ATTACHED IS THE DRAFT ADMINISTRATIVE GUIDE FOR THE REVISED SPECIAL GLUP STUDY AND SPECIAL GLUP STUDY PLUS PROCESSES. THE DRAFT GUIDE WILL BE PRESENTED BY STAFF AT THE APRIL 24, 2019 LRPC MEETING. PLEASE REVIEW THE ATTACHED DOCUMENT AND PROVIDE STAFF WITH WRITTEN COMMENTS NO LATER THAN APRIL 23, 2019. WE LOOK FORWARD TO PROVIDING RESPONSES TO COMMENTS RECEIVED IN ADVANCE AT THE LRPC MEETING.

EMAIL COMMENTS TO:

mtrhodes@arlingtonva.us
ksteffen@arlingtonva.us
Introduction

This document will serve as a process overview to aid applicants, commissioners, community members, staff and elected officials in understanding the Special GLUP Study process from start to finish.

The GLUP is Arlington’s primary policy guide for the future development of the County. The Plan establishes the overall character, extent and location of various land uses and serves as a guide to communicate the policy of the County Board to citizens, the business community, developers and others involved in the development of Arlington County. In addition, the GLUP serves as a guide to the County Board in its decisions concerning future development. The GLUP is one of eleven elements which currently comprise the County’s Comprehensive Plan. Supporting documents include area and sector plan, which detail specific land use, density, building form are other policies.

The GLUP can be amended in two different ways. The first is through a County-led planning process to implement policies from a sector, area or revitalization planning effort. The second is at the request of a developer and/or property owner. When a GLUP amendment request is made in keeping with the recommendations of a relevant adopted plan, it is evaluated in the context of the associated site plan or use permit, along with any potential rezoning request.

In 2008, the County Board adopted a new policy regarding GLUP amendments. The “Policy for Consideration of General Land Use Plan Amendments Unanticipated by Previous Planning Efforts” calls for a community review process in those instances where a requested land use change is inconsistent with an adopted plan or when the request is in an area without an adopted plan. The policy includes the following language “… a proposed GLUP amendment for any site not identified in a County Board adopted planning study as appropriate for such a GLUP amendment will not be considered until such a planning study or analysis has been completed and presented to the County Board.” A study of this nature was deemed necessary to assess whether proposed changes to the GLUP are consistent with the County’s long-term planning principles and goals.

In determining how to implement the County Board’s new policy, staff worked closely with members of the Planning Commission. A Long Range Planning Committee of the Planning Commission (LRPC) review process that would allow for a high-level review of the requested amendments to the GLUP separate from and prior to any site plan or use permit project review was developed, and, as of June 30, 2019, has subsequently been refined.
Initial Application Checklist

Applicants for Special GLUP Studies are required to provide the following materials with accompanying graphics with the online Special GLUP Study Application through the Permit Arlington portal:

- Statement of Justification, including a narrative and exhibits, describing the following:
  - The property location and size
  - Current and proposed GLUP designations for site and surrounding sites
  - Current and proposed Zoning designations for site and surrounding sites
  - A detailed explanation and justification for the requested GLUP designation, including consistency with a relevant Sector or Area Plan (if applicable), consistency with surrounding properties, and any other land use considerations applicable to the project site for staff consideration;
- Transportation information, including a narrative and exhibits — proximity to transit, potential new streets or connections, existing vehicle counts on all frontages, pedestrian counts; and
- Other information necessary for staff analysis, to be determined in consultation with staff based on the site.

Application Review Process

All applicants are encouraged to schedule an initial meeting with County staff prior to filing an application for a Special GLUP Study which will serve as an opportunity to discuss potential issues and aid the applicant in determining whether to submit the application as a Special GLUP Study or Special GLUP Study Plus.

Tier 1 – Initial Review

1. Submit the Initial Review Special GLUP Study Application through the Permits Plus portal and pay the Initial Review Fee for either a Special GLUP Study or Special GLUP Study Plus Application (see the County’s Fee Schedule for specific fee amounts).

2. The County is currently administering Special GLUP Study requests on a biannual basis. The review cycle is as follows:

<table>
<thead>
<tr>
<th>Application Receipt Window</th>
<th>LRPC Meeting</th>
</tr>
</thead>
</table>
Applications received between February and the end of June will be reviewed by staff in preparation for a September or October LRPC meeting.

Applications received between August and the end of January will be reviewed by staff in preparation for a March or April LRPC meeting.

### 3. Initial Review LRPC Meeting

The LRPC meeting will include a staff evaluation of all applications received during the aforementioned application windows. The LRPC will then discuss the applications and provide its input.

- As part of this evaluation, staff and the LRPC will evaluate if a Special GLUP Study or different type of process, such as a small area planning process, a Phased Development Site Plan (PDSP) review or a Transfer of Development Rights (TDR) exchange, might be more appropriate and/or expeditious and why staff has reached this conclusion.
- Additional criteria for selection may include:
  i. Would the amendment possibly advance broader County goals?
  ii. Is there already an existing adopted plan or district designation on the GLUP for the subject area and/or adjacent area? If there is an existing plan or district recommendation for a specific area, a change to the GLUP may be less likely. What conditions have changed to warrant revisiting the adopted policy?
  iii. Is the area currently under study?
  iv. Is this a larger site or more complex site? Are surrounding properties similar and should they potentially be included in the study? Would it be more appropriate to address the area through a small area plan?
  v. Is there a Phased Development Site Plan (PDSP)? Would it be more appropriate to undertake a PDSP review as opposed to a Special GLUP Study?
4. The Tier 1 – Initial Review process concludes with a letter from the Department of Community Planning, Housing and Development (CPHD) Director determining whether the Special GLUP Study request has been accepted, denied, or deemed more appropriate for another form of land use analysis. An estimated timeline for the study will also be provided.

