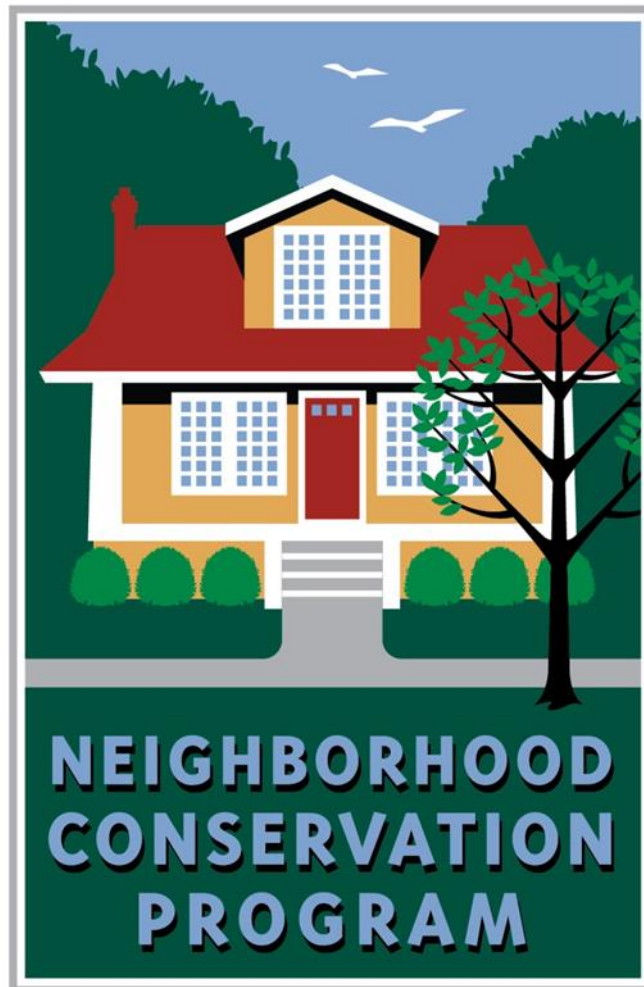


The Neighborhood Conservation Program Guidebook



DEPARTMENT OF COMMUNITY PLANNING, HOUSING
AND DEVELOPMENT

Neighborhood Services Division

Updated January 2021



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Introduction

Neighborhood Conservation Program Overview

Since 1964, the Neighborhood Conservation Program has served as a unique grass roots planning effort that relies on neighborhood volunteers to help plan their communities. As part of the program, participating neighborhoods commit to conserving and improving their communities by preparing and updating Neighborhood Conservation Plans. Those plans reflect community needs and serve as a guide for future planning efforts. The program focuses on an intense public outreach process that engages residents on public improvements. Improvements include installation of sidewalks, curbs and gutters, streetlights, park improvements and renovations, neighborhood art, beautification, traffic management and pedestrian safety improvements.

The Neighborhood Conservation Program has 50 neighborhoods that participate in implementing county bond funds. Each community in Arlington that participates in the Neighborhood Conservation Program has a Neighborhood Conservation Representative that serves as a liaison to county staff as part of the Neighborhood Conservation Advisory Committee. The Committee meets monthly and nominates plan based improvement projects to the County Board for funding. The program has been a model for other communities around the country and is the type of grass roots engagement that helps makes Arlington a great place to live.

Chapter One

Neighborhood Conservation Advisory Committee



RULES AND BYLAWS OF THE NEIGHBORHOOD CONSERVATION ADVISORY COMMITTEE

1. Objective

The objective of the NCAC is to build a sense of community in Arlington's neighborhoods through citizen involvement. NCAC member neighborhoods develop Neighborhood Conservation Plans using a citizen-driven planning process. Twice yearly, NCAC recommends neighborhood-initiated capital improvement projects based on these plans to the County Board for funding.

2. Establishment of NCAC

The Neighborhood Conservation Advisory Committee was established by a Resolution of the Arlington County Board, dated October 15, 1977, to consist of one designated member and one alternate member of each neighborhood which has signed a Letter of Commitment with the Neighborhood Conservation Program as voting members. Non-voting members are one member of the planning commission and county staff including a neighborhood conservation coordinator, capital projects planner, and design architect or their equivalents and any other personnel that may be required to implement the mission of the NCAC.

3. Officers

Officers of the Committee shall be (1) Chair, (2) Vice Chair and (3) Deputy Vice Chair.

4. Officer Nominations, Elections, Terms of Office

Elections will normally be held every two years. At the November meeting preceding the election the Chair shall appoint a nominating subcommittee and chair consisting of not less than three NCAC representatives from neighborhoods in good standing with the NCAC who will not be running for any officer positions in the election. This subcommittee will solicit nominations of members from neighborhoods in good standing who desire to run for any of the officer positions for that particular term. The subcommittee will announce the names of all eligible officer candidates at the December meeting. There may be multiple nominees for any office. Floor nominations, to include nominations of one's self, will also be accepted at the December meeting. Elections will be held in January by written secret ballot unless the position or positions are uncontested in which case the candidate(s) can be elected by a hand vote. Officers are elected for two-year terms. Normally, no officer may serve in one position for more than one term. Elected officers shall take office at the February meeting.

The nominating subcommittee should make clear to candidates that it is the expectation of the NCAC that officers will move up as the chair departs; the Vice Chair will succeed the Chair, the Deputy Vice Chair will succeed the Vice Chair.

5. Order of Precedence

The Vice Chair shall preside in the absence of the Chair. The Deputy Vice Chair shall preside in the absence of the Chair and the Vice Chair. If all three officers expect to be absent, the Chair shall appoint an acting Chair prior to the meeting. In the absence of such an appointment, an acting Chair will be elected by two-thirds (2/3) of those present.

6. Voting

Only one vote per neighborhood may be cast at any given time during conduct of any committee

business. That vote may be cast either by the designated NCAC representative or his/her alternate. At no time may more than one vote be cast by any neighborhood.

7. Meetings

a. The Committee shall hold at least one regular meeting every month except August and may schedule special meetings as needed. A monthly meeting may be waived via a majority vote of the Executive Committee; this vote may be taken by phone or email. The Neighborhood Conservation coordinator shall be responsible for notifying the members of all meetings as well as any cancellations using the most appropriate means available (email, telephone, etc.).

b. The Chair may call Special meetings. Additionally, special meetings may be called by a vote of the Committee at a regular meeting. The Committee shall decide the date for meetings of the next calendar year at the December meeting.

8. Parliamentary Authority

The Committee shall follow generally accepted parliamentary procedures for the orderly transaction of business and in defining the duties of the officers. Roberts' "Rules of Order" current version shall govern the Committee where applicable and not inconsistent with these bylaws.

9. Quorum

The members present and eligible to vote at any meeting shall constitute a quorum provided that not less than one-third of all members eligible to vote are present. Any actions of the Committee, with a quorum present, which are approved by a majority of the members in attendance, shall be an official action of the Committee. A quorum must be present for votes to be binding on the committee.

10. Minority Opinion

In cases of differences of opinion among the membership, the minority shall have the right to file a separate position to accompany the majority recommendation or action. This report will become part of the official minutes of the Committee.

11. Sub-Committees

Sub-Committees may be established by the Chair or by a vote of the entire Committee. A sub-committee may use one or more members of the Committee not appointed to that sub-committee in the particular assignment given it. The Chair will designate Chairs for such sub-committees. Any sub-committee may draw upon any source of relevant information in developing its assignment.

12. Records

Minutes will serve as the official record of all meetings of the Committee properly constituted under the quorum rules. They shall be recorded and maintained by The Neighborhood Conservation Coordinator and approved by the membership at the following meeting. Sub-committee records will be maintained by the sub-committee chair and may be reviewed and approved by the entire Committee.

13. Order Of Business

The normal order of business will be:

a. Roll call of Neighborhoods present/brief neighborhood report.

- b. Approval of Minutes
- c. Sub-Committee Reports
- d. Officers and Staff Reports
- e. Discussion/Action Items
- f. Information Items

The Chair, in conjunction with the NC coordinator, can change the proposed order of business as appropriate for the proper conduct of the Committee's business.

14. Succession

If the Chair vacates the office before the term is completed, the Vice Chair shall succeed and shall serve the remaining term of the vacated office. A new Vice Chair shall be elected at a regular meeting of the Committee within two months after the vacancy occurs. If the Vice Chair vacates the office before the term is completed, the Deputy Vice Chair shall succeed and shall serve the unexpired term of the vacated office. A new Deputy Vice Chair shall be elected at a regular meeting of the Committee within two months after the vacancy occurs.

15. Amendments to the Bylaws

These Bylaws may be changed by a $\frac{3}{4}$ vote of the Committee with a quorum present. A written copy of proposed changes must be mailed to each member and alternate from neighborhoods in good standing at least three weeks prior to the acceptance vote.

16. Membership and Attendance

a. All Neighborhoods which have a valid letter of commitment with the Neighborhood Conservation Advisory Committee (NCAC) have membership status and will designate a representative and an alternate. The letter of commitment will contain the boundaries of the neighborhood conservation area.

b. Any neighborhood which is not represented by its primary or alternate representative for three consecutive regularly scheduled monthly meetings of the Committee will be placed on probation. The Neighborhood Conservation Coordinator will notify the neighborhood representative and alternate in writing of the probationary status at least two weeks prior to the next meeting. Neighborhoods on probation will be designated inactive unless represented at the next monthly NCAC meeting. They will be so notified in writing by the Neighborhood Conservation Coordinator. Inactive neighborhoods will be encouraged to attend NCAC meetings, but shall not have the right to vote. Their projects that are in the process of being "scoped out" by county staff will be immediately put on hold until such time that they are reinstated into the NCAC. Projects already funded will continue to completion. A copy of each notification will be sent to the neighborhood organization or Civic Association President.

c. Inactive member neighborhoods without adopted Neighborhood Conservation Plans may be reinstated to active membership by taking the following actions:

1. Submit a new Letter of Commitment including the names of the designated representative and alternate to the Committee via the NC coordinator.
2. Be represented at two of the three monthly meetings following receipt of the letter.

d. Inactive member neighborhoods with adopted Neighborhood Conservation plans may be reinstated to active membership by taking the following actions:

1. Submit a letter of intent to be an active member, including the names of the designated representative and alternate, to the Committee via the Neighborhood Conservation Coordinator.
2. Be represented at the monthly meeting following receipt of the letter.

e. New member neighborhoods are encouraged to initiate their Neighborhood Conservation Plans for County Board acceptance as soon as possible. If a member neighborhood has not completed a neighborhood survey within three (3) years from the date of their Letter of Commitment, they must resubmit a Letter of Commitment to continue as an active neighborhood.

17. Chair Duties

It is the duty of the Chair to be the chief executive officer and official spokesperson for the NCAC committee as a whole. He/she will publicly state the position of the committee and meet with Arlington County board members as he/she deems necessary. The Chair may choose to appoint a representative to help in this task solely at his/her discretion. Among the duties of the Chair shall be the governance of all meetings and serving as the primary point of contact with county staff.

18. Vice Chair Duties

The Vice Chair shall stand in for the Chair when the Chair is unable to attend meetings or execute the duties of the office. The Vice Chair is responsible for serving as Chair of the Points Sub-committee. The Vice Chair will convene meetings as necessary to guide the project prioritization process. At a minimum, the Vice Chair will convene the open Points Sub-committee once prior to each Funding Round to develop an initial funding recommendation for the full committee's consideration.

Further, the Vice Chair is responsible for managing NCAC's participation in the Arlington County Fair should the NCAC participate in the fair. If the NCAC participates in the County Fair the Vice Chair will be responsible for recruiting volunteers to help staff the effort.

19. Deputy Vice Chair Duties

The Deputy Vice Chair will assume all the duties of the Vice Chair should the Vice Chair be unable to perform these duties. The Deputy Vice Chair shall act as Vice Chair of the Points Sub-committee and shall assist the Vice Chair in organizing and convening the Points Sub-committee.

Further, the Deputy Vice Chair shall be responsible for the NCAC's participation in the Arlington County Neighborhood Day parade should the NCAC participate in the event. If the NCAC participates in the Neighborhood Day parade he/she shall attend all relevant meetings with respect to preparation and planning for this activity. The Deputy Vice Chair will be responsible for recruiting NCAC members for help with planning and execution of the Neighborhood Day parade

These Bylaws were approved November 10, 1983, and revised December 11, 1985, August 14, 1986, April 13, 1989, March 14, 1991, May 10, 2001, and December 12, 2013.

ROLES AND RESPONSIBILITIES OF THE NEIGHBORHOOD CONSERVATION REPRESENTATIVE

Role

- To represent your neighborhood as an active participant in the Neighborhood Conservation Advisory Committee and to serve as liaison between County staff and your neighborhood regarding Neighborhood Conservation issues.

Responsibilities

- To accurately present the collective views or consensus of your neighborhood when acting as NC representative.
- To fully seek broad-based input on matters of NC concern.
- To present or preside over all NC funding request discussions at neighborhood meetings and serve as point of contact on NC projects.
- To serve as a resource to your neighborhood regarding NC policies or procedures.
- To keep your neighborhood informed of relevant actions of the NCAC and the NC Program.

BECOMING A NCAC MEMBER

A neighborhood joins the NCAC by sending a “Letter of Commitment” from the neighborhood Civic Association to the NC Program Coordinator. Through this letter, the neighborhood promises to work on preparing a NC Plan and regularly send a representative to attend monthly NCAC meetings.

The template for a “Letter of Commitment” is provided below.

(Insert Civic Association letterhead)

Chairman
Neighborhood Conservation Advisory Committee
2100 Clarendon Boulevard, Suite 701
Arlington, Virginia 22201

Dear Sir or Madam:

Our organization voted at its _____insert date here,_____general membership meeting to participate in the Neighborhood Conservation Program and proceed with preparing a Neighborhood Conservation Plan for our neighborhood. It is understood that we will make every effort to complete a survey and neighborhood inventory within a twelve month period and will establish a timetable for plan preparation.

Our primary and alternate representatives to the NCAC will be:

We understand that attendance at NCAC meetings is a prerequisite for active participation and project funding, and will assure that a neighborhood representative attends these meetings, which are held on the second Thursday of each month.

Our neighborhood boundaries are as follows:

Yours very truly,

President
Organization

NCAC NEIGHBORHOOD CONSERVATION PLAN REVIEW

A Neighborhood Conservation (NC) Plan forms the basis for all NC investments and activities. One of the responsibilities of the NCAC is to review Neighborhood Conservation plans and vote on whether or not it recommends that the plan be submitted for County Board approval.

NC Plans are comprehensive in scope and are intended to provide long-term (10 years or more) guidance to residents, developers, local officials, and others. From time to time, situations arise that are not accounted for in the NC Plan. In those cases the NC Plans can be amended to reflect new conditions and address new issues. In addition to reviewing new NC Plans, the NCAC is responsible for reviewing amendments and voting whether or not to recommend acceptance of the amendment by the Planning Commission and County Board.

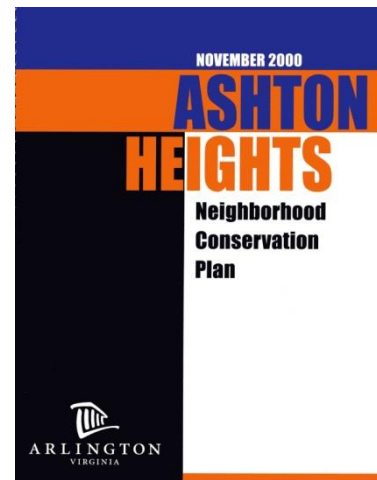
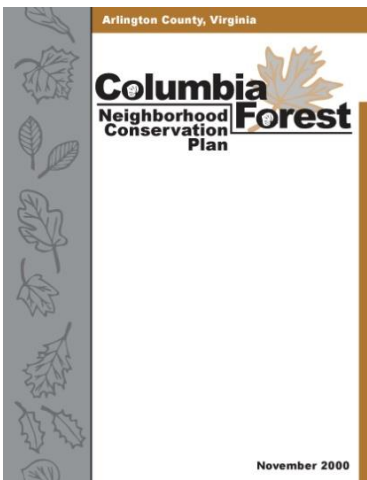
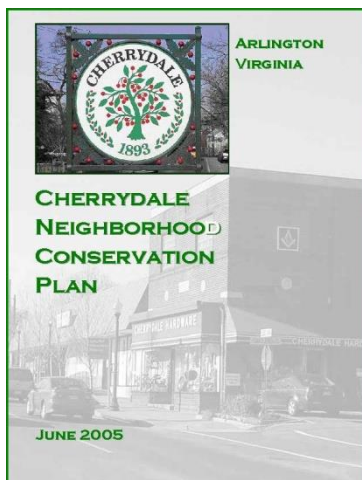
New NC Plan Review

Following staff review of a final NC Plan draft and adoption of the NC Plan by the neighborhood, the NC Plan Neighborhood Committee prepares a brief Power Point show presenting the plan to the NCAC. The presentation should include a neighborhood overview, the plan process/timeline, results of the neighborhood survey, neighborhood goals, issues and concerns, and volunteer recognition.

The NCAC uses this opportunity to provide feedback on the NC Plan content and clarity. At the end of discussion, the NCAC votes whether or not it recommends the Plan going forward for County Board adoption.

