

I. Establishment of and Charter of the Springfield District Land Use Committee ("the Committee")

1. A land use committee of seven members for the Springfield District is hereby established. The members of the Committee must be property owners and reside in the Springfield Magisterial District.
2. There are 2 means to fill vacant positions on the Committee. Either or both methods may be used. 1) The Supervisor will contact identified homeowner and civic associations in the Springfield District and request nominations for Committee member appointments. In addition, requests for nominations will be made through the Springfield District website. 2) Committee members, the Supervisor or Planning Commissioner may identify qualified candidates for the Committee.
3. Current Committee members will review the nominations and appoint new members. Appointments will be for a four year term of service. A term of service begins January 1 and ends December 31.
4. Committee members may seek reappointment for consecutive terms of service.
5. The Committee will by majority vote, elect from its membership a Chairperson and Vice Chairperson, whose terms will expire at the end of their term of service. The elections will be made by the Committee at the first meeting of the new term.

II. Land Use Committee Meetings

1. If there is business to conduct, the Committee will meet on the second Monday of each month unless that day is a holiday in which case the meeting will be held on an alternate day as agreed to by the members of the committee.
2. Special meetings will be convened at the call of the Chairperson.
3. The meetings will be held in the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, Virginia, 22035 or at the West Springfield Government Center, 6140 Rolling Road, Springfield, Virginia, 22152, or alternate location selected by the Chairperson and Supervisor's staff.
4. The meetings will commence at 7:00 p.m. unless changed by the Chairman.
5. A quorum shall consist of at least four members.

III. Land Use Committee Review Process

1. All applicants who submit a land use proposal as defined below, in the Springfield District, will be referred to the Committee. Land use proposals, shall include, but not be limited to, rezoning and special exception applications, modifications to existing special exceptions or rezonings, development plan amendments, including those to proffer statements or conditions, Comprehensive Plan Amendments and 2232 applications for public facilities will be reviewed. Zoning Ordinance amendments may be reviewed by the Committee at the Chairperson's discretion.
2. The Committee may review any or all the materials submitted by the applicant to the County. Not more than three weeks before an application is to be reviewed by the Committee, the Springfield District Supervisor's staff will make available to the Committee members the necessary materials and will update the Committee, if necessary, up to the time of the meeting.
3. The Springfield District Supervisor's staff will make every reasonable effort to notify all adjacent and proximate property owners and proximate Homeowners Associations and will provide a list of those notified to the Chairperson and the applicant.
4. The notification will summarize the application type and the pertinent subject matter. It will also state the location, date and time of the meeting where the applicant will present the application to the Committee for review and recommendation.
5. The notification will also include the date and time of the public hearings before the Planning Commission and the Board of Supervisors, if known.
6. Any Committee member who has a conflict of interest with respect to any land use proposal scheduled before the Committee will recuse himself or herself from all deliberations and votes on the application.
7. The agenda for the meeting will include a presentation by the applicant of the land-use proposal (not to exceed 15 minutes) followed by questions and comments from Committee members, Fairfax County staff, and the public.
8. The Committee members will vote to:
 - (1) Recommend Approval
 - (2) Recommend Approval with conditions
 - (3) Defer the application
 - (4) Deny the application

9. The Springfield District Supervisor's staff will take minutes of the meeting when present at the meetings. These minutes will be circulated to the Committee members within three weeks after the meeting for review and approval.

10. Based on the complexity and/or controversy of an application, the Chairperson may choose to communicate the committee's recommendations in writing or in person by a Committee member appointed by the Chairperson to the Planning Commission and/or Board of Supervisors.