

Neighborhood Conservation Advisory Committee  
October 12, 2017

**Meeting Minutes – DRAFT**

Meeting location: Navy League Building  
2300 Wilson Blvd.  
Arlington, VA 22201

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1. Roll Call and Brief Neighborhood Report
  - a. Robert Swennes – announced there will be a Building Level Planning Committee to work on design of the Reed Elementary School.
  - b. Frieda Kulish – asked where to acquire information on regulations and safety for residents and drivers when homeowners set up basketball poles in the street with kids playing in the street.
  - c. Burt Bostwick – mentioned there is confusion within Civic Associations around laws for liability and insurance costs for non-profits and Civic Associations. One resident in his civic association is a tax attorney who has dedicated time and researched the topic, who would be happy to speak with the NCAC about what he has found out on the matter.
  - d. Sarah McKinley – announced there will be a Working Group on the development of the Career Center site, with civic associations being represented from along Columbia Pike. The project will include new/additional high school seats.
2. Approval of Minutes from September 14, 2017 NCAC Meeting:
  - a. The Meeting Minutes were Approved unanimously.
3. Officers and Staff Report
  - a. Tim McIntosh – The 2-year term for NCAC officers is almost over. Next month need to put together a committee for nominations. The current Vice-Chair, Alexandra Bocian, will move up to serve as the next Chair. Election and voting for Vice-Chair position on the NCAC will occur in January, 2018. Email interest in serving on this committee to Tim, at [tmcintosh@arlingtonva.us](mailto:tmcintosh@arlingtonva.us)
  - b. Tim informed the group that Sena Wijesinha, a Planner with the Neighborhood Conservation Program, passed away recently. Harry Spector proposed honoring Sena Wijesinha with a plaque or other commemorative element in the Oak Grove park in Cherrydale.
4. Discussion / Action Items:
  - a. Presentation on Department of Environmental Services (DES) Projects  
The presentation was made by Ramzi Awwad, DES Engineering Bureau Chief

Information was provided on several improvement initiatives that have been made to the engineering department, and have been in effect for approximately 1 1/2 years.

The project design process is being streamlined, and changes made have become fully functioning in FY 2018

Tim McIntosh presented a complete list of NCAC Project accomplishments from FY 2017 (completed and under construction).

Questions/Comments:

- i. Tracie Morris gave congratulations for the improvements made in the DES Engineering Bureau.
- ii. Phil Klingelhofer asked if staff know what cost increases the NCAC should expect on projects that are currently in design and will go into construction in 2018?

Tim responded not at this time, but updated cost estimates for these projects should be available early next year.

- iii. Bill Braswell asked who is responsible for significant schedule delays during construction, and what can be done when problems arise?

Ramzi replied that effort will be made to better prepare neighborhoods on what to expect during construction and what potential issues could occur. As an example, Ramzi also noted that many of the available records for underground pipes and utilities are over 50 years old and can be inaccurate or missing.

- iv. Bill – asked who is responsible for this type of information and outreach to the neighborhoods, and how can it be improved?

Tim responded that there is a collaborative effort between the construction managers and project managers. Technical questions are directed to construction managers, and planning effort questions to the Project Manager.

- v. Bill brought up issues in neighborhoods when work being done by utility companies does not get well coordinated with county projects, such as those done by NC.

Ramzi explained that Washington Gas, for example, is a private company, and we coordinate with them as best as possible, and his department continues to look to improve that coordination.

- vi. Sarah McKinley brought up another example of this on a project completed in her neighborhood that had the street torn up immediately afterward by a private developer, and asked how this could have been better coordinated. She credited Sena Wijesinha for his hard work with staying on top of the issues and problems as they arose to ensure the street continued to look good and minimize disturbance to the residents.

- vii. Robert Swennes commented that a project can appear simple on the surface, but when engineering design and construction begin, there is often no telling where the

required work will end, and it is important that NC Representatives ensure neighbors understand this.

- viii. Sarah McKinley concluded the discussion by stating that all of the information Ramzi and Tim presented to the NCAC represented good news, as the number of active NC Projects has been reduced down to a 1 page list.

b. NCAC December Funding Round and 2018 Bond, Discussion

Tim McIntosh presented the topic to the NCAC. The balance from the current bond in which projects are being funded from is \$5.5 million. He recommended holding off on the December funding round for two reasons. One – it is unknown what cost overruns may arise next year when projects currently under design move to construction. Two – holding off will also enable the design engineers to continue to reduce their backlog of projects waiting in queue.

Questions/Comments:

- i. Jim Feaster asked if waiting would change the order of priority for projects in queue.

Sarah McKinley responded that it would not.

- ii. Liz Kauffman asked how often bonds are funded.

Tim answered every two years, and the next bond would be voted on in November of 2018.

- iii. Sarah McKinley brought up the question of whether the NCAC should ask for an increase in funding with the next bond referendum in 2018, as an increase has not been asked for in the past few bond cycles.

Tim noted that bond amounts are set by the Department of Management and Finance, which then go to the County Manager for review. Tim further noted that the new head of Management and Finance has been invited to speak at the next NCAC meeting.

- iv. David Haring asked if projects can continue to accumulate points when funding has been deferred? He further expressed concern about the lag time for projects that are proposed by civic associations and the time that it takes to be designed and built.

Tim confirmed that projects do not accumulate points when funding deferred.

- v. Sarah McKinley stated that with the current cost of projects, the number of projects the NC is able to build is becoming greatly reduced, and it can be greatly increased with more funding.

- vi. Jim Feaster noted that an important purpose of the NCAC and its projects are to create a sense of community through neighbors working on projects together, not simply building sidewalks, gutters, etc.

- vii. Robert Swennes gave his support for a delay in the next funding round.

viii. Sarah McKinley called for a vote to call the question to cease discussion and move to vote on the change.

Aye – 30 / Nay – 0 / Abstain – 0

ix. Bill Braswell made a motion to suspend the December 2017 funding round. / the motion was seconded by Phil Klingelhofer.

Aye – 29 / Nay – 1 / Abstain – 0

5. Other/New Business:

- a. Sarah McKinley announced that the NCAC Executive committee will meet with the County Manager next week to discuss the bonds and bond cycle.
- b. Phil Klingelhofer asked if the NCAC is planning to draft a letter and weigh in on the Accessible Dwelling Unit (ADU) Regulations that will go before the County Board in November.

Sarah McKinley replied that as representatives of each Civic Association, the NCAC would need to obtain their views on ADU's and the proposed regulations in order to vote and take a position.

David Haring expressed concern about the 1' property line setback that will be permitted under the ADU Regulation. He further expressed concern about the perceived lack of understanding and recognition of this proposed change and its impact by most Arlington County residents.

Lisa Garcia expressed support for the ADU Regulations, as her civic association has discussed the issue of lost affordable housing.

Sarah McKinley encouraged representatives to discuss this with their civic associations, and determined that it would not be possible for the NCAC to come to any meaningful position on this before the County Board reviews it in November.

6. Meeting adjourned.