



IMPLEMENTATION ADVISORY GROUP CHARTER

ADVISORY GROUP CHARGE

The Braddock Metro Neighborhood Plan Implementation Advisory Group (IAG) is charged with providing recommendations to City Departments and related agencies on how to strategically address implementation of the recommendation of the Braddock Metro Neighborhood Plan.

MISSION

- Prioritize the list of identified public improvements and amenities that were identified and recommended in the Braddock Metro Neighborhood Plan and to promote the interests of the community.
- Make recommendations to the City regarding spending priorities and public improvement project phasing.
- Have discretion to make certain design-related recommendations, such as determining desired species of trees, streetscape, park programming, and the design and placement of historical interpretive signs or markers; recognizing that some technical or code issues cannot be open to debate.
- Recommend specific criteria for types and locations of retail businesses to be recruited and supported with loans or other incentives.
- Review options for the Wythe/Braddock/West intersection.
- Work with City staff to monitor on-going development.
- Contribute to an annual "Status of Implementation" report to City Council.
- Work with the City Manager to help earmark funds for amenities within the neighborhood.

TASK

To carry out the mission, the IAG will be expected to act as a collaborative partner in plan implementation and conduct the following tasks:

- Develop an annual implementation plan consisting of action steps with lead agent, partners, timeline and funding sources to be pursued in the subsequent year.
- Implementation plans may include a neighborhood zoning plan, creation of a parking district, a Metro Station Area Study and creation of a Transportation Management Association (TMA) for the area.
- Create 4 to 6 quantitative or qualitative performance indicators to measure plan implementation through an annual progress report.

- Develop an annual “Status of Implementation” report outlining implementation plan progress for submission to City Council.
- Host an annual “State of Implementation” open house for the entire community.
- Additional tasks as assigned by the City Council relevant to implementation of the Braddock Metro Neighborhood Plan.

MEMBERSHIP AND SUBCOMMITTEES

Members

The IAG consists of 20 members representing a diversity of neighborhood interests.

- Residents of the Braddock Road Metro Station planning area who have experience or interest in area of importance to the plan, such as historic preservation, schools, transportation, parks. (6)
- Braddock Lofts Homeowners Association (2)
- Inner City Civic Association (3)
- Northeast Citizens Association (1)
- Alexandria Redevelopment and Housing Authority (1)
- Retail Representative (1)
- Local/Small Business Representative (1)
- Area Developer (2)
- Public Housing Resident Representative (1)
- Non-Profit/Community Organization Representative (1)
- Architect/Historic Preservation/Design Expert (1)

Subcommittees

The IAG may create subcommittees comprised of persons other than the current members of the IAG to address specific policy initiatives contained with the Braddock Metro Neighborhood Plan, on an as-needed basis, to provide input and recommendations to the IAG.

- (1) The size of a subcommittee’s membership may be equal to, but no larger than the size of the IAG
- (2) The Chair of the subcommittee shall be a member of the IAG
- (3) Subcommittees shall be created for a specific purpose and shall operate for a specific time period. A subcommittee will automatically dissolve upon completion of its charge, or time prescribed by the Planning and Zoning Director, without any further action by the City Council.
- (4) The subcommittee could be a combination of members of the IAG and additional members

MEETING TIMELINE

Timeline

The IAG will meet at least twice per year starting in May 2009. Additional meetings will be scheduled on an as-needed basis as determined by the IAG. City Council may sunset, or discontinue, the coordinating group as deemed necessary, in consultation with the Planning and Zoning Director. One Open House will be scheduled each year to present to the community the annual “Status of Implementation” report.

PROTOCOLS

Decision Making

The IAG serves in an advisory capacity and the input will inform City departments and related agencies. The IAG should strive to craft and recommend solutions that are workable for a wide range of needs and interests. While consensus is desirable, it is not the goal of the IAG. The group should engage in open and constructive dialogue to ensure a balance of the diverse viewpoints of the community.

Guiding Principles

1. Implement the recommendations of the Braddock Metro Neighborhood Plan
2. Be open to input and ideas and provide timely feedback.
3. Respect and value differences of opinion and ideals.
4. Work to build lasting community leadership and relationships, and lay the groundwork for successful implementation of the plan.
5. Value the past and consider the future when making decisions.
6. Provide a hospitable and welcoming environment to all committee members.
7. Create opportunities to bridge communities and neighborhoods, building upon common values.
8. Develop creative solutions to address community concerns and recommendations in the Plan.

ROLES AND RESPONSIBILITIES OF IAG AND CITY STAFF WORKGROUP

IAG Members

1. Attend and actively participate in IAG meetings, and subcommittee meetings as appropriate.
2. Interact with community members and partners to develop and promote interest and participation in the implementation of the Braddock Metro Neighborhood Plan.
3. Share information with local organizations in which you are involved, and gather, synthesize, and convey information and perspective from those organizations.
4. Review background materials to understand the issues and to gain familiarity with the array of actions and initiatives currently underway.
5. Provide a sounding board to ensure that a variety of data and viewpoints have been considered in the formulation of recommendations.
6. Review and comment on relevant documents prepared by the Staff.
7. Make recommendations to the City and related Agencies for phasing of implementation.
8. Voice concerns directly, promptly, and constructively.

City Staff Workgroup

1. Convene and facilitate IAG meetings. Manage the process for the good of the committee as a whole.
2. Develop and distribute meeting agendas and background materials in advance of meetings. Post agendas and other meeting materials on the website.
3. Develop notes from meetings and distribute them within two weeks of the meeting. These notes should faithfully represent areas of general agreement within the group and areas in which there are diverging viewpoints.
4. Develop draft documents for IAG review and comment.
5. Consider the recommendations of the IAG when developing the CIP and work program.