

ARLINGTON COUNTY

PUBLIC FACILITIES REVIEW COMMITTEE

OPERATING GUIDE

Revised 3/17/13 (Consistent with Revised PFRC Charge)

I. SCOPE OF DUTY FOR PUBLIC FACILITIES REVIEW COMMITTEE

The Public Facilities Review Committee is being formed as a mechanism for advisory commissions and committees to have timely input on the development of significant County and School projects prior to the formal submittal of the project for public hearings held by the Planning Commission and County Board.

PFRC's goals are to ensure that the highest quality of land use planning, design, transportation planning, and other important community aspects are incorporated into civic projects.

The major responsibilities of the PFRC are the following:

- Provide a forum in which the Planning Commission, citizens' community groups, advisory commissions and committees can have a dialogue with the project lead and other staff to review, discuss, and comment on any important public facility project.
- Ensure that the highest quality of land use planning and design is incorporated into development projects; to promote compliance with the County's Comprehensive Plan; other planning documents and County policies; and to address community concerns and goals.
- Help inform commissions and the County Board on the outstanding issues with regard to a specific plan and any conditions which it might determine to be necessary or appropriate to address those issues.
- To provide an efficient means for broad-based public participations, precluding the necessity of multiple presentations to and reviews by each individual commission. The PFRC provides the forum for everyone to be heard during the development of the public facility.
- Provide advice to the County Board and County Manager in the development of the Capital Improvement Program.

PFRC meetings are public meetings open to all.

II. WHEN IS A PUBLIC FACILITIES REVIEW REQUIRED?

A determination if review is needed will be made by the County Board by individual assignment of projects to the Committee based on joint discussion with the School Board as part of the Capital Improvement Program. Public Facilities that are integrated into a private sector development site plan may, at the County Board's discretion, go through the regular Site Plan Review Committee rather than the PFRC.

III. MEMBERSHIP

The Committee members are recommended by their respective Commissions and, with the exception of Planning Commission members, are appointed by the County Board for staggered two year terms.

Appointees may be current or past members of Commissions. The Committee is composed of the following members:

1. **Planning Commission**-three members appointed by Planning Commission; one of which shall be designated by County Board as Committee Chair
 - The PFRC Chair may appoint a PFRC member from the Planning Commission to serve as chair of the PFRC for a specific project when multiple projects are under consideration.
2. **Transportation Commission** – one member
3. **Citizens Advisory Commission on Housing** – one member
4. **Park and Recreation Commission** – one member
5. **Disability Advisory Committee** – one member
6. **Environment and Energy Conservation Commission** – one member
7. **Fiscal Affairs Advisory Committee** – one member
8. **School Board Nominees**- two members
9. **At large members** – three members
10. **Project-Specific Membership**

- 10.1. For each project, the PFRC Chair will designate additional PFRC membership in consultation with staff and the County Board. These members may include:
 - The civic association president or appointed representative and NCAC representative of the impacted civic associations including any neighboring civic association when the project is in close proximity to the civic association boundary.
 - For projects located within the boundaries of a Sector Plan, PDSP, Special Area Plan, or Revitalization Plan, civic associations included in the efforts of the applicable long-term planning task force may send a civic association president or appointed representative and NCAC representative.
 - Area-specific public-private revitalization organizations (e.g., CPRO, Rosslyn Renaissance, Clarendon Alliance, and Ballston Partnership).
 - Member(s) from other commissions as may be especially relevant to a specific project.
 - Additional members from named Commissions or member(s) from other Commissions as may be especially relevant to a specific project or as necessary for Commission review.
- 10.2. Depending on the nature and location of a project, additional special membership may be designated on a case-by-case basis as determined by the PFRC Chair in consultation with staff and the County Board. Special membership may include:
 - A neighboring civic association impacted by the project. .
 - An officer or official representative of a homeowners' and/or tenants' association immediately contiguous to the project.
 - A representative of a commercial or residential owner or tenant on the site.
- 10.3. Project Specific Membership could overlap with a separate facility development committee.

