

# ARLINGTON COUNTY PLANNING COMMISSION

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## SITE PLAN REVIEW COMMITTEE

### OPERATING GUIDE

Revised March 17, 2010

#### **Introduction**

This document is the first guide that explains to the public the past and current practices of SPRC since its inception some 20+ years ago. This guide provides procedures and guidance on the Site Plan Review Committee (SPRC) for use as an operating guide for the committee and as an information resource for the public. These procedures are intended to facilitate the gathering of community input from the many community stakeholders affected by site plans and to provide guidance to the Planning Commission.

#### **I. SCOPE OF DUTY FOR SITE PLAN REVIEW COMMITTEE**

The Site Plan Review Committee, a committee of the Planning Commission, was formed in the early 1970's at the request of the County Board as a mechanism for the Planning Commission, citizens community groups, advisory commissions and committees to have community input on site plan development projects prior to the formal public hearings held by the Planning Commission and County Board. The site plan application process is a form of special exception approval that provides an applicant with the ability to seek exceptions to zoning ordinance requirements when the applicant agrees to conditions that provide for public benefits that ameliorate the effects of the project on the community.

SPRC's goals are: to ensure that the highest quality of land use planning and design is incorporated into development projects; to promote compliance with the County's Comprehensive Plan, other planning documents and County policies; to address community concerns and goals such as compatibility with existing neighborhoods and other adjacent properties, and to advise the Planning Commission on issues posed by the project and on the adequacy of the proposed conditions in light of the exceptions requested.

The major responsibilities of the SPRC are the following:

- Provide a forum in which the site plan applicant, County staff, the Planning Commission, citizens' community groups, advisory commissions and committees can review, discuss, and comment on a site plan and most major site plan amendment requests filed under Arlington County's Administrative Regulation 4.1.
- Ensure that the highest quality of land use planning and design is incorporated into development projects; to promote compliance with the County's Comprehensive Plan, other planning documents and County policies; and to address community concerns and goals.
- Advise the Planning Commission on the outstanding issues with regard to a specific plan and any conditions which it might determine to be necessary or appropriate to address those issues.

SPRC meetings are public meetings open to all, but are not official public hearings.

SPRC encourages the Site Plan Applicant to modify aspects of the proposed project based on the feedback of committee members. Based on the changes to the site plan through the SPRC process, the Site Plan Chair determines when the site plan is ready to be heard by the Planning Commission and County Board. SPRC does not vote on projects but strives to reach consensus when possible.

As part of the site plan process, all site plan applicants are entitled to at least one appearance before SPRC. The Site Plan Applicant may refuse to continue meeting with the SPRC and request instead to be heard by the Planning Commission and County Board.

## **II. WHEN IS SITE PLAN REVIEW REQUIRED?**

In certain districts established by the County's Zoning Ordinance, a site plan option is available. This form of "special exception" allows more flexibility in development form, and more density and / or height than that permitted "by-right" in the same zoning district. Those zoning districts permitting site plans are written to give the County Board flexibility to approve modifications of the zoning regulations based on the individual characteristics of each site. In each zoning district, there are standards set forth. Unless otherwise stated within a zoning district permitting site plan exceptions, all standards within the district can be modified by the County Board using Zoning Ordinance Section 36.H.5.a. The majority of site plan review proposals are for hotel, residential, office and mixed-use development in certain high density zoning districts and typically within the Metro Station corridors or special revitalization areas such as Columbia Pike.

Site Plan applications are submitted in accordance with Administrative Regulation 4.1. Administrative Regulation 4.1 sets forth technical requirements for the submission and review of site plan applications including the required forms, attachments and other materials that must be submitted. The site plan is reviewed internally by various County agencies.

At the same time, the application is reviewed by individual civic associations and community groups and other county advisory groups. SPRC is both the vehicle for initial Planning Commission review and the forum in which the various community interests come together to discuss issues and concerns. Thus SPRC encourages impacted civic associations to review the site plan prior to site plan meetings in order to develop a list of community issues, concerns and priorities. Having such lists early in the review process aids the Site Plan Review Committee in focusing on the community concerns and making the most effective use of the limited meeting time.

