



Department of Facilities and Transportation Services

**FAIRFAX COUNTY  
PUBLIC SCHOOLS**

Design and Construction Services  
8115 Gatehouse Road, Suite 3500  
Falls Church, Virginia 22042-1203

April 2, 2012

Mr. Chris Caperton  
Department of Planning and Zoning  
Facilities Planning Branch  
12055 Government Center Pkwy., Suite 730  
Fairfax, VA 22035-5505

Re: Fairfax County Public Schools (FCPS) – Expansion and Modifications of Existing  
School Facilities

Dear Chris:

The following is a description of the process FCPS is prepared to follow to coordinate with your office on projects involving the expansion or modification of existing schools in order to address the provisions of Virginia Code Section 15.2-2232 and the Policy Plan for Public Facilities. The objective of the review is to determine if the location, character and extent of the proposed project are substantially in accord with the adopted Comprehensive Plan, resulting in a determination that the proposed project is a “feature shown” of the Comprehensive Plan.

To confirm that a proposed school expansion or modification is in accord with the Comprehensive Plan, FCPS and your office will use the following process:

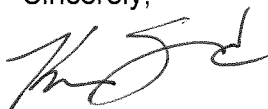
1. FCPS, Office of Design and Construction will conduct their design review with the goal of having the project submitted to, and reviewed by, the Facilities Planning Branch prior to submission of the site plan to the County.
2. FCPS will submit relevant information about the proposed school expansion to the DPZ, Facilities Planning Branch early in the project design process for their review to determine conformance with the Comprehensive Plan.
3. The relevant information will include: a letter identifying the project's funding source (with bond year, for Capital Improvement Program projects); the FCPS project manager; the general project schedule and general project description and scope; a general conceptual plan-view diagram displaying the existing building, new additions and structures, drive aisles, parking areas, play fields, and field lighting (identified new or existing), or other proposed improvements; preliminary addition elevations, and the relevant Comprehensive Plan Map and Zoning Map. A sample letter is enclosed as Attachment 1.
4. DPZ, Facilities Planning Branch will examine whether the project meets the Policy Plan objectives and, specifically, whether it is a “feature shown” of the Comprehensive Plan.
5. DPZ, Facilities Planning Branch will complete its review and respond to FCPS in writing with its conclusions within 60 days of submission of the relevant information by FCPS.

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6. Concurrent with sending its response to FCPS, the DPZ, Facilities Planning Branch will deliver a copy of its conclusions to the Planning Commissioner for the Magisterial District in which the school expansion project is located.

Let this letter establish the process going forward between the FCPS's Office of Design and Construction and the DPZ, Facilities Planning Branch of Fairfax County with respect to these projects. Please do not hesitate to contact me if you have any questions or concerns regarding the process outlined above.

Sincerely,



Kevin Sneed  
Director

KS/rk

cc: Mark Hilty, Assistant Director  
John McGranahan, Hunton and Williams, LLP



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Re: DPZ Public Facilities Review for the  
Sandburg Middle School Renovation/Addition Project

Dear Chris:

Please see the attached project information regarding the planned Sandburg Middle School Renovation/Addition Project.

This Project is funded through the 2009 (Planning) and the 2011 (Construction) FCPS Bond referendums and is included in the adopted Capital Improvement Program (CIP) dated 2013-2017. See Attachment A. The Project involves expansion of an existing school which is identified as a public school site on the Fairfax County Comprehensive Plan Map. This expansion will be done in accordance with the existing XX zoning of the subject property, and therefore, will be compatible with the surrounding area. Copies of the Comprehensive Plan Map and the Zoning Map for this area are included as Attachment B.

The Project shall consist of approximately XXXXX square feet of renovation and XXXXX square feet of additions. A conceptual plan-view diagram of the Project is included as Attachment C. This diagram identifies the existing building, new additions and structures, drive aisles, parking, play fields and field lighting (identified new or existing). Preliminary addition elevations are also included as Attachment D.

Please confirm that this Project is a "feature shown" on the Comprehensive Plan. The Project is critically important to the Sandburg Middle School community and our design schedule is dependent on this determination.

Feel free to call this office with any questions or concerns regarding this Project. Thank you for your timely consideration.

Sincerely,

Dave Printz  
Coordinator, Capital Projects

DP/vm

cc: Mark Hilty  
Legal File