

NCSC MEETING MINUTES

MINUTES OF THE SEPTEMBER 18, 2023 MEETING ARLINGTON COUNTY NEIGHBORHOOD COMPLETE STREETS COMMISSION

Draft 9/30/23

The **NEIGHBORHOOD COMPLETE STREETS COMMISSION** convened its in-person and virtual meeting at **7:36 p.m.** on **September 18, 2023**.

PRESENT (IN-PERSON)	NCSC Member Elisa Ortiz (Chair) (At-Large) NCSC Member David Ansell (At-Large) NCSC Member Margarita Brose (At-Large) NCSC Member Richard Gibson (At-Large) NCSC Member Catherine Lewis (At-Large) NCSC Member Steve Wardell (At-Large)
PRESENT (VIRTUALLY)	[none noted]
ABSENT	NCSC Member Elizabeth Gallagher (Pedestrian Advisory Committee) NCSC Member Giles Crimi (At-Large)
STAFF	Brian Shelton Vijetha Huffman Adil Chauhan

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- [Link to Teams Recording](#)
 - [Link to Teams Transcript](#)
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SUMMARY OF PRESENTATIONS/DISCUSSIONS

NCSC Chair's Report

Chair Ortiz reported that there were two new commissioners nominated and awaiting approval by the County Board: Aaron Schutz, who will be representing the Bicycle Advisory Committee (also a Lyon Park resident), and Robert Gerber, who will be an At-Large member. The chair of Arlington Neighborhoods Advisory Committee (ArNAC), Cathy Reider, is also working on recruiting additional commission members. Chair Ortiz noted that we could benefit from representation from South Arlington, as well as diversity in our membership. She encouraged the group to continue recruiting!

Chair Ortiz shared with the group that there are anticipated changes to the nominating process for commissioners through the County Board; she will report back when she learns more. It was suggested the Commission hold a meeting in South Arlington, as we had a few years back. Chair Ortiz asked for a volunteer to represent the Commission on the Vision Zero External Stakeholder Group; Cathy Lewis volunteered to take on that role. Finally, she reported that Takis Karantonis is our new County Board liaison, at least until the new board convenes after elections in November.

Steve Wardell shared that four years ago the state law regarding sidewalks were changed to allow jurisdictions to mandate sidewalks on new construction. He shared that Vienna now requires sidewalks, and raised the possibility that Arlington could do the same with homes that are torn down and rebuilt. This would not be possible with by-right properties, however. Steve said that he was trying to get to the county attorneys (through County Board Member Karantonis) to get some clarity on a legal interpretation of the new law.

Presentation on the Bi-Annual CIP Process

Vijetha Huffman, Funds Manager in the Department of Environmental Services, shared a presentation on the Bi-Annual Capital Improvement Plan (CIP) Process. She outlined the process and showed the various funding sources for the NCSC projects. The sources include PAYGO, General Obligation Bonds and TCF-NVTA funding. She indicated that the process balances projects costs versus available funding versus projected revenues. The NCSC funding request comes from the county staff, and is based on pre-determined costs. In the recent past, the Commission has targeted 1-2 capital projects and 3-5 smaller projects in its funding requests.

The commissioners thanked Ms. Huffman for a very clear and concise presentation on the topic.

(Presentation materials attached)

Changes in Construction Contracting

Adil Chauhan, Chief, Engineering Bureau in the Department of Environmental Services, shared a presentation on changes in construction contracting. Procurement of services through contracts is the second step in the cycle of a project (Design-Procurement-Construction-Operational Facility). In Arlington, procurement of services for a project may include the use of country crews, the use of on-call contracts (less than \$500K), or issuing an invitation to bid (ITB). Mr. Chauhan shared that most of the NCSC projects used on-call contracts. Chair Ortiz also shared that we usually get the country board to approve our projects early, before the funding process begins.

(Presentation materials attached)

NCS Annual Workplan

Chair Ortiz led a discussion on the planning of the Commission's meetings over the coming year. Tonight's September meeting is an organizational meeting, intended to provide project updates. The members agreed that the next three meetings would be: December 11th (remote), February 26th (in person, South Arlington location), and April 22nd. There will also be a June Funding Hearing meeting, date to be determined. In response to a question from the members, Chair Ortiz indicated that \$4.25M had been spent or allocated to projects to date.

Staff Update: Shared Streets Pilot

Brian Shelton, NCSC staff liaison from the Department of Environment Services, shared a presentation updating the Commissioners on the Shared Streets Pilot currently underway. The county is designing and implementing shared streets as a way to provide pedestrian access to streets without complete sidewalks. Three project pilots were demonstrated: Bluemont (N. Wakefield Street), Arlington Ridge (S. Lynn Street) and Douglas Park (12th St. South). The Pilot Project process involved identifying three streets to adopt the shared streets approach, that is, where complete sidewalks were not possible to construct on those streets. The plan is to collect data on the use of the shared streets, and then complete a final performance measurement of the impact. The project is currently in progress for data collection. One of the commissioners asked about the budget for the project. Brian shared that the budget is approximately \$20,000 per location. Asked about the color on the streets, Brian shared that

the team had chosen terra cotta as the color to be painted on the streets – red is currently being used for bus stops and green is being used for bike lanes.

(Presentation materials attached)

MOTIONS & ACTIONS/VOTES

Chair Ortiz made a motion to approve the minutes of the May 22, 2023 Commission meeting.

- Commissioner Brose seconded the motion.
- The Commission unanimously supported the motion 6-0.

Chair Ortiz made a motion to approved the minutes of the June 28, 2023 Commission meeting and Funding Hearing.

- Commissioner Wardell seconded the motion.
- The Commission unanimously supported the motion 6-0.

Meeting adjourned at **9:18 p.m.**

Attachments: 3

FY 2025–FY 2034 CIP

Neighborhood Complete Streets Commission
September 9, 2023

ARLINGTON
VIRGINIA

What is the CIP?

