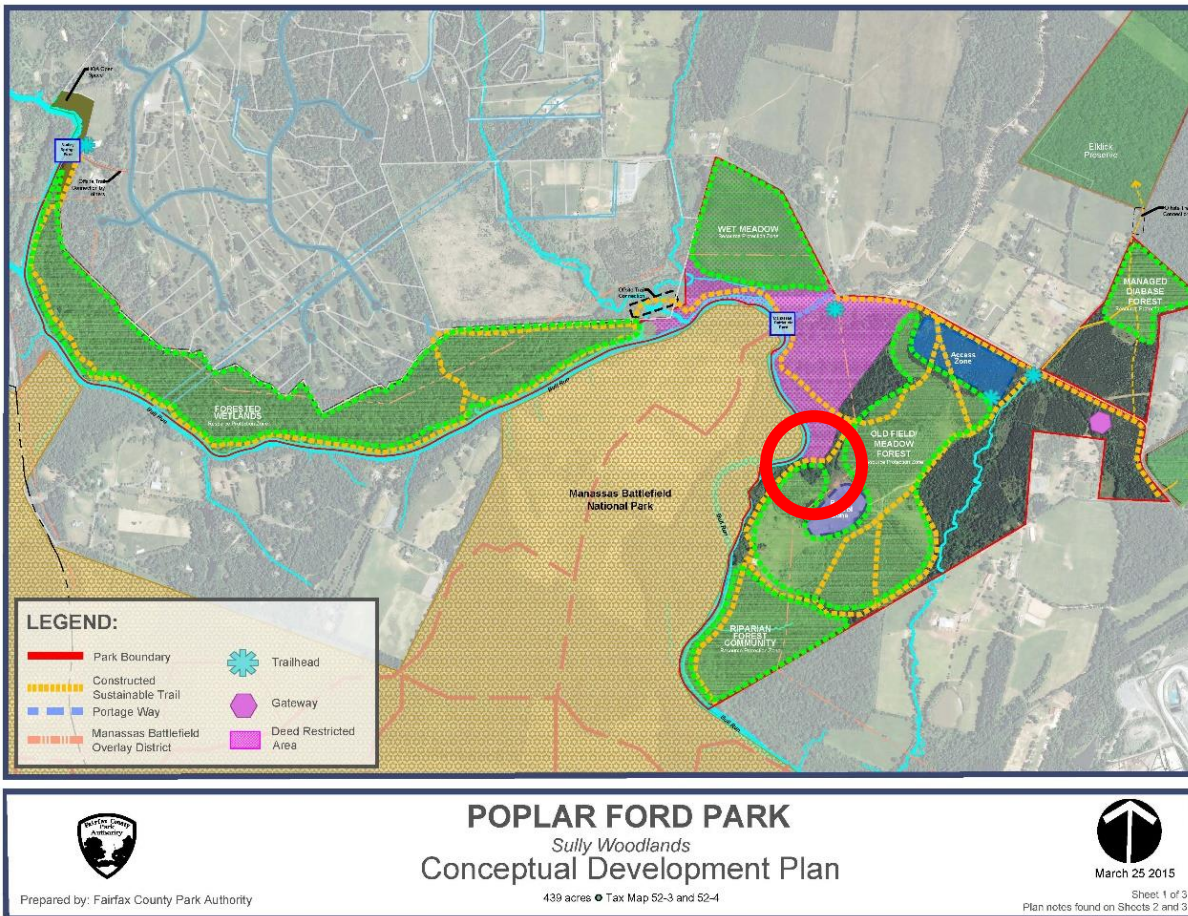


Figure 11: Conceptual Development Plan of Poplar Ford Park

Other opportunities for UAS exist outside of FCPA's park system. NVRC has a similar agreement with Fairfax County Department of Public Works (DPWES) to operate a site in Lorton known as the Lorton-Burnett Field. Like its activities at Poplar Ford, NVRC is subject to community-based safety guidelines, field rules, and pilot qualification. Fairfax County Public Schools has also recognized the value of UAS in STEM education and conducts limited flights at schools outside of the FRZ. Numerous commercial venues offer indoor/outdoor racing and radio-controlled events. Public libraries frequently host classes where students learn to construct and fly their own UAS projects.

RESOURCE MANAGEMENT

In keeping with FCPA's dual mission of providing recreational opportunities and stewarding its natural and cultural resources, the introduction of UAS flights at locations outside of Poplar Ford Park should undergo appropriate analysis to determine and minimize resource impacts.

Like any activity, UAS use has the potential to negatively impact FCPA's resource capital. Existing park conditions and natural features may limit the use of UAS to certain areas and/or times of the year. Flights may disturb wildlife such as birds and their nesting habitats, may increase visitor traffic to open areas as UAS popularity continues to grow, and may generate disruptive noise. These impacts may be minimized through appropriate research and a site selection process that seeks to deconflict UAS flights with other valued characteristics.



Figure 12: Bobolink (*Dolichonyx oryzivorus*)

During the study, the Audubon Society of Northern Virginia, American Bird Conservancy, and Northern Virginia Conservation Trust provided FCPA with several recommendations. Among them:

- Prepare comprehensive biological inventories for considered park areas for FCPA and the public to better understand what natural resources are present
- Prohibit UAS in natural areas and natural resource-based parks
- Limit UAS to previously-disturbed areas such as athletic fields and parking lots.
- Invite the public to comment on draft plans, biological inventories, and site selection criteria
- Support decisions with science

In addition to natural resources, FCPA stewards historic sites and structures that may be damaged through improper UAS operations. While the adherence to community-based safety guidelines will minimize much of this risk, flights adjacent to significant structures should be limited to those associated with preservation, maintenance, and interpretation.

RECOMMENDATIONS

The study team recommends a proactive, interdisciplinary approach toward offering UAS opportunities to the public. Broad strategies include the following:

Expand UAS activities to locations beyond Poplar Ford Park

To meet the growing interest in UAS, FCPA should consider expanding the flight opportunities for new and experienced hobbyists to locations beyond Poplar Ford Park. Locations would be established using the location and site criteria below. Selected locations would be made available at specific times for the public and would be scheduled to deconflict with other activities. This programmatic approach provides an equitable use of lands and facilities across multiple recreational events.

Staff recommends that the locations be supervised and activities conducted in partnership with a sponsoring community-based organization (CBO) to ensure that safety is maintained and that all FAA requirements are met.

Staff should select one to two locations outside of Poplar Ford Park to serve as a pilot program. Depending on the success of the pilot program, FCPA could approve additional locations to meet public demand. Any sites considered for UAS flights should first undergo appropriate evaluation for their feasibility and subject to a public comment process. Future FAA mapping tools will provide an additional resource to aid in site selection. FCPA should consult with nearby airports and air traffic control to determine the appropriateness of a site within the region's airspace.

Develop UAS-centric programming

Staff should consider hosting UAS-specific classes and camps that introduce participants to the recreational UAS hobby. Such events could provide teaching and instruction from experienced UAS pilots or in partnership with CBOs and allow for indoor/outdoor racing or competitive UAS sporting, or support STEM education. While the focus of this programming would begin with the casual user, experienced hobbyists may also sign up for classes to access FCPA-approved flight locations. Like other similar initiatives, UAS programming could be a revenue-generating activity.