The site plan review process culminates in formal public hearings before both the Planning Commission and the County Board. The Planning Commission reviews new site plans and major amendments and makes recommendations to the County Board. Typically, the Planning Commission receives a written County Manager's report (staff report) and a report from the SPRC. The staff report, which may be a draft or final version, includes a staff recommendation and a number of suggested conditions for approval. After its public hearing, the Planning Commission makes advisory recommendations to the County Board, which may include additional or changed conditions. The County Board, after its public hearing, then takes final action on the site plan. If the project is approved, then the applicant can proceed with the development process and obtaining permits for construction.

## **III. MEMBERSHIP**

The Committee is composed of the following members:

1. **Planning Commission (PC)** - All current Planning Commissioners.
2. **Citizen Members** are jointly appointed by the SPRC chair and the PC Chair.
  - 2.1. The number of citizen members shall be limited to no more than 8. The number may fluctuate within this limit to reflect the availability of strong candidates and the SPRC workload.
  - 2.2. Term - New citizens shall be appointed in 2004 to 2-year terms. As of January 2004, existing Citizen members shall be appointed to one-year terms and may be invited to remain on the committee for another term. Like the Planning Commissioners' terms, this system will allow a rotation cycle for future new membership.

### **3. Advisory Group Representatives**

Advisory commissions and committees requested to provide standing representatives shall include the following:

- Citizens Advisory Commission on Housing
- Arlington County Civic Federation
- Commission for the Arts
- Environment and Energy Conservation Commission
- Historical Affairs and Landmark Review Board
- Neighborhood Conservation Advisory Committee
- Park and Recreation Commission.
- Pedestrian Advisory Committee
- Transit Advisory Committee
- Transportation Commission

### **4. Site Plan Specific Membership**

4.1. For each and every site plan, staff and/or the Site Plan Chair designate a special SPRC membership. These members include:

- The civic association president or appointed representative and NCAC representative of the impacted civic associations including any neighboring civic association when the site plan site at or in close proximity to the civic association boundary.
- For site plans located within the boundaries of a Sector Plan or PDSP, civic associations included in the efforts of the applicable long-term planning task force may send a civic association president or appointed representative and NCAC representative.
- Area-specific public-private revitalization organizations (e.g., CPRO, Rosslyn Renaissance, Clarendon Alliance, and Ballston Partnership).
- Tenant-Landlord Commission (if applicable).

4.2. Depending on the nature and location of a specific site plan, additional special membership may be designated on a case-by-case basis as determined by the Site Plan Chair. Special membership may include:

- A neighboring civic association impacted by the site plan. .
- An officer or official representative of a homeowners' and/or tenants' association immediately contiguous to the site plan.
- A representative of a commercial or residential owner or tenant on the site.

### **5. Non-Participating Advisory Groups**

Many advisory commissions and committees are not currently active in SPRC. However, it is important for SPRC to stay abreast of these advisory groups' specific concerns, issues and goals. Therefore, SPRC shall arrange informational presentations with these non-participating advisory groups.

As SPRC meetings are open to the public, any commission representative may always attend any SPRC meeting. If an advisory group becomes actively interested in having a representative regularly attend the SPRC meeting, a request from the advisory group chair should be made to the SPRC chair.

### **6. Alternates**

6.1. If a member is unable to attend a meeting, the alternate designated by the commission, civic association, or homeowner's association may represent the member. It is the responsibility of the members and alternates to prepare one another for each meeting.

### **7. Inactive Membership**

7.1. Members who have not attended at least one meeting in a three-month period shall be notified of the lapse by the SPRC Chair and informed that they shall be removed from the committee permanently or until they can attend meetings on a regular basis. If the member represents a commission or committee, the chair of that entity will be notified in writing.

- 7.2. Members should notify the SPRC Chair if they need an extended leave of absence from the committee.

