

Arlington
Community Facilities Study

A resource and facilities plan for our future

April 8, 2015

Public Facility Siting and Review Processes



April 8, 2015

Presentation Outline

- **Public Facility Siting**
 - 1993 Siting Process
 - 1999 Siting Process Review Committee
 - 2011 Memorandum of Understanding (MOU) between County & APS on school uses on County property
- **Public Facility Development Review**
 - Building Level Planning Committees (BLPC) & Public Facilities Review Committee (PFRC)
- **May 13 Meeting:** Case studies for recent (2000-2015) facility and school siting efforts

Public Facility Siting

- **From Community Facilities Study Charge:**

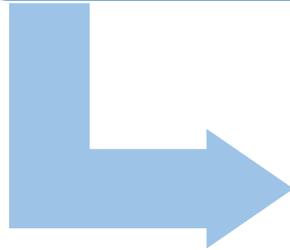
*“In order to inform the development of the 2017-2026 CIPs, **proposed criteria and a related process for siting any new County or School facilities or adding new uses to existing facilities or sites will be presented in September 2015.**”*

- In anticipation of the Community Facilities Study, the County Board withdrew the 1993 Siting Process from further use.

Public Facility Planning Steps

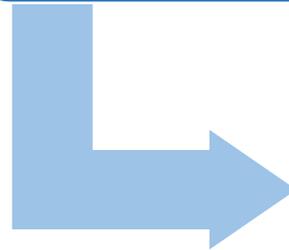
Needs
Assessment

April 22: Facilities Needs Assessment



Site Selection

Tonight: Past Criteria and Process
May 13 Meeting: Case Studies



Development
Review
Process

Tonight: BLPC and
PFRC

Siting Process - 1993

Background of the 1993 Siting Process

- **Context**

- New community facilities were rare in Arlington at this time.
- Most programs operated out of existing community centers such as Lubber Run and Thomas Jefferson and repurposed school buildings such as Woodmont School and the Madison Center.
- The initial proposal for Residential Program Center gave rise to need for new approach.
- In 1990, the County Manager chartered a Citizens' Group on a Multi-Program Residential Center. Their process heavily influenced the later design of the siting process.

