

Neighborhood Complete Streets Commission – Charter

Adopted by the Arlington County Board July 24, 2014; revisions adopted by the Arlington County Board July 21, 2020

Introduction

The Neighborhood Complete Streets Commission (NCSC) is created as an advisory body by the County Board of Arlington County, Virginia. The NCSC will advise the Board with respect to the adoption, implementation and review of the Neighborhood Complete Streets (NCS) Program. Neighborhood Principal and Neighborhood Minor streets as defined in the 2011 Streets Element of the Master Transportation Plan (MTP) will be eligible under the NCS Program.

Mission

The NCSC will advise the County Board on transforming Arlington’s neighborhood streets to the Complete Streets model, described in, and consistent with, the MTP Streets Element. The NCS Program is intended to (1) make streets safe for all users of all ages and abilities, including pedestrians, bicyclists, motorists and other users¹ and (2) preserve or enhance neighborhood character and desired community attributes.²

Governing Documents

The Master Transportation Plan, including the MTP Goals and Policies adopted November 13, 2007, as amended from time to time; the MTP Streets Element, adopted February 2, 2011, as amended from time to time; the Pedestrian Element and Bicycle Element, both adopted July 19, 2008, as amended; the Transit Element, adopted July 13, 2009, as amended from time to time; and the Parking and Curb Space Management Element, adopted November 14, 2009, as amended from time to time.

Functions and Scope

The NCSC shall carry out the following functions:

1. Provide advice and input to the County Board and County Staff with respect to developing the NCS Program processes to be adopted by the County Board, including project selection criteria, project prioritization, public outreach, opportunity for public participation, and public traffic safety education.
2. Provide advice to County Staff in connection with implementing the NCS Program processes approved by the Board, including calls for new projects, and ongoing advice regarding developing and implementing NCS projects.
3. Participate with County Staff in administrating the ranking system used by the NCS program to prioritize neighborhood complete streets proposals.
4. Make funding recommendations to the County Board regarding proposed NCS Projects.
5. Participate with County Staff in developing neighborhood traffic safety education programs.

¹ “As public funding and private redevelopment provide opportunities, those streets should be upgraded to provide essential street functions such as safe and convenient access for pedestrians, bicyclists, motorists, emergency vehicles, and proper storm water management.” MTP Streets Element, p. 32.

² “Preservation or enhancement of neighborhood character and desired community attributes should also be primary considerations in developing street projects.” MTP Streets Element, p. 27.

6. Recommends new policies and strategies to the County Board based on NCS Program experience and evolving best practices in other jurisdictions. Advises the Board on Capital Improvement Plan (CIP) priorities and on other relevant policies.

Membership

The NCSC shall be comprised of up to fifteen (15) members who shall be appointed by the County Board to serve at the pleasure of the County Board:

- 5 to 9 members – At-Large
- 2 members – representing the Neighborhood Conservation Advisory Commission
- 1 member – representing the Transportation Commission
- 1 member – representing the Bicycle Advisory Committee
- 1 member – representing the Pedestrian Advisory Committee
- Additional members from other relevant advisory groups (e.g., the Urban Forestry Commission)

Members will be appointed for three-year terms, and with reappointment, shall be permitted to serve no more than nine (9) consecutive years. Each NCSC member must submit Economic Statement of Interest forms, consistent with policy of requiring disclosure by advisory group members making funding recommendations.

A member of the Commission who fails to attend three (3) Commission meetings in a single year without providing advance notice to the Commission Chair, or staff, of a legitimate reason for the absence may be asked to resign his or her remaining term on the Commission. The Commission Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted.

Chair and Committees

A Chair shall be designated by the County Board. The Commission will choose the Vice Chair. The NCSC may create committees, as necessary, to accomplish specific Commission missions and the Chair shall appoint committee leadership. Committee membership may include persons who are not on the Commission. Members are expected to perform their duties and responsibilities relating to the NCS Program. The Commission will self-monitor its activities and progress in fulfilling this mission.

Staff liaison

The County Manager shall appoint a member of the Staff from the Department of Environmental Services, Division of Transportation to serve as Staff liaison to the NCSC. Other County Staff, including employees of the Arlington Public Schools, will assist the NCSC as circumstances warrant.

Meetings

All meetings of the NCSC will be conducted in accordance with applicable laws, including Freedom of Information Act (FOIA) and any state level equivalents. All NCSC meetings shall be open to the public. A quorum for meetings of the full NCSC will consist of at least 51% of the NCSC membership, excluding vacant seats. Minutes will be taken and all minutes will be available for public review. The full NCSC shall meet at least once in each calendar quarter.

The Commission has adopted a Policy for Electronic Participation in Neighborhood Complete Streets Commission Meetings which is located on the [Arlington County website](#).

Reporting to the Board

Review of the implementation and evaluation sections of the approved NCS projects, and recommend changes in the NCS Program will be shared with the Board Liaison as appropriate.

Update of this Charter

From time to time, The NCSC shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.