



MOUNT VERNON DISTRICT TASK FORCE PLAN AMENDMENT IMPLEMENTATION PHASE

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) Task Force during the Implementation Phase, as well as additional information about the SSPA process.

BACKGROUND

In the Mount Vernon District, eight nominations were submitted in the South County SSPA process and were reviewed against major comprehensive planning objectives during a screening process by the Mount Vernon District SSPA task force, county staff, the Planning Commission and Board of Supervisors (Board). On January 26, 2021, the Board added five of these nominations to the Comprehensive Plan Amendment Work Program. The task force will reconvene to begin a more detailed analysis during the Implementation phase of the process, which may result in the development of potential revisions to the Comprehensive Plan recommendations for each Plan amendment by the Task Force, Staff and the Planning Commission. The Board will take action on any changes to the Comprehensive Plan. 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 SSPA Implementation Phase, the task force is responsible for reviewing the Mount Vernon District SSPA Plan amendments and making recommendations to the Planning Commission about adopting the proposed amendments as authorized by the Board of Supervisors, adopting a modification of the proposed amendments, or retaining the current Plan recommendations (not recommending a proposed amendment). Task force members may also 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 Plan amendments 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

- Staff will be presenting impacts analyses to the task force at several meetings and the task force will discuss the information presented and formulate a draft recommendation (draft Plan text) and then take a final vote on their recommendation at the final task force meeting.
- In the SSPA process, the task force and Department of Planning and Development (DPD) staff will make separate recommendations to the Planning Commission; the task force and staff may recommend one of the following: the adoption of the amendments as authorized by the Board of Supervisors, adopting a modification of the amendments, or retaining the current Plan recommendations. The task force vote need not be unanimous, a simple majority vote of task force members assembled will constitute the recommendation.
- The task force and staff will 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 task force and staff recommendations along with testimony at public hearings for each of the Plan amendments and if necessary, make final decisions at a mark-up session following the public hearings.
- The Planning Commission recommendations will be forwarded to the Board of Supervisors. The Board of Supervisors will consider the Planning Commission recommendations and take public testimony at a public hearing and make the final decision on the Plan amendment. Plan amendments that are adopted by the Board of Supervisors become a part of the Comprehensive Plan.

MEETING INFORMATION

The task force will review the Plan amendments 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 and approved by the task force co-chairs and forwarded to the task force (and published online) the Friday prior to the task force meeting. Agendas will note which the amendments that will be discussed at the meeting, the topics for consideration, and any presentations that will be provided by staff or the project nominator. The task force co-chairs may change the agenda if there is reason to do so.

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 Plan amendment as each vote is taken. The Secretary is responsible for taking meeting minutes and 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, task force schedule, and an overview of the Plan amendments by the DPD planner. Subsequent meetings will entail presentations of impact analyses, task force deliberation, and votes on the task force recommendations. Opportunity for public comments will also be offered (see subsequent section).

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 to conduct the meeting. These findings and declarations consist of five items, 1) a verification that a quorum of task force members is 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.
- Respectful decorum should be practiced by individuals during task force meetings and outside of task force meetings. This applies to task force members and members of the public.

Presentations

- At the kick-off meeting, the DPD planner will present the location and context of the property subject to the Plan amendments, the adopted Plan recommendations, and the Board of Supervisors authorization for the Plan amendment.
- At subsequent meetings, DPD planners and additional county staff will also identify critical land use, transportation, housing, and other issues associated with the amendments. The task force will have the opportunity to ask questions of staff and engage in deliberations with each other about the information presented. Staff will also present a preliminary recommendation on each of the plan amendments. The nominators of the original nomination may also be asked to respond to the presentation and the recommendation.
- The task force deliberations offer an opportunity for the task force to discuss the presentations and analysis among the members and ask questions of staff and other stakeholders.,

Public Comment

- Members of the community may express their views on a Plan amendment following the presentations and deliberations. 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. Deadlines for public comment are provided on the SSPA website: <https://www.fairfaxcounty.gov/planning-development/plan-amendments/sspa/south/track-plan-amendment>

Task Force Deliberation and Voting

- The task force will deliberate on the Plan amendment once the impacts analysis and preliminary Staff recommendation is presented. 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 Plan amendments, the task force will develop a preliminary recommendation, and/or draft Plan text, if there is a favorable recommendation. If task force members are not able to hear the entirety of the staff and nominator presentations, task force discussions and public comments, they should consider abstaining from the discussion of the Task Force recommendation, 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 Plan amendments, 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 Plan amendments with nominators of the original SSPA nomination, staff, or other task force members, outside of regularly scheduled task force meetings.

- Final discussion and votes on all task force recommendations will be taken at the final task force meeting.
 - Votes shall be taken by audible roll-call.
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