

ARLINGTON CIVIC ASSOCIATION BOUNDARY ADJUSTMENTS

As of 22 Febr 2023

Ratified xx February 2023 by the ACCF Board of Directors as

PROCEDURE BR2023-021

Per tradition of the Arlington County Board, the Arlington County Civic Federation [ACCF] has oversight on the geographic boundaries of civic associations within Arlington County. The principles of the ACCF process in these matters revolves around robust public notice and confirmation from neighboring organizations.

I. **BACKGROUND**

A. Why are boundaries changed?

There are broadly four reasons for a boundary change process amongst civic associations.

1. To clarify a disputed or overlapping boundary between two or more civic associations.
2. A geographically-connected group of residents wishes to succeed from an existing civic association to form a new civic association or join a geographically-connected adjacent civic association.
3. An existing civic association wishes to annex a geographically connected area that is not a part of any other existing civic association.
4. A geographically-connected group of residents wants to establish boundaries for a new civic association for an area that they believe is not currently part of a civic association.

B. Who initiates the process?

The process is initiated by one or more civic associations or a group of residents wishing to form a civic association or change to another civic association.

C. What is the role of ACCF in the process?

ACCF's role is to facilitate any negotiations, when necessary, between civic associations, assist in procuring any needed resources, and to ratify any final agreement.

1. The Membership Committee is tasked with assisting individuals with civic association boundary adjustments. The ACCF Membership Committee can be reached at membership@civfed.org.
2. Please note that ACCF is an all-volunteer organization. If you do not receive a timely response in these matters, please email both bod.chair@civfed.org and president@civfed.org for assistance.

II. PROCEDURE

A. Identify current association boundaries.

1. Refer to the Arlington County website for the most recently updated map at <https://maps.arlingtonva.us/> or http://gis.arlingtonva.us/maps/standard_maps/civic_associations/civic_association_map.pdf

B. Identify neighbors impacted.

1. Identify all adjoining civic associations and notify them of area under review. A list of Arlington County civic association presidents is available at <https://www.arlingtonva.us/Government/Topics/Community/Civic-and-Citizen-Association>.
2. Also notify umbrella civic groups such as the Langston Boulevard Alliance, Pike Presidents' Group, and the Arlington Neighborhood Program [ANP]. Notification should be via email to organization leaders with follow-up via postal mail when emails are not acknowledged.
3. The general public in the impacted areas should also be notified via flyers and postings in local parks, libraries, and other community locations. Also notify residents and businesses within impacted area via flyers.

C. Determine specific geographic boundaries.

1. Do geographic boundaries overlap or abut cleanly? Do the boundaries follow streams or permanently paved roads or trails? Could the area in question logically fit with another association? Do the area residents and businesses choose to be affiliated with your association or an adjoining association?

D. Create a mock-up map of requested changes.

1. The level of detail necessary varies by the complexity of the change. Simple changes can be made accomplished through a hand-drawn mockup. (See Forest Glen boundary adjustment in the December 2015 *Civic Voice*, page 7: <http://www.civfed.org/newContent/2015-12/CivicVoice%202015-12.pdf>)
2. A far more complex situation was the creation of the Shirlington Civic Association out of part of the Fairlington Civic Association. In this instance, formal mock-ups were requested from Arlington County GIS/cartography. These maps and additional research clarified zoning and building layouts.

E. Provide public notification via Arlington County Civic Federation newsletter and other public means.

1. The ACCF newsletter, the *Civic Voice* is distributed via email to over 1,000 people, including civic and other activist organizations, elected County Board, and other members of Arlington County staff. See an example of a newsletter notification for Shirlington boundaries, a name change from Columbia Heights West to Arlington Mill and a boundary adjustment for Arlington Mill on pages 2-4 of the September 2015 *Civic Voice* here: <http://www.civfed.org/newContent/2015-09/CivicVoice%202015-09.pdf>
2. Please note that the *Civic Voice* is not published in July or August.
3. Public notifications generally should allow for at least 30 days before changes are finalized.

F. Obtain written acknowledgements from neighboring associations and/or residents or businesses impacted.

1. Letters of support and acknowledgement prevent questions or conflicts later when officers or people involved move on.
2. If adjusting boundaries, meet with the businesses, residents, condominium associations, etc. within the impacted area. Disputes arise when condominiums, homeowner associations, and other groups do not receive information.
3. Provide copies of letters and emails of support from all surrounding neighborhood associations to the ACCF Membership Committee at membership@civfed.org.

G. Arlington County Civic Federation vote.

1. Once finalized, schedule time with the ACCF President to present the changes to a General Meeting of ACCF. This presentation must be followed by a discussion and vote by the membership. Again, this allows for any concerns to be voiced in a public forum. ACCF General Meetings are recorded, allowing additional transparency.
2. In case of ACCF's summer meeting hiatus or other urgent circumstances, the Arlington County Civic Federation Board can approve of changes at a Board meeting or via electronic vote.

H. Once all prior steps are complete, work with the ACCF president to draft a formal notice of the changes to the County Board and the Clerk of the County Board.

1. Official maps are updated by the County.
2. As of the date of this procedure, research has shown that the County Board has never voted on, nor executed consent agreements on, civic association boundary changes. By tradition, the Arlington County Civic Federation has been entrusted with the oversight of this process since 1916.