

**FAIRFAX COUNTY PLANNING COMMISSION
LAND USE PROCESS REVIEW COMMITTEE
WEDNESDAY, MARCH 14, 2018**

PRESENT: James T. Migliaccio, Lee District, Chairman
Ellen J. Hurley, Braddock District
John C. Ulfelder, Dranesville District
Peter F. Murphy, Springfield District
James R. Hart, Commissioner At-Large
Timothy J. Sargeant, Commissioner At-Large

ABSENT: John A. Carter, Hunter Mill District

OTHERS: Julie M. Strandlie, Mason District
Phillip A. Niedzielski-Eichner, Providence District
Mary D. Cortina, Commissioner At-Large
Jill G. Cooper, Director, Planning Commission
Inna Kangarloo, Senior Deputy Clerk, Planning Commission
Marianne Gardner, Planning Division (PD),
Department of Planning and Zoning (DPZ)
Bernard Suchicital, PD, DPZ
Meghan Van Dam, PD, DPZ

ATTACHMENTS:

- A. 2017 North County SSPA Process Task Force Roles and Responsibilities
- B. Locator Map – Nominations for 2017 North County SSPA Process
- C. Areas of Fairfax County where Nominations may be Submitted for 2017 North County SSPA Process
- D. Draft Task Force Procedures
- E. Schedule for 2017 North County SSPA Process

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Planning Commission Vice Chairman James R. Hart called the meeting to order at 8:33 p.m. in the Board Conference Room, 12000 Government Center Parkway, Fairfax, Virginia, 22035, pursuant to Section 4-102 of the Commission's *Bylaws & Procedures*. He indicated that the first order of business was to elect a Committee Chairperson.

Commissioner Murphy MOVED TO NOMINATE JAMES T. MIGLIACCIO AS CHAIRMAN OF THE 2018 LAND USE PROCESS REVIEW COMMITTEE.

Commissioners Hurley seconded the motion which carried by a vote of 6-0.

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Chairman Migliaccio MOVED THAT THE FOLLOWING LAND USE PROCESS REVIEW COMMITTEE MINUTES BE APPROVED:

DECEMBER 7, 2017

JANUARY 17, 2018

FEBRUARY 7, 2018 (TWO SETS)

Commissioners Murphy and Sargeant seconded the motion which carried by a vote of 6-0.

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Marianne Gardner, Planning Division (PD), Department of Planning and Zoning (DPZ); Bernard Suchicital, PD, DPZ; and Meghan Van Dam, PD, DPZ discussed with the Committee members the following topics:

1. Overview the 2017 North County SSPA Process:
 - Comprehensive Plan Amendment Work Program, importance of screening nominations;
2. Timeline of events:
 - Community screening, public hearings, and work program implementation; and
3. Roles and responsibilities for the participants:
 - Task Force members and the Planning Commission.

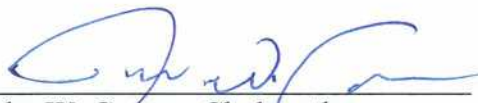
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The meeting was adjourned at 9:34 p.m.
James T. Migliaccio, Chairman

An audio recording of this meeting is available in the Planning Commission Office, 12000 Government Center Parkway, Suite 330, Fairfax, Virginia 22035.

Minutes by: Inna Kangarloo

Approved: May 16, 2018



John W. Cooper, Clerk to the
Fairfax County Planning Commission

2017 NORTH COUNTY SSPA PROCESS **TASK FORCE ROLES & RESPONSIBILITIES**



Each member of the Board of Supervisors will appoint a Supervisor District Task Force(s) or designate a land use committee that will serve as the SSPA Task Force and the Task Force Chair. The Task Force will hold public meetings for the purpose of reviewing and making recommendations on the SSPA nominations submitted for the respective district. The Task Force recommendations will be forwarded to the Planning Commission and the Board of Supervisors, as well as the Staff recommendations.