Conduct an ongoing public outreach campaign on UAS use within the parks

Staff should develop public outreach on its UAS efforts to increase the public's awareness of the FAA's operating requirements, resources available to UAS users, and FCPA-specific guidance and programs. The campaign would make extensive use of the FCPA website and social media, and could include public informational meetings in coordination with CBOs and UAS enthusiasts, surrounding jurisdictions, schools, libraries, and other stakeholder groups.

Require UAS pilots to adhere to community-based safety guidelines

As a basic safety measure (and FAA requirement), FCPA should require pilots operating within the park system to adhere to community-based safety guidelines, such as those adopted by nationwide community-based organizations. These guidelines provide a framework for operating UAS in a safe and responsible manner, which is particularly important given the potential conflicts between UAS flights and other activities within the park system. To ensure a safe operating environment for pilots and park users, UAS activities should be overseen by a CBO, requiring its members to obtain proper safety training and education.

Because FAA rules and procedures may change from time to time, UAS operators – both hobbyists and commercial users – should be responsible for maintaining awareness of current guidelines to ensure the safe operation of their aircraft.

If a UAS has been registered with the FAA, operators should provide the registration number and the operator's contact information to FCPA prior to operating in park land. The operator should be responsible for keeping this information up to date with FCPA. All registered aircraft should be marked with the registration number per FAA guidance.

Similarly, all users would be subject to the County's noise ordinance and all other local laws and regulations.

Expand partnerships with nationwide community-based organizations

Partnerships with CBOs enable FCPA to offer new services and programs to the public. Likewise, FCPA can offer park land to accommodate the needs of user groups in a region where open space for outdoor activities (or indoor recreational space suitable for UAS) is relatively limited.

CBOs offer the additional benefit of experience in both flight operations and safety. In its consultation with the FAA, the FAA advised the project team that, if considering expansion to new sites, its partnership with NVRC should be used as a model. Doing so provides a level of safety oversight, airspace coordination, and facility maintenance which would be difficult for FCPA to provide on its own. In addition, the current partnership model requires a CBO to maintain a liability insurance policy covering itself and its members in the event of personal injury or property damage.

Promote the sustainable use of parks and facilities

Introducing UAS activities into new areas may ultimately create the need for additional maintenance. Such sites should be monitored for over-use on a routine basis, and staff should be permitted to close areas for maintenance as appropriate. Further controls may be necessary to prevent over-use and minimize any detrimental effects to park land and facilities.

Apply UAS technologies to support FCPA staff

As technology advances, new applications offer increasingly greater opportunities for FCPA to use UAS in support of its resource management, programming, planning and development, and other lines of business. Staff should explore innovative approaches as the market evolves.



Institutional and local government functions are regulated by Part 107 and are subject to the same criteria as commercial use.

Consider commercial and non-recreational UAS activity where appropriate

Given the variety of commercial applications and the unique requirements of its users, proposed commercial operations should be evaluated on a case-by-case basis for alignment with the FCPA mission, and for any potential impacts to park land, resources, and facilities. Commercial users should submit a description of the proposed activity to staff to initiate the request. Where feasible, FCPA could seek partnerships with commercial providers to enhance its abilities to manage the park system, plan for future activities, and support FCPA permitted activities such as aerial photography or videography for weddings and marketing. As a condition of approval, users should obtain the appropriate FCPA permits and provide evidence of any necessary FAA waivers or authorizations. As an option, pilots may choose to fly recreationally without engaging in commercial activity.

Location Selection Criteria

The study team recommends that parks and other sites considered for the introduction of UAS activities meet the following criteria:

1. Locations within the FRZ should not be considered.
2. Countywide, District, and Local parks may be suitable locations. Resource-based parks may also be suitable, if staff determines that the activities would not adversely impact, or would enhance, the park's resources. RECenters and field houses may be considered, if they provide adequate indoor space to safely and responsibly operate. Golf courses are generally not appropriate for recreational flights due to the potential for disrupting golfers and visitors.
3. Locations should be served by adequate parking onsite or nearby. Vehicular, bicycle, and pedestrian traffic should be able to easily access the site during normal operating hours.
4. Locations should provide adequate open space to allow a UAS pilot or spotter to maintain eyesight on the aircraft, allow for safe distances between spectators and operators, and provide safe clearance between structures and aircraft.
5. Flight activities should not be located near public safety, schools, or institutional facilities without prior coordination with the appropriate neighbors.
6. Recognizing that FCPA's athletic field inventory is in high demand, fields and scheduled facilities should have the capacity to support new uses without impacting existing users or leagues.
7. Preference should be given to locations where there is a shared interest from FCPA and a community-based organization.
8. To ensure the safe operation of radio-controlled aircraft, locations should be no closer than three miles from preexisting flight sites to avoid frequency spectrum conflicts. An exception would be a CBO flying under a frequency management agreement.



9. Locations under consideration should be evaluated for consistency with an approved Park Master Plan, especially if a site requires additional built facilities or infrastructure to support UAS operations.

Site Considerations

The team recommends that the site conditions within the locations being considered meet the following criteria:

1. Sites should avoid Resource Protection Areas (RPAs) and sensitive natural and cultural resource areas.
2. The area should be free from lighting poles, telecommunications structures, and vertical obstructions.
3. Sites should be free from heavily used and highly-trafficked park areas such as playgrounds, amusement areas, and gathering places.
4. Sites should be able to facilitate spectator and crowd control, to separate aircraft from other park users and non-operators. Fenced areas may be suitable for this purpose.
5. ADA accessibility should be considered in site selection.

Parks for Further Study

Using the recommended location criteria as a guide, and recommendations from the local UAS community, staff assessed the potential of hosting UAS at multiple park locations. While no single site met every desired attribute, the following park locations are recommended for further evaluation as candidates in a future UAS pilot program. This list is expected to evolve over time, and staff should continue to consider additional locations as opportunities emerge.

Park/Facility	Supervisory District
Baron Cameron Park	Hunter Mill
Frying Pan Farm Park – Field House	Hunter Mill
Greenbriar Park	Springfield
Lake Fairfax Park	Hunter Mill
Laurel Hill Park	Mount Vernon
Mason Neck West Park	Mount Vernon
Pope’s Head Park	Springfield
Rock Hill District Park	Sully
South Run District Park – Field House	Springfield