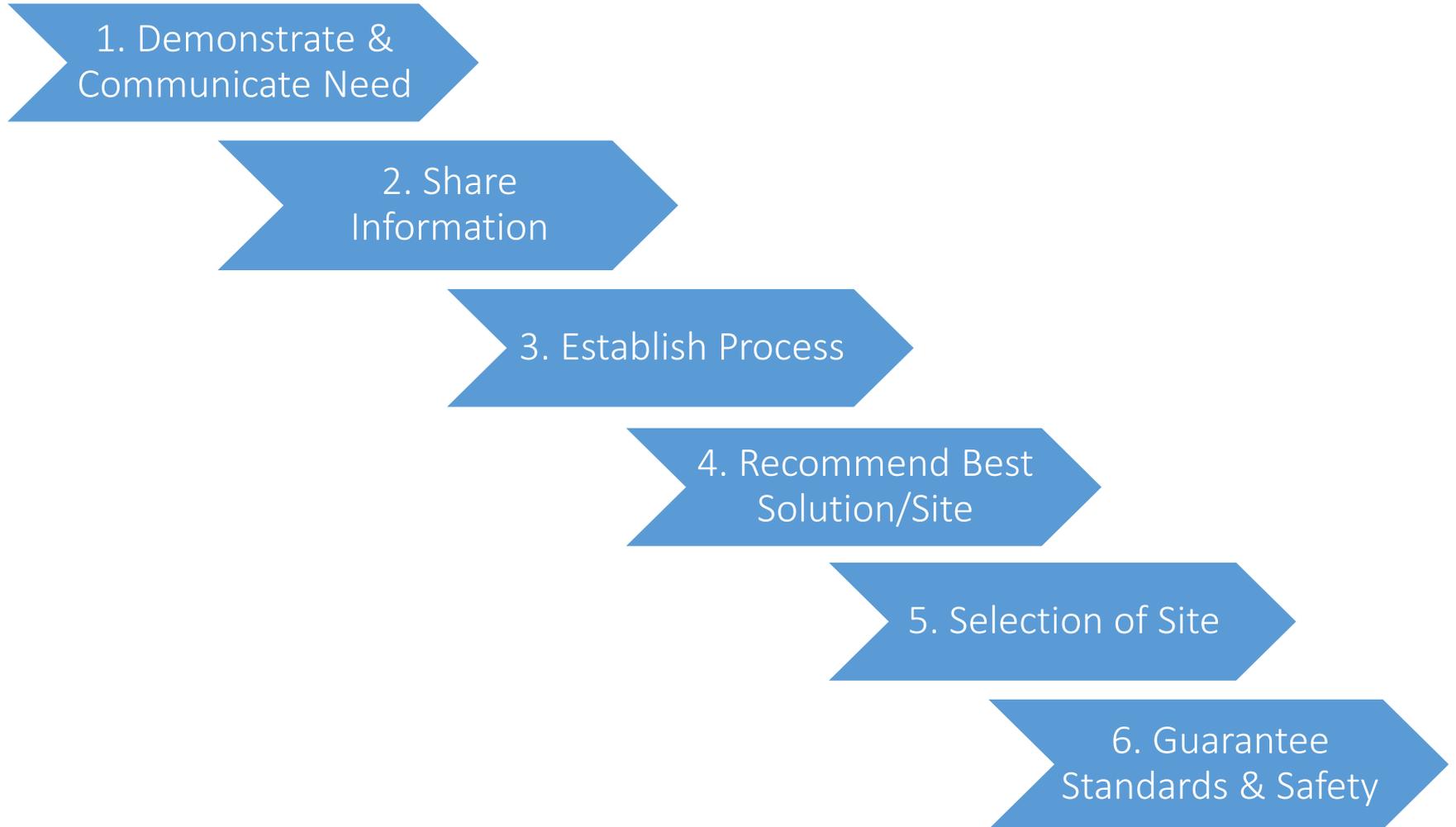


Residential Program Center

Background of the 1993 Siting Process

- September 1992 - Board members Ellen M. Bozman and William T. Newman, Jr. invited interested residents to join in drafting a siting policy for County facilities
- Scope – County facilities only
 - County Government offices, fire stations, certain residential facilities for more than 8 people and resident counselors
- To be used when **seeking a site** or **substantially changing an existing use**
- June 1993 – Principles of Siting Process and Siting Process Procedures adopted by the County Board

Six Principles of the Siting Process



1. Demonstrate and Communicate Need

- Needs identified by different sources:
 - County Departments through County Manager
 - Citizen Advisory Committees
 - Citizens
- Notify the community--residents and businesses--at the earliest possible opportunity to inform citizens about opportunities for input and participation.
- Establish joint citizen/staff **fact-finding group** to verify need and examine how it will be met
- Fact-finding group may develop options

2. Share Information

- Create trust by sharing information between staff and the community (“information equity”)
- Maintain communication and notification through a variety of sources (different media as well as variety of organizations)

3. Establish Process

- Joint citizen/staff **working group** reviews options, weighs criteria and makes recommendations to County Board
- Identify and involve groups with wider community interest not just those whose interest is specific to the project
- Determine a process and set a reliable timetable at the beginning
- Staff performs customary review and recommendation functions

4. Recommend Best Solution/Best Site

- Working group will seek acceptable sites and consider volunteered options
- Apply criteria for site selection
- Be open to viewpoints of experts and non-experts
- Ensure positions of affected neighborhoods are fully expressed
- Ensure equitable distribution of programs and facilities throughout the County

5. Selection of the Site

- County Board considers site recommendations developed by the citizen/staff working group
- Board addresses the positive and negative aspects of site recommendations
 - Land costs factor into decision. Board discusses land acquisition in executive session.
 - Staff, citizen, and Commission review
 - County Board public hearings
 - Land use processes (General Land Use Plan amendment, rezoning, use permit or site plan) may be required.