- Arlington County prepares a Capital Improvement Plan, or CIP, every two years. It informs funding needs, funding sources, and approval limits over 10 years
- The CIP projects capital expenditures over a 10-year planning horizon for all long-term infrastructure investments
 - Transportation is the largest CIP at over \$1 billion over 10 years
- The last CIP was adopted by the Board in July 2022 for FY 2023 to FY 2032
- The overall CIP process is coordinated by the Department of Management and Finance (DMF)

Local Funds Used in Transportation Capital

Fund	Name	Used By	Source	Description / Eligibility Requirements
313	Pay-As-You-Go (PAYG)	Various Depts	Local taxes and fees. Funds transferred from General Fund.	Flexible but very limited; typically used for maintenance (e.g., Paving, Bridges)
314	General Obligation (GO) bonds	DOT only	Issued by County following voter approval of transportation referendum	For projects with 10 to 20 years useful life (e.g., Bridges, Paving, other infrastructure projects)
330	TCF: NVTA Local	DOT only	State-imposed local taxes allocated at the regional level	Flexible source as criteria for projects are broadly defined; however, must meet eligibility defined in state code § 33.2-2510
331	TCF: Commercial & Industrial (C&I) tax	DOT only	Property tax of \$0.125 per \$100 of real estate value assessed on C&I properties	Largest funding source, by far. Project must benefit transportation for the business community and adhere to eligible uses defined in state code § 58.1-3221.3
335	Crystal City et al Tax Increment Funding (TIF)	DOT and DPR	Re-directs 25% of add'l property tax from increase in assessments (vs. Jan 1, 2011 baseline) to DOT projects	Project must be located in Crystal City, Pentagon City, or Potomac Yard, and generally support transportation or parks infrastructure improvements.

FY2023 – FY2032 Adopted CIP Neighborhood Complete Streets

Funding Schedule

\$(000)	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	10 Year Total
New Funding											
New Bond Issue	-	-	420	430	445	660	660	660	660	660	4,595
PAYG	100	100	100	100	100	101	99	100	100	100	1,000
TCF - NVTA Local	282	1,135	785	805	922	939	1,059	1,078	1,131	1,179	9,315
Subtotal New Funding	382	1,235	1,305	1,335	1,467	1,700	1,818	1,838	1,891	1,939	14,910
Previously Approved Funding											
Issued but Unspent Bonds	65	-	-	-	-	-	-	-	-	-	65
PAYG	227	-	-	-	-	-	-	-	-	-	227
TCF - NVTA Local	1,058	-	-	-	-	-	-	-	-	-	1,058
Total Funding Sources	1,732	1,235	1,305	1,335	1,467	1,700	1,818	1,838	1,891	1,939	16,260

The CIP requires balancing costs relative to revenues across the years and trade-offs may be required



Cost

Cost Projection: What are projects expected to cost and what is the likely timing of spend?



Funding

Funding Aspirations: What funding assumptions can we make using existing funds (grants and local), new revenue projections (TCF, TIF), other revenues sources (e.g., bonds, PAYG), and future grants?



Revenues

Revenue projections: What are revenues (TCF, TIF) projected to be and what PAYG / Bond money will we get? *Often not known until late in the process*

In years when revenue projections exceed funding aspirations, reserves are built up, and in years when the opposite is true, reserves are depleted occasionally necessitating project deferrals

Operating Budget Process: One Year Horizon

- Annual process; will happen in parallel with CIP this year
- PAYG and bond funding approvals are finalized in the operating budget process
 - PAYG is included in the CIP, but final amounts approved for upcoming FY may differ; projects typically must meet state-of-good-repair (SGR) criteria and not be eligible for other funding sources (e.g., bridge maintenance, paving)
 - Bond funding needs are also identified in the CIP but budget for upcoming FY cannot exceed amounts authorized by voters
 - Bond referendum included in November election ballots in even years
 - Once authorized, issuances may occur over several years
 - County has limited GO bond capacity and competing needs across the entire county, including APS, Facilities, Transportation, and Parks

CIP Expected Timeline for Transportation

- CIP development and internal DOT reviews: Sep-Dec 2023
 - Includes determination of projects to include within programs, projected costs and timeline of spend, and funding
- DES leadership reviews: TBD / Jan 2024
- CMO review: TBD
- CIP Proposal, community engagement, and Board Work-Sessions: TBD / Apr-Jun 2024
- CIP Adoption: TBD / July 2024

The CIP format for the public is expected to follow the format used for the FY 2023 to FY 2032 Adopted CIP and, as part of this, the interactive map will be updated

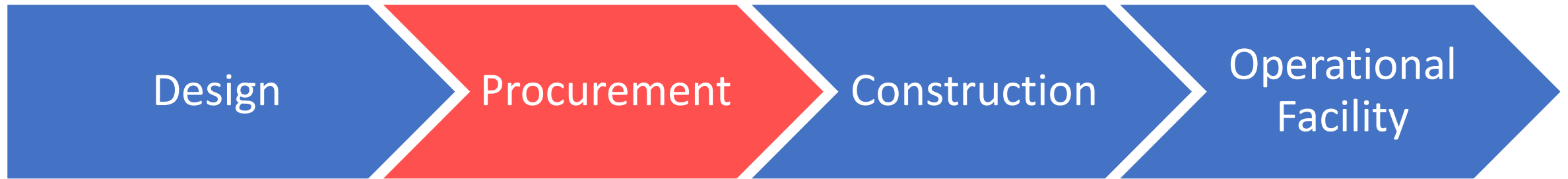
Neighborhood Complete Streets

Construction Contracting

Adil Chauhan, PE – Chief Engineering Bureau, DES



Phases of a project and Contracting/ Procurement



- Construction Contracting methods
 - County Crews
 - Smaller projects
 - Dependent on county crew availability
 - On-Call Contracts
 - Must be \leq \$500,000
 - 2-3 Months for procurement
 - Invitation To Bid (ITB)
 - $<$ \$1M do not require County Board Approval (3-4 months for procurement)
 - $>$ \$1M requires County Board Approval (5-6 months for procurement)