Table 2: Recommended Parks for Further Study



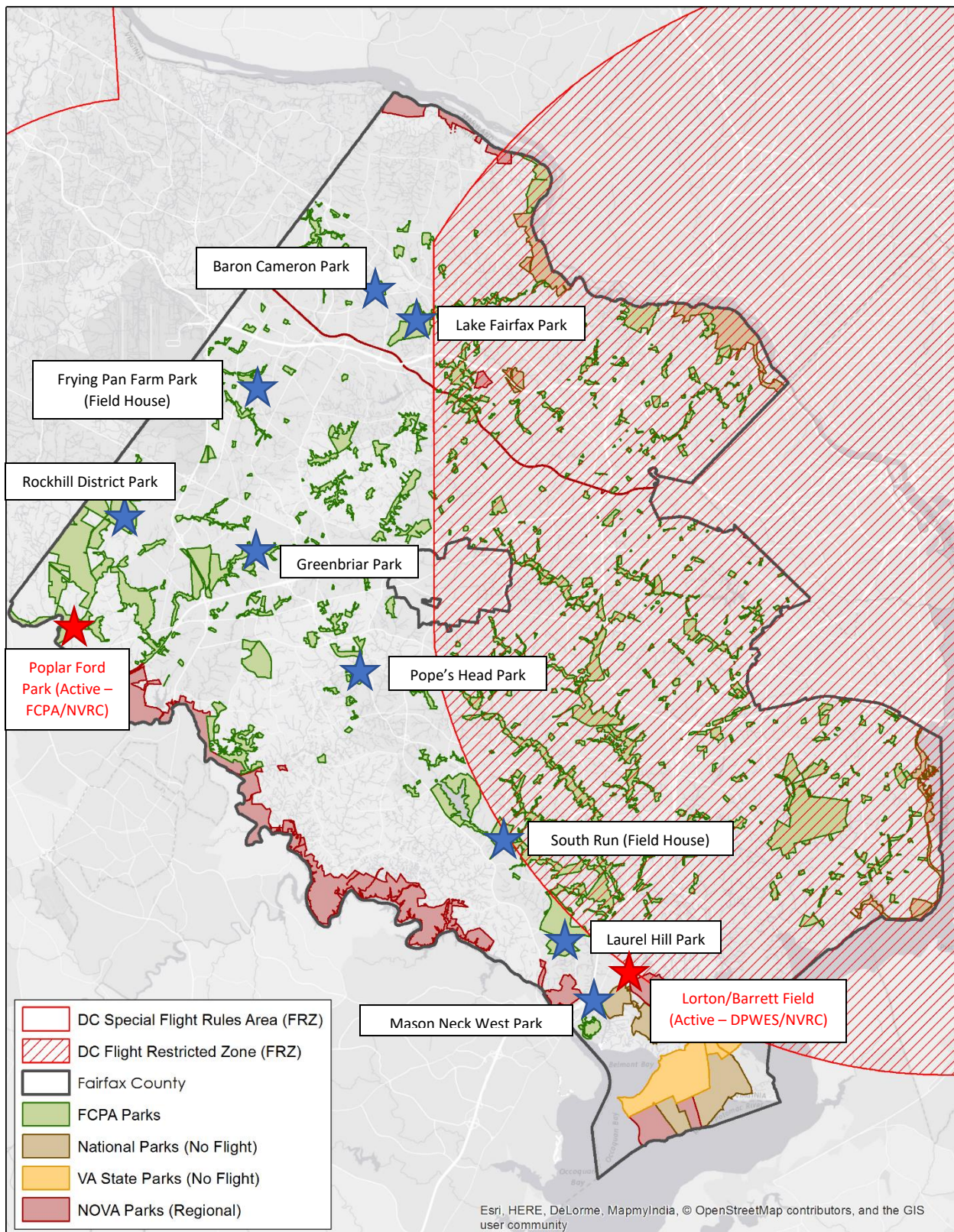


Figure 13: Parkland and Potential UAS Sites

BIBLIOGRAPHY

- Academy of Model Aeronautics, *National Model Aircraft Safety Code*, January 1, 2014, <http://www.modelaircraft.org/files/105.pdf>. Accessed June 9, 2017.
- Airmap, Inc., *Airmap for Drones* Mobile Application, version 1.4.6, May 10, 2017, via Apple, Inc. App Store: <https://itunes.apple.com/us/app/airmap-for-drones/id1042824733?mt=8>.
- Dolesh, Richard, *The Drones are Coming*, Parks and Recreation Magazine, March 2015, page 48.
- Fairfax County, Virginia, *Noise Ordinance Amendment*, adopted November 17, 2015, <http://www.fairfaxcounty.gov/dpz/zoning/noiseordinance/>. Accessed February 27, 2017.
- Fairfax County Park Authority, *Conceptual Development Plan for Poplar Ford Park*, March 25, 2015, <http://www.fairfaxcounty.gov/parks/plandev/downloads/poplar-ford.pdf>.
- Fairfax County Park Authority, *Policy Manual*, June 26, 2013.
- Federal Aviation Administration, *Airspace Restrictions*, https://www.faa.gov/uas/where_to_fly/airspace_restrictions/, accessed June 9, 2017.
- Federal Aviation Administration, B4UFly Mobile Application, version 3.0.1, May 15, 2017, via Apple, Inc. App Store: <https://itunes.apple.com/us/app/b4ufly/id992427109?ls=1&mt=8>.
- Federal Aviation Administration, *Forecast: Unmanned Aircraft Systems*, [https://www.faa.gov/data_research/aviation/aerospace_forecasts/media/Unmanned Aircraft Systems.pdf](https://www.faa.gov/data_research/aviation/aerospace_forecasts/media/Unmanned_Aircraft_Systems.pdf). Accessed June 9, 2017.
- Federal Aviation Administration, *Guidance for Small UAS Operators*, November 2016.
- Federal Aviation Administration, *Notice to Airmen (NOTAM) #6-117*, Accessed March 7, 2017.
- Federal Aviation Administration, *Small Unmanned Aircraft Registration Service*, <https://registermyuas.faa.gov/>. Accessed February 27, 2017.
- Federal Aviation Administration, *Where to Fly: No Drone Zone*, https://www.faa.gov/uas/where_to_fly/no_drone_zone/. Accessed June 2, 2017.
- Federal Aviation Administration, *UAS: Getting Started*, https://www.faa.gov/uas/getting_started/. Accessed June 2, 2017.
- Federal Aviation Administration, *Unmanned Aircraft Systems (UAS) Frequency Asked Questions*, <https://www.faa.gov/uas/faqs/>. Accessed February 27, 2017.
- Lambertucci, Sergio A., Emily LC Shepard, and Rory P. Wilson. "Human-wildlife conflicts in a crowded airspace." *Science* 348.6234 (2015): 502-504. <http://science.sciencemag.org/content/348/6234/502>. Accessed June 2, 2017.



Linchant, Julie, et al. "Are unmanned aircraft systems (UASs) the future of wildlife monitoring? A review of accomplishments and challenges." *Mammal Review* 45.4 (2015): 239-252.
<http://onlinelibrary.wiley.com/doi/10.1111/mam.12046/full>. Accessed June 2, 2017.

SkyVector, Inc., *Aeronautical Charts for the Washington, DC Metropolitan Area*,
<https://skyvector.com/>. Accessed June 9, 2017.

Smith, Kurt W., "Drone technology: Benefits, risks, and legal considerations." *Seattle J. Env'tl L.* (2015):i.
http://digitalcommons.law.seattleu.edu/cgi/viewcontent.cgi?article=1053&context=sjel&sei-redir=1&referer=http%3A%2F%2Fscholar.google.com%2Fscholar%3Fstart%3D30%26q%3Ddrones%2Band%2Bwildlife%2Bconservation%26hl%3Den%26as_sdt%3D0%2C47#search=%22drones%20wildlife%20conservation%22. Accessed June 2, 2017.

