



# SITE-SPECIFIC PLAN AMENDMENT PROCESS

## NORTH COUNTY

2 0 1 7

### **[SUPERVISOR DISTRICT NAME] DISTRICT TASK FORCE PROCEDURES**

#### **DATE**

**Meeting location and time:** Meetings will be held at [MEETING LOCATION ADDRESS]. All meetings will begin promptly at [TIME] p.m.

**Questions about the meeting schedule, meeting location and Task Force membership:** Call [NAME OF LAND USE AIDE] or [NAME OF CHIEF OF STAFF] at Supervisor [SUPERVISOR'S NAME] office at [SUPERVISOR'S OFFICE PHONE #].

**SITE SPECIFIC PLAN AMENDMENT PROCESS (SSPA) Web Site:** Go to the Department of Planning and Zoning (DPZ) site on the County Web site at [www.fairfaxcounty.gov/dpz/planamendments/sspa/](http://www.fairfaxcounty.gov/dpz/planamendments/sspa/). Visit the SSPA section periodically because 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. Because meetings start promptly, the Task Force chairman may change the order in which nominations are heard if the first nominator is late or not ready at the beginning of the meeting. In that case, the chairman 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, he/she may send another person to make the presentation instead.

#### **SCREENING PHASE**

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

- The Task Force Chairs' will appoint a Secretary from among its members. This person will be

responsible for 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 Chairman on each Task Force Recommendation Form.

- The Task Force will review the staff recommendations for either inclusion or exclusion on the Comprehensive Plan Work Program, found in the 1-page high-level review documents prepared by staff.
- The Task Force will hold a meeting(s) to discuss whether to recommend inclusion or exclusion of each nomination on the Comprehensive Plan Work Program to the Planning Commission.
- Staff will attend the meetings in order to answer any questions about the staff recommendations for inclusion or exclusion of each nomination described in the high-level review documents.
- The Task Force will vote to recommend inclusion or exclusion on the Comprehensive Plan Work Program, sequentially.
- The Task Force Secretary will make a record of the votes on each nomination on a Task Force Recommendation Form.

### **The Decision-Making Process**

- In the SSPA process, recommendations for the inclusion or exclusion of each nomination on the Comprehensive Work Program come from the Department of Planning and Zoning (DPZ) staff, and the Task Force.
- 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 Commission will weigh the two recommendations, as well as testimony at their public hearings. If the Planning Commission recommends exclusion, the nomination is out of the process. All nominations for which the Planning Commission makes a positive recommendation are added to the Comprehensive Plan Work Program and go forward to the Board of Supervisors as an Information Item.

## **WORK PROGRAM IMPLEMENTATION PHASE**

### **Presentations**

- The DPZ planner has up to **5** minutes to locate the subject property; summarize the current Plan and the proposed change; identify critical issues associated with the nomination; and gives a preliminary staff recommendation. This information will be summarized in a meeting handout called a "Preliminary Staff Report."
- The Nominator has up to **7** minutes to present the nomination.
- Landowners for the properties that are the subject of the nomination may speak if they favor or oppose the nomination. Each landowner has up to 5 minutes to speak.
- A representative of a civic, citizen's or homeowners association may have up to **5** minutes for a presentation. Each group is entitled to only one **5**-minute presentation. However, other members of the same group may speak as individuals. Task Force Chairs may allow additional time if there is a compelling reason to do so.
- The time limit for individual citizens to express their views on a nomination is 3 minutes. In addition they may provide their comments to the task force by submitting letters to the Supervisor's office at least one business day prior to the day that a given nomination will be heard.

- Task force discussion time limit is at the Task Force Chairs' discretion.

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

- After the Task Force discusses a nomination it will vote on that nomination, so each nomination will be discussed and voted on sequentially. The Task Force will discuss and vote on each nomination the same night, unless a motion is approved to defer decision to a later meeting. A vote on a nomination can be reconsidered if the Task Force agrees to a motion by a task force member who voted in favor of a nomination during the first vote on that nomination. A carryover meeting has been scheduled for [DAY OF WEEK], [DATE].
- Task Force members who have a financial interest in a nomination must declare that they are recusing themselves from participating in the vote on that nomination. They may participate in the discussion on that nomination. In the record of that vote, note will be taken of the recusal. Nominators who are also task force members may vote on their own nomination.
- The Task Force Chairs' will appoint a Secretary from among its members. This person will be responsible for 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 Chairman on each Task Force Recommendation Form.
- The Task Force Recommendation forms and any attachments will constitute the Task Force Report that is sent to the Planning Commission prior to their public hearings.
- At the end of the Task Force process, the Task Force Chairs will meet with Supervisor [SUPERVISOR'S NAME] to review and report on the Task Force proceedings and results.

### **The Decision-Making Process**

- In the SSPA process, recommendations regarding each nomination come from the Department of Planning and Zoning (DPZ) staff, and the Task Force.
- When the Task Force votes on a nomination, they are voting to make a recommendation to the Planning Commission to approve the proposed nomination, to deny the nomination, or to recommend an alternative. If a task force member wishes to modify a motion they have made, that task force member must provide written text of their proposed modification at the same task force meeting that the motion was made. These recommendations are sent forward to the Planning Commission for their consideration via the Task Force Report.
- When the DPZ staff makes a preliminary recommendation at the Task Force meeting, this represents the initial position of the County's planning staff. After listening to the presentations and discussion at the Task Force meeting, staff may revise their position. The final staff recommendation is presented in a Staff Report that is available to the public two weeks before the Planning Commission public hearing.
- 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 Commission will weigh the two recommendations, as well as testimony at their public hearings. If the Planning Commission recommends denial, the nomination is out of the process. All nominations for which the Planning Commission makes a positive recommendation go forward to the Board of Supervisors for public hearing, along with a record of the Task Force's recommendation.
- Anyone may testify at the Planning Commission Public Hearing. Visit the County Web site at [www.fairfaxcounty.gov/planning/speaker.htm](http://www.fairfaxcounty.gov/planning/speaker.htm) and go to the Planning Commission site to sign up

to speak. You may also call the Planning Commission at 703-324-2865 to be placed on the speakers list.

- The Board of Supervisors makes its decisions based on the Task Force Report, the DPZ staff report, the Planning Commission recommendation, and public testimony heard at the Board hearings. When the Board votes to approve a nomination, it is at this point that the Comprehensive Plan is amended.
- Anyone may testify at the Board of Supervisors Public Hearing. Visit the County Web site at [www.fairfaxcounty.gov/bosclerk/speaker\\_bos.htm](http://www.fairfaxcounty.gov/bosclerk/speaker_bos.htm) or call the Clerk to the Board at 703-342-3151 to be placed on the Board of Supervisors' speakers list.