Shared Streets Pilot Projects

Pilot Update – NCS Commission

Sept. 18, 2023

Brian Shelton – Project Manager

Michelle Stafford – NCS Program Manager



Early NCS Pilot Projects



NCS Portfolio Summary

Program Successes

Completed - 4 Pilot Projects

Completed - 2 Capital Projects

In Progress - 2 Capital Projects

In Design – 5 Capital Projects

~\$4.25m in CIP funds spent or allocated to approved projects



Top Ranked NCS Locations for 2022 – 2023

Rank	Points	Subject Street	From	To	Civic Association	Status
1*	64	7th St S	Walter Reed Dr	S Glebe Rd	Arlington Heights	APS/DES project
2	51	S Irving St	2nd St S	6th St S	Arlington Heights	FUNDED
3	50	S Dinwiddie St	Walter Reed Dr	George Mason Dr	Claremont	School Slow Zone
3*	50	N Quinn St	21st St N	Langston Blvd	North Highlands	TE&O Quick Build
4	48	14th St N	McKinley Rd	N Ohio St	Westover Village	FUNDED
5*	47	<i>N Wakefield St</i>	<i>Carlin Springs Rd</i>	<i>Wilson Blvd</i>	<i>Bluemont</i>	<i>Proposed Pilot Project</i>
6	46	S Irving St	7th St S	9th St S	Arlington Heights	
6	46	N Oakland St	N Pershing Rd	6th Rd N	Ashton Heights	
6	46	8th Rd N	S Dinwiddie St	S Frederick St	Arlington Mill	FUNDED
6	46	S Buchanan St	6th St S	9th St S	Barcroft	New AWS - monitoring
6	46	10th St S	S Columbus St	S Frederick St	Columbia Forest	TE&O Quick Build
7*	45	<i>S Lynn St</i>	<i>16th St S</i>	<i>20th St S</i>	<i>Arlington Ridge</i>	<i>Proposed Pilot Project</i>
7*	45	<i>12th St S</i>	<i>Walter Reed Dr</i>	<i>S Glebe Rd</i>	<i>Douglas Park</i>	<i>Proposed Pilot Project</i>
7*	45	13th St S	N Kansas St	N Quincy St	Ballston-Virginia Sq	

* Constraints made sidewalk unlikely at project selection. Distribution consistent with NCS list

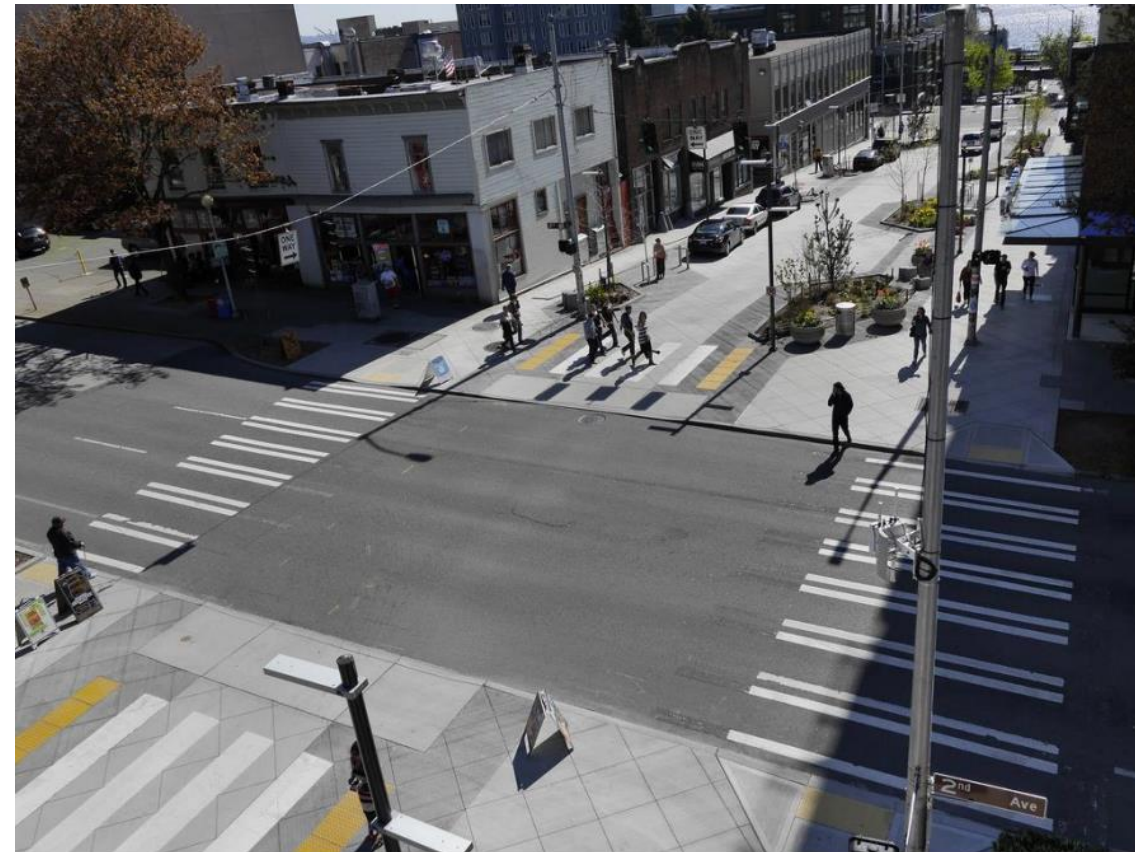
Why Shared Streets?