Taylor v. Huerta, Court of Appeals, Dist. of Columbia Circuit, May 19, 2017. Google Scholar:
http://scholar.google.com/scholar_case?case=15932350315687343901&hl=en&as_sdt=6,47&as_vis=1. Accessed June 9, 2017.



APPENDIX 1

Memorandum of Agreement for the Use of Poplar Ford Park

Memorandum of Agreement – RC Model Aircraft Use at Poplar Ford Park

THIS MEMORANDUM OF AGREEMENT (Agreement or MOA), dated JUNE 7, 2016, between the Northern Virginia Radio Control Club (NVRC), a non-profit Virginia Corporation, and The Fairfax County Park Authority (FCPA)

WITNESSETH:

WHEREAS, FCPA recognizes that many of its constituents are radio control (RC) model aircraft enthusiasts, and that the making and flying of RC model aircraft is recognized as a healthy and constructive recreation activity; and

WHEREAS, a portion of the FCPA property known as Poplar Ford Park has been identified and specifically designated for the use of a radio control model aircraft use; and

WHEREAS, FCPA desires safe and controlled RC model aircraft use at Poplar Ford Park by a qualified and experienced organization; and

WHEREAS, NVRC is an experienced and qualified RC model aircraft flying organization which desires use of a portion of Poplar Ford Park;

NOW, THEREFORE, in consideration of the respective covenants and agreements to be kept and performed by the parties, FCPA and NVRC do mutually agree as follows:

ARTICLE I

SCOPE OF SERVICES

- A. The recitals above are incorporated in full herein
- B. FCPA agrees to identify a specific area of Poplar Ford Park, designated as the Poplar Ford RC Model Aircraft Park (RC Model Aircraft Park) on Exhibit A, for the use by the NVRC to fly RC model aircraft
- C. NVRC agrees to administer the rules of the RC Model Aircraft Park during operating hours and provide on-site supervision during use. When FCPA approves, in writing,



revised rules governing use of the RC Model Aircraft Park. NVRC shall promptly post and ensure continued posting of those rules. Approved rules governing use of the RC Model Aircraft Park shall remain in effect at all times

D. NVRC will recruit and train a Safety Officer who will administer the safety and flight rules in the RC Model Aircraft Park. NVRC will, at all times, have the name and phone number of the Safety Officer on file with FCPA's Director of the Park Operations Division and the FCPA's Risk Manager

E. Radio control model aircraft flying at the site shall be supervised by NVRC. Only persons who meet the criteria in Article I. F. below shall be permitted to use the RC Model Aircraft Park. NVRC and/or FCPA staff shall have authority in the RC Model Aircraft Park to request that violators of the posted rules remove themselves from the RC Model Aircraft Park

F. Use of the RC Model Aircraft Park for RC model aircraft flying is restricted to members in good standing of the NVRC

G. The RC Model Aircraft Park will only be available for RC model aircraft use when a NVRC member is present and will be closed for this use at all other times

H. The days and hours of use of the RC Model Aircraft Park shall be established by this Agreement and posted in the RC Model Aircraft Park by the Park Authority. Those hours may not exceed the operational restrictions in Article VI, below

ARTICLE II

USE AREA

The RC Model Aircraft Park consists of the RC model aircraft activities area for staging, aircraft maintenance, take-off/landing area and Overfly Area collectively and generally known as the "Flying Field", the entrance zone, vehicle parking area and the tractor path from the entrance zone to the Flying Field. All of the Use Area is within Poplar Ford Park and will be known as The RC Model Aircraft Park shown in Exhibit A

ARTICLE III

COMPENSATION AND FEES



The NVRC will compensate the FCPA the equivalent of approximately Five Thousand and 00/100 dollars (\$5,000.00) per year for use of a portion of Poplar Ford Park for RC model aircraft flying. The compensation shall be provided in dedicated volunteer hours based on an hourly rate of \$20/hour. Each member of the club shall contribute 5 hours of volunteer service annually for improvements at the park assuming a minimum of 50 members. The value of this work is a minimum of Five Thousand and 00/100 dollars (\$5,000)

Additionally, the NVRC shall compensate the FCPA for stabilization and annual maintenance of the Tractor Path access route from Bull Run Post Office Road to the flying field site.

Payments shall be made to the FCPA as follows:

A one-time payment of Five Thousand and 00/100 dollars (\$5,000) shall be provided on or before September 30, 2013. Additional annual payments of Two Thousand Five Hundred and 00/100 dollars (\$2,500) shall be provided on or before January 30, 2015 and for each year thereafter that the Agreement is in effect. This compensation shall be specifically for the maintenance of the Tractor Path as described more fully below in Article X "Maintenance Responsibilities" and shall not be used by the Park Authority for any other purpose without the written consent of the NVRC

All payments shall be in US Dollars made payable to the Fairfax County Park Authority and are due to the Park Authority on or before 5:00 P.M on the dates noted sent to the following address:

**Fairfax County Park Authority
12055 Government Center Parkway, Suite 927
Fairfax, Virginia 22035**

**Attn: Administration Division – Shashi Dua
Lease Payment – NVRC Poplar Ford Park**

On or before September 30, 2013, NVRC shall apply for a matching Mastenbrook Grant in the maximum allowable amount (currently \$10,000) which, if approved, shall be credited against



the compensation provided by NVRC as received by the Park Authority for Tractor Path maintenance. Any funds made available through the matching Mastenbrook Grant from this application shall be available to the Park Authority to be utilized at the sole discretion of the Park Authority for maintenance of the Tractor Path

ARTICLE IV

EVENTS

NVRC may conduct up to three (3) events annually at the RC Model Aircraft Park. At the RC Model Aircraft Park an event shall be defined as advertised organized activity that organized for a specific purpose such as a competition that is anticipated to have more than 25 attendees. No event may have more than 40 attendees or 25 vehicles at one time at the RC Model Aircraft Park. All events must be permitted through the Park Authority. If the event includes an admission fee or any type of financial exchange the NVRC shall provide a percentage of the gross revenue to the Park Authority in accordance with the current approved "Schedule of Rates, Fees and Other Charges".

(<http://infoweb.fairfaxcounty.gov/parks/parkserv/2012feeschedule.pdf>) Guidance on the permitting of events and related activities can be found at:

<http://www.fairfaxcounty.gov/parks/wp-parkusepermit.htm>.

ARTICLE- V

TERM

The term of this Agreement shall be two (2) years from the date of this Agreement unless terminated by either party under the provisions of Article XI of this Agreement. By mutual written consent of both parties, the agreement may be extended two (2) additional years. Further use of this site for flying RC model aircraft shall be subject to a new agreement

ARTICLE VI

OPERATIONAL RESTRICTIONS



NVRC's use of the RC Model Aircraft Park must comply with the following restrictions:

1. No pilot will fly while impaired by the use of alcohol, medications, or drugs
2. No explosives or fireworks of any kind are allowed at the field at any time
3. New club members will qualify for unsupervised flight status in accord with the current NVRC Pilot Training and Qualification Guide
4. Days of Operation are Monday through Sunday, seven days/week for the entire year
5. Hours of RC model aircraft use (a.k.a. "Flight Time") are 9:00 AM until sunset.

