

**CITY OF CHARLOTTESVILLE
NEIGHBORHOOD DEVELOPMENT SERVICES**



MEMO

To: Charlottesville City Council
From: Planning Commission
Drafted by NDS Staff (with review/approval from Lisa Green, Planning Commission Chair 2017 - 2018)
Date: December 12, 2017
Re: Regulatory Framework Review and Revision - Quarterly Report #5 (Due December 18, 2017)

On September 6, 2016 Council approved a resolution with accompanying work plan outlining projects and timelines for the regulatory framework review and alignment with the 2018 Comprehensive Plan review. The work plan outlined a number of plan components with associated guidance and timelines for reporting. The Planning Commission has been working diligently on the assigned items and is using this opportunity to provide the quarterly update. Bolded text contains updates from previous quarter.

- Item 1 (Citizen Engagement Strategy): City Council approved the Citizen Engagement Strategy on March 20, 2017 and the Commission and staff have been in the process of implementation through the Kick Off meetings and updates to Comp Plan Chapters to be posted on line. **The Commission has a basic outline for the next round of community engagement on the Comp Plan chapters for 2018.**
- Other Items:
 - Comp Plan/ Land Use Plan and Zoning Ordinance Review/ Update: deadline December 18, 2017.
 - Progress: Jan 3, 2017 we met to begin discussion of Mixed Use Corridor Districts
Jan 13, 2017 we met to continue review of Land Use Plan and begin on the citizen engagement work.
Feb 7, 2017, Feb 14, 2017 and Feb 28, 2017 – Work on Community Engagement strategy
May 8, 11, 18, 31, 2017 - Kick Off Workshops around the community
April 25, 2017 – June 15, 2017 - Comp Plan Chapter Draft updates and preparation for placing on line.
July 7, 2017 to present – Update of the Comprehensive Plan Appendix documents and links to post for review on line.
July 14, 2017 – August 19, 2017 – Comprehensive Plan Community Outreach Phase II.
September – October 2017 – Planning Commission engaged in developing scenarios for Land Use Plan.
November – December 2017 - Additional work by the Planning Commission in development of a land use map with matrix of definitions and characteristics
 - Legal Review: Staff provided the Commission with copies on February 28, 2017. Council initiated review of the Zoning Ordinance on April 17, 2017 and the Commission discussed on May 23, 2017 and June 13, 2017. The Commission reviewed at multiple workshops during the summer of 2017 and on September 12, 2017 initiated review of multiple changes to the zoning ordinance for public hearing consideration in Fall 2017. **A joint public hearing was held on November 12, 2017 on a few of the code changes in need of immediate attention (measurement of building height; expansion of non-conforming contributing structures in**

historic districts/ individually designated properties; and clarification of the building streetwall requirements in the Downtown Mixed Use Corridor district). Council reviewed these on December 4, 2017 (including limited exceptions recommended by the City Attorney's office for projects already under review) and the second reading is scheduled for December 18, 2017.

The City Attorney's Office has not yet presented the short-term changes authorized by resolution of the Planning Commission on September 12, 2017. Among the short-term changes authorized to be drafted for consideration were certain clarification of mixed-use provisions. Recently, a group of PLACE, CADRE, staff, and citizens met to discuss some of these issues. The City Attorney's Office would like to receive the final suggestions of this group before presenting the larger group of proposed short-term [housekeeping] measures. Most likely the City Attorney's office will present a proposed draft to the Planning Commission in February 2017.

Staff has attached further details on project status.

Attachments:

Staff Appendix

Project Activities

Roadshow Flier #1 and #3 (captures added events)

Community Engagement Booklet

SIA FBC Charette and Schedule

Regulatory Framework Review

Staff Appendix

Staff has been working diligently on the components of the Regulatory Framework Review work plan. Below are status notes concerning these projects. **Bolded items** have been added since the last report:

