

February 17, 1970

MEMORANDUM

TO: PLANNING COMMISSION
cc: Town Council

FROM: MAYOR

RE: Authorities, Duties and Procedures.

At its regular meeting of February 16th, the Town Council approved the Authorities, Duties and Procedures for the Planning Commission with one minor modification.

The Town Council also formally commended the Commission on its efforts in producing a valuable and worthwhile document.

JCM

JCM:jr

Approved by Council 2/16/70

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February 12, 1970

MEMORANDUM

TO : Mayor and Town Council

FROM : Planning Commission

SUBJECT : Revised Statement of Planning Commission Authority,
Duties and Procedures

REFERENCE : Memorandum from Mayor, same Subject, February 3, 1970

At its regular meeting of February 11, 1970 the Planning Commission considered the comments and questions raised in Reference. The attached re-draft, approved unanimously by the six members present, incorporates the essence of the Mayor's suggestions. Specific changes have been made in the language relating to Membership and in Paras. 2, 4, and 6 under Meetings.

The Mayor questioned use of the word "freeholder", under Membership, and the limitation on terms of officers. The word "freeholder" is retained since it is specifically employed in 15.1-437 of the Code. Although Para. 6, Meetings, has been revised slightly, it retains the limitation on terms. The Commission feels this is necessary in order to encourage new ideas and innovative approaches to Town problems, and to provide opportunities for all Commission members to share in the leadership role.

The Mayor also asked whether the Town Attorney had reviewed the Commission statement. He did examine the November 24, 1969 draft and, in his memorandum of January 2, 1970 to the Commission, made the following statements:


As you are aware these matters are all covered by general law, however, if it is your intention to pull together all such information for the benefit of Commission members, it appears to be an excellent idea.

-- and --

There does not appear to be any conflict with existing State law and I therefore see no legal objection to the circulation of such a draft.

Several suggestions made by the Town Attorney were incorporated in the revision of January 28. It is requested that a copy of the attached be made available to the Attorney for his final review. Contingent upon his acceptance of the paper, it is requested that the Council then approve the attached Statement.

Respectfully submitted,


James A. Grant
Chairman

THE PLANNING COMMISSION OF THE
TOWN OF VIENNA, VIRGINIA
AUTHORITY, DUTIES AND PROCEDURES

AUTHORITY

The Planning Commission of the Town of Vienna, Virginia (hereinafter referred to as the Commission) operates under authority granted to the Town of Vienna in Section 15.1-437 of the Code of Virginia 1960 -- Title 15.1 -- Chapter 11.

DUTIES

The Commission is an advisory body which makes recommendations to the Mayor and Town Council on matters relating to Town planning and development. The Commission functions primarily to promote the orderly growth and development of the Town in accordance with established objectives. The Commission has the optional responsibility to make recommendations to the Board of Zoning Appeals on applications for variances and use permits (Chapter 18, Zoning.)

The Commission shall:

1. Exercise general supervision of, and make regulations for, the administration of its affairs.
2. Prescribe rules and procedures pertaining to its investigations and hearings.
3. Keep a complete record of its proceedings, be responsible for the custody and preservation of its papers and documents, and make an annual report to the Town Council.

4. Make recommendations concerning the operation of the Commission and the status of planning within its jurisdiction.

5. Prepare, publish and distribute reports, ordinances, and other material relating to its activities.

6. If deemed advisable, establish citizen advisory committees.

7. Approve or disapprove preliminary plats of subdivisions

8. Consider final plats of subdivisions and make recommendations for approval or disapproval thereof to the Council.

9. Review applications for rezonings within the area of the Vienna Planning District and make recommendations thereon to the Council.

10. Prepare and recommend to the Council a Comprehensive Plan for the physical, economic and social development of the Town. The Comprehensive Plan shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the Town which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity or general welfare of the inhabitants. The Commission may request assistance and recommendations on specific features of the Plan from members of the Town Staff, but retains the responsibility for preparing the final Plan which it presents to the Mayor and Council for approval.

PROCEDURES

A. Membership

The Commission shall consist of nine members, appointed by Council for a term of five years. The Commission may nominate candidates for

Council consideration. Members must be residents of the Town, freeholders, and qualified by knowledge and experience to make decisions on questions of community growth and development. One member of the Commission may be a member of Council. Vacancies shall be filled by appointment for the unexpired term only. Members may be removed for malfeasance in office. Members may be reimbursed for actual expenses incurred, or compensated for their services, or both.

B. Meetings

1. The Commission shall meet on the second and fourth Wednesday of each month at 8:00 p.m. in the Town Hall Council Chamber. Special meetings may be called by the Chairman or by two members upon written notice to the secretary. The secretary shall mail to all members, at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose thereof. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting or file a written waiver of notice.

2. A majority of the members shall constitute a quorum and no action of the Commission shall be valid unless authorized by a majority vote of those present. On any issue before the Commission requiring a vote, such vote shall be recorded so as to indicate the "ayes", "nays", and abstentions, and the absence of any member.

3. All regular Commission meetings and all special meetings called to transact public business shall be public, and the records of its

transactions shall be a public record. Executive and informal work sessions may be held to which interested citizens may be invited to participate.

4. The Commission may hold joint public hearings with Council, and joint work sessions with Council and other Town commissions and boards. With approval of Council, the Commission may hold joint work sessions with the Fairfax County Planning Staff, and joint public hearings with the Fairfax County Planning Commission.

5. Any Commission member who owns or has any interest in land on which rezoning action is taken by the Commission shall make a full, public disclosure of the exact nature of his interest and shall refrain from voting or participating in any way in any proceeding relating thereto.

6. The annual meeting of the Commission shall be the first regular meeting in January of each year. Such meetings shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Commission. The officers of the Commission shall consist of a Chairman and a Vice-Chairman, elected by a majority of the members of the Commission for a term of one year. Officers may serve for not more than two full consecutive terms.

7. All meetings of the Commission shall be conducted in accordance with Robert's Rules of Order.

C. Communications

1. The Commission shall communicate its findings and recommendations

to the Mayor and Council, and/or to other commissions and boards, as may be appropriate.

2. The Commission shall be furnished copies of all papers, prepared by or available to, the Town Staff which relate to the purpose, functions or duties of the Commission.

3. The Commission may address communications on matters of planning to civic organizations and interested citizens in the Town.

February 11, 1970

Approved by Council on February 16, 1970