NC Plan Amendment Review

As with new NC Plans, following staff review of a Plan amendment and adoption of the NC Plan by the neighborhood, the neighborhood presents the amendment to the NCAC. The NCAC reviews the amendment and votes whether or not to recommend acceptance of the amendment by the Planning Commission and County Board.



NCAC PROJECT SELECTION AND FUNDING PROCESS

Funding Process Overview

During each biannual funding session, the NCAC reviews and approves a slate of projects to recommend to the County Board for funding. The NC Program receives funding for these projects from voter-approved bonds typically issued every two years to implement projects. The number of projects the NCAC recommends is based on the balance of funds available in the current bond divided by the number of funding sessions left from the bond issue.

To enter the queue for funding consideration by the NCAC, a neighborhood may submit only one project for funding per funding round. Projects must be qualified no later than the cut-off date announced for each funding round. In the case of street improvement projects, these steps include preliminary project definition, sixty percent approval in a clipboard survey, concept design, formal final petitioning, which includes sixty percent approval, and approval by the neighborhood Civic Association as a first priority project. Street lighting, park, and neighborhood sign projects follow an abbreviated process. The process to scope projects is outlined in detail in Chapters 3 through 7.

Once qualified, the project is added to the list of other qualified projects that are waiting for funding. The Points Committee of the NCAC (open to all NCAC representatives) reviews and ranks NC projects in advance of funding sessions, and makes recommendations to the NCAC regarding the possible composition of a funding package.

During the biannual funding sessions (Spring and Fall), the NCAC reviews the recommendations from the Points Committee regarding the proposed funding package and the NCAC votes on a recommended funding package to present to the County Board for approval.

Once the County Board approves funding, NC staff and the appropriate County departments work with the community to finalize the project design and engineering and to construct the project.

Points Committee Procedures and Project Ranking Criteria

The points system gives priority to neighborhoods with newly adopted or updated NC Plans and to those neighborhoods that have had projects sitting in the queue for several consecutive funding rounds. The points system also considers plan status, project cost, whether there are alternative funds, among other criteria.

In September 2009, the NCAC developed an updated list of procedures related to points assignments, the ranking of projects for funding consideration, and the NCAC review and consideration of projects for funding. These NCAC Project Ranking Procedures are listed below, following the Funding Cycle Schedules.

Funding Cycle Schedules

The schedules for the Neighborhood Conservation fall and spring funding sessions are presented on the following pages:

FALL (December) FUNDING SESSION SCHEDULE

By May 15th:	Project Identification: Deadline for neighborhoods to notify NC staff of first and second priority projects for the <u>Fall Funding Session</u> . Though some of these projects have already "qualified" in previous years, some will need to be evaluated (and possibly re-petitioned) prior to <u>October 31st</u> .
Following the June Funding Round:	Project Qualification: NC staff to contact NC Representative and block representative to begin scoping process
July:	NCAC Meeting: Presentation of proposed points ranking to NCAC
August 1st:	Points Correction / Appeal Deadline for Preliminary Fall Points Ranking
<u>By October 31st:</u>	Project Qualification ▪ File setup & research for project within funding range (NC/ PRCR staff) ▪ Preliminary project definition (NC / DES / PRCR staff) ▪ Clipboard General Interest Survey – Street Improvement / Streetlight Projects (NC staff) ▪ Civic Association endorsement, in writing, of project (All Projects) ▪ Concept design (DES / PRCR staff) ▪ Preliminary Design Review Block Meeting (NC / DES / PRCR staff) ▪ Final Petition mailed and <u>received</u> – Street Improvement Projects (NC staff) <u>= QUALIFICATION</u>
<u>November 3rd:</u>	NCAC: Updated list of qualified first priority projects presented with revised points ranking (<u>by email distribution prior to NCAC meeting</u>)
November 15th:	Cost Estimates / Spring Proposed Project Scoping Begins ▪ Complete cost estimates for funding round qualified projects within funding range ▪ <u>Deadline</u> for neighborhoods to notify NC staff of first and second priority projects for the <u>Spring Funding Session</u>. ▪ Staff to begin scoping spring proposed projects
Between November 15th & Funding Session:	Final Points Committee meeting: Final qualified project list and cost estimates to be distributed via email before this meeting
December:	NCAC Meeting – Fall Funding Session
February:	County Board Approval of Fall Funding Session Projects

SPRING (June) FUNDING SESSION SCHEDULE

By November 15th:	Project Identification: Deadline for neighborhoods to notify NC staff of first and second priority projects for the <u>Spring Funding Session</u> . Though some of these projects have already "qualified" in previous years, some will need to be evaluated (and possibly re-petitioned) prior to <u>April 30th</u> .
Following the December Funding Round:	Project Qualification: NC staff to contact NC Representative and block representative to begin scoping process
January:	NCAC Meeting: Presentation of proposed points ranking to NCAC
February 1st:	Points Correction / Appeal Deadline for Preliminary Spring Points Ranking
<u>By April 30th:</u>	Project Qualification Deadline: ▪ File setup & research for project within funding range (NC/ PRCR staff) ▪ Preliminary project definition (NC / DES / PRCR staff) ▪ Clipboard General Interest Survey – Street Improvement / Streetlight Projects (NC staff) ▪ Civic Association endorsement, in writing, of project (All Projects) ▪ Concept Design (DES / PRCR staff) ▪ Preliminary Design Review Block Meeting (NC / DES / PRCR staff) ▪ Final Petition mailed and <u>received</u> – Street Improvement Projects (NC staff) <u>= QUALIFICATION</u>
<u>May 3rd:</u>	NCAC: Updated list of qualified first priority projects presented with revised points ranking (<u>by email distribution prior to NCAC meeting</u>)
May 15th:	Cost Estimates / Fall Proposed Project Scoping Begins: ▪ Complete cost estimates for funding round qualified projects within funding range ▪ <u>Deadline</u> for neighborhoods to notify NC staff of first and second priority projects for the <u>Fall Funding Session</u>. ▪ Staff to begin scoping fall proposed projects
Between May 15th & Funding Session:	Final Points Committee Meeting: Final qualified project list and cost estimates to be distributed via email before this meeting
June:	NCAC Meeting – Spring Funding Session
September:	County Board Approval of Spring Funding Session Projects

NCAC Project Ranking Procedures

Final: Adopted September 10, 2009

Points Allocation Process

1. This points system is a tool designed to provide guidance in prioritizing projects for the NCAC during its Funding Round deliberations. However, it should be recognized that given process requirements to have NC staff scope and develop projects well in advance of the Funding Meeting itself, this Point System should be considered the primary driver of actual funding decisions.
2. **Neighborhoods may submit only one project for funding per Funding Round.**
3. Projects must be fully **Qualified** no later than the cutoff date announced for each Funding Round.
4. Each neighborhood project will receive all the points allowable based on the attached updated Point System Worksheet. NC staff will determine the point allocations for all **Qualified** projects that have been submitted. Point disputes will be resolved by the NCAC.
5. Large and/or complex neighborhood improvement projects may be done in phases. County Staff will advise the NCAC and the concerned neighborhood whether a project requires Planning funds. In such cases, Planning funds will be treated as a stand-alone project for funding and will be subject to NCAC points rules. Each of the implementation phases will be awarded 5 additional points and treated as individual projects when they are presented to the NCAC for funding.
6. The NCAC Points Committee will review the submitted project point assignments and resultant project rankings in advance of the Funding Meeting.
7. A table of the **Qualified** projects and the corresponding point assignments, based on the current points system, will be presented by staff at the NCAC meeting prior to each Funding Meeting.
8. At the Funding Meeting, the final points-based ranking of **Qualified** projects will be presented by NC staff. Neighborhoods may make brief presentations on their submitted projects at this Funding Meeting.
9. The NCAC at its Funding Meeting makes the final decision on which projects to recommend to the County Board for funding.

Points System Review and Adoption

1. Between funding sessions, the standing Points Committee will formulate any recommended changes for approval by the NCAC.
2. A Points Committee led by the Vice Chair, with membership including NCAC officers and other volunteer NCAC members, will prepare a draft of changes to the points system for discussion and adoption by the full NCAC. The Deputy Vice Chair will act for the Vice Chair in the event the Vice Chair is not available.
3. Any changes to the Points System must be adopted by a vote of the NCAC at a meeting in advance of the cutoff for project submissions for a future Funding Round.

Point System Worksheet

Final: Adopted September 10, 2009

Project _____	Neighborhood _____
Category I - New or Updated Neighborhood Plan (only available within 10 years of plan adoption)	
• First project	35
• Second project	30
• Third project	25
• Fourth project	20
Category II – Number of Rounds with an unfunded project¹	
• 10 points for each consecutive funding round with a project that does not get funded, to a maximum of 70 points ¹	10-70
Category III – Other Programmatic Considerations	
• First project after a new Neighborhood Plan	5
• Written commitment for additional funding from an alternate source ²	
1. 5% of the total project cost, or a \$1,000 minimum to a maximum of \$150,000, whichever is greater	5
2. Greater than \$150,000	10
• Small Project bonuses	
1. Costing \$80,000 or less	10
2. Costing greater than \$80,000 but less than \$150,000	5
• Follow-on phase of a multi-phased project as defined by a previously funded planning project (see paragraph 5 of NCAC Project Ranking Procedures)	5
• Follow-on projects identified at the outset of an initial project, for up to 2 logical and contiguous follow-on projects	5
Category IV – Neighborhood Infrastructure Plan Considerations	
• Sidewalk project which is within ¼ mile of any School(s) ⁴	5
• Sidewalk project where currently there is no complete sidewalk on either side	5
• Sidewalk project with no existing sidewalks on either side of the street with traffic volumes exceeding 1500 cars/day	5
• Park project	5
• Sidewalk project which abuts any Arterial(s) ³	5

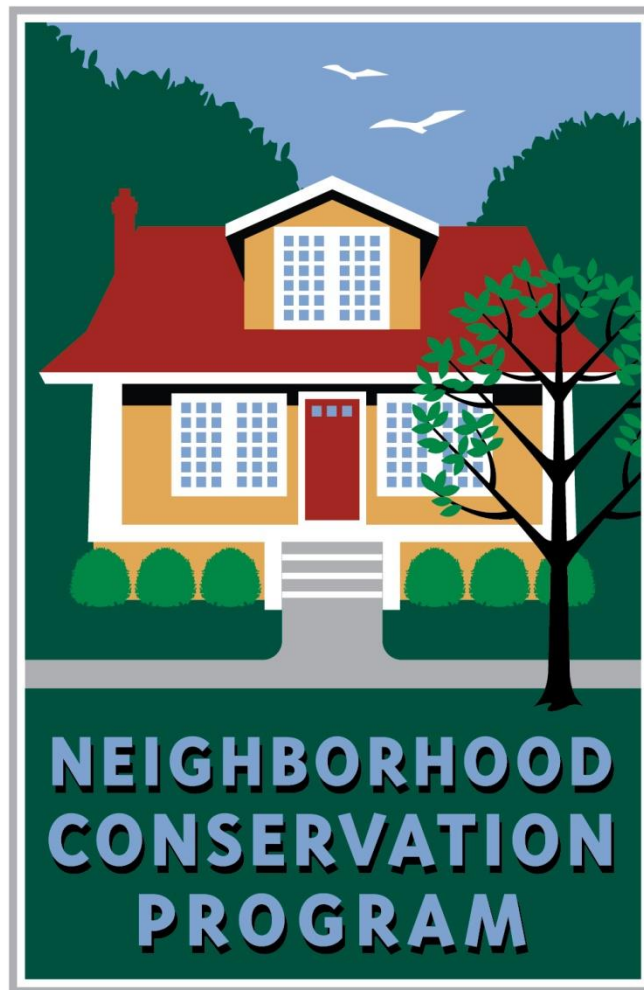
Notes:

1. Neighborhoods may change their first priority project. However, points accrued for non-qualified projects are not transferrable to other projects.
2. Neighborhoods are encouraged to seek alternate funding sources (e.g., Neighborhood Traffic Calming, Small Parks Grants, Parks and Recreation, Federal Funding Sources, Developers). Alternate funding commitment must be demonstrated via written commitment from the funding body.
3. “Arterial” is defined in the Master Transportation Plan, types A-F.

4. "Schools" are defined as day use educational facilities, both public and private, having a weekday enrollment of more than 100 students. Non-public schools will need to be validated by the neighborhood association and specially mapped by County staff.
5. Signs are not considered "projects."

Chapter Two

NC Plan Development Process



REQUIRED NEIGHBORHOOD COMMITMENT

Participating neighborhoods commit to each of the following:

1. Letter of Commitment

The 1964 County Board resolution states that any neighborhood becomes eligible for the Program by “demonstrating its wish to engage in a program of self-improvement.” The neighborhood’s “Letter of Commitment” enables voting membership on the Neighborhood Conservation Advisory Commission (NCAC).

2. Plan Preparation

The neighborhood organization, typically the Civic Association, is responsible for preparing the Neighborhood Conservation Plan. Technical, clerical and design assistance is available to the neighborhood for all steps of plan preparation. The neighborhood develops a questionnaire for distribution to all households to determine the neighborhood’s assets, needs and objectives. In addition, the neighborhood undertakes an inventory of existing conditions, including land use, zoning, curb / gutter / sidewalk, drainage problems, street lighting, traffic concerns, housing, park and recreation facilities, schools, libraries, and other public facilities. The results of the questionnaire and inventory become the foundation of the Neighborhood Conservation Plan. A draft of the Plan is submitted to County staff for comments and suggestions. Receipt of the NC Plan draft by NC staff signals the beginning of the County Board acceptance process and establishes the neighborhood order for County Board NC plan acceptance.

3. Plan Acceptance

The neighborhood submits the Plan to the NCAC, then Planning Commission, which review the Plan and make recommendations to the County Board. The County Board will then consider acceptance of the Plan. At its public hearing, the County Board adopts a resolution to accept the Neighborhood Conservation Plan.

4. Plan Implementation

An accepted Neighborhood Conservation Plan qualifies the neighborhood to seek Neighborhood Conservation funds for specific projects. The Neighborhood Conservation Program’s capital projects usually fall into five categories:

- (1) Street Improvement & Street Beautification Projects
- (2) Streetlight Projects
- (3) Parks & Open Space Beautification Projects
- (4) Neighborhood Sign Projects
- (5) Missing Link Projects

Certain projects – curb / gutter / sidewalk, streetlight and those projects including traffic calming – must also be supported through block petitions. Every six months, the NCAC recommends civic-association approved and prioritized projects for funding to the County Board. After County Board approval, the projects are designed and constructed.

Each category has its own unique process of progression from plan to completion. The following chapters outline the step-by-step capital project development process for each of the categories listed above. This guide is intended to provide a general understanding of the project implementation process but does not take the place of citizens and staff working together to find equally agreeable solutions.

NEIGHBORHOOD CONSERVATION PLAN FORMATS

A wide variety of formats are possible for developing a NC Plan. However, certain elements should be included in every plan. For example, every NC plan should contain goal statements and long-range (20-year) recommendations for the general enhancement and preservation of the community. In addition, each plan should follow the basic format listed below:

1. Introductory Section

- Acknowledgement of block captains and/or subcommittees and chairman (examples available upon request)
- Table of Contents
- Executive Summary (examples available upon request)
- Introduction
- History of the NC Area
- Chronology of Plan Development

2. Neighborhood Goals

General statements of the desired future condition for a community; an end toward which actions are aimed.

3. Suggested Subject Areas

See section on Plan Components, below, for more information on individual topic areas.

Each subject area should include:

- A description/assessment of the existing situation. Include identification of problems and opportunities.
- Recommendations for each subject area. Outline realistic solutions to solve problems identified previously.
- Implementation Strategies.
- Maps and Graphics. Draft maps should illustrate both existing conditions and recommendations. Photographs and other specialized graphics are also desirable for insertion into the main text.

4. Suggested Appendices

- Neighborhood survey and survey results
- Demographics for the neighborhood
- Summary of recommendations and implementation strategies (project and policy)

PLAN COMPONENTS

Neighborhood Conservation Plans are prepared when Civic Associations join the NC Program or whenever Civic Associations choose to develop a new plan to replace an old or outdated neighborhood plan, which typically happens at least every 10 years. The NC Plan addresses a variety of subjects, some that involve concrete physical conditions that can be addressed through Neighborhood Conservation project funding, (i.e. curb and, gutter, and sidewalks, park improvements, tree plantings, etc). Other issues, such as housing, development, land use, zoning, and safety may also be addressed in plans. In this way, the NC Plan acts as a comprehensive document for addressing issues affecting a neighborhood.

The following section explains the most common subjects covered in NC Plans and outlines how a neighborhood could research issues and develop goals and recommendations for addressing them. Those subject areas include the following (a more detailed outline for a sample plan is located at the end of the chapter):

1. Introduction
2. Neighborhood Goals
3. Land Use and Zoning
4. Street Conditions
5. Transportation/Traffic Management
6. Housing
7. Public Facilities and Services
8. Commercial/Business Areas
9. Historic Preservation
10. Urban Forestry
11. Other Challenges and Opportunities
12. Plan Recommendations
13. Implementation Strategies

It is extremely important that neighborhoods work with NC and other County staff in various departments when researching these topics so that they may gather background information and discuss possible solutions and projects. Collaboration between neighborhoods and County staff ensures that all of the key aspects of an issue are not only understood and presented in the plan, but that recommendations closely align with neighborhood interests as well as County policies and available resources. Note that in some instances, County budget, policies, plans and/or legal abilities may be at odds with plan recommendations. Since plans are not formally adopted by the County Board, discrepancies such as these are permitted.