Component I.A. Legal Review of Codes and Ordinances

Status: Planning Commission received a draft at their February 28, 2017 work session and Council received on March 2, 2017. Council provided feedback on the draft and refer it back to the Planning Commission for review and recommendation at the April 17, 2017 Council meeting. Planning Commission held discussions on the document on May 23, 2017 and June 13, 2017, June 27, 2017, July 25, 2017 and August 22, 2017 workshops. At the August 22, 2017 session, the Commission agreed to place a zoning initiation resolution on their September 12, 2017 regular meeting to initiate changes which they agreed to consider further. **A resolution initiating the changes was approved on September 12, 2017. For the status of the City Attorney's Office's drafting of the initiated items, as well as a recent collection of three housekeeping items (building height measurement; nonconforming structures; Downtown Corridor streetwall requirements), see information preceding above.**

Component I. B. Framework for SIA Phase I code revisions (updated Downtown Extended)

Status: Council provided approval for funds for an RFP for a Form-Based Code for the SIA Phase I in January 2017. The RFP for work was posted in February with a closing date of March 2, 2017. The contract was awarded to Form Based Code Institute in early June 2017 and planning began for moving forward. A staff process kick off was held in August and the community charette took place September 11 – 14, 2017. **A joint meeting of City Council and Planning Commission was held with the consultants on October 26, 2017 to present the outcome of the charette and share additional information. Other community groups were invited and participated in the discussion. It was determined that the Form Based Code could not be complete without specific housing data. The City has executed a change order to the proposal to have a housing needs assessment performed. It is anticipated that a draft FBC will be delivered in late December (containing blanks to fill in the applicable housing data once completed).**

Component I.C. Standards and Design scope and resources needs

Status: The contract was awarded in August 2017 to Toole Design Group with RK&K as a sub-consultant. **A kick-off meeting for the review process was held on October 3, 2017 with key staff to introduce the team, review the scope and discuss the process. Also on October 3 a work session was held with various departments to discuss the proposed general approach, outline content, items of importance, new technologies, coordination, existing problem areas, etc. Following the work session, the consultant revised the outline and a series of more focused workshops were held on November 6 and 7, 2017. These workshops were scheduled with various City departments to talk in detail about specific chapters and the content that was needed and/or desired. Currently, the consultants are working on the first draft of the manual which is scheduled to be presented to City staff in January 2018. At this time, staff will perform an initial review of the draft material and provide feedback to the consultants. Following the initial review by staff, the draft manual will be made available to various stakeholder and community interest groups as well as the public. Feedback from stakeholder/community interest groups and the public will be reviewed in detail and incorporated into the draft manual to the extent feasible.**

Component II. Current Comprehensive Plan status and recommendation for 2018 update

Status: Kick off meetings for step one of the citizen engagement plan are complete as well as the roadshow events during the summer of 2017 (the organization and data outcomes of these meetings are included in the attached booklet.) Work has been done to update status of 2013 objectives and review appendixes in the current plan for continued relevance. Draft chapters (besides the Land Use elements) have been on line for comment since June 2017 and updated appendix information is in process of being placed on line for comment. **The Planning Commission met in a series of workshops during September – October 2017 to develop land use scenario options. The Commission met in an additional series of workshops November – December 2017 to further refine the draft map as well as develop a matrix of**

definitions and characteristics to explain the areas outlined on the map. There is additional refinement needed to identify the most appropriate land use categories for areas of the city. The Commission will be setting up a series of workshops to take “google tours” of neighborhoods, providing specific invitations to residents of those areas to participate. Following those meetings, there is a plan for community engagement sessions to present the map for comment as well as other draft chapters of the Comprehensive Plan.

Component III. Regulatory Revisions

Status: The Commission has met to talk about Comp Plan items which will inform Regulatory Revisions. A resolution for initiation of a number of zoning change considerations went before the Planning Commission on September 12, 2017 for items the Commission felt comfortable considering for review at this time. It is anticipated that the majority of potential updates on the Zoning Ordinance will commence following the Comprehensive Plan review.

Project Activities:

January 3, 2017 – The Planning Commission held a work session to begin work on the community engagement assignment. The Commission used a base map and identified areas which are current “places” for the community and “places” that could be coming in the future. That was followed by an exercise where commissioners put markers in areas where more residential and more commercial development could occur. Discussion followed on Land Use aspects of the Comprehensive Plan.

