

ATTACHMENT #1
APPROVED BY-LAWS



Eisenhower East / Carlyle

Design Review Board

The **Eisenhower East / Carlyle Design Review Board (DRB or the Board)** reviews development proposals (including Development Site Plans, Development Special Use Permits, and Sign Plans) for compliance with the Eisenhower East Small Area Plan and Eisenhower East Design Guidelines.

MEMBERSHIP

Design Review Board Members: 5 **Term:** Varies, see below

Membership to Consist of:

- ◆ One (1) Member of City Council, selected for a 3-year term.
- ◆ One (1) Resident of the Eisenhower East / Carlyle area, selected annually by City Council.
- ◆ One (1) City Manager or designee, no term limit.
- ◆ Two (2) Qualified professionals skilled in architecture or urban design, selected annually by the foregoing members.

See Attachment 1 indicating geographic areas for the Eisenhower East and Carlyle districts

I. REVIEW AUTHORITY AND PRIMARY GUIDING DOCUMENTS

Section 5-611 of the Alexandria Zoning Ordinance:

The City Council, through Ordinance 4442, amended Section 5-611 of the Zoning Ordinance to establish the Eisenhower East Design Review board, delineating its composition and review responsibilities.

- (A) There is hereby established by ordinance the Eisenhower East Design Review Board.
- (B) The Eisenhower East Design Review Board shall consist of five members selected as follows: (1) one member of City Council, selected by the Council following a Council election for a three-year term, (2) the City Manager or designee, (3) one citizen member residing in the area served by the board, and selected annually by the Council, and (4) two qualified professionals skilled in architecture or urban design, who shall be selected annually by the foregoing three members.
- (C) The purpose of the Eisenhower East Design Review Board is to review applications under this ordinance, within CDD No. 2 (Eisenhower Avenue Metro) and CDD No. 11 (South Carlyle), and for properties in CDD No. 1 (Duke Street) on which development is governed

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by any special use permit which authorizes or requires design review by the Carr/Norfolk Southern (Carlyle) Design Review Board. Applications within CDD No.2 and CDD No. 11 are to be reviewed for compliance with the Eisenhower East Small Area Plan and the Eisenhower East Design Guidelines, as adopted by the planning commission. Applications within CDD No. 1 are to be reviewed for compliance with the applicable urban design guidelines therein. 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.
- (F) The Eisenhower East Design Review Board shall assume and perform all the functions of the Carr/Norfolk Southern (Carlyle) Design Review Board.

II. BOARD SELECTION / ELECTIONS

- ◆ The DRB initiates an annual election for a chair, with nominations presented by members of the board. DRB members may also elect additional positions (such as vice chair and secretary).
- ◆ According to Section 2-4-4 of the City Code, the DRB 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 DRB secretary by action of the board (Section 2-4-10). *See Communication and Outreach.*
- ◆ Members can submit their resignation (and effective date) to the City Clerk or the chair of their respective committee.
- ◆ All DRB members must reapply for their appointment with the City Clerk when their term has expired. No DRB member may reapply for their appointment after serving 10 consecutive years on the board. The prevailing exception is for DRB members that were serving as of June 13, 2009 may reapply for an additional term beyond the 10-year limit.

III. COMMITTEE LEADERSHIP DUTIES

Chair and Vice Chair

- ◆ The DRB chair has the main task of running meetings, including the introduction of items on

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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 DRB memos, including letters of endorsement or official correspondence to City departments, Council or Planning Commission. The chair may also delegate drafting of DRB memos to staff and serve as the initial reviewer of memos before their dissemination to the DRB.
- ◆ 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 DRB matters in a leadership capacity.
- ◆ Chair and vice chair work with staff to review the DRB annual report that is drafted by staff and sent to the City Clerk (see section VI. below).

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 DRB communication, including updating the DRB webpage (if any).

IV. REVIEW PROCEDURES

- ◆ Staff begins coordinating development reviews by informing the chair at the Concept I stage¹. The projects are formally presented to the overall board by the applicant and staff at the Concept II stage. Submissions to DRB are based on the Project Review Checklist.
- ◆ Staff will provide DRB members with a brief staff report for each project the board 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.
- ◆ The DRB 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.²

¹ 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.

² 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 DRB was granted approval authority for the final architecture of buildings on the site and certain signage developed under the coordinated sign program. In general, the same approval authority applies to proposed projects within the Carlyle SUP, however confirmation of this would need to occur on a case-by-case basis. Specific action by the City Council to designate such authority is necessary.

V. MEETING PROCEDURES

Occurrence of Meetings:

- ◆ The DRB has agreed to procedurally convene meetings, as needed, on the third (3rd) Thursday of alternating months, as necessary. Projects to be presented and considered by the DRB must be submitted by the Applicant a minimum of 30 days prior to the meeting, and must meet the zoning requirements (see checklist) as a viable project for review.

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

- ◆ The DRB 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 board 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 DRB meetings shall be open to the public. The exception is for an executive session or closed meeting. The board chair 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 board 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) and on the committee's webpage. The agenda should identify any items that would allow (or preclude) public comment.

