

**TOWN OF FAIRFAX  
STAFF REPORT  
Department of Planning and Building Services**

**TO:** Fairfax Planning Commission  
**DATE:** March 20, 2025  
**FROM:** Jeffrey Beiswenger, AICP, Planning & Building Director  
**ACTION:** Informational Item: Tree Advisory Committee Composition

**RECOMMENDATION**

No recommendation

**BACKGROUND**

The purpose of this agenda item is to educate the Planning Commission on a Municipal Code provision related to the Tree Advisory Committee. Section 8.36.030 specifies that one member of the Tree Advisory Committee shall be a Planning Commissioner. If the

“§ 8.36.030 TREE ADVISORY COMMITTEE.

(A) The Tree Advisory Committee shall consist of one member of the Parks and Recreation Commission, ***one member of the Planning Commission\****, and one member of the Open Space Committee to be selected by their respective bodies, and two at-large members to be appointed by the Town Council; provided, however, the ***Town Council may appoint additional at-large members to serve at the pleasure of the Council in the event one or more of the above-referenced bodies do(es) not select one of its members to serve on the Tree Advisory Committee within 30 days of a vacancy or other failure to appoint a member\****. Should one of the above-referenced bodies wish to appoint a member after the Council has appointed the additional at-large member, ***the appointment shall be made pursuant to the Council's adopted Committee Interview and Appointment policy\****. Terms of all at-large members of the Tree Committee shall be established by the Town Council by resolution.

(B) The Tree Committee shall receive subdivision or development project applications that propose tree removals or alterations in the same manner that the town routes application to other affected agencies. The Tree Committee will provide recommendations to the decision-making body on the applications within 30 days.”  
***[\*emphasis added]***

Planning Commission chooses to not select one its members to serve, the Town Council may appoint an “at large” member.

The Town Council is considering the reappointment of three members of the Tree Advisory Committee. Terms are expiring and all three wish to continue. Staff is not recommending any action by the Planning Commission, but only seeks to educate the Commission on the Municipal Code provisions. If the Planning Commission seeks to identify a member to serve on the Tree Advisory Committee, then this selection process can be agendaized at an appropriate time. Assuming the three Tree Advisory Committee members are reappointed on April 2, 2025, then any additional appointments would need to follow the Town Council's interview appointment policy.