January 13, 2017 – Staff (Alex Ikefuna, Missy Creasy, Brian Haluska, Marty Silman and Lisa Robertson) and CADRe members (Dan Rosensweig, Ashley Davies and LJ Lopez) met to discuss code aspects of the project. Topic areas included creating a more utilitarian comp plan, less discretionary zoning, PUD allowances, citizen engagement, SADM, zoning bonuses and the Legal review. CADRe offered to draft proposed language. Staff felt that having members of CADRe weigh in on drafts would be the best way to use that resource. The groups will continue to work together through these processes.

The Commission held a work session during the late afternoon at the Rotunda to continue discussions on the Land Use Plan. This session included a continuation of the map exercise from the January 3, 2017 work session to further discuss similarities between the types of “places” in the City. In addition, Chris Engel spoke to Commissioners about jobs, economics and growth to provide background to assist in moving forward.

January 26, 2017 – Staff met with Kurt to recap the January 13 session and plan a work session for Feb 7th. The Commission will be asked to work on the following:

1. Review the ½ mile/ ¼ mile (kurt’s) map and provide input.
2. Determine what demographic information should be provided in each area (likely to include development patterns since 2003 (increase in # of units etc)). Staff would then need to evaluate to determine what information is available and can be calculated for the areas.
3. Identify what community feedback is needed for each area.
 - What has happened over the last decade?
 - What do you like?
 - What happened that bothered you?
 - What will happen going forward?
4. Consider the 5 levels of engagement as well as near term and longer term engagement needs. Consider the format used for the RCLCO report format.

February 7, 2017 - The Commission held a work session to continue work on the Community Engagement Strategy. Ms. Barbara Brown-Wilson, a Professor at UVA who teaches community engagement attended to provide tools for consideration and held dialogue to assist with the assignments the Commission is working on (Kurt and Gennie as well as staff had advance meetings with Ms. Brown Wilson to provide context and gather additional details.) Following the presentation, the Commission discussed the presentation as well as next steps to organize the plan. Commissioners decided to use the 4 step meeting process as a starting point and identify communication strategies in that context. They agreed that principles for how the plan came together should be included in the beginning and noted that inclusion of community change, reflective of values and understandable to the community should be included. The meeting topics are as follows:

- A. Visioning as a City (provide the map of “places” for community feedback)
- B. Values and Principles (present understanding/outcome from the first meeting for verification, note how different interest/values/principles change or support decision making. Ex Though X and Y are both good, one may limit the ability of the other to thrive)
- C. Propose Scenarios (present the take away from the last meeting for verification, have a scenario of what would happen without change, talk about intention change to address changes needed, consider discussion-draft textual changes)
- D. Proposed Plan for Recommendation to Council (the outcome of previous meetings for review)

These will be done with a community wide focus with invitations to all interested groups. The Commission asked staff to compile notes and provide to the Commission so they could individually brainstorm the “what, where and how” for each of the topics noted above.

February 14, 2017 - Following the February regular meeting, the Commission met in a work session to continue work on the community engagement strategy. It was noted that UVA students expressed interest in assisting and we are waiting to hear back from them. Kurt and Jody had both done the work the commission assigned themselves and discussion revolved around that information. Guiding principles were further refined and it was noted that engagement activities must have useful outcomes for the process. It was reiterated that the current comp plan has a lot of value, there are areas that need work to assure implementation. The Commission asked staff to put together the discussion provided this evening and appointed Kurt and Jody to refine prior to Feb 21, 2017 and then forward to the full commission to work on prior to the next work session.

February 28, 2017 - The Commission finalized the strategy. The discussion focused on part “C” of the strategy to assure that Commissioners in attendance were on the same page with how this step fell into the overall process. Staff was tasked with updating the document for the Commission to review prior to submitting on March 7, 2017. In addition, Commissioners received copies of the draft legal review and were provided instruction as to what was updated. Next steps were noted and Commissioners were asked to share comments.

