

**DRAFT PROTOCOLS**

**Affordable Housing Roundtable  
Arlington County**

**1. PURPOSE AND CHARGE**

The purpose and charge of the Affordable Housing Roundtable is informed by the Arlington Board Resolution of February 15, 2005 and the charge to the Affordable Housing Roundtable.

**2. PARTICIPATION**

- a) Membership. Members have been identified by the County Board. Members are listed on Attachment A.
- b) Attendance at Meetings. Each Member is asked to make a good faith effort to attend each session fully prepared for work. There shall be no substitutes or alternates.
- c) Participation in Meetings. Only members of the Roundtable, staff, the facilitator, and invited speakers will participate in discussions. One or more public participation opportunities will be scheduled during the effort.

**3. MEETINGS**

- a) Open Meetings. All meetings of the Roundtable will be open meetings. Meeting dates will be announced.
- b) Minutes. The proceedings will not be electronically recorded by the County. Others are asked to refrain voluntarily from recording meetings. Meeting summaries that identify major issues discussed and action items taken will be kept. These meeting summaries will be made available to the public on request.
- c) Agendas. Meeting agendas will be developed by the Chair and the facilitator in consultation with Members.
- d) Meeting Materials. Staff will note the author and date on documents distributed to the Roundtable. Items will be 3 hole punched, when feasible.
- e) Meeting Groundrules. The following groundrules shall guide participation and behavior at meetings:
  - One person speaks at a time.
  - Avoid side conversations.
  - Maintain focus on discussion and agenda. (Cell phones set to off or vibrate.)
  - Treat other members with respect, even in the face of disagreement
  - Be willing to respond to questions about your views and ask others to clarify their views.
  - There is no dress code.
  - Members and staff shall seek to avoid jargon and use laypersons language whenever feasible. When jargon and acronyms are used, the facilitator will take care to ensure each member is understanding the discussion.

#### **4. DECISION MAKING**

- a) Consensus. The Committee will operate by consensus of all Members present, meaning each Member can live with a decision being made. The focus of the consensus building shall be on developing a package of recommendations that balance a variety of interests and aspirations. In the event a consensus on all recommendations can not be reached, the Roundtable report will identify areas where consensus was reached and areas where consensus was not reached with a summary of the differing views.
- b) Final Decision. The work of the Affordable Housing Roundtable is advisory to the County Board. The County Board shall make final decisions.
- c) Workgroups. Smaller Working Groups may be formed to address specific issues and to make recommendations to the Roundtable. Working Groups are open to any Member. Working Groups are not authorized to make decisions for the group as a whole. All Members will be notified of all working group meetings.

#### **6. MEDIA**

- a) Media. The media may cover the meetings and progress of the Roundtable. Members shall feel free to describe their own views. Members shall refrain from characterizing the views of other Members. The Members of the Roundtable may empower the Chairman or other members to speak on behalf of the Roundtable to the media.

#### **7. SCHEDULE AND TIMELINE**

- a) Timeline. Amendments to the GLUP and affordable housing provisions of the zoning ordinance should be advertised at the July 12 recessed County Board meeting, with a full public hearing scheduled for the September 17 County Board meeting. *(These dates could slip by two months, to an advertisement on September 17 and a full public hearing at the October 15 County Board meeting.)*
- b) Meeting Schedule. Meetings will be held every one or two weeks to meet the deadline. Meetings will be scheduled to maximize participation of Members.

#### **8. ROLES AND RESPONSIBILITIES**

- a) Facilitator. Bill Potapchuk will serve as the facilitator and will work to ensure that the process runs smoothly. The role of the facilitator will include assisting in the development of draft agendas, facilitating meetings, working to resolve any impasses that may arise, reviewing meeting summaries, communicate with members between meetings, and other functions the parties request. The facilitator will not take a position on the issues before the parties.
- b) County Staff. Ron Carlee, Steve Maclsaac, Susan Bell, and Ken Augenbaugh will serve as the primary resource persons for the Roundtable. They will be assisted by other staff. Staff will provide background information, support deliberations, and provide requested information to the Roundtable on a timely basis. Staff will prepare meeting summaries.
- c) Other Resource Persons. The Roundtable may invite other consultants or resource persons to assist with the effort.

**Attachment A  
Members of Affordable Housing Roundtable**

Jay Fiset, Chairman  
Affordable Housing Roundtable  
Arlington County Board

Melissa Bondi  
Commission on Housing

Bob Bushkoff  
Dittmar Company

Brian Coulter  
The JBG Companies

Dave DeCamp  
Grubb & Ellis

Christian Dorsey  
Tenant-Landlord Commission

Mark Ingraio  
Apartment and Office Building Association  
of Metropolitan Washington

Carrie Johnson  
Planning Commission

John Kinney  
Bean, Kinney & Korman

John Milliken  
Venable LLP

Doug Peterson  
Arlington Partnership for Affordable  
Housing

Susan Retz  
Housing Commission

Charlie Rinker  
Arlington New Directions Coalition Inc

Mitchell Schear  
CES Commercial Realty

Kathryn Scruggs  
Arlington County Civic Federation

John Shooshan  
The Shooshan Company, Inc.

Mark Silverwood  
Silverwood Associates Inc

Stan Sloter  
Paradigm Companies

Stanley Taylor  
GMU Arlington Campus, Arlington  
Chamber

Nan Terpak  
Walsh, Colucci, Lubeley, Emrich and  
Terpak P.C.

Andrew Viola  
Bush Construction Corporation, Northern  
Virginia Building Industry Association

Mary Margaret Whipple  
Virginia Senate

Chris Zimmerman  
Arlington County Board