11. **Other Advisory Groups**

Advisory commissions and committees not formally designated on PFRC are welcome to attend PFRC meetings and provide input at any time. The PFRC should also be proactive in reaching out to other commissions as relevant issues arise.

12. **Alternates**

There will be no alternates for standing committee members.

- When multiple projects are under consideration and workload demands warrant it, each of the commissions listed in III.2-7 above may appoint one additional

member to serve as the commission's representative on each additional project to ensure that each project has consistent commission representation.

IV. ROLES

1. PFRC Chair

A Planning Commission member is appointed as the PFRC Chair by the County Board.

1.1. The PFRC Chair's Scope of Duties are as follows:

- Coordination of the meeting schedule with the County's Public Facilities Review Coordinator.
- Reporting to the Planning Commission on the overall activity and workload of the PFRC.
- Management and oversight of the committee (e.g., providing for training of new PFRC members; etc.).
- Assisting staff in the development of the meeting agendas and in identifying project-specific PFRC members.
- Meeting with staff and the project lead/manager in advance of the first PFRC meeting to establish an agenda for review of the project.
- Chairing the project meeting and using PFRC time efficiently by keeping the meeting on track and focused on the agenda, and controlling revisiting of issues.
- Providing a project report to the Planning Commission 5 days prior to the public hearing for that project.

2. All PFRC Members

- 2.1 Regular attendance at meetings is necessary to maintain continuity of common understandings and create a productive environment for discussion and deliberation. Members should make a commitment to attend as many PFRC meetings as possible.
- 2.2 PFRC commission representatives are responsible for communicating the status of the PFRC activities with the constituencies they were appointed to represent.

3. Staff

County staff has to play two distinct roles in public projects: 1) as project developer and 2) as project reviewer. In addition, the PFRC will have a staff coordinator appointed to provide support to the Committee. These roles are better defined below:

- 3.1 PFRC Coordinator: The Staff Coordinator of the PFRC will be designated by the County Manager and will be separate from the project lead/project manager. The Coordinator will work with the PFRC chair to provide summaries of meetings that can be distributed to members of the Committee, County Commissions, and other stakeholders.
- 3.2 Review Staff: The Review Staff will be responsible for reviewing the project for consistency with applicable County Codes, Plans and Policies and will be separate from the Project Lead/ Manager.
- 3.3 Project Lead/Project Manager: The Project Lead is responsible for developing and managing the project design process as well as presenting the project to the PFRC. The presentations may also actively involve any public advisory committee that is working on the development of the project (such as BLPC), since a large part of the first and second meetings are intended to help inform the project committees of broader community issues.

V. PUBLIC FACILITY MEETINGS - Flowchart for Meetings

1. Pre-Planning Meeting

A pre-planning meeting should be held between staff, the PFRC Chair, and project lead/manager well in advance of the project's first PFRC meeting.

1.1. The purpose of a pre-meeting is

- To review the project's status
- To outline major issues already identified, such as non-compliance with County planning documents and policies
- To create the PFRC meeting agenda for the first and second meetings
- To review what additional information would be required prior to the meetings.
- To review the list and schedule of meetings with other County advisory groups.

Note:

- It is expected that the project lead/manager will have met with the impacted civic associations or that civic associations will be actively involved with the public facility project development. Thus, community's issues should be identified at the time of the PFRC meetings.

2. First Public Facilities Review Committee Meeting

The first PFRC meeting on any project shall occur at the beginning of public discussion of a public facility, once the County Board and/or the School Board have determined the scope of the project. A BLPC or other project development committee may have been established and had initial meetings; however, it is intended that the first meeting of the PFRC occur as early in the process as possible so that the project development committee is well-informed of issues, concerns, or constraints.