1. Introduction

The introduction should include a History section.

2. Neighborhood Goals

This section of a neighborhood plan should present overarching goals the neighborhood plans to pursue. A goal is a general statement of a future condition that is considered desirable for the community; an end toward which actions are aimed. Goals should be broad and general. The recommendations in the Plan should be more specific in indicating the way in which a goal is to be achieved. Both are statements of what the neighborhood wants for itself, but they vary in scope and specificity. Identification of neighborhood goals is discussed in greater detail in the following section “Plan Development Process and Timeline.”

3. Land Use and Zoning

The Land Use and Zoning section of an NC Plan should address the following: Existing Land Uses, County Policy Guidance for Future Land Development, Existing Zoning, and Development Potential.

Existing Land Use

This section should detail the existing land use within a neighborhood. The information should provide an inventory of how every parcel of land in a neighborhood is actually being used. The major categories are: residential; commercial; industrial; public/government/community; office/apartment/hotel; mixed use and vacant. Maps should include a color code consistent with the General Land Use Plan (GLUP) designation, and each parcel should be marked accordingly on the zoning map provided by the County.

Special note should be made of nonconforming uses. These are uses that are permitted even though they do not conform to the regulations of the zoning district in which they are located. This occurs when such uses predate the existence of the zoning and are permitted under a “grandfather clause.” For example, a gas station may exist on land zoned for residential use (where gas stations are not permitted) because the gas station was built before that land was zoned for residential use.

County Policy Guidance for Future Land Development

While the Existing Land Use section presents the actual land use conditions of the neighborhood, this section should summarize the County’s policy guidance for future land use development in a neighborhood. This guidance can be found in the General Land Use Plan (GLUP), which can be found on the County website. The GLUP is the primary policy guide for the future development of the County and establishes the overall character, extent and location of various land uses and serves as a guide to communicate the policy of the County Board to citizens, the business community, developers and others involved in the development of Arlington County. Each land use designation on the GLUP map indicates a range of densities and typical uses for a general location.

This section of the NC Plan should summarize the policy guidance provided in the GLUP for the neighborhood. As an example, the information should specify the type of use and density the County desires for each area or land use in the neighborhood.

This section of a NC Plan also provides an opportunity to summarize information from the GLUP that is pertinent to the neighborhood’s existing conditions and goals. In addition to desired land use, the GLUP also contains other useful information such as: the appropriate corresponding zoning categories for each land use category, a brief overview of planning for the Rosslyn-Ballston and Jefferson-Davis Metro Corridors, County development and growth goals, a brief description of special planning programs in the County, a discussion of special planning areas in the County, and other general information about the GLUP and comprehensive planning in the County.

Existing Zoning

This section should present the existing zoning for each parcel within the neighborhood. The existing zoning for a property denotes the specific development regulations and parameters for each parcel in terms of density, height and type of use. This is different from the County’s General Land Use Plan (GLUP), which only conveys policy guidance for

general areas and does not represent parcel-specific regulations or requirements, and from existing land use, which represents the current conditions. NC Staff can provide neighborhood maps identifying the zoning for each parcel.

Development Potential

This section of an NC Plan is dedicated to presenting the neighborhood's goals and desires for future land use, providing an opportunity for the neighborhood to compile and summarize the neighborhood's land use recommendations and then relate these recommendations to existing conditions, zoning, and the County's policy guidance for future land development. While the neighborhood may not be able to prevent land use changes that are inconsistent with neighborhood goals, this section provides an opportunity to make recommendations that may ultimately influence land use planning and development within the neighborhood.

To prepare this section, the neighborhood should answer the following questions:

- What are the neighborhood's recommendations for land use? Examples of such recommendations may address density of new residential development in traditionally single-family neighborhoods and along commercial corridors within the neighborhood's boundaries; County investment in new public facilities and/or new parks; and the need for new retail or businesses within the neighborhood's borders.
- How do the land use recommendations compare with existing conditions? ...with existing zoning? ...with the GLUP?
- If there are differences between the neighborhood's land use goals and existing conditions, existing zoning, or the GLUP, does the neighborhood want to initiate changing the GLUP or zoning to help reach neighborhood goals? Issues such as type of use, building height and density, and transitions between commercial and residential areas, should be addressed. This is also an opportunity to identify any large lots that eventually could be subdivided and those which are zoned for higher commercial or residential density than the neighborhood desires.
- If the neighborhood does not wish to initiate a change to the GLUP or zoning, how should the plan's recommendations reflect and/or respond to the inconsistencies between plan goals and County zoning regulations and/or the GLUP?

4. Street Conditions

The Street Conditions section of a neighborhood plan should address the existing conditions of neighborhood infrastructure – including curb, gutter, sidewalk, drainage and lighting – and neighborhood desires for improved infrastructure.

Curb, Gutter and Sidewalk

This section should present an inventory of existing and missing curb, gutter, and sidewalks. NC staff will make available the Neighborhood Infrastructure Plan (NIP) – an inventory of curb, gutter, and sidewalk – to facilitate the preparation of this section. Neighborhood representatives should also conduct their own survey of neighborhood infrastructure to ensure maximum accuracy.

Note that, in conducting the inventory, it is important to distinguish between asphalt and concrete sidewalks, curb and gutter. Asphalt is generally used as a temporary measure which will eventually be replaced by concrete unless it has been used to minimize the impact on the root system of trees. It is also important to identify the location of damaged infrastructure and where curb cuts are needed for handicapped access.

This section of a plan should also present a prioritized list of potential projects to repair existing or install new curb, gutter, and/or sidewalk. Note that to qualify as a NC project, an improvement must be supported through petition by the property owners adjacent to at least 60% of the linear footage (on both sides of the street) within the blocks impacted, including existing concrete curb and gutter (see Chapter 3 on scoping a project). Most NC Plans should include a statement such as: “The neighborhood is in favor of construction of curb and gutter, and/or sidewalk as supported by the property owners through the NC petitioning process.”

Storm Drainage

This section should identify any areas that retain water during and/or after rain or snow events. Sometimes standing water or flooding is related to lack of standard curb and gutter. If this is not the case, a portion of the street may need to be reconstructed to provide for adequate drainage.

Street Lighting

Note that it is best to do an inventory of lighting at night. Areas where additional lighting is needed and locations of lights in need of repair should be identified in this section of a plan. As with curb, gutter and sidewalk improvements, a petition is needed to qualify projects as eligible for NC funding; at least 60% of the impacted residents must agree to the project. Language giving neighborhood support for street lighting projects, as qualified by petition, is usually included in NC Plans.

5. Transportation/Traffic Management

This section of a NC plan identifies concerns and issues associated with transportation and traffic management and gives recommendations for addressing identified problems.

Streets

This section should identify problems and challenges related to the neighborhood streets as well as recommendations to address issues and concerns. The most common issues related to the neighborhood streets that neighborhoods may want to address are:

- hazardous or congested streets or intersections
- signalization at intersections
- parking (both on-street and off-street)
- street widths
- non-local, cut-through traffic
- handicapped access / sidewalk obstructions
- speeding problems

Mass Transit

Arlington’s mass transit service is Metrobus, Metrorail and ArtBus. The service (frequency), location of stops, feeder-buses to the Metrorail, and safety of transit options available in a neighborhood should be addressed in this section of a plan.

6. Housing

This section of a plan should present an inventory of the neighborhood’s housing and addresses any concerns and issues associated with housing. Recommendations to address identified problems are also presented.

- **Type and Ownership**

The type of housing in the neighborhood should be described using the following terms: single-family detached, single-family attached (townhouse), duplex, (one unit on top of another unit), garden apartment, high-rise, etc. The mix of owner to renter-occupied households should also be presented.

- **Condition**

The overall condition of housing should be assessed and presented in this section. It is important to distinguish between the structure and the property, i.e. peeling paint, and other signs of housing disrepair and attributes such as recent restoration should be distinguished from trends associated with the property itself, like attractive landscaping or, alternatively, overgrown vegetation, trash, and junk cars on the property. Identification of specific houses or apartments requiring attention or to be used as models of the type of housing stock the neighborhood would want is particularly useful.

- **Trends**

This section of a plan identifies trends such as: affordable rental and home ownership opportunities diminishing; rental units converting to condominiums; or single-family houses being consolidated for higher density development. The neighborhood's position on these issues should be explored and presented.

7. Public Facilities and Services

This section provides an inventory and recommendations for improvement of the neighborhood's public facilities and services and addresses associated issues and concerns. Types of public facilities and services as well as issues to address are presented below:

- **Schools**

The location and type of each school and the general condition of the school building, its grounds, access for individuals with disabilities, and play areas should be addressed. The quality of education or other components of the school environment may also be evaluated, as desired.

- **Libraries**

The location and conditions of each facility should be inventoried. The effectiveness of some or all of the library programs and general services may also be evaluated. Access for individuals with disabilities should also be assessed.

- **Parks, Open Space, Recreation, and Beautification Projects**

The following components of parks, open space, and recreation areas should be inventoried and evaluated:

- size
- number
- type of facilities
- access for individuals with disabilities
- maintenance of park grounds
- opportunities for beautification projects on vacant lots or small parcels of public land
- potential locations for up to four neighborhood identification signs

- **Public Safety (Police, Fire and Ambulance)**

Crime problems or a perception of a problem in the neighborhood should be presented in this section of a NC plan. Adequacy of police, fire, and ambulance response times should be evaluated as well as sufficiency of police presence in the neighborhood. The presence of an active Neighborhood Watch Program should also be indicated.

- **Other County Services**

This section should address county services not included in other sections of the plan, such as trash collection and water and sewer service. The quality of the services should be addressed as well as other associated issues and concerns.

- **Social Services**

Availability of services such as child/independent care or special services for the elderly and individuals with disabilities should also be evaluated. The need for additional or augmented social services should also be determined.

- **Private Neighborhood Services**

This section should be an inventory of facilities such as radio and TV stations, medical facilities, rehabilitation facilities, and utilities. The location and conditions of each facility should be compiled, including access for individuals with disabilities. A neighborhood may choose to address these types of services in this section or in the Commercial / Business Area section that follows.

8. Commercial / Business Areas

This section of a NC plan should present a description and inventory of the businesses and/or commercial establishments in, or bordering, the neighborhood and identify areas of concerns. Recommendations for addressing these concerns should also be presented. It is important to contact the business owners and commercial property owners to get them involved in issue identification/analysis for this section of a plan.

- **Types**

An inventory of the businesses and/or commercial establishments in or bordering the neighborhood should be compiled and presented. Categories of establishments (e.g. destination/neighborhood serving retail, neighborhood serving services, offices,) should also be noted.

- **Conditions**

Any existing problems or opportunities related to a commercial area should be addressed in this section.

- **Relationship with Residential Areas**

This section should present an assessment of the relationship of the commercial areas with the residential areas within the neighborhood. Questions to address may include:

- Do these types of services meet neighborhood needs?
- Would the neighborhood support other kinds of retail/services (identify them)?
- How can the neighborhood support/integrate the business community into the residential neighborhood?

9. Historic Preservation

This section should address areas in the neighborhood with designated Historic District status; those which are listed on the County's Inventory of Historical and Cultural Resources; and areas or individual properties in the neighborhood which may have historical, cultural or architectural significance for your neighborhood, the County, or the country.

This section should also indicate neighborhood interest in pursuing Historic District designation or other recognition of the historic value of individual structures or sites in the neighborhood, or for entire sections of the neighborhood.

10. Urban Forestry

The Urban Forest is the combined public and private inventory of trees found in an urban setting. It includes trees in public rights-of-way and median strips; trees in undeveloped natural areas; trees in parks and on other public lands; and those trees on residents' private property.

Items to incorporate in this section of a NC Plan might include: proposed landscaping projects on traffic islands, medians, dead end streets, walkways, and bike trails and a tree inventory (size, location, type and condition) on public and private property. The neighborhood's desires and recommendations related to the character and quality of the Urban Forest within the neighborhood borders should also be addressed in this section.

11. Other Challenges and Opportunities

This section should address other challenges and opportunities not presented elsewhere in the plan.

12. Plan Recommendations

The recommendations should represent strategies to address challenges, opportunities, issues, and concerns identified throughout the planning process. Plan recommendations may be presented as a separate section or presented throughout the plan in the specific chapters addressing the various subject areas. Identification of plan recommendations is discussed in greater detail in the following section, "Plan Development Process and Timeline."

13. Implementation Strategies

As specific recommendations are made to address identified issues, this section addresses how these recommendations can be implemented. Identification of implementation strategies are also discussed in greater detail in the following section "Plan Development Process and Timeline."

PLAN DEVELOPMENT PROCESS

The previous section details the key components of a Neighborhood Plan. This section of the Guide provides an outline of the plan development process and timeline for completion. Given the depth of detail included in the Neighborhood Plans, it may seem like a daunting task to bring a plan to completion. For that reason, a list of recommended steps, in the order below, is included within this chapter to assist neighborhoods in every stage of plan development:

1. Establish a Working Committee to Develop the NC Plan.
2. Meet with NC Staff and Complete a Timeline for Plan Development.
3. Establish Preliminary List of Neighborhood Strengths, Weaknesses, Opportunities, and Threats / Challenges (SWOT / SWOC).
4. Develop and Distribute Written Questionnaire to Property Owners / Residents.
5. Complete an Inventory of Existing Physical Conditions.
6. Prepare a Demographic Profile of Neighborhood.
7. Data Synthesis / Development of Goals and Recommendations.
8. Identify Plan Implementation Strategies.
9. Write the Neighborhood Plan.
10. Submit the Plan for NC Staff Review.
11. Submit the Plan for Neighborhood Review and Approval of Civic Association.
12. Submit the Plan for County Staff Review.

Understanding that every neighborhood is unique, Civic Associations should feel free to adjust these suggested steps to fit their particular situation. NC Staff is available to assist throughout the development of the Plan. Findings and results produced at each step should always be shared with others in the neighborhood. This keeps interest going and may have the result of enticing new volunteers.

1. Establish a Working NC Committee to Develop the NC Plan

The first step in developing a Neighborhood Plan is to set up an NC Committee. Most neighborhoods that join the NC Program already have Civic Associations. The Civic Association can become the parent group for the establishment of an NC committee or an ad-hoc community organization may be set up. It is extremely important that all residents and property owners (including nonresident owners) within the boundaries of the neighborhood are given an opportunity to participate in all aspects of the plan development and adoption, regardless of membership in the Civic Association, as neighborhood plans should be representative of the entire neighborhood.

When an NC Committee is established, most groups elect a chair or editor. The editor should not have to do all the work, however. He/she should be able to delegate authority to members of the committee who will report back. Some groups also choose Block Captains for each street (or several streets) who will distribute materials and act as liaisons between the committee and individual residents.

The NC Committee should consist of a broad range of citizens. Subcommittees should be formed to handle specific tasks, and a chair should be appointed for each subcommittee. Each NC Committee will want to develop its own focus for subcommittees. Typically, subcommittees are arranged around various topics (e.g. land use, sidewalks and curb/gutter) or tasks (e.g., neighborhood questionnaire, existing conditions inventory). While the range of topics addressed in subcommittees can be quite broad, at a minimum they should include: land use and zoning, traffic and transportation, neighborhood conditions, housing, parks and recreation, streetlights, beautification, and curb, gutter and sidewalk.

2. Meet with NC Staff and Complete a Timeline for Plan Development

Meeting with NC staff provides an opportunity to learn about County resources available to neighborhoods while preparing plans. NC staff assistance includes provision of and interpretation of County maps and databases, assistance in accessing demographic data, use and application of the Neighborhood Infrastructure Plan (NIP), review of documents (such as the neighborhood questionnaire), and assistance contacting other County departments and divisions to address technical questions and concerns. NC staff will also help with plan acceptance, including printing of the neighborhood plan for distribution, and set up for presentations to the NCAC, Planning Commission, and County Board.

NC staff is also available to assist neighborhoods in establishing a timeline for plan completion. A timeline which doubles as a task checklist outlining the steps involved in preparing a NC Plan and obtaining County Board acceptance is located at the end of this chapter. This timeline/checklist is a helpful tool for coordinating the various tasks and for keeping a neighborhood on track. NC Staff can provide guidance in establishing realistic target dates for completing each of the steps listed on the timeline. It is normal to revise previously established target dates at various times during the planning process.

3. Establish Preliminary List of Neighborhood Strengths, Weaknesses, Opportunities, and Threats / Challenges (SWOT / SWOC)

At this point in the plan development, it may prove useful to make a preliminary assessment of neighborhood strengths, weaknesses, opportunities, and challenges (or threats), also known as a SWOC analysis. The results of the inventory of existing conditions and the demographic profile can be used by the NC committee to conduct this analysis.