VI. COMMUNICATION AND OUTREACH

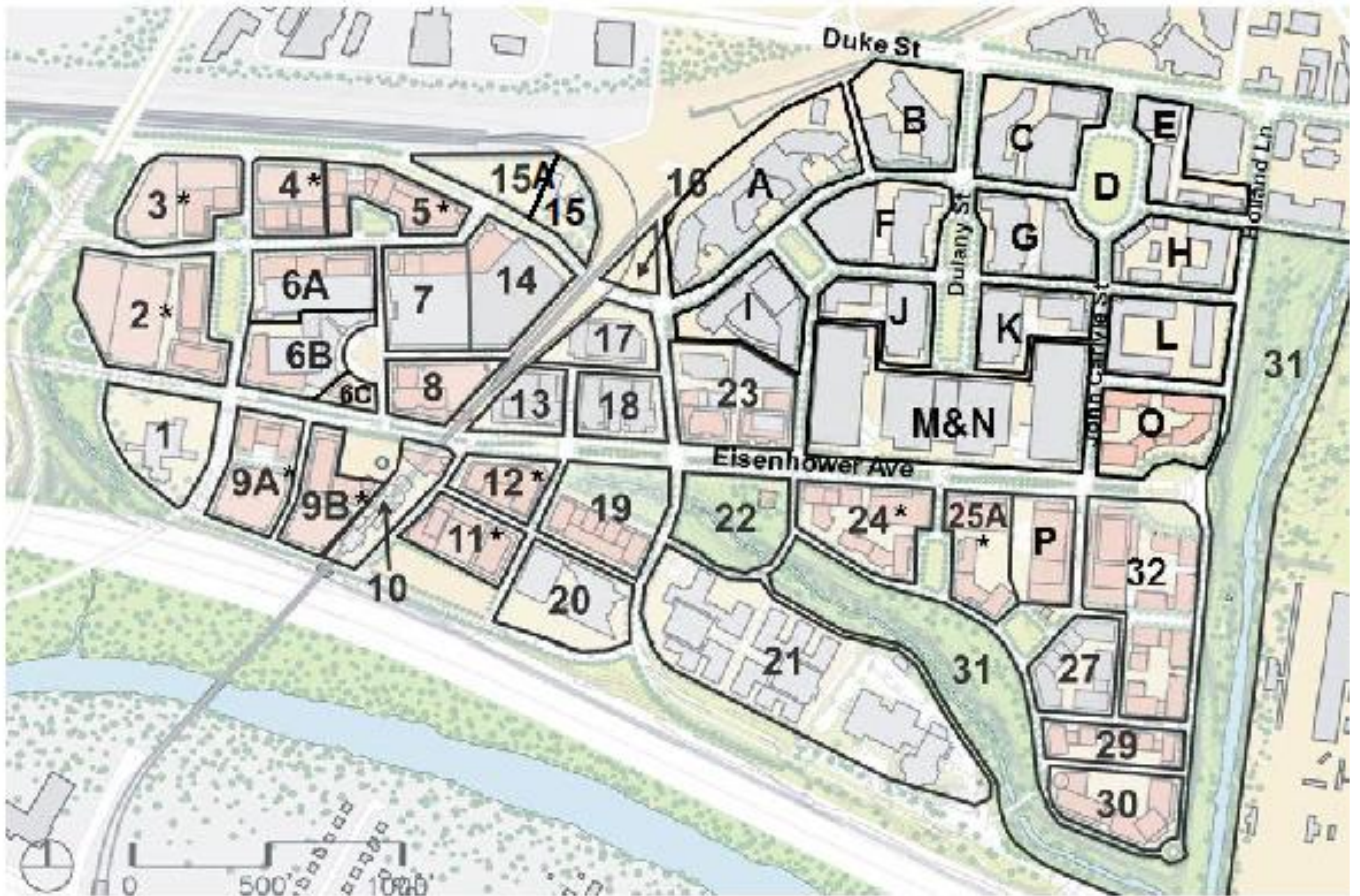
- ◆ The DRB webpage (if any) on the City's website provides meeting agendas, notes, and development project information. Meeting agendas are posted on the City's website prior to the related meeting.
- ◆ Staff is generally tasked with preparing notes of DRB meetings (*see Board Selection / Elections*). Staff responsibilities include archiving and the dissemination of notes to DRB members, and the audio recording of meetings.

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- Meeting notes are distributed by email to board 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 DRB. The board will have the opportunity to formally adopt the notes at the next meeting. The adopted notes will replace any final draft notes on the DRB’s webpage.
- Staff audio records each DRB meeting to provide an additional record of the meeting. Either staff or the DRB 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 DRB is responsible for the submission of an annual report. The report summarizes the objectives and relative success of the DRB, board meetings and project reviews, and general recommendations. The annual report and attendance report is prepared by staff, reviewed and signed by the DRB 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.

Attachment 1: Geographic Boundaries for DRB Review and Recommendation

Eisenhower East / Carlyle Blocks



ATTACHMENT #2
COUNCIL ORDINANCE

ORDINANCE NO. 5346

AN ORDINANCE to amend Article A (General Provisions) of Chapter 4 (Committees, Boards and Commissions) of Title 2 (General Government) of the Code of the City of Alexandria, Virginia, 1981, as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Article A of Chapter 4 of Title 2 of the Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended as follows, by deleting the language shown in strikethrough and adding the language shown as underlined:

Sec. 2-4-1 - Purpose.

The city council recognizes that the several citizen boards, committees and commissions provide useful and meaningful citizen participation in and assistance to the government of the city and that such participation should be enhanced and strengthened. To improve the existing committee system and to enhance its role in the discussion and resolution of important matters of public policy, the council finds that it is desirable and necessary to establish certain basic procedures for the conduct of the committees' work, to provide a mechanism for the provision of adequate staffing and funding and to consolidate and reorganize the relationships between the city council, the city manager and the several committees. The purpose of this article is to accomplish the foregoing and nothing in this article is intended as or shall be deemed to be a derogation of any substantive right, function or power enjoyed by any committee under any provision of law.

Sec. 2-4-2 - Definitions.

As used in this article, unless otherwise stated or the context otherwise requires:

- (1) City council means the Alexandria City Council.
- (2) Committee means any board, committee, commission, authority or similar body established by the city council or established pursuant to, or required by, any provision of the laws or regulations of the Commonwealth of Virginia or the United States, which has one or more members appointed or designated by the city council, and which has (i) a fixed membership, including at least one person who is not a city employee, (ii) a defined purpose and (iii) regular or periodic meetings.
- (3) Head of a committee means the chairman, chairperson or other person designated or elected as the presiding officer of any committee.
- (4) Action means any decision, recommendation, ruling or advice of a substantive nature made by a committee in accordance with section 2-4-5, which a committee is, by the terms of its enabling legislation, authorized to make.
- (5) Enabling legislation means any constitutional provision, statute, city charter provision, resolution, ordinance or regulation or other provision of law enacted by the city council, the

Commonwealth of Virginia or the United States which establishes the committee and determines its composition, functions and powers.

(6) Standing committee means any committee established pursuant to law whose functions are established on a permanent, ongoing basis for an indefinite period of time.

(7) Temporary committee means any committee established for a fixed and definite purpose and for a limited and fixed period of time, include any ad hoc committee, task force or group created by ordinance or resolution.

(8) Designated member means a person appointed to a committee, pursuant to the terms of its enabling legislation, on behalf of, or as the representative of, another committee, organization or group.

(9) Executive secretary means the person and the functions described in section 2-4-9 of this article.

(10) Regional committee means a committee, the majority of whose members are appointed by one or more states or political subdivisions other than the city.

Sec. 2-4-3 - Application.

(a) Except as provided in subsection (b) of this section, the provisions of this article shall apply to all committees having one or more members appointed by the city council, notwithstanding other provisions of law to the contrary.

(b) Except for the provisions of section 2-4-7, relating to the making of appointments, the provisions of this article do not apply to:

- (1) any regional committee.
- (2) the Alexandria School Board.
- (3) the Alexandria Redevelopment and Housing Authority.
- (4) the Alexandria Sanitation Authority.
- (5) the Alexandria Industrial Development Authority.

Sec. 2-4-4 - Composition, terms and duties of committees.

