

*City of Alexandria*  
*Beauregard Design Advisory Committee*  
*Virtual Public Meeting*  
*Agenda*

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Monday, September 27, 2021  
7:00 pm  
Virtual Meeting

1. Call To Order (5 Minutes)
2. Overview (10 Minutes)
  - a. Introduction of New Members
  - b. Review and approval of June 21, 2021 meeting notes
3. BDAC By-Laws Approval (15 Minutes)
4. Staff updates (10 Minutes)
  - a. Upcoming items for public hearings
  - b. Construction updates
5. Motion to Adjourn

Due to the COVID-19 Pandemic emergency, the 7:00 p.m. September 27, 2021 meeting of the Beauregard Design Advisory Committee is being held electronically pursuant to Virginia Code Section 2.2-3708.2(A)(3), the Continuity of Government ordinance adopted by the City Council on June 20, 2020 to undertake essential business. All of the members of the Committee and staff are participating from remote locations through a Zoom Meeting. The meeting can be accessed by the public through the [Beauregard Design Advisory Committee website](#) or calling into the meeting. Please see the BDAC website for links and phone numbers to access the Zoom Meeting. A video recording of the meeting will be available online after the meeting. Public Comment will be received at the meeting during the public comment period or comments can be emailed to staff by emailing [william.cook@alexandriava.gov](mailto:william.cook@alexandriava.gov). For reasonable disability accommodation, contact [Jackie.Cato@alexandriava.gov](mailto:Jackie.Cato@alexandriava.gov) or 703.746.3810, Virginia Relay 711.

## Beauregard Design Advisory Committee (BDAC) – Meeting Summary

June 21, 2021  
7:00 p.m.  
Virtual Meeting

### Committee Members in Attendance:

Pete Benavage, Chair  
Donna Fossum  
Abed Benzina  
Carolyn Griglione  
Fatimah Mateen  
Bud Jackson  
Christine Hoeffner

### City Staff:

Maya Contreras, Principal Planner, P&Z  
Bill Cook, Urban Planner, P&Z

### Agenda Items:

1. Call To Order (5 Minutes)
2. Overview (5 Minutes)
3. Updated Vote to Continue Virtual Meetings (10 Minutes)
4. Responsibilities (5 Minutes)
  - a. Review and approval of October 26, 2020 meeting notes
5. Staff updates (30 Minutes)
  - a. Upcoming items for public hearings
  - b. Construction updates
6. Motion to Adjourn

Meeting presentations, materials, and recordings are archived on the BDAC webpage at:  
<https://www.alexandriava.gov/74981>

Due to the COVID-19 Pandemic emergency, the 7:00 p.m. June 21, 2021 meeting of the Beauregard Design Advisory Committee is being held electronically pursuant to Virginia Code Section 2.2-3708.2(A)(3), the Continuity of Government ordinance adopted by the City Council on June 20, 2020 or Sections 4-0.00(g) in HB29 and HB30 to undertake essential business. All of the members of the Board, staff, and applicant team are participating from remote locations through a Zoom Meeting. The meeting can be accessed by the public through the [Beauregard Design Advisory Committee website](#) or calling into the meeting. Please see the BDAC website for links and phone numbers to access the Zoom Meeting. A video recording of the meeting will be available online after the meeting. Public Comment will be received at the meeting during the public comment period or comments can be emailed to staff by emailing [william.cook@alexandriava.gov](mailto:william.cook@alexandriava.gov). For reasonable disability accommodation, contact [Jackie.Cato@alexandriava.gov](mailto:Jackie.Cato@alexandriava.gov) or 703.746.3810, Virginia Relay 711.

**Welcome and Introductions:**

Mr. Benavage called the meeting to order. Mr. Cook read the virtual meetings statement and called the roll. All members present. Ms. Contreras introduced staff and new member Christine Hoeffner.

Ms. Contreras summarized the updated City policy regarding virtual meetings and member participation. Future public meetings, including design review committees, are expected to be primarily in-person again, attended by a quorum of members, staff, and the public. Effective July 1, 2021 the policy outlines conditions for electronic participation if a member is unable to attend a meeting in-person. Ms. Griglione moved to adopt the virtual meetings policy, seconded by \_\_\_\_\_ . The motion passed unanimously.

