



FAIRFAX COUNTY PARK AUTHORITY



M E M O R A N D U M

TO: Chairman and Members
Park Authority Board

VIA: Jai Cole, Executive Director

FROM: Sara Baldwin, Deputy Director/COO

DATE: October 7, 2022

Agenda

**Administration and Board Management Committee
(Committee of the Whole)**

Wednesday, October 12, 2022 – 5:45 pm

Virtual

Chairman: Faisal Khan

Vice Chair: Maggie Godbold

1. Fairfax County Park Foundation Bylaws Revision – Action*
2. Park Authority Policy Review (with presentation) - Information*

*Enclosures



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

Board Agenda Item
October 12, 2022

ACTION

Fairfax County Park Foundation Bylaws Revision

ISSUE:

Approval of the revised Park Foundation's Bylaws.

RECOMMENDATION:

The Park Authority Executive Director recommends that the Park Authority Board approve the attached DRAFT revision of the Park Foundation Bylaws.

TIMING:

Board action is requested on October 12, 2022.

BACKGROUND:

The Park Foundation Bylaws revision effort was initiated by the Fairfax County Park Foundation Board prior to 2018. The process was delayed while the FCPA auditor determined that FCPF is a Blended Component Unit of FCPA. The FCPA auditor is requesting current Park Foundation Bylaws for audit purposes.

The Park Foundation Bylaws DRAFT revision includes recommended edits from the FCPF attorney, FCPF Executive Committee, FCPF Board of Directors, and FCPA Senior Management Team. Updated terminology and current practices are included in the draft as written in the first-person perspective of the Park Foundation.

The revised Park Foundation Bylaws DRAFT is being presented to the Park Authority Administration and Board Management Committee on October 12, 2022. It is presented to the Park Authority Board for approval on October 12, 2022. Pending approval of the Park Authority Board, the Park Foundation Bylaws DRAFT revision will return to the Park Foundation Board for final approval on November 15, 2022.

FISCAL IMPACT:

None.

ENCLOSED DOCUMENTS:

Attachment 1: Fairfax County Park Foundation Bylaws DRAFT Revision with Markup
Attachment 2: Fairfax County Park Foundation Bylaws DRAFT Revision without Markup

Board Agenda Item
October 12, 2022

STAFF:

Jai Cole, Executive Director, FCPA

Sara K. Baldwin, Deputy Director / COO, FCPA

Aimee L. Vosper, Deputy Director / CBD, FCPA

Michael Peter, Administration Division Director, FCPA

Roberta A. Longworth, Executive Director, FCPF

(Note: Updated Page numbering appears in Attachment 2 without markup.)

**Bylaws of The Fairfax County Park Foundation, Inc.
Table of Contents**

| | |
|--|---|
| Article I. Name, Purpose | |
| Section 1. | Name 1 |
| Section 2. | Purpose..... 1 |
| Article II. Powers 1 | |
| Article III. Membership | |
| Section 1. | Definitions 3 |
| Section 2. | General Powers of Park Foundation Board 2 |
| Section 3. | Number, Qualification 3 |
| Section 4. | Officers and Duties 3 |
| Section 5. | Elections/Appointments 4 |
| Section 6. | Term Limitations..... 4 |
| Section 7. | Vacancies..... 4 |
| Section 8. | Terms of Office..... 4 |
| Section 9. | Resignation, Terminations and Absences..... 5 |
| Section 10. | Compensation 5 |
| Section 11. | Conflict of Interest..... 5 |
| Article IV. Meetings | |
| Section 1. | Annual and Regular Meeting 5 |
| Section 2. | Special Meetings 5 |
| Section 3. | Quorum 6 |
| Section 4. | Notice of Meeting 6 |
| Section 5. | Location of meeting 6 |
| Section 6. | Attendance 6 |
| Section 7. | Telephonic/Electronic meetings 6 |
| Section 8. | Action Without Meeting..... 6 |
| Section 9. | Roberts Rules of Order..... 7 |
| Article V. Committees | |
| Section 1. | Executive Committee..... 7 |
| Section 2. | Finance Committee 7 |
| Section 3. | Other Committees..... 7 |
| Article VI. Financial Policies, Gifts and Transfer of Resources | |
| Section 1. | Financial Policies..... 8 |
| Section 2. | Gifts..... 8 |
| Section 3. | Transfer of Resources 8 |
| Article VII. Miscellaneous | |
| Section 1. | Project Selection 8 |
| Section 2. | Books and Records 9 |
| Section 3. | Fiscal Year 9 |
| Section 4. | Audit..... 9 |
| Article VIII. Amendments 9 | |
| Article IX. Dissolution 9 | |

THE FAIRFAX COUNTY PARK FOUNDATION, Inc.

ARTICLE I - NAME, PURPOSE

Section 1. Name

The name of the organization is "The Fairfax County Park Foundation, Inc.", which is also referred to herein as "Park Foundation".

Section 2. Purpose

The Fairfax County Park Foundation is organized exclusively for charitable, educational, scientific and literary purposes as a nonprofit tax-exempt foundation, within the meaning of Section 501(c)(3) of the Internal Revenue Code.

The purpose of the foundation is to develop and administer a program of public support which will provide supplemental funding for the Fairfax County Park Authority programs, activities, and facilities., **but not to provide funds which can be substituted for the traditional tax-based funding.** The Fairfax County Park Foundation supports the Fairfax County Park Authority by raising private funds, obtaining grants and creating partnerships that supplement tax dollars to meet our community's needs for park land, facilities and services.

ARTICLE II - POWERS

The Park Foundation shall have all the powers, provided to nonprofit corporations by the Commonwealth of Virginia, necessary to carry out the purposes for which it is formed, subject to the limitations, duties and restriction pertaining to a nonprofit corporation existing under the provisions of Chapter 10 of Title 13.1 of Virginia Statutes, and under applicable provisions of Section 501 (c) (3) of the Internal Revenue Code. As set forth in its Articles of Incorporation filed with the Commonwealth of Virginia, the Park Foundation has "Members" who are the persons serving on the governing body of the Park Authority. The voting rights of the Members are limited to the matters described herein. Subject in all events to the foregoing limitation, and without limiting in any way the scope of its power, the foundation shall also have the following specific powers:

1. To receive any gift, grant, contribution, or devise and hold and use the same for the general purposes or any special purposes of this foundation, provided that gifts without conditions shall be accepted consistent with the mission and purpose of the Fairfax County Park Authority ("Park Authority"). Gifts with conditions must be approved by the majority of the Members (i.e., the governing members of the **Park Authority**). (Approval the Members of a project per Article VII, Section 1 of these Bylaws shall constitute an approval for all gifts for that project which are conditioned only by the requirement that the gift be used for that project.);
2. To acquire from time to time for such uses and purposes, by purchase, gift, will or otherwise, real and personal property and to own, hold, control, administer, sell, exchange, mortgage or otherwise dispose of all or any part of such properties;
3. To enter into, make, perform and carry out contracts with any individual, entity, firm, association or corporation, private, public or municipal; or with any government, municipal or public authority, domestic or foreign;
4. To act as trustee of any funds or property that it may receive under specific or limited grants or agreements or under any will, and to have and exercise the right to hold or manage such funds under the terms and conditions imposed by any such trust, agreement or will; and
5. To act in appropriate ways toward the accomplishment of the purposes of the Park Foundation to promote the welfare or interests of the Park Foundation and the Fairfax County Park Authority.

The Members shall have the power, ~~in addition to that of appointing the initial directors of the corporation:~~

- To approve and amend the Park Foundation Articles of Incorporation and Bylaws and to dissolve the Park Foundation at-will.

Other powers specific to the Board of Directors of the Park Foundation and the Members are set forth in these Bylaws.

ARTICLE III - MEMBERSHIP

Section 1. Definitions

Unless the context otherwise requires, the terms defined in the Bylaws have the meaning specified below:

Board. The Board of Directors managing the affairs of the Fairfax County Park Foundation

Directors refers to the governing members of the Board.

Members are set forth in the Park Foundation's Articles of Incorporation as the Members of the Park Foundation consisting of such persons with voting authority to serve on the governing body of the Park Authority.

Park Authority. The Fairfax County Park Authority

Park Foundation. The Fairfax County Park Foundation

Section 2. General Powers of the Park Foundation Board of Directors

The affairs of the Park Foundation shall be managed by its Board of Directors, which is also referred to herein as the "Board" and its governing members are referred to as "Directors." The Park Foundation Board of Directors is responsible for overall policy and direction of the Park Foundation, and delegates responsibility for day-to-day operations to the Executive Director of the Park Foundation and his/her staff.

The ~~corporation~~ Park Foundation Board of Directors shall elect ~~subsequent~~ Directors at its annual meeting, or at a meeting other than the annual meeting should a vacancy occur. Appointments will be effective upon approval by the vote of the majority of the Members in accordance with Section 5 below. A Member may not serve simultaneously as a Director on the Park Foundation Board.

In order to avoid all aspects of a conflict of interest, FCPA staff shall wait 3 years before being considered for service on the FCPF Board.