The outcome of this analysis will be helpful to guide the rest of the plan development, particularly in developing the neighborhood questionnaire (see paragraph below). Once the NC committee has a preliminary idea of neighborhood strengths and weaknesses, opportunities, and challenges, the questionnaire can be used to confirm these observations. The SWOC analysis can also be used by the NC committee to propose overarching goals – such as completion of sidewalk on at least one side of the street on all neighborhood streets. The questionnaire can then be used to propose and confirm the neighborhood goals as well as specific objectives (or targets) and priorities – such as completion of sidewalks on x Street, y Street, and z Street as high priority projects.

4. Develop and Distribute Written Questionnaire to Property Owners/ Residents

The primary reason for distributing a neighborhood-wide questionnaire is to identify and confirm issues and concerns that exist in the neighborhood. It is also an opportunity to gather additional information for the demographic profile section of the NC Plan, and to identify what is good or special about a neighborhood and what is truly important to its residents. An analysis of this

information then becomes the basis for formulating and/or confirming neighborhood goals and the overall focus of the Plan. The questionnaire can also be a vehicle for publicizing the efforts of the NC committee and soliciting volunteers to join the effort.

NC Staff has a file of questionnaires that may be used as guidance in developing a neighborhood-specific questionnaire. The final version of the questionnaire must be submitted to NC Staff for review prior to sending it out to the neighborhood. In reviewing the questionnaire, NC staff will ensure that all of the required sections of the plan (e.g. land use and zoning, traffic and transportation) are adequately addressed. NC staff may also be able to identify any “red flags” based on experience with other NC Plan efforts. NC staff will also work with the committee to minimize open-ended questions, instead framing questions in a way that solicit specific responses from a list of available answers (i.e. close-ended questions). This type of survey development aids tremendously in survey tabulation, as open-ended questions often make it very difficult to analyze responses. NC staff will provide duplication services of the final questionnaire for distribution.

The questionnaire must be distributed to every household in the neighborhood, including all non-resident property owners and residents of apartment communities and rental properties. Typically, questionnaires are mailed with an issue of a Civic Association newsletter or delivered separately by mail or hand. If the latter method is used, Block Captains can distribute the questionnaire and answer any resident questions that may arise. This personal contact tends to produce more interest and a higher response rate than mailing the survey. Another strategy that has been used is to post the survey on line, using websites such as [surveymonkey.com](https://www.surveymonkey.com). NC staff can facilitate the use of on-line technology for survey distribution.

Residents should be given 2-3 weeks to respond to the questionnaire. If too much time is allowed, people will put the questionnaire aside and forget about it. Also, a reminder notice may be needed if the response rate is low. Having centrally-located return boxes (e.g., at the library or at a local business) and posting the survey on a neighborhood web-site is also a good way to boost the return rate.

Once the questionnaires are returned, the working committee will need to tabulate the results of the survey. As mentioned above, this task is easiest when open-ended questions are kept to a minimum.

5. Complete an Inventory of Existing Physical Conditions

Before a neighborhood can plan for the future, an inventory must be taken of current conditions of the neighborhood. The following are major items to consider including in the inventory:

- Existing land uses
- Condition of existing curb, gutter, and sidewalk
- Locations of missing concrete curb, gutter, and sidewalk
- Storm drainage
- Existing street lighting and if additional lighting is needed
- Traffic and pedestrian safety issues
- Condition of housing / areas or specific properties with historical significance

- Condition of public facilities (i.e. schools, libraries, community centers, health centers)
- Condition of existing parks and tree cover
- If applicable, conditions of any commercial area in the neighborhood

Before a neighborhood conducts its own inventory, representatives should consult the Neighborhood Infrastructure Plan (NIP), which was completed in 2007 and is updated twice a year. The NIP includes data on complete and incomplete curb, gutter, sidewalk, lighting, Neighborhood Traffic Calming, parks, and other infrastructure within each Civic Association's boundaries.

Another effective method to inventory existing conditions in a neighborhood is a walking tour. One of the best ways to accomplish this is to delegate responsibility for each portion of the inventory to a subcommittee. Each subcommittee should record the existing conditions in their designated portion of the neighborhood on working maps supplied by NC Staff. If there are Block Captains, an alternative approach would be for them to survey all conditions on their block(s). The Block Captain may also choose to enroll residents to assist him/her in completing the inventory.

6. Prepare a Demographic Profile of Neighborhood

Essential in understanding a neighborhood is knowing who lives there. The most important demographics that NC Plans include are: total population, age distribution of population, number of persons per household, number and type of housing units, housing tenure, median household or median family income, and race. NC Staff can supply some of this data, depending upon the availability of US Census information, and other information can be obtained through the neighborhood questionnaire.

7. Data Synthesis / Development of Goals and Recommendations

The first step in development of goals and recommendations is to review and analyze all of the gathered information and identify prevailing themes - issues, problems, challenges, and opportunities. The next step is to generate goals and recommendations addressing these themes which will in turn generate a list of potential projects.

Clear distinction should be made between the neighborhood's goals and recommendations. A goal is a general statement of a future condition that is considered desirable for the community. Goals represent an end toward which actions are aimed and should be broad and general. Meanwhile, recommendations should be more specific and indicate the way in which a goal is to be achieved. Both are statements of what the neighborhood wants for itself, but they vary in scope and specificity.

A key value of clear neighborhood goals is their role in clarifying what is, and is not, acceptable to a neighborhood. In this way, the goals serve as a useful guide to the County Board when making decisions that will affect a specific neighborhood. Even after all of the recommendations and proposed projects in the NC Plan have been achieved, the goals ensure that a Plan continues to be a useful guide in planning for the future.

8. Identify Plan Implementation Strategies

This section addresses how recommendations can be implemented. What resources (people, money) are needed from the County, the neighborhood, businesses and the general public to have the specific recommendations realized? Do current County policies, procedures or

ordinances support the recommendations? If not, will the neighborhood pursue changes to these procedures, policies or ordinances?

9. Write the Plan

There are alternative approaches to writing the NC Plan. Typically, each subcommittee writes its own section, which is then combined with the other sections and merged by the Plan editor, who reviews the material to make sure the sections flow easily, and the transitions are smooth.

Someone also will need to write the introductory section and an executive summary. The executive summary should include, at a minimum, highlights of the plan's recommendations.

A discussion of the history of the neighborhood may also be included in the introductory section or may be a stand-alone section. Possible sources of information include "The Virginia Room" of Arlington's Central Library and The Arlington Historical Society. Once a first draft has been assembled, the next step is to submit the draft to NC Staff for review.

10. Submit the Plan for NC Staff Review

Before a neighborhood can move forward with plan acceptance, the plan must be reviewed by NC Staff; the neighborhood must review and formally accept the plan; and the plan must go through an interdepartmental staff review.

NC Staff reviews each plan to ensure that all of the required plan components have been included. Staff also tries to work out as many "bugs" as possible before submitting the document for interdepartmental review. NC Staff's comments will be both editorial and content-based, although it is important to keep in mind that these comments, while based on technical expertise and experience, are suggestions only, not required changes. Any remaining unresolved issues between staff and the neighborhood will be flagged to the County Board and will be footnoted as such when the plan is published. Again, the goal is to work out as many issues as possible to make the plan an effective policy guide to the County Board.

11. Submit the Plan for Neighborhood Review and Approval of Civic Association

After NC Staff Review, the plan will go through community review and acceptance. All residents and property owners within the Neighborhood Conservation Area (regardless of membership in the Civic Association) must be notified that the final version of the NC Plan is completed and will be presented at a community-wide meeting(s) for review and acceptance by the neighborhood. Neighborhoods may need a series of community meetings to discuss the Plan, make changes, and then finally adopt the Plan. The number of community meetings will depend on the amount and type of community feedback. NC Staff will arrange for duplication of meeting notice(s) and an executive summary with a list of plan recommendations. The neighborhood is responsible for distribution.

In choosing to accept or reject a plan, some communities vote in favor or against the entire plan. Others vote by section or each recommendation. It is helpful to have the vote include a provision giving the NC committee editing authority within specified parameters. Again, voting on the NC Plan is open to all residents and property owners within the NC Area regardless of membership in the Civic Association.

Once the community has voted in favor of the plan, NC Staff will then proceed with the Interdepartmental Review. This review gives the County an opportunity to review the plan, and more importantly, the recommendations that are contained within the plan. Staff is not required

to comment on each recommendation within the plan but is encouraged to respond to as many as possible. Comments will be reviewed for correction of fact, highlight policy issues, and provide information. Staff has one month to review the recommendations, after which time NC Staff will consolidate the comments and forward them to the neighborhood for review.

12. Submit the Plan for County Staff Review

County staff review is needed to identify where neighborhood recommendations conflict with County policies or practices, to try to minimize those differences before the plan goes to the County Board for acceptance and to ensure that the language, methodology, and scope of the plan is indicative of good planning practice. Staff also can assist the neighborhood in developing strategies and recommendations to respond to identified issues. Submitting drafts of sections at early stages (even in outline form) is encouraged so that if technical questions arise NC staff can help neighborhoods obtain guidance from other departments early on in the writing process. At the end of the staff review process a matrix to be included as an appendix to the NC Plan will be produced detailing the neighborhood recommendations and corresponding staff responses. Receipt of the plan by NC staff signals the beginning of the County Board acceptance process and establishes the neighborhood's position in the line of plans ready to be accepted.

PLAN ACCEPTANCE

Once the Neighborhood Plan has been reviewed by County staff, the Plan should be in a final form to present to the NCAC, Planning Commission, and County Board for review and acceptance.

Preparation of Presentation

For these presentations the NC Plan Committee should prepare a brief PowerPoint presentation (15 minutes and include no more than fifteen slides) depicting the character of the neighborhood and highlighting themes addressed in the plan. The basic format of the presentations should be as follows:

1. Identification of neighborhood (location, brief history, selected sites of interest, typical housing types)
2. Overview of plan development / update process
3. Survey results
4. Neighborhood Goals
5. Issue Areas / Topics of Neighborhood Concern / Primary Recommendations
6. Volunteer Recognition

The use of professional-quality materials (photographs, handouts, drawings, maps) is encouraged. Materials should depict the character of the neighborhood (history, housing types, land use) and highlight issues / problems / opportunities addressed in the Plan. NC staff are available to assist in presentation preparation if needed and must review the presentation prior to the NCAC presentation.

Presentation to the Neighborhood Conservation Advisory Committee

The first step in plan acceptance is a presentation to the NCAC. The purpose of this presentation is: (1) to obtain feedback on content and clarity of the plan, and; (2) to obtain NCAC approval of the plan with a recommendation for Planning Commission and County Board acceptance.

Presentation to the Planning Commission

When Plan acceptance is recommended by the NCAC, it must then go before the Planning Commission for review and recommendation to the County Board. Scheduling of the presentation to the Planning Commission is dependent on completing negotiations between the neighborhood and staff on any outstanding issues raised by the NCAC presentation. Staff will need approximately four to six weeks to complete the Board Report, so neighborhoods should plan on a Planning Commission meeting date that conforms to this approximate schedule.

It is the intent of this presentation that the neighborhood conveys key information to the Planning Commission and stimulates a discussion of land use issues. The desired outcome is for the Planning Commission to recommend that the County Board adopt a resolution to accept the neighborhood's plan.

Presentation to the County Board

Following the Planning Commission presentation, the NC Plan Committee will make a presentation to the County Board, seeking plan acceptance. The NCAC representative and the Civic Association president should present the testimony, and neighborhood volunteers are encouraged to attend both the Planning Commission and County Board meetings.

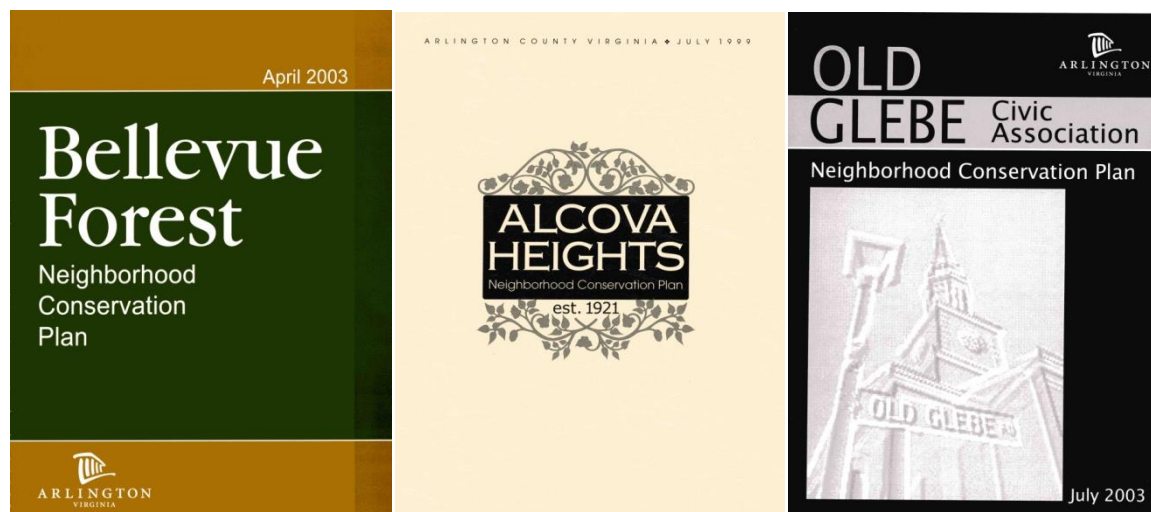
The presentation to the County Board should convey key information to the County Board, County Manager, County departments, and to the public. The presentation should also generate discussion of issues identified in plan. The desired outcome of this presentation is County Board acceptance of the Plan via the following standard motion outlining the purpose of an NC Plan:

To build a neighborhood vision and consensus on issues affecting the neighborhood, to evaluate County service delivery and the state of the neighborhood, and to suggest policies and projects that will improve the neighborhood;

To establish eligibility for Neighborhood Conservation funding;

To provide guidance to the County Board, Commissions, Departments and staff concerning issues in neighborhoods.

Actual County Board action is a positive vote to adopt a resolution to accept the Neighborhood Conservation Plan.



PLAN AMENDMENTS

NC Plans are comprehensive in scope and are intended to provide long-term (10 years or more) guidance to residents, developers, local officials, and others. With such a mission, it is reasonable to expect that situations may arise that were not accounted for in the NC Plan. Fortunately, NC Plans can be amended. For example, if the neighborhood wants to pursue a project that is not identified in its plan, the neighborhood must amend the plan to include the project prior to requesting funding under the Neighborhood Conservation Program. Another example would be if the civic association identified an important issue not addressed in the plan after acceptance that they agree warrants additions to the Plan. (i.e. historic district designation). In such a case, it makes sense to pursue a plan amendment. While this option is available to neighborhoods, it has been seldom used, therefore the decision regarding whether or not to pursue an amendment can be made in consultation with NC staff, on a case by case basis.

To amend a NC Plan, the neighborhood organization must notify all residents within the NC Area (regardless of membership in the Civic Association) that the proposed amendment(s) will be voted on at an upcoming neighborhood meeting. If the neighborhood approves the amendment(s), they then must be presented to the Neighborhood Conservation Advisory Committee (NCAC). The NCAC will vote whether or not to endorse the amendment. As in the plan approval process, the amendment must go before both the Planning Commission and County Board, accompanied by a staff-prepared Board Report that recommends acceptance of the amendment.

WHEN TO PREPARE A NEW PLAN

Counties are not static entities; they are constantly undergoing change. Change is the most important factor in deciding whether or not to develop a new Neighborhood Conservation (NC) Plan. Since not all neighborhoods experience change at the same rate, reviewing and updating NC Plans is not mandatory. However, it is important for neighborhoods to keep their NC Plan current because it serves as a policy guide to the County Board in decisions affecting land use and the provision of County services and facilities. As an NC Plan gets older and the demographic and neighborhood data becomes out-of-date, the County Board and others seeking guidance from it have less assurance that it is representative of current resident values and concerns. Thus, it is in a neighborhood's best interest to have a current and representative NC Plan. At a minimum, Neighborhood Conservation staff recommend that a neighborhood review its plan 10 years after the initial acceptance, then every five years thereafter. The purpose of a plan review is to determine if the information, concerns, recommendations, and goals are still relevant and useful for guiding decisions affecting the future of its neighborhood.

A neighborhood contemplating a plan review should begin by holding a community meeting. The merits of a plan review should be discussed at this meeting and a vote taken. Once a neighborhood decides to review its plan, the first step is to form a subcommittee of the community organization to perform this task. Neighborhoods may want to appoint a chair who can then assign each portion of the task to a subcommittee member.

Below are five steps to help a neighborhood decide if it is time to update its plan:

1. Determine whether the scope of the existing plan is sufficiently broad to cover the full range of current neighborhood issues.

For example, the focus of many early Neighborhood Conservation Plans was primarily on the need for physical improvements such as curb and gutter, and sidewalk, and also land use and zoning issues. As Arlington County became more urbanized, the focus of NC Plans expanded to include such concerns as environmental conservation, residential traffic management, high density development, business conservation, noise and nuisance abatement, historic preservation, crime, pedestrian access and safety, and others. Thus, the neighborhood must determine if there are any new issues that need addressing.

