City of Alexandria

Urban Design Advisory Committee

September 2016 Meeting Minutes
Wednesday, September 21 at 9:00am
City Hall, Room 1101

Committee Members in Attendance:
Stephen Kulinski (SK)
Marie McKenney Tavernini (MT)
Roger Waud (RW)
Bruce Machanic (BM)
Abbey Oklak (AO)

City Staff in Attendance:
Michael Swidrak (MS) P&Z
Dirk Geratz (DG) P&Z
Robert Kerns (RK) P&Z

INTRODUCTION
• The meeting was called to order at 9:05am as the quarterly (September) meeting of UDAC.
• BM thanked Daniel Straub, outgoing Co-Chair of the Committee for his 10 years of service to UDAC and his contributions to urban design and community issues in Old Town North and the City.
• AO was introduced as the new design professional appointed to UDAC. AO described her professional background as an architect and urban designer, and her community involvement in the Braddock East neighborhood of the City.

OLD BUSINESS
• The Committee considered a draft of the meeting minutes for the June meeting that staff distributed to the Committee. MT moved to adopt the meeting minutes, and SK seconded the motion. The meeting minutes were approved 5-0.
NEW BUSINESS

Discussion of Committee Elections, Committee Duties and Vote.

- BM asked staff to discuss the elected positions and their duties.
  - MS and DG outlined that the elected Chair would be in charge of running Committee meetings, work with staff to draft the meeting agenda, and be the main point of contact for the review and signing of the annual report.
  - The Committee can also elect a Vice Chair, who would run meetings in absence of the Chair and as act as part of the Committee leadership, or a Co-Chair, which would split duties with the Chair.
  - MT made a motion that the Committee would elect a Chair and Vice Chair as its leadership, SK seconded. The motion passed 5-0.

- The Committee voted to elect a Chair and Vice Chair.
  - MT nominated SK as the Chair, BM seconded. The motion passed 4-0 (SK abstained), and SK was elected Chair effective immediately.
  - MT offered her willingness to serve as Vice Chair. SK put forward a motion to elect MT as Vice Chair, BM seconded. The motion passed 4-0 (MT abstained) and MT was elected Vice Chair effective immediately.

- Staff highlighted the role of the Secretary, who according to the City Code, serves as the recorder of meeting minutes and motions. City staff can serve as the Committee Secretary with the consent of the Committee.
  - The Committee expressed its consent that Staff will prepare and distribute the meeting minutes, though a Secretary on the Committee would be elected to be the main point of contact with staff to review the draft minutes, to work with staff to update the UDAC webpage (alexandriava.gov/69556), and arrange general communication and outreach efforts with staff.
  - SK nominated AO as Committee Secretary. MT seconded. The motion passed 4-0 (AO abstained) and AO was elected Secretary effective immediately.

Other New Business:

- Staff distributed to the Committee an information sheet that provides basic member information and general practices and procedures of the Committee based on City Code and the Zoning Ordinance.
  - RW wants staff to inquire with the City Clerk about his appointment date listed on the information sheet, he believes it may be incorrect.
  - Staff will add more specific information about the duties of the Chair, Vice Chair and Secretary to the sheet.

- MS provided updates to the Committee on the Old Town North Small Area Plan (SAP) process and potential future developments.
- Project management staff of the SAP is working on scheduling upcoming advisory group and public meetings, and still plans to present the plan to Planning Commission and City Council early in 2017.

- MS discussed meetings between staff and representatives of the Crowne Plaza site, Craddock Site (home of Metrostage), the NRG site, Canal Center and Robinson Terminal North concerning future redevelopment opportunities.

- Staff also provided an update on improvements to an office building at 1010 N. Fairfax Street, which staff is reviewing administratively through the minor site plan amendment process.

- MT asked for any updates to the proposed improvements to the office building at 801 N. Fairfax Street, which will be converted by-right into a multifamily building. Staff responded that they expect a building permit submission to the City by the end of the year.

- DG provided an update on the construction of the Health Department townhouse project (Oronoco and St. Asaph Streets), and on Edens (construction should commence in winter-spring 2017).

- BM asked staff for an update on the spreadsheet of projects that was reviewed by UDAC dating back to its inception, which was reviewed by the Committee at the previous meeting.

  - BM asked for updates to the list of projects that would include information on how the Committee voted on each project. MS responded that staff will prepare the update for the next Committee meeting.

- Meeting adjourned at approximately 9:45 am.