#### **IV. SPRC ROLES**

##### **1. SPRC Chair**

The Planning Commission appoints the SPRC Chair.

- 1.1. The SPRC Chair's Scope of Duties are as follows:
  - Coordination of the meeting schedule with the County's Site Plan Review Coordinator.
  - Assignment of chairs for the individual site plans.
  - Reporting to the Planning Commission on the overall activity and workload of the SPRC.
  - Management and oversight of the committee (e.g., providing for training of new site plan chairs; updating the SPRC operating manual).
- 1.2. In order to encourage leadership rotation, this position shall not be held by any individual for longer than 3 years. The SPRC Chair should not hold any other chair position for the Planning Commission or any of its other standing committees.

##### **2. Site Plan Chair**

- 2.1. The SPRC Chair assigns a member of the Planning Commission as a Site Plan Chair for each and every site plan. A Citizen member may chair a site plan at the discretion of the SPRC Chair.
- 2.2. The Site Plan Chair will be responsible for:
  - Assisting staff in the development of the meeting agendas and in identifying site-plan-specific SPRC members.
  - Meeting with staff and the applicant in advance of the first SPRC meeting to establish an agenda for review of the site plan.
  - Chairing the site plan meeting and using SPRC time efficiently by keeping the meeting on track and focused on the agenda, and controlling revisiting of issues.
  - Providing a Site Plan report to the Planning Commission 5 days prior to the public hearing for that site plan.

##### **3. All SPRC Members**

- 3.1 Regular attendance at meetings is necessary to maintain continuity of common understandings and create a productive environment for discussion and deliberation. Members should make a commitment to attend as many SPRC meetings as possible.
- 3.2 SPRC commission representatives are responsible for communicating the status of the SPRC activities with the constituencies they were appointed to represent.

#### **V. SITE PLAN MEETINGS - Flowchart for Meetings**

##### **1. Pre-Planning Meeting**

A pre-planning meeting should be held between staff, the Site Plan Chair, and applicant well in advance of the site plan's first SPRC meeting.

- 1.1. The purpose of a pre-meeting is
  - To review the project's status
  - To outline major issues already identified, such as non-compliance with County planning documents and policies
  - To create the site plan meeting agenda for the first and second meetings
  - To review what additional information would be required prior to the meetings.
  - To review the list and schedule of meetings with other County advisory groups.

Note:

- The applicant is encouraged to meet with the impacted civic associations to present the plans prior to filing the submission and identify any of the community's issues to staff at the time of filing or at the pre-planning meeting. The community should strive to compile a list of issues and concerns prior to the first SPRC site plan meeting.

## **2. First Site Plan Meeting**

The first SPRC meeting on any site plan shall include the following items.

### **2.1. Introduction to meeting by Site Plan Chair**

- Review purpose & goals of SPRC -
- State which agenda topics will be addressed that night, and the order of the meeting (staff/applicant presentation, questions, discussion and attempts to resolve issues, then summing up).
- Site Plan Chair may need to place time limits on the agenda items
- Announce need to sign in as well as to honor meeting rules
- Introductions around the room of all attendees

### **2.2. Presentation of Proposed Site Plan following the Agenda - by Applicant**

- Applicant should present only the parts of the site plan (e.g., site design, architecture, engineering, landscape) that will be discussed at this SPRC meeting, unless understanding of an additional component of the site plan is critical to understanding the agenda items. This will assist the committee to focus the discussion on the material just presented.

### **2.3. Review of relevant planning elements and issues for the site plan in reference to meeting's agenda - by Staff**

### **2.4. Discussion of Site Plan per Agenda - by Site Plan Chair**

- As predetermined at the Pre-Meeting with Applicant, Site Plan Chair and Staff
- Commission and Civic Association reports on items relevant to the agenda, if applicable
- Review issues for that specific agenda item that are agreed upon and issues to be revisited at the next meeting

### **2.5. Additional presentations by applicant relevant to the next agenda item. (Sections 2.4 through 2.9 repeat for each major agenda item.)**

### **2.6. Wrap-up Review - by Site Plan Chair**

- Review issues agreed upon and issues to be revisited.
- Review what information is to be provided at next meeting and by whom.
- Review next steps in schedule.