(a) The composition, term of office, mission and function and other substantive duties relating to the work of any committee are those set forth by the terms of a committee's enabling legislation together with any additional functions or duties that may be assigned to a committee from time to time by the city council or other appropriate local authority.

(b) Whenever the city council has heretofore made or hereafter makes an appointment or reappointment of any person to any committee, and neither the law governing the appointment nor the council specifies any term of office for the person appointed then the appointment shall be deemed to be made for a term of two years beginning on the date of appointment.

(b.1) Unless otherwise specified in city code, state law or in a document creating the committee, no person shall be eligible for reappointment to any committee after having served 10 consecutive years as a member thereof. ~~This provision may be waived by city council by resolution.~~ Individuals may be eligible for appointment to the committee one calendar year after their term ends.

(c) In addition to any other function or duty that may be vested in a committee by its enabling legislation or otherwise, each committee shall:

(1) designate one of its members as head of the committee and one member to act as the secretary of the committee for the purpose of keeping and preparing minutes or reports of all meetings or actions taken at any meeting and designate such other officers as required by its enabling legislation. Where an officer or employee of the city has been assigned to assist a committee, such officer or employee may be designated as secretary unless the assignment is inconsistent with other tasks being performed by such officer or employee. The committee may also appoint any additional officers as it may deem proper.

(2) prepare minutes or reports not more than 30 days after the conclusion of any meeting of the committee. A notation shall appear on the minutes indicating whether they have been officially approved by the committee.

(d) In addition to any other function or duty that may be vested in a committee by its enabling legislation or otherwise, each standing committee shall:

(1) hold at least one regular meeting each year and as many additional meetings as may be required by its enabling legislation or as the business of the committee may require.

(2) prepare minutes or reports not more than 30 days after the conclusion of any meeting of the committee. A notation shall appear on the minutes indicating whether they have been officially approved by the committee.

(3) in addition to its annual report, any committee is authorized to make additional or special reports, oral or written, to the city manager of the city council at any other time that the committee determines that such reports may be needed, except that, no report requesting additional city funds or staff shall be submitted to the city council until it shall first have been submitted to the city manager for his comments and recommendations.

(4) prepare, in consultation with the city manager an annual budget, showing both the funding and staff directly assigned to the committee and estimated sums and staff time that may be used by the committee but are not directly assigned to it.

(5) prepare by-laws consistent with this code regulating procedures regarding the committee mission, membership, meetings, officers, committees, and amendments. Such by-laws should be filed with the office of the city clerk and reviewed by the committee annually.

Sec. 2-4-5 - Procedure for committee meetings.

(a) Except as otherwise provided in this section, each committee may hold and conduct its meetings in the form and manner set forth in its enabling legislation and by-laws. ~~establish procedures as may be most conducive to the conduct of its business.~~ Unless otherwise required by this article or other provision of law, all questions of procedure at any meeting shall be governed by Robert's Rules of Order.

(b) No action shall be taken nor business conducted by a committee without the presence of a quorum and such quorum shall consist of a majority of the voting members of the committee. A member present but not voting shall be considered in counting a quorum.

(c) No action which:

(1) is administratively final at the committee level without further appeal;

(2) may be appealed to either the city council or a court of competent jurisdiction; or

(3) constitutes a recommendation or proposal for action by the city council or any other city board or commission, shall be taken by a committee without the affirmative votes of a majority of the committee present unless a larger majority is required by the committee's enabling legislation. All votes shall be taken in public session and no proxy votes will be permitted.

(d) Any committee desiring to submit written or oral testimony to any federal or state legislative body or regulatory agency, other than the city council, in an official capacity shall first receive the approval of the city council. If time does not permit such submission, the committee shall state in its testimony to the legislative body or regulatory agency that its testimony reflects the position of the committee and does not necessarily represent the position of the city council. In such case a summary of testimony shall then be provided by the committee to the council for its information.

Sec. 2-4-6 - Public participation in committee meetings.

(a) All committee meetings shall be open to the public except as to matters which, by law, may be the subject of an executive session or a closed meeting. In determining to hold an executive session or a closed meeting, the head of a committee shall first consult with the city attorney as to the appropriateness of such a meeting and the procedure to be followed.

(b) 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. A reasonable charge may be made for the cost of copying, printing or distribution of any such books, papers, reports or other documents.

(c) In consultation with the executive secretary, each committee shall provide for reasonable public notice of the time and place of its meeting together with an agenda of the matters to be discussed and which, if any, items will be the subject of public testimony or comment. No recommendation by a committee for action by the city council shall be made without first affording an opportunity for public comment.

Sec. 2-4-7 - Appointments to committees.

(a) Unless an appointment or reappointment to a committee is expressly vested by law in the courts or in some other body, all appointments shall be made by the city council. No person shall be appointed to any committee without the affirmative votes of at least four members of the council.

(b) Before appointing or reappointing any person to a committee, the executive secretary shall give public notice of the impending appointment and cause the same to be advertised in the form and manner prescribed by law for public notices at least 21 days prior to consideration by the city council of the appointment or reappointment. Insofar as practicable, the notice shall indicate the name of the committee, the number of positions to be filled, any special occupational, professional or other qualifications that may be required for a particular position and the time within which the application required by subsection (c) of this section must be filed. Where a position can be filled only by a designated member, the notice shall also include the name of the organization, group or committee from which such member must be designated.

(c) No person shall be appointed or reappointed by the city council to any committee until there is first submitted and filed with the executive secretary an application form. No person shall submit an application for membership for more than one committee position at any city council meeting at which appointments to committees are considered. Such application shall include personal data with respect to the applicant's name, address, age, educational background, practical experience, length of residency, employment of the applicant or any relative by the city and any special qualifications that the applicant possesses for a particular position. Applications must be filed with the executive secretary not less than seven days prior to the date that the appointment will be considered by the city council.

(d) Unless its enabling legislation expressly so provides, or unless waived by a majority of the city council when it deems such waiver in the best interest of the city and such waiver is not prohibited by any provision of law, no person shall be appointed to a committee unless at the time of the appointment the person is a resident of and residing in the city, and the person shall cease to be a member of a committee upon becoming a resident of any other jurisdiction.

(e) No person who holds any office or position in the city for compensation shall be appointed to any committee which is involved in, responsible for, oversees or regulates the subject matter, policy or rules of the city department or agency by which the person is employed. The executive secretary shall review all applications for appointments to committees. The executive secretary shall advise the council whether, in his or her opinion, the appointment of the person to the committee for which application has been made would result in such a situation.

(f) No person shall be appointed by the city council to more than one standing committee, or to more than one standing committee and one temporary committee, at the same time except as a designated member; provided, that, for the purposes of this subsection, a regional committee shall not be considered a standing or a temporary committee.