6. Guarantee Standards and Safety

- Involve the neighborhood of the selected site to the maximum extent in physical and program design
- Create long-term involvement through a citizen/neighborhood advisory body to serve as a liaison between the neighborhood and the operator of the facility
- Uphold health, safety and environmental standards
- Develop a written plan to address operating contingencies

Additional Siting Process Procedures

- Requirements and other relevant information could be discussed at any stage of the process
- Projects should be made known to the public ASAP
 - Annual budget process including CIP and budget hearings
 - Master Plans for departments
 - Proposals and multi-year planning documents submitted by citizen advisory committees and NGO's such as ASPAN
 - Funds from other sources such as grants which must be accepted by the County Board

Siting Process Procedures: Criteria for Evaluating Options

1. Assumptions:

- Need for the facility has been established
- General building specifications have been determined
- Facility operations have been determined

2. General Criteria

- Meets applicable law and regulations
- Costs of acquisition and development

3. Site Characteristics

- Size evaluated in conjunction with the needs of the facility design, including parking
- Density in compliance with the General Land Use Plan designation for the property

Siting Process Procedures: Criteria for Evaluating Options

4. Physical Compatibility with Surrounding Environment
5. Impact on Recreational Use or Open Space
6. Displacement of current residents or businesses
7. Impact on Future Planned Projects
8. Timely Availability
9. Appropriateness to the Surrounding Neighborhood:
 - Public Transportation
 - Safety
 - Appropriateness of the Facility for the Potential Site
 - Distribution of Facilities and Services

Siting Process: Lessons Learned

- Methodical, linear process **didn't anticipate every situation**
- Process covered **County facilities only** (not schools), and only a limited number of facilities
- **Broad definition of stakeholders** - immediate neighbors as well as others interested in issue
- Emphasis on **open process**, information sharing. Created issues when confidential information came to County.
- Not workable for **lease situations** that might otherwise fit criteria for using the process

Siting Process Review Committee - 1999

1999 Siting Process Review Committee

- 1993 siting process anticipated review after three years
- County Board appointed a Siting Process Review Committee in 1999
- Committee Charge was to consider modifications to the Siting Process for certain situations:
 - Fast Track Option when quick action is required
 - Land or space becomes available in a specific location
 - Facilities identified in approved plans.
 - Adding space or expanding programs at an existing facility.

1999 Siting Process Review Committee

- Committee met for several months and held a public forum to gain input
- Broad representation - Planning Commission, Parks and Recreation Commission, Neighborhood Conservation Advisory Committee, Community Services Board, Civic Federation, and neighborhoods that had participated in the 1993 siting process
- Recommendations presented to County Board in a December 1999 work session

1999 Siting Process Review Committee Recommendations

1. Process should be revised to accommodate situations with short timelines. Clearer criteria needed for when the siting process or an alternative process should be used
2. Decouple land acquisition from siting when land or options on land must be acted on quickly.
3. Process should apply to leases of 5 years or longer, or shorter term leases for sites or facilities with major community impact.

1999 Siting Process Review Committee Recommendations

4. Where a proposal is consistent with an adopted Master Plan, the full siting process may not be needed. Commissions and neighborhoods would still be involved with new facilities or major changes.
5. Siting process should cover existing facilities if there is a significant change in use.
6. Professional facilitator should be used for working groups.

1999 Siting Process Review Committee Recommendations

7. County should better anticipate which projects will need the siting process, establish an internal oversight process, designate a coordinator/public liaison to manage processes.
8. Technology should be used to broaden opportunities for citizen participation
9. County Board should expand the siting process to include facilities sponsored by groups that receive County funds

1999 Siting Process Review Committee Recommendations

10. In situations not clearly bound by the siting process, community input should determine whether it is used.

11. Staff should work with a small group of citizens to ensure that potential issues are resolved positively. These citizen advisors should prepared staff for potential issues with a project and help communicate with stakeholders.