Section 3. Number, Qualification

The number of voting Directors shall be not less than five or more than thirty. In addition, the chair of the governing body of the Fairfax County Park Authority, the liaison to the Park Foundation designated by the Members, and the employee of the Park Authority performing the role of executive director shall serve as advisors ex-officio directors to the Park Foundation Board. Candidates for the Park Foundation Board of Directors shall be ~~appointed~~ elected based on the needs of the Park Foundation and the commitment of the candidate. The Park Foundation Board of Directors may recommend amendments to these Bylaws to the Members to increase or decrease the number of Directors, provided that no decrease in number shall have the effect of shortening the term of any incumbent or reducing the number of Directors to no less than five.

Section 4. Officers and Duties

The Officers of the Park Foundation Board of Directors shall consist of a Chair, ViceChair, a Secretary, a Treasurer and such additional Officers as the Board of Directors may from time to time prescribe or be required by law. All Officers shall serve for two years as Officers, commencing at an annual meeting of the Board; provided however, that the Officer's term shall not expire until their successors are appointed.

At each annual meeting of Board, the Directors shall appoint Officers to fill vacancies occurring at the time of that meeting.

- **Chair:** The Chair shall convene the annual meeting and other scheduled Board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-Chair, Secretary and Treasurer. The Chair shall have general supervision and direction of and over the affairs of the Park Foundation; and serve as the primary representative of the Park Foundation to the general public. The Chair shall be an ex-officio member of all committees; and shall perform all such other duties as are incident to the office or are properly required of the Chair by the Board of Directors. After completing his or her term as Chair, the Chair shall continue to serve as an ex-officio, non-voting member of the Executive Committee for a period of one year. This period may coincide with the Chair's existing term as a Board Director.
- **Vice-Chair:** The Vice-Chair shall perform the duties of the Board Chair in the absence or upon the disability of the Board Chair, and shall perform the usual duties of the office of Vice-Chair and shall have such special authority as may from time to time be conferred upon him/her by the Board of Directors.
- **Secretary:** The Secretary shall be responsible for ensuring that proper notice is given of any meetings of the Board of Directors to the Directors, keeping records of Board actions, including overseeing the taking of minutes by staff (FCPF Finance Administrator) at all Board meetings, distributing copies of minutes and the agenda to each Director and assuring that corporate records are maintained in good order and located at the principal office of the Park Foundation. The Secretary shall certify the actions of the Board of Directors when necessary and have such other powers and duties as may be prescribed by the Board of Directors from time to time.
- **Treasurer:** The Treasurer shall see to it that a true and accurate accounting of the financial transactions of the Park Foundation is made; that reports of such transactions are presented promptly to the Executive Committee and to the Board of Directors, and, that financial records are kept at the principal office of the Park Foundation. The Treasurer shall have such special authority as may from time to time be conferred upon he or she by the Bylaws or the Board of Directors.

Section 5. Elections/Appointments

Directors will be elected by a majority vote of the Park Foundation Board of Directors, subject to concurrence by the majority of the Members.

Section 6. Term Limitations

Directors shall serve a term of three (3) years and be eligible for appointment to three terms, after which a Director is ineligible for appointment to the Park Foundation Board of Directors for a period of one year.

The Board may, at its discretion, confer the status of Director-Emeritus upon a Director whose third full term is expiring. A Director-Emeritus shall serve as a non-voting Director.

Section 7. Vacancies

Vacancies on the Board shall be filled by majority vote by the Board at the annual meeting, except that vacancies occurring in the interval between annual meetings may be filled by the Board before the next annual meeting. Nominations to fill a vacancy may be received from the current Park Foundation Board of Directors by the Secretary two weeks in advance of a Park Foundation Board meeting. These nominations shall be sent out by the Secretary to the Park Foundation Board of Directors with the regular Board meeting announcement, to be voted upon at the next Board meeting. The name of Director-elect is then forwarded to the Members for approval by majority vote. Following confirmation by the Members, the Director nominated to fill a vacancy shall commence his/her three year term.

Section 8. Terms of Office

All Park Foundation Directors shall be appointed to serve for terms of three years. No Director may serve continuously for more than three consecutive terms.

Section 9. Resignations, Terminations and Absences

Resignation by a Director of the Park Foundation Board of Directors must be in writing and received by the Secretary. A Director shall be ~~dropped~~ removed from the Board for excess absences if he or she has three consecutive unexcused absences from Board meetings within a twelve-month period. A Director may be recommended for removal for other reasons by either the Board of Directors or the Members, subject to a three-fourths vote of the remaining Directors.

Section 10. Compensation

Directors shall serve without remuneration; however, reasonable and necessary expenses will be reimbursed when pre-approved by the Park Foundation Board of Directors.

Section 11. Conflict of Interest

A Director or Officer shall abstain from voting and discussion on any matter in which said Director or Officer may be considered to have a conflict of interest in accordance with the FCPF Conflict of Interest Policy. An abstaining declaration shall be made for the record at the beginning of any such motion or discussion and shall be recorded in

the official minutes of the meeting. The same conflict of interest procedures shall apply to any Director participating in any Committee action or vote.

ARTICLE IV - MEETINGS

Section 1. Annual and Regular Meetings

An annual meeting of the Board of Directors shall be held each spring, prior to June 30. At the annual meeting, the date, time and location of the regular meetings for the next fiscal year will be announced and approved.

Elections of Directors and Officers along with other business as appropriate will take place at the annual meeting.

Section 2. Special Meetings

Special meetings of the Board may be called for any purpose at anytime by the Chair, by the Executive Committee, or by the majority of Directors pursuant to the notice provisions set forth in the Bylaws. The purpose of the meeting must be stated in the call notice.

Section 3. Quorum

There must be a quorum present at a Board meeting before business can be transacted or motions made or passed. A quorum is defined as more than fifty percent of the voting Directors of the Park Foundation Board of Directors. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 4. Notice of Meeting

Notice of any meeting of the Board of Directors must be given to all Directors by Park Foundation staff. Each notice shall state the time and place or virtual format of the meeting and the purpose thereof. The Secretary or other Officers overseeing performing such notification duties shall confirm that 48 hours notice of any meeting was given either personally, by telephone, email or other communication method wise, or by mail or telegraph or facsimile or e-mail of such meeting; provided however that any meeting may be held without such notice if all Directors are present or if those not present shall have waived notice prior to the time of such meeting.

Section 5. Location of Meeting

All meetings of the Board of Directors shall be held virtually and/or at the registered office of the Park Foundation or at such other place as may be fixed in the notice or waiver of notice of such meeting.

Section 6. Attendance

Directors must notify the Park Foundation Board Chair for excused absences. In the event a Director has been excused, the Director may submit a proxy statement to the Chair designating a Director, who is eligible to vote on matters expected to be addressed at such meeting, and directs the designated Director to either (a) establish quorum only; (b) establish quorum and cast his or her vote as the designated Director sees fit on all matters presented before the Board; or (c) establish quorum and cast his or her vote on any matter(s) as specifically directed in writing.

A Director shall be ~~dropped~~ removed from the Board for excess absences if he or she has three consecutive unexcused absences from Board meetings within a twelve-month period.

Section 7. Telephonic/Electronic Meetings

Directors or members of any Committee designated by the Board of Directors may participate in their respective meeting of the Board of Directors or such Committee by means of telephone, video conference ~~telephone~~ or other communication equipment by means of which all persons participating in the meeting can hear or communicate simultaneously with each other. The participation in such a meeting shall constitute presence in person at such meeting for all purposes.

Section 8. Action Without Meeting

Any action required or permitted to be taken at any meeting of the Board of Directors or of any Committee thereof may be taken without a meeting if a written consent, electronic or otherwise, signed by all Directors or members of such Committee, as the case may be, whether before or after the action taken. Such written consent must be filed with the corporate records. Any action so taken shall be effective when the last Director/Committee member signs unless a different effective date is specified in the consent and the consent states the date of execution by each Director/Committee member.

Section 9. Roberts Rules of Order

Meetings of the Park Foundation Board of Directors will be conducted in accordance with the most recent edition of Roberts Rules of Order.

ARTICLE V - COMMITTEES

Section 1. Executive Committee

The Executive Committee shall be the administrative body of the Park Foundation who, to the extent provided in rules and regulations approved by the Board, shall have and exercise the authority of the Board in the management of the Park Foundation's business between meetings of the Board, and may call special meetings of the Board.

The Executive Committee shall consist of the four Officers (Chair, Vice Chair, Secretary, and Treasurer), the immediate past Chair of the Park Foundation, and such other Directors as the Park Foundation Board shall approve. The chair of the governing members of the Park Authority, and the Members' liaison to the Park Foundation, shall serve as an advisors to the Executive Committee.

The Executive Committee shall be responsible to the Board of Directors.

Except for the power to recommend amendments to the Articles of Incorporation and Bylaws to the Board, the Executive Committee shall have all of the powers and authority of the Park Foundation Board of Directors in the intervals between meetings of the Park Foundation Board of Directors, subject to the direction and control of the Park Foundation Board of Directors.

