



MASON DISTRICT TASK FORCE SCREENING PROCEDURES

DATE: March 24, 2021

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 amendments and associated topics to be considered at each meeting. The Task Force Chair (Chair) may change the order in which topics are considered based on participant availability or technical changes. In that case, the Chair may choose to reorganize the meeting agenda as needed.

TASK FORCE ROLE

Board of Supervisors have the authority to appoint community stakeholders as members of the Site-Specific Plan Amendment Task Force within their respective districts. The appointed Task Forces are charged with weighing the merits and challenges associated with each proposal, and providing a recommendation to both the Fairfax County Planning Commission and Board of Supervisors regarding the proposed changes to the county's Comprehensive Plan. The 2021 Comprehensive Plan Amendment Work Program includes three magisterial district task forces; Lee, Mason, and Mount Vernon.

STUDY PROCESS

- Recommendations in favor of *or* against amending Comprehensive Plan language are provided by 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 starting in June 2021 (Expedited item only) through Fall 2021. Public hearing dates before the Fairfax County Planning Commission and Board of Supervisors will be scheduled for Standard Track items as Task Force and Staff recommendations are being finalized.

MEETING PROCEDURES (STUDY PHASE)

Introductory Meeting

- The first meeting will include a discussion to reaffirm Task Force procedures, a brief recap presentation on the SSPA process and the Comprehensive Plan by DPD staff, and an overview of the amendments.
- The Chair will reaffirm the 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 amendment as each vote is taken. The Secretary is responsible for securing the signature of the Chair on each Task Force Recommendation Form.
- The Chair will reaffirm the Co-Chair from among the Task Force members. This person will be responsible for managing meeting proceedings in the event that the Task Force Chair is unable to attend or becomes unable to continue participation during meetings.

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 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 analyze each amendment for impacts to adopted County Land Use Policies and objectives, as well as both existing and planned infrastructure. Staff’s key considerations of each amended will also be provided during the study.

Presentations

Nominators will have up to **10** minutes to present *updates* to their nomination and will be available to answer task force questions as needed.

Task Force Procedures and Voting

- 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 Plan amendments, should

take place during task force meetings to allow all members and the public to benefit from hearing the same information. Task Force members should refrain from substantively discussing the details of Plan amendments with nominators, staff, or other task force members, outside of regularly scheduled task force meetings.

- The Task Force will review each of the proposals, staff considerations, and preliminary staff recommendations for each amendment. Each amendment will be voted on separately. A majority vote will be counted as the Task Force recommendation and affirmed by the Task Force Chair and Secretary.
- 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. Deadline for public comment is 8am on the Monday morning preceding the scheduled meeting date.
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