1999 Siting Process Review Committee Recommendations

- County staff responses to Committee recommendations:
 - Agreed with most recommendations
 - Recommendation to apply siting process to lease agreements viewed as not feasible
 - Siting process should apply only to County government facilities, not facilities sponsored by groups receiving County funds
 - Siting process should reflect scale of change in impact; should not apply to renovations of existing facilities
- Committee recommendations ultimately not adopted by County Board

Consideration of County Facilities & Land in APS' Capacity Planning Process - 2011

2011 Memorandum of Understanding (MOU)

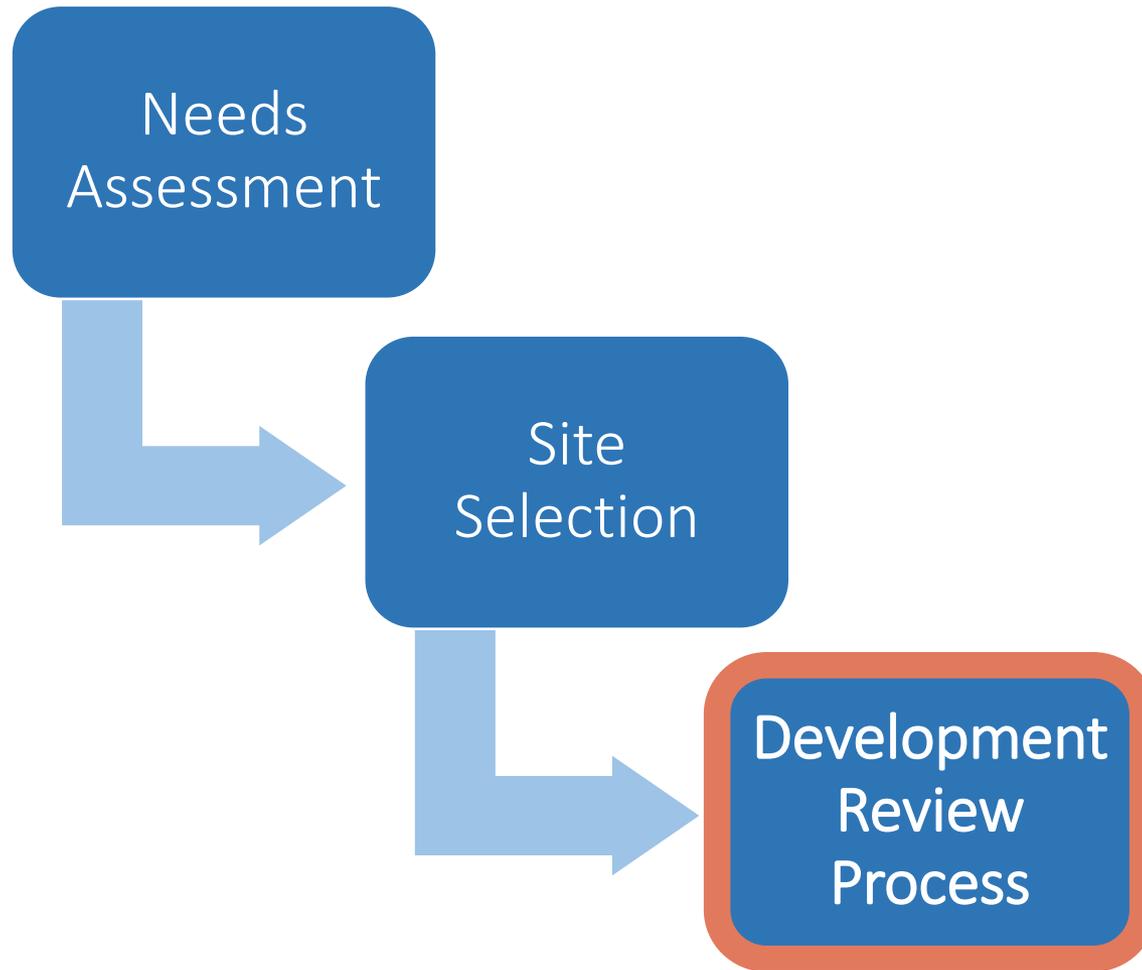
- 2011 MOU: Criteria for Consideration of Arlington County Facilities & Land in Arlington Public Schools' Capacity Planning Process
- Built on collaboration efforts begun in Fall 2009
- MOU not about renovations, expansions or new facility siting
- “Collaborate proactively and systematically...maximizing the efficient use of community resources and building space....”
- Joint Space – openly assess operational needs, shortages and excess space → opportunities for shared use