Section 2. Finance Committee

The Finance Committee shall oversee the Park Foundation's financial and investment activity pursuant to the Financial Management and Investment Policies. Membership includes Executive Committee members and others.

Section 3. Other Committees

The Park Foundation Board of Directors may create other Committees as needed. The Board of Directors shall appoint Committee members and designate the Chairs of each. The Park Foundation Chair shall be an ex-officio member of all of these Committees.

ARTICLE VI – FINANCIAL POLICIES, GIFTS AND TRANSFER OF RESOURCES

Section 1. Financial Policies

The Board of Directors shall adopt financial policies which inter alia among other things cover authorization to sign obligations of the Park Foundation and the depositing, maintenance and transfer of funds.

Section 2. Gifts

The Board of Directors, or any Officer of the Park Foundation, may accept on behalf of the Park Foundation, any unconditional contribution, gift, bequest or device consistent with the mission and purpose of the Park Authority. All gifts to the Park Foundation or other revenues not otherwise designated by the donor shall go into the general fund of the Park Foundation and shall be used exclusively for the benefit of the Park Authority in accordance with the general purpose of the Park Foundation.

The Park Foundation may receive, manage, invest, and disburse conditional gifts only if such gifts are for the exclusive use and benefit of the Park Authority. Any conditional gift must be approved by the Park Foundation Board of Directors and the governing members of the Park Authority before final acceptance.

Section 3. Transfer of Resources

The purpose of the Park Foundation is to develop and administer a program of public support which will provide supplemental funding for the Park Authority programs, activities and facilities. To that end, the Park Foundation will transfer gifts to the Fairfax County Park Authority through the Members.

ARTICLE VII - MISCELLANEOUS

Section 1. Project Selection

The Park Foundation will develop an annual list of projects to support the Fairfax County Park Authority. The Park Foundation will present that list to the Members for concurrence. As projects arise during the year, the Executive Committee shall ensure that those projects are coordinated with and have the concurrence of the Members.

Section 2. Books and Records

The Park Foundation shall keep correct and complete books of accounts and shall keep minutes of the proceedings of the Board of Directors and its Committees. Books and records shall be kept at the principal office of the Park Foundation.

Section 3. Fiscal Year

The fiscal year of the Park Foundation shall begin on July 1 and end on June 30, annually.

Section 4. Audit

The Board of Directors will provide for an annual independent audit of the records of the Park Foundation.

ARTICLE VIII - AMENDMENTS

The Members have the power to approve and amend the Articles of Incorporation and Bylaws. In addition, the Park Foundation Board, by the affirmative vote of a majority of its Directors, may recommend to the Members amendments to these Bylaws, as well as to the Articles of Incorporation. However, no alteration may be recommended unless proposed at an annual or regular meeting or at a special meeting of the Park Foundation Board called for such purpose. Written notice of such proposed amendment must be given by mail, electronically or in person to all Directors. Recommendation for amendments must be adopted at a meeting of the Park Foundation Board at which a majority of Directors, present at such meeting or by proxy, shall vote for such an amendment. Amendments will go into effect following the approval by the Members.

ARTICLE IX - DISSOLUTION

The Members may vote to dissolve the Park Foundation at any time; provided that the Park Authority agree to fulfill all outstanding Park Foundation obligations, including complying with donor restrictions on such assets held at the time of dissolution. If provided in writing, donors may waive their restrictions on assets. Upon dissolution, the Park Foundation Board of Directors shall, after paying or making provision for the payment of all liabilities of the Park Foundation, transfer the funds or other assets then remaining in its possession for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, to the Fairfax County Park Authority, for a public purpose. Should the Fairfax County Park Authority board of directors not wish to accept such asset, the asset shall be distributed to organizations with similar purposes which have qualified for exemption under Section 501(c)(3) of the Internal Revenue Code. Any remaining assets not so disposed of shall be disposed of by the Circuit Court of Fairfax County, or by the Circuit Court for the county in which the principal office of the Park Foundation is then located, for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

These Bylaws were approved at a meeting of the corporation governing members of the Fairfax County Park Authority on _____ by _____, Chairman, Fairfax County Park Authority.

These Bylaws with revisions were approved at a meeting of the Park Foundation Board of Directors on _____.

~~Harold L. Strickland, Chairman~~
~~Fairfax County Park Authority~~

Date

DRAFT

**Bylaws of The Fairfax County Park Foundation, Inc.
Table of Contents**

| | |
|--|----|
| Article I. Name, Purpose | |
| Section 1. Name | 1 |
| Section 2. Purpose..... | 1 |
| Article II. Powers | 1 |
| Article III. Membership | |
| Section 1. Definitions | 2 |
| Section 2. General Powers of Park Foundation Board | 3 |
| Section 3. Number, Qualification | 3 |
| Section 4. Officers and Duties | 3 |
| Section 5. Elections/Appointments | 4 |
| Section 6. Term Limitations..... | 5 |
| Section 7. Vacancies..... | 5 |
| Section 8. Terms of Office..... | 5 |
| Section 9. Resignation, Terminations and Absences..... | 5 |
| Section 10. Compensation | 5 |
| Section 11. Conflict of Interest..... | 6 |
| Article IV. Meetings | |
| Section 1. Annual and Regular Meetings | 6 |
| Section 2. Special Meetings | 6 |
| Section 3. Quorum | 6 |
| Section 4. Notice of Meeting | 6 |
| Section 5. Location of meeting | 7 |
| Section 6. Attendance | 7 |
| Section 7. Telephonic/Electronic meetings..... | 7 |
| Section 8. Action Without Meeting..... | 7 |
| Section 9. Roberts Rules of Order..... | 7 |
| Article V. Committees | |
| Section 1. Executive Committee..... | 8 |
| Section 2. Finance Committee | 8 |
| Section 3. Other Committees..... | 8 |
| Article VI. Financial Policies, Gifts and Transfer of Resources | |
| Section 1. Financial Policies..... | 9 |
| Section 2. Gifts..... | 9 |
| Section 3. Transfer of Resources | 9 |
| Article VII. Miscellaneous | |
| Section 1. Project Selection | 9 |
| Section 2. Books and Records | 10 |
| Section 3. Fiscal Year | 10 |
| Section 4. Audit..... | 10 |
| Article VIII. Amendments | 10 |
| Article IX. Dissolution | 10 |

THE FAIRFAX COUNTY PARK FOUNDATION, Inc.

ARTICLE I - NAME, PURPOSE

Section 1. Name

The name of the organization is "The Fairfax County Park Foundation, Inc.", which is also referred to herein as "Park Foundation".

Section 2. Purpose

The Fairfax County Park Foundation is organized exclusively for charitable, educational, scientific, and literary purposes as a nonprofit tax-exempt foundation, within the meaning of Section 501(c)(3) of the Internal Revenue Code.

The purpose of the foundation is to develop and administer a program of public support which will provide supplemental funding for the Fairfax County Park Authority programs, activities, and facilities. but not to provide funds which can be substituted for the traditional tax-based funding. The Fairfax County Park Foundation supports the Fairfax County Park Authority by raising private funds, obtaining grants, and creating partnerships that supplement tax dollars to meet our community's needs for park land, facilities and services.

ARTICLE II - POWERS

The Park Foundation shall have all the powers, provided to nonprofit corporations by the Commonwealth of Virginia, necessary to carry out the purposes for which it is formed, subject to the limitations, duties and restriction pertaining to a nonprofit corporation existing under the provisions of Chapter 10 of Title 13.1 of Virginia Statutes, and under applicable provisions of Section 501(c)(3) of the Internal Revenue Code. As set forth in its Articles of Incorporation filed with the Commonwealth of Virginia, the Park Foundation has "Members" who are the persons serving on the governing body of the Park Authority. The voting rights of the Members are limited to the matters described herein. Subject in all events to the foregoing limitation, and without limiting in any way the scope of its power, the foundation shall also have the following specific powers:

1. To receive any gift, grant, contribution, or devise and hold and use the same for the general purposes or any special purposes of this foundation, provided that gifts without conditions shall be accepted consistent with the mission and purpose of the Fairfax County Park Authority ("Park Authority"). Gifts with conditions must be approved by the majority of the Members (i.e., the governing members of the Park Authority). (Approval the Members of a project per Article VII, Section 1 of these Bylaws shall constitute an approval for all gifts for that project which are conditioned only by the requirement that the gift be used for that project.);
2. To acquire from time to time for such uses and purposes, by purchase, gift, will or otherwise, real and personal property and to own, hold, control, administer, sell, exchange, mortgage or otherwise dispose of all or any part of such properties;
3. To enter into, make, perform and carry out contracts with any individual, entity, firm, association or corporation, private, public or municipal; or with any government, municipal or public authority, domestic or foreign;
4. To act as trustee of any funds or property that it may receive under specific or limited grants or agreements or under any will, and to have and exercise the right to hold or manage such funds under the terms and conditions imposed by any such trust, agreement or will; and
5. To act in appropriate ways toward the accomplishment of the purposes of the Park Foundation to promote the welfare or interests of the Park Foundation and the Fairfax County Park Authority.

