

**ARLINGTON COUNTY, VIRGINIA
INTER-DEPARTMENTAL MEMORANDUM**

October 14, 2003

TO: Terry Holzheimer, Department of Economic Development
FROM: Terry Russell, Zoning Administrator *TR*
SUBJECT: Administrative Approval of Retail Uses in Site Plans

Most special exception site plans approved for the Metro Station areas include retail spaces on the first floors of buildings. In May of 2001 the County Board adopted the Rosslyn-Ballston Corridor Retail Action Plan as a policy for, among other things, the categories of retail uses (entertainment and main street retail, and consumer and business services) and the appropriate location of these uses. Pages 5 and 6 of the Retail Action Plan show the categories of retail uses and lists the appropriate uses in each. Page 17 maps the appropriate locations for the two categories of uses.

The Retail Action Plan is one component of the review of an Administrative Approval request for retail uses proposed for site plan buildings. The specific site plan is also reviewed for any conditions that may control retail uses. The two types of retail uses in the Retail Action Plan are reflective of the policy used for many years to determine appropriate location of entertainment and main street retail and consumer and business services uses.

Uses of recent discussion among staff are trade and commercial schools and business colleges operated as a commercial enterprise. These are listed as consumer and business services in the Retail Action Plan and may be approved in those locations. They may also be approved on upper floors in approved office gfa.

Cc: Susan Bell, Director, CPHD
Robert Brosnan, Planning Director