2011 Memorandum of Understanding (MOU)

- **Services – retain or improve level of service**
 - Consider synergies of joint use, current users and types of programs, square footage of space in use, space needed to support existing programs including specialized space
- **Other Policies – permanent solutions must respect County policy as articulated in Master Plans, neighborhood and development plans**
- **Financial – cost-effective solutions, achieve economies of scale, consider existing CIP**
- **Criteria provided as resource to Thomas Jefferson Working Group (2014-15) and elements included in working group charge**

Public Facility Development Review: BLPC and PFRC

Public Facility Planning Steps



Public Facility Development Review Process

- Public development review differs from private development in that the County and/or the School Board act as both **applicants** and **reviewers**.
- Both BLPC and PFRC review development concepts and proposals **after a site has been determined**.

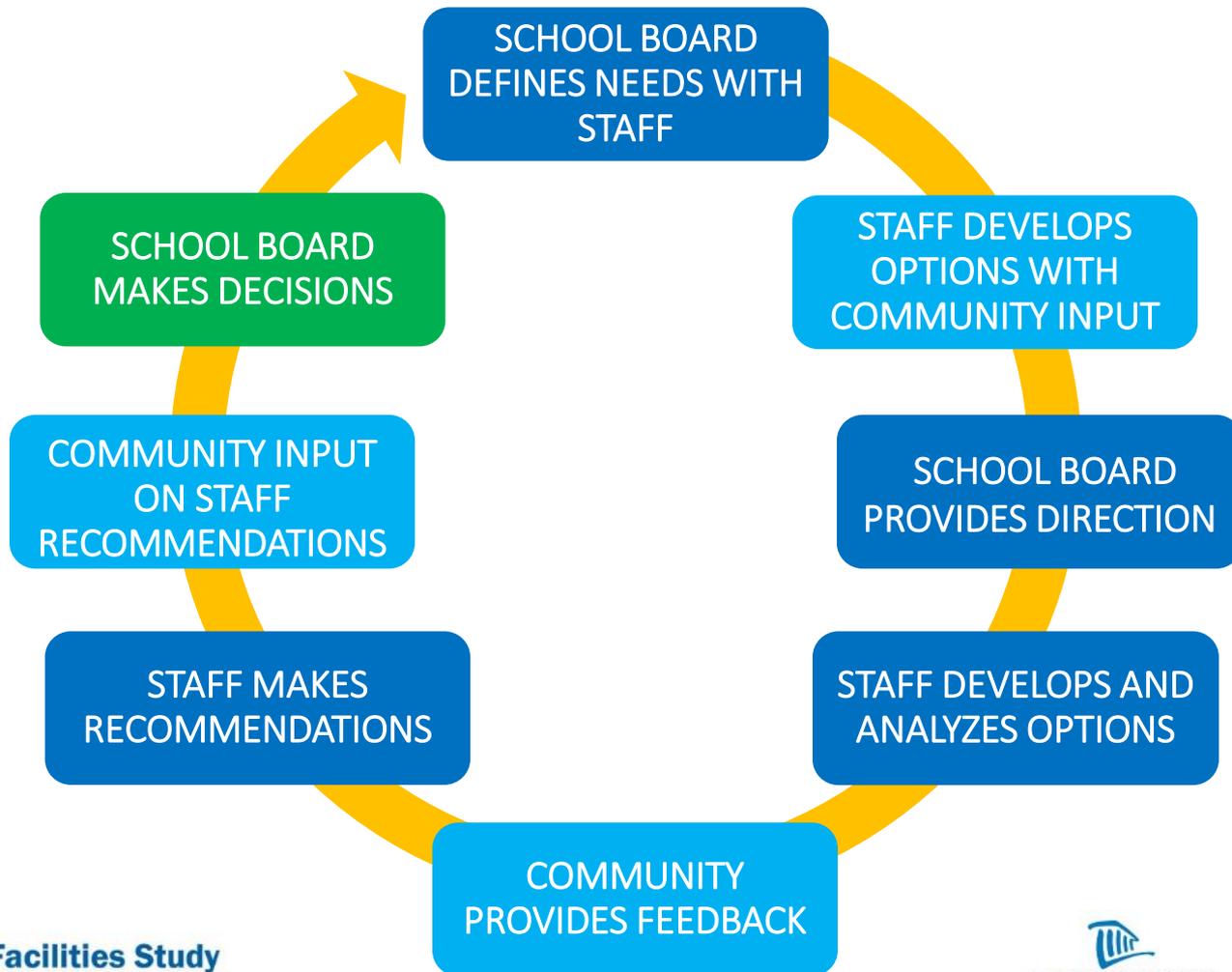
Public Facility Development Review Process