■ Obstacles to Building Sidewalks

- Topography/retaining walls
- Limited right of way
- On-street parking need/demand
- Preservation of street trees
- Utility conflicts
- Yield street conditions no longer available to maintain 20' clear width for fire code compliance
- Cost (ex. \$1.6m to complete N Oakland St)

■ Policy Guidance

- MTP includes Shared Streets which are designed to discourage vehicle speeds higher than 15mph and include different use of materials and road design
- Many of the treatments used in Shared Streets are included in the [Multimodal Safety Engineering Toolbox](#) developed by Vision Zero



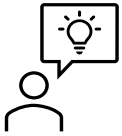
"A shared street is a local street where the needs of motor vehicles are generally secondary to the needs to pedestrians, bicyclists and other roadway users."

(pg. 29 MTP [Streets Element](#))

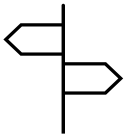
Shared Street Pilot Project Process



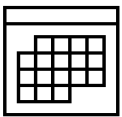
Systemic Safety Problem: Neighborhood streets with no sidewalks and constraints that prevent building sidewalk, including insufficient right-of-way, topography, parking demand, and tree preservation.



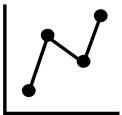
Proposed Solution: Pilot a Shared Street environment on neighborhood roads using low-cost, quick-build materials and assess impacts on pedestrian use/safety and vehicle speeds.



NCS Nominated Streets: Identify three neighborhood streets with constraints to building sidewalk submitted through the NCS program to pilot Shared Streets.



Timeline: Collect before data, Conduct public engagement, finalize and implement Shared Streets plan, collect after data (speed, crash and public surveys), engage with community members, and identify next steps (~one year timeline).



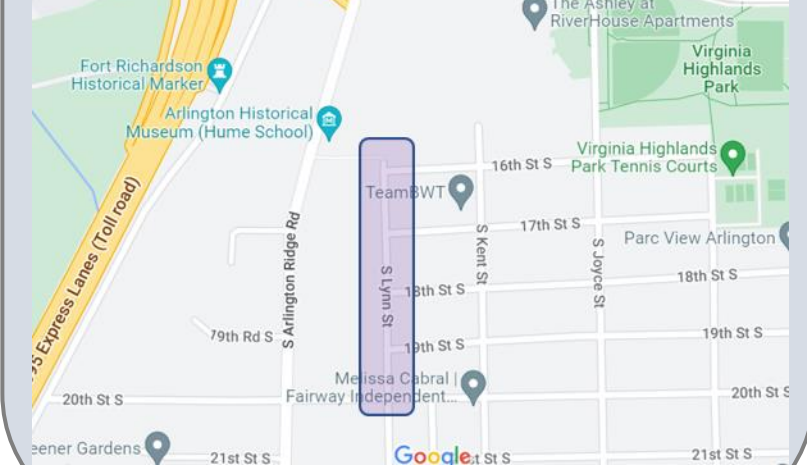
Performance Measurement: Compare before and after vehicle speeds, crash data, and user experience (surveys)

South Lynn Street

16th to 20th St S

Challenges

- Curb to curb width varies (22'-27')
- Steep Topography
- Utilities on both sides of the street
- Parking on both sides of the street



Pilot Project Qualifiers



Lacks complete sidewalk infrastructure



Low ADT (126)



Reported Crash and Crash with Injury



Automobile Speeds range from 12 – 30mph



Proximity to 23rd Street Businesses



Near Oakridge Elementary School



Connects to bike lanes and routes
Near Capital Bikeshare stations



Proximity to transit stops

10A

23A

23B

87

87P

87A



Near Crystal City and Pentagon City Metro Stations

N Wakefield Street

Carlin Springs to Wilson Blvd

Challenges

- 26' curb to curb width
- High parking demand
- Utilities
- Obstructions in the right of way



Pilot Project Qualifiers



Lacks complete sidewalk infrastructure



Moderate ADT (1271)



Automobile Speeds range from 16 – 32mph



Proximity to commercial centers:
Ballston Quarter shops, and Grocery Stores



Near Escuela Key and Barrett Elementary Schools



Connects to bike lanes and routes
Near Capital Bikeshare stations



Proximity to transit stops

1A

1B

75

25B



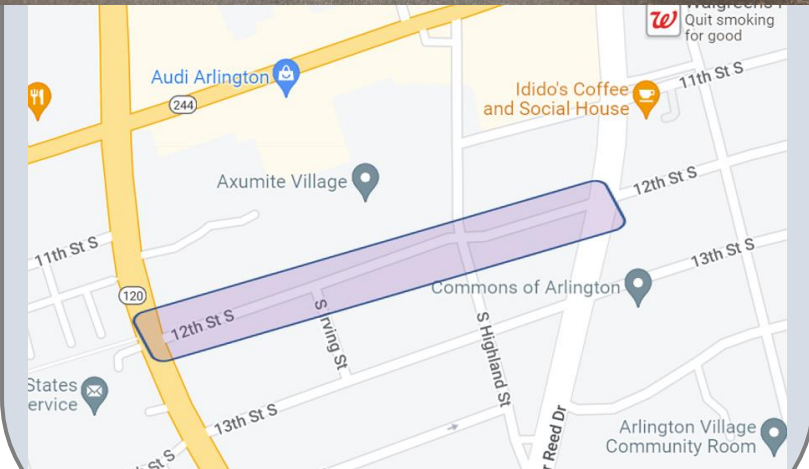
Near Ballston - Marymount University Metro

12th Street South

S Glebe Rd to Walter Reed Dr

Challenges

- Curb to curb width varies 26' - 31'
- High parking demand



Pilot Project Qualifiers



Lacks complete sidewalk infrastructure



Low ADT (140)



Reported Crash



Automobile Speeds range from 11 – 36mph



Proximity to 23rd Columbia Pike businesses



Near Arlington County Career Center, Arlington Public High School, Montessori Public School, and Randolph Elementary