(g) Any person appointed to a committee shall, upon appointment, agree to comply with the provisions of chapter 5 of this title, concerning ethics, conflicts of interest and ownership of real property and, where applicable, the provisions of section 2-5-11 of this code.

(h) Every person appointed by the city council to any committee shall, on or before undertaking a position on such committee, qualify by taking the following oath or affirmation either: i) verbally before the city clerk, or other officer authorized to administer oaths or affirmations, or ii) in writing on a form provided by the office of the city clerk and clerk of council:

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge and perform all the duties incumbent on me as (insert title of office) according to the best of my ability (so help me God).

Any person who fails to take the oath or affirmation within 60 days of appointment may be subject to removal from the committee.

(i)(1) The head of each committee shall keep or cause to be kept a record of each appointee's attendance at meetings of the committee, and shall, on or before July 1 of each year, forward to the executive secretary in writing, a copy of each attendance record for the immediately preceding 12 months. Appointees to committees shall attend at least 75 percent of the meetings of the bodies on which they serve each year. If the attendance record reflects that any appointee does not attend at least 75 percent of the meetings, the executive secretary shall advertise a vacancy so that city council can proceed to fill the vacancy at the first regular council meeting held in September, following any year during which an appointee has not attended at least 75 percent of the meetings. The executive secretary shall also forthwith notify the appointee of this action. The office of any appointee who has not attended the required number of meetings shall be automatically deemed vacant on the date of the abovementioned council meeting in September. If at any time during a year, a majority of the committee concludes that an appointee will be, based upon the appointee's attendance record, unable to meet the 75 percent attendance requirement, it may immediately direct the committee head to request the city council to declare the position vacant. If council determines that sufficient meetings have already been missed such that the 75 percent attendance requirement will not be met, it may declare the position vacant and may make an appointment to fill the vacancy for the remainder of the existing term of office of the appointee whose position was declared vacant.

(2) The committee head may excuse the absence of an appointee from a meeting or meetings if informed by the appointee of the absence within a reasonable period of time in advance of the meeting. Such excused absences shall not be considered by the committee head when preparing the appointee's attendance record but shall be noted as "excused absences" on the record.

(j) Any person appointed to a committee by the city council may be removed by the city council for neglect of duty or violations of this article or any other provision of law.

(k) Notwithstanding any contrary provision of this chapter, a member of city council, who serves a member of a committee established pursuant to this code, may appoint another person to represent the council member as an alternate member of such committee. Any such alternate member shall be appointed in writing, filed with the executive secretary and city clerk. Any such alternate member shall serve at the pleasure of the council member making the appointment, and, in the absence of the council member, may exercise any or all of the rights, privileges and duties of the council member on such committee.

Sec. 2-4-8 - Creation of new committees; term of temporary committees.

(a) Any new standing committee shall be established by ordinance.

(b) Any new temporary committee shall be established by ordinance or resolution which shall specify the term during which the committee shall remain in existence. No temporary committee shall be established for a term of more than 365 days, the period to run from the date the committee holds its initial meeting. The term of a temporary committee may be extended by council by ordinance or resolution for additional periods of up to 365 days each. A temporary committee shall cease to exist upon (i) the completion of its designated task or assignment, (ii) the date it submits its final oral or written report to council, (iii) the expiration of the term specified in the ordinance or resolution creating the committee or of any extension of its original term, or (iv) three years from the date of its initial meeting, whichever occurs first.

(c) No new committee shall be established until the city manager has issued a report with comments and recommendations regarding the creation of the committee. The manager may delegate responsibility for preparing this report to any department head. The report required by this subsection shall include comments and recommendations concerning:

(1) the need for the committee and possible duplications or conflicts with other committees;

(2) the appropriateness of a committee format to deal with the issues involved; and

(3) the impact that creation of the committee will have on city staff resources, including:

(i) the estimated total amount of city staff time that will be required on an annual or other basis to staff the committee;

(ii) whether the committee can accomplish its assigned work with existing staff; and

(iii) if new staff will be required, the total amount of additional staffing that will be required and the projected annual cost of such additional staff.

Sec. 2-4-9 - Executive secretary.

(a) The city clerk appointed pursuant to Charter Section 3.06, or a person designated by him/her, shall be the executive secretary to all committees subject to this article. Where a person other than the city manager is designated, the person shall report to the city clerk. The executive secretary may attend and participate in all meetings of a committee but is not a member of any committee.

(b) The duties of the executive secretary shall include:

(1) subject to the availability of funds and staff, the provisions of appropriate staff and other resources necessary for a committee's effective performance;

(2) the review and establishment, insofar as possible, of uniform procedures and formats for the preparation of the attendance records, annual and other reports and minutes of committees;

(3) the monitoring of the effectiveness and efficiency of particular committees and the committee system as a whole on an annual basis and the making of appropriate recommendations to the city council for action;

(4) assisting, as requested, a committee in the preparation of its budgeted and other matters relating to the conduct of its work;

(5) the maintenance and publishing, annually, in cooperation with the city clerk, of a roster of the members of each committee and other pertinent information relating to the committee system;

(6) the preparation of a summary of the terms of this article and upon approval by the city attorney, make the summary available to all members of any committee or applicants for appointment; and

(7) any other matters as may be assigned by the city manager or the city council.

Sec. 2-4-10 - Staff assistance.

No committee may request the assistance of city staff or make an assignment to city staff except pursuant to committee action, as defined in section 2-4-2(4). Unless acting pursuant to committee action, no member of a committee may request staff assistance, or make an assignment to staff, relating to committee business.

Secs. 2-4-11 through 2-4-20 - reserved.

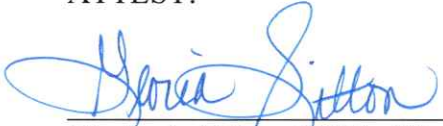
Section 2. That Article A (General Provisions) of Chapter 4 (Committees, Boards and Commissions) of Title 2 (General Government), as amended pursuant to Section 1 of this ordinance, be, and the same hereby is, reordained as part of the Code of the City of Alexandria.

Section 3. That this ordinance shall become effective upon the date and at the time of its final passage.



JUSTIN M. WILSON
Mayor

ATTEST:



Gloria A. Sitton, CMC City Clerk

Final Passage: May 15, 2021

ATTACHMENT #3
APPLICATION MATERIALS

Application Form
Siti Abdul-Rahman, AIA

Demographics

Do you currently live in the City of Alexandria?

Yes No

If yes, how long?

Have you ever attended a meeting of the Board or Commission for which you are applying?

Yes No

Have you ever served the City of Alexandria in any capacity?