#### **Notes:**

- Site Plan meetings should not be held unless there is a reasonable expectation that progress can be made. Staff and chairs should make this clear to applicants and citizens alike. (Note: Sometimes a SPRC meeting is necessary to allow everyone to hear an applicant say why a suggested change will not be made).
- Staff's position or concerns need to be presented as early as possible. The Site Plan Chair should also be advised of staff issues and recommendations as early as possible, not at the last minute.
- Supporting materials required for each of the agenda items must be provided to the site plan staffer no later than one day prior to the mailing of the staff report for the SPRC meeting. Supporting material requirements will be identified by the site plan staffer and the Site Plan Chair prior to completion of each meeting agenda.

## **3. Second & Third Meetings**

The subsequent SPRC meeting on any site plan shall include the following items.

### **3.1. Introductions - by Site Plan Chair**

- Determine if meeting attendees were at first meeting and if needed, briefly summarize introductory remarks included in previous meeting
- Announce need to sign in as well as to honor posted meeting rules

### **3.2. Review of items raised at last meeting and now addressed - by Applicant**

- The Applicant should check with Staff prior to the meeting to verify agenda. Any changes to the agenda or major presentation not on the agenda need prior approval by Site Plan Chair and Staff.

### **3.3. Review and update of issues - by Staff**

### **3.4. Presentation of additional Site Plan elements following the Agenda - by Applicant**

### **3.5. Review of issues on Site Plan elements just presented – by Staff.**

### **3.6. Discussion of Site Plan per Agenda items - by Site Plan Chair**

3.7. Site Plan Chair may need time limits on the agenda items. to place

3.8. Wrap-up Review - by Site Plan Chair

- Review issues agreed upon and issues to be revisited.
- Review what information is to be provided at next meeting and by whom.
- Review next steps in schedule.

## VI. MASTER ISSUES AGENDA FOR SITE PLAN MEETING

The development of the agenda for each and every meeting is a cooperative effort between the Site Plan Chair and the Site Plan Review Staff member (Staff). The Staff member and Site Plan Chair should discuss the project's status and issues and the meeting agenda before each SPRC meeting.

- Because each site plan is unique and will have different issue priorities, the Master Agenda should be used as a guide in preparing specific site plan meeting agendas. This Master Agenda is not comprehensive but provides examples of the types of issues that may be considered under each of the major areas. The overriding guideline is to discuss the issues from macro to micro to the extent the SPRC discussion remains productive. In some cases, some items listed may not be applicable to the project. The order of the topics listed on the Master Agenda is not reflective of the level of importance of each issue or of how much time each issue will be given in the SPRC discussion. In addition, while all of the topics are subject to discussion at the Planning Commission public hearing, certain elements will also be heard at hearings of the SPRC's member commissions (e.g., Housing, Transportation).
- The agenda for each site plan should be included in the SPRC meeting notice via either email or postal mail, which should be distributed at least 5 days prior to the meeting.
- The Site Plan Chair and Staff member should have a very clear list of what needs to be addressed at the next meeting, what issues have been resolved, and what items everyone agrees there is disagreement on BEFORE moving on to the next agenda item. This list should be kept up-to-date as an overall summary of progress of the site plan.

### Master Agenda Issues List

- 1) Informational Presentation
  - a) Overview of Site Plan (Applicant)
  - b) Review of Site Plan Proposal (Staff)
- 2) Land Use & Zoning
  - a) Relationship of site to GLUP, sector plans, etc.
    - i) Requested changes (if any)
    - ii) Justification for requested changes (if any)
  - b) Relationship of project to existing zoning
    - i) Special site designations (historic district, etc.)
    - ii) Requested bonus density, height, etc. (if any)
    - iii) Requested modification of use regulations (if any)
- 3) Site Design and Characteristics
  - a) Allocation of uses on the site
  - b) Relationship and orientation of proposed buildings to public space and other buildings
  - c) View vistas through site
  - d) Visibility of site or buildings from significant neighboring perspectives
  - e) Historic status of any existing buildings on site
  - f) Compliance with adopted planning documents
- 4) Building Architecture
  - a) Design Issues
    - i) Building form (height, massing, tapering, setbacks)
    - ii) Facade treatments, materials, fenestration
    - iii) Roof line/penthouse form and materials