Use of the facility is limited to twenty-five (25) cars at any one time except for permitted Events as described above in Article IV

7. Model aircraft size may not exceed 55 lbs. in weight, and must have mufflers to suppress noise. All aircraft flying in the Overfly Area shall not exceed Fairfax County sound thresholds. The threshold shall be 96 dBA at 3 meters (measured with slow response off the wingtip) on hard surface and 94 dBA on dirt/short grass

8. All participants are responsible for removing their personal trash from the Overfly Area

9. There may be no more than four (4) fueled model aircraft in flight at any one time

10. Users must fly their planes within the boundaries of the Overfly Area as outlined on Exhibit A

11. Engines will not be run up in the pits

12. No torque rolls shall be performed over the pilot pits and control area shown at the Active Area portion of the Overfly Area shown on Exhibit A

13. Helicopter Procedures:

- Helicopters shall be flown in the same traffic pattern as fixed-wing aircraft.
- Helicopters shall not be hovered in front of a pilot station, or anywhere over the Active Area
- All helicopters shall be started in the pit area. The rotor head shall be held stationary whenever the model is at rest. The helicopter shall be carried (not flown) between the pit area and the runway

14. All aircraft and radios will undergo a standard written preflight check

15. Flyers will obtain the proper frequency control pin and attach it to the transmitter antenna when in use, and will maintain their transmitter on the impound stand when not in use.

When obtaining a frequency pin, a flyer will leave his NVRC card in the associated control pin slot or equivalent storage area

16. All transmitters must have an AMA gold sticker (narrow-band) if manufactured prior to 1992. All receivers are to be of the narrow-band type of operation at 20 KHz frequency separation. The 27 MHz and 53 MHz bands are exempt from these requirements. Receivers using the 2.4 GHz spread-spectrum frequency system do not require frequency control.

17. The use of transmitters on frequencies in the Amateur Radio Service bands above 50 MHz is restricted to persons holding a Technician, General, Advanced or Extra class Amateur Radio Service License issued by the FCC

18. All transmitters will be marked with the appropriate channel number (and/or colored wind streamers) as outlined in the AMA Membership Manual

ARTICLE VII NVRC SITE ACTIVITIES

NVRC agrees to be responsible for the following:

1. Monitor activities and participants to ensure safe and proper utilization of the facility in accordance with AMA regulations and safety provisions
2. Appoint and train a field Safety Officer who is familiar with all the field rules and standard safety practices recommended by the AMA and will have the right to enforce those rules and practices as he/she deems fair, reasonable and appropriate. The Safety Officer shall be available by phone to the Fairfax County Park Authority during all radio-controlled model aircraft use. Field Rules are provided in Exhibit E
3. Make available to inexperienced RC pilots the current Pilot Training and Qualification Guide prepared and distributed by NVRC
4. Provide educational opportunities for the public for radio-controlled model aircraft activities including learning-to-fly opportunities
5. Report maintenance needs to FCPA
6. Liaison with FCPA for all matters related to radio-controlled model aircraft and related activities at this park



7. Open and close the entrance security gate and post the signs showing RC Model Aircraft Park in use

ARTICLE VIII

INSURANCE

A. NVRC agrees to secure and keep in force during the term of this Agreement a liability insurance policy covering itself and, through the Academy of Model Aeronautics (AMA), its members with the coverage as set forth in a policy form approved by FCPA's Risk Management Office with limits to be not less than \$1,000,000

B. NVRC agrees to renew this policy on an annual basis, provide FCPA with a certificate of such renewal, and provide a minimum of thirty (30) days' notice of cancellation of such policy

C. NVRC shall provide the FCPA a certificate of insurance coverage, Commercial General Liability, to protect the participants. The Fairfax County Board of Supervisors, Fairfax County Park Authority and its officers, employees and volunteers shall be named as "additional insured" on the policy, and it shall be stated on the insurance certificate. If an "ACCORD" Insurance Certificate form is used by the group's insurance agent, the words "endeavor to" and "...but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "Cancellation" paragraph of the form shall be deleted or crossed out

ARTICLE IX

LICENSES AND RESPONSIBILITIES OF NVRC

NVRC shall be solely responsible for obtaining any necessary licenses and for complying with any applicable Federal, State and municipal laws, codes and regulations in connection with their use of the designated RC model use area

ARTICLE X

MAINTENANCE RESPONSIBILITIES



A. FCPA shall provide general maintenance of grounds, including mowing the entrance drive/tractor path at Level "C" service (approximately once per month) subject to available funding

B. On or before June 30, 2014, following receipt from NVRC of the compensation payment of \$5,000 noted in Article III "Compensation and Fees", the Park Authority shall procure, place and grade stone material or its equivalent on areas of the Tractor Path that do not currently have a stone surfacing for the purpose of creating a maintainable, sustainable and appropriate surface for vehicle access to the Flying Field. Furthermore, each year, following receipt from NVRC of the annual \$2,500 compensation payment for Tractor Path maintenance, the Park Authority shall redress and maintain the existing tractor path to restore the condition to provide the same level of service that was created with the original placement of the surfacing. At a minimum the path shall be made passable for emergency vehicles, maintenance equipment, and the designed vehicle capacity for RC Model Aircraft Park described in this Agreement. It is understood by all parties that use of the Tractor Path for any vehicle traffic shall be closely monitored and managed by NVRC to minimize damage to the surface in adverse weather conditions. The maintenance work by the Park Authority is subject to available funding for maintenance services at similar Park Authority properties

C. NVRC may perform general maintenance activities with the RC Model Aircraft Park without further permission of the FCPA using their own or contracted labor

D. NVRC agrees to maintain the Active Area in a clean and undamaged state and shall have the right to make minor repairs (such as repairing depressions which result from settling)

E. Changes or alterations to the RC Model Aircraft Park shall be permitted only with the express written consent of FCPA, which may be granted or denied in its sole discretion

F. All improvements to, and permanent fixtures upon, the RC Model Aircraft Park shall become the property of FCPA

G. FCPA may temporarily displace RC model aircraft use at any time, without advance notice, to conduct maintenance activities at the park

H. Exhibit B lists typical maintenance activities and proposed improvements by NVRC



ARTICLE XI

TERMINATION FOR CONVENIENCE

A. FCPA or NVRC may rescind this Agreement for convenience by giving written notice. FCPA reserves the sole right and discretion at all times to cancel and terminate this Agreement without cause or recourse

B. Termination hereunder shall be effected by delivery to the other party of a written Notice of Termination ninety (90) days in advance of said termination, or not less than twenty-four (24) hours in advance of said termination if emergency public use of the assigned flying areas is required

ARTICLE XII

ASSIGNMENT

Neither this Agreement nor any interest therein, nor any claim thereunder, be assigned or transferred by NVRC, except as expressly authorized in writing by FCPA

ARTICLE XIII

NON-DISCRIMINATION

NVRC hereby certifies that they do not and will not practice any unlawful discrimination against any person or group on the basis of race, color, sex, age, religious creed, ancestry, or national origin, marital status or disability

ARTICLE XIV

INDEPENDENT CONTRACTORS

NVRC shall perform this Agreement as an independent contractor and shall not be considered agents of FCPA, nor shall any of the employees, agents, officers, members, or other personnel of NVRC be considered sub-agents of FCPA



ARTICLE XV

GOVERNING POLICIES

NVRC agrees to comply with the rules, regulations, procedures and policies of the Fairfax County Park Authority, unless otherwise stipulated in this Agreement

ARTICLE XVI

GOVERNING LAWS

This Agreement shall be construed, interpreted and enforced according to the regulations of Fairfax County and the laws of the Commonwealth of Virginia

ARTICLE XVII

ENTIRE AGREEMENT

This Agreement contains all of the Agreements and conditions made between the parties and may not be modified orally or in any other manner other than by written Agreement signed by all the parties or their respective successors in interest

IN WITNESS WHEREOF, FCPA and NVRC executed this Agreement:

ATTEST



Director
Fairfax County Park Authority

6.7.2016

Date

ATTEST



President, NVRC

23 May 2016

Date



I hereby certify that the above-named individual is a duly authorized signatory to execute this Agreement on behalf of NVRC.