Glossary of Participants

- The Task Force Chairs act as liaisons between the Task Force members and Staff. If the Task Force wishes Staff to provide information that requires extra preparation or participation of staff from another agency (Transportation, Parks, etc.), such a request must come through the Task Force Chairs to Staff.
- The Task Force Chairs will conduct the meetings in conformance with any ground rules that the Task Force may adopt.
- The Task Force will appoint or elect a Secretary who takes notes, keeps records of votes on the forms provided, and works with the Task Force Chair to create the Task Force report to be forwarded to the Planning Commission.
- The Task Force Chairs should be made available to testify at the Planning Commission public hearings.
- The Task Force members appointed to represent a homeowners/community association or other organization should report to their group about the activities and decisions of the Task Force. Throughout the Task Force process, coordination between the Task Force and the respective community organization is the responsibility of the Task Force member. Each Task Force member will vote on a recommendation for each nomination.
- The Planning Liaison will be a planner from the county who will present issues and recommendations relating to the nominations, serve as a resource to answer technical questions, and listen to the presentations by the nominators and the exchange of views by the Task Force.

Preparation (February 2018)

- Once identified by their district supervisor, Task Force members will be referred to the Planning 101 video and additional education resources on both the Comprehensive Plan home page and the SSPA website.
- Task Force Chair works with Planning Liaison and Board Office to draft the nomination review schedule and ground rules.

Community Screening Process (March – April 2018)

- Task Forces establish ground rules for conducting meetings and confirm the nomination review schedule at first district task force meeting.
- Task Force members participate in a Land Use College held during first district task force meeting.
- Task Forces meet to develop recommendations on nominations for/against Work Program inclusion for the Planning Commission.
- Task Forces prepare reports on voting results and summary comments for each nomination.

Planning Commission Public Hearing / Board of Supervisors Action Item (June – July 2018)

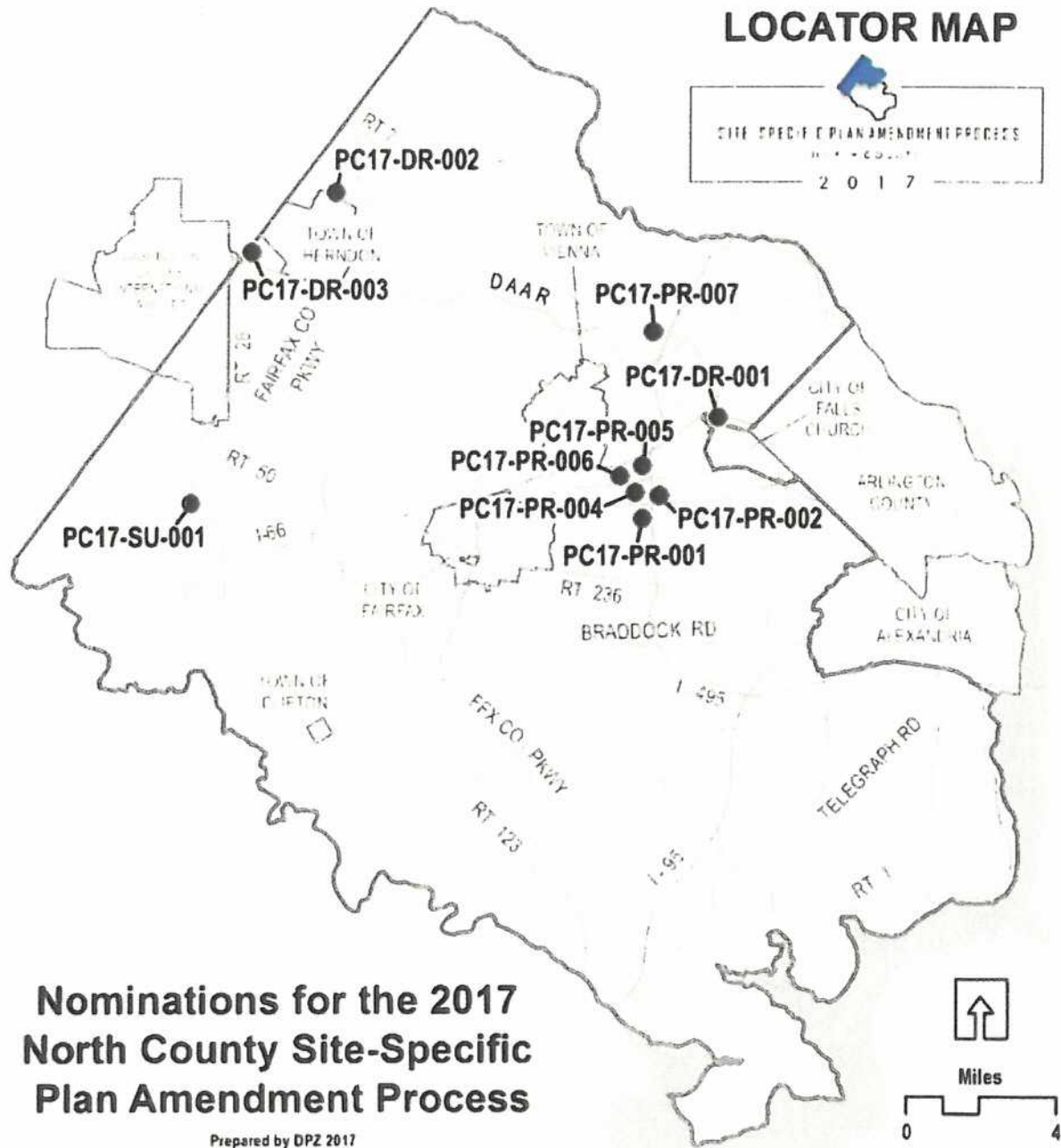
- The Task Force Chair may be asked to testify at the public hearings if additional explanation of the Task Force report for the screened nominations are needed.