The summary of the October 26, 2020 meeting was distributed in advance for committee review. Mr. Benzina moved to approve, Ms. Griglione seconded, all were in favor with two abstentions. Ms. Hoeffner abstained as she was not on the committee at that time, and Mr. Benavage subsequently stated his abstention since he had recused himself from that meeting. Mr. Benavage and Ms. Fossum noted items for correction.

**Staff Updates:**

Ms. Contreras gave an overview of the Beauregard Small Area Plan boundaries and neighborhoods, reminding of recently built or approved projects. A summary of upcoming projects included:

<ul style="list-style-type: none"><li>• West End Transitway</li><li>• Southern Towers transit facility</li><li>• “Ellipse” analysis RFP</li><li>• New city health department &amp; other functions</li></ul>	<ul style="list-style-type: none"><li>• 4900 Seminary Rd conversion from office to residential</li><li>• IDA site</li><li>• Hilton site</li><li>• Newport Village</li></ul>
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Ms. Mateen had questions regarding recent changes in transit service and potential West End Transitway routing, expressing concern about recent service reductions and potential gaps in service near the proposed Upland Park project. Mr. Benavage inquired about pedestrian crossings near Sanger Avenue and school children in the area, Ms. Contreras responded that there is TES staff dedicated to reviewing school issues and that the concern is being considered. Benavage asked about the timeline of the Ellipse study and Phase 1 of Upland Park. Contreras clarified that Phase 1 construction is concentrated in the north and west parts of the Upland Park site, away from the Ellipse study area.

Responding to Ms. Mateen’s question, Ms. Contreras clarified that the IDA “pad site” is an existing legally buildable lot. Potential changes to the Hilton site could involve removal of one building near Mark Center Drive and creation of a new lot which Hilton would sell.

**Commented [WC1]:** Discuss prior to approval of the minutes.  
  
Members: Staff started the recording a few minutes after the meeting had begun and did not catch the names of who offered the motion and seconded. We think Carolyn offered the motion?

Beauregard Design Advisory Committee (BDAC)  
Meeting Summary  
June 21, 2021

In response to Ms. Griglione’s question about impacts on open space if the Hilton lot and part of the existing pond were redeveloped, Contreras stated that such analysis would be made with a future development application, noting that CDD#4 is unique because it focuses higher density near Seminary Road, with the Winkler Preserve meeting open space requirements since most office zones do not have open space requirements. Staff is working to obtain more public access to the Winkler Preserve.

Mr. Benavage noted the underutilization of upper floors of Ferdinand Day School, and that the space could have potential for city functions including meeting space.

Ms. Griglione left the meeting at approximately 7:30 to attend another city meeting. Before leaving she commented that the materials contrast at the Spire project was not what she anticipated. Ms. Contreras reiterated the materials were as approved, and that staff reviewed them including on-site mock-up panels of the materials. She noted that materials change over time, and things often look different once landscaping is completed. Ms. Fossum concurred with Griglione’s comment.

Status updates were given for the Blake, Upland Park, Newport Village, Harris Teeter opening, Benchmark Senior Living, and a possible outdoor dining structure at Silver Diner in the West Alex project.

Multiple members discussed observations during construction of the Blake project and impacts on the surroundings, and noted the project was progressing largely as expected.

**Public Comment**

There were no members of the public present and a public comment period was not held.

**Other Business**

As meetings become “physical” again, staff will be considering potential locations for future meetings.

The meeting was adjourned at 7:53 PM.



# *Beauregard Design Advisory Committee*

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The **Beauregard Design Advisory Committee (BDAC)** is charged with reviewing Development Special Use Permit (DSUP) applications submitted within the Beauregard Small Area Plan (BSAP) to ensure compliance with the City's Beauregard Design Standards and Guidelines. BDAC provides guidance to staff and applicants and makes recommendations to the Planning Commission and City Council through the Director of Planning and Zoning. BDAC meetings are scheduled as needed to review projects.

## **BDAC Webpage**

<https://www.alexandriava.gov/beauregard/default.aspx?id=74981>

## **MEMBERSHIP**

**Committee Members:** 9                      **Term:** 2 Years

### **Membership:**

- Four (4) qualified professionals skilled in landscape architecture, planning, landscape architecture and/or urban design
- Three (3) citizen members
- One (1) member representing the business community
- One (1) at-large member

The most recent membership roster can be obtained from <https://www.alexandriava.gov/Boards> or P&Z Staff.