- Building Level Planning Committee (BLPC)
 - Parents, school staff, and other stakeholders appointed by the **School Board**
 - Reviews **only school projects**

- Public Facilities Review Committee (PFRC)
 - Commission members and other stakeholders appointed by **County Board**
 - Reviews **both County facility and school projects**

BLPC:
Building Level Planning
Committee

School Board Community Engagement / Decision Making Process



Community Engagement Process for Secondary Seats, Fall 2014

Secondary Seats Process since September 1, 2014	
Key Stakeholder Briefings	1
Community Meetings / Gallery Walks	4
Twitter Town Halls	3
CIP TV Segments	4
CIP Updates to School Board	3
School Board Work Sessions	2

Community Engagement Process for Secondary Seats, Fall 2014

Secondary Seats Process thru December 18, 2014	
School Board Information	Nov. 18
School Board Meeting for Citizen Comment	Dec. 03
School Board Action on Wilson & Stratford	Dec. 18

County Community Engagement on APS CIP Projects

- Thomas Jefferson Working Group, July 2014 through January 2015
- Western Rosslyn Area Planning Study, July 2014 through April 2015



APS CIP 2014: Community Engagement

Group	#
Community engagement meetings:	6
Community conversations:	20
Twitter town halls:	4
School Board work sessions:	10
Joint School Board/County Board work session:	1
School Board monitoring items:	2
School Board information items:	4
School Board action items:	2
Total:	49
Individual	
Feedback forms completed on-line:	3,000
Tweets	120
More Seats for More Students emails:	325
Speakers at 5/22 & 6/5 School Board meetings	97
Total :	3,542

Building Level Planning Committee - Governance

- APS Policy 50-1 Construction and Maintenance
- APS Policy Implementation Procedures 50-1.2 Building Level Planning Committees

<http://www.apsva.us/Page/3168>

Policy and PIP are undergoing revision.
Proposed updates are provided below.

BLPC - Membership

- 6 members of school staff
- 6 parents, nominated by PTA or PAC
- 2 members of civic association in which school is located
- 1 member of each civic association within school attendance zone
- 1 member of Facilities Advisory Council
- Other members as appropriate to project, e.g. members of Historic Affairs and Landmark Review Board

Members are nominated by the stakeholder group they represent and appointed by the School Board.

Members elect a chair.

The School Board also appoints a Building Level Planning Committee (BLPC) to communicate with stakeholders, assist APS Facilities staff and advise the School Board for each Major Construction project with a construction cost of \$10 million or greater and for which a Use Permit must be obtained from the County Board of Supervisors.

Optimal Learning Environments

- Consistent with APS Strategic Plan Goal #4, the BLPC shall focus on providing optimal learning environments that are adaptable, energy efficient, environmentally sustainable, and provide adequate outdoor recreational space.

History of Existing School or Site

- Where appropriate, designs should acknowledge the history of the existing school or site.