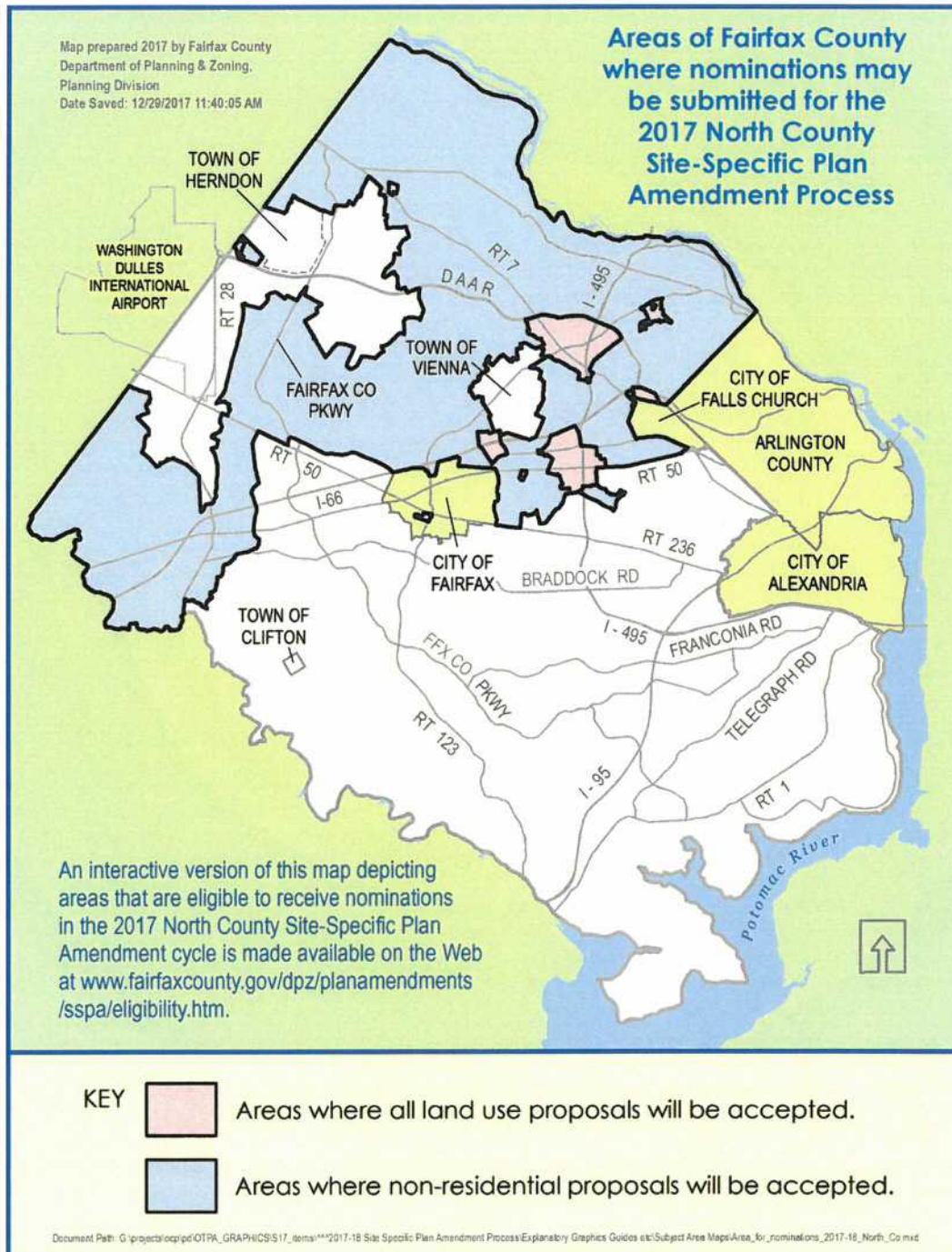
Work Program Implementation (October 2018 Expedited Track; January 2019 - February 2019 Standard Track)