- iv) Street level activism/entrances & exits
  - v) LEED/Earthcraft/Green Home Choice Score
  - vi) Accessibility
  - vii) Historic Preservation (if applicable)
  - b) Retail Spaces (if applicable)
    - i) Location, size, ceiling heights
    - ii) Storefront designs and transparency
    - iii) Mix of tenants (small v. large, local v. national)
  - c) Service Issues
    - i) Utility equipment
    - ii) Venting location and type
    - iii) Location and visibility of loading and trash service
    - iv) Exterior/rooftop lighting
- 5) Transportation
- a) Infrastructure
    - i) Mass transit facilities and access
    - ii) Street systems (w/existing and proposed cross sections)
    - iii) Vehicular and pedestrian routes
    - iv) Bicycle routes and parking
  - b) Traffic Demand Management Plan
  - c) Automobile Parking
    - i) Proposed v. required (tenant, visitor, compact, handicapped, etc.)
    - ii) Access (curb cuts, driveway & drive aisle widths)
  - d) Delivery Issues
    - i) Drop offs
    - ii) Loading docks
  - e) Signage (parking, wayfinding, etc.)
- 6) Open Space
- a) Orientation and use of open spaces
  - b) Relationship to scenic vistas, natural features and/or adjacent public spaces
  - c) Compliance with existing planning documents and policies
  - d) Landscape plan (incl. tree preservation)
- 7) Community Benefits
- a) Public Art
  - b) Affordable Housing
  - c) Underground Utilities
  - d) Historic Preservation
  - e) Other
- 8) Construction issues
- i) Phasing
  - ii) Vehicle staging, parking, and routing
  - iii) Community Liaison

## VII. Discussion Ground Rules

SPRC is a working committee charged with analyzing and, to the extent possible, resolving complex issues in a limited time. Because of the large size of the group, meeting attendees are asked to observe the following rules of courtesy.

### Discussion Ground Rules

1. Be on time and come prepared.
2. Do not disturb the meeting in progress when entering the room.
3. Focus on the issues being discussed, not personalities.
4. Respect other stakeholders' opinions, even if you may disagree with them.
5. Be concise, seek clarity, and thoroughly discuss an issue point.

6. When a matter has been "digested" enough, come to a conclusion (consensus or agree to disagree) on issue prior to raising a new issue.
7. Before speaking, the speaker should be recognized by the Site Plan Chair. Observers may be permitted to join in discussions when recognized by the Site Plan Chair.
8. Don't interrupt a speaker and avoid side conversations.

**VIII. Seeking Consensus**

Consensus will be sought in the following manner:

1. The Site Plan Chair should sum up any apparent consensus (pro or con) on issues for a site plan and make clear what the next step in the process is.
2. At times, if the Site Plan Chair is unclear about the committee's direction on an issue, the Site Plan Chair may ask for a showing of hands to get a sense of where the committee stands on the issue. No formal ballots are taken at SPRC.
3. Should it prove difficult to reach a group consensus after reasonable effort, the Site Plan Chair should acknowledge that the issue is one that the committee agrees to disagree on.

**IX. Meeting Time**

1. Meetings are scheduled to start at 7:30 unless otherwise determined by the SPRC Chair. The starting time for a second agenda item will be stated in the meeting notice. The last site plan should try to conclude by 10:30 as is feasible.
2. Meetings will start on time. Stated ending times will be generally respected, but may be adjusted by general agreement to help finish a discussion.
3. No more than two site plans should be heard in one night.