Yes No

If yes, please explain (Attach additional pages if necessary)

Interests & Experiences

Statement of Interest/Why You Should Be Appointed (Attach additional pages if necessary)

Are you currently a member of a City Board, Commission, Committee or Authority?

Yes No

If yes, please list the board:

How many terms have you served on this board?

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

Yes No

If yes, please state the names of the boards for which you have applied (Attach additional pages if necessary)

Are you now paid by the City of Alexandria?

Yes No

If yes, please state your department, job title, and describe your duties:

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

Yes No

If yes, please explain:

Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?

Yes No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

Yes No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

B SC ARCHITECTURAL STUDIES - UNIVERSITY OF NEBRASKA, LINCOLN
MASTER OF ARCHITECTURE - UNIVERSITY OF NEBRASKA, LINCOLN
REGISTERED ARCHITECT AND NCARB CERTIFIED IN DISTRICT OF COLUMBIA, VIRGINIA,
MARYLAND AND TEXAS

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

(Attach additional pages if necessary)

LIST OF REFERENCES:

1. GEORGE DOVE, FAIA
gdovefaia@msn.com
202.538.2277

2. MICHELLE ROSATI
Holland & Knight
Michelle.Rosati@hklaw.com
1650 Tysons Boulevard, Suite 1700
Tysons, Virginia, 22102

3. JEFF MORRIS
Managing Principal
WDG Architecture
jmorris@wdgarch.com
1025 Connecticut Avenue, NW Suite 300
Washington DC 20036

4. BOB COCHRAN
Principal
VIKA Inc.
cochran@VIKA.com
8180 Greensboro Drive, Suite 200
Tysons, VA 22102

Biographical Statement Siti Abdul-Rahman, AIA

Biographical Statement

Siti Abdul-Rahman is a Managing Principal at WDG Architecture. She graduated with her Master of Architecture degree from the University of Nebraska-Lincoln in 1989 and started her career in Washington D.C. working at George Sexton Associates, Geier Brown Renfrow Architects and BBGM Architects and Interiors before collaborating at WDG Architecture in 2006. She has 33 years of experience designing projects both nationally and internationally which concentrated in Multifamily Residential, Hospitality, Commercial and Urban Planning efforts. At WDG she continues to focus on these efforts while serving as the Design Principal for all the projects that she works on. From conception to construction administration, she leads the team through all phases of the design process. She strives to create a harmonious balance in all her projects by incorporating wellness, sustainability, art, details, and design aesthetics. Through a design process that emphasizes on inquiry, analysis, and observation, Siti leads the team to create designs that strengthen the dynamic fabric of our life. She believes that successful designs extend beyond the building itself and they must engage the community while also contribute to its environment.

C.V.
Siti Abdul-Rahman, AIA

Siti Abdul-Rahman, AIA

Managing Principal



EDUCATION

Masters of Architecture
University of Nebraska-Lincoln, 1989

Bachelor of Architecture Studies,
University of Nebraska-Lincoln, 1987

YEARS IN PRACTICE / YEARS AT WDG

31 / 15

REGISTRATION

DC, VA, MD, TX

PROFESSIONAL AFFILIATIONS

The American Institute of Architects (AIA);
Tysons Partnership, Board Member

ACCOLADES

NAIOP DC|MD Award of Excellence, Best Multi-Family, Montgomery County, 2019;
DESIGNArlington, Honorable Mention Award, 2017;
NAIOP DC|MD Award of Excellence, Best Hospitality Project, 2017;
NAIOP DC|MD Award of Excellence, Best Mixed-Use Project, 2016;
Best of NAIOP NoVA Awards, Best Mixed-Use Project, 2015;
Delta Associates, Best Washington/Baltimore Green Apartment Community, 2014;
AIA|DC Unbuilt Washington Awards, Design Award, 2014;
Best of NAIOP NoVA Awards, Best Master Plan, 2014;
AIA MD Excellence in Design Awards, Citation Award, 2014

Siti Abdul-Rahman is a Managing Principal of WDG Architecture, focusing her efforts in the Hospitality, Commercial, Master Planning, and Multifamily Residential Sectors of the firm. She has 30 years of experience designing projects nationally and internationally and leads design teams from Conceptual Design through Construction. She serves as the Principal Designer for her projects and enjoys working with clients to develop, craft and design highly compelling building experiences. Ms. Abdul-Rahman strives to create unique projects that promote lifestyle environments with a balanced blend of efficiency, wellness, sustainability, art and great aesthetics.

SELECTED EXPERIENCE

Golf Course Overlook Apartments, Reston, VA

10-story, 300-unit residential building with scenic views of a beautifully landscaped golf course.

Sentinel Crestmont, Arlington, VA

441,400-sf, 12-story multifamily development with 201 condominium units and 24 townhome units, a community garden, ground-floor courtyard, fitness space, and clubroom, penthouse lounge and pool deck, and below-grade parking for 318 vehicles.

Sugar Hill Phase I (Sentinel Houston), Houston, TX

420,000-sf, 6-story, 252-unit multifamily development including an outdoor courtyard and pool deck, a penthouse indoor/outdoor amenity space, and a wrapped parking structure for 373 vehicles. Type IIIA wood construction over Type IA podium.

1800 Bowman Towne Court, Reston, VA

260,000-sf, 5-story mixed-use development including 192 residential units, a 40,000-sf public library, public and private outdoor amenity spaces, and below-grade parking for 490 vehicles.

Rose Village, Rockville, MD

Masterplanning for 2.1M square feet of development consisting of 1.7M-sf residential with 1,712 units, 374,000-sf office, and 28,100-sf retail.

4900 Battery Lane (Battery District Site C), Bethesda, MD

452,000-sf, 12-story, 315-unit multifamily development including green roofs, 18,500 sf of amenity space consisting of a ground-level "front porch" and courtyard, second-level "backyard" plaza and pool deck, and penthouse indoor/outdoor lounge above two levels of parking for 212 vehicles.

Portals IV, Washington, DC

634,000-gsf, 12-story, 363-unit concrete residential building with a penthouse bar and restaurant, private penthouse amenity space, and 3 levels of below-grade parking for 363 cars.

Insignia on M, Washington, DC

310,304-sf, 324-unit residential building with 13 stories plus penthouse. 3.5 levels of below grade parking for 213 cars. Includes 11,039-sf of ground floor retail, a club room, fitness center, and rooftop pool.

8008 Wisconsin Avenue, Bethesda, MD

101,365-sf, 90 unit mixed use with 5,800-sf of amenity spaces, 4,000-sf of ground floor retail, and ± 44,000-sf of parking for 84 cars.