The discussion in the first meeting would include the following items:

2.1. Introduction to meeting by PFRC Chair

- Review purpose & goals of PFRC
- State which agenda topics will be addressed that night, and the order of the meeting (staff/project lead/manager presentation, questions, discussion and attempts to resolve issues, then summing up).
- PFRC Chair may need to place time limits on the agenda items
- Announce need to sign in as well as to honor meeting rules
- Introductions around the room of all attendees

2.2. Presentation of Project Proposal following the Agenda - by Project lead/manager

- Project lead/manager should present only the parts of the project that will be discussed at this meeting, unless understanding of an additional component of the project is critical to understanding the agenda items. This will assist the committee to focus the discussion on the material just presented. Over the course of the three meetings, it is expected that the discussion will move from the general to the specific.

2.3. Review of relevant planning elements and issues for the project in reference to meeting's agenda - by Staff

2.4. Presentation of Project timetable with major milestones and the approximate dates for the second and third meetings, presentation of final recommendation to the Commissions, and actions by the School Board and County Board.

2.5. Discussion of Project per Agenda - by Project Chair

- As predetermined at the Pre-Meeting with Project lead/manager, Project Chair and Staff
- Commission and Civic Association reports on items relevant to the agenda, if applicable

- Review issues for that specific agenda item that are agreed upon and issues to be revisited at the next meeting
- 2.6. Additional presentations by project lead/manager relevant to the next agenda item. (Sections 2.4 through 2.9 repeat for each major agenda item.)
- 2.7. Wrap-up Review - by PFRC Chair
- Review issues agreed upon and issues to be revisited.
 - Review what information is to be provided at next meeting and by whom.
 - Review next steps in schedule.

Notes:

- Project meetings should not be held unless there is a reasonable expectation that progress can be made. Staff and chairs should make this clear to project lead/manager and citizens alike. (Note: Sometimes a PFRC meeting is necessary to allow everyone to hear a project lead/manager say why a suggested change will not be made).
- Staff's position or concerns need to be presented as early as possible. The PFRC Chair should also be advised of staff issues and recommendations as early as possible, not at the last minute.
- Supporting materials required for each of the agenda items must be provided to the PFRC staff coordinator no later than one day prior to the mailing of the staff report for the PFRC meeting. Supporting material requirements will be identified by the project staff and the Project Chair prior to completion of each meeting agenda.

3. Second Meeting

The second meeting will occur once the initial conceptual design options are developed for the public facility. It is to frame choices among viable options and explore with greater specificity the impacts of the conceptual designs in areas covered by the PFRC.

- 3.1. Introductions - by PFRC Chair
- Determine if meeting attendees were at first meeting and if needed, briefly summarize introductory remarks included in previous meeting
 - Announce need to sign in as well as to honor posted meeting rules
- 3.2. Review of items raised at last meeting and now addressed - by Project lead/manager
- The Project lead/manager should check with PFRC Staff Coordinator prior to the meeting to verify agenda. Any changes to the agenda or major presentation not on the agenda need prior approval by PFRC Chair.
- 3.3. Review and update of issues - by Review Staff
- 3.4. Presentation of Project elements following the Agenda - by Project lead/manager
- 3.5. Review of issues on project elements just presented – by Review Staff.
- 3.6. Discussion of project per Agenda items - by PFRC Chair
- 3.7. PFRC Chair may need to place time limits on the agenda items.
- 3.8. Wrap-up Review - by PFRC Chair
- Review issues agreed upon and issues to be revisited.
 - Review what information is to be provided at next meeting and by whom.
 - Review next steps in schedule.

4. Third Meeting

The third meeting will occur once a project design is ready for submission to the County Board for use permit or site plan approval. Drawings and plans must be in sufficient detail to enable a full understanding of the project. Requirements for a 4.1 site plan submission serve as a general guide. The meeting will occur in advance of consideration of the use permit or site plan by relevant commissions and the results from the PFRC should help inform discussion at the commission meetings.