BLPC – Policy Implementation Procedure (PIP) 50-1.2

School Board Direction from CIP:

- Funding Available
- Date on which CIP project shall be completed
- Minimum number of students that it will accommodate
- Communication With Stakeholders
- Participation in Concept Design & Schematic Design

BLPC – Policy Implementation Procedure (PIP) 50-1.2

Participation in Concept Design & Schematic Design Phases

- The BLPC assists APS staff and the project architects during the Concept Design and Schematic Design phases by reviewing the location of the building or additions on the site, site amenities, the massing of the building, adjacencies of interior spaces and site amenities, community use of the building and site amenities and impact of the project on the surrounding community.

BLPC – Policy Implementation Procedure (PIP) 50-1.2

- Staff shall schedule a meeting to present the Final Design to the BLPC for information prior to submitting it to the School Board for approval,
- The BLPC shall be invited to the community pre-construction meeting required under the Use Permit.
- During construction, staff may issue regular updates on progress and respond to queries from BLPC members in order to keep the stakeholder constituencies they represent informed of the status of the project.
- After construction the BLPC will participate in a post construction evaluation of the project.

BLPC - Resources

- APS Facilities and Operations staff
- APS Department of Instruction staff
- County staff as appropriate



PFRC:
Public Facilities Review
Committee

Public Facilities Review Committee (PFRC)

- Established by County Board in 2007
 - Use permit process happens too late in the development process to allow significant community input on the design of public facilities
 - BLPC process was not addressing broader County concerns on the planning and design of school facilities
- **Mission:** Ensure highest quality land use and transportation planning and other important community aspects in civic projects

Public Facilities Review Committee (PFRC) - Scope

- Mechanism for **advisory commissions** to provide input on the development of significant County and School projects
- Forum for **public dialogue** with facility project lead
- Ensure highest quality **land use planning and design**
- Promote **compliance** with Comprehensive Plan and other County policies
- Address **community concerns**; broad-based public participation
- Provide **advice** to County Board and County Manager
- Does not address programmatic needs or interior design

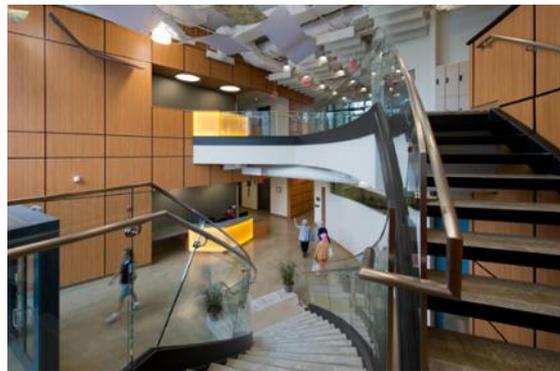
Public Facilities Review Committee

- Modeled after Site Plan Review Committee, which reviews private development projects
- Differences from SPRC
 - PFRC is not a committee of Planning Commission
 - Members appointed by County Board
 - Projects reviewed include use permits and by-right facilities, not just site plans



Public Facilities Review Committee

- County Board assigns individual projects to PFRC
 - Joint work session with School Board for school projects
- PFRC Membership
 - County Board designates a Planning Commissioner as chair
 - County Board appoints members of Commissions and two School Board nominees
 - Stakeholders serve as project-specific members



Public Facilities Review Committee

- Meetings at three points in the review process
 - Shortly after County Board or School Board develop **project scope**
 - When **conceptual project design** options are developed
 - When a project design is submitted for **use permit, by-right permits, or site plan approval**; prior to consideration by Commissions and County Board
- For school projects, PFRC operates in parallel to APS Building Level Planning Committee (BLPC)
- Outcome of PFRC process is a recommendation to County Board

Public Facilities Review Committee

PFRC Projects Reviewed Since 2007

Wakefield High School

Long Bridge Park Aquatics Center

Arlington Mill Community Center (use permit amendment)

ART Bus Facility

Discovery Elementary School

Ashlawn Elementary School

McKinley Elementary School

Abingdon Elementary School (currently under review)

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Public Facility Siting and Review Processes

