

## **Crystal City Citizen Review Council Charter** **Adopted July 24, 2014**

**Introduction:** The Crystal City Citizen Review Council (or CCCRC) is created as an advisory body by the County Board of Arlington County, Virginia.

**Mission:** The overall mission of the 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.

**Governing Documents:** Crystal City Sector Plan, The Arlington County Comprehensive Plan including the General Land Use Plan, the Master Transportation Plan and the Arlington County Zoning Ordinance.

**Reference Documents:** The Crystal City Multimodal Transportation Study

**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 (SPRC) 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.

The CCCRC shall keep county and community leadership apprised of issues and actions regarding the progress made towards realizing the goals set forth in the Crystal City Sector Plan.

\* 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 CCCRC shall be comprised of 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 and other key stakeholders. The County Board will appoint and maintain a "Council" with members that represent the following stakeholder groups:

Crystal City Civic Association	(4)
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)
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 (1) 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 may be reappointed. Should a vacancy arise mid-term, the County Board may appoint a replacement to serve out the remainder of that departing member's term. In general, six (6) years is standard length of service. All members serve at the pleasure of the Board.

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.

CCCRC members are expected to serve a liaison function to interested parties in Arlington including any group who has formally submitted their name for membership.

Members are expected to attend a clear majority of the meetings. In the event a member is unable to attend a meeting he or she must provide advance notice to the Chair, or staff. A member who fails to attend (2) consecutive meetings without providing notice to the Chair, or staff, may be asked to resign his or her remaining term on the Council. The Council Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted.

**Chair and Vice Chair:** The County Board shall appoint a Chair to lead the efforts of the Advisory Group. Also, one member of the group will be appointed by the County Board to serve as Vice-chair when the Chair is unavailable.

**Committee Membership:** The CCCRC may create committees, as necessary, to accomplish specific CCCRC missions and the Chairman shall appoint committee leadership. Committee membership may include persons who are not on the CCCRC.

**Staff Liaison:** The County Manager shall appoint a member of staff from the Department of Community Planning, Housing and Development to serve as liaison to the CCCRC. 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 and Recreation (DPR); 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.

**Meetings:** The Council will meet as needed to adequately fulfill its role and responsibilities outlined in this charter:

- The Council shall meet no less than four times 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.

All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. All meetings of the full Council will be advertised on the County-maintained website of the CCCRC, with meeting time and location, and are open to the public. All materials distributed to Council members, meeting agendas, and meeting minutes will be made available to the public in a timely manner through publication on the CCCRC website. Agendas and meeting minutes will be made available to the public in a timely manner.

The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

**Reporting to the Board:** The CCCRC will provide recommendations to the County Board about the implementation of the Crystal City Sector Plan. The CCCRC will at a minimum submit a biennial report to the County Board after consultation with the Board Liaison. The CCCRC may, from time to time, be asked to provide comment at a regular Board meeting or Board work session. In addition, testimony from advisory groups on budget, tax increment financing (TIF) and capital spending priorities is always welcome. The Chair should consult with the staff liaison and review the published public hearing schedules.

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.

**Update of this Charter:** From time to time, the CCCRC shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.