The Members shall have the power:

- To approve and amend the Park Foundation Articles of Incorporation and Bylaws and to dissolve the Park Foundation at-will.

Other powers specific to the Board of Directors of the Park Foundation and the Members are set forth in these Bylaws.

ARTICLE III - MEMBERSHIP

Section 1. Definitions

Unless the context otherwise requires, the terms defined in the Bylaws have the meaning specified below:

- *Board.* The Board of Directors managing the affairs of the Fairfax County Park Foundation.

- *Directors* refers to the governing members of the Board.
- *Members* are set forth in the Park Foundation's Articles of Incorporation as the Members of the Park Foundation consisting of such persons with voting authority to serve on the governing body of the Park Authority
- *Park Authority*. The Fairfax County Park Authority
- *Park Foundation*. The Fairfax County Park Foundation

Section 2. General Powers of the Park Foundation Board of Directors

The affairs of the Park Foundation shall be managed by its Board of Directors, which is also referred to herein as the "Board" and its governing members are referred to as "Directors." The Park Foundation Board of Directors is responsible for overall policy and direction of the Park Foundation, and delegates responsibility for day-to-day operations to the Executive Director of the Park Foundation and his/her staff.

The Park Foundation Board of Directors shall elect Directors at its annual meeting, or at a meeting other than the annual meeting should a vacancy occur. Appointments will be effective upon approval by the vote of the majority of the Members in accordance with Section 5 below. A Member may not serve simultaneously as a Director on the Park Foundation Board.

In order to avoid all aspects of a conflict of interest, FCPA staff shall wait three (3) years before being considered for service on the FCPF Board.

Section 3. Number, Qualification

The number of voting Directors shall be not less than five or more than thirty. In addition, the chair of the governing body of the Fairfax County Park Authority, the liaison to the Park Foundation designated by the Members, and the employee of the Park Authority performing the role of executive director shall serve as advisors ex-officio directors to the Park Foundation Board. Candidates for the Park Foundation Board of Directors shall be ~~appointed~~ elected based on the needs of the Park Foundation and the commitment of the candidate. The Park Foundation Board of Directors may recommend amendments to these Bylaws to the Members to increase or decrease the number of Directors, provided that no decrease in number shall have the effect of shortening the term of any incumbent or reducing the number of Directors to no less than five.

Section 4. Officers and Duties

The Officers of the Park Foundation Board of Directors shall consist of a Chair, Vice

Chair, a Secretary, a Treasurer and such additional Officers as the Board of Directors may from time to time prescribe or be required by law. All Officers shall serve for two years as Officers, commencing at an annual meeting of the Board; provided however, that the Officer's term shall not expire until their successors are appointed. At each annual meeting of Board, the Directors shall appoint Officers to fill vacancies occurring at the time of that meeting.

- Chair: The Chair shall convene the annual meeting and other scheduled Board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-Chair, Secretary and Treasurer. The Chair shall have general supervision and direction of and over the affairs of the Park Foundation; and serve as the primary representative of the Park Foundation to the general public. The Chair shall be an ex-officio member of all committees; and shall perform all such other duties as are incident to the office or are properly required of the Chair by the Board of Directors. After completing his or her term as Chair, the Chair shall continue to serve as an ex-officio, non-voting member of the Executive Committee for a period of one year. This period may coincide with the Chair's existing term as a Board Director.
- Vice-Chair: The Vice-Chair shall perform the duties of the Board Chair in the absence or upon the disability of the Board Chair and shall perform the usual duties of the office of Vice-Chair and shall have such special authority as may from time to time be conferred upon him/her by the Board of Directors.
- Secretary: The Secretary shall be responsible for ensuring that proper notice is given of any meetings of the Board of Directors to the Directors, keeping records of Board actions, including overseeing the taking of minutes by staff (FCPF Finance Administrator) at all Board meetings, distributing copies of minutes and the agenda to each Director and assuring that corporate records are maintained in good order and located at the principal office of the Park Foundation. The Secretary shall certify the actions of the Board of Directors when necessary and have such other powers and duties as may be prescribed by the Board of Directors from time to time.
- Treasurer: The Treasurer shall see to it that a true and accurate accounting of the financial transactions of the Park Foundation is made; that reports of such transactions are presented promptly to the Executive Committee and to the Board of Directors, and, that financial records are kept at the principal office of the Park Foundation. The Treasurer shall have such special authority as may from time to time be conferred upon he or she by the Bylaws or the Board of Directors.

Section 5. Elections/Appointments

Directors will be elected by a majority vote of the Park Foundation Board of Directors, subject to concurrence by the majority of the Members.

Section 6. Term Limitations

Directors shall serve a term of three (3) years and be eligible for appointment to three terms, after which a Director is ineligible for appointment to the Park Foundation Board of Directors for a period of one year.

The Board may, at its discretion, confer the status of Director-Emeritus upon a Director whose third full term is expiring. A Director-Emeritus shall serve as a non-voting Director.

Section 7. Vacancies

Vacancies on the Board shall be filled by majority vote by the Board at the annual meeting, except that vacancies occurring in the interval between annual meetings may be filled by the Board before the next annual meeting. Nominations to fill a vacancy may be received from the current Park Foundation Board of Directors by the secretary two weeks in advance of a Park Foundation Board meeting. These nominations shall be sent by the Secretary to the Park Foundation Board of Directors with the regular Board meeting announcement, to be voted upon at the next Board meeting. The name of Director-elect is then forwarded to the Members for approval by majority vote. Following confirmation by the Members, the Director nominated to fill a vacancy shall commence his/her three-year term.

Section 8. Terms of Office

All Park Foundation Directors shall be appointed to serve for terms of three years. No Director may serve continuously for more than three consecutive terms.

Section 9. Resignations, Terminations and Absences

Resignation by a Director of the Park Foundation Board of Directors must be in writing and received by the Secretary. A Director shall be ~~dropped~~ removed from the Board for excess absences if he or she has three consecutive unexcused absences from Board meetings within a twelve-month period. A Director may be recommended for removal for other reasons by either the Board of Directors or the Members, subject to a three-fourths vote of the remaining Directors.

Section 10. Compensation

Directors shall serve without remuneration; however, reasonable, and necessary expenses will be reimbursed when pre-approved by the Park Foundation Board of Directors.

Section 11. Conflict of Interest

A Director or Officer shall abstain from voting and discussion on any matter in which said Director or Officer may be considered to have a conflict of interest in accordance with the FCPF Conflict of Interest Policy. An abstaining declaration shall be made for the record at the beginning of any such motion or discussion and shall be recorded in the official minutes of the meeting. The same conflict of interest procedures shall apply to any Director participating in any Committee action or vote.

ARTICLE IV - MEETINGS

Section 1. Annual and Regular Meetings

An annual meeting of the Board of Directors shall be held each spring, prior to June 30. At the annual meeting, the date, time and location of the regular meetings for the next fiscal year will be announced and approved.

Elections of Directors and Officers along with other business as appropriate will take place at the annual meeting.

Section 2. Special Meetings

Special meetings of the Board may be called for any purpose at any time by the Chair, by the Executive Committee, or by the majority of Directors pursuant to the notice provisions set forth in the Bylaws. The purpose of the meeting must be stated in the call notice.

Section 3. Quorum

There must be a quorum present at a Board meeting before business can be transacted or motions made or passed. A quorum is defined as more than fifty percent of the voting Directors of the Park Foundation Board of Directors. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 4. Notice of Meeting

Notice of any meeting of the Board of Directors must be given to all Directors by Park Foundation staff. Each notice shall state the time and place or virtual format of the meeting and the purpose. The Secretary or other Officers overseeing such notification duties shall confirm that 48 hours notice of any meeting was given either personally, by telephone, email or other communication method; provided however that any

meeting may be held without such notice if all Directors are present or if those not present shall have waived notice prior to the time of such meeting.

Section 5. Location of Meeting

All meetings of the Board of Directors shall be held virtually and/or at the registered office of the Park Foundation or at such other place as may be fixed in the notice or waiver of notice of such meeting.

Section 6. Attendance

Directors must notify the Park Foundation Board Chair for excused absences. In the event a Director has been excused, the Director may submit a proxy statement to the Chair designating a Director, who is eligible to vote on matters expected to be addressed at such meeting, and directs the designated Director to either (a) establish quorum only; (b) establish quorum and cast his or her vote as the designated Director sees fit on all matters presented before the Board; or (c) establish quorum and cast his or her vote on any matter(s) as specifically directed in writing.

A Director shall be removed from the Board for excess absences if he or she has three consecutive unexcused absences from Board meetings within a twelve-month period.

Section 7. Telephonic/Electronic Meetings

Directors or members of any Committee designated by the Board of Directors may participate in their respective meeting of the Board of Directors or such Committee by means of telephone, video conference ~~telephone~~ or other communication equipment by means of which all persons participating in the meeting can hear or communicate simultaneously with each other. The participation in such a meeting shall constitute presence in person at such meeting for all purposes.

