

# George Mason/Mary Ellen Henderson Campus Joint Process Planning Committee

## MINUTES

APRIL 24, 2014

7:30AM

CITY HALL – OAK ROOM

<b>IN ATTENDANCE</b>	
	David Tarter, Mayor (DT) David Snyder, Vice Mayor (DS) Susan Kearney, School Board Chair (SK) John Lawrence, School Board Member (JL) Ruth Rodgers, Planning Commission Chair (RR) Michael Novotny, EDA (MN) Wyatt Shields, City Manager (WS) Toni Jones, Superintendent of Schools (TJ)
<b>OTHERS PARTICIPATING</b>	Jim Snyder, Development Services (JS)
<b>DOCUMENTS/ RESOURCES</b>	Draft Process Roadmap

## Agenda

7A:	Draft Process Roadmap – Deliverable to Council and School Board
7B:	Next Steps
7C:	Steering Committee Rules of Procedure

## Discussion and Recommendations (By Speaker)

Agenda	Speaker	
7A	WS	Discussion of the package cover letter that will be signed by SK and DT. Discussion of resolution creating the Steering Committee, to be presented to School Board and City Council. Presentation of proposed Rules of Procedure for Steering Committee. A) Revisions include the change of language to reflect “issues” (future) and potential actions and/or decisions that may flow from an investigation into those issues. B) Table of Contents serves as a brief summary of the process. C) Introduction describes the committee, its authority, summary of group meetings, recommends the creation of a steering committee to oversee and coordinate the future planning process. D) Purpose of the “roadmap” is to help the public understand the process but not to serve as a binding timeline. The roadmap will evolve over time.
	WS	Immediate to-do list includes discussion/decisions about staffing and outside consultation. The scope of the RFP for consultants will be developed by the Steering Committee.
	DS	Will issue 5 (roadmap) trigger a community discussion that sets expectations before the Steering Committee is ready for that? The link between issue 5 and the Vision stage must be carefully considered.
	JS	Response to DS – The intent of initial zoning is just to memorialize the agreement with Fairfax County – the creation of a “special district” can refer to additional documents that help guide the future planning and zoning of the property.
	DS	The 70/30 number in the Fairfax County agreement may be determined to be inappropriate distribution. Restated the caution that group must thoughtfully consider initial zoning and visioning sequence.
	RR	Suggested “advise” in place of “assist” – and add Planning Commission to “sale of land” process.
	MN	Can this issue of initial zoning be addressed in the Comprehensive plan?
	WS	The Steering Committee will have all of these concerns before them and will need to carefully manage them.
7A Vision	Group	Discussion about whether some modeling of school needs should occur before the visioning stage. No consensus was reached about modeling taking place before the visioning process begins.
	DS/JL	Agreed that the document should enhance the “public” aspect of the visioning process as it is clearly intended to include all stakeholders.
	JL	Item 2B (roadmap) – the land use master plan is specifically not the school master plan. 2B seems to “lump” them together and suggested it be retitled “commercial land use plan.”
	MN	Will need two sets of guidelines for school and commercial use.
	SK	Must continue to convey that this document is not presupposing any outcomes or solutions but only identifying issues.
	DT	Questions about school opening “target date”. Far too early in the process to set a date.

	SK	Concurs with DT that presenting any "date" will create an expectation we may decide we cannot meet.
	Group	Document should not include "target date".
7A Implementation	JL	1B – recommended the removal of "redevelopment" and change to "development".
	DT	Recommended plural "developer(s)" as process may involve more than one.
	JL	Recommended the addition of definitions of acronyms (RFI, RFQ, RFP).
	MN	Recommended striking "2015" in Implementation and replace with "2016".
	DS	There are enough changes to the document discussed today that the full group needs to see the revisions again before it is presented to Council.
	WS	Staff will have draft version for Council worksession on May 5 and this group can review any changes they may have on May 8.
7B	SK	School Board has extended the sunset for the Planning group by 60 days. Has requested that Council do the same.
	DS	Need to add "beginning outreach to neighbors" to list of activities undertaken.
	SK	Report on executive level conversations with neighbors UVa/Va Tech.
	DT/DS	Will engage VDOT.
7C	DS	Consider the need/desire to include electronic participation language, and videotaping meetings. Need to add reference to Robert's Rules.
	WS	Steering Committee rules will be considered with resolution to create Steering Committee.
	SK	The Steering Committee is "advisory", and we want to invite public opportunities at those meetings.
	MN	Will Steering Committee have the authority to create sub-groups.
	RR	Questioned the composition of the Steering Committee.
	WS	Referred to notes of April 10 Planning Committee regarding discussions of Steering Committee composition.
	SK	Has invited, Mary Filardo (21 <sup>st</sup> Century School Fund) as guest for May 8 meeting.

## Action Items (Proposed)

Item	Assigned to:	Delivery
Determine expertise needed by committee and estimate of costs	Staff	
Make recommendation for staff support (outside of experts/consultants) for both short term (life of this committee) and long-term (life of project).	Staff	
Provide survey of site to include adjoining property descriptions, easements, owners.	Staff	
Locate and provide copy of WMATA deed and special exception	NA	
Application to MWCOG and ULI Washington	Jim Snyder	Feb 14, 2014
Meeting Notice Requirements	City and School Staff	ASAP / Ongoing
Develop Charter for a Steering Committee	City Council/School Board	April 1, 2014
Set up a meeting with Supervisor Foust. (Contact)	JL/Staff	Feb 27, 2014
Set up a meeting with WMATA (Contact)	Staff	Feb 27, 2014
Contact VDOT Urban Affairs	Staff	
Communication Plan to city groups	Staff	
Reach out to League of Women Voters – opportunity to join March panel	RR	ASAP
Request ULI representative meet with steering committee	Jim Snyder	

Task Completed  In Progress

## Action Items (Discussed not assigned)

Item	Assigned to:	Delivery
Develop report on debt capacity and options other than PPEA.		