## **CITY STAFF + CONTACT**

**Robert Kerns, AICP, Chief of Development**

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**Bill Cook, Urban Planner**

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## I. REVIEW AUTHORITY AND PRIMARY GUIDING DOCUMENTS

### Section 5-612 of the Alexandria Zoning Ordinance:

Beauregard Design Advisory Committee.

- (A) There is hereby established by ordinance the Beauregard Urban Design Advisory Committee.
- (B) The Beauregard Urban Design Advisory Committee shall consist of nine members appointed by city council as follows:
  - (1) Four qualified professional members skilled in architecture, planning, landscape architecture and/or urban design;
  - (2) Three citizen members;
  - (3) One member representing the business community; and
  - (4) One at-large member.
- (C) The purpose of the Beauregard Urban Design Advisory Committee is to review applications under this ordinance, within CDD No. 21, CDD No. 22 and CDD No. 23 and other redevelopment sites within the Beauregard Small Area Plan. Applications within the Beauregard Small Area Plan are to be reviewed for compliance with the Beauregard Small Area Plan and the Beauregard Urban Design Standards and Guidelines, as adopted by the planning commission. The board will make recommendations on such applications to the planning commission and city council through the director.
- (D) The director shall send to the board a copy of any application subject to its review, and the board shall send its comments to the director in time to be sent to the planning commission together with the staff report on the application. Each applicant shall discuss their application with the board prior to filing.
- (E) The board and director shall establish a regular schedule which provides for meeting at least once per calendar quarter. Additional meetings may be called by the chair of the board and the director.

#### Documents:

- [Beauregard Small Area Plan](#)
- [Beauregard Urban Design Standards and Guidelines](#)

## II. SUBMISSION REQUIREMENTS

Applicants use a project review checklist in order to provide the materials and formatting requested by the committee. The checklist guides applicants in the submission process by identifying the elevations, diagrams and project narrative necessary for review.

## III. REVIEW MATRIX

BDAC uses a matrix to facilitate project review based on the Beauregard Urban Design Standards and Guidelines. Staff provides the matrix to applicants, who then complete the matrix throughout the various reviews to demonstrate compliance with the standards and guidelines. The applicant notes and explains any instances where standards or guidelines may warrant flexibility. As part of its report to the planning commission and city council, staff summarizes any differences from the standards and guidelines, and describes the reasons why the committee determined that design flexibility was required or desired.

#### IV. COMMITTEE SELECTION / ELECTIONS

- The committee initiates an annual election for a chair, with nominations presented by members of the committee. Committee members may also elect additional positions (such as vice chair and secretary).
- According to [Section 2-4-4 of the City Code](#), the Committee also selects a secretary, with the duty of “preparing minutes or reports of all meetings or actions taken at any meeting.” A City staff member may be designated as the committee secretary by action of the committee (Section 2-4-10), which has been past practice for BDAC. (See Communication and Outreach.)
- Members can submit their resignation (and effective date) to the City Clerk or the chair of their respective committee.
- All committee members must reapply for their appointment with the City Clerk when their term has expired. No committee member may reapply for their appointment after serving 10 consecutive years on the committee. The prevailing exception is for committee members that were serving as of June 13, 2009 may reapply for an additional term beyond the 10-year limit.

#### V. COMMITTEE LEADERSHIP DUTIES

##### **Chair and Vice Chair**

- The Committee chair has the main task of running meetings, including the introduction of items on meeting agendas for presentation and discussion, and calling items for a vote.
- The chair also assists staff in proposing and reviewing meeting agenda items, meets with staff periodically to address any ongoing committee issues, and is the main author of any Committee memos, including letters of endorsement or official correspondence to City departments, Council or Planning Commission. The chair may also delegate drafting of Committee memos to staff and serve as the initial reviewer of memos before their dissemination to the Committee.
- The vice chair assists the chair in running meetings and leads the meeting in absence of the

chair. The vice chair may join the chair in meetings with City staff concerning Committee matters in a leadership capacity.

- Chair and vice chair work with staff to review the Committee annual report that is drafted by staff and sent to the City Clerk.

#### **Secretary**

- The secretary acts as the first point of contact for the review of meeting notes, which are drafted by staff.
- Additionally, the secretary works with staff on Committee communication, including updating the BDAC webpage.