Section 8. Action Without Meeting

Any action required or permitted to be taken at any meeting of the Board of Directors or of any Committee thereof may be taken without a meeting if a written consent, electronic or otherwise, signed by all Directors or members of such Committee, as the case may be, whether before or after the action taken. Such written consent must be filed with the corporate records. Any action so taken shall be effective when the last Director/Committee member signs unless a different effective date is specified in the consent and the consent states the date of execution by each Director/Committee member.

Section 9. Roberts Rules of Order

Meetings of the Park Foundation Board of Directors will be conducted in accordance with the most recent edition of Roberts Rules of Order.

ARTICLE V - COMMITTEES

Section 1. Executive Committee

The Executive Committee shall be the administrative body of the Park Foundation who, to the extent provided in rules and regulations approved by the Board, shall have and exercise the authority of the Board in the management of the Park Foundation's business between meetings of the Board, and may call special meetings of the Board.

The Executive Committee shall consist of the four Officers (Chair, Vice Chair, Secretary, and Treasurer), the immediate past Chair of the Park Foundation, and such other Directors as the Park Foundation Board shall approve. The chair of the governing members of the Park Authority, and the Members' liaison to the Park Foundation, shall serve as advisors to the Executive Committee.

The Executive Committee shall be responsible to the Board of Directors.

Except for the power to recommend amendments to the Articles of Incorporation and Bylaws to the Board, the Executive Committee shall have all of the powers and authority of the Park Foundation Board of Directors in the intervals between meetings of the Park Foundation Board of Directors, subject to the direction and control of the Park Foundation Board of Directors.

Section 2. Finance Committee

The Finance Committee shall oversee the Park Foundation's financial and investment activity pursuant to the Financial Management and Investment Policies. Membership includes Executive Committee members and others.

Section 3. Other Committees

The Park Foundation Board of Directors may create other Committees as needed. The Board of Directors shall appoint Committee members and designate the Chairs of each. The Park Foundation Chair shall be an ex-officio member of all of these Committees.

ARTICLE VI – FINANCIAL POLICIES, GIFTS AND TRANSFER OF RESOURCES

Section 1. Financial Policies

The Board of Directors shall adopt financial policies which among other things cover authorization to sign obligations of the Park Foundation and the depositing, maintenance and transfer of funds.

Section 2. Gifts

The Board of Directors, or any Officer of the Park Foundation, may accept on behalf of the Park Foundation, any unconditional contribution, gift, bequest or device consistent with the mission and purpose of the Park Authority. All gifts to the Park Foundation or other revenues not otherwise designated by the donor shall go into the general fund of the Park Foundation and shall be used exclusively for the benefit of the Park Authority in accordance with the general purpose of the Park Foundation.

The Park Foundation may receive, manage, invest, and disburse conditional gifts only if such gifts are for the exclusive use and benefit of the Park Authority. Any conditional gift must be approved by the Park Foundation Board of Directors and the governing members of the Park Authority before final acceptance.

Section 3. Transfer of Resources

The purpose of the Park Foundation is to develop and administer a program of public support which will provide supplemental funding for the Park Authority programs, activities and facilities. To that end, the Park Foundation will transfer gifts to the Fairfax County Park Authority through the Members.

ARTICLE VII - MISCELLANEOUS

Section 1. Project Selection

The Park Foundation will develop an annual list of projects to support the Fairfax County Park Authority. The Park Foundation will present that list to the Members for concurrence. As projects arise during the year, the Executive Committee shall ensure that those projects are coordinated with and have the concurrence of the Members.

Section 2. Books and Records

The Park Foundation shall keep correct and complete books of accounts and shall keep minutes of the proceedings of the Board of Directors and its Committees. Books and records shall be kept at the principal office of the Park Foundation.

Section 3. Fiscal Year

The fiscal year of the Park Foundation shall begin on July 1 and end on June 30, annually.

Section 4. Audit

The Board of Directors will provide for an annual independent audit of the records of the Park Foundation.

ARTICLE VIII - AMENDMENTS

The Members have the power to approve and amend the Articles of Incorporation and Bylaws. In addition, the Park Foundation Board, by the affirmative vote of a majority of its Directors, may recommend to the Members amendments to these Bylaws, as well as to the Articles of Incorporation. However, no alteration may be recommended unless proposed at an annual or regular meeting or at a special meeting of the Park Foundation Board called for such purpose. Written notice of such proposed amendment must be given by mail, electronically or in person to all Directors. Recommendation for amendments must be adopted at a meeting of the Park Foundation Board at which a majority of Directors, present at such meeting or by proxy, shall vote for such an amendment. Amendments will go into effect following the approval by the Members.

ARTICLE IX - DISSOLUTION

The Members may vote to dissolve the Park Foundation at any time; provided that the Park Authority agree to fulfill all outstanding Park Foundation obligations, including complying with donor restrictions on such assets held at the time of dissolution. If provided in writing, donors may waive their restrictions on assets. Upon dissolution, the Park Foundation Board of Directors shall, after paying or making provision for the payment of all liabilities of the Park Foundation, transfer the funds or other assets then remaining in its possession for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, to the Fairfax County Park Authority, for a public purpose. Should the Fairfax County Park Authority board of directors not wish to

accept such asset, the asset shall be distributed to organizations with similar purposes which have qualified for exemption under Section 501(c)(3) of the Internal Revenue Code. Any remaining assets not so disposed of shall be disposed of by the Circuit Court of Fairfax County, or by the Circuit Court for the county in which the principal office of the Park Foundation is then located, for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

These Bylaws were approved at a meeting of the corporation governing members of the Fairfax County Park Authority on _____ by _____, Chairman, Fairfax County Park Authority.

These Bylaws with revisions were approved at a meeting of the Park Foundation Board of Directors on _____.

DRAFT

Committee Agenda Item
October 12, 2022

INFORMATION - 1

Park Authority Policy 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 over time.

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 are scheduled with the Administration, Management and Budget committee from April through November 2022. Objective 300 and Policies 301, 302, 303, 304, 305 and 306 are scheduled for review during the October 12, 2022 meeting.

ENCLOSED DOCUMENTS:

Attachment 1: Proposed revisions to Objective 300 and Policies 301, 302, 303, 304, 305, and 306

STAFF:

Jai Cole, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee Vosper, Deputy Director/CBD
Michael Peter, Director, Business Administration Division
Cindy Walsh, Director, Park Services Division
Laura Grape, Director, Resource Management Division
Kevin Williams, Acting Director, Park Operations Division
Ryan Carmen, Acting Director, Golf Enterprises
Judy Pedersen, Public Information Office
Allison Rankin, Management Analyst



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Objective 300

Plan and develop an enduring park system that provides a healthy environment, preserves natural and cultural heritage, offers inspiring recreational experiences, and promotes healthy lifestyles to enrich quality of life for all members of the community. ~~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: 1/24/2018 | 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. 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. When acquiring land, the Fairfax County Park Authority shall ~~take into account~~ consider the following:

1. The uniqueness and value of natural and cultural resources to be protected.
2. 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.
3. ~~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 and periodic needs assessments shall be reviewed together so that ~~to work towards ensuring~~ equitable access to parkland and facilities can be provided to for all county residents ~~that to~~ promotes an active healthy lifestyles.
4. Priority will be given to acquisitions that satisfy One Fairfax Policy commitments; new property acquisition will be considered in areas that are underserved with recreational opportunities.
5. Identified needs within a service area may be met by including recreational opportunities available on land owned by others, such as public schools, county agencies, commercial entities or other organizations, in various



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

~~ways including agreements with private landowners, public schools, commercial entities, or other organizations that are subject to if the recreational opportunity meets park classification criteria, park standards, and site conceptual development plans, whether the recreational opportunity is provided by public use or by agreement.~~

~~4.6.~~ Acreage of privately-owned ~~land that is used for~~ common open space, ~~or~~ developed with park facilities ~~per~~ typical local ~~servicing service~~ standards, may be applied to meet the park standard requirements ~~in the a~~ residential development.

~~5.7.~~ Sustainable ~~and~~ long-term maintenance and operational costs ~~that will be of the property borne~~ by the Park Authority ~~will be considered during related to any~~ potential acquisition ~~of new property~~.

