

Old Town North Small Area Plan (OTN SAP) Advisory Group Meeting
Thursday, October 29, 2015, 7:00 – 9:00 PM
City Hall, Sister Cities Conference Room
October 29, 2015 Advisory Group Draft Summary Minutes (11.9 Edits in Red)

I. Introductions and Introductory Remarks

A. Introductions of Old Town North Advisory Group Members

B. Opening Remarks by Chairperson Maria Wasowski

1. Welcome to the first meeting of the Old Town North Small Area Plan Advisory Group – 21 Members
2. The Advisory Group’s purpose is the development of a draft Old Town North Small Area Plan Update
3. Advisory Group meeting reminders: (1) attendance requirements – 75 percent of regular meetings; and (2) sunshine laws.

C. Advisory Group October 29, 2015 Meeting Attendance – See attendance as attached.

D. Opening Remarks by Karl Moritz, Director, Planning and Zoning Department

1. Advisory Group Application Process – City received applications from many qualified individuals. The City was not able to accommodate all, but the City is encouraging all members of the public to participate in the process whether they are members or not. Process will be transparent and inclusive with a variety of opportunities to engage the public, in person and online.
2. Introduction of OTN SAP Project Manager – Nancy Williams, Principal Planner, Planning and Zoning Department.
3. OTN SAP Interdepartmental Team – Nancy and an interdepartmental, interdisciplinary team will provide assistance during this process.

II. Presentation – Nancy Williams

A. OTN SAP Update Webpage – The City has established a webpage for this project and it is live: www.alexandriava.gov/86032

B. Introduction to Advisory Group Binders

- 1) Tab 1 - Resolution 2682 establishing the OTN SAP Advisory Group
- 2) Tab 2 - Advisory Group Roster
- 3) Tab 3 - OTN SAP Update Work Plan
- 4) Tab 4 - OTN SAP Project Brief
- 5) Tab 5 - Meeting Materials sectioned by Month
- 6) Front Pocket – 1992 OTN SAP

C. Background of OTN SAP Past Planning Chronology

D. OTN SAP Update Work Plan (17 month planning process)

- 1) Five Phases (October 2015 – January 2017)
 - 1) Framework Plan (Visioning Process for Vision, Goals and Objectives)
 - 2) Studies of Pending/Proposed Development Proposals and Infrastructure
 - 3) Testing of Proposals and Infrastructure against Framework Plan
 - 4) Recommendations
 - 5) Plan Development/Approval and Implementation

E. Introduction of the OTN SAP Project Brief – This document contains background information on OTN; it is a compilation of **existing** conditions, plans and policies for several 7 planning categories:

- 1) Planning, Design and Land Use
- 2) Transportation
- 3) Housing
- 4) Infrastructure and Environmental Sustainability
- 5) Open Space, Recreation, and Cultural Activities
- 6) Historic Preservation
- 7) Economic Development

Follow-up Homework: The Chair requested the Advisory Group to review the OTN SAP Project Brief and to provide staff (N. Williams) with any additions or questions that members may have by the next meeting.

F. Introduction of the OTN SAP Project Assessment - This document contains principles (goals) and objectives for the above noted planning categories to help kick off the visioning process for the Old Town North SAP Update. It was noted that the Advisory Group is encouraged to review it to determine if it is valuable as a starting point and, if so, what other suggestions, ideas and opportunities should be added, noting that Public Meeting #1 of the Charrette will be geared to elicit similar input from the community in order to further kick off the Old Town North SAP Update visioning process. **Follow-up Homework:** The Chair requested the Advisory Group to review the Project Assessment and to provide staff (N. Williams) with ideas and input on this document by the next meeting. A member requested that the Project Assessment, provided in hard copy, also be provided in Excel to facilitate the Advisory Group’s review and input. After the meeting, staff forwarded the Excel version to the Advisory Group.

G. Charrette Process presented by Heba ElGawish, Planning and Zoning Department

- 1) **Schedule** - A schedule of the proposed Charrette was shown for the week of November 16 – November 20, 2015. It was explained that the Charrette is a weeklong planning and conceptual design process to create a framework for the OTN SAP Update, as the first phase of the 17 month, five phase OTN SAP Update planning process. The framework will set a vision, goals and objectives and will likely be supplemented with some high level conceptual graphics (bubble diagrams) to represent some of the goals and objectives. Other goals and objectives may lend themselves more to text. Each Advisory Group member was given a hard copy of the Charrette schedule. The Charrette Schedule was subsequently placed online [here](#).
- 2) **Potential Roles for the Advisory Group at the Charrette** – Two possible categories of participation were suggested for Advisory Group consideration:
 - a. Public Meetings – Participation at the three public meetings and the three Open Houses, with participation at the three public

meetings noted as the higher priority. See list of these meetings on the next page.

- b. Subcommittee – The Chair called for a few members to participate on an Advisory Group Charrette Subcommittee. Their participation would be beyond the public meetings and open houses to also likely include Charrette team meetings every morning and perhaps some Charrette team work sessions.