(Seal)

Corporate Secretary

Exhibit A – Poplar Ford Park – RC Model Aircraft Park – Existing Improvements

Exhibit B – Proposed Improvements and Donations

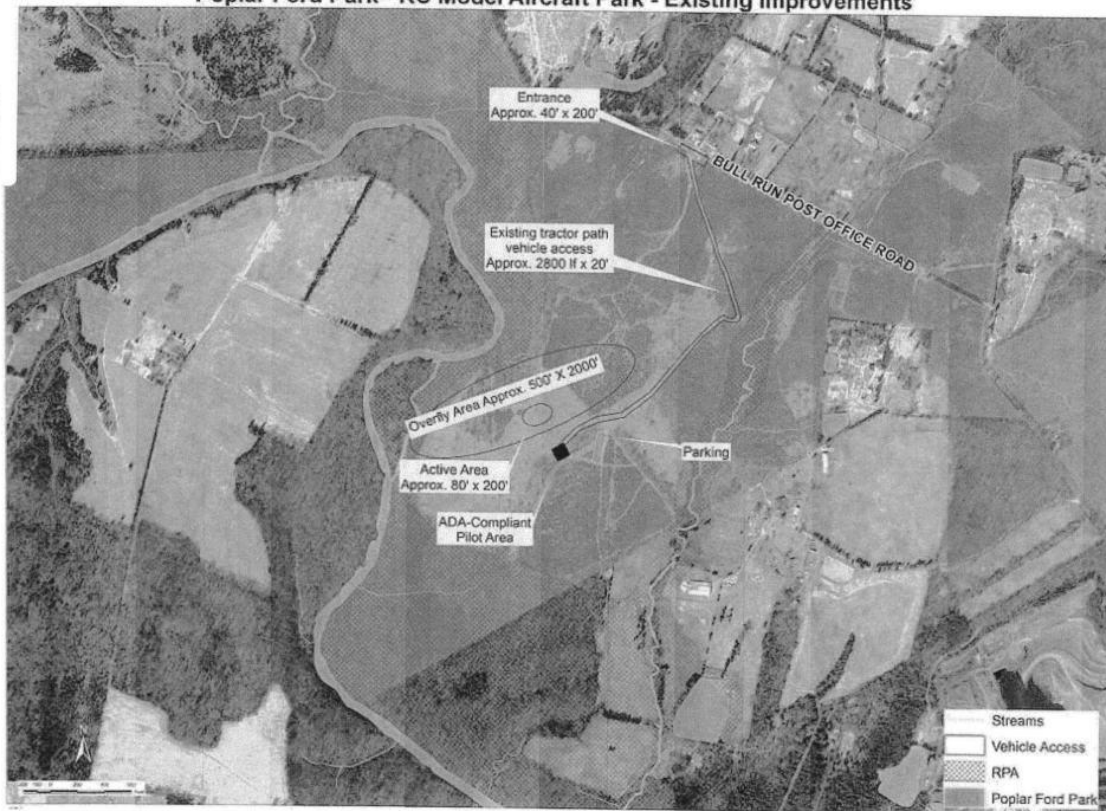
Exhibit C – Rules Overview

Exhibit D – Poplar Ford RC Model Aircraft Use Rules

Exhibit E – AMA Safety Code 2011



Poplar Ford Park - RC Model Aircraft Park - Existing Improvements



Improvements and Donations

NVRC continues to provide the following annual maintenance

- Mowing the field weekly April through October 28 cut per year approximately value \$150/cut = \$4200/year
2 hours x 28 = 56 hours a year
- Rolling of the field with a large roller annually costs about \$600 rental + 4 hours labor
- Overseeding the field Kentucky fescue seed cost per year = \$240/yr for 2 applications of 100 lbs each
+ 2 hours labor x 2 = 4 hours a year
- Russian Olive plant removal from east of field 30 man hours x 2 spring and fall = 60 hours
- Port a potty rental March through November 9x \$80 = \$720/yr

Long-term improvements provided

- Split rail safety fence about 40 man hours
- Solar battery charger \$2000 + 32 man-hours
- Gravel cost \$5000 in 2011
- Gravel cost \$969.35 in 2013

RULES OVERVIEW

Radio controlled model aircraft use at Poplar Ford Park is an approved use by the Fairfax County Park Authority (FCPA). The Northern Virginia Radio Control Club (NVRC) and the FCPA share a Memorandum of Agreement (MOA) giving permission to NVRC to use this site for radio controlled model aircraft use. Anyone desiring to participate in radio controlled model aircraft use must be a member of NVRC or an invited guest in compliance with the rules of the MOA.

All users shall comply with the Field Rules or are subject to loss of the privilege of participating in radio controlled model aircraft activities.

The RC model aircraft use area is closed to non-participants during hours scheduled for flying. For your own safety please keep out of the area.

Schedule of Use		
Dates	Days	Flying Time
Jan 1 – Dec 31	Sunday - Monday	9:00 am – sunset

Radio controlled model aircraft users must be able to demonstrate their membership in the Academy of Model Aeronautics (AMA) which is their evidence of personal liability insurance for RC model aircraft activity.

Radio controlled model aircraft users shall be proficient in safely operating their aircraft prior to independent flying activities. Inexperienced users shall request assistance from a representative of the Sponsor for basic training and "learn to fly" coaching to obtain proficiency. The Safety Officer shall be the determining party regarding the proficiency of individual participants.