Policy 301 Land Acquisition (continued)

References:

1. Needs Assessment Adopted Service Level Standards
<https://www.fairfaxcounty.gov/parks/sites/parks/files/assets/documents/plandev/parkscount/needs-assessment-plan-050616.pdf>
2. Parks, Recreation, Open Space, and Access (PROSA)
Park Authority Board Package 062619 (fairfaxcounty.gov)

Formatted: Indent: Left: 0"

Supporting Documentation:

1. One Fairfax
One Fairfax | Topics (fairfaxcounty.gov)
2. Fairfax County Comprehensive Plan
<https://www.fairfaxcounty.gov/planning-zoning/fairfax-county-comprehensive-plan>

Formatted: Indent: First line: 0.5"



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

| | |
|---|--|
| Policy: 302 | Title: Park Planning Program |
| Date Approved: 1/24/2018 | Last reviewed: 6/26/2013 10/4/2022 |
| 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. | |

Formatted: Indent: Left: 0", First line: 0", Tab stops: Not at 1"

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, equitable, and sustainable capital planning, growth-development, 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 and deliver complete park experiences. Planning provides a collaborative forum for public and stakeholder engagement that emphasizes engagement of historically underrepresented communities, ~~that~~ is informed by data ~~analysis and~~ analysis and provides opportunities for ~~the various stakeholders to participate~~ participation 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-Park and Recreation System Master Plan that establishes Guiding Principles, Goals, and Recommendations for the development of park system elements including land, facilities, resources, services, and programs. The park planning program will follow the most expeditious planning processes in order to support park management and development goals. The park planning program and Park and Recreation System Master Plan will advance the One Fairfax policy on racial and social equity, including the area of focus “a parks and recreation system that is equitable and inclusive by providing quality facilities, programs, and services to all communities; balancing the distribution of parks, programs and facilities; and providing accessible and affordable facilities and programs.” The Park and Recreation System ~~Agency~~ Master Plan may inform and ~~may~~ incorporate the following plan components and any additional components it may deem necessary:

- Park Needs Assessment** – an essential planning study ~~conducted reviewed~~ and/or updated every five-years to ~~determine-evaluate~~ the county’s park ~~and,~~

Formatted: Font: Not Bold

Formatted: Normal, No bullets or numbering



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

- recreation, open space, and access needs, establish service level standards and align long term capital investment plans.
2. **Park System Parks and Recreation Policy Plan Element of the Fairfax County 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. Includes the Urban Parks Framework and countywide standards that are responsive to growth and changes in land use patterns.
 3. **Strategic Plan** – addresses agency strategic initiatives with defined measurements and is a key tool used to implement the Park and Recreation System Master Plan.
 4. **Fiscal Plans** – identifies-identify the funding requirements and sources and guides fiscal decision making, including the five-year Capital Improvement Program, Bond 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, and are completed as funding is identified for implementation in the Capital Improvement Program (CIP) -managed under cooperative agreements.

6. Special Studies – assesses emerging trends in parks and recreation and evaluates appropriate parks or sites to meet needs.

8. Trail Development Strategy Plan (Trails System Master Plan) – guides the use and development of park trails and connections to the countywide trail network.

6-9. Natural and Cultural Resource Management Plans – guides resource stewardship activities and priorities.

7-10. Energy Management Plan – guides the Energy Management Program that coordinates agency-wide efforts to make all its facilities as energy efficient as possible.

11. Equity Impact Plan – guides the overall departmental direction and strategy to consider equity in plans, programs, policies, and resource allocation.

8-12. Annual Work Plans – guides funded priority project assignments to be achieved on an annual basis.

9-13. 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 Park Classification System is supplemented by Park Authority Board approved plans included in the park planning program.

Formatted: Font color: Text 1

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Not Bold

Formatted: Font: Bold, Font color: Black

Formatted: Indent: Left: 0.5", No bullets or numbering, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Font: Bold

Formatted: Font: Not Bold

Formatted: Font: Bold, Font color: Black

Formatted: Indent: Left: 0.5", No bullets or numbering, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Policy 302 Park Planning Program (continued)

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 provide quality park experiences and 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.

The park planning program may update the park classification system with adoption by the Park Authority Board and subsequent amendment to the Parks and Recreation Policy Plan Element of the Comprehensive Plan. 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

Policy 302 Park Planning Program (continued)

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 Park Authority participates in the County’s land development review process to implement the Comprehensive Plan policies and County regulations related to parks and recreation, planning guidance. As the lead provider of parks and recreation in the County, the Park Authority routinely reviews development applications and coordinates with partner agencies to ensure efficacy in implementation of these policies, including through the adequate mitigation of development impacts through the proffer system.~~ 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.~~
- ~~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.~~

Formatted: Normal, Right: 0.57", Space After: 13.85 pt, Line spacing: At least 13.8 pt, No bullets or numbering

Policy 302 Park Planning Program (continued)

- ~~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 residents 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 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 (e) the proposal will have minimal impacts on parkland, facilities, resources, and user experience.

County Plans

Formatted: Font: Bold

Formatted: Indent: Left: 0", Line spacing: At least 13.4 pt

Policy 302 Park Planning Program (continued)

The Park Authority contributes to achievement of the broader goals of the Board of Supervisors through participation in planning and implementation of countywide initiatives, including the Fairfax County Strategic Plan, One Fairfax, ActiveFairfax trail network plan, and the Health and Human Services Needs Assessment. Involvement by the Park Authority is guided by the Park Authority's vision, mission, goals, and objectives, and includes alignment of agency plans, programs and policies, and budget and resource allocation, to support countywide plans.

Formatted: Normal

References:

1. Fairfax County Park Authority Park and Recreation System Master Plan <https://www.fairfaxcounty.gov/parks/sites/parks/files/assets/documents/plandev/master-plans/fcpa-park-system-master-plan.pdf>
- 4-2. County Comprehensive Plan Policy Plan element, Park and Recreation section, includes Fairfax County Park Classification System (Appendix A) and Urban Parks Framework (Appendix B) [https://www.fairfaxcounty.gov/planning-zoning/sites/planning-zoning/files/assets/compplan/policy/parksrec.pdf](https://www.fairfaxcounty.gov/planning/sites/planning-zoning/files/assets/compplan/policy/parksrec.pdf) <https://www.fairfaxcounty.gov/planning-development/sites/planning-development/files/assets/compplan/policy/parksrec.pdf>
- 2-3. Fairfax County Park Authority Needs Assessment <https://www.fairfaxcounty.gov/parks/sites/parks/files/assets/documents/plandev/parkscount/needs-assessment-plan-050616.pdf>
- 3-4. Fairfax County Park Authority Five Year Strategic Plan ~~FY2014~~FY2019-FY2018-FY2023 <https://www.fairfaxcounty.gov/parks/sites/parks/files/assets/documents/administrative/strategic-plan-fy14-18-final.pdf> <https://www.fairfaxcounty.gov/parks/sites/parks/files/assets/documents/plandev/master-plans/final%20fy19-23%20strategic%20plan%20-%20web%20version.pdf>
4. Financial Management Annual Update
5. Fairfax County Capital Improvement Plan – Parks Section <https://www.fairfaxcounty.gov/budget/sites/budget/files/assets/documents/fy2018/adopted/cip.pdf> <https://www.fairfaxcounty.gov/budget/sites/budget/files/assets/documents/fy2022/adopted/cip/10a-park%20authority.pdf>

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Field Code Changed

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Field Code Changed

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Field Code Changed

Policy 302 Park Planning Program (continued)

6. Public Facility Determination Process (2232 Review Process)
<https://www.fairfaxcounty.gov/planning-zoning/public-facilities-review/process>

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

7. One Fairfax Policy
<https://www.fairfaxcounty.gov/topics/sites/topics/files/assets/documents/pdf/one-fairfax-policy.pdf>

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Field Code Changed

8. Fairfax County Strategic Plan

Formatted: No underline

https://www.fairfaxcounty.gov/strategicplan/sites/strategicplan/files/assets/documents/pdf/countywide%20strategic%20plan%2010_2021.pdf

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: No underline

Supporting Documentation:

1. Fairfax County Park Authority Great Parks Great Communities Plan
<https://www.fairfaxcounty.gov/parks/publications/2010-2020-comprehensive-plan>

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Normal

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

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: 1/24/2018 | 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 system is made up of both developed and natural or protected lands. This policy guides decision-making related to projects within development-eligible areas ~~the development~~ of the park system. Park Development, including the option not to develop, 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-Great Parks, Great Communities; Parks and Recreation System 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 and shall be guided by Policy 302 – Park Planning Program. 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 (defined in Policy 302 – Park Planning Program). Development shall be of sufficient acreage and quality to ensure that requirements for resource protection and 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, vulnerability index scores and the Equity Index 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.



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

5. Visitor safety and enjoyment.
6. Sustainability and perpetuation of significant natural and cultural resources.

Formatted: Keep with next, Keep lines together

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.