April 11, 2017 – Regular Planning Commission meeting followed by Work Session

The Commission met with Alison Linney to address the agenda for the Comp Plan Kick Off meetings. It was determined that the pre-meetings needed to happen the following week. The Neighborhood leaders was set for April 20th and invitations were sent to Legal Aid, PHAR and EPIC for a discussion on April 18, 2017. The Kickoff meeting format will have a gathering followed by a 15-20 minutes overview with the remainder of the time dedicated to small group listening sessions with Commissioners and the public. Questions would be developed to use for those sessions and those questions used as a way to survey other groups in the process. The meetings will end with a group report out and time for additional one-on-one conversation. For the presentation, Tanea Dowell and Jody Lahendro will be presenters and will develop a draft of their presentation, with staff assistance as needed, to present as part of the April 25, 2017 work session. Discussion occurred around bringing the “place” maps the commission worked on and how to integrate that into the discussion.

April 17, 2017 – Council Meeting

Council formally initiated the legal review of the Zoning Ordinance which will lead to a report back within 100 days

April 18, 2017 – Pre Kick off meeting with invited community groups

Attendees: Lena Seville, Matthew Slaats, Brandon Collins; PC: Gennie Keller, Kurt Keesecker, Tanea Dowell, Jody Lahendro; Staff: Missy Creasy, Brian Haluska, Matt Alfele

This pre kickoff meeting was held to provide an overview of the kick off meetings process and gather feedback on how best to get the community involved. The discussion provided many ideas including: having outreach in neighborhoods at convenient locations, include user friendly relevant information, work with the housing authority, hold work shops which are participatory, make sure the advertising is clear, make events celebratory and fun, consider community engagement element in the plan, cosponsor sessions with community groups on topics of interest, and bring youth into the process.

April 20, 2017 – Pre Kick off meeting with Neighborhood Leaders

Attendees: John Frazee, Eugenio Schettini, Heather Walker, Heather Hill, Dena Imlay, Pat Edwards, Bill Emory, Brian Becker, Michael Barnes, Erin Hannegan, Kate Bennie, Serena Gruia, John McLaren, Bill Rockwell, Mark Rylander
Staff: Missy Creasy, Brian Haluska, Brenda Kelly, Brennen Duncan, Alex Ikefuna, Mike Murphy, Maurice Jones

This was the quarterly meeting for neighborhood leaders and the majority of the agenda focused on a letter provided from the neighborhoods in February 2017 concerning involvement in community projects. Staff was able to provide an overview of the comp plan kick off meetings and share fliers. Items which were noted at the meeting include: the neighborhoods request for funding to assist with communication, Comp plan events should link into the elementary schools and PTO websites, providing food (not just refreshments) and child care is helpful for events, and consideration of infrastructure and demands on facilities is important.

April 25, 2017 – Chapter Champion’s meeting

Staff from all over the City (22 total) met to review the comp plan process timeline and talk through the update work required for individual chapters. NDS plans to have all the data to appropriate staff so they can review and update by mid June 2017. At that point, draft chapters will be placed on line for community comment.

April 25, 2017 – PC Work Session – Kick Off planning

Planning Commissioners: Gennie Keller, Kurt Keesecker, Taneaia Dowell, Jody Lahendro, Brian Hogg, John Santoski

Staff: Missy Creasy, Brian Haluska

Public: Neil Williamson, Sean Tubbs, Steve Blaine, Rick Jones, Robert Dickerson

The work session focused on presenting and refining the presentation that Jody and Taneaia will provide at the kick off meetings and refine the agenda. In addition, Commissioners reviewed and refined the questions to ask at break out groups and the break out group exercise.

May 1, 2017 – Community Engagement

Brian Haluska and Matt Alfele worked with the communications office to get additional publicity for the comp plan events including posters in the buses and additional press releases

May 2, 2017 – Kick Off run through meeting

PC: Taneaia Dowell, Jody Lahendro, John Santoski

Staff: Missy Creasy, Brian Haluska, Matt Alfele

Jody and Taneaia ran through the presentation and adjustments were made. Commissioners assisted staff with refining the displays, handouts, maps, agenda and small discussion questions.