- The Task Forces receive nominations that have been added to the Work Program as Plan amendments.
- Task Forces meet to develop recommendations on Plan amendments for/against for the Planning Commission.
- Task Forces prepare reports on voting results and summary comments for each nomination.

Planning Commission / Board of Supervisors Public Hearings (January 2019 – February 2019 Expedited Track; May 2019 – June 2019 Standard Track)

- The Task Force Chair may be asked to testify at the public hearings if additional explanation of the Task Force report for the Plan amendments are needed.







**[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/. 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 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 or call the Clerk to the Board at 703-342-3151 to be placed on the Board of Supervisors' speakers list.

Schedule for 2017 North County SSPA Process

www.fairfaxcounty.gov/planning-zoning/site-specific-plan-amendment-process/track-nomination

January 24, 2018

Community Screening Phase:

December 5, 2017	Closing date for nomination period
January 3, 2018	Deadline to receive final clarifications from nominators
January 12, 2018	Deadline to publish nominations published online and sent to print shop
January-February 2018	Supervisors to appoint members of Task Forces. Direct TF to online training resources as homework prior to first meeting
March 16, 2018	Publish one page summaries to SSPA website
March-April 2018	SSPA Task Force meetings 1 st – Intro and Planning 101, pass out nominations 2 nd and subsequent – present and discuss nominations
May 31, 2018	Publish staff report for nominations
June 21, 2018	Planning Commission public hearing for each of the SSPA nominations
June 28, 2018	Planning Commission mark-up of 2018 Comprehensive Plan Amendment Work Program
July 31, 2018	Board Action Item on 2018 Comprehensive Plan Amendment Work Program

Work Program Implementation Expedited Track:

October 2018	Task Force meetings
January 2019	Planning Commission public hearings
February 2019	Board public hearings

Work Program Implementation Standard Track:

January-February 2019	Task Force meetings
May 2019	Planning Commission public hearings
June 2019	Board public hearings

Work Program Implementation Track for Items Requiring a VDOT 870 Review/Special Study:

January-February 2019	Task Force meetings
TBD	Planning Commission public hearings
TBD	Board public hearings



General 4-Year Timeline for the Expedited and Standard Tracks of the Comprehensive Plan Amendment Work Program*

Updated January 11, 2018



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2017