**X. Meeting Schedule**

1. All meeting schedules as determined by County Site Plan staff and the SPRC Chair are final.
2. SPRC meetings are generally held on Tuesday night almost every week. However, when another night is necessary, then a second SPRC meeting may be added on Thursday. There should be only one SPRC meeting per week unless unusual circumstances necessitate it, in which case there may be one week per month during which two meetings can take place in one week.
3. Meetings should not be scheduled for any night of the week other than Tuesday or Thursday as this creates conflicts with SPRC members' schedules.
4. No site plan meetings are held during the last two weeks of August, Thanksgiving week and the last two weeks of December.
5. No meetings are held the same day as another Planning Commission public hearing, a meeting of another standing committee of the Planning Commission, or a special work session involving all of the Planning Commission.

**XI. Cancellation of Meetings by Applicant**

1. Because of the tight scheduling challenges of site plan meetings, Site Plan Applicants must notify the Site Plan Staff member of a cancellation no later than two weeks before the date of the scheduled meetings.
2. Cancellation of a meeting after the two-week minimum period will result in the site plan application having to wait until an available site plan meeting date is open. Other site plan applications may take scheduling priorities over those site plans that cancel at such short notice.

3. If a site plan Applicant cancels a meeting on or after the day the Site Plan report and notification is sent, than the applicant shall be responsible for contacting each and every person notified as well as have a representative at the canceled meeting location on the date and time of the meeting in order to inform everyone who did not receive notice that the meeting has been canceled.

**XII. Submittal of Material for the Meetings**

The applicant will be responsible for providing the necessary materials to staff to support discussion of the items on the agenda for each SPRC meeting.

1. In the interests of coherence, all material to be distributed to the group from any source should include the author's name and the date.
2. Agenda materials are to be delivered by the applicant to the Site Plan staff member no later than eight days before the site plan meeting to provide sufficient time for the materials to be included in the mailing of the staff report to SPRC members. Any last minute revised additional materials should be given to staff 8 hours prior to the meeting for distribution to SPRC committee.
3. The applicant must provide enough copies for all SPRC members, all staff members and additional copies for citizens.
4. SPRC may defer any item for which all relevant information has not been prepared in the above-referenced manner.

ARLINGTON COUNTY PLANNING COMMISSION

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## SITE PLAN REPORT – AGENDA ITEM #

Site Plan Project Name & Number  
(Submitted by \_\_\_\_\_, Site Plan Chair)

**Meeting Dates:****Project Summary:****Issues addressed and agreed upon by developer:****Outstanding Issues: (list issues from macro to micro)**

Key Issues - Highlight top key issues such as

- Land use / Zoning
  - Compliance to Planning Documents (density, height, bonus density, coverage, setbacks, etc.)
- Site & Building Design
  - Massing, height, tapering, design, materials, uses, retail signage, etc.
- Streets & Traffic Management
  - Access, curb cuts, TDM, radius of curbs, etc.
  - Parking, Visitor and Loading Dock
- Streetscape
  - Sidewalks, trees, etc.
- Affordable Housing
- Historic Preservation
- LEEDS
- Public Art / Cultural Amenity

### Elements of The Comprehensive Plan (list from the Arlington County web site)

The County Board may change or add to the elements of the Comprehensive Plan as needs are identified. As of January 2004, the elements of the Comprehensive Plan are as listed below.

#### General Land Use Plan

**Purpose and Scope:** The General Land Use Plan is the 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 the guide to communicate the policy of the County Board to citizens, businesses, developers and others involved in the development of Arlington County. In addition, the General Land Use Plan serves as a guide to the County Board in its decisions concerning future development.

First adopted in 1961, General Land Use Plan has been updated and periodically amended to more clearly reflect the intended use for a particular area. The Plan is amended either as part of a long-term planning process for a designated area or as a result of an individual request for a specific change. Since its initial printing there have been numerous updates and amendments to the General Land Use Plan.

Any person may request a change to the General Land Use Plan by writing a letter to the Chairman of the County Board identifying the specific area and the General Land Use Plan designation being requested.