Connects to bike lanes and routes
Near Capital Bikeshare stations



Proximity to transit stops

23A

23B

23T

10B

16E

16M

74

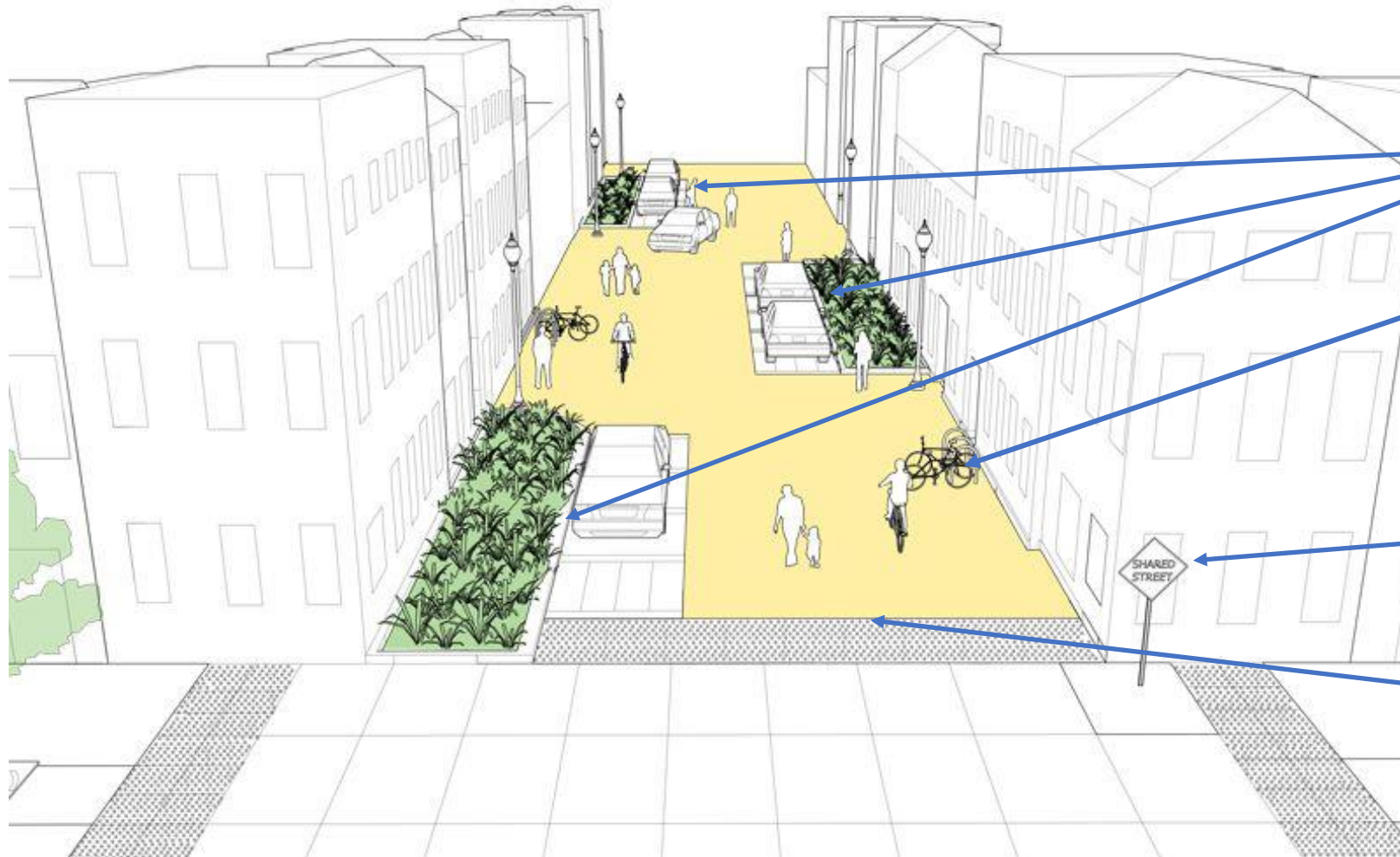
75

Project Timeline

Before Design and Implementation



NACTO Guidance on Shared Streets



Midblock Treatments Options

- Chicanes and other design features to slow traffic
- Bike Racks and Corrals

Street Entrance Treatments

- Advisory Signs
- Reduced Speed Limit (cautionary)
- Street Entrance Narrowed
- Curb Extensions
- Pavement Markings

Example Street Entrance Treatments – Not Recommended

Not all treatments are applicable or specific to Arlington County needs.