## **VI. REVIEW PROCEDURES**

- Staff begins coordinating development reviews by informing the chair at the Concept I stage<sup>1</sup>. The projects are formally presented to the overall committee by the applicant and staff at the Concept II stage. Submissions to BDAC are based on the Project Review Checklist.
- Staff will provide committee members with information sheets for each project the committee reviews. The information sheets will provide the basic planning data on the development proposal, including the zoning parameters, and a list of key issues that staff has identified as part of the review process.
- BDAC makes recommendations to the Planning and Zoning director that can be issued to Planning Commission and City Council as a memo or endorsement letter and through the staff report for a given project<sup>2</sup>.

## **VII. MEETING PROCEDURES**

#### **Occurrence of Meetings**

- BDAC has agreed to procedurally convene meetings, as needed, on the 2nd Wednesday of each month.
- BDAC is required to hold quarterly meetings based on the enabling provisions in the Zoning Ordinance.

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<sup>1</sup> The Concept stages of development review are defined as the “pre-application” stage in the Zoning Ordinance. The Concept /pre-application review period occurs before an applicant submits a formal application to the Planning Commission for review.

<sup>2</sup> In rare cases, design committees are granted approval authority for portions of the review process. In the approval of Carlyle Plaza Two (DSUP2011-0031), the Carlyle/Eisenhower East Design Review Board (DRB) was granted approval authority for the final architecture of buildings on the site and certain signage developed under the coordinated sign program.



### **Procedures Based on Section 2-4-5 of the City Code**

- The committee will conduct meetings on procedures set forth in Robert’s Rules of Order, and will have a Planning and Zoning staff member present to assist with any needs of the committee. The applicant for each project is tasked with presenting its project to the committee for discussion, though City staff will be present to provide any background on the development review process and for committee assistance.
- A quorum (a majority of the committee members) shall be present for any committee business to be conducted or actions to be taken. A member present but not voting shall be considered in counting a quorum.
- No action which “constitutes a recommendation or proposal for action by the city council or any other city board or commission” shall be taken without the “affirmative votes of a majority of the committee.” All committee votes must be taken in public session, and not by proxy (i.e. via email).

### **Procedures based on Section 2-4-6 of the City Code (Public participation in committee meetings)**

- All committee meetings shall be open to the public. The exception is for an executive session or closed meeting. Committee chairs shall consult with the City Attorney before holding a closed meeting to determine whether such a meeting is authorized and what procedures should be followed.
- “Except as may be permitted by law, all books, papers and reports or other documents produced by or under the control of a committee shall be open for public inspection and copying.”
- Working with City staff, each committee must provide “reasonable” public notice of the time and place of its meetings and the meeting agenda. Staff posts the meeting time and place on the City’s online calendar ([alexandriava.gov/calendar](http://alexandriava.gov/calendar)) and on the committee’s webpage. The agenda should identify any items that would allow (or preclude) public comment.

## **VIII. COMMUNICATION AND OUTREACH**

- The [BDAC webpage](#) on the City’s website provides meeting agendas, meeting notes, and development project information. Meeting agendas are posted on the City’s website prior to the related meeting.
- Staff is generally tasked with preparing notes of committee meetings (*see Committee Selection / Elections*). Staff responsibilities include archiving and the dissemination of notes to committee members, and the audio recording of meetings.
  - Meeting notes are distributed by email to committee members for their personal review. A draft of the final notes will be posted on the committee’s webpage no more than 30 days after the meeting. A notation shall appear on the notes indicating whether they have been officially approved by the committee. The committee will have the opportunity to formally adopt the notes at the next meeting. The adopted notes will replace any final draft notes on the committee’s webpage.
  - Staff audio records each committee meeting to provide an additional record of the meeting.

Either staff or the committee chair will make an announcement at the beginning of each meeting concerning the audio recording in progress, and where any speakers and presenters in attendance should stand in order to have their voice picked up by the microphone.

- The committee is responsible for the submission of an annual report. The report summarizes the objectives and relative success of the committee, committee meetings and project reviews, and general recommendations. The annual report and attendance report is prepared by staff, reviewed and signed by the committee chair(s), and submitted within 60 days after the close of the fiscal year or “as shortly thereafter as possible” (Section 2-4-4 of the City Code). The composition of the annual report is outlined in 2-4-4(d)(2) of the City Code.

DRAFT