For questions about use please call the Fairfax County Park Authority at 703-222-8774 x14

Sponsor Safety Officer is –

POPLAR FORD RC MODEL AIRCRAFT USE RULES

1. This property is owned and operated by the Fairfax County Park Authority (FPCA)
2. This RC Model Aircraft Park is permitted for use to the Northern Virginia Radio Control Club (NVRC)
3. The FPCA has a Memorandum of Agreement with the (NVRC)
4. All RC model pilots must members of the Academy of Model Aeronautics (AMA) in order to ensure appropriate personal liability insurance coverage for their RC model aircraft activities
5. Liability insurance for each pilot shall be in the minimum amount of \$2,500,000. An exception is made for aircraft with electric motors weighing less than 2 lbs. and which are incapable of speeds exceeding 60 mph; the liability requirement for such aircraft shall be in the amount of \$500,000.
6. RC model aircraft pilots shall demonstrate competency for flying model aircraft as judged by the NVRC Safety Officer or his delegate
7. New RC model aircraft pilots will qualify for unsupervised flight status in accord with the current NVRC Pilot Training and Qualification Guide
8. No pilot will operate RC model aircraft while impaired by the use of alcohol, medications, or drugs
9. All RC model aircraft use will be done North of the PILOT LINE. Flyers will not stand on the airfield and/or the taxiways when flying
10. No more than four (4) aircraft shall be in the air at the same time
11. Engines shall not be run up in the pits
12. No torque rolls over the short grass, also known as the runway
13. Flyers shall obtain the proper frequency control pin and attach it to the transmitter antenna when in use, and shall maintain their transmitter on the impound stand when not in use. When obtaining a frequency pin, a flyer shall leave his NVRC club card (or his AMA card if he is a guest) in the associated control pin slot. Flyers utilizing 2.4 GHz wide spectrum equipment are not subject to frequency control
14. Radios shall be range checked before the first flight of the day
15. No explosives or fireworks of any kind are allowed at the field at any time
16. All engines having a displacement of more than 0.10 cubic inches must be fitted with an effective silencing device when being operated at the flying site
17. All transmitters must have an AMA gold sticker (narrow-band) if manufactured prior to 1992. All receivers are to be of the narrow-band type for operation at 20 KHz frequency separation. The 27 MHz and 53 MHz bands are exempt from these requirements
18. The use of transmitters on frequencies in the Amateur Radio Service bands above 50 MHz is restricted to persons holding either a Technician, General, Advanced or Extra class Amateur Radio Service License issued by the FCC.
19. All transmitters shall be marked with the appropriate channel number and/or colored wind streamers) as outlined in the AMA Membership Manual.
20. Model aircraft size may not exceed 55 lbs. in weight, and must have mufflers to suppress noise. All aircraft flying in the Overfly Area shall not exceed Fairfax County sound thresholds. The threshold shall be 96 dBA at 3 meters (measured with slow response off the wingtip) on hard surface and 94 dBA on dirt/short grass



Academy of Model Aeronautics National Model Aircraft Safety Code

Effective January 1, 2011

- A. **GENERAL:** A model aircraft is a non-human-carrying aircraft capable of sustained flight in the atmosphere. It may not exceed limitations of this code and is intended exclusively for sport, recreation and/or competition. All model flights must be conducted in accordance with this safety code and any additional rules specific to the flying site.
- Model aircraft will not be flown:
 - In a careless or reckless manner.
 - At a location where model aircraft activities are prohibited.
 - Model aircraft pilots will:
 - Yield the right of way to all man carrying aircraft.
 - See and avoid all aircraft and a spotter must be used when appropriate. (AMA Document #540-D-See and Avoid Guidance.)
 - Not fly higher than approximately 400 feet above ground level within three (3) miles of an airport, without notifying the airport operator.
 - Not interfere with operations and traffic patterns at any airport, heliport or seaplane base except where there is a mixed use agreement.
 - Not exceed a takeoff weight, including fuel, of 55 pounds unless in compliance with the AMA Large Model Aircraft program. (AMA Document 520-A)
 - Ensure the aircraft is identified with the name and address or AMA number of the owner on the inside or affixed to the outside of the model aircraft. (This does not apply to model aircraft flown indoors).
 - Not operate aircraft with metal-blade propellers or with gaseous boosts except for helicopters operated under the provisions of AMA Document #555.
 - Not operate model aircraft while under the influence of alcohol or while using any drug which could adversely affect the pilot's ability to safely control the model.
 - Not operate model aircraft carrying pyrotechnic devices which explode or burn, or any device which propels a projectile or drops any object that creates a hazard to persons or property.

Exceptions:

 - Free Flight fuses or devices that burn producing smoke and are securely attached to the model aircraft during flight.
 - Rocket motors (using solid propellant) up to a G-series size may be used provided they remain attached to the model during flight. Model rockets may be flown in accordance with the National Model Rocketry Safety Code but may not be launched from model aircraft.
 - Officially designated AMA Air Show Teams (AST) are authorized to use devices and practices as defined within the Team AMA Program Document (AMA Document #718).
 - Not operate a turbine-powered aircraft, unless in compliance with the AMA turbine regulations. (AMA Document #510-A).
 - Model aircraft will not be flown in AMA sanctioned events, air shows or model demonstrations unless:
 - The aircraft, control system and pilot skills have successfully demonstrated all maneuvers intended or anticipated prior to the specific event.
 - An inexperienced pilot is assisted by an experienced pilot.
 - When and where required by rule, helmets must be properly worn and fastened. They must be OSHA, DOT, ANSI, SNELL or NOCSAE approved or comply with comparable standards.
- B. **RADIO CONTROL (RC)**
- All pilots shall avoid flying directly over unprotected people, vessels, vehicles or structures and shall avoid endangerment of life and property of others.
 - A successful radio equipment ground-range check in accordance with manufacturer's recommendations will be completed before the first flight of a new or repaired model aircraft.
 - At all flying sites a safety line(s) must be established in front of which all flying takes place (AMA Document #706-Recommended Field Layout):
 - Only personnel associated with flying the model aircraft are allowed at or in front of the safety line.
 - At air shows or demonstrations, a straight safety line must be established.
 - An area away from the safety line must be maintained for spectators.
 - Intentional flying behind the safety line is prohibited.
 - RC model aircraft must use the radio-control frequencies currently allowed by the Federal Communications Commission (FCC). Only individuals properly licensed by the FCC are authorized to operate equipment on Amateur Band frequencies.
 - RC model aircraft will not operate within three (3) miles of any pre-existing flying site without a frequency-management agreement (AMA Documents #922-Testing for RF Interference; #923- Frequency Management Agreement)
 - With the exception of events flown under official AMA Competition Regulations, excluding takeoff and landing, no powered model may be flown outdoors closer than 25 feet to any individual, except for the pilot and the pilot's helper(s) located at the flight line.
 - Under no circumstances may a pilot or other person touch a model aircraft in flight while it is still under power, except to divert it from striking an individual. This does not apply to model aircraft flown indoors.
 - RC night flying requires a lighting system providing the pilot with a clear view of the model's attitude and orientation at all times.
 - The pilot of a RC model aircraft shall:
 - Maintain control during the entire flight, maintaining visual contact without enhancement other than by corrective lenses prescribed for the pilot.
 - Fly using the assistance of a camera or First-Person View (FPV) only in accordance with the procedures outlined in AMA Document #550.
- C. **FREE FLIGHT**
- Must be at least 100 feet downwind of spectators and automobile parking when the model aircraft is launched.
 - Launch area must be clear of all individuals except mechanics, officials, and other fliers.
 - An effective device will be used to extinguish any fuse on the model aircraft after the fuse has completed its function.
- D. **CONTROL LINE**
- The complete control system (including the safety thong where applicable) must have an inspection and pull test prior to flying.
 - The pull test will be in accordance with the current Competition Regulations for the applicable model aircraft category.
 - Model aircraft not fitting a specific category shall use those pull-test requirements as indicated for Control Line Precision Aerobatics.
 - The flying area must be clear of all utility wires or poles and a model aircraft will not be flown closer than 50 feet to any above-ground electric utility lines.
 - The flying area must be clear of all nonessential participants and spectators before the engine is started.