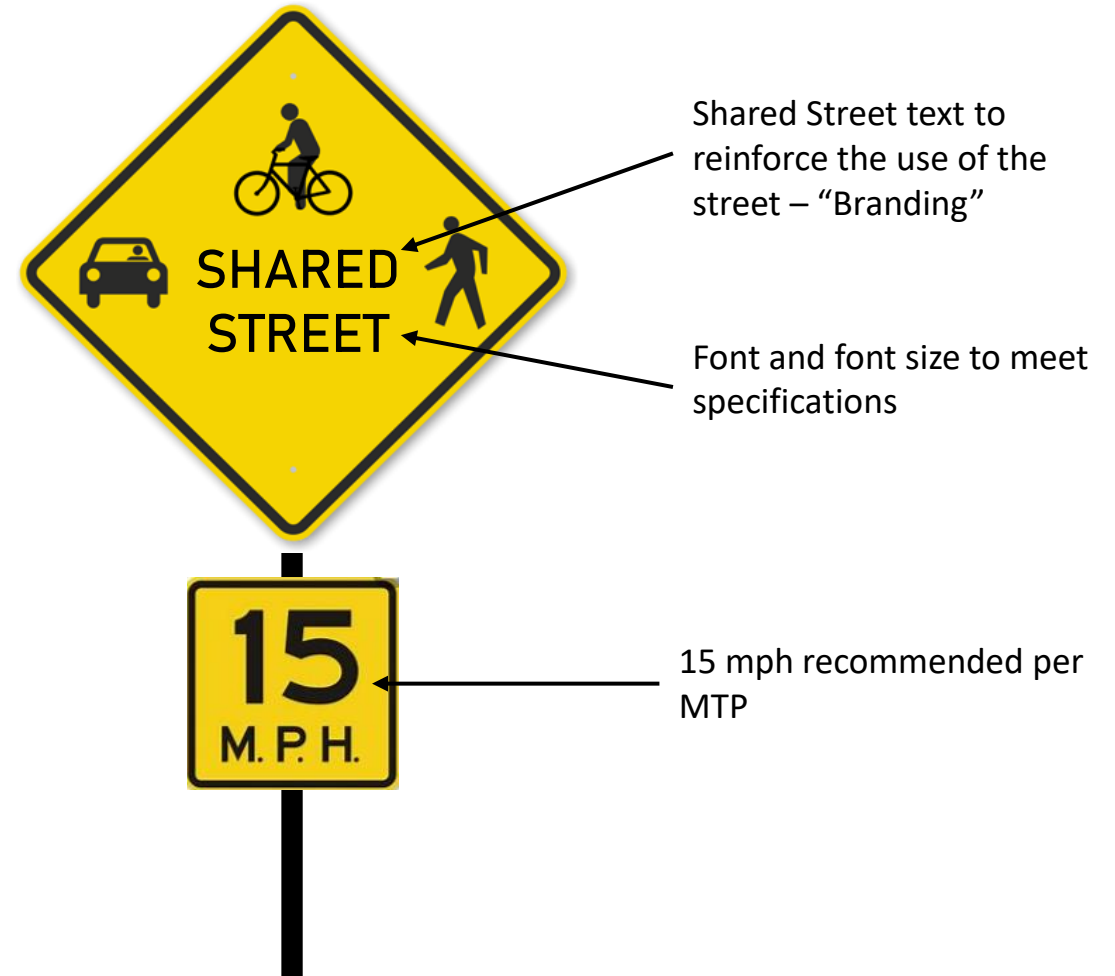
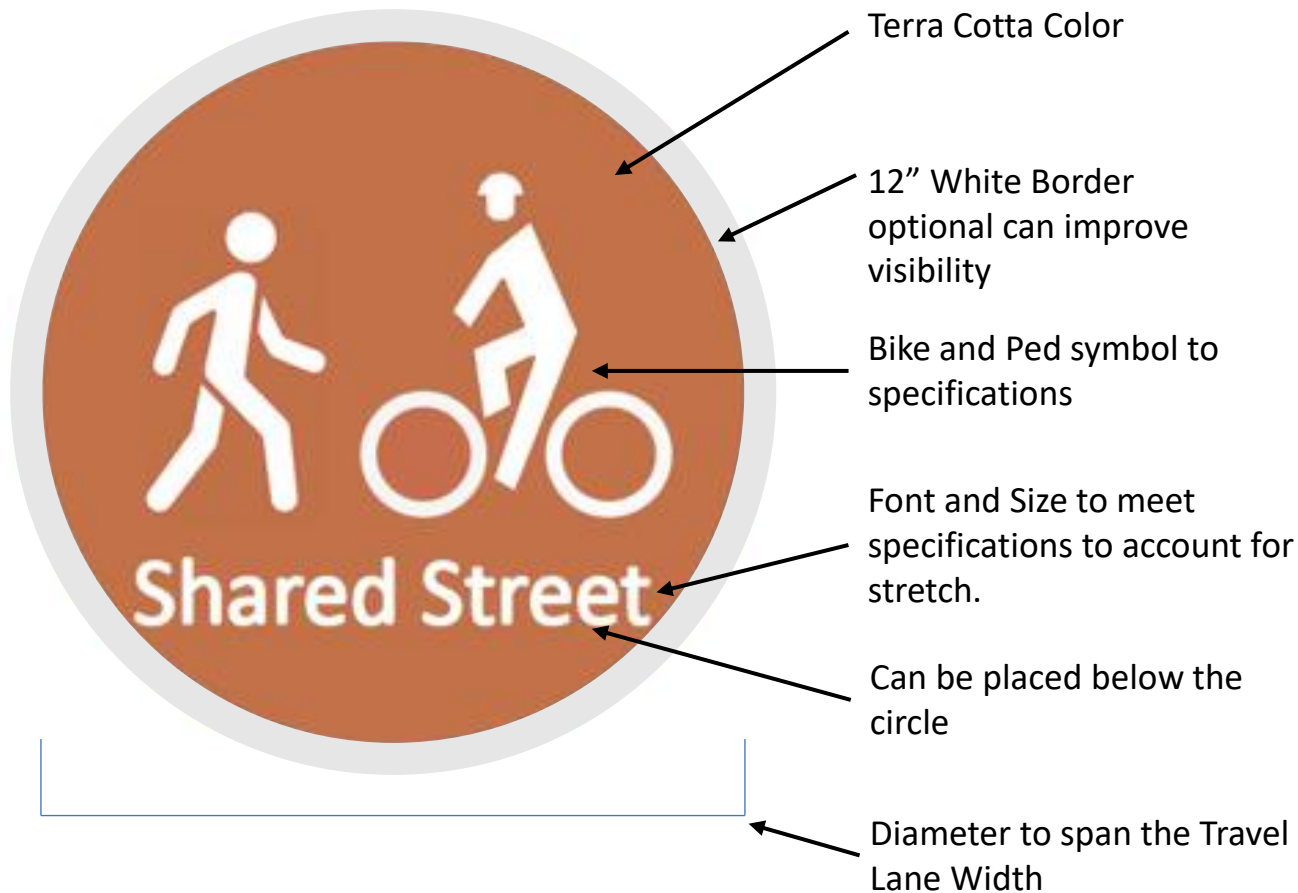
Why NOT