- 4.1. Introductions - by PFRC Chair
- Determine if meeting attendees were at previous meetings and if needed, briefly summarize key discussion points of previous meetings.
 - Announce need to sign in as well as to honor posted meeting rules

- 4.2. Review of items raised at last meeting and now addressed - by Project lead/manager
 - The Project lead/manager should check with PFRC Staff Coordinator prior to the meeting to verify agenda. Any changes to the agenda or major presentation not on the agenda need prior approval by PFRC Chair.
- 4.3. Review and update of issues - by Review Staff
- 4.4. Presentation of additional Project elements following the Agenda - by Project lead/manager
- 4.5. Review of issues on project elements just presented – by Review Staff.
- 4.6. Discussion of project per Agenda items - by PFRC Chair
- 4.7. PFRC Chair may need to place time limits on the agenda items.
- 4.8. Wrap-up Review - by PFRC Chair
 - Review issues agreed upon and issues to be transmitted to the Planning Commission

VI. MASTER ISSUES AGENDA FOR PFRC MEETING

The development of the agenda for each and every meeting is a cooperative effort between the PFRC Chair, the PFRC Staff Coordinator and the Project lead/manager. The Staff Coordinator and the PFRC Chair should discuss the project's status and issues and the meeting agenda before each PFRC meeting.

- Because each project is unique and will have different issue priorities, the Master Agenda should be used as a guide in preparing project meeting agendas. This Master Agenda is not comprehensive but provides examples of the types of issues that may be considered under each of the major areas. The overriding guideline is to discuss the issues from macro to micro to the extent the PFRC discussion remains productive. In some cases, some items listed may not be applicable to the project. The order of the topics listed on the Master Agenda is not reflective of the level of importance of each issue or of how much time each issue will be given in the PFRC discussion. In addition, while all of the topics are subject to discussion at the Planning Commission public hearing, certain elements will also be heard at hearings of the PFRC's member commissions (e.g., Housing, Transportation).
- The agenda for each project should be included in the PFRC meeting notice via either email or postal mail, which should be distributed at least 5 days prior to the meeting. Advance presentation of complete materials is important in order that the PFRC can complete its review in a single meeting at each of the three stages.
- The PFRC Chair and Staff Coordinator should have a very clear list of what needs to be addressed at the next meeting, what issues have been resolved, and what items everyone agrees there is disagreement on BEFORE moving on to the next agenda item. This list should be kept up-to-date as an overall summary of progress of the project.

Master Agenda Issues List

1. Informational Presentation

- 1.1. Overview of Project Proposal - by Project lead/manager
 - Background information if necessary on relevant Ordinances, Policies and Plans such as: General Land Use Plan; Master Transportation Plan; Public Spaces Master Plan (including the Public Art and the Urban Forestry Master Plans); Chesapeake Bay Preservation Ordinance; Historic Preservation Master Plan; Stormwater Ordinance; Zoning Ordinance and Form Based Code; Streetscape Standards; Revitalization, Sector and Small Area Plans; Neighborhood Conservation Plans; LEED Standards; Utility Undergrounding Policy; etc.

- Project lead/manager should include a contextual overview of the site. All presentations should include an aerial picture with labeling of all streets and depicting the other sides of streets and intersections, etc.
 - 1.2. Review of Project Proposal - by Staff
 - Review of Relevant Planning Documents for project.
 - Status update and identification of agenda items that will be reviewed at the current meeting as well as major policy issues raised by the proposal and being considered by the County.
2. Land Use / Zoning
- 2.1. Consistency with relevant plans
 - 2.2. Justification for change (if there is a GLUP change and/or rezoning)
 - 2.3. Consistency with the General Land Use Plan (if rezoning is requested)
 - 2.4. Density, height, bonus density and/or height, site coverage, setbacks
 - 2.5. Any special designations for the site such as historic district or structure, Mall Axis corridor, etc.
 - 2.6. Modification of use regulations, type of use, mix and complement of uses including any retail
3. Site Design and Characteristics
- 3.1. Compliance with goals of adopted Planning Documents
 - 3.2. Allocation of uses on the site; location of services /parking; location/amount/use of open space
 - 3.3. Building placement and orientation
 - 3.4. Relationship of proposed building to adjacent uses, (i.e. public space and other buildings)
 - 3.5. View vistas through site
 - 3.6. Pedestrian access/connections
 - 3.7. Visibility of site or building from significant neighboring perspectives
 - 3.8. Historic status of any existing buildings on site
 - Compliance with Historic Preservation Master Plan
 - Adjacent to Historic structure or district.
4. Building architecture
- 4.1. Building form, massing, height and tapering
 - 4.2. Building Materials
 - 4.3. Facade treatments, materials, fenestration
 - 4.4. Relevance of design and Historic Preservation of existing buildings on site
 - Restoration of historic structures, compliance with HALRB goals.
 - 4.5. Activation of street edge, review of more detailed building elevations at street level
 - 4.6. Functional quality retail spaces (if applicable)
 - Location, size, storefront designs and transparency, mix and size of tenants, minimum ceiling heights, utilities and venting, and locations of internal loading and trash service
 - 4.7. Roof top treatment, exterior lighting
 - 4.8. LEED Score (striving for LEED Silver in new construction), sustainable building design elements, dark skies.
 - 4.9. Accessibility: exterior (including streetscape, building entrances, and any public open space) and interior (including garage).
5. Transportation, Streetscape and Parking:
- 5.1. Street Network and street design:
 - 5.1.a. Function and character of existing streets.
 - 5.1.b. Relationships of these streets to adjacent neighborhoods