2. Review the Plan's goals.

Do they still embody the values of the neighborhood? Is the course charted for the neighborhood still valid or are adjustments needed? What is most appropriate for the neighborhood – overall goals or goals for each subject area of the plan? Getting an accurate handle on residents' true hopes and desires for their neighborhood is one of the most difficult aspects of planning. To this end, the more people that review the current plan's goals, the better. A strong case can be made for updating the current plan if it does not contain any goals at all.

3. Assess the degree to which the neighborhood's physical and social environment has changed since the Plan was first accepted.

Has there been much new development or redevelopment? If the answer is "yes", then there has probably been a number of rezoning's and amendments to the General Land Use Plan (GLUP). Also, have there been substantial revisions to either the zoning ordinance or the GLUP, such that the categories of districts themselves have changed? The greater the extent of modifications to the zoning map, zoning ordinance, or the GLUP since the Plan was accepted, the greater the need to develop a new plan.

The neighborhood should also note any new public facilities or programs in or near the neighborhood, particularly if they address a need identified in the existing Plan. Social changes or changes in the composition of the resident population are more difficult to gauge. Generally, this can only be determined through a questionnaire or from census data. However, the committee may have a general sense of the magnitude of change, if any, in the resident composition of the neighborhood.

4. Determine the status of projects and recommendations identified in the plan.

Have most or all been completed, or conversely, are there some projects (which have not been funded or implemented) which are no longer relevant to neighborhood goals? The more the neighborhood can answer "yes" to the above questions, the more the development of a new plan is warranted. (Note: NC Staff is available to assist the neighborhood in determining the exact status of funded projects.)

5. Determine the extent of new projects the neighborhood would like to pursue that are not included in its current Plan.

Such projects can be added to the Plan through an amendment process. In situations where only a few amendments would be required the development of a new Plan may not be needed. On the other hand, if many amendments would be required, a full Plan update may be needed.

Upon completion of a Plan review, a neighborhood should hold a meeting to present the findings of the plan review and to take a vote regarding the need to develop a new Plan. The entire neighborhood organization should be involved in the decision. Whatever the outcome of the vote, a neighborhood should notify the NCAC in writing of its action.

HELPFUL HINTS FOR ACHIEVING SUCCESS

When a neighborhood organization or group of individuals decides to prepare a Neighborhood Conservation (NC) Plan, the following strategies may be useful:

Utilize existing neighborhood group or civic organization

- Provides ready access to the community's most civic-minded people and others with similar interests.
- Provides a broad base of support in neighborhood.
- Provides established chain of communication such as newsletters and mailings.
- Civic Association meetings can serve as a forum to brainstorm neighborhood strengths, weaknesses, opportunities, and challenges and to "kick off" the planning process.

NOTE: Make sure all residents and property owners (including nonresident owners) are notified of all actions involving the NC Plan, regardless of membership in a neighborhood group or Civic Association.

Distribute questionnaire to every household

- Publicizes your effort and builds support.
- Provides information about neighborhood problems and documents them.
- Can be used to solicit volunteers.
- Creates interest in the community at large.
- Provides another communication link between neighborhood residents.
- Useful for formulating neighborhood goals.
- Identifies and/or confirms subject areas for the NC Plan.
- Consider use of on-line survey tool such as [surveymonkey.com](https://www.surveymonkey.com).

Allocate work load for NC Plan formulation by area of interest

- People who are most interested in a particular issue will be the ones most likely to put forth the required effort.
- Create chapter subcommittees.

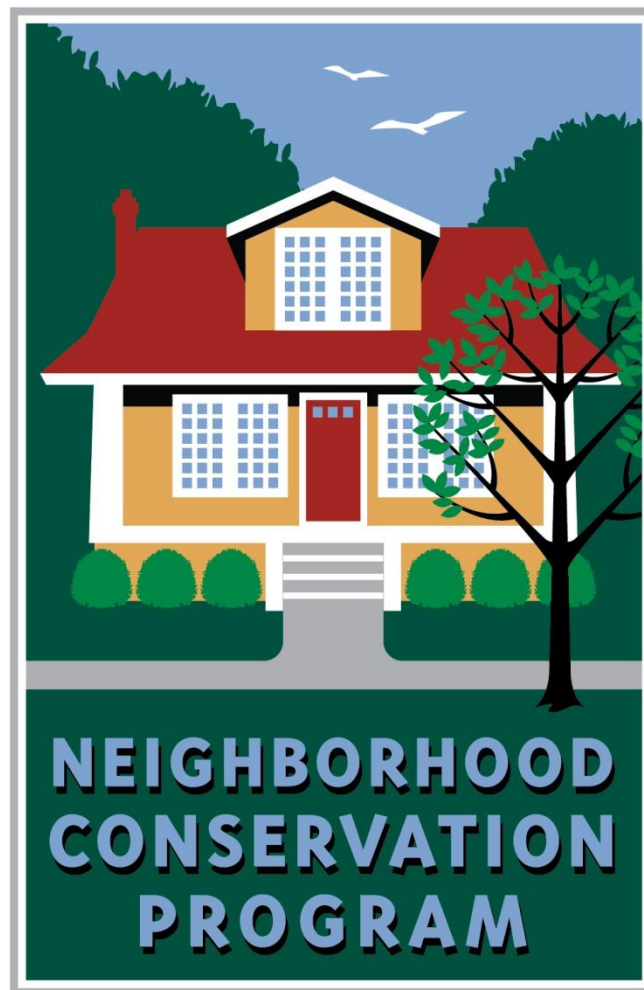
Utilize the Neighborhood Conservation Advisory Committee (NCAC) and County Staff for information and as a review body for the NC Plan

- Extreme or unrealistic proposals can be eliminated.
- Informs a County-wide body and County agencies of your neighborhood concerns.
- Informs and stimulates other neighborhoods to continue their participation.

<u>TIMELINE/CHECKLIST FOR</u> <u>NEIGHBORHOOD CONSERVATION PLAN DEVELOPMENT</u>				
	Task Description	Start Date	Responsible Party	Completed?  Date
Preparation for Plan Development				
1	Establish a working committee to create the NC Plan; utilize an existing civic group or neighborhood organization.			
2	Assign various subject areas to subcommittees.			
3	Meet with NC Staff and complete a timeline for plan development.			
4	Establish preliminary list of neighborhood strengths, weaknesses, opportunities, and challenges to guide plan development process.			
Information Gathering/Survey Development				
5	Develop written questionnaire to distribute to all property owners and residents in your area.			
6	Complete an inventory of existing physical conditions.			
7	Prepare a demographic profile of your neighborhood.			
8	Review questionnaire (NC Staff).			
9	Revise questionnaire.			
10	Print questionnaire.			
11	Distribute questionnaire to residents.			
Writing the Plan				
12	Synthesize the data gathered in steps three through seven; identify problems and challenges, formulate goals, and develop recommendations to achieve goals.			
13	Identify implementation strategies to achieve plan recommendations and goals.			
14	Write the Neighborhood Plan and prepare draft maps.			
Plan Review and Acceptance Process				
15	Submit the plan for NC staff review.			
16	Submit the plan for neighborhood review and receive neighborhood plan acceptance.			
17	Submit the plan for County staff review.			
18	Prepare presentation for NCAC, Planning Commission, and County Board.			

Chapter Three

Street Improvement & Beautification Projects

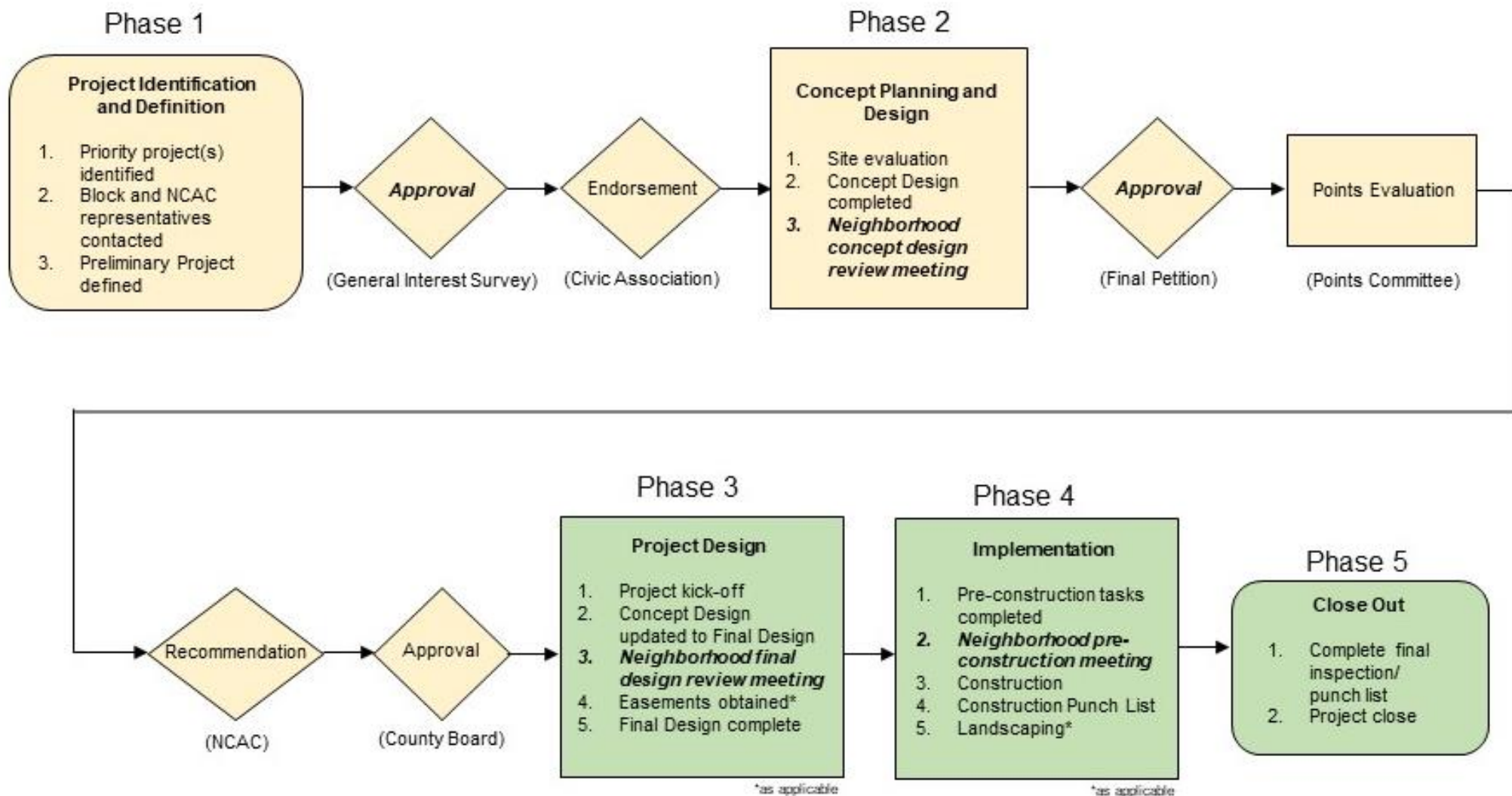


Street Improvement Projects



NEIGHBORHOOD CONSERVATION PROGRAM – STREET IMPROVEMENT PROJECT PROCESS

(Refer to the Spring & Fall Funding Session Schedules for Specific Dates)



SYMBOL KEY

□ Start/End

◇ Decision

□ Process

PROJECT STATUS KEY

□ Proposed

□ Active

PUBLIC ENGAGEMENT KEY

Bold Italics Neighborhood involvement/collaboration

STREET IMPROVEMENT & BEAUTIFICATION PROJECTS

Revised January 2019

DEFINITION: *Street improvement projects generally include the construction of a 5-foot wide concrete sidewalk on at least one side of the street, with curb/gutter and a minimum 2.5-foot utility strip (i.e. grass planting strip). Landscaping and streetlights may also be part of the project scope, including tree plantings in the utility strip if it is at least 4 feet wide. Center island medians, and/or landscaped corner nubs may also be part of the project scope.*

Beautification projects are typically focused on planting design in County open space areas with minimal hardscape elements.

PROPOSED PROJECT DEVELOPMENT PROCESS

The Proposed Project Development Process consists of the following phases:

- **Phase 1 – Project Identification & Definition**
 - General interest survey
 - Civic Association endorsement
- **Phase 2 – Concept Planning & Design**
 - Concept design
 - Concept design review meeting(s)
 - Final petitions
 - Points evaluation
 - NCAC funding session
 - County Board approval

Phase 1 – Project Identification & Definition

NC projects are identified in several ways: 1) through the development of the Neighborhood Conservation Plan (see Chapter 2 for more information on NC plans), and/or; 2) through resident, NC representative or Civic Association request.

If an individual property owner requests an improvement project, NC staff first evaluates the request to ensure that the issue can be addressed under the NC Program and that the project or general need by subject is consistent with their neighborhood's plan. Staff then contacts the designated NC representative to inform him/her of the request. The neighborhood's Civic Association will need to evaluate the project and decide if it is one they want to include in their list of priority projects.

Civic Associations are encouraged to maintain a current list and ranking of priority projects in the NC project queue. Note that any neighborhood may have maximum of two priority projects in the NC queue at a time, but one must be identified as their first priority proposed project. The deadline for confirmation of first priority projects is **November 15th** for spring funding and **May 15th** for fall funding, though neighborhoods are encouraged to keep the list of their neighborhood's priority projects up-to-date year-round to expedite project scoping.

Prior to starting the scoping process, a block representative must be appointed for each street improvement project. This person will serve as the volunteer neighborhood coordinator for the project, the liaison between County staff and block residents, and keep the NCAC representative notified of project status. He or she may be asked to distribute meeting invitations and notes, or email updates to affected property owners within the project area.

Scoping of identified first priority projects is initiated by the NC planner six to 12 months before funding is anticipated. The NC planner will conduct an initial field visit with the block representative and/or NC representative to define project goals, evaluate existing site conditions, and to identify potential issues that might arise during scoping and implementation. The block representative will follow-up and discuss any significant issues with the neighbor(s) who will be directly impacted and convey that information to the NC planner. Such feedback assists the design team in preparation of concept design plans that meet property owners' needs, reducing the chance of any surprises at the concept design review meeting.

- **General Interest Survey**

A general interest survey gauges affected property owners' support for a proposed project. The language in this survey is broad and conceptual, as a more detailed concept design will not have yet been developed. A general interest survey, also known as a, "clipboard survey", is prepared by the NC planner, then the block representative solicits signatures from all affected property owners. Support from at least 60% of the property owners must be obtained in order to continue with the development of a proposed project design. Once a project meets the 60% support requirement, a land survey of the street is ordered.

In instances where private properties are not directly affected or impacted by a project, there will be neither a general interest survey nor a final petition. In this case, support and approval for the project is through the Civic Association. The Civic Association is responsible for advertising a public meeting in which the proposed project will be presented and voted on by residents in attendance. Please note, the approval vote will be for any residents who attend the meeting. It is recommended the Civic Associations advertise the meeting as widely as possible, noting a vote will be taken on the proposed project.

- **Civic Association Endorsement**

After a project has "passed" the general interest survey, the Civic Association must endorse it at an advertised Civic Association meeting. Civic Associations must submit a letter or email approving the project to the assigned NC planner on Civic Association letterhead, if available.

Phase 2 – Concept Planning & Design

During the concept planning and design phase a more detailed evaluation of the current site conditions will be performed, including collection of the following information:

- Existence of Americans with Disabilities Act (ADA) compliant ramps, curb, gutter, driveway aprons and, sidewalk on one or both sides of the street;
- Condition of asphalt pavement;
- The current road and right-of-way (ROW) widths;

- Feasibility of proposed street width;
- Underlying drainage and topographic challenges and problems, if applicable;
- Type and location of existing streetlights, if applicable;
- Locations of existing utility poles;
- Existing on-street parking conditions and restricted areas, including existing bicycle lanes and bus stops;
- Trees and other vegetation that might fall within the limits of disturbance or that might otherwise be impacted. If trees are likely to be affected by the proposed concept design, staff will request that a County forester conduct a field review of the project.
- Permanent easements

Permanent construction easement agreements, which are recorded easements giving the County permanent use of private property, may be requested by the County from property owners adjacent to the project. For example, permanent easements may be needed for the location of Americans with Disabilities Act (ADA)-mandated disability access ramps, water meters, stormwater pipes or street lights. Permanent easements would need to be signed prior to the project being approved for funding by the County Board. Progress of the proposed project will depend on the time needed to obtain signatures on all the agreements for the project.

- **Concept Design**

Once all of the information has been gathered, a design engineer will develop an initial horizontal concept design plan depicting elements which both fit the residents' needs and meet County standards. A concept design is likely to include the following components (as applicable) in the County Right of Way:

- The size and locations of proposed sidewalks, curbs & gutters;
- Grass utility strips;
- Corner nubs (if applicable);
- Disability access ramps;
- Proposed street width;
- Areas where on-street parking is allowed;
- Street Trees;
- Curb cuts and new driveway aprons;
- Streetlight locations (if applicable);
- Other basic components of the design.

Note that the NC Planner is not likely to know what the potential impacts to private property are until the project engineer looks at topography (vertical profile) in the final design.

