



LEE DISTRICT TASK FORCE NOMINATION SCREENING

ROLES, RESPONSIBILITIES, AND MEETING PROCEDURES

The following document outlines the roles and responsibilities and meeting procedures for the Lee District Site-Specific Plan Amendment (SSPA) Screening Task Force, as well as additional information about the SSPA process.

BACKGROUND

The South County SSPA process is the regular review process for site-specific land use changes to the Comprehensive Plan. Anyone can submit a nomination to the Comprehensive Plan provided the nominated area was not part of a recent amendment (within the last five years) or a current plan amendment concerns the Policy Plan or countywide systems such as the transportation network. Additional information about the decision-making process may be found below.

FORMATION AND PURPOSE

The task force membership, including appointment of the chair, is established by the Lee District Supervisor. During the Planning Commission Screening (the process we are about to undertake), the task force is responsible for reviewing the Lee District SSPA nominations and making recommendations to the Planning Commission about whether or not to include each nomination in the Comprehensive Plan Amendment Work Program, as proposed or modified. The inclusion would mean giving that nomination further detailed study. Nominations that are added to the Work Program by the Planning Commission (after considering the recommendations of the Task Force and staff) will move forward for additional review. The Task Force may be expected to participate in this subsequent evaluation. Task Force members also may act as a liaison to their representative organizations or communities - relaying information, soliciting feedback, and advocating on behalf of interested community members and key stakeholders, prior to the final task force vote and at the latest by the decision by the Board of Supervisors whether or not to adopt each nominated change to the Comprehensive Plan.

The Task Force is considered a public body under the Virginia Freedom of Information Act (VFOIA § 2.2-3700, and members of the Task Force and meeting procedures are expected to abide by the requirements. The VFOIA statutory requirements can be found at the following link: <https://law.lis.virginia.gov/vacode/title2.2/chapter37/section2.2-3700/>. Of specific importance is the requirement that any assemblage of three or more members of a public body engaged in a discussion of public body business is considered a public meeting of that body and must be open to the public. Additional information about the South County SSPA process can be found on the Department of Planning and Development (DPD) SSPA website at <https://www.fairfaxcounty.gov/planning-development/plan-amendments/sspa/south>.

THE JOB OF THE TASK FORCE

It is the responsibility of the Task Force to recommend to the Planning Commission whether or not each

nomination, as proposed or modified, should receive further detailed study by being included in the Comprehensive Plan Amendment Work Program. The vote of the Task Force, whether or not to recommend inclusion for each nomination, will be documented on a Task Force Report form. Task Force reports will be presented to the Planning Commission by the Chair and forwarded to the Board of Supervisors for review.

THE DECISION-MAKING PROCESS

- In the SSPA process, the Task Force and Department of Planning and Development (DPD) staff make separate recommendations for the inclusion or exclusion of each nomination in the Comprehensive Plan Amendment Work Program as submitted or later modified. The vote need not be unanimous, a simple majority vote of Task Force members assembled will determine the recommendation.
- The Task Force and staff often agree on a recommendation, but occasionally the Task Force and staff will send different recommendations forward to the Planning Commission.
- The Planning Commission will weigh the two recommendations along with testimony at public hearings for each of the nominations on **November 18 and 19, 2020**. A mark-up session for the Plan Amendment Work Program will be held on **December 2, 2020**.
- The revised Plan Amendment Work Program will be forwarded to the Board of Supervisors as an Action Item in **January 2021**. The consideration of any nomination not added to the work program will cease at that time.

MEETING INFORMATION

The Task Force will review the nominations over a series of meetings – which will be conducted via WebEx unless in-person meetings are resumed.

MEETING AGENDAS

Agendas for the Task Force meetings have been approved by the Task Force chair. The approved agendas will be sent to the Task Force members and published online to indicate which nominations will be considered at each meeting. Because meetings start promptly, the Task Force chair may change the order in which nominations are heard if the first nominator is late or not ready at the beginning of the meeting. If the nominator is not able to attend the meeting at all, he/she may have another person make the presentation instead.

MEETING PROCEDURES

- Meetings will be led by the Task Force chair. The first meeting will include a vote to adopt Task Force procedures and appoint a secretary, who will be responsible for filling out the Task Force Voting Report for each nomination as each vote is taken. The chair can then sign each Task Force Voting Report form.
- Each meeting will include an opportunity for public comments as to each nomination. Votes will be taken after each nomination has been discussed, however, if deemed appropriate by the Task Force, any vote can be deferred until the final meeting on September 14.

Electronic Meeting Findings and Declarations and Public Comment

- At the beginning of each meeting (if held electronically), the chair will need to make certain findings and declarations in order to conduct the meeting. These findings and declarations consist of five items, 1) a verification that a quorum of task force members are participating, 2) the location of members, 3) the audibility of members' voices, 4) the need for an electronic meeting, and 5) the need to dispense with FOIA's usual procedures to continue government operations during the State

of Emergency caused by the COVID-19 pandemic.

- Rules regarding the acceptance of public comment will be provided at the beginning of each meeting. The chair may establish a time period for the acceptance of public comment during the meeting, speaking times for individuals, and note that obscene, violent, or otherwise disruptive comments will be cut-off.

Presentations

- For each nomination, the DPD planner will present the location and context of the property subject to the nomination, the currently-adopted Plan language, and the proposed change. The DPD planner will also identify critical issues associated with the nomination and provide a preliminary staff recommendation. This information will be summarized in a meeting handout called a “Preliminary Staff Report.” (3-5 minutes).
- The Nominator will present his/her arguments in favor of the nomination as well as any other relevant information about the nominations (up to 7 minutes).

Public Comment

- Members of the public may express their views on a nomination following the presentations (up to 2 minutes per individual). The Task Force Chair may change this time limit or place an overall limit on the time devoted to public comment on any nomination as deemed necessary to fairly and efficiently conduct the meeting.
- In addition, the public may provide their comments by submitting letters or pre-recorded video to the Supervisor’s office at leedist@fairfaxcounty.gov. Deadlines for public comment are provided on the SSPA website: <https://www.fairfaxcounty.gov/planning-development/plan-amendments/sspa/south/track-nomination>

Task Force Deliberation and Voting

- For each nomination, following an appropriate period of public comment the chair may limit discussion to members of the Task Force. At the conclusion of that discussion the Task Force will vote by roll call on any motion to recommend to the Planning Commission either inclusion, inclusion with specific recommendations, or exclusion of the nomination in the Comprehensive Plan Amendment Work Program.
- Discussion of all task force business, including the merits of individual nominations, should take place during task force meetings to ensure that the development of recommendations is transparent and includes public input. Task force members should refrain from engaging in discussions that pertain to the details of nominations with nominators or other task force members, outside of regularly scheduled task force meetings.
- The task force may decide to defer the vote regarding any nomination until the final Task Force meeting on September 14, if deemed necessary.
- Votes shall be taken by audible roll-call.

Questions about the meeting schedule, procedures, and Task Force membership: Call Supervisor Rodney Lusk’s office at 703-971-6262. Questions regarding the SSPA process should be directed to Stephen Waller in the Department of Planning and Development at 703-324-1278.