



Legislation Text

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City of Alexandria, Virginia

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MEMORANDUM

**DATE:** JUNE 17, 2015

**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:** MARK B. JINKS, CITY MANAGER /s/

**DOCKET TITLE:**

Consideration of a Resolution to Establish an Old Town North Small Area Plan Advisory Group. [ROLL-CALL VOTE]

**ISSUE:** Establishment of an Old Town North Small Area Plan Advisory Group for the Old Town North Small Area Plan.

**RECOMMENDATION:** That City Council:

- (1) Approve the resolution establishing a 15-member Old Town North Small Area Plan Advisory Group ("Advisory Group");
- (2) Request the Chairs of the Planning Commission, Environmental Policy Commission, Park and Recreation Commission, Board of Architectural Review for the Old & Historic District, and the Urban Design Advisory Committee to each nominate a member from their respective commissions to serve on the Advisory Group;
- (3) Request the Chair of the Alexandria Economic Development Partnership to nominate a member of its board to serve on the Advisory Group;
- (4) Request the President of North Old Town Independent Citizens Association (NOTICE) to nominate a member of its board to serve on the Advisory Group;
- (5) Request the Chief Executive Officer of the Alexandria Redevelopment & Housing Authority (ARHA) to nominate a member of an Old Town North Resident Council to serve on the Advisory Group; and

- (6) Authorize the City Manager to (a) select the remaining two members in the category of Residents who shall be members or representatives of homeowner associations' boards and the three members in the category of Owners of Redevelopment Sites, and the two business community representatives and (b) designate the Chair of the Advisory Group.

**BACKGROUND:** Under the Fiscal Year 2016 Interdepartmental Work Program, work on the Old Town North Small Area Plan (OTN SAP) began in March of this year, pursuant to a request made by City Council in January 2015 when the Fiscal Year 2016 Interdepartmental Work Program was docketed for preliminary review. In March, staff established an internal Old Town North Small Area Plan (OTN) Interdepartmental Project Team. The OTN Interdepartmental Project Team, led by the Planning and Zoning Department, will coordinate the planning process throughout its duration. In that regard, it is already preparing for the background and technical analysis work that is to occur this spring and summer. Additionally, from September 2015 through December 2016, it will coordinate the civic engagement and planning processes, followed by planned consideration of the OTN SAP in January 2017.

Among its preparatory work this spring, staff is in the process of developing a Work Plan for the SAP, and it has identified stakeholder groups to form an Advisory Group to provide the City with insight throughout the various stages of the planning process.

## **DISCUSSION:**

### **Role**

Staff is recommending the Advisory Group play the following role:

- (1) Participate in scheduled meetings throughout the planning process consistent with an OTN SAP Work Plan;
- (2) Assist with the development and execution of a civic engagement process that is consistent with the City's *What's Next, Alexandria* procedures to ensure a variety of outreach and public participation activities for the community throughout the planning process;
- (3) Review information and provide insight on issues and opportunities to staff throughout key stages of the planning process; and
- (4) Advise and make recommendations regarding plan content, including vision, framework, principles, and other elements of the plan.

### **Composition**

The Advisory Group will consist of fifteen members, with representation in the following three categories: **(a)** Resident Category (Civic Association, Homeowners Associations' Boards and Alexandria Redevelopment & Housing Authority [ARHA] Resident Council); **(b)** Owners of Redevelopment Sites Category; and **(c)** City Commissions and the Alexandria Economic Development Partnership (AEDP) Board Category:

**Resident Category**

**4 Members**

- (1) North Old Town Independent Citizens Association Board-1
- (2) Homeowners Associations' Boards-2
- (3) ARHA Resident Council-1

**Owners of Redevelopment Sites Category**

**3 Members**

**City Commissions Category**

**6 Members**

- Planning Commission-1
- Environmental Policy Commission-1
- Park and Recreation Commission-1
- Alexandria Economic Development Partnership-1
- Board of Architectural Review-Old & Historic District-1
- Urban Design Advisory Committee-1

**Business Community**

**2 Members**

The Chairs of the above commissions and organizations will be asked to nominate a representative to serve on the Advisory Group. The two Homeowner Associations' seats will be filled through the selection of two representatives by the City Manager from nomination forms received from residents who are also board members. The Owners of Redevelopment Sites' seats and the Business Community seats will be filled through selections of three representatives by the City Manager from nomination forms completed by persons for that category. Following these processes, the City Manager will prepare appointment letters to the fifteen chosen members of the Advisory Group. The City Manager, as noted, will designate the Chair of the Advisory Group.

**Expectations of Members:**

- Attend all meetings. When absence is unavoidable, members can work with staff or independently to review information and complete any assignments associated with a missed meeting;
- Support the process and each other in finding solutions to the assigned tasks;
- Provide guidance and advice to staff for the preparation of the plan, keeping in mind the specific interests they represent as well as citywide goals and policies and general principles of good planning; and
- Serve as a conduit to the community or commissions they represent by keeping them informed of the activities of the OTN SAP planning effort and bringing their ideas and concerns back to the group.

**Responsibilities of the Chair:**

- Preside over meetings;
- Serve as a spokesperson for the Advisory Group; and
- Work with City staff to set agendas and lead Community Meetings.

**Communication and Outreach:** Consistent with the principles of *What's Next Alexandria*, City staff will keep the public informed of the schedule, issues, materials and progress of the Advisory Group through a soon to be established Old Town North SAP webpage, and through multiple other outreach methods including eNews, social media, mailed postcards, posted flyers, online engagement and community volunteers. Advisory Group meetings will be open to the public.

**Staff Support:** City staff will provide support to the Advisory Group through the OTNSAP Interdepartmental Project Team and membership from the Department of Recreation, Parks and Cultural Activities, the Department of Transportation and Environmental Services, the Office of Housing, the Office of Historic Alexandria, and the Alexandria Economic Development Partnership and other departments and offices as necessary.

**Next Steps:** It is intended that with City Council approval of the Advisory Group composition (a companion docket item), staff will work with the organizations over the summer to undertake the nomination process with the appointments to be made by the City Manager and meetings to begin this fall pursuant to the Fiscal Year 2016 Interdepartmental Work Program.

**Sunset:** The Advisory Group will sunset upon City Council approval of the Old Town North Small Area Plan, although an implementation advisory group may be created.

**FISCAL IMPACT:** Staff resources will be needed to support the Advisory Group.

**ATTACHMENT:** Old Town North Small Area Plan Advisory Group Resolution

**STAFF:**

Emily Baker, Acting Deputy City Manager

Karl Moritz, Director, P&Z

Susan Eddy, Deputy Director, P&Z

Jeffrey Farner, Deputy Director, P&Z

Carrie Beach, Chief, P&Z

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