



## MOUNT VERNON DISTRICT TASK FORCE NOMINATION SCREENING

### ROLES, RESPONSIBILITIES, AND MEETING PROCEDURES

The following document outlines the roles and responsibilities and meeting procedures for the Mount Vernon 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), is not part of a current plan amendment, or does not concern 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 co-chairs, is established by the Mount Vernon District Supervisor. During the Planning Commission Screening, the task force is responsible for reviewing the Mount Vernon District SSPA nominations and making recommendations to the Planning Commission about including the nominations as submitted or modified on the Comprehensive Plan Amendment Work Program, or excluding the nominations from the Work Program. Nominations that are added to the Work Program 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 vote of the task force.

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>.

### DELIVERABLES

The task force will vote on recommendations for each of the nominations with the record documented on the Task Force Report form. Task force reports will be presented to the Planning Commission by the Co-chairs 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 of the nomination on the Comprehensive Plan Amendment Work Program as submitted or modified, or exclusion. The vote need not be unanimous, a simple majority vote of task force members assembled will constitute 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 review 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 will be prepared prior to the first task force meeting and approved by the task force co-chairs. 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 co-chairs 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 co-chairs. 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 Reports for each nomination as each vote is taken. The Secretary is responsible for securing the signature of the co-chairs on each Task Force Voting Report. The first meeting will also include a presentation on the SSPA process, comprehensive planning in Fairfax County, and an overview of the nominations by the DPD planner, in addition to presentations, discussion and preliminary votes on one or more nominations. Subsequent meetings will entail presentations, task force deliberation, and preliminary votes on the nominations. Opportunity for public comments will also be offered (see subsequent section). Final votes on all nominations will be taken at the fourth meeting.

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

- At the beginning of each meeting (if held electronically), the co-chairs 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 Co-chairs may establish a time period for the acceptance of public comment during the meeting, speaking times for individuals, and note that obscene or violent comments will be cut-off.

## Presentations

- For each of the nominations, the DPD planner will present the location and context of the property subject to the nomination, the adopted Plan recommendation, 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. (up to **5** minutes).
- The Nominator will present the nomination, the justification, and other relevant information about the nominations (up to **8** minutes).

## Public Comment

- Members of the community may express their views on a nomination following the presentations (up to **3** minutes per individual). At their discretion, the Task Force Co-Chairs may elect to adjust or limit the public comment period and individual speaking times.
- In addition, the public may provide their comments to the task force by submitting letters or pre-recorded video to the Supervisor's office at [mtvernon@fairfaxcounty.gov](mailto:mtvernon@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

- The task force will discuss the nomination (up to **10** minutes). At their discretion, the Task Force Co-Chairs may elect to adjust the timing of the discussion. Following the presentation and discussion on each of the nominations, the Task Force will take a preliminary vote on each nomination for the inclusion on the Comprehensive Plan Amendment Work Program, as proposed or modified, or for exclusion from the Plan Amendment Work Program. If task force members are not able to hear the entirety of the staff and nominator presentations, task force discussion and public comments, they should consider abstaining from the preliminary vote and then view the post-meeting recording in order to participate in the final vote.
- 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.
- Final discussion and votes on all nominations will be taken at the final task force meeting.
- Votes shall be taken by audible roll-call.