

In order to effectively evaluate a request to present before the Planning and Zoning Committee, it is helpful to the Chair to have the following information. Voluntary compliance with the request will give the committee an opportunity to evaluate and familiarize themselves with the content of the proposal prior to the meeting. Not only will this save time but will answer many questions, often time consuming, during the meeting.

When requesting a presentation please answer as many questions as applicable in your request.

Introduction to the Planning and Zoning Committee

The Mount Vernon Council of Citizens' Associations represents the citizens of the Mount Vernon magisterial district of Fairfax County. Every homeowners association or community association within the District is eligible for a one vote membership. The collective will of the residents is expressed in Resolutions that are transmitted to the appropriate people and agencies. The Council has three co-chairs and eight standing committees to focus on specific areas of concern. The co-chairs, committee chairs, and the officers (secretary, treasurer, and editor) comprise the Board of Directors of the Mount Vernon Council. One duty of the Board is to review the resolutions passed by the individual standing committees and decide how and when the resolutions will be brought forward to the entire Council for consideration. Details are in the Council Bylaws, available on the website: www.mvcca.org

The Planning and Zoning Committee (P&Z) is one of the standing committees of the Mount Vernon Council. The Committee reviews applications affecting the land use within the District. The applications may include, **but are not limited to**, rezoning applications (RZ), Special Exceptions (SE), Variances, Special Use permits, and out-of-turn Comprehensive Land Use Plan amendments (OTPA).

The Planning and Zoning Committee meets on the second Tuesday of each month in the Jack Knowles Lecture Hall of Whitman Middle School, at 2500 Parkers Lane, Alexandria, VA 22306. There is no meeting in August; the July meeting is held across the street in the Mount Vernon government center; when the second Tuesday is a holiday, the meeting is rescheduled. Always check with the Committee's web page in advance of the meeting for possible changes and a current agenda.

The County government is bound by existing land use regulations; the P&Z and the Council are made up of citizens expressing the desires of the community. There is no obligation for the County or the Council to approve a land use application. The County staff evaluates applications based on the law and the Comprehensive Plan (CP); the P&Z and the Council evaluate applications based on law and the CP as well as the impacts on the residents and the extent of public benefit. Many developers make a presentation before the P&Z well before a formal application has been filed with the County in order to get a sense of community expectations early in the design process. This practice is highly recommended for larger and more complex development.

At each Planning and Zoning meeting there may be a resolution to support, to not oppose, to oppose, or to defer / table an application. During the meeting, the Committee chair writes the exact text of the resolution, reviews with Committee members for confirmation, and finally, presents it to the Board for consideration. If the resolution is approved for publication in the Council's newsletter, the Record, it is considered by the members of the Council at the next Council meeting.

Every vote of the Planning and Zoning Committee is based on the presentation made to the Committee at the meeting. If there are any substantive changes to the application or plan after the meeting, the resolution may be reviewed by the Board for action including sending back to

committee or other action. Changes occurring after the meeting should be transmitted as soon as possible to the Chair of the Committee and the Co-chairs of the Council.

Guidelines for Developers

Developers should provide as much of the following to the Committee Chair prior to a presentation.

With the exception of the Lorton area, the Mount Vernon District is considered “built out” meaning that most projects are viewed as in-fill development. Special consideration must be given to how the proposal will integrate into the surrounding community(ies). Answers to the following will help expedite the meeting and reflect the most common questions posed by the committee members.

What development waivers, if any, are requested?

What is the proposed density? (dwelling units per acre(du/ac) or floor-area-ratio(FAR)

How does the proposed density compare to the surrounding area?

How does the proposed density compare with the Comprehensive Land Use Plan?

How does the proposed density benefit the surrounding area and the District?

Will the project be incorporated into an existing neighborhood, or will it be stand alone?

Have the adjacent communities seen the proposal? Do they support it?

Will there be a voluntary community association or a mandatory homeowners association? How much funding will be provided to the association as starting capital?

What types of ownership are expected (for-sale, rental, condominium)?

What types of housing are expected (houses, townhouses, multi-family, low-rise, hi-rise)?