May 5, 2017 – Community Engagement

Kurt Keesecker promoted the Kick Off Events on NBC29

May 8, 2017 – Kick Off Work shop – Carver Recreation Center

May 11, 2017 - Kick Off Work shop – Venable Elementary

May 18, 2017 – Community Picnic, Modified Kick Off Work Shop – Tonsler Park

May 31, 2017 – Kick Off Work shop – Buford Middle School

June 13, 2017 - Regular Planning Commission meeting

PC: Gennie Keller, Lisa Green, Jody Lahendro, John Santoski, Corey Clayborne

Staff: Missy Creasy, Lisa Robertson, Brian Haluska, Matt Alfele, Zack Lofton, Katie Hines

The Planning Commission discussed programing for Step two of the Comprehensive Plan engagement process. It is anticipated that these will take place at community events and meetings we are invited to. There are plans to take information from the kick off meetings to build on the data gathered to this point. At the end of the regular meeting, Ms. Robertson led the Commission through a number of items included within the zoning ordinance review.

Comp Plan Chapter Update Schedule

Chapter Champion Kick off – April 25, 2017

Chapter review and Updates – May 1, 2017 – June 12, 2017

May 5, 2017 – noon – folder review to assure that each chapter champion has created a working document

May 10, 2017 – 11am – open work shop in NDS conference room – bring your laptop and get some assistance and/or coordinate with others working on your chapter

May 11, 2017 - review of update and reporting to supervisors on progress.

May 19, 2017 - noon – review of progress and individual check ins

May 24, 2017 – noon – first draft due

May 25, 2017 - review of update and reporting to supervisors on progress.

May 26, 2017 – First drafts compiled and ready to begin 2nd draft

May 31, 2017 - 10am – open work shop in NDS conference room – bring your laptop and get some assistance and/or coordinate with others working on your chapter

June 1, 2017 - noon – review of progress and individual check ins

June 5-8, 2017 - lots of interaction with those who are still working

June 8, 2017 – noon - 2nd Draft Chapters due

Final formatting for web - June 8-12, 2017

Post Draft Chapters on line for public comment - June 15, 2017

Comprehensive Plan Roadshow events.

Staff and Planning Commissioners provided support for each event to gather community input.

Wednesday July 12th Mead Park Market. From 3pm to 7pm

Friday July 14th Fridays After 5. From 5pm to 8pm

Tuesday July 18th A Table on the Mall during Lunch. From 10am to 2pm

Thursday July 20th Neighborhood Leaders Meeting. Starts at 5:30.

Saturday July 29th African American Cultural Art Festival. From 10am to 2pm.

Thursday August 3rd Michie Market. From 5pm to 6:30pm.

Saturday August 5th Westhaven Days. From 10am to 1pm.

Wednesday August 9th Love the Court From 5pm -8pm

Do-it-yourself events Neighborhoods or other small groups can complete the activities at our table on their own by picking up a do-it-yourself packet from City Hall. All materials were returned by Tuesday August 22 for inclusion.

2013 Comprehensive Plan Appendix Update

Chapter Champions were tasked with review of the 2013 appendix sections and providing updates to be posted on line for public review. The following items were reviewed:

1. Updated Narrative and Maps (Transportation and Preservation)
2. Updated web links to studies cited in the 2013 plan
3. New studies/items which need to be referenced

July 14, 2017 – noon - Review 2013 appendix documents and outline changes that need to be made.

July 21, 2017 – noon – provide outline and timing of updates

August 15, 2017 – noon - 1st Round of updates due

Items were posted on line on September 14, 2017: <http://www.charlottesville.org/departments-and-services/departments-h-z/neighborhood-development-services/comprehensive-plan/draft-chapters-for-comments>

Planning Commission Land Use Map Planning Sessions

The Commission met for 15 work sessions from September – December 2017 to develop a working draft of the land use map with a matrix outlining the definitions and characteristics of the designations on the map.

Meetings were held on the following dates

Fridays in September from 7- 8:30am

Sept 1, Sept 8, Sept 15, Sept 22, Sept 29

Tuesdays in September from 5-7pm

Sept 5, Sept 19, Sept 26

Monday October 2, 2017

Wednesday October 4, 2017

Tuesday October 24

Tuesday November 28, 2017 – 5-7pm

Wednesday November 29, 2017 – 5-7pm

Friday December 1, 2017 - 11am-1 pm

Friday December 8, 2017 – 11am – 1pm

The Commission will be setting up a series of workshops to take “google tours” of neighborhoods, providing specific invitations of residents of those areas to participate. Following those meetings, there is a plan for community engagement sessions to present the map for comment as well as other draft chapters of the Comprehensive Plan.