Gallery Bethesda I & II, Bethesda, MD

Two 15- to 17-story apartment towers with 455 units totaling 453,109-sf. Includes 18,000-sf of ground floor retail and four levels of underground parking for 385 vehicles. Amenities include: rooftop pools, clubrooms and outdoor landscaped terraces.

Siti Abdul-Rahman, AIA
Managing Principal

1050 Ripley Street South, Silver Spring, MD

A 306,000-sf, 17-story, 305-unit apartment building, with 3 ½ levels of below grade parking. Site includes ground-floor retail and residential amenities. Scope includes a bicycle park located on the west side of the building for public use.

1801 Old Reston Avenue, Reston, VA

18-story, 197,098-sf, 124-unit condominium with 98,290-sf of below-grade parking for 239 vehicles.

The Witmer (Pentagon Centre Building A), Arlington, VA

446,400-sf, 25-story, 440-unit residential tower with 6-story parking garage and 11,400-sf of retail.

The Milton (Pentagon Centre Building C), Arlington, VA

287,500-sf, 10-story, 253-unit residential with 15,800-sf of retail and 2 levels of parking for 253 cars.

925 5th Street NW, Washington, DC

54,000-gsf, 10-story, 47-unit high-end residential building with ground floor retail.

2001 Clarendon, Arlington, VA

227,000-sf, 7-story, 154-unit high-rise residential building with 32,840-sf of first floor retail space.

The Ascent, Tysons, VA

416,834-sf, 26 story, 404-unit apartment building with 507 parking spaces on 9 levels of structured parking.

Hoffman Block 11 & 12, Alexandria, VA

Two 250-ft, 21 to 23-story residential towers with ground floor retail (Harris Teeter), and parking garage.

Park Central at North Hills, Raleigh, NC

989,884-sf, 24-story-mixed-use tower with 454,480-sf office space in 18 floors, 115,114-sf ground-level retail, and parking for 1,219 cars in 6 above-and 3 below-grade levels.

1200 Rolfe Street, Arlington VA

165,000-sf, 6-story loft condominiums with 65 units.

Imminent Bloom, Willets Point, NY

440,000-sf, 40-story residential tower with 96 340-sf micro units, 108 1290-sf expandable loft units, four community spaces spanning the building's width, and a water treatment and filtration system at the base.

Trump International Hotel at the Old Post Office Building, Washington, DC

Historic landmark repositioning to a 499,247-sf, 262-suite luxury hotel with 39,000-sf meeting space, 13,000-sf grand ballroom, and retail, spa and museum.

Hyatt Place DC Capitol / National Mall, Washington, DC

169,643-sf, 12-story mixed-use development. Site includes a 145,665-sf, 214-key hotel, an 18,429-sf fire station, 1,333-sf retail, and 1,493-sf Kid Power after-school facility. Two levels of structured parking below grade.

SLS Lux Hotel & Residences at Fifth & Eye Street, Washington, DC

173,000-sf, 12-story mixed use development featuring four floors of residential with 48 units, and eight floors dedicated to a 150-key hotel, 13,000-sf ground level retail and restaurant space with two levels of below-grade parking for 80 vehicles.

2nd and H Street NW, Washington, DC

Mixed-used building with 165 hotel keys and 320 residential units with 15,000 GSF active retail offerings along Massachusetts Avenue and H Street corridor.

*“Good design
accelerates the
adoption of good
ideas.”*

Hyatt Place Courthouse, Arlington, VA

8-story, 147-key hotel with ground-level retail and restaurant.

MGM Hotel, Dallas, TX

1,690,000-sf, 35-story, 1,024-key, 5-star luxury hotel. Project includes 636,000-sf parking in a 6-story above-grade garage.

8280 Wisconsin Ave, Bethesda, MD

93,600-sf, 6-story commercial office building with 10,493-sf retail on ground floor, and 81,107-sf of office above. Includes 3 levels of parking with 109 spaces.

North Hills Office Tower Three, Raleigh, NC

989,884-sf, 24-story mixed-use tower with 454,480-sf office space in 18 floors, 115,114-sf ground-level retail, and parking for 1,219 cars in 6 above- and 3 below-grade levels.

Pentagon Centre, Arlington, VA

3-phase master planning site totaling 1,829,600-sf with 775,000-sf office, 348,500-sf retail, 755 units and 2,500 parking spaces. Phase 1 will be 736,700-sf mixed-use with 755 residential units, 30,600-sf of retail and 1,000 parking spaces.

North Hills Tracts Master Plan—Tracts D and E, Raleigh, NC

2.5 million, mixed use development including 750,000-sf office, 45,000-sf retail, a 150,000-sf hotel and 1,565,000-sf residential. Scope includes the development of a master planned community responsive to existing land use with an urban plaza and open spaces.

Spring Hill Station Master Plan, Tysons, VA

32-acre, mixed-use, master plan providing for 7.5 million-sf of uses. Site includes 2 to 3.5 million-sf of office space, 2.1 to 5.1 million-sf of multifamily residential, over 180,000-gsf of ground level retail, and as much as 770,000-gsf of hospitality uses.

North and West Spring Hill Station, Tysons, VA

Master Plan for 1,050,00-sf mixed-use development with office, residential, hospitality, and retail.

Dominion Square Master Plan, Tysons, VA

15-acre, 4.5 million-sf new mixed-use transit-oriented master plan located at the Tysons Spring Hill Metro Station. Scope includes the development of a new master plan that is responsive to existing land use with a new Metro station and recreational facility.

Perseus and Sunburst, Tysons, VA

Transit-oriented master plan at the Tysons West - Springhill Rd Station. Site includes parcels from multiple landowners, totaling 27 acres.

Piazza at Tysons, Tysons, VA

A master plan for a prominent corner in Tysons, a mixed-use, transit oriented development with a main focus on pedestrian experience and connectivity to adjacent development. 1.9M sf of residential, hotel, retail and headquarters office building.

Taylor Plaza at McLean Station, Tysons, VA

Three buildings totaling 1,078,872-sf consisting of 301 apartments in Building A, a 130-key hotel, 125 condo units, 203,960-sf office space in Building B, and 317 apartments in Building C. Site includes 15,000 -sf retail and parking for 1,365 cars.

Silver Spring Transit Center, Silver Spring, MD

5.67 acre mixed use including a 147,684-sf hotel, a 461,053-sf office building, a 200,700-sf residential building, and a 34,500-sf urban park.

Application Form
Eric Colbert, AIA

CITY OF ALEXANDRIA BOARDS & COMMISSIONS

Carlyle/Eisenhower East Design Review Board ("DRB") Application Form

To apply for this position, please send the following items to Carson C. Lucarelli at carson.lucarelli@alexandriava.gov .