- 5.1.c. Existing traffic and safety issues associated with these existing streets—highlight areas of concern
- 5.1.d. Need for new streets or alleys
- 5.1.e. Proposed design treatment for streets (building face to building face)
- 5.1.f. Locations for access to parking and loading functions; number of curb cuts delivery drop offs
- 5.1.g. General routes for vehicular and pedestrian traffic flow to and through the site
- 5.2. Connectivity of Pedestrian, Bicycle and Transit Facilities/Services:
 - 5.2.a. Evaluation of primary walking routes to the site and identification of gaps in sidewalk/crosswalk infrastructure (1/2 mile walk shed)
 - 5.2.b. Evaluation of existing/potential bicycle routes to the site and identification of gaps in facilities that would discourage cyclists from accessing site by bike
 - 5.2.c. Evaluation of local and regional transit routes that could provide better transit connections. Relationship of transit stops and routes
- 5.3. Transportation Demand Management Plan
- 5.4. Parking
 - 5.4.a. Number of on-site parking for all uses (ratio, visitor parking; etc.)
 - 5.4.b. Parking management plan for how on-site parking will be used (weekdays, evenings, weekends) with an emphasis on shared parking strategies.
 - 5.4.c. Design approach for on-site parking and link to other master planning objectives such as reducing impervious cover and storm water run-off, improving urban design quality of new facilities, maximizing useable open space, etc
 - 5.4.d. Assessment of neighborhood parking and curb-side management issues in the area of the facility and develop a curb-side management plan.
- 6. Open space
 - 6.1. Landscape Plan, Detailed Plaza designs and/or types and elements of public and private open space
 - 6.2. Compliance with Planning Documents including Public Space Master Plan, Sector Plans, Phased Development Site Plan (if applicable), Chesapeake Bay and stormwater management plans; or other applicable plans and policies.
 - 6.3. Orientation and use of open spaces (external vs. internal)
 - 6.4. Relationship to scenic vistas, natural features and/or adjacent public spaces
 - 6.5. Tree preservation and/or replacement
- 7. Affordable Housing (if applicable)
 - 7.1. Compliance with current policy and standards.
 - 7.2. Bonus Density and/or Replacement Units
 - 7.2.a. Replacement units in base density calculations
 - 7.3. Contribution to Funds or On Site and/or Off Site location of units
 - 7.4. Unit mix, Number of Bedrooms, location of units.
 - 7.5. Financial data; income levels, length of terms, etc.
 - 7.6. Existing Tenant Relocation coordination and package
- 8. Public Art / Cultural Amenity
- 9. Signage, including rooftop, parking garage, storefront, wayfinding, etc.

10. Construction issues: Phasing, parking, vehicle staging area, truck routes, impacts on on-street parking and pedestrian travel ways.
11. Relocation of Existing Tenants - Small Businesses or Residential (if applicable).