An applicant may contest a letter of determination to not pursue a Special GLUP Study by filing a GLUP Amendment application with the applicable fee. The GLUP Amendment request would be heard by the Planning Commission and the County Board at public hearings. The County Board would make the ultimate determination whether to direct the County Manager and staff to undertake the requested Special GLUP Study and consider any other potential adjustments to the work plan.

**Tier 2 – Full Study**

If a letter of determination recommending a Special GLUP Study is received, the applicant should proceed with the following actions/process:

1. The applicant will file a Full Special GLUP Study Application through the Permits Plus portal and pay the Full Study Fee for either a Special GLUP Study or Special GLUP Study Plus Application (see the County’s Fee Schedule for specific fee amounts).

2. Once the application is received and the fees are paid, staff will confirm the estimated timeline for the Special GLUP Study or Special GLUP Study Plus. In addition to the application materials submitted for the Initial Review, staff will request the following:

**Full Study Application Materials:**

**Special GLUP Study:**

- Transportation Impact Analysis;
- Other information necessary for staff analysis, to be determined in consultation with staff based on the particular site.

**Special GLUP Study Plus:**

- Transportation Impact Analysis;
- Three-dimensional modeling of the existing conditions of the subject site and contextual area, as well as modeling of various scenarios reflecting the requested GLUP designation or designations and other GLUP designations to be determined by staff in conjunction with the LRPC;
- Other information necessary for staff analysis, to be determined in consultation with staff based on the particular site.
3. A typical Special GLUP Study will include the following:
   • History of GLUP and Zoning designations;
   • Existing GLUP and Zoning designations;
   • Analysis of relevant plans and policies;
   • Proposed GLUP amendment request - uses; density; heights; etc.;
   • 3-D modeling of existing conditions and what the proposed GLUP designation would allow; and
   • Preliminary transportation analysis.

The LRPC will be consulted throughout the Special GLUP Study process. The number of LRPC meetings is dependent on the size and scope of the study. This will be mapped out in the initial study scoping phase and staff. Staff, in consultation with the LRPC Chair, will determine when a study is ready to conclude the LRPC meetings and move to public hearings with the Planning Commission and County Board.

4. Following the Special GLUP Study process, a “request to advertise” or “not to advertise” GLUP amendment staff report will be brought, along with a comprehensive study document outlining staff’s analysis, findings and recommendations, to the Planning Commission as an action item, permitting public comment and a Planning Commission vote with a recommendation or recommendations.

5. The “request to advertise” or “not to advertise” report and comprehensive study document will then be brought to the County Board for final action, thereby concluding the Special GLUP Study process.
   • Authorizing advertisement, it should be noted, would not imply that the County Board supports the proposed amendment, but that it is in the realm of consideration, subject to an appropriate site plan.
   • Should an appropriate site plan be filed in the future for the subject site, staff would develop a recommendation on any proposed changes to the GLUP and zoning designations that is informed by the findings of the Special GLUP Study.

Additional Process Information

Stakeholder Participation: Representatives of immediately affected civic associations are notified of meetings and one representative per association is invited to participate fully “at the table” in the LRPC discussions. Representatives of affected homeowner associations and relevant commissions and other stakeholders may be invited to participate at the discretion of the LRPC member chairing the process.
**Applicant Participation:** The applicant may verbally present their rationale with a limited number of presentation slides following staff’s presentation. The intent of this presentation would not be to market the project and should not resemble the type of presentation that an applicant makes at an SPRC meeting. The LRPC Chair will also make it clear that the applicant could speak should there be a public comment period during the LRPC meetings. Applicant presentation requirements include:

- Up to three presentation slides are permitted during both the initial Special GLUP Study and full Special GLUP Study processes, unless the LRPC Chair and staff determine that additional material should be presented.
- The presentation should present the applicant’s overall rationale for requesting the GLUP amendment and associated supporting information.
- The presentation should not be a “marketing” presentation focused on the project.
- Presentation slides must be submitted five days in advance of the LRPC meeting for review by staff and the LRPC Chair.

**Supplemental GLUP Amendment Requests:** In conjunction with the LRPC Chair, staff will evaluate whether requests to analyze additional GLUP and zoning categories once a process has started on a case-by-case basis and determine whether the additional request can be accommodated in the current study. If additional GLUP designations are to be studied, the additional request will be subject to an additional fee (see Arlington County Zoning Fee Schedule).

In some instances, staff, consulting with the LRPC Chair, may alternatively request that an applicant refile a Special GLUP Study application with the revised request during the next Special GLUP Study application window. The applicant may pay a reduced fee for the new application based on the level of analysis performed by staff on the previous study of the site in question.

**Associated Zoning Ordinance Amendments:** In the event a Zoning Ordinance amendment is submitted along with a GLUP amendment request, staff will consult with the LRPC and the Zoning Ordinance Committee of the Planning Commission (ZOCO) chairs to determine on a case-by-case basis how this specific request should be evaluated, under the auspices of which subcommittee it should be reviewed and in which sequence, and who should be invited to attend the meetings prior to proceeding with the required Special GLUP Study process.

**For more information:** Contact the Comprehensive Planning Section of the Planning Division of the Department of Community Planning, Housing and Development at 703.228.3525 or email cphd@arlingtonva.us.
For additional information on Special GLUP Studies, including completed Special GLUP Studies, please see https://projects.arlingtonva.us/plans-studies/general-land-use-plan/special-studies/.

For the most current Arlington County Zoning Fee Schedule, please see https://building.arlingtonva.us/zoning-fee-schedule/.