Will the residential units be pleasant to live in?

If the community is delineated with a wall, fence, or other buffer, what is it made of? Who pays for the maintenance and repair?

How many units are set aside for the Affordable Dwelling Unit (ADU) program or new Workforce Housing program?

What is the expected increase in school-age children? Do the area schools have sufficient capacity?

What land or funds will be proffered to the school board?

If rezoning to a PDH district, what are the unique design elements to justify a P district zone?

What are the building heights (ground to peak), and the size of the building footprints?

Other MVCCA Committees, namely, Environment & Recreation, Special Affordable Housing, and Transportation, may be reviewing pertinent aspects of a development proposal. The P&Z Committee’s monthly meeting is scheduled each month after other committee meetings so that their findings are of record before the P&Z Committee acts. If another committee has not made their findings, the P&Z Committee may defer action until those findings have been made.

LORTON AREA PLANNING

The Lorton area has an active citizen organization, the South County Federation, that also reviews land use applications. Every effort should be made to gain community approval from both groups, ideally receiving support from the South County Federation before appearing before the Planning and Zoning Committee of the Mount Vernon Council. However, each group has its own perspective and evaluation criteria.

How To Be Placed on the Agenda of the Planning and Zoning Committee.

To be placed on the Committee's agenda, please provide, as appropriate, the items listed below. Documents in Microsoft Word format or Adobe PDF format are preferred (www.mvcca.org) for a fill-in-the-blank version. Unless explicitly marked confidential, all submissions may be posted on the Committee's web site. Please send all correspondence and attachments by e-mail to the chair of the Planning & Zoning Committee.

The application number (RZ, SEA, PCA, etc.)

The street address of the property, including city and ZIP code. If several parcels are being consolidated, send the address of a central parcel so the project can be located on a map.

The tax map reference number(s) of the affected property(ies).

The name(s) of the presenters and their relationship (attorney, owner, designer, etc.)

The specific request of the application, for example:

rezoning from R-2 to PDH-5 with a net density of 4.7 DU/AC, fill of 123 cubic yards in a floodplain, permit the use of gas station with mini-mart.

A one-paragraph summary of the project describing the scope of the project, why the project is desirable, the product proposed, product pricing, and anything else deemed important to understanding the project. This paragraph will be the basis for the text in the agenda.

A copy of the Statement of Justification in electronic form.

A copy of the most current site plan or development plan.

A copy of or link to the staff report, if available.

A copy of the proffers statement, if any.

The scheduled date(s) before the Planning Commission and/or Board of Supervisors.

Modifications to Plan. **The committee will seek voluntary compliance with the County's policy of notification of requests for waivers and changes** if the application is approved by the Board of Supervisors, **the requests for a change also be sent** to the District Supervisor, the District Planning Commissioner, the Co-chairs of the Mount Vernon Council, and the Chair of the Planning and Zoning Committee, **concurrent with the request(s) to ensure that the information sent to the above parties is the same as is conveyed by staff to those parties named above.**

Note: The MVCCA passed a resolution on notification of requests for administrative waivers and changes which was advanced to the Board of Supervisors and approved.

Plan changes that are covered include:

The size, quantity, height, orientation, or exterior appearance of a building or buildings.

The size, orientation, or characteristics of an open space, tree save area, or recreation area.

The size, capacity, or design of any stormwater management facility, any increase in the amount of impervious surface, any change in drainage, or any new or increased encroachment into an RPA any increase in the area included within the limits of clearing and grading, the addition of or increase in height of any retaining wall, or more than a 5% increase in soil filling

any change in the infrastructure including roadways, sidewalks, lighting, power lines, buffering / screening, or landscaping.

Depending on scope, projects may need to be presented to other committees in addition to the Planning and Zoning Committee: the Transportation Committee, the Environment and Recreation Committee, or the Special Committee on Affordable and Workforce Housing. Visit the Council's web page: <http://www.mvcca.org> and click on the Board of Directors on the left side link to get contact information. **The P&Z Committee may work in collaboration with other committees to achieve resolutions which reflect the policies of the MVCCA Council.**