

Form Based Code Advisory Working Group

Overall Charge:

The Form Based Code Advisory Working Group (AWG) is a citizen advisory committee established by the County Manager to primarily 1) provide neighborhood perspective on revisions and interpretations to the [Columbia Pike Form Based Code \(FBC\)](#) (the subject of this document) and 2) serve as a review panel for FBC development proposals (specifications on process and AWG role for FBC development proposals are outlined in [Administrative Regulation 4.1.2](#)). In addition to the above primary responsibilities, the AWG members will also act as liaisons to keep neighborhoods informed of ongoing discussions, to seek feedback for sharing with the AWG, and to develop a working knowledge of the FBC that expands the community's understanding of the FBC provisions.

Composition:

The Working Group shall consist of one representative from each of the following:

- Planning Commission
- Columbia Pike Neighborhoods, including:
 - Alcova Heights
 - Arlington Heights
 - Arlington View
 - Barcroft
 - Columbia Forest
 - Columbia Heights
 - Columbia Heights West
 - Douglas Park
 - Foxcroft Heights
 - Penrose
- Columbia Pike Revitalization Organization (CPRO)
- Developer/architect

The Planning Commission representative will chair the Working Group.

*(*See attachment for current list of representatives)*

Revisions and Interpretations to the FBC:

AWG Role. Working Group members will assist staff by reviewing proposed amendments and interpretations to the FBC in order to implement the established FBC vision and intent. Staff will develop a list of proposed revisions and priorities with input from the AWG (see Process below). The selection and prioritization of proposed revisions to implement the FBC vision and intent shall be based on the following criteria:

1. Whether the FBC regulations lead to a building form that is buildable;
2. Concerns are elevated as unexpected outcomes are observed once projects are built or anticipated as the FBC is applied to development proposals;
3. Providing clarity around areas that are vague, not addressed by the FBC, in order to maintain consistency with original intent of FBC, to improve overall organization in the document, and to maintain good zoning practice.

Examples of amendments that meet the above criteria include: Vertical Discrete Facades Interpretation [[#3](#)]; Dormers [[#2](#)]; Podiums [[#2](#)]; draft Open Contiguous Lot Area Interpretation & analysis [[#1, 2, 3](#)]; Signs [[#2, 3](#)], historic preservation bonus [[#2](#)]; extension of the Revitalization District Boundary around the entire

Arlington Mill Community Center property [#3]; Civic Buildings [#3], and draft Corner interpretation [#1].

4. In addition to the above, the AWG will also assist staff by reviewing any changes to the vision for a particular area of Columbia Pike or changes to goals that are expressed in the FBC. These items could come in two forms: minor and major adjustments. Minor changes are those that may require less staff and community time and resources and may have fewer policy implications. These items can be included on the Work List where there is a clear interest from stakeholders and direction from the County Board. Major changes may require more extensive analysis, staff and community time and resources, and have broader policy implications, in which case, should be reviewed with and prioritized at the direction of the County Board.

Previously approved examples of these types of FBC amendments that generated a change to the vision and required more extensive analysis included the realignment of S. Highland Street and modification of RBL distances for several cross streets (Walter Reed, Glebe, Dinwiddie, etc). Amendments to add/delete new "Streets" and respective RBLs or changing a BES frontage type designation would also conform to this category.

Process. The Columbia Pike Initiative Coordinator will maintain a Work List of proposed issues/amendments for review and a general schedule for each calendar year. The Work List will be prepared in coordination with other Planning work programs and schedules. Additions to the list may be submitted by the County Board, staff, FBC AWG members, community members, developers, property owners, or others for review. Staff will evaluate the proposed issue/amendment to determine if proposals meet the criteria described above. If a proposed issue/amendment meets the criteria, staff will add the item to the Work List with a projected timeframe—by assessing the item's priority level in consultation with the County Manager—for further review and analysis. Where applicable, staff would note in a memorandum, staff's rationale on why an item may not be included on the Work List. To prioritize the work list, staff will consider multiple factors including items' importance and benefits; its urgency for review such as hindrances to development projects; County Board direction; and available staff and community time/resources and coordination with other ongoing work loads.

At the end of each calendar year, staff expects to prepare a draft Work List for the upcoming year. At that time, staff will share the draft work list with the FBC AWG for review and feedback. Once that occurs, the Work List would be finalized and would be reviewed at a point mid-year to assess progress and the pending work load. Adjustments may be made at that time. The FBC AWG members may suggest items or issues for review, with priorities, and share it with staff in writing for consideration. Time may be allotted on FBC AWG meeting agendas in those time frames for further discussion of items. Staff will compare any suggested items against its list and will use it as an advisory component to finalize the proposed Work List for each calendar year, or shorter periods of time as necessary.

Once an item is included on the Work List and it rises to the top of the priority list, staff would then prepare analysis for discussion by the FBC AWG and ZOCO as follows. Once staff completes preliminary analysis on a particular issue/amendment on the work list, staff will meet with the FBC AWG to review the proposed issue/amendment and gain feedback on major issues, concerns and/or support for a proposed change (i.e. an initial review by the AWG). Then, staff will meet with the Zoning Committee of the Planning Commission (ZOCO) to discuss the proposal and the specific details of the proposal (i.e. reviewing the proposed text/graphic amendment). Staff will meet again and/or communicate with the FBC AWG to share the final draft of the proposed amendment to gain final feedback. Generally, once this occurs, staff would proceed with the formal public hearing process.

If staff does not recommend a FBC amendment once the analysis is completed, the CPI Coordinator will prepare a memo, in consultation with the County Manager, to share with the FBC AWG (and ZOCO, if necessary) which highlights staff's recommended position.

Resources. In addition to preparing materials for review and discussion with the Working Group, staff will utilize email and the County's website to disseminate information to the Working Group and the broader community.

- Main Columbia Pike Web Site: <http://projects.arlingtonva.us/projects/columbia-pike/>
- Columbia Pike FBC AWG page: <http://commissions.arlingtonva.us/form-based-codes-advisory-working-group/>

Meetings. The CPI Coordinator and the Working Group Chair will collaborate to establish a regular meeting schedule.

- Standing Meeting Schedule: [2nd Wednesday of each month, 7 PM](#), unless adjustments are needed to avoid conflicts with other meetings (i.e. Planning Commission). Special meetings may be called periodically.