



## **MASON DISTRICT TASK FORCE SCREENING PROCEDURES**

**DATE: August 5, 2020**

**Meeting location and time:** Meetings will be held virtually via the Webex Meeting Platform. All meetings will begin at 7:00 p.m.

**Questions about the meeting schedule and location:** Call Ervin Uriarte at Mason District, Supervisor Penelope Gross's office at 703-256-7717.

**SITE SPECIFIC PLAN AMENDMENT PROCESS (SSPA) Web Site:** Go to the Department of Planning and Development's (DPD) SSPA site at <http://bit.ly/FFXSSPA2020>. Visit periodically as this site will be updated with announcements and further information.

### **MEETING AGENDA/SCHEDULE**

A schedule of Task Force meetings will be prepared prior to the first Task Force meeting. This schedule will indicate the nominations to be considered at each meeting. The Task Force Chair (Chair) may change the order in which nominations are heard if the first nominator is late or is not ready at the beginning of the meeting. In that case, the Chair may choose to begin with the second scheduled nomination and move the first nomination to the end of the evening. If the nominator is not able to attend the meeting at all, they may send another person to make the presentation instead.

### **SCREENING PROCESS**

- Recommendations for the inclusion or exclusion of each nomination on the Comprehensive Plan Amendment Work Program come from the Task Force and Department of Planning and Development (DPD) staff.
- The Task Force and staff often agree on a recommendation but may send differing recommendations to the Planning Commission.
- The Planning Commission will consider the recommendations along with testimony at public hearings for each of the nominations on **November 18 and 19, 2020**. At the **December 2, 2020** mark-up session for the Plan Amendment Work Program, the Planning Commission may recommend that a nomination be excluded from the work program, in which case the nomination will no longer be considered in the SSPA process. If the Planning Commission makes a positive recommendation, a nomination is added to the Comprehensive Plan Amendment Work Program and goes forward to the Board of Supervisors for approval as an action item.

- A revised Plan Amendment Work Program Schedule will be forwarded to the Board of Supervisors as an Action Item in **January 2021**.

## **MEETING PROCEDURES (SCREENING PHASE)**

### **FIRST MEETING**

- The first meeting will include a vote to adopt Task Force procedures, a brief presentation on the SSPA process and the Comprehensive Plan by DPD staff, and an overview of the nominations.
- The Chair will appoint a Secretary from among the Task Force members. This person will be responsible for keeping attendance records and filling out the Task Force Recommendation Form for each nomination as each vote is taken. The Secretary is responsible for securing the signature of the Chair on each Task Force Recommendation Form.

### **SECOND MEETING**

- The second meeting will include a vote to adopt revised Task Force procedures
- The meeting will include both staff and nominator presentations. Staff will identify its key considerations of each nomination during the Screening Phase.
- Task Force members will have the opportunity to vote on the nominations presented at the second meeting or defer a vote to the final meeting date.

### **Electronic Meeting Findings and Declarations and Public Comment**

- At the beginning of each meeting, the co-chairs will need to make certain findings and declarations in order to conduct 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 (ex. Home) – *personal address not required*
  3. The audibility of members voices
  4. The need for an electronic meeting
  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 and/or Co-Chair may establish a time period for the acceptance of public comment during the meeting, speaking times for individuals, and a note that obscene or violent comments will be cut-off.

### **SUBSEQUENT MEETINGS**

- Subsequent meetings will include both staff and nominator presentations. Staff will identify its key considerations of each nomination during the Screening Phase.

### **Presentations**

- The DPD planner has up to **5** minutes to describe the subject property, current Plan, and the proposed change. They will also identify issues and opportunities associated with the nomination and give a preliminary staff recommendation for the Screening Phase of the SSPA process. This information will be summarized in a document called a Preliminary Staff Report.
- The Nominator has up to **5** minutes to present their nomination.

### **Task Force Procedures and Voting**

- The Task Force will review each of the proposals, staff considerations, and preliminary staff recommendations for each nomination. The task force will have the option to vote during each meeting or to defer decision to the final meeting date.
- The Chair will manage the discussion to ensure adequate time for agenda items. The Chair and staff will recognize members of the public who wish to make comments.
- Discussion of all task force business, including the merits of individual nominations, should take place during task force meetings to allow all members to benefit from hearing the same information. Task Force members should refrain from substantively discussing the details of nominations with nominators, staff, or other task force members, outside of regularly scheduled task force meetings.
- The Task Force will vote on each nomination to recommend inclusion or exclusion on the Comprehensive Plan Amendment Work Program.
- Votes shall be taken by audible roll-call.

### **PUBLIC COMMENT**

- Public comment periods will be allotted during each meeting to allow members of the public to express their views. Public comment periods will follow presentations and preliminary task force discussions.
  - In addition, the public may provide comments to the task force to the Supervisor's Office by email to [mason@fairfaxcounty.gov](mailto:mason@fairfaxcounty.gov). Deadline for public comment is 8am on the Monday morning preceding the scheduled meeting date.
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