References:

1. [Policy 302 – Park Planning Program](#)

Formatted: Font: Not Bold

Supporting Documents:

1. [Great Parks, Great Communities Parks & Recreation System Master Plan](#)
[Great Parks Great Communities Parks & Recreation System Master Plan \(fairfaxcounty.gov\)](#)

Formatted: Indent: Left: 0.5"

Formatted: paragraph, Indent: Left: 0.75", No bullets or numbering, Font Alignment: Baseline

4. 2. [Fairfax County Public Facilities Manual](#)
<https://www.fairfaxcounty.gov/landdevelopment/public-facilities-manual>

Formatted: Font: (Default) Segoe UI, 9 pt

Formatted: Indent: Left: 0.75", No bullets or numbering

Formatted: Normal, No bullets or numbering

3. [Fairfax County Zoning Ordinance](#)
[Zoning Ordinance \(encodeplus.com\)](#)

Formatted: Indent: Left: 0.5"

4. [Fairfax County Comprehensive Plan](#)
[Fairfax County Comprehensive Plan | Planning Development](#)

5. [Capital Improvement Program](#)
[Fairfax County Park Authority - Adopted Capital Improvement Program \(CIP\) FY 2023- FY 2027](#)

Formatted: Underline, Font color: Hyperlink

Formatted: Indent: Left: 0", First line: 0"



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

| | | |
|---|--|--|
| Policy 304 | Title: Naming of Parks and Facilities | |
| Date Approved: 1/24/2018 | 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. | | |

Formatted: Not Highlight

Formatted: Indent: Left: 0", First line: 0", Tab stops: Not at 1"

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, p~~Parks ~~are~~shall be named in accordance with geographical, historical or ecological features indigenous to the park site or to the immediate vicinity of the site. In some rare instances, naming a park after an individual may be proposed when the contribution of that individual to FCPAthe Park Authority, the County or to society as a whole as to warrant commemoration. Facilities are unnamed unless determined in accordance with this policy. -Park and facility names reflect Park Authority values and serve as symbols to honor the diversity of the community and create an inclusive and connected park system. 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.

Formatted: Not Highlight

In limited instances, naming after individuals may be considered. Initial naming of parks, facilities, or resource management area facilities:

~~Parks, facilities, or resource management areas~~Facilities 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-by-case basis:

1. The entity has made a significant gift of land to the Authority; or
2. Is memorialized for a significant contribution (monetary, in-kind, or service-based) to the natural, cultural, horticultural, or recreational resources of the Fairfax County park system; or



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

- ~~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; or~~

Formatted: No bullets or numbering

Policy 304 Naming of Parks and Facilities (continued)

~~6-3.~~ _____ 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 ~~unless.~~ ~~However, renaming is encouraged if, after a thorough investigation and review, an existing park or facility name is not in alignment with the mission of the Park Authority or with the One Fairfax policy for advancing racial and social equity.~~ 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.

Formatted: Font color: Text 1, Not Highlight



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

| | |
|---|--|
| Policy: 305 | Title: Telecommunications Sites |
| Date Approved: 1/24/2018 | 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 community and public safety demands ~~the general public's need~~ for telecommunications services with the Park Authority's mandate and public trust for the protection of parkland

Policy Statement: The Park Authority Board shall consider and approve the placement of telecommunications facilities, related equipment, and-or easements on park property ~~contingent upon~~ per the following conditions:

1. Telecommunications applications are reviewed in coordination with Park Policy 200 – Use of Parkland for Non-Park Purposes; proposed sites cannot adversely impact existing park features, future park developments, viewshed, or character of a park.
- ~~1-2.~~ 2. There is an absence of deed restrictions or other funding restrictions that would prohibit such use.
3. The proposed telecommunication facility complies with the provisions of the Fairfax County Department of Planning and Development Comprehensive Plan Policy Plan for Parks and Recreation or the requirements of other Fairfax County agencies; the telecommunications developer is responsible for performing public outreach in coordination with the Park Authority.
- ~~2-~~ 4. Landscaping, to provide a natural screening from the telecommunications facilities as approved by the Park Authority, is provided by the developer of the telecommunications site.
- ~~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

Formatted: Normal, No bullets or numbering



FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

~~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.~~

~~5.4. 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;~~
- ~~9-5. 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, per Park Policy 210 - Easements.

References:

- ~~1. Fairfax County Comprehensive Plan, Policy Plan
<https://www.fairfaxcounty.gov/planning-zoning/fairfax-county-comprehensive-plan>~~
1. Park Policy 200 – Use of Parkland for Non-Park Purposes
2. Park Policy 201 – Natural Resources
3. Park Policy 203 – Cultural Resources
4. Park Policy 210 - Easements

Supporting Documents:

1. Section 106, National Historic Preservation Act of 1966, as amended through 2006
<http://www.achp.gov/docs/nhpa%202008-final.pdf>

Policy 305 Telecommunications Sites (continued)

2. Fairfax County Department of Planning and Development Comprehensive Plan
Fairfax County Comprehensive Plan | Planning Development

Formatted: Indent: Left: 0.49", No bullets or numbering

3. Fairfax County Department of Planning and Development Public Facilities Review – Telecommunications Public Facilities Review - Telecommunications | Planning Development (fairfaxcounty.gov)

Formatted: Indent: Left: 0.49", No bullets or numbering

2.4. Fairfax County Zoning Ordinance <https://www.fairfaxcounty.gov/planning-zoning/zoning-ordinance>

5. Fairfax County Land Development Services Land Development Services | Land Development Services (fairfaxcounty.gov)

~~Fairfax County Comprehensive Plan, Policy Plan, Public Facilities, Mobile and Land-Based Telecommunication Services~~
~~<https://www.fairfaxcounty.gov/planning-zoning/sites/planning-zoning/files/assets/compplan/policy/pubfacilities.pdf>~~

Formatted: Indent: Left: 0.49", No bullets or numbering

3.

Policy 306 Alcohol Policy

| | | |
|---|------------------------------|--|
| Policy 306 | Title: Alcohol Policy | |
| Date Approved: 9/26/2018 | Last reviewed: N/A | |
| <ul style="list-style-type: none">• Objective: 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 purpose of this policy is to protect the safety of park visitors at events and activities that involve alcoholic beverages on park lands and at park facilities. The policy provides the approach for serving, selling, consuming, or possessing alcoholic beverages on Park Authority (PA) property.

Policy Statement:

Alcoholic beverages are prohibited in all parks and recreation areas unless the sale, use, consumption or possession of alcoholic beverages on PA property are part of a PA program or an approved use pursuant to a permit issued by the PA and implemented in strict accordance with the Virginia Alcoholic Beverages Control Act.

1. An approved PA Alcoholic Beverage Use Permit will be required for any and all ~~public or private external (public)~~ rentals, ~~events and activities~~ or events with alcohol on PA property. Applications for a PA Alcoholic Beverage Use permit must describe the scope of the activity including security plans and event logistics. If there are any sales taking place as part of the event, whether alcohol sales, admissions, or other sales, a Business Activity License will also be required.
2. Permission for use, consumption or possession of alcoholic beverages will be granted only for the times, dates and areas specified in the appropriate contract or permit. The PA reserves the right to disapprove or revoke permission of a PA Alcoholic Beverage Use permit application or PA permit application at any time.
3. Alcoholic beverages are allowable only in the designated areas at the parks and facilities listed on the Alcohol Policy Park and Facility Listing. These designated areas have been established based on public safety with considerations of park capacity, location within the park, accessibility, parking, restrooms and other amenities. Changes to Park and Facility Listing will be considered and approved by the Executive Director.

Policy 306 Alcohol Policy

4. The applicant, host and/or sponsor agrees to indemnify and hold harmless Fairfax County with respect to all claims or losses, to include injuries or property damages as a result of the use of PA property. The applicant, host and/or sponsor may be required to provide a certificate of insurance that lists Fairfax County and the PA as additionally insured for the time frame of the event.
5. The applicant, host, or event sponsor must be present at the event during the times and dates specified in the PA Alcoholic Beverage Use permit application and the applicant must ensure that no person under the age of 21 will use, consume or possess any alcoholic beverages. Applicant must also coordinate alcohol delivery to facility during the scheduled rental time and removal of any remaining unconsumed alcohol prior to the end of the scheduled rental period.
6. Applicants may be required to provide enclosures and have sufficient controls to prevent unauthorized access into the designated area. In addition, the applicant may be required to employ security and/or police to ensure public safety and compliance with applicable law.
7. The PA reserves the right to regulate activities on its property in the best interest of the public, park, its users and neighbors and may deny a request if deemed incompatible with other park uses. All persons attending or affiliated with events with alcohol are subject to park rules and regulations as well as county, and state laws. Should persons be ejected from the park or otherwise cited for violations of any activity associated with alcoholic beverage use, the permit may be revoked and the group disbanded.
8. PA programs and special events with alcoholic beverages will be advertised as such, held in designated areas, and follow Alcoholic Beverage Control Act requirements and PA procedures. Alcohol for PA programs and special events may only be purchased through the Revenue and Operating Fund or with the assistance from the Park Foundation and/or sponsor.