General Questions/Comments from the Advisory Group and Public

- A. **Question: Boundaries** - Do we have authority to expand boundaries at the southern end since Hopkins-Tancil straddles the Old Town North planning area and the Old Town planning area? **Response:** We can do what is reasonable.
- B. **Question: Historic District** - What part of OTN is subject to Board of Architectural Review for the Old and Historic District? **Response:** The boundaries of the Old and Historic District extend into part of OTN, primarily along Washington Street and the south side of Oronoco Street from the River to N. Fairfax Street is in the Old and Historic District. Maps of the Historic District are included on pages 98 and 99 of the Project Brief.
- C. **Question: 2015 Employment and Land Use Data** – When will the 2015 employment and land use data be available? **Response:** That data should be available in a week.
- D. **Question: Framework Plan** - Please clarify what is a framework plan. **Response:** A framework sets the vision, goals and objectives for a plan through both text and some high level conceptual design graphics. The framework is the first phase of the planning process with more detail filled in after studies, analysis, and testing occurs in later phases of the overall planning process. The overall planning process in this case extends 17 months. The framework phase occurs in the first couple months.
- E. **Question: Implementation** - Is there an implementation phase included as part of the OTN SAP Work Plan? **Response:** Yes; there is an implementation phase. It is represented at the far right side of the Work Plan sheet which you have in hard copy (see arrow near top of right end); along with the implementation phase will also come maintenance and operation, as appropriate.
- F. **Comment:** The Project Brief is well done and staff should be congratulated.

Charrette Specific Questions

- A. **Question: Notification** - How will people beyond the OTN neighborhood be notified? **Response:** The City will utilize public outreach tools, including eNews which is City-wide.
- B. **Question: Online Participation** – Will there be an opportunity for people to participate online? **Response:** Yes.
- C. **Question: Physical Plan** - Will the Charrette result in a physical plan? **Response:** No; the actual plan will come later. The Charrette will produce a framework which is a combination of text and high level conceptual design graphics depicting vision, goals and objectives.
- D. **Question: Public Engagement** - How do you get people started? **Response** - A series of exercises to elicit ideas.

- E. Question: Technical Analysis** - How do you deal with issues that are more technical in nature-like air pollution or similar issues? **Response:** This effort will not get that specific; it is more high level with goals and objectives to be analyzed and expounded on in later phases.
- F. Comment: Technical Education** - Suggest an educational session at meetings to help with an understanding of certain technical aspects thus providing a better understanding of what is possible and what is not. **Response:** That can be accommodated.
- G. Comment:** Suggest using large scale maps and drawings. **Response:** Documents which may be hard to read in powerpoint will always be printed on 11 x 17 size paper for easy reference. More sensitivity to material in powerpoint will also be taken. Maps for community meetings will be printed on large paper.
- H. Question – Foundational Documents:** Are there any OTN foundational documents with principles that can be utilized? **Response:** Yes; the 1992 Plan.
- I. Question – Is the whole Charrette public?** **Response:** Yes, the public is invited in at any time to offer input and ideas or to ask questions. There are also three public meetings and three public open houses with a specific focus designed for public input. See list further below.
- J. Comment** – Initially concerned about the speed but likes the notion of setting the framework and knowing that testing will follow with adjustments as needed.
- K. Question: Historic Preservation** – If I have a concern about Historic Preservation can I arrive with that at the charrette or do I also have to have the answer? **Response:** Most definitely, anyone can arrive with thoughts or ideas and not bring solutions. Charrette is designed as an interactive process to identify issues and opportunities and brainstorm their solutions together.
- L. Question: Charrette Team** – Who will be on the Team? Staff along with some additional experts in given fields and representatives of the Advisory Group, thus the request for an Advisory Group Charrette subcommittee.

Consensus Items

- There was general consensus to move forward with the charrette.

Next Page – List of Charrette Week: Public Tours, Meetings and Open Houses

Charrette Week: Public Tours, Meetings and Open Houses

Old Town North SAP Update Charrette **Community Tours**

- Monday, November 16, 2015, 10:00 AM – 12:30 PM
- 44 Canal Center Plaza, 4th Floor

Old Town North SAP Update **Charrette Open House**

- Monday, November 16, 2015, 1:00 – 5:00 PM
- 44 Canal Center Plaza, 4th Floor

Old Town North SAP Update Charrette **Public Meeting #1**

- Monday, November 16, 2015, 7:00 – 9:00 PM
- 44 Canal Center Plaza, 4th Floor

Old Town North SAP Update **Charrette Open House**

- Tuesday, November 17, 2015, 7:00 – 9:00 PM
- 44 Canal Center Plaza, 4th Floor

Old Town North SAP Update Charrette **Public Meeting #2**

- Wednesday, November 18, 2015, 7:00 – 9:00 PM
- 44 Canal Center Plaza, 4th Floor

Old Town North SAP Update **Charrette Open House**

- Thursday, November 19, 2015, 4:00 – 9:00 PM
- 44 Canal Center Plaza, 4th Floor

Old Town North SAP Update Charrette **Public Meeting #3**

- Friday, November 20, 2015, 6:00 – 9:00 PM
- 44 Canal Center Plaza, 4th Floor

Advisory Group – Meeting of October 29, 2015

- Maria Wasowski, Chair (Planning Commission and Transportation Commission)
- Steven Arabia (Property Owner Representative)
- Engin Artemel (Community Representative – At Large)
- Scott Barstow (Environmental Policy Commission)
- Anna Bentley (Community Representative – At Large)
- Chip Carlin (Board of Architectural Review – Old & Historic District)
- Elizabeth Chimento (Community Representative - At Large)
- Herbert J. (Herb) Cooper-Levy (Community Representative - At Large)
- William Cromley (Park and Recreation Commission)
- Austin Flajser (Property Owner Representative)
- Stephen Goodman (Community Representative – Homeowner Associations/At-Large)
- Carolyn Griffin (Community Representative – At Large)
- Kevin Harris (Community Representative – Alexandria Redevelopment & Housing Authority Residents)
- Bruce M. Machanic (Business Representative)
- Carlos Mejias (Business Representative)
- Thomas F. Soapes (Community Representative - NOTICe)
- David Speck (Alexandria Economic Development Partnership)
- Daniel Straub (Urban Design Advisory Committee)
- Jeff Strup (Property Owner Representative)
- Christa Watters (Community Representative – Homeowner Associations/At-Large)