

**SITE PLAN REVIEW COMMITTEE
MEETING AGENDA**

DATE: Thursday, May 19, 2016
TIME: 7:00 – 9:00 p.m.
PLACE: 2100 Clarendon Boulevard
Courthouse Plaza
Room 109/110 (Cherry/Dogwood)
Arlington, VA 22202

SPRC STAFF COORDINATOR: Samia Byrd, 703-228-3525

Item 1. SPRC Administrative – Administrative Regulation 4.1 and Standard Site 7:00pm–9:00pm
Plan Conditions
Samia Byrd (CPHD Staff)

The Site Plan Review Committee (SPRC) is comprised of Planning Commission members, representatives from other relevant commissions and several appointed citizens. The SPRC reviews all site plans and major site plan amendments requests, which are submitted to the County Board and the Planning Commission for consideration. The major responsibilities of the SPRC are the following:

1. Review site plan or major site plan amendment requests in detail.

2. Advise the Planning Commission by recommending the appropriate action in regard to a specific plan and any conditions, which it might determine to be necessary or appropriate.

3. Provide a forum by which interested citizens, civic associations and neighborhood conservation committees can review and comment on a particular plan, or the effects that the proposed project might have on the neighborhood.

In order to save copying costs, staff has selectively chosen the reduced drawings to be included in this package. The complete full size drawings are available for review in the Arlington County Zoning Office, 10th Floor, Courthouse Plaza, 2100 Clarendon Boulevard and also in the Central Library's Virginia Room, 1015 N. Quincy St., (703) 228-5990.

For more information on the Arlington County Planning Commission, go to their web site
<http://commissions.arlingtonva.us/planning-commission/>

For more information on the Site Plan public review process, go to the Arlington County Planning Division's web site on Private Development
<http://projects.arlingtonva.us/private-development/>

To view the current Site Plan Review Committee schedule, go to the web site
<http://commissions.arlingtonva.us/planning-commission/sprc/>

ITEM 1
SPRC Administration:
Administrative Regulation 4.1
Standard Site Plan Conditions

Administrative Regulation 4.1

Staff is undertaking a review of the Administrative Regulation 4.1. The Administrative Regulation 4.1 is a regulatory document that governs the submission of site plans in Arlington County. Administrative Regulations are authored by staff and signed into practice by the County Manager as a means of documenting regulations to govern various County processes and procedures. The Administrative Regulation 4.1 is implemented and enforced by staff. It is used by the development community as the guiding document for submitting site plan Applications to the County. The most recent and current update to the Administrative Regulation 4.1 is dated June 2013. At the time of the current version, it was noted that the document may be reviewed annually to determine the need for any updates.

In the fall of 2015, staff began to evaluate the current Administrative Regulation 4.1 to determine revisions and updates that might be necessary to address improvements to administrative procedures in processing site plan submittals. Staff is proposing to the County Manager, updates and revisions to the regulation that would: update outdated information, document current practices, and incorporate improvements to staff procedures that complement recommendations of the Site Plan Review Working Group to provide for a more efficient, predictable, timely and effective review of site plan projects.

In order to obtain input from various stakeholders on the document, staff is making the proposed revisions available to SPRC and the National Association of Industrial and Office Professionals (NAIOP) Government Relations Committee (Arlington). Upon review and discussion with SPRC, NAIOP and the County Attorney, the revised document will be submitted to the County Manager for final review and signature. It is anticipated that this review process would be completed by May 31, 2016 with an effective date of June 1, 2016.

Standard Site Plan Conditions

Site plan conditions are typical for high-density office, residential and mixed-use developments that are approved at or near the allowable maximum height or density. Increased density, height or other modifications can have an impact on the surrounding community and site plan conditions help to mitigate these impacts. As such, site plan conditions:

- Ameliorate a project's impacts on surrounding property, as well as any additional height and/or density or other bonuses that may be approved or modifications to Zoning Ordinance standards proposed by a Developer;
- Ensure that a project substantially complies with County plans and policies and Zoning Ordinance regulations for a particular area; or
- Are in exchange for bonuses and other benefits approved as part of the project.

Site Plan Conditions are used as the basis for consideration with the acceptance and approval by the County Board of special exception site plans as provided in Zoning Ordinance Article 15.5.6. The County has developed and maintained Standard Site Plan conditions based on County Board approved site plan projects where various features, improvements have been agreed to by developers. They have also been established to provide for how the improvements, features and overall site plan development are installed/conveyed through the construction and permitting process. In addition, changes or additional site plan conditions may be recommended for a site plan to reflect the impacts of a specific project or the County's plans and policies for a particular area.

The County's Standard Site Plan Conditions were reformatted and revised in July 2013 to improve effectiveness from both a construction and monitoring perspective and to allow the public to review the status of site plan projects online once the County's new permitting software is implemented. Effective with the reformatting of the standard site plan conditions in July 2013, on an annual basis staff established a process to review the standard site plan conditions to determine any changes or additions that have been approved by the County Board for a specific project that might be appropriate to apply to all special exception projects. In addition, the purpose of an annual review is to address changes in practice related to construction permitting, correct/reconcile any inconsistencies identified through site plan implementation, typographical errors or provide further clarifying language and better organization of the conditions in general.

The current standard site plan conditions were last reviewed in the winter of 2014 with an effective date of March 2015. Staff began an interdepartmental review of the standard conditions in the winter of 2015 with discussion with the County Manager and preliminary review by the County Attorney in March 2016. Upon review with SPRC and NAIOP, staff intends that the annual review process would conclude no later than May 31st and the revised conditions would have an effective date of June 1, 2016. The standard site plan conditions would be subject to final review by the County Attorney.