**Agency Responsible:** Department of Community Planning, Housing and Development, Planning Division.

#### Master Transportation Plan

**Purpose and Scope:** Since the adoption of the Major Thoroughfare and Collector Street Plan in 1941, the Plan has been updated and expanded to address multiple travel modes. For streets, the initial plan of 1941 was updated in 1960 and 1975, and is now part of the 1986 Master Transportation Plan. For bikeways, the initial plan adopted in 1974 was updated in 1977, in 1986 as part of the Master Transportation Plan and in 1994. The initial Master Transit Plan adopted in 1976 was partially updated in 1989 by the Paratransit Plan. The 1978 Master Walkways Policy Plan was also updated in 1986 as a part of the Master Transportation Plan.

The Master Transportation Plan establishes the principles to guide the implementation of transportation facilities which address future transportation needs and challenges in Arlington County. The Master Transportation Plan provides:

- the overall rationale for developing transportation facilities (roads, walkways and/or bikeways) to meet future travel needs.
- a basis for establishing County transportation related program priorities.
- a framework for offering advice to other agencies responsible for transportation in this area.
- an overall direction to guide transportation projects in Arlington County.

In 1989, the County Board adopted the Paratransit Plan as a new element of the Master Transportation Plan, which was intended to be the initial phase for an updated Master Transit Plan. The Paratransit Plan includes policies and recommendations related to public transportation systems operating over the street system that are intended primarily to group passenger travel needs, are available to the general public, and use vehicles smaller than a mid-size bus (i.e. carpools, vanpools, shared-taxi systems, vans and minibuses).

In April 1994, the County Board approved the Arlington Bicycle Transportation Plan. This Plan replaced the Hiking, Biking and Jogging Trails section of the Master Transportation Plan. The Arlington Bicycle Transportation Plan defines the transportation policy principles regarding bicycle facilities. The goal of this element of the Master Transportation Plan is to improve the County's bicycling environment through the development of specific bikeway facilities throughout the County.

At the request of the County Board, the street improvements designated in the 1986 Master Transportation Plan were reviewed in a document printed in June, 1994, for information purposes only with no changes made to the plan.

On January 11, 1997 the County Board adopted the Arlington County Pedestrian Transportation Plan, which replaced the walkways element of the 1986 Master Transportation Plan – Part I. This document represents a comprehensive effort to address all conditions affecting pedestrians and sets a primary goal of fully integrating the consideration of pedestrians into the planning, design, construction and operation of all transportation systems and land developments.

**Agency Responsible:** Department of Public Works, Public Works Planning.

### **Storm Water Master Plan**

**Purpose and Scope:** the County Board originally adopted The Storm Sewer Plan in 1957. In 1976, the Corps of Engineers prepared the Four Mile Run Watershed Runoff Control Program Hydrology Report, which included a computer model of the watershed. The purpose of this study was to ensure that the capacity of the Four Mile Run Flood Control Channel would not be exceeded for 100 years.

In September 1996, the County Board adopted the Storm Water Master Plan to replace the 1957 Storm Sewer Plan. The Storm Water Master Plan includes a storm sewer capacity analysis to develop individual improvement plans for each watershed, and will address: new state and federal environmental laws and regulations, floodplain management issues, concerns regarding stream valley conditions, and new technology, design methods, and engineering practices.

### **Water Distribution System Master Plan**

**Purpose and Scope:** The Water Distribution System Master Plan, adopted by the County Board in September 1992, is the policy document that guides the operation, maintenance and expansion of the County water system. The plan evaluates the existing water distribution system facilities and operation practices and determines the policy and facility improvements that will be necessary to meet and maintain the desired quality of service.

### **Sanitary Sewer System Master Plan**

**Purpose and Scope:** The Arlington County sanitary sewer system collects and treats waste water produced in Arlington County and some adjoining portions of Fairfax County, Alexandria and Falls Church. The Sanitary Sewer System Master Plan, adopted by the County Board in July 1992, evaluates the current sanitary sewer system facilities, practices and programs and determines the policies and facility improvements needed to provide and maintain adequate service. The Plan also establishes the policies and provides standards for the operation and expansion of the sanitary sewer system.