- i. Completed application form plus any additional pages
- ii. C.V. Please see attached.
- iii. Biographical Statement Please see attached.

Profile

FOR PUBLIC INFORMATION

New Applicant or Current Member

Eric

First Name

Colbert

Last Name

ecolbert@eca-pc.com

Email Address

APPLICANTS MAY ONLY APPLY FOR ONE VACANCY AT A TIME

Home Address

3829 Fessenden St. NW

Street Address

Washington

City

Suite or Apt

DC

State

20016

Postal Code

(202)271-4222

Primary Phone

(202)289-6800 ext. 17

Alternate Phone

Eric Colbert & Associates

Employer

President

Job Title

Type of Position/Role

ARCHITECTURAL APPOINTEE

Demographics

Do you currently live in the City of Alexandria?

Yes No

If yes, how long?

Have you ever attended a meeting of the Board or Commission for which you are applying?

Yes No

Have you ever served the City of Alexandria in any capacity?

Yes No

If yes, please explain (Attach additional pages if necessary)

Interests & Experiences

Statement of Interest/Why You Should Be Appointed (Attach additional pages if necessary)

Please see attached.

Are you currently a member of a City Board, Commission, Committee or Authority?

Yes No

If yes, please list the board:

How many terms have you served on this board?

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

Yes No

If yes, please state the names of the boards for which you have applied (Attach additional pages if necessary)

Are you now paid by the City of Alexandria?

Yes No

If yes, please state your department, job title, and describe your duties:

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

Yes No

If yes, please explain:

Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?

Yes No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

Yes No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

Professional degree in Architecture from Cornell University 1975

Served on the Mayor's Building Code Advisory Committee in Washington DC

Volunteered as a guest critic at Catholic University, University of Maryland and George Mason University.

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

Gary Squire - gsquire@keenermanagement.com
Sandy (Charles) Wilkes - swilkes@thewilkescompany.com
Steve Callcott - steve.callcott@dc.gov
Jerry Ricciardi - jricciardi@trammellcrow.com

(Attach additional pages if necessary)

**Biographical Statement
Eric Colbert, AIA**

ERIC COLBERT

AIA

PRESIDENT



Eric Colbert leads an award-winning architectural practice focused on urban revitalization, multi-family residential design, and historic preservation. After earning his professional degree in architecture in 1975 from Cornell University, where his studies included coursework in fine art and industrial design, he moved to Washington, DC, to join the prominent firm of Arthur Cotton Moore Associates. While there, he worked on the groundbreaking renovation of the Old Post Office, as well as various historic buildings in Georgetown. He went on to work for two other local firms, one specializing in inner-city housing rehabilitations and the other in museum and lighting design.

Eric founded ECA in 1982. While growing the firm, he has placed an emphasis on hiring and retaining talented professionals with strong design abilities and technical knowledge. Eric remains directly involved in all of the firm's major projects, and personally attends the majority of project-related public hearings and community meetings. He has been an active participant in the Mayor's Building Code Advisory Committee, several real estate associations, and the American Institute of Architects. Eric has made presentations to, and acted as a guest critic at the University of Maryland and The Catholic University of America.

Having had my urban and neighborhood oriented architectural practice for 40 years has given me a vast amount of experience interacting with various stakeholders in the community. The majority of our projects require approvals from neighborhood groups, city zoning agencies and historic boards. I believe that this experience has enabled me to understand the priorities of the affected residents and government agencies having jurisdiction over the project. The City of Alexandria has always been one of my favorite places in the greater Metro area. I often go there on weekends to walk around and observe new developments or just stroll along the waterfront. I would be honored to donate my time to help assure that future developments are well organized and aesthetically pleasing. Alexandria has its own unique character that upcoming projects should embrace and I hope to help further this goal.

C.V.
Eric Colbert, AIA

After graduating from Cornell University with a professional degree in Architecture in 1975, Eric Colbert moved to Washington, D.C. to accept a position with the noted architectural firm Arthur Cotton Moore Associates. His work there included production of design and construction documents for numerous apartment and office building projects throughout the metropolitan area, including the historic Old Post Office Pavilion on Pennsylvania Avenue. Mr. Colbert became registered as an architect in 1978 and worked as a consultant until 1981, when he founded Eric Colbert & Associates. The firm has extensive experience with all building types, including apartment and office buildings, retail establishments, restaurants, hotels, and single-family homes, and has built an impressive reputation in all aspects of historic preservation and new construction. Historically, the firm's roots are in all types of multi-family housing including affordable residences. We have worked with many of Washington's major private developers as well as affordable housing groups including Jubilee Housing and So Others Might Eat. Our client list includes Keener/Squire properties, JBG Smith, Trammell Crow, PN Hoffman, The Holladay Corporation, Potomac Development, Calvin Cafritz Enterprise, The Akridge Company, The William C. Smith Company, The Wilkes Company, Quadrangle Development, Tishman Speyer, Carmel Partners, UDR and Related.

Eric Colbert & Associates maintains excellent working relationships with all divisions of the D.C. Department of Consumer and Regulatory Affairs, as well as building departments throughout other local jurisdictions. Complex projects requiring approval from the D.C. Board of Zoning Adjustment, the United States Commission on Fine Arts, the D.C. Historic Preservation Review Board, and Advisory Neighborhood Commissions are our specialty. Mr. Colbert and his staff are licensed to practice architecture in the District of Columbia, Maryland, Virginia, New York, and Pennsylvania. Mr. Colbert spent many years as a member of the Mayor's Building Code Advisory Committee. The firm has been certified as a Small Business Enterprise. The majority of the firm's architects are LEED accredited.

Eric Colbert & Associates has completed more residential projects in the Washington area than any other architectural firm in the last 25 years. The majority of those are in historic districts. Two thirds of this firm's projects are new construction, while one third are a combination of historic rehabilitation and compatible additions. While the commissions of many other Architectural Firms are focused on the Central Business District, the majority of our projects are in the residential neighborhoods.

This firm has won numerous awards. Our Northern Exchange project is a recent award winner for our conversion of an early telephone exchange building into residential condominiums. Our Room & Board project converted a historic automobile showroom into a stunning furniture store. Many of our apartment projects have won American Institute of Architect awards, including our 300-unit Allegro Apartment building on 14th Street, our Rainbow Lofts condominium project on the 1400 Block of Church Street and our apartment building on 16th Street at Church Place.

For every completed project the firm has executed, there are at least three or four others for which our company prepared detailed feasibility studies. Our proven careful analysis of the zoning regulations and building codes enables us to generate schemes that are zoning compliant and highly buildable. Mr. Colbert personally attends the vast majority of evening community meetings and is an effective communicator in these public settings.