- 1.) Too much information on signs
- 2.) Pavement markings are too small
- 3.) Treatments are not applicable to Neighborhood streets

Example Street Entrance Precedents

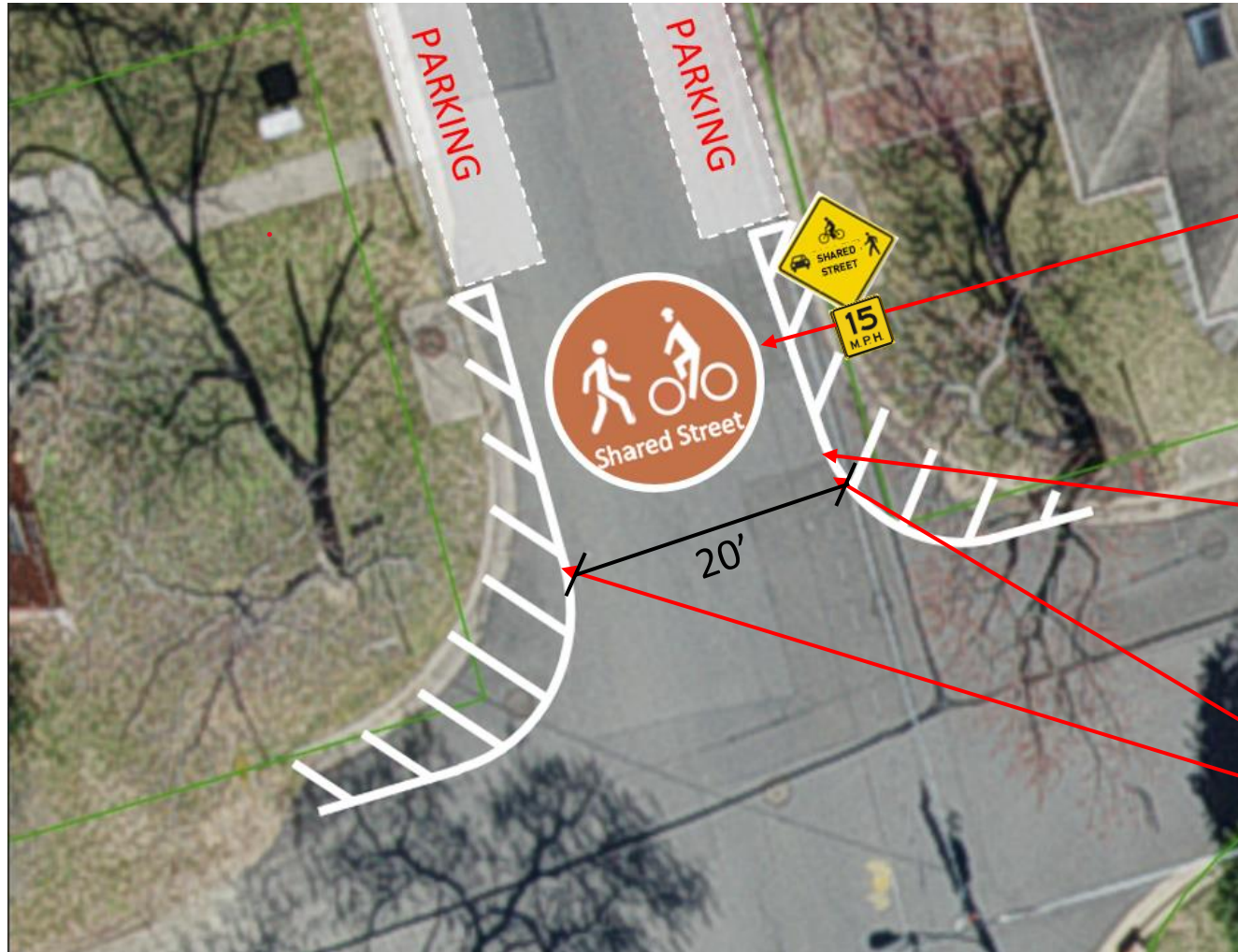


Proposed Street Entrance Concepts



Proposed Street Entrance Concept

Alternative 1



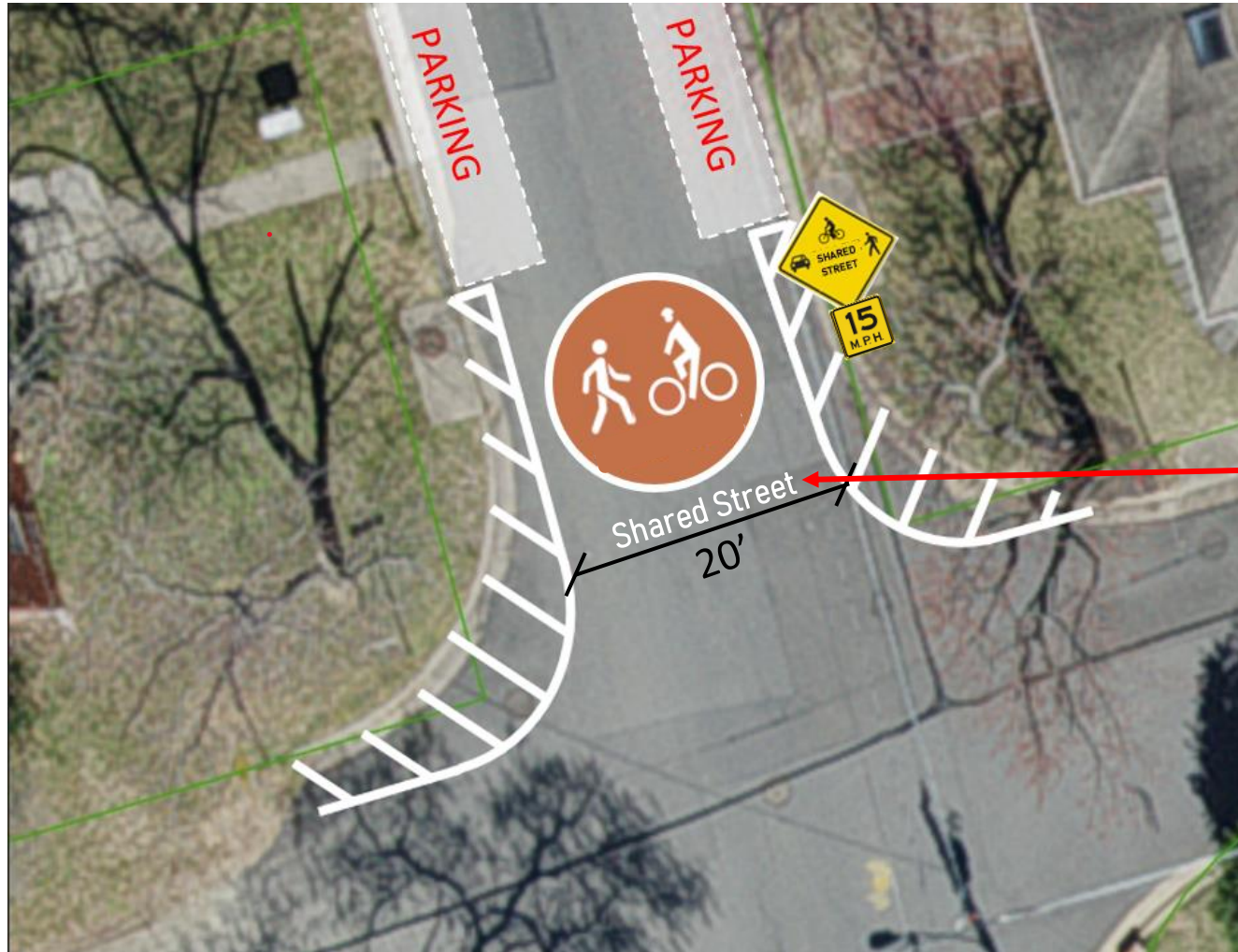
Marked within the bounds of the travel lane

Minimum travel lane width maintained