### **Recycling Program Implementation Plan**

**Purpose and Scope:** The Recycling Program Implementation Plan was prepared in compliance with a requirement in the Code of Virginia to include the location of existing recycling centers in the Comprehensive Plan. The purpose of the Plan is to provide a guide for the development of effective recycling programs in Arlington. The Plan includes major recommendations related to the implementation of multi-material curbside collection of source separated recyclables from single-family dwellings; the implementation of a multi-material source separation recycling in the multi-family and commercial waste segments; planning of a materials recovery facility to serve the County; and, the implementation of a public education/promotion program which stresses source reduction and recycling. The plan also includes a map that shows the location of existing recycling centers.

### **Chesapeake Bay Preservation Ordinance and Map**

**Purpose and Scope:** the County Board adopted The Chesapeake Bay Preservation Ordinance and Map in 1992. The Ordinance and Map were developed in response to the Chesapeake Bay Preservation Act which requires tidewater local governments to designate and protect areas, known as Chesapeake Bay Preservation Areas, from pollution associated with land use and development. This Ordinance establishes specific requirements, also known as performance criteria, for the development of property and other land disturbing activities within the Chesapeake Bay Preservation Areas. Most of these requirements do not affect existing uses, but will affect new uses being considered where more than 2,500 square feet of ground is disturbed.

### **Open Space Master Plan**

**Purpose and Scope:** The Open Space Master Plan provides policy guidance for the future of Arlington's open space. The Plan is designed to establish the overall character, extent and location of open space. The Plan includes objectives, strategies and recommended actions designed to ensure the provision of an adequate supply of beneficial open space, which is safe, accessible and enjoyable to this and future generations in the County. The Open Space Master Plan also includes standards developed to establish minimum open space and recreation facility principles, which have been tailored to reflect the urban nature of Arlington. In addition, this plan identifies open space deficiencies; potential acquisition sites, criteria to evaluate acquisition sites, and includes implementation strategies.

## SUPPORTING DOCUMENTS TO THE COMPREHENSIVE PLAN

- **Zoning Ordinance and Map:** The Zoning Ordinance defines legal rights and constraints regarding land use. The Ordinance regulates use; size and coverage of lots; height, bulk and siting of buildings; parking requirements; and, density of development for each parcel of land. The Zoning Ordinance consists of a text and a map and classifies all land according to various zoning districts. Each district permits a certain type and level of development "by right". Beyond this, certain districts provide public review processes for special exception by site plan or use permit, that allow for greater flexibility in use, density and form of development.
- **Subdivision Ordinance:** The Subdivision Ordinance was adopted in June 1990 and is included in Chapter 23 of the Arlington County Code. The purpose of the Subdivision Ordinance is to provide for the orderly subdivision of land for the purpose of sale, exchange or conveyance between property owners and for the establishment of procedures, fees and standards required in order to subdivide land in Arlington County.
- **Capital Improvement Program:** The Capital Improvement Program (CIP) is the primary planning document for scheduling capital projects, including park and recreation facilities, transportation, community conservation, government facilities, utilities and schools. The CIP, which is updated annually, details the capital projects recommended for funding in the next fiscal year and proposes a plan for capital improvements for the succeeding five years. Funding sources include the County's pay-as you-go capital budget and general obligation bonds. Arlington's voters must approve Bond referenda.

In addition, there are several documents that support the principles included in the Comprehensive Plan and/or provide the basis for the development of planning policies which make-up the different elements of the Comprehensive Plan. These include:

- Arlington County 5-Year Consolidated Plan (1998)
- Review of Master Transportation Plan Street Facility Proposals (February 2000)
- Metro Corridor Sector Plans/Studies
- Revitalization and Small Area Plans
- Metro Station Area Profiles and Summaries
- Land Use/Urban Design/Planning Studies

In addition, there is neighborhood input on planning and policies provided by civic associations and accepted by the County Board. These include:

- Neighborhood Conservation Plans