

Crystal and Pentagon Cities Council (CPCC) Charter

Adopted March 21, 2023

Introduction: The Crystal and Pentagon Cities Council (or **CPCC**) is created as an advisory body by the County Board of Arlington County, Virginia.

Mission: The overall mission of the CPCC is to provide, with staff support, periodic monitoring, evaluation, and identification of emerging issues and potential solutions on all dimensions of implementing the Crystal City Sector Plan and the Pentagon City Sector Plan (the Plans) to assure achievement of the Plans' Goals and Objectives over the life of the Plans.

Governing Documents: Crystal City Sector Plan (2010), Pentagon City Sector Plan (2022), the Arlington County Comprehensive Plan, and the Arlington County Zoning Ordinance.

Reference Documents: The Crystal City Multimodal Transportation Study (2010)

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

1. Evaluate progress and monitor impacts on all dimensions of the Plans (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 the community visions for Crystal City and Pentagon City, as outlined in each Plans' Goals and Objectives, are being achieved;
3. Review and disseminate data to the County 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 and Pentagon City;
4. Working with the appropriate parties as needed, develop and recommend strategies to help further various goals of the Plans, particularly in areas where data illustrates shortcomings in either Plan's implementation;
5. Participate in planning processes that consider additional urban design guidelines for the transition areas west of Richmond Highway and adjacent to the low-density neighborhoods as a supplement to the Crystal City Sector Plan, or in similar public space or transportation studies that may supplement the Pentagon City Sector Plan, or other efforts as may be requested by the County Board.
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 Pentagon City; and,

7. Perform special tasks at the request of the County Board.

* It is not the Board’s intention that the CPCC become an additional step in the 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 these processes.

The CPCC 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 and the Pentagon City Sector Plan.

Membership: The CPCC shall be comprised of 19 members. These members are drawn from both the community within Crystal City and Pentagon 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	(3)*
Aurora Highlands Civic Association	(3)
*At least 1 seat is filled by a resident living within the PCSP plan boundaries	
Arlington Ridge Civic Association	(3)
*At least 1 seat is filled by a resident living within the PCSP plan boundaries	
Crystal City Landowners	(2)
Pentagon City Landowners	(2)
Crystal City Business Owners/Tenants	(2)
*At least 1 seat is filled by a small business owner	
Pentagon City Business Owners/Tenants	(2)
*At least 1 seat is filled by a small business owner	
National Landing Business Improvement District	(1)
Planning Commission	(1)
*Ex-officio member, not counted against quorum	
Transportation Commission	(1)
*Ex-officio member, not counted against quorum	
Park and Recreation Commission	(1)
*Ex-officio member, not counted against quorum	
Housing Commission	(1)
*Ex-officio member, not counted against quorum	
Economic Development Commission	(1)
*Ex-officio member, not counted against quorum	

* Since the Crystal City Civic Association has a total of 4 seats at the time of updating this charge (calendar year 2023), it is suggested that the Crystal City Civic Association maintain 4 seats until expiration of any of

its seats during calendar year 2023. The Crystal City Civic Association shall start calendar year 2024 onward with 3 seats only.

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. The 5 ex-officio members will not count against the quorum minimums and will not have voting powers. 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 Plans. The Council shall keep County and community leadership apprised of issues and actions pertaining to the Plans' implementation. The Council members are expected to serve as liaisons 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.

CPCC 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 and staff. A member who fails to attend (2) consecutive meetings without providing notice to the Chair, and 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 Council. 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 CPCC may create committees, as necessary, to accomplish specific CPCC missions and the Chair shall appoint committee leadership. Committee membership may include persons who are not on the CPCC.

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 CPCC. This staff coordinator, acting as the liaison between County Manager's Office and CPCC, 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 preparation of data, presentations, biennial 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; and
- The staff coordinator will work with Council members and leadership to prepare the 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;
- Council members may, in consultation with the CPCC Chair, request that meetings be called to address emerging issues/concerns; and
- The Chair, in consultation with the Vice Chair and staff 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 CPCC, 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 CPCC 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 CPCC will provide recommendations to the County Board about the implementation of the Crystal City Sector Plan and the Pentagon City Sector Plan. The CPCC will, at a minimum, submit a biennial report to the County Board after consultation with the Board Liaison. The CPCC 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 annual 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 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); and
- A web-presence will be established and maintained to distribute information in an accessible, timely manner to community members and other stakeholders concerning all aspects of the Plans, their implementation, and other items in accordance with the mission of the CPCC.

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