APPENDIX 2

Academy of Model Aeronautics National Model Aircraft Safety Code, Effective January 1, 2014¹⁰

The safety code below is intended to provide FCPA staff, its Board, and the public with an example of a safety code of a nationwide community-based organization. Other organizations may use similar guidelines tailored to their own activities.

A. GENERAL: A model aircraft is a non-human-carrying aircraft capable of sustained flight in the atmosphere. It may not exceed limitations of this code and is intended exclusively for sport, recreation, education and/or competition. All model flights must be conducted in accordance with this safety code and any additional rules specific to the flying site.

1. Model aircraft will not be flown:
 - (a) In a careless or reckless manner.
 - (b) At a location where model aircraft activities are prohibited.
 2. Model aircraft pilots will:
 - (a) Yield the right of way to all human-carrying aircraft.
 - (b) See and avoid all aircraft and a spotter must be used when appropriate. (AMA Document #540-D.)
 - (c) Not fly higher than approximately 400 feet above ground level within three (3) miles of an airport without notifying the airport operator.
 - (d) Not interfere with operations and traffic patterns at any airport, heliport or seaplane base except where there is a mixed use agreement.
 - (e) Not exceed a takeoff weight, including fuel, of 55 pounds unless in compliance with the AMA Large Model Airplane program. (AMA Document 520-A.)
 - (f) Ensure the aircraft is identified with the name and address or AMA number of the owner on the inside or affixed to the outside of the model aircraft. (This does not apply to model aircraft flown indoors.)
 - (g) Not operate aircraft with metal-blade propellers or with gaseous boosts except for helicopters operated under the provisions of AMA Document #555.
 - (h) Not operate model aircraft while under the influence of alcohol or while using any drug that could adversely affect the pilot's ability to safely control the model.
 - (i) Not operate model aircraft carrying pyrotechnic devices that explode or burn, or any device which propels a projectile or drops any object that creates a hazard to persons or property.
- Exceptions:
- Free Flight fuses or devices that burn producing smoke and are securely attached to the model aircraft during flight.
 - Rocket motors (using solid propellant) up to a G-series size may be used provided they remain attached to the model during flight. Model rockets

¹⁰ Academy of Model Aeronautics, *National Model Aircraft Safety Code*, January 1, 2014, <http://www.modelaircraft.org/files/105.pdf>. Accessed June 9, 2017.



may be flown in accordance with the National Model Rocketry Safety Code but may not be launched from model aircraft.

- Officially designated AMA Air Show Teams (AST) are authorized to use devices and practices as defined within the Team AMA Program Document. (AMA Document #718.)
- (j) Not operate a turbine-powered aircraft, unless in compliance with the AMA turbine regulations. (AMA Document #510-A.)
- 3. Model aircraft will not be flown in AMA sanctioned events, air shows or model demonstrations unless:
 - (a) The aircraft, control system and pilot skills have successfully demonstrated all maneuvers intended or anticipated prior to the specific event.
 - (b) An inexperienced pilot is assisted by an experienced pilot.
- 4. When and where required by rule, helmets must be properly worn and fastened. They must be OSHA, DOT, ANSI, SNELL or NOCSAE approved or comply with comparable standards.

B. RADIO CONTROL (RC)

1. All pilots shall avoid flying directly over unprotected people, vessels, vehicles or structures and shall avoid endangerment of life and property of others.
2. A successful radio equipment ground-range check in accordance with manufacturer's recommendations will be completed before the first flight of a new or repaired model aircraft.
3. At all flying sites a safety line(s) must be established in front of which all flying takes place. (AMA Document #706.)
 - (a) Only personnel associated with flying the model aircraft are allowed at or in front of the safety line.
 - (b) At air shows or demonstrations, a straight safety line must be established.
 - (c) An area away from the safety line must be maintained for spectators.
 - (d) Intentional flying behind the safety line is prohibited.
4. RC model aircraft must use the radio-control frequencies currently allowed by the Federal Communications Commission (FCC). Only individuals properly licensed by the FCC are authorized to operate equipment on Amateur Band frequencies.
5. RC model aircraft will not knowingly operate within three (3) miles of any pre-existing flying site without a frequency-management agreement. (AMA Documents #922 and #923.)
6. With the exception of events flown under official AMA Competition Regulations, excluding takeoff and landing, no powered model may be flown outdoors closer than 25 feet to any individual, except for the pilot and the pilot's helper(s) located at the flightline.
7. Under no circumstances may a pilot or other person touch an outdoor model aircraft in flight while it is still under power, except to divert it from striking an individual.
8. RC night flying requires a lighting system providing the pilot with a clear view of the model's attitude and orientation at all times. Hand-held illumination systems are inadequate for night flying operations.¹¹

¹¹ Staff recommends that UAS flights be limited to daylight hours unless otherwise approved by the Director's Office.



9. The pilot of an RC model aircraft shall:
 - (a) Maintain control during the entire flight, maintaining visual contact without enhancement other than by corrective lenses prescribed for the pilot.
 - (b) Fly using the assistance of a camera or First-Person View (FPV) only in accordance with the procedures outlined in AMA Document #550.
 - (c) Fly using the assistance of autopilot or stabilization system only in accordance with the procedures outlined in AMA Document #560.

C. FREE FLIGHT

1. Must be at least 100 feet downwind of spectators and automobile parking when the model aircraft is launched.
2. Launch area must be clear of all individuals except mechanics, officials, and other fliers.
3. An effective device will be used to extinguish any fuse on the model aircraft after the fuse has completed its function.

D. CONTROL LINE

1. The complete control system (including the safety thong where applicable) must have an inspection and pull test prior to flying.
2. The pull test will be in accordance with the current Competition Regulations for the applicable model aircraft category.
3. Model aircraft not fitting a specific category shall use those pull-test requirements as indicated for Control Line Precision Aerobatics.
4. The flying area must be clear of all utility wires or poles and a model aircraft will not be flown closer than 50 feet to any above-ground electric utility lines.
5. The flying area must be clear of all nonessential participants and spectators before the engine is started.

Committee Agenda Item
July 12, 2017

INFORMATION

Park System Master Plan Update (with presentation)

As part of the Park Authority Park System Master Plan (master plan) process, staff continues to engage the Fairfax County Park Authority Board. The Board endorsed the draft goals for the master plan at the May 24, 2017, meeting. Board members provided comments on preliminary draft recommendations for each of the goals in advance of, and during, the June 14, 2017, board meeting.

Concurrent to these discussions with the board, staff has been preparing the preliminary draft of the full master plan report. The purpose of this meeting is to provide the preliminary draft master plan document to the Board for review.

ENCLOSED DOCUMENTS:

None

STAFF:

Kirk W. Kincannon, Executive Director
Aimee L. Vosper, Deputy Director/CBD
Sara Baldwin, Deputy Director/COO
Cindy Walsh, Director, Resource Management Division
Todd Brown, Director, Park Operations Division
Barbara Nugent, Director, Park Services Division
David Bowden, Director, Planning & Development Division
Judy Pedersen, Public Information Officer
Janet Burns, Fiscal Administrator
Andrea Dorlester, Manager, Planning Branch