

## PROCESS TO PROVIDE FORMAL PUBLIC COMMENT ON DEVELOPMENT PROJECTS

To provide comment on a project, you may call or email the project planner, or the Planning office at 703.746.4666.

### **Planning Commission**

The Commission is made up of 7 citizens appointed by the City Council. It considers items on its docket and either makes a recommendation to the City Council, or approves the items itself, depending on the kind of item. Most items go on to a City Council hearing for a final decision.

The Commission wants to hear your views on the items it considers. It does not expect you to be as informed on land use law and Commission procedures as those who appear before it often, such as lawyers for applicants. If you are an applicant, you must be present for the Commission to consider your docket item. If you need help giving the Commission your views, the Commission Chair will try to assist you and explain to you what is happening.

Planning Commission Primer: <http://alexandriava.gov/planning/info/default.aspx?id=9364>

### **City Council**

The Alexandria City Council is composed of a Mayor and six Council members who are elected at-large for three-year terms. Any in-term vacancy is filled by a special election unless the vacancy occurs within six months of the end of the term, at which time a judicial appointment is made. The Mayor, who is chosen on a separate ballot, presides over meetings of the Council and serves as the ceremonial head of government. The Mayor does not have the power to veto Council action. Council members traditionally choose the person receiving the most votes in the election to serve as Vice Mayor. In the absence or disability of the Mayor, the Vice Mayor performs the mayoral duties.

*Communicate with City Council* (<http://alexandriava.gov/council/info/default.aspx?id=16958>)

The Alexandria City Council welcomes public input on matters of concern to the community. Here's how you can make your voice heard:

- To e-mail comments to the Mayor and Members of City Council or other City officials, click "[Contact Us](#)" on any page on this Web site. If you are simply requesting a City service, please choose the appropriate topic so that your message can be quickly routed to the appropriate staff.
- To reach the Mayor and Members of City Council by phone, call 703.746.4500.
- To speak at a meeting of City Council, go to the [docket for that meeting](#). If the meeting will include an opportunity for public comment, there will be a link at the top of the docket to register to speak. You can also register to speak at such meetings by using the form available in the back of the room at the time of the meeting. When speaking at a public meeting, please follow the [Guidelines for Civic Discourse](#).
- City Council has established many [boards and commissions](#) to advise its work. Consider attending a [meeting](#) of the board or commission related to your concern, or even [applying for appointment](#) to the body.