

July 15, 2009

TO: Rick Goff, Economic Development Director
FROM: Sue Cotellessa, Development Services General Manager
SUBJECT: Planning Commission Background Information

Thanks for providing the Planning Commission with information on the Economic Development Authority's functions to help more fully introduce our Planning Commissioners to the EDA members in advance of our joint work session on Monday, July 20, 2009. Background on the Planning Commission's role in the City of Falls Church is available on-line (see PC home page excerpt attached). Our PC has a strong role in short and long range planning, driven by both the state-mandated duties of a Planning Commission, including:

- Subdivision review and approval (ministerial act)
- Capital Improvements Program preparation and recommendation (advertising and public hearings)
- Zoning map and text amendments recommendations (public hearings, advertising, and notifications)
- Preparation and maintenance of the Comprehensive Plan (public hearings, advertising, and coordination with adjacent localities and state agencies) and associated plans such as Streetscape Plans, Pedestrian and Bicycle Plans, etc.

and further driven by our City Charter and City Code delegated duties, including:

- Site Plan review and approval (public hearings, advertising and notifications)
- Review and recommendation on Special Exceptions and Special Use Permits (public hearings)

The Planning Commission regularly conducts public outreach meetings on planning-related issues in addition to the formal required hearings. In addition to the tasks outlined above and hearings on development proposals that occur regularly, the big tasks before the Planning Commission in the coming year include:

- Initiation of a full review and update of the City's Comprehensive Plan
- Work with the Zoning Ordinance Advisory Committee to bring forward for public hearings, discussion, and adoption a new, revised zoning ordinance that addresses contemporary land use

The Planning Commission is supported by the Planning Division of the Development Services Department which also includes Urban Forestry, Zoning, and Geographic Information Systems. The Department regularly staffs the following Boards, Committees, Commissions, and Programs:

- Planning Commission
- Board of Zoning Appeals
- Architectural Advisory Board
- Historic Architectural Advisory Board
- Tree Commission, Neighborhood Tree Program, Healthy Habitat Program
- Citizens Advisory Commission on Transportation

Understanding the relationship between the land use and transportation planning process and economic development will help us forge a strong link between these City endeavors, and I look forward to working with you to facilitate the process.



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Planning Commission

Studies and recommends changes to the City's Comprehensive Plan and reviews all site plans to ensure consistency with the Plan. Annually, the commission prepares and revises a five-year capital improvements program, including capital budget recommendations. The Planning Commission makes recommendations on the preservation of historical landmarks, and design of public bridges, street fixtures, and other public structures and appurtenances. The Planning Commission advises the City Council and the City Manager.

Meeting Schedule

Meets at 7:45 p.m. the first and third Monday of each month in City Hall Council Chambers, 2nd Floor, 300 Park Avenue. (Except in January, February, and September when one or more meetings are held on Tuesday because the regular meeting date is a holiday.)

If you are seeking information on a particular development proposal, then look in the adjacent right-hand column under "2009 Agendas" and check the packages posted for Planning Commission meetings. If you are unable to find the information desired, please contact the Planning Division on 703-248-5040.

Member Information

The seven-member Commission is appointed by the City Council for four-year terms. Each member is paid \$100 monthly and the Chair is paid \$150 monthly.

The Commissioners are:

- John Lawrence, Chair
- Melissa Teates, Vice Chair
- Lindy Hockenberry
- Michael Kearney
- J. Robert Meeks
- Ruth Rodgers
- Russell Wodiska

Commissioners may be reached as follows:

Planning Division
 300 Park Avenue
 Suite G04
 Falls Church, VA 22046
 TEL: 703-248-5040 (TTY 711)
 planning@fallschurchva.gov

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2009 Age

- Februar
- Februar
- March 2
- March 1
- March 3
- April 6
- April 20
- May 4
- May 18
- June 1
- June 11
- June 15
- July 6

2008 Age

- January
- January
- January
- February
- February
- February
- March 3

Opinion Poll

What is your favorite summer in the City activity?

- Concerts in the Park
- Family get togethers
- Farmers Market
- Summer camps
- Visiting a City park

- Visiting the Mary Riley Styles Public Library
- Walking/biking the W&OD trail
- Other

Staff Liaison

Suzanne Cotellessa
 General Manager, Development Services
 703-248-5182 (TTY 711)

City Council Liaisons

Council Member Daniel Sze
 Council Member Daniel Mailer (Alternate)

- March 1
- March 3
- April 7
- April 21
- May 5
- May 19
- June 2
- June 16
- July 7
- July 21
- August
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