

Charge Establishing the Crystal City Citizen Review Council

The Arlington County Board hereby establishes the Crystal City Citizen Review Council as an advisory body.

Mission/Purpose: The overall mission of the Crystal City Citizen Review Council (the “Council” or “CCCRC”) is to provide, with staff support, periodic monitoring, evaluation, and identification of emerging issues and potential solutions on all dimensions of the Crystal City Sector Plan (the “Plan”) to assure achievement of the Plan’s Goals and Objectives over the life of the Plan.

Functions and Scope: The Council will work to ensure that progress and growth in Crystal City realized through implementation of the Plan fully advances and is consistent with the Plan’s Goals and Objectives. The Council shall carry out the following functions:

1. Establish criteria and metrics for evaluating progress and monitoring impacts on all dimensions of the Plan (e.g. achievement of community services, parks, and other community amenities; traffic impacts on major streets; etc.);
2. Create a forum for collaboration among all interested stakeholders that ensures that the community vision for Crystal City as outlined in the Plan’s Goals and Objectives is being achieved;
3. Review and disseminate data concerning the criteria established in item #1 above to the Board, relevant commissions, and staff to help inform all decision making processes related to Plan implementation, including the Site Plan Review Committee or other established review processes for the discussion of Phased Development Site Plans, final Site Plans, and capital improvement projects in Crystal City;
4. Working with the appropriate parties as needed, develop and recommend strategies to help further various goals of the Plan, particularly in areas where the data illustrate shortcomings in Plan implementation;
5. Participate in follow-up planning that considers additional urban design guidelines for the transition areas west of Jefferson-Davis Highway and adjacent to the single family home neighborhoods as a supplement to the Sector Plan.
6. Participate, as appropriate*, in the Site Plan Review Committee or other established review processes for the discussion of Phased Development Site Plans, final Site Plans, and capital improvement projects in Crystal City; and,
7. Perform special tasks at the request of the County Board.

* It is not the Board’s intention that the CCCRC become an additional step in SPRC or other planning processes; rather that Council members will receive notification of all such processes and be welcomed, as appropriate, as stakeholders/participants in the process.

Membership: The Council shall initially be comprised of nineteen (19) members. These members are drawn from both the community within Crystal City as well as from the broader Arlington community by way of civic association and citizen advisory group representatives. The County Board will appoint and maintain a “Council” with members that represent the following stakeholder groups:

Crystal City Residents	(3)
Crystal City Landowners	(2)
Crystal City Business Owners/Tenants	(2)
Crystal City Business Improvement District	(1)
Aurora Highlands Civic Association	(2)
Arlington Ridge Civic Association	(2)
Planning Commission	(1)
Transportation Commission	(1)
Park and Recreation Commission	(1)
Housing Commission	(1)
Environment and Energy Conservation Commission	(1)
Economic Development Commission	(1)

The nineteenth member will be appointed by the County Board as a Chair to lead the efforts of the Council. Also, one of the other eighteen members will be appointed by the County Board to serve as Vice-chair. Members will be appointed for two year terms, and with reappointment, shall be permitted to serve no more than six (6) consecutive years. All members serve at the pleasure of the Board.

Responsibilities: Members are expected to perform their duties and responsibilities relating to functions generally outlined above in reviewing the on-going implementation of the Plan. The Council shall keep County and community leadership apprised of issues and actions pertaining to the Plan’s implementation. The Council members are expected to serve as liaison with their respective constituencies. In the event that these responsibilities are not being fulfilled, the County Board may refine the Council’s membership at any time.

Reporting: The Council will advise the County Board and provide its guidance in the form of a performance tracking report. This report will be publicly available, and may also be delivered, as needed, in presentation format to highlight the key findings of the report and any corresponding recommendations.

- The Council shall report and make recommendations as necessary to the County Board at a minimum every two years in the spring of even numbered years, using criteria, data, and formats developed collaboratively with staff;
- To the extent possible the Council shall rely on existing data prepared as part of regular County business, such as satisfaction surveys, park surveys, economic development data, traffic data, etc;
- The Council’s biennial reports should be published and delivered in a timeframe that allows for these reports to be adequately considered when developing priorities as part of each biennial update to the County’s Capital Improvement Plan (CIP).

- A web-presence will be established and maintained to distribute information in an accessible, timely manner to citizens and other stakeholders concerning all aspects of the Crystal City Plan, its implementation, and other items in accordance with the mission of the CCCRC.

Staffing Requirements: The County Manager shall appoint a staff coordinator to provide support to the Council. The coordinator, acting as the liaison between County Manager’s Office and CCCRC, shall have full cooperation from the staff interdepartmental team. The role of staff will generally be as follows:

- Council members shall rely on county staff for tracking of developed metrics/criteria, preparation of data, presentations, bi-annual report and other supporting documents used and discussed in Council meetings;
- Any work performed by staff in support of the Council (that would represent a departure from existing work plans) will be subject to approval by the County Manager.
- The staff coordinator will be supported by an interdepartmental staff team to include staff from the departments of Community Planning, Housing and Development (CPHD); Environmental Services (DES); Parks, Recreation, and Cultural Resources (PRCR); and Arlington Economic Development (AED) (and other staff as needed). Staff team members shall participate in Council meetings as needed;
- The staff coordinator will work with Council members and leadership to prepare the performance tracking reports to present to the County Board, and for public consumption, to be completed at minimum on a biennial basis.

Meeting Schedule and Process: The Council will meet as needed to adequately fulfill its role and responsibilities outlined in this charter:

- The Council shall meet no less than twice a year; and
- Council members may, in consultation with the CCCRC Chair, request that meetings be called to address emerging issues/concerns
- The Chair, in consultation with the Vice Chair and coordinator, shall establish the meeting agendas.