Members Present: David Baker, Chair, At-Large Representative; Stephen Beggs, Parks and Recreation Commission Representative; Don Buch, At-Large Representative; Mike Caison, Affordable Housing Advisory Committee Representative; Dave Cavanaugh, At-Large Representative; Donna Fossum, Planning Commission Representative; Carolyn Griglione, At-Large Representative; Kevin Posey, Transportation Commission Representative; Catherine Puskar, Developer Representative; Josh Sawislak, Environmental Policy Commission Representative.

Absent: Hector Pineda, At-Large Representative.

City Staff Present: Mr. Baier, Director, Transportation and Environmental Services (T&ES); Mr. Farner, Deputy Director, P&Z; Ms. Contreras, Urban Planner, P&Z; Ms. Friedlander, Urban Planner, P&Z;

Guests: Marina Khoury, Duany Plater-Zyberk & Company (DPZ); Andrew Moneyheffer, DPZ.

Community members present: Rebecca Hierholzer; Ron Sturman; James Brown; Kathie Hoekstra; Shirley Downs; Laura Mandala; Rachel Leonard; Sharon Annear; Kathy Burns;

A quorum being present, the meeting was called to order by David Baker at 9:15 am.

Approval of Meeting Summaries
Discussion of quality and level of detail for meeting summaries. Debated whether summaries or minutes should be taken.

Kevin Posey made a motion to accept meeting summaries from October 24 and November 14 as written with the request that future meetings have minutes written in a format compliant with standards for all City commissions.

Motion carried, meeting minutes from October 24 and November 14 accepted

Parallel Road Update (Adams Neighborhood)
Dave Baker reported to the Advisory Group that City Council instructed that the parallel road be a topic for discussion by the Advisory Group. City will meet with the citizens group and report back to the Advisory Group at the December 12 meeting.

Jeff Farner said staff had meeting with residents to understand their concerns. The intent is to bring information back to the AG at the December 12th meeting.
Design Standards and Guidelines Presentation
Marina Khoury, DPZ

Overview of the first five chapters:
• Role and function of design guidelines
• Guidelines vs Standards
• General elements of good urban design
• Architectural standards and guidelines

Don Buch expressed concern that the language in the Design Standards and Guidelines is not specific (ex. “highest and best quality”) and is concerned that details will be changed when actual building is constructed.

Cathy Puskar suggested a form-based code as an alternative to the design guidelines, an option which removes the additional public process after the code is approved. Emphasized that the process is not actually being rushed—clients have been trying to build since 2007. She reiterated that form-based codes can be beneficial, but even now (with her clients in Arlington on Columbia Pike) there are discussions of what was meant by the code which was written years ago. Marina Khoury continued the discussion of form-based code as an imperfect alternative. Gave examples (Celebration, Florida) of places with form-based code and the result. Suggested that the Beauregard Small Area Plan covers too large of an area for a form-based code to be effective.

Carolyn Griglione expressed concern about what a guideline means and how they are guaranteed to be followed, to which Cathy responded that it’s within the DSUP process that the guidelines are met. Jeff Farner discussed how at this point the goal is to make good standards and framework for the future development, to mandate materials and quality, not style. For example: the Old Town street grid was laid out in 1749 and is still functioning.

Don Buch said that the real issue is in the DSUP process there is not enough time between the release of the staff report and the Planning Commission hearing to solve problems. Donna Fossum responded that Don is not talking about development cases, but individual landowners. Development cases come through Planning Commission; flexibility is in the right place in the process and Alexandria is able to take advantage of opportunities because of it.

Jeff Farner reiterated that staff is working on community outreach as an on-going issue to address community input, including as part of the development review process.

Topic Area Review

Topic Area 1: Standard Practice/City-Wide Policies – Practices
AG Reviewed Checkmark Added: 4.8

Topic Area 2: Blocks & Street Network
AG Reviewed Checkmark Added:
   8.2, 8.3, 3.23, 3.13, 3.25, 4.21, 4.24, 4.32, 8.9a, 8.9d, 8.18
Items with further discussion:
4.32 needs more language in Design Standards & Guidelines
8.25 recommendation language to be added to Design Standards & Guidelines

**Topic Area 3: Land Use**
AG Reviewed Checkmark Added:
4.1, 4.3, 4.4, 4.5, 4.22, 4.23, 4.50, 4.51, 4.52, 4.53, 4.56, 4.57, 7.1, 7.2, 3.9, 3.11, 3.12, 3.14, 4.2, 4.13, 4.17, 4.18, 5.5, 8.33, 8.34

Items with further discussion:
4.53, 4.19 moved from CDD to Design Standards & Guidelines, checkmark added
4.54, 7.3, 7.4, 8.34 moved from CDD to Design Standards & Guidelines, checkmark TBD
7.5 recommendation language split in two. First part moved to Design Standards & Guidelines, checkmark TBD. Second part moved to DSUP and checkmark added.

**Topic Area 4: Built Environment**
AG Reviewed Checkmark Added:
3.8, 3.26, 3.29, 3.30, 3.31, 3.32, 3.34, 3.36, 3.38, 4.9, 4.10, 4.11, 4.12, 4.55a, 4.55b, 3.33, 3.35, 3.37, 3.10, 3.39

Items with further discussion:
3.31 changed to TBD
4.58 moved from Design Standards & Guidelines to DSUP, checkmark added

**Public Comment, opened at 11:43 pm.**
The following persons participated in the public comment period:

a) Rebecca Hierholzer, Seminary Heights - Addressed update on parallel road. Spoke at City Council, asked Vice Mayor to note the AG would address the issue. Feels that the amount of time between now and the next AG meeting is not enough to respond to all the issues.

Rich Baier asked for clarification on whether or not the residents represented by Ms. Hierholzer were asking for relocation or elimination of the road and/or buildings. Ms. Hierholzer replied that at first they wanted the road to be eliminated but after discussion with staff, they understand it can be relocated, just don’t want the road under their bedrooms and for their concerns to be adequately addressed.

b) Ron Sturman, Seminary Heights - Asked staff to direct residents to another street with a two-lane road with similar capacity located as close to a community as the new parallel road will be.

c) Kathie Hoekstra, Franconia Hills - Expressed concern about the difference between a “requirement” and a “guideline” and stated that it has been adequately addressed as part of the meeting. Felt that the group has gotten closer to a point at which she can support the process. Stated that there should be at least a week minimum for review of documents.

d) Shirley Downs - Expressed concern that materials should be distributed well in advance and to give notice when changes are made; improve communications. Suggested that staff make use of civic associations, don’t only use the website. Discussed possible requirements for other types of public spaces to make vibrant space, placemaking.
e) Laura Mandala - Asked when the meeting was planned, how many members of the AG live in the small area plan, stated that meetings were not planned far enough in advance.

f) Kathy Burns - Listed concerns civic association had with the implementation of several Small Area Plan recommendations. The concern with big box stores is height; don’t want big box like Home Depot. Concerned with eliminating on street parking. Strongly oppose unbundling parking as it is integral part of buying units. Support for the road at Dora Kelley being all pedestrian. 4” caliper trees is too small, doesn’t meet urban greenway plan. Asked if fire station location supposed to be on Ramsey grounds or across the street.

Meeting adjourned at 12:10 pm.