

## Meeting Notes

### DCA 14 & 15 Arlington County Kickoff Meeting Notes

**Subject:** Permit Review Strategy

**Meeting Date:** February 11th, 2019, 1pm

**Location:** 2100 Clarendon Blvd. – 10<sup>th</sup> Floor Training Room

#### Schedule Discussion Items:

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#### Meeting Attendees

- JBGS – Brian Robinson
- Seneca Group (Amazon Rep) – Marks Brewbaker, Gina Grillo
- Interior Architects – Marian Danowski
- Ramco – Betsy Stagg
- Clune (GC) – Jake Backover
- Arlington County – Shahriar Amiri, Elizabeth Wells, Emad Elamgraby, Arlova Vonhm, Gwen Hancock, Paula Eubank, Essie Corbin, Tod Connors, Rosa

#### Meeting Notes

- Arlington County permitting process:
  - Arlington County achieves a 7-10 day review cycle; assuming that no Administration Change is Required.
  - Arlington County would like the design team to respond to the county's comments as soon as possible once received.
  - Libby noted there is also potential of expedited Fast Track review if submitted floor-by-floor and drawings met Fast Track criteria. To be further discussed during Courtesy Drawing review (To be Scheduled).
  - Arlington County would like to meet with IA/ Hargis twice before the first permit 241 18<sup>th</sup> Street intake date of 3/29/19 to provide initial feedback and advice.

The first review at 25% CDs and a follow-up at 75% CDs in effort to best mitigate design review comments and expedite review.

- Arlington County offers Free Code consultations prior to intake.
- Arlington County requested Seneca presence at every meeting via Skype or call in.
- Pre-construction meetings with the General Contractor and major subcontractors should be scheduled prior to construction with Arlington County.
- Mechanical, Electrical, and Plumbing permit intake will all occur simultaneously with architectural intake. The Fire Protection permit will under separate cover at a later date.
  - Arlington County suggests a local contractor submit for Fire Protection Permit.
- Shariar stated that in addition to the typical Furniture permit procedure where furniture vendor submits their own Furniture Drawings showing clearances for their permit application, if IA includes correct furniture drawings in their building permit drawings, the Furniture Vendor can submit for permit without needing to submitting furniture drawings and by noting “Already Reviewed and Approved Under Building Permit #B-----” since this will occur after building permit approval.
- Arlington County questioned whether 1800 was a “Site Plan” Building.
  - Arlington County to provide documentation to team to determine existing Zoning of building and to determine if an Administration Change is required for the spaces on Level 1.
- Arlova/ Rosa/ Shahriar stated that if 1800 Main lobby intent is to have a vestibule installed on the interior of the building (without extending beyond existing storefront) and only modify color of doors, no Administration Change is Required.
- Marks stated that he would work to hold an introductory meeting between Chris Broadgate (Amazon) and Arlington County in March.
- Arlington County will not allow Escrow accounts for permitting.
  - Building permits can be paid online and by e-check.
- An additional meeting will be required to discuss door hardware and any possible implications, at a later date.