

VII. Administration

The ***Columbia Pike Special Revitalization District Form Based Code*** process is intended to provide an incentive to property owners and developers who are willing to develop in a particular form. There are two review processes for the **Form Based Code** option: By-Right (administrative review) and Special Exception. The Special Exception process is dependent upon site size and/or the need for minor variations to the **Code**. Projects approved through the Special Exception process should nonetheless meet the intent of the **Form Based Code**.

Section 20 of the Arlington County Zoning Ordinance sets forth the provisions for reviewing and approving development applications within the Columbia Pike Special Revitalization District, as amended, where a landowner or developer chooses to develop pursuant to the **Form Based Code**. The intent is to ensure that all development occurring under the **Form Based Code** is consistent with the provisions of that **Code** as they pertain to height, siting, architectural standards, and building form. All five elements of the **Form Based Code** - Definitions, the Regulating Plans, the Building Envelope Standards, the Streetscape Standards and the Architectural Standards—will be applied during review.

The Columbia Pike Initiative ADMINISTRATIVE REVIEW TEAM, comprised of staff from the Department of Community Planning, Housing & Development, including Planning and Historic Preservation; the Department of Environmental Services; and, Arlington Economic Development, is charged with review of all Form Based Code proposals.

A. By-Right Option

Projects on smaller sites (less than 40,000 square feet) are able to build as a matter of right when they meet all of the standards of the **Form Based Code**. The Columbia Pike Initiative ADMINISTRATIVE REVIEW TEAM will be responsible for reviewing development proposals within 30 days of submission of a completed application. Permits will not be issued for building activity until review is completed and a determination made that the proposal is consistent with the **Form Based Code**. Applicants also will be required to provide copies of their proposal to the Columbia Pike Revitalization Organization and affected civic associations at the time of submission to the County. Up to two civic association representatives, who will be identified from each adjacent neighborhood, will participate in any administrative review affecting their neighborhood.

B. Special Exception/Use Permit Option

The proposed Special Exception Use Permit process will be required for sites over 40,000 square feet or with floorplates over 30,000 square feet. Such sites will be required to meet the intent of the **Code** and will be evaluated in terms of how well they conform to the **Code** and meet other objectives of the *Columbia Pike Initiative—A Revitalization Plan*. The Use Permit process also provides the opportunity for community input as well as fine tuning of a development proposal to address issues that may not have been contemplated by the **Form Based Code**.

The Use Permit process will give the opportunity for appropriate deviations from the **Code** that are consistent with the County's goals and plans to revitalize Columbia Pike as detailed in the Columbia Pike Initiative that was recently adopted by the County Board. Examples of these deviations may include problems related to topography or STREET grade, the location of ALLEYS and STREETS, breaks and passages between buildings, signs, STREETScape details, design issues related to the inclusion of existing buildings or mature trees as part of a development proposal. Where properties of less than 40,000 square feet have such difficulties, they too, could seek a use permit to gain approval of their development with needed variations.

As currently proposed, the Special Exception process would take approximately 55 days from acceptance of a completed application to public hearing by the Planning Commission and County Board. Applicants will be required to provide copies of their application to the Columbia Pike Revitalization Organization and all affected civic associations at the time of submission to the County. Applicants also will be required to perform property owner notification (affected, abutting and owners across the STREET) as required by the *Code of Virginia*. At the time an application is received, a Planning Commission representative will be designated and civic association representatives from the affected neighborhood will be contacted to begin coordinating community input on the project.