Most of the firm's commissions are not "matter of right." Clients come to us because we have an excellent track record of being able to accurately predict the size of a project that can be achieved after all the public agencies and neighborhood groups have weighed in.

Eric Colbert & Associates, PC is a Professional Corporation. Eric Colbert is President and Brian Buczkowski is Vice President. We have two additional partners: JB Lallement and Mike Minnis.

Currently we have 36 full-time staff members. Included are the resumes of our principals and key employees. We are Certified as a CBE. Sixteen of our employees are women, five are people of color, one is Asian, two are Latino and two are from the Middle East.

Application Form
Matt Johnston, PLA, ASLA

CITY OF ALEXANDRIA BOARDS & COMMISSIONS

Carlyle/Eisenhower East Design Review Board ("DRB") Application Form

To apply for this position, please send the following items to Carson C. Lucarelli at carson.lucarelli@alexandriava.gov .

- i. Completed application form plus any additional pages
- ii. C.V.
- iii. Biographical Statement

Profile

FOR PUBLIC INFORMATION

New Applicant or Current Member

Matthew Johnston
First Name Last Name
mjohnston@vergason.net
Email Address

APPLICANTS MAY ONLY APPLY FOR ONE VACANCY AT A TIME

Home Address

1400 Ruffner Rd.
Street Address Suite or Apt
Alexandria VA 22302
City State Postal Code
(703) 965-3605
Primary Phone Alternate Phone
MVLA Landscape Architect
Employer Job Title

Type of Position/Role

ARCHITECTURAL APPOINTEE

Demographics

Do you currently live in the City of Alexandria?

Yes No

If yes, how long? 15 + years

Have you ever attended a meeting of the Board or Commission for which you are applying?

Yes No

Have you ever served the City of Alexandria in any capacity?

Yes No

If yes, please explain (Attach additional pages if necessary)

I've served on two public committees: the **Potomac Yard Design Advisory Committee (PYDAC)**, and the **Potomac Yard Metrorail Station Public Art Committee**. Both committees allowed me to work with diverse groups of designers, citizen experts, and City Staff, and understand how the committee structure helps resolve questions that affect a public with a variety of needs and aspirations.

Interests & Experiences

Statement of Interest/Why You Should Be Appointed (Attach additional pages if necessary)

(see attached)

Are you currently a member of a City Board, Commission, Committee or Authority?

Yes No

If yes, please list the board:

How many terms have you served on this board?

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

Yes No

If yes, please state the names of the boards for which you have applied (Attach additional pages if necessary)

Environmental Policy Commission
(I was not selected)

Are you now paid by the City of Alexandria?

Yes No

If yes, please state your department, job title, and describe your duties:

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

Yes No

If yes, please explain:

Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?

Yes No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

Yes No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

(see attached Resume)

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

(see attached Statement)

(Attach additional pages if necessary)

Biographical Statement
Matt Johnston, PLA, ASLA

2022.11.17

To Whom it May Concern,

I'm writing to respectfully request that you consider my application for one of the open vacancies on the Carlyle/ Eisenhower East Design Review Board (architectural/ design professional). My education, experience, and interest position me as a worthwhile candidate, and if selected, I feel confident that I would be a successful Board member.

I have Masters degrees in Urban Planning and Landscape Architecture from Virginia Tech, which equipped me with skills helpful to working on the Board. These might include evaluating impacts of proposed developments upon pedestrian safety and comfort, or suggesting ways to include sustainable planting and stormwater management in beautiful and effective ways.

I've recently served on two public committees: the Potomac Yard Design Advisory Committee (PYDAC), and the Potomac Yard Metrorail Station Public Art Committee. Both committees allowed me to work with diverse groups of citizen experts and City Staff, and see first-hand how the committee structure is employed to resolve questions that affect a public with a variety of needs and aspirations.

Over the years, I've enjoyed seeing the evolution of the Carlyle / Eisenhower East sector first-hand, since I live nearby and pass through fairly often. It's a really interesting district that stands apart from the rest of Alexandria, and I'd welcome the chance to understand its character and prospects for continued growth in a more active way.

I've long felt compelled towards public service, and have looked for opportunities to use my time in a way that might benefit my family and community. I would value the opportunity to help advise on new development for the Carlyle/ Eisenhower East area.

I'm a homeowner and proud resident of Alexandria, a truly unique place with a rich history, exemplary built fabric, and a caring, intelligent citizenry. It would be an honor to serve if chosen, and I thank you for your consideration.

Sincerely,

Matt Johnston, PLA ASLA
1400 Ruffner Rd.
Alexandria, VA 22302

C.V.

Matt Johnston, PLA, ASLA

Matthew Johnston, PLA, ASLA

Associate, Landscape Architect

Education

2007

Master of Landscape Architecture, Virginia Tech

2003

Master of Urban and Regional Planning, Virginia Tech

1999

Bachelor of Arts Degree, Spanish and International Relations,
University of Arkansas

Experience

2008 - present

Landscape Architect, Michael Vergason Landscape Architects, Ltd.

2020 - 2021

President, ASLA Potomac Chapter

2010 - 2013

Chapter Coordinator, DC Chapter of Architecture for Humanity

2010 - 2011

Chair, Mentorship Committee, ASLA Potomac Chapter

2006 - 2008

Landscape Designer, LandDesign, Inc.

2004 - 2006

Intern, Stephenson and Good

Professional Registration

Landscape Architect, Virginia - License #1516, 2010

Panels and Lectures

Potomac Chapter Representative, ASLA Climate Action Network

Organizer and Moderator, ASLA Mid-Atlantic Regional Climate Action Summit,
June 2022

Guest Lecturer and Critic for Landscape Architecture Materials course at
Washington University in St. Louis, Spring 2022

Panelist, Public Art Selection Committee for Potomac Yard Metro Station, 2021

Juror, Virginia ASLA Design Awards, 2020

Member, Potomac Yard Design Advisory Committee, 2016 - 2020

Guest Lecturer, "On Public Interest Design", University of Virginia, 2012 & 2013

Guest Critic, HKS Architects Mid-Atlantic Design Fellowship, 2014

References

Susan Newman

Executive Director
Potomac Chapter
American Society of Landscape Architects
7421 Tower St.
Falls Church, VA 22046

Michael Vergason, PLA, FASLA, FAAR

President
Michael Vergason Landscape Architects
907 King St., 2nd Floor
Alexandria, VA 22314

PJ Scully, LA CFM

Planning Coordinator
Department of Planning and Community Development
City of Virginia Beach
2875 Sabre St, Suite 500
Virginia Beach, Virginia 23452

Chris Ferrara LSB, EIT

Senior Project Manager
RC Fields and Associates, Inc.
700 South Washington Street, Suite 220
Alexandria, VA 22314