Entrance to street narrowed using pavement markings, and or delineators

Proposed Street Entrance Concept

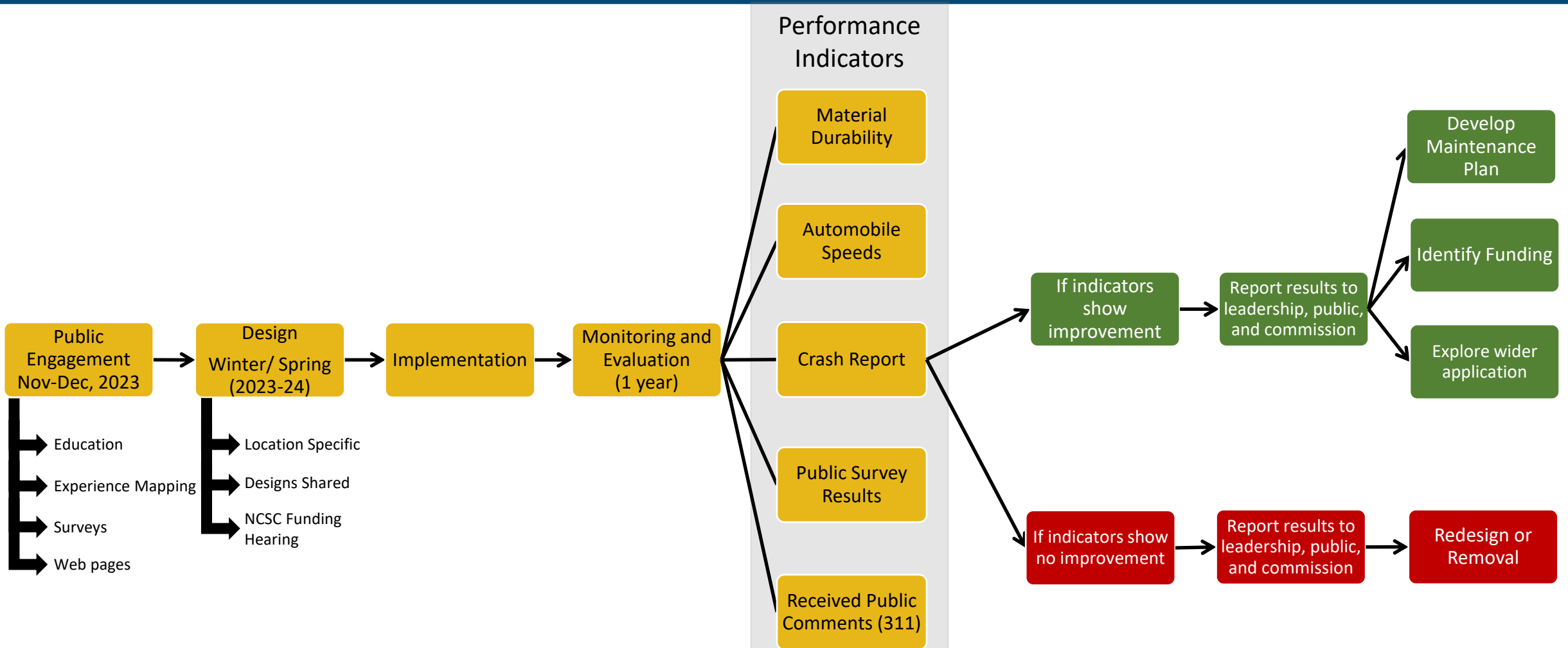
Alternative 1a



Text placed outside the box for easier application.
Will meet font and size standards.

Project Timeline

Determining Success and Next Steps



Neighborhood Complete Streets

Shared Streets Pilot Projects

Concept Discussion – DOT

Brian Shelton – Project Manager
Michelle Stafford – NCS Program Manager