VII. Discussion Ground Rules

PFRC is a working committee charged with analyzing and, to the extent possible, resolving complex issues in a limited time. Because of the size of the group, meeting attendees are asked to observe the following rules of courtesy.

Discussion of Ground Rules

1. Be on time and come prepared.
2. Do not disturb the meeting in progress when entering the room.
3. Focus on the issues being discussed, not personalities.
4. Respect other stakeholders' opinions, even if you may disagree with them.
5. Be concise, seek clarity, and thoroughly discuss an issue point.
6. When a matter has been "digested" enough, come to a conclusion (consensus or agree to disagree) on issue prior to raising a new issue.
7. Before speaking, the speaker should be recognized by the PFRC Chair. Observers may be permitted to join in discussions when recognized by the PFRC Chair.
8. Don't interrupt a speaker and avoid side conversations.

VIII. Seeking Consensus

Consensus will be sought in the following manner:

1. The PFRC Chair should sum up any apparent consensus (pro or con) on issues for a project and make clear what the next step in the process is.
2. At times, if the PFRC Chair is unclear about the committee's direction on an issue, the PFRC Chair may ask for a showing of hands to get a sense of where the committee stands on the issue. No formal ballots are taken at PFRC.
3. Should it prove difficult to reach a group consensus after reasonable effort, the PFRC Chair should acknowledge that the issue is one that the committee agrees to disagree on.

IX. Meeting Time

1. Meetings are scheduled to start at (TBD) unless otherwise determined by the PFRC Chair. The starting time for a second agenda item will be stated in the meeting notice. Discussion of the last proposal should try to conclude by (TBD) as is feasible.
2. Meetings will start on time. Stated ending times will be generally respected, but may be adjusted by general agreement to help finish a discussion.
3. No more than two projects should be heard in one night.

X. Meeting Schedule

1. All meeting schedules as determined by the PFRC staff coordinator and the PFRC Chair are final.

2. PFRC meetings are generally held on (TBD). However, when another night is necessary, then a second PFRC meeting may be added on (TBD). There should be only (TBD) PFRC meeting per (TBD) unless unusual circumstances necessitate it, in which case there may be (TBD).
3. Meetings should not be scheduled for any night of the week other than (TBD).
4. No PFRC meetings are held during the last two weeks of August, Thanksgiving week and the last two weeks of December.
5. No meetings are held the same day as another Planning Commission public hearing, a meeting of another standing committee of the Commissions represented at the PFRC, or a special work session involving all of the members of any of these Commissions.

XI. Cancellation of Meetings by Project lead/manager

1. Because of the tight scheduling challenges of PFRC meetings, Project lead/managers must notify the PFRC Staff Coordinator of a cancellation no later than two weeks before the date of the scheduled meetings.
2. Cancellation of a meeting after the two-week minimum period will result in the proposal having to wait until an available PFRC meeting date is open. Other proposals may take scheduling priorities over those projects that cancel at such short notice.
3. If a Project lead/manager cancels a meeting on or after the day the PFRC report and notification is sent, then the project lead/manager shall be responsible for contacting each and every person notified as well as have a representative at the canceled meeting location on the date and time of the meeting in order to inform everyone who did not receive notice that the meeting has been canceled.

XII. Submittal of Material for the Meetings

The project lead/manager will be responsible for providing the necessary materials to staff to support discussion of the items on the agenda for each PFRC meeting.

1. In the interests of coherence, all material to be distributed to the group from any source should include the author's name and the date.
2. Agenda materials are to be delivered by the project lead/manager to the Staff Coordinator no later than eight days before the project meeting to provide sufficient time for the materials to be included in the mailing of the staff report to PFRC members. Any last minute revised additional materials should be given to staff 8 hours prior to the meeting for distribution to PFRC committee.
3. The project lead/manager must provide enough copies for all PFRC members, all staff members and additional copies for citizens.
4. PFRC may defer any item for which all relevant information has not been prepared in the above-referenced manner.