While the Neighborhood Conservation Program is a community-driven program, there are countywide priorities that must be taken into account. If any infrastructure needs are identified by other County Departments during the comprehensive review of the project area, they will need to be included in the project in accordance with current County standards, regardless of citizen desire. For example, the following needs, among others, may be identified:

- Stormwater infrastructure, including the potential for bio-retention facilities and rain gardens

- Paving
- Signage
- Striping
- Bicycle infrastructure

- **Concept Design Review Meeting**

Once the concept design is complete, the NC planner will work with the block representative to set up a concept design review meeting with affected property owners. The NC Program encourages maximum neighborhood participation at this significant meeting. Changes to the design (within the original project definition) ARE still accepted at this point.

Concept design review meetings are typically held during weekday evenings, but can be held at alternative times if requested. Meetings take one to two hours to complete, but may vary depending on the scale of the project. During the meeting, County staff (an NC planner, design engineer, and landscape architect) will provide attendees with a brief overview of the NC Program, project development process, the project design, and next steps for final petitioning. If a bioretention component is part of the project, a staff member from the Office of Sustainability and Environmental Management will also be present.

The NC planner will then distribute the meeting notes and concept plan to all affected property owners by either email, mail or hand-delivery. If significant changes are required as a result of this meeting, the neighborhood may opt to hold a second meeting to review the revised concept plan.

If a petition is not needed (see the section on “General Interest Survey,” under “Phase I – Project Identification & Definition”), County staff will attend a meeting organized by a Civic Association to present the concept design plan and a Civic Association vote will be held. The meeting notes will be sent by the Civic Association to affected property owners, the NC representative, and the block representative for distribution and follow-up, as applicable.

- **Final Petitions**

The final petition provides a detailed description of the project scope and allows property owners to vote in support or against the project. The signed support by those other than the legal property owners in either petitioning stage will not be counted. Property owners are encouraged to mail back their response to NC planner before the deadline noted on the petition. The NC planner will follow up one additional time by USPS Certified Mail with property owners who have not responded to the petition. Note, all unanswered petitions will be counted as a “yes” vote.

After the submittal deadline, the NC planner will tally all votes submitted and will share the results with the CA president, NCAC Representative and/or the block representative. In order to pass the final petition process, a minimum of 60% “Yes” votes must be attained. Each vote is weighted by the linear frontage that a property contains within the proposed project area. The NC Planner determines the affected project areas for

inclusion. This typically includes adjacent properties with affected frontages and properties that will be impacted during construction, especially at intersections. When a project passes the final petitioning stage it is qualified for funding. The conceptual plan is finalized and a cost estimate is prepared.

- **Points Evaluation**

Once qualified, the project is added to the list of other qualified projects that are waiting for funding. The Points Committee of the NCAC reviews and ranks NC projects in advance of funding sessions, and makes recommendations to the NCAC regarding the possible composition of a funding package (see Chapter 1 for detailed information on project selection and funding process, under Section “NCAC Project Selection & Funding Process”).

- **NCAC Funding Session**

During the biannual funding sessions (Spring and Fall), the NCAC reviews the recommendations from the Points Committee regarding the proposed funding package and the NCAC votes on a recommended funding package to present to the County Board for approval. *See Chapter 1 for detailed information on project selection and funding process, under Section “NCAC Project Selection & Funding Process”.*

- **County Board Approval**

Once the County Board approves funding the project moves to Phase 3, Final Design.

ACTIVE PROJECT DESIGN AND IMPLEMENTATION

PROCESS

After a street improvement project is funded by the County Board, the implementation process begins and the proposed capital project becomes an active capital project. The NC planner will kick off the project by informing the block representatives and NCAC Representatives of the preliminary project timeline. The NC planner assigned to the project will keep the block representative updated on any changes to the schedule that may occur during design.

The Active Project Design and Implementation Process consists of the following phases:

- **Phase 3 – Project Design**
 - Final design review meeting
 - Temporary and construction easement agreements
- **Phase 4 – Implementation**
 - Pre-construction meeting
 - Construction
 - Landscaping
- **Phase 5 – Project Close-Out**

Phase 3 – Project Design

The first step in the active project implementation process is to move the concept design to final design. At this point, the project has been defined and the plans will be near final, with only minor changes accepted. The final design includes a horizontal plan layout *and* vertical profile (i.e. topography). The vertical aspect of the design shows the limits of disturbance, or the area that will need to be graded in order to tie existing conditions into new construction. In some cases, it may be necessary to grade onto private property. If applicable, the following may also be shown on the final design plans:

- The location and size of driveway aprons;
 - new locations for utility poles;
 - identification of replacement of existing trees, proposed street trees and other landscaping;
 - locations of relocated water meters and gas valves;
 - catch basins and/or other drainage structures;
 - storm sewer and water main relocation or installation;
 - bio-retention basins and rain gardens
- **Final Design Review Meeting**

Once the final design plans are complete, a final design review meeting will be scheduled by the NC planner. The final design review meeting gives affected property owners a final opportunity before construction to ensure that the NC project has been designed as scoped and funded, and that any modifications agreed upon at the initial concept design review meeting have been incorporated into the design. Note that minor design modifications may be made to the design following this meeting, but the larger aspects of the scope of the project are fixed at funding. Comments, concerns and questions from the neighborhood residents are addressed at this meeting or follow-up meetings are arranged, as needed.

Meeting notes from the final design review meeting are distributed by the NC planner and mailed, or e-mailed to all affected property owners, the NC representative, and Civic Association president. It is important that property owners who do not attend the final design review meeting contact the NC planner if they have questions or concerns.

- **Temporary Easement and Construction Agreements**

The need for temporary easement and construction agreements is typically discussed in detail at the final design review meeting. A temporary easement and construction agreement allows the County contractor to access private yards to perform construction-related work, including the relocation of fences, replacement of disturbed sod, and making grade adjustments. For example, when a concrete driveway apron is poured within the public right-of-way, a temporary easement and construction agreement allows construction staff to match the grade of the new apron with the existing driveway on private property. temporary easement and construction agreements become null and void upon completion of construction.

County real estate staff may attend the final design review meeting to discuss the execution of any required agreements or a separate meeting may be scheduled. Residents may opt to sign relevant easements at the meeting in the presence of a real estate staff, who are also notaries, or they may take the agreements and return them by mail after signing and having them notarized by the notary of their choice. County real estate staff will contact those property owners from whom temporary easements are needed, but are unable to attend the Final design review meeting. Progress of the active project will depend on the time needed to obtain affected property owner signatures on all the agreements for the project.

Phase 4 – Implementation

Before a project moves to construction, NC staff must ensure that all pre-construction requirements are met. These include but are not limited to:

- Obtaining a VDOT permit;
- Utility relocation;
- Completing a survey stake out
- Land disturbance activity permit

The duration of construction varies significantly between projects and is dependent upon the size and complexity of the project, weather and other site conditions.

- **Pre-Construction Meeting**

When an approximate start date for construction has been determined by the County construction manager and contractor, the NC planner schedules a neighborhood pre-construction meeting. The intent of this meeting is to introduce property owners to the County construction manager and to the contractor's crew supervisor. This meeting generally occurs approximately one to two weeks prior to the commencement of construction. At the meeting, construction guidelines are discussed and any general construction-related questions are answered by the County construction manager and contractor. A pre-construction flier will be distributed by the NC planner with important

construction information to all affected residents. All concerns during construction should be directed to the County construction manager.

- **Construction**

During construction, the contractor typically begins with storm water work and fire hydrant relocation, then moves on to the installation of curb, gutter and sidewalk, and lastly the street is paved and streetlights (if applicable) are installed.

Following construction, the County construction manager will develop a punch list of items that have either been omitted or need correcting. Then the contractor will address the items on the punch list.

- **Landscaping**

Upon completion of hardscape construction, the NC Program's landscape architect will send residents a street tree landscape plan for County right-of-way. If needed, the landscape architect will meet individually with property owners who require restoration of private property. Landscaping may be completed in the following spring or fall planting season, dependent upon when the hardscape construction work is completed.

See the *Landscape Design Process for Street Improvement Projects* and the *Plant Replacement Guidelines* on the following three pages.

Phase 5 – Project Closeout

Once landscaping is installed and punch list items that needed correcting have been addressed, the NC planner will notify the block representative that substantial completion of the project has been reached and the project has externally wrapped up. After the wrap up, the NC planner and County construction manager may still need to monitor items under warranty (as applicable). When these items are complete, the project is officially closed.

LANDSCAPE DESIGN PROCESS FOR STREET IMPROVEMENT PROJECTS

Street Improvement Projects with Beautification

Landscape design services are provided for beautification components of street improvement projects such as traffic circles, islands/triangles, and medians. Landscape plans are prepared after the hardscape construction is completed. The proposed plans are developed and reviewed in collaboration with the affected property owners and Civic Associations, as appropriate.

Beautification components of projects require neighborhood volunteers to maintain the plant material. Volunteers and/or the Civic Association must complete a Neighborhood Conservation Landscape Maintenance Pledge card (see attachment) prior to the installation of the plant material. Generally, primary maintenance tasks include weeding and watering, if water service is provided.

Street Improvement Projects with Street Trees and Landscape Restoration

Landscaping may be provided for street improvement projects in the following circumstances:

- **Street Trees:** A landscape planting plan will be prepared for the installation of street trees in the county right-of-way, if at least a four foot wide grass strip is provided. A letter, a planting plan, and plant list will be mailed to affected property owners within the project limits after the hardscape construction is complete. Property owners may provide comments regarding tree locations and, in collaboration with the landscape architect, tree locations may be shifted. The street tree species is determined by the county's landscape architect.
- **Landscape Restoration:** Trees and shrubs removed on private property during the construction of a street improvement project will be replaced in coordination with the property owner. The county forester will evaluate any trees to be removed and, based on pre-determined set of criteria, provide the quantity of trees to be installed as replacement trees. Shrubs may also be replaced; depending on the situation, a landscape plan may be provided for their replacement. Watering guidelines will be provided for each affected property owner, although the care and maintenance of replacement plant material is the responsibility of the property owner. There is a one year warrantee from the date of installation for all new plant material, provided the property owner properly maintains and waters the new plants.

The timing of the landscape installation is dependent on the completion of the hardscape components of the project. Generally, plants are installed April-June and October-December.

PLANT REPLACEMENT GUIDELINES FOR THE CONSTRUCTION OF NC PROJECTS

April 4, 2005, revised April 11, 2008

Trees, shrubs and other plant material within the county/public rights-of-way (ROW) may have to be removed to construct an NC project. Replacement of this plant material is explained below to clarify any confusion on the expectations of property owners.

Trees:

Replacement of trees removed as part of an NC project will follow the guidelines established by the County.

1. Trees of 10" caliper or less that are removed from the rights-of-way will be replaced on a one-for-one basis.
2. Significant trees (caliper greater than 10") will be replaced at a rate derived from a formula of the International Society of Arboriculture.

The county forester will determine the replacement tree quantities for each tree removed prior to construction of the project. The location of replacement trees will follow the guidelines below.

1. A new tree may be located in the ROW in front of the property where original tree was removed. If this is not possible, the tree may be located in the ROW of the entire street improvement project.
2. The tree species shall be determined by the NC Program's Landscape Architect based on existing site conditions.
3. Trees that are removed which are considered to be an invasive or exotic species, shall be replaced with a suitable alternative plant. Fruiting trees that are removed will also be replaced with a suitable alternative species.
4. Existing trees that are planned for removal shall not be transplanted to another location by the county or the county's contractors. A property owner, at their own expense, may have a tree transplanted prior to construction of the project.
5. If a tree is removed from private property, a replacement may be provided back on private property with the property owners consent.

Shrubs:

Shrubs that are located in the county/public rights-of-way may need to be removed to construct an NC project. It is the responsibility of the property owner to contact the NC Planner or Landscape Architect if replacement of the shrubs is desired by the property owner.

1. Shrubs shall be replaced on a one-for-one basis.
2. Hedges shall be replaced as a grouping, not necessarily on a one-for-one basis.
3. The shrub species shall be similar to the species removed. Plant species also must be readily available in local northern Virginia nurseries.
4. Shrubs that are removed which are considered to be an invasive or exotic species, shall be replaced with a suitable alternative species.
5. Evergreen ground cover that is removed will be replaced as a grouping. Invasive evergreen ground cover that is removed shall be replaced with a suitable alternative

species. For clarification, evergreen plants retain their leaves/foliage throughout the entire year.

6. Existing shrubs that are removed shall not be transplanted to another location by the county or the county's contractors. A property owner, at their own expense, may have shrubs transplanted prior to construction of the project.

Perennials and Bulbs:

Perennials and/or bulbs that are located in the county rights-of-way may need to be removed to construct an NC project.

1. If a property owner wants to retain perennials and/or bulbs planted in the county right-of-way and:
 - If the construction of the project begins between April 15th - December 1st, the property owner is responsible for transplanting the plants to another location.
 - If the construction begins between December 2nd and April 14th, the county may provide replacement for areas greater than 250 sq. ft. (5'x50'). The replacement of perennials and/or bulbs shall be replaced as an area or grouping, not necessarily on a one-for-one basis.
2. The species shall be similar to the species removed. Plant species also must be readily available in local northern Virginia nurseries.
3. Existing perennials and/or bulbs that are removed shall not be transplanted to another location by the county or the county's contractors.

Annuals:

The county shall not provide replacement plants for annuals installed in the county rights-of-way.

Plantings for Slopes:

1. If the installation of an NC project results in a steeper slope of an area after construction, landscaping shall be provided if the area is steeper than 3:1. Plants species shall be determined in collaboration with the property owner.

Replacement vs. Transplanting:

1. All new plant material has a one year contractor warrantee from the date of installation. If a plant dies, the landscape contractor will replace the plant at no cost assuming the plants were properly watered and maintained.
2. The county cannot guarantee the survival of transplanted plants, and without a contractor warrantee, replacement of dead transplanted plants cannot occur. Funds will not be available to provide new plants at a later date.

Neighborhood Conservation Landscape Maintenance Pledge

_____ understands that the Neighborhood Conservation Program has funded a capital improvement project in our neighborhood. Our organization will provide regular, ongoing maintenance of the landscaped area within this project.

Project Location/Description: _____

We have assigned Project Caretakers to perform this periodic landscape maintenance, particularly watering plant in periods of dry weather. These are local residents who have agreed to serve as Project Caretakers for the foreseeable future. We will notify Neighborhood Conservation of any changes in this arrangement and agree to keep the Project Caretaker contact information current.

Name	Signature (Optional)	
Address	Telephone	E-mail
Name	Signature (Optional)	
Address	Telephone	E-mail

We understand that costs incurred related to maintenance activities are the responsibility of our organization. We also understand that if we fail to maintain the landscaped area, consistent with the attached Maintenance Guidelines, Neighborhood Conservation will notify us in writing. We will have 90 days to restore maintenance or the County may remove some or all of the plantings requiring care. This lack of maintenance may also affect any future request of our organization to assume a landscape maintenance project.

Signature of President _____

Date _____

Providing this maintenance is not considered to be a volunteer service in accordance with the Arlington County Volunteer Handbook or under the Virginia State Government Volunteers Act (Code of Virginia Title 2.1, Chapter 34)

Neighborhood Conservation Landscape Maintenance Guidelines



- ◆ Remove all weeds from flower beds, shrub beds, tree mounds, sidewalks and paved areas.
- ◆ Mow and maintain grass.
- ◆ Remove dead flower blooms from perennials and bulbs.
- ◆ If needed, trim/prune plant material in the spring and/or fall to maintain desired plant form.
- ◆ Pick up and remove litter and debris.
- ◆ Sweep sidewalks and paved areas.
- ◆ Do a spring (April) cleanup that includes edging and mulching of all beds, including tree mounds.
Do a fall cleanup (November) that includes removal of fallen leaves.
- ◆ Water plant material during periods of dry weather, especially during summer months!
- ◆ Report dead, damaged or diseased plants or other problems to the Neighborhood Conservation Program

Chapter Four

Street Light Projects



STREETLIGHT PROJECTS

DEFINITION: The goal of a residential streetlight project is to improve illumination and enhance community safety.

PROPOSED PROJECT PROCESS

The Proposed Project Process includes three phases: First Request, Petition, and Recommendation for Funding and County Board Approval, and is based on the new **Streetlight Management Plan (SMP)**, which was updated in January 2020.

Streetlight Management Plan (SMP) – Brief Update

[Cobra style lights](#) are the new standard for neighborhood streets, with 3000k LEDs and an arm height of 25' or 30', typically. The wattage level can range from the LED equivalent of 70w to 150w on neighborhood streets, depending on the location of the lights. If a neighborhood has existing Colonial style lights, they may request for them to be removed or remain and updated with LED fixtures. If a neighborhood has no existing lights, a cobra style streetlight design will be prepared by the SL Engineer.

The spacing of light poles are determined based on the photometric design necessary to meet the safety standards. As per the recently completed Streetlight Management Plan (SMP), generally a residential street will be illuminated by cobra luminaire style lighting and following the districting approach of lighting either by Dominion Energy (DE) or the County, dependent on the location.

Phase 1 – First Request

Requests for streetlight projects originate with residents, Civic Associations (CA), and Neighborhood Conservation (NC) representatives. Following the initial intake, NC staff will 1) verify that the Civic Association has an approved Neighborhood Conservation Plan; and 2) in the case of a resident request, forward the proposal to the Civic Association and/or have the resident contact the CA directly for consideration as a potential Civic Association priority project.