References:

- [Fairfax County Code Section 5-1-25 Possession of Open Alcoholic Beverage Containers Prohibited](#)
- [Alcoholic Beverage Control Act Section 4.1](#)

Supporting Documentation:

- [Fairfax County Park Authority Alcohol Beverage Use Permit Application](#)
- [Alcohol Policy Parks and Facilities Listing](#)

Alcohol Policy – Park and Facility Listing

An approved Park Authority Alcoholic Beverage Use Application (ABUA), associated rental contract or permit, and appropriate VA ABC license are required for any park uses involving alcohol.

| <p>There are many special use facilities within parks that could attract events that may request the use of alcohol that may not be specifically listed below. The Park Authority will assess requests for parks and facilities not listed on a case-by-case basis considering such things as mission alignment, park location, capacity, buffer areas, presence of pre-existing potential inherent dangers, culturally or naturally sensitive areas, vehicular related items such as parking egress access, availability of public transportation and site layout related to flow of traffic, as well as the availability of restrooms, utilities and staffing. Following staff review and recommendation, the Park Authority Executive Director will have final approval. If an ABUA request is submitted, it is not guaranteed that the request will be approved. Staffing levels and other events need to be considered prior to permit approval.</p> | | |
|---|--------------|---|
| Park | Location | Dedicated Area Description |
| <p>Tier 1 – These parks are generally indoor facilities, have on-site staff and are available “after hours” or not during regularly scheduled program hours. These sites can be booked for hourly-based events and rentals.</p> | | |
| <p>Resource Management Sites:</p> | | |
| Frying Pan Farm Park | Herndon | Visitor Center Lobby, Auditorium, Classroom, Outdoor Shelter, Picnic Canopy |
| Green Spring Gardens | Alexandria | Horticulture Center with Atrium, Multipurpose Room, Classroom, Library, Defined Patio |
| The Historic House at Green Spring Gardens (PA programs only) | Alexandria | Kitchen, Michael Straight Room, Fountain Beattie Room, Defined Lawn Area, Porch |
| Riverbend Park | Great Falls | Indoor at Nature Center, Visitor Center and Outdoor Deck Area |
| <p>Historic Properties Rental Services:</p> | | |
| Cabell’s Mill | Centreville | Inside, patio, and immediate grounds (bounded by the fire lane, Walney road, stream, and tree line to meadow trail entrance) |
| Clark House | Falls Church | Inside, front porch, and immediate grounds (bounded by sidewalk and tree lines) |
| Dranesville Tavern | Dranesville | Inside, porches and immediate grounds (bounded by entrance road, parking lot, Route 7 fencing/tree line) |
| Great Falls Grange/Forestville Schoolhouse | Great Falls | Inside and immediate grounds around both buildings, as far back to include the picnic shelter. |
| Hunter House | Vienna | Inside, porch and immediate grounds (bounded by parking lot and following the tree lines that screen tennis courts, garden plots and open play area) |
| Stone Mansion | Alexandria | Inside, porch and immediate grounds (bounded by Stoneybrooke Lane, parking lot, following the top of the ridgeline to include the flat lawn space at the rear of the building.) |
| <p>RECenters:</p> | | |
| Audrey Moore | Annandale | Clubroom 1, 2, 3 and 4, Senior Center Lobby, Senior Center 1 & 2, Gym, Outdoor classroom |
| Oak Marr | Oakton | Exercise Room 1, 2 & 3, Multipurpose Room |
| South Run | Springfield | Clubroom 1, 2, 3, & 4 (vestibule) |

Tier 1-A (Golf) 6 of the 7 courses have On Premise beer licenses and Laurel Hill Golf Club has a permit for wine. These permits and services are managed by the Public Links, Inc.

Golf Courses:

| | | |
|--------------------|-----------------|---|
| Burke Lake | Fairfax Station | On Premise license allows the sale and consumption of beer inside the clubhouse, on the fenced-in outdoor patio at the front of the clubhouse and on the course with proper marked entries and signage. |
| Greendale | Alexandria | On Premise license allows the sale and consumption of beer inside the clubhouse, on the patio at the back of the clubhouse and on the course with proper marked entries and signage. |
| Jefferson District | Falls Church | On Premise license allows the sale and consumption of beer inside the clubhouse, on the bi-level patio at the back of the clubhouse and on the course with proper marked entries and signage. |
| Laurel Hill | Lorton | On Premise license allows the sale and consumption of beer, wine and liquor inside the clubhouse, on the patio behind the clubhouse and on the course with proper marked entries and signage. |
| Oak Marr | Oakton | On Premise license allows the sale and consumption of beer and wine inside the clubhouse, on the patio behind the clubhouse and on the course with proper marked entries and signage. |
| Pinecrest | Alexandria | On Premise license allows the sale and consumption of beer inside the clubhouse, on the patio outside the clubhouse and on the course with proper marked entries and signage. |
| Twin Lakes | Clifton | On Premise license allows the sale and consumption of beer inside the clubhouse, on the outside covered patio, and on both courses with proper marked entries and signage. |

Tier 2 – These parks are generally medium to large locations that can accommodate up to 500 people outdoors. These sites are sometimes unstaffed – and may require staff or security to be on-site during an event. These sites can be booked for events as long as one day.

| | | |
|---------------------|-------------|---|
| McLean Central Park | McLean | Designated event areas |
| Turner Farm | Great Falls | Designated event areas |
| Braddock Park | Clifton | Shelter and adjacent designated event area |
| Riverbend Park | Great Falls | Shelter and adjacent designated event area |
| Mason District Park | Annandale | Designated event area |
| Lake Accotink Park | Springfield | Large Shelter and McLaren Sargent Shelter and adjacent designated event areas |

Tier 3 – These parks are large to very large, staffed parks that can accommodate high volumes of 500+ people outdoors. A Special Event Permit may also be required. Multiple day events can be approved.

| | | |
|----------------------|-----------------|---|
| Burke Lake Park | Fairfax Station | Open Field Area as defined by Large Special Events map |
| Frying Pan Farm Park | Herndon | Equestrian Center Indoor Arena, 4-H Building and designated event areas |
| Lake Fairfax Park | Reston | Large Shelter and Picnic Area, Multipurpose Fields A & B, Canopy G |
| Sully Historic Site | Chantilly | Visitor Center, patio, specified lawn areas |

FCPA Policy 300s Review

ADMINISTRATION & BOARD MANAGEMENT COMMITTEE

OCTOBER 12, 2022





Policy Review Process

Policy assigned to lead staff reviewer (complete)

The lead staff reviewer coordinates meetings with appropriate staff to review and recommend changes to the policy (on-going)

The revised Policy is reviewed by FCPA Senior Management Team (on-going)

Policy is reviewed by the Administration and Board Management Committee

Policy Manual is reviewed by the County Attorney

Policy Manual is approved by the Park Authority Board

Agenda

Review changes to Objective 300

Review Policies:

- 301 – Land Acquisition
- 302 – Park Planning Program
- 303 – Park Development
- 304 – Park Naming
- 305 – Telecommunications Sites
- 306 – Alcohol Policy

Objective 300



Updated the language to reflect the agency's updated mission statement

Policy 301: Land Acquisition



Amount of land will be consistent with adopted service levels for Urban, Local, and District/Countywide



Resource protected land will not be counted toward amount of land needed for recreation



Parkland service levels will be reviewed with needs assessment updates to provide equitable access

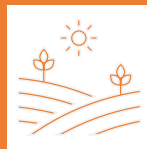


Priority will be given to acquisitions that satisfy One Fairfax Policy commitments; new acquisition will be considered in underserved areas



Service level needs can be met in various ways

Policy 302: Park Planning Program



Park master plans tied to CIP & completed as funding for implementation is identified



Planning program to include trails, complete park experiences, equity, special studies



Refines discussion of Comprehensive Plan & development review



Links to County plans & priorities - Strategic Plan, HHS Needs Assessment, One Fairfax, ActiveFairfax

Policy 303: Park Development



Guides decision-making for projects within development-eligible areas of the park system, and acknowledges the option not to develop



Need assessments and vulnerability index scores will be reviewed to provide equitable distribution of park facilities across the county



References Policy 302 – Park Planning Program to guide decisions about development



References "Great Parks, Great Communities; Parks and Recreation System Master Plan"



References regulatory documents which guide Fairfax County development

Policy 304: Naming of Parks and Facilities



Park names based on geographical, historical or ecological features indigenous site or immediate vicinity



Naming a park after an individual to occur in rare instances that warrant commemoration



Facilities unnamed unless certain criteria are met



Renaming encouraged in certain circumstances



PAB approval needed for naming of all parks and facilities

Policy 305: Telecommunications Sites



Balance community and public safety demands for telecommunications



Review in coordination with Park Policy 200 – Use of Parkland for Non-Park Purposes



Telecommunications developer is responsible for compliance with County Comp Plan or other County agency requirements



Telecommunications developer is responsible for performing public outreach in coordination with the Park Authority



Telecommunications developer provides landscaping as approved by the Park Authority

Policy 306: Alcohol Policy



More clearly identified the types of events that require ABUA and added language about additional permits for sales.



Added the word “Executive” to Director for new area approvals.



References: Updated the Alcohol Parks and Facilities Listing with clearer approval language and current approved areas

Next Meeting

Administration and Board Management Policy Review – November 9, 2022

- 401 – Maintenance
- 402 – Athletic Field Use
- 403 – School Grounds
- 404 – Memorials and Commemorations in Parks
- 405 – Signs and Displays
- 406 – Sponsorships
- 407 – Friends Groups

