

ARLINGTON COUNTY PLANNING COMMISSION

Unified Commercial/Mixed-Use Development Use Permit

UCMUD Review Process Guide

Procedures/Protocol for UCMUD Review Chair

1. Pre-Planning Meeting

A pre-planning meeting should be with between staff, the UCMUD Review Chair, and the applicant.

1.1. The purpose of a pre-meeting is:

- To allow the applicant to provide an overview of the project to staff and the UCMUD Review Chair.
- To provide an opportunity for staff and the UCMUD Review Chair to provide preliminary comments to identify preliminary issues, challenges and opportunities.
- To discuss the sequence of events and identify and review what additional information would be required prior to the public meeting(s).

2. Public Review Meetings

Prior to making a recommendation on a UCMUD use permit application to the County Board, the application should be reviewed in at least one (1) public meeting facilitated by a member of the Planning Commission based on an established agenda and protocol similar to SPRC:

2.1. Preparation for the meetings by UCMUD Review Chair

- Review the UCMUD purpose and process as follows:
 - ✓ Provide a forum in which the applicant, County staff, the Planning Commission, citizens' community groups, advisory commissions and committees can review, discuss, and comment on a UCMUD use permit application.
 - ✓ Ensure that the project meets the intent of the ordinance, represents high quality land use planning and design, and is compatible with the adjacent neighborhood; complies with the County's Comprehensive Plan, other planning documents and County policies; and addresses community concerns and goals.
 - ✓ Advise the Planning Commission on the outstanding issues and any conditions which it might determine to be necessary or appropriate.
- State the order of the meeting and the agenda for reviewing the application (staff/applicant presentation, questions, discussion and attempts to resolve issues, then summing up).
- UCMUD Review Chair may need to place time limits on the agenda items.

2.2. Presentation of UCMUD Use Permit Application - by Applicant

- Applicant should be prepared to do a full presentation including proposed site design, architecture, engineering, landscape, tree preservation, etc. Staff and the UCMUD Review Chair will advise the applicant of the type of presentation and materials to be presented to the Committee.

2.3. Planning Review and Analysis of UCMUD Use Permit Application – by Staff

- Staff should be prepared to identify issues related to the proposal.

2.4. Discussion of UCMUD Use Permit Proposal - by Chair

- As pre-determined at the Pre-Planning Meeting
- Review issues for that specific agenda item that are agreed upon and issues to be revisited at the next meeting.

2.5. Wrap-up Review - by UCMUD Review Chair

- Review issues agreed upon and issues to be revisited.
- Review what information is to be provided at next meeting and by whom.
- Review next steps in schedule.

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UCMUD REVIEW REPORT – AGENDA ITEM #

UCMUD Project Name & Number

(Submitted by _____, UCMUD Review Chair)

Meeting Dates:

Project Summary:

Issues addressed and agreed upon by developer:

Outstanding Issues: (list issues from macro to micro)

Key Issues - Highlight top key issues such as:

- Density & Use
 - Compliance, consistency, context and compatibility
- Placement & Orientation (& Massing)
 - Building Build-to lines, Step Backs and Set Backs
 - Retail Orientation
- Streetscape, Parking & Loading, Trash Collection & Storage Areas
 - Landscaping (Streetscape Elements – curb, gutter, sidewalks, lighting, furniture, outdoor café seating, etc.)
 - Streetscape Improvements (consistency with Plans)
 - Parking and Loading (Ratios, Access, Structures, Location and Screening and Fenestration)
 - Trash Collection and Storage (Locations, Structures and Screening and Materials)
- Building Height
 - Number of Stories
 - First Floor/Ground Floor Height
- Fenestration
 - First/Ground Floor
 - Transparency
 - Building Entrances
 - Signs

- Landscaping (Compliance with Area Requirements)
- Other
 - Historic Preservation
 - Bonus Density (affordable housing, sustainable design, historic preservation)
 - Local and Small Business Creation & Retention
 - Modifications of Use Regulation