Once it has been verified that the request is eligible to be a proposed project, a proposed project number is assigned so that the project can be scoped and designed by a DES – Transportation, Engineering and Operations, Street Light (SL) Engineer.

A block representative must be appointed for each priority project. This person will serve as the neighborhood coordinator for the project; the liaison between County staff and block residents; keeping both the neighborhood and the NCAC representative notified of the project status.

Phase 2 – Petition

Once it is determined that the proposed project has the potential to be implemented, a streetlight petition will be mailed to the individual property owners within the project limits. The final tally of the streetlight petition votes shall indicate at least 60 percent support of the affected

property owners. A Streetlight Petition will be mailed directly to property owners listed on Real Estate Land Records, included with a self-addressed, stamped envelope to be returned to the NC Planner. Please note, only property owners are eligible to vote. When a project passes the petitioning stage it is qualified for funding. The planner will inform the DES – Street Light Engineer that the project is qualified and request a cost estimate.

If a project is proposed for areas with townhouses or condominiums that are governed by an elected body as an association representing the individual unit owners especially for the common areas, then a special vote and letter of support by that elected body, based on their adopted bylaws, will be used in lieu of the above-described petition to determine majority support to proceed with NC streetlight funding and implementation. Additionally, permanent easements within the common areas may need to be dedicated to the County by the elected body of the respective association, on behalf of the individual unit owners that it represents.

Phase 3 – Recommendation for Funding and County Board Approval

Once a proposed streetlight project passes the petitioning phase, the planner will notify the neighborhood and Civic Association. The Civic Association must submit a reconfirmation letter/email that the streetlight project is its priority project.

Upon review and a recommendation by the Neighborhood Conservation Advisory Commission (NCAC) Points Committee, the proposed project is then forwarded to the full NCAC for consideration. If the NCAC recommends the proposed streetlight project for funding at a NCAC Funding Session, the proposed project will be presented, with the entire list of NCAC recommended proposed projects, to the County Board for approval. Once the County Board approves the list of projects, funding is released for implementation.

IMPLEMENTATION PROCESS/ACTIVE PROJECT PROCESS

After the County Board approves an NC streetlight proposed project, it becomes an Active Project. The final two phases in this Active Project Process includes Design and Notification and Construction and Close-out.

Phase 4 - Design and Notification

The NC Planner works with a DES engineer on the design. Before the streetlight design plan is finalized, it is shared with the neighborhood for design layout and informational purposes only. NC staff and DES engineering design staff will then finalize the streetlight placement plan with additional engineering details, notes and adjustments, for implementation. Once finalized, copies of the final streetlight placement be mailed or hand delivered to affected residents, including property owners and townhouse or condominium associations, as applicable. Please note that the current County standards for LED Streetlight placement (spacing) has few exceptions, and any special requests received from adjacent property owners relative to light pole location can rarely be honored.

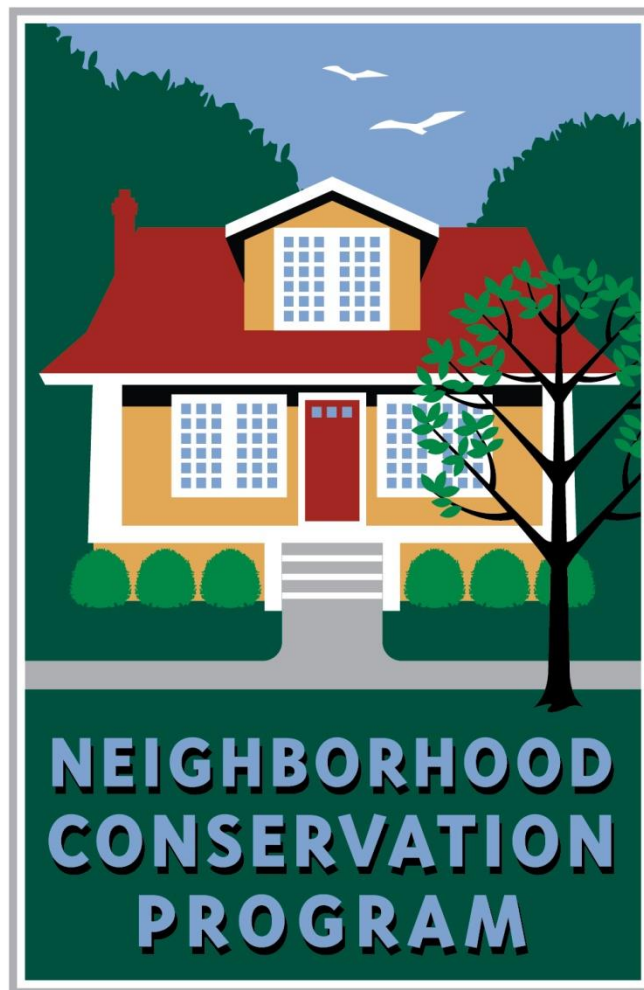
Phase 5 – Construction and Close-Out

Once the final design is complete, DES Streetlight staff will coordinate the scheduling and implementation of the streetlights with Dominion Energy (DE).

Once the Cobra style streetlights and or LED upgrades are installed Dominion Energy (DE), and prior to the initial operation of the streetlights, DE programs the streetlights for dimming capability as set for countywide residential areas. If applicable, a request will also be made at this time by DES staff to DE, to remove any existing Colonial style streetlights.

Chapter Five

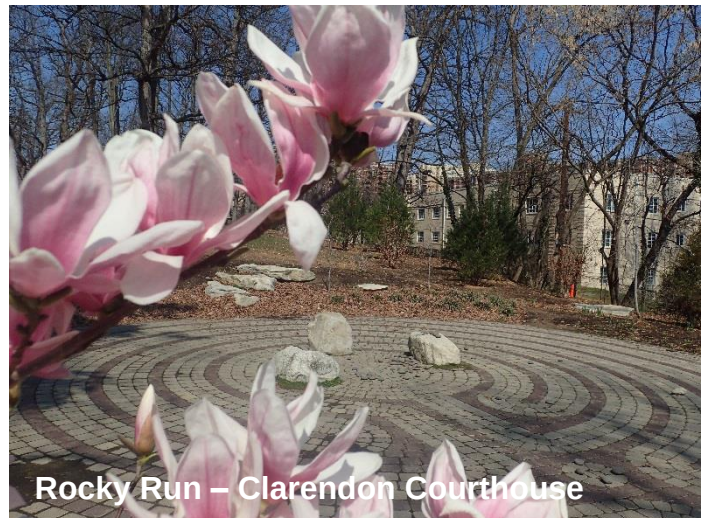
Parks & Beautification Projects



Parks & Beautification Projects



Oak Grove Park - Cherrydale



Rocky Run – Clarendon Courthouse



Woodlawn Park –Waycroft Woodlawn



Donaldson Run

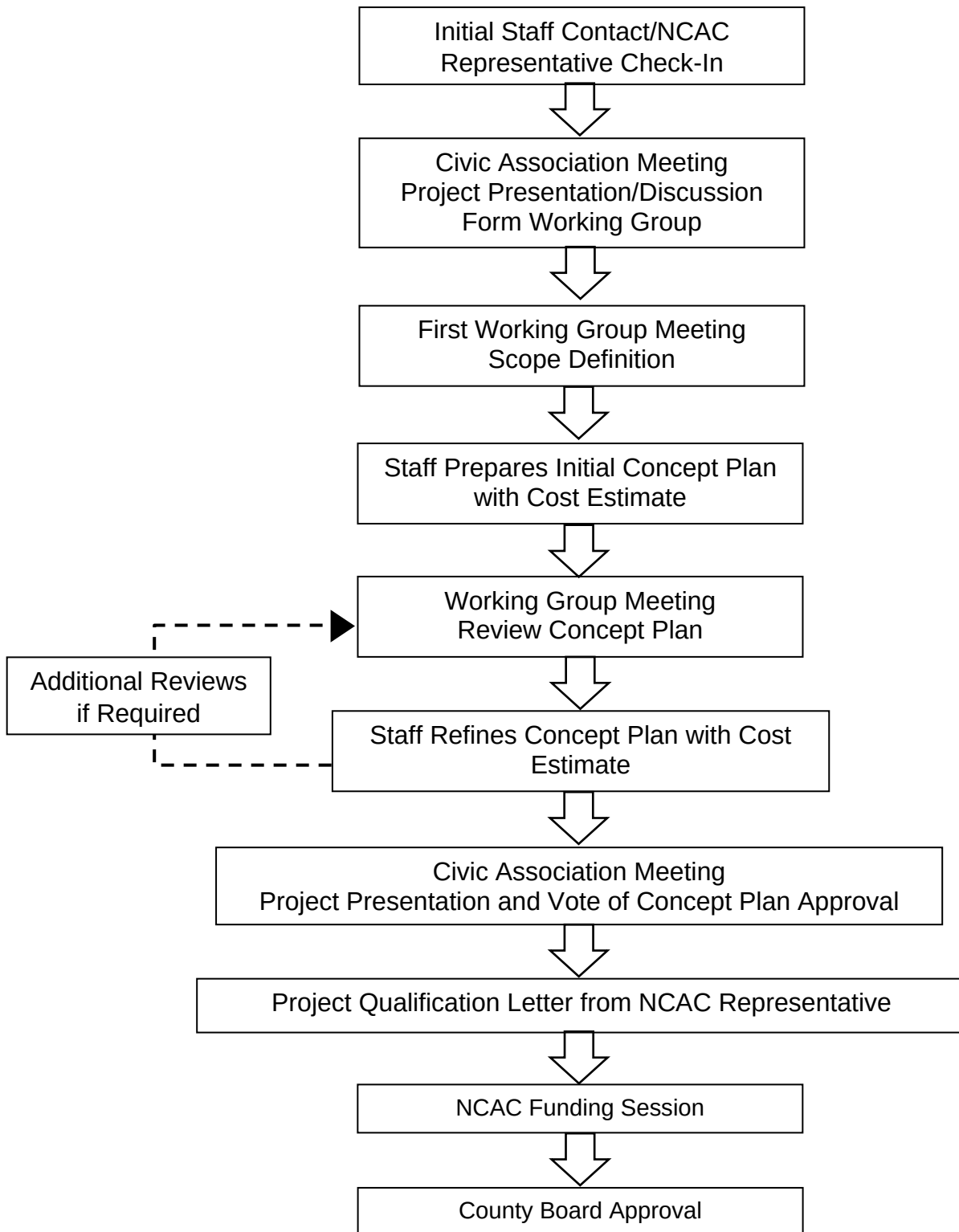


Tyrol Hill - Columbia Heights West



Aurora Highlands

NEIGHBORHOOD CONSERVATION PROGRAM
PARKS/BEAUTIFICATION PROJECTS – PROPOSED PROJECT PROCESS



PARKS & BEAUTIFICATION PROJECTS

DEFINITIONS: *Park improvement projects consist of, but not limited to, the following improvements: trails, accessibility improvements, benches, trash receptacles, picnic tables, athletic courts, playground equipment and related safety surfacing, fencing, beautification, reforestation, landscaping, and improvements that benefit the natural environment. This work takes place in existing County park land. These elements usually are intended to add to, replace, or upgrade the existing amenities in a park. Neighborhood Conservation park projects are not intended to radically change the uses within a park, since that usually requires a much broader public involvement process.*

Beautification projects are typically focused on planting design in parks or county open space areas with minimal hardscape elements.

PARKS & BEAUTIFICATION PROPOSED PROJECT PROCESS

Phase 1 - Project Identification

NC Projects are identified two ways: 1) through the development of the Neighborhood Conservation Plan or update (see Chapter 3 for more information on NC plans), and/or; 2) through resident request. A resident-identified need that is not included in a County Board accepted NC plan must be added as an amendment. Plan amendments require discussions with staff, neighborhood meetings, Neighborhood Conservation Advisory Committee (NCAC) endorsement, and Planning Commission and County Board public hearings.

If an individual property owner requests an improvement project, NC staff first evaluates the request to ensure that the issue can be addressed through the NC Program and that the project is identified in their neighborhood's plan. Staff then contacts the designated NC Representative to inform them of the request. The neighborhood's Civic Association will need to evaluate the project and decide if it is their first project.

Civic Associations are encouraged to maintain a current list and ranking of priority projects in the NC project queue. Note that any neighborhood may have maximum of 2 priority projects in the NC queue at a time. The deadline for confirmation of priority projects is **November 15th** for spring funding and **May 15th** for fall funding, though neighborhoods are encouraged to keep the list of their neighborhood's priority projects up-to-date year round to expedite project scoping.

After a park and/or beautification project is selected for NC funding, the proposed project is usually presented at a full Civic Association meeting. The purpose of this meeting is to provide an introduction to the project and the NC funding process. Once the project has been presented and discussed by the Civic Association, interested people are invited to join a working group. A working group usually consists of 5-7 people who are interested in the project and are representative of the community at large. Depending on the Civic Association's procedures, the working group may be a committee that is set up by the Civic Association for the project. The working group conducts meetings to see the proposed project through the rest of the funding

process. Interested residents that sign up for the working group are expected to attend working group meetings and represent their neighborhood in the project development process.

Phase 2 – Project Scope Definition

At the first working group meeting, held at the project location or a community center nearby, participants collaborate with County staff to come up with ideas for park and beautification improvements. This initial session provides a chance for staff to assess the needs and desires of the community, and thereby determine the project scope. More in-depth information about the NC funding process is also provided at this time.

Petitions are not required for park or beautification improvement projects, since park planning is considered a community-wide process. Working group members should keep neighbors abreast of project developments and solicit their opinions. Adjacent neighbors are encouraged to participate in the working group. Most community concerns should be considered during the scoping process, prior to funding the project. Projects should be consistent with or support current Department of Parks and Recreation (DPR) standards and policies.

Phase 3 - Concept Plan and Cost Estimate

Once information-gathering is complete, staff prepares an initial written project scope and concept plan, along with preliminary funding needs (costs), and presents it for review at the second working group meeting. The concept plan will identify the proposed park and/or beautification improvements in general, but will only provide a level of detail that is sufficient to determine funding needs. The plan is then discussed by the working group, and suggestions for changes are made. If substantial changes are needed, staff revises the concept plan and presents it at a subsequent working group meeting. Once the plan is acceptable to the working group, the plan and the estimate of funding needs is prepared for presentation to the full Civic Association at an advertised meeting.

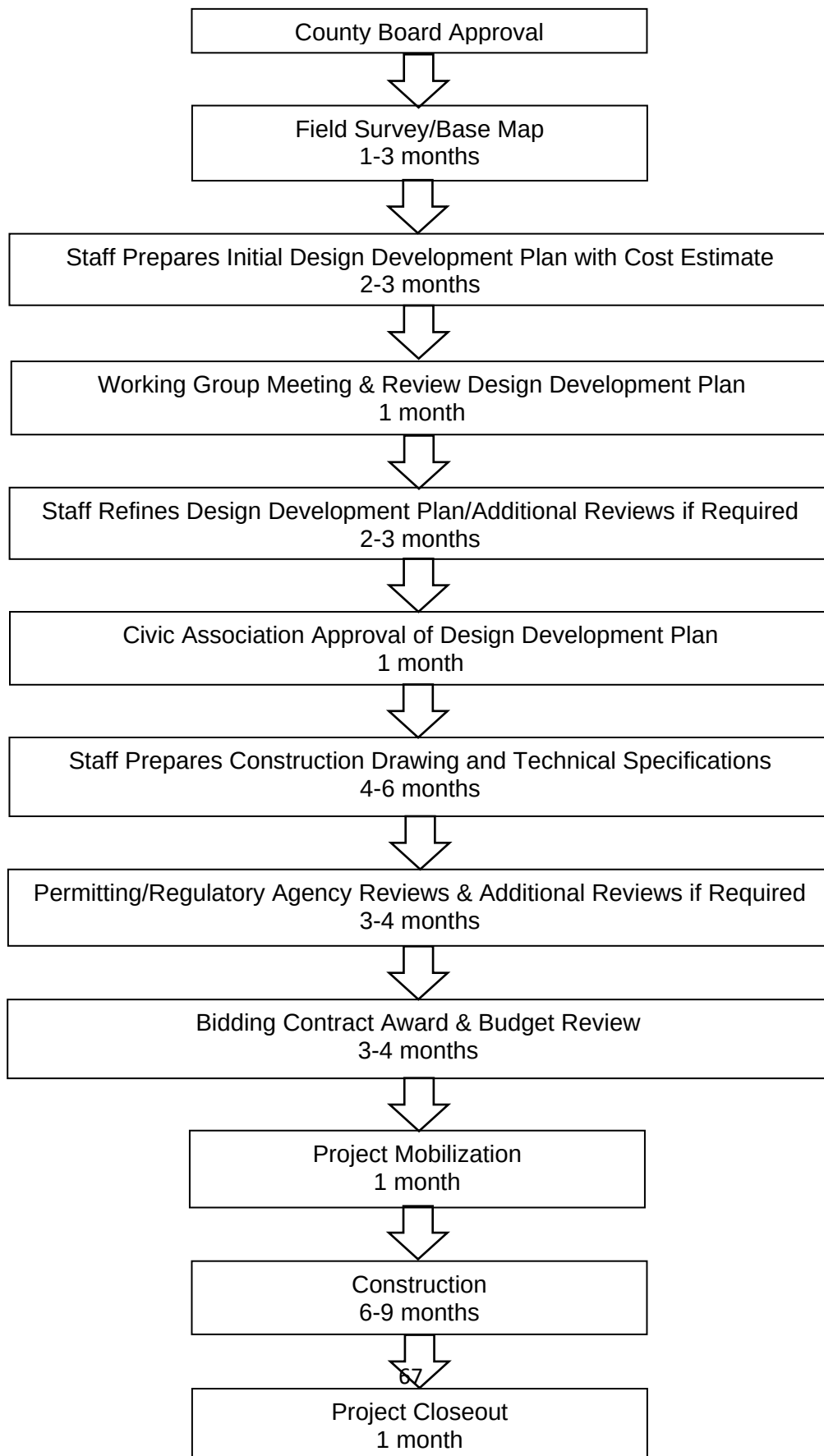
Phase 4 - Civic Association Approval and Project Qualification

The written project scope, concept plan, and funding needs estimate is then presented to the full Civic Association, along with any plans for phasing, if necessary. The Civic Association will discuss the project and then take a vote. A majority vote is needed to move forward with the project. If the project is approved, then the Civic Association's NCAC representative writes a letter to NC staff indicating the Civic Association's approval, thereby "qualifying" the project to proceed in the funding process. See the following attachments, found in Chapter 1, for deadlines for qualifying a project in order to participate in the semi-annual NCAC funding session: Fall (December) Funding Session Schedule / Spring (June) Funding Session Schedule.

NEIGHBORHOOD CONSERVATION PROGRAM

PARKS IMPLEMENTATION PROCESS

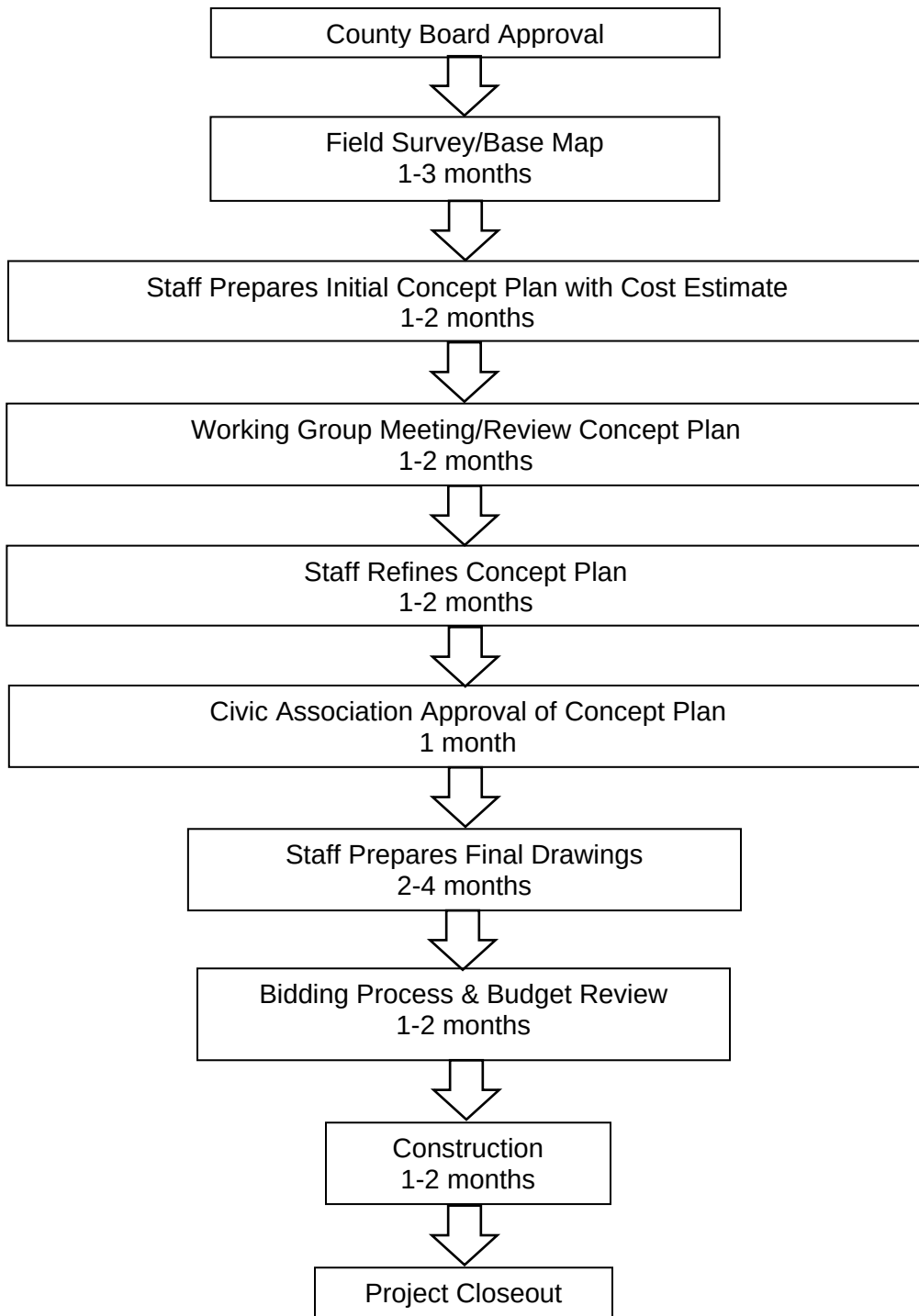
Project Duration: 24-30 months



NEIGHBORHOOD CONSERVATION PROGRAM

BEAUTIFICATION IMPLEMENTATION PROCESS

Project Duration: 9-18 months



PARK & BEAUTIFICATION PROJECT IMPLEMENTATION

PROCESS

Once the County Board approves a NC project, staff begins the implementation process. Staff first considers the complexity of the project and current workload to determine whether the design should be completed in-house or by consultants. For very complex projects, or situations where staff's workload will delay the project, and outside consultant may be engaged to complete the design. Staff may be required by law to use a competitive process to select the consultant (called a request for proposals or RFP), and this process may take between two and six months to complete.

Beautification projects are typically focused on planting design in parks or county open space areas with a minimum of hardscape elements. These types of projects generally follow the park implementation process, but the time frames will be reduced, as needed, to fit the scope of the project.

Field Survey

Regardless of whether design is completed by staff or a consultant, the first step in the implementation process is to conduct a field survey, which maps out the existing features of the site and is completed by a team of surveyors.

Initial Design Development Plan

Once the field survey is complete, staff prepares an initial design development plan. This plan provides additional refinement of the concept plan, indicating specific materials. A revised cost estimate is also prepared to determine whether the project continues to be within its original funding range. Once these items are prepared, a neighborhood working group meeting is held to review the plan and suggest minor changes, if needed. Note that the project must continue to conform to the scope, concept plan, and funding amount that were approved during the scoping process.

Refine Design Development Plan

If substantial changes are needed, the design development plan and cost estimate are revised and discussed again at a subsequent neighborhood working group meeting.

Civic Association Approval

Once the design development plan is approved by the working group, the design is presented to the full Civic Association for a vote. It is expected that any changes that might be required at this time will be minor.

Construction Documents

Once the design development plan is approved by the Civic Association, staff prepares detailed construction drawings and technical specifications. During this process, County departments review the plans to ensure that the design is in conformance with County and State standards and will not impose an undue maintenance burden on County crews.

Permitting

The completed construction documents are then forwarded to County agencies that are responsible for issuing building, land disturbance, and stormwater permits. These agencies must review and approve the project before it can proceed. This process may require revisions to the plans.

Bidding and Contract Award

Either an existing county contract or a competitive bidding process is then used to select a contractor to implement the construction work, and a contract is awarded to the lowest qualified bidder. Depending on the amount, the County Board may have to approve the contract.

Mobilization and Construction

Once the contract is awarded and the contractor is given notice to proceed, the contractor then begins ordering the materials, site furnishings and play equipment needed for the project and mobilizing his crews and construction equipment. Once mobilization is complete, construction begins on the site. This usually involves closing off the entire affected area. The amount of time needed for construction varies depending on the complexity of the project, weather conditions, and other factors.

Neighborhood Walk-Through

When construction is complete, staff conducts a walk-through with the contractor and creates a punch list to identify any outstanding issues prior to closing-out the project.

Chapter Six

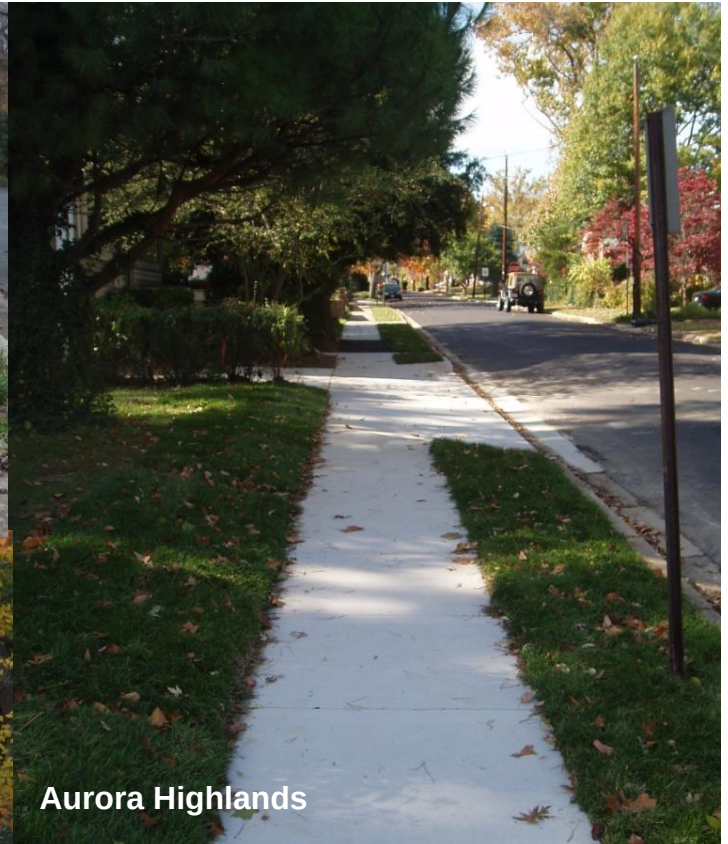
Missing Link Program



Missing Link Projects



Maywood



Aurora Highlands



Yorktown



Donaldson Run

MISSING LINK PROGRAM

DEFINITION: *The Missing Link Program is intended for the quick installation of missing sidewalk sections in an effort to connect existing pedestrian systems.*

PROPOSED PROJECT PROCESS

The Civic Association must submit applications in writing to the NC Program for proposed Missing Link projects. For a project to qualify, it must connect to an existing sidewalk system. Property owner support is not required from each affected homeowner, provided that the Civic Association approves the project and it is located in County right-of-way.

Applications meeting program requirements will be ranked by cost, vicinity of schools, bus stops, Metro stops, and the ability to fix drainage problems. Neighborhoods are allowed only one Missing Link project approval per funding round. Missing Link funding rounds take place as needed, or about 3 times a year.

IMPLEMENTATION PROCESS

Once a project has been approved for funding, the project is implemented. Below is a list of the rules and requirements for the program, as approved by the NCAC:

- Missing Link projects are intended for a maximum of three properties or less;
- Projects must not include utility relocation;
- Projects must not include streetlight installation;
- Projects must not include easement purchase;
- Concrete coping walls are allowed with no grading on private property;
- Removal of up to 4" caliper trees is allowed if located within the County right-of-way. This will allow for the County to easily replace a tree either in a utility strip that is at least 4' wide, or replacement of tree on homeowner property, provided the owner agrees.

Chapter Seven

Neighborhood Sign Projects

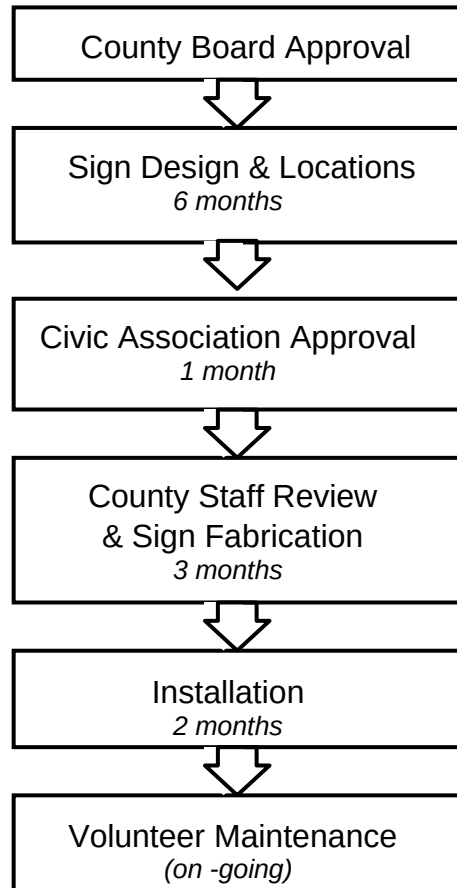


Neighborhood Sign Projects



NEIGHBORHOOD CONSERVATION PROGRAM SIGNS – IMPLEMENTATION PROCESS

Project duration: 12 months



NEIGHBORHOOD SIGN PROJECTS

DEFINITION: *A neighborhood sign project serves to identify a specific neighborhood by locating signs at major gateways into the neighborhood.*

PROPOSED PROJECT PROCESS

For a Civic Association to be eligible for a neighborhood sign project, the association must have an approved Neighborhood Conservation Plan. Neighborhood signs are then automatically approved for funding by the NCAC at the next funding session. Neighborhoods are eligible to have a maximum of 4 signs fabricated of a synthetic granite material and associated landscaping. Small signs are 24" x 24" and large signs are 40" x 72". Typically, a Civic Association selects one large sign and three small signs to identify the major gateways to the neighborhood.

The NC Representative must provide a letter of commitment (via email or mail) by the qualified project submission deadline stating that the Civic Association voted to proceed with a neighborhood sign project. A primary contact person and a small sign committee should be selected to work on the design and sign locations and to serve as a liaison between the sign committee/Civic Association and staff. Once the project and funding are approved by the County Board, staff can begin work on the sign project. Sign projects are typically completed in 12 months.

IMPLEMENTATION PROCESS

Once a sign project is funded, staff works with the elected primary contact person to develop design and location options. Options for soliciting design ideas from residents may include a design competition through the Civic Association newsletter or web site. Sign locations usually serve as gateways to neighborhoods and shall be located on public property, such as grass strips, medians, nubs, traffic circles, and open spaces. If a proposed sign location is on the boundary of another Civic Association, concurrence the adjacent neighborhood must be obtained. The final sign design and locations must be approved by the Civic Association.

Prior to sign fabrication, county engineering staff will review the sign locations for potential safety and visibility conflicts. County zoning staff must also approve the sign locations. Once these reviews are completed, the signs will be ordered. Fabrication and shipping takes approximately two months. County parks staff will then install the signs.

Sign projects require neighborhood volunteers to complete a Neighborhood Conservation Sign Maintenance Pledge card. Depending on the location of the signs and Civic Association interest, landscaping may be provided around one or more of the signs. This landscaping will also require the Civic Association to provide volunteers to maintain the plants and complete a Neighborhood Conservation Landscape Maintenance Pledge card.

If a sign is damaged, it is the responsibility of the Civic Association to notify county staff. When notifying staff, the Civic Association should provide the date/time frame when the damage occurred.

Neighborhood Conservation Sign Maintenance Pledge

_____ understands that the Neighborhood Conservation Program has funded a neighborhood identification sign project in our neighborhood. Our organization will provide regular, ongoing maintenance of the sign. If landscaping is a component of the project, a separate landscape maintenance pledge will be submitted.

Sign Location(s): _____

We have assigned Project Caretakers to perform this periodic sign maintenance. These are local residents who have agreed to serve as Project Caretakers for the foreseeable future. We will notify Neighborhood Conservation of any changes in this arrangement and agree to keep the Project Caretaker contact information current.

Name	Signature (Optional)	
Address	Telephone	E-mail
Name	Signature (Optional)	
Address	Telephone	E-mail

We understand that costs incurred related to these sign maintenance activities are the responsibility of our organization. We also understand that if we fail to maintain the sign(s), consistent with the attached Maintenance Guidelines, Neighborhood Conservation will notify us in writing. We will have 90 days to restore maintenance or the County may remove the signs. This lack of maintenance may also affect any future requests of our organization to assume a Neighborhood Conservation project with maintenance elements.

Signature of President

Date

Providing this maintenance is not considered to be a volunteer service in accordance with the Arlington County Volunteer Handbook or under the Virginia State Government Volunteers Act (Code of Virginia Title 2.1, Chapter 34)

Neighborhood Conservation Sign Maintenance Guidelines



- Pick up and remove litter and debris from sign area.
- Trim or remove vegetation if blocking view of signs.
- Paint sign posts or supports if needed.
- Report graffiti, major damage to the sign, or other problems to the Neighborhood Conservation Program.