

Agenda

**PLANNING COMMISSION REGULAR DOCKET
TUESDAY, April 11, 2017 – 5:30 P.M.
CITY COUNCIL CHAMBERS**

I. Commission Work Session (Agenda discussion(s))

Beginning: 4:30 p.m.

Location: City Hall, 2nd Floor, NDS Conference

II. Commission Regular Meeting

Beginning: 5:30 p.m.

Location: City Hall, 2nd Floor, Council Chambers

A. COMMISSIONERS' REPORTS

B. UNIVERSITY REPORT

C. CHAIR'S REPORT

D. DEPARTMENT OF NDS

E. MATTERS TO BE PRESENTED BY THE PUBLIC NOT ON THE FORMAL AGENDA

F. CONSENT AGENDA

(Items removed from the consent agenda will be considered at the end of the regular agenda)

1. Minutes - October 25, 2016 – Work Session

2. Minutes - February 28, 2017 – Work Session

III. JOINT MEETING OF COMMISSION/ COUNCIL

Beginning: 6:00 p.m.

1. Preliminary Discussion - 1025 Park Street PUD (current MACAA site)

IV. COMMISSION'S ACTION ITEMS

Beginning: upon conclusion of all joint public hearings

Continuing: until all action items are concluded

ADJOURN TO NDS CONFERENCE ROOM

1. Discussion

a. Planning Commission Operational Procedures

2. Planning Commission Work Session

a. Comprehensive Plan

V. FUTURE MEETING SCHEDULE/ADJOURN

Tuesday, April 25, 2017 – 5:00 PM	Work Session	Citizen Engagement for Comprehensive Plan
Tuesday, May 9, 2017 – 4:30 PM	Pre- Meeting	

Tuesday, May 9, 2017 – 5:30 PM	Regular Meeting	RCLCo Housing Study Report <u>Minutes</u> - March 28, 2017 – Work Session, March 14, 2017 – Pre meeting and Regular meeting
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Anticipated Items on Future Agendas

- Rezoning – King Street
- Zoning Text – Solar Updates

Persons with Disabilities may request reasonable accommodations by contacting ada@charlottesville.org or (434)970-3182

PLEASE NOTE: THIS AGENDA IS SUBJECT TO CHANGE PRIOR TO THE MEETING.

PLEASE NOTE: We are including suggested time frames on Agenda items. These times are subject to change at any time during the meeting.

**LIST OF SITE PLANS AND SUBDIVISIONS APPROVED ADMINISTRATIVELY
3/1/2017 TO 3/31/2017**

- 1. Preliminary Site Plans**
- 2. Final Site Plans**
 - a. 1200 Emmet Street (Barracks Row) – March 22, 2017
- 3. Site Plan Amendments**
 - a. 550 East Water Street – March 9, 2017
 - b. Rialto Beach PUD – March 21, 2017
 - c. 522 2nd Street – Three Notch'd Brewery – March 21, 2017
 - d. Water Street Promenade PUD (Utility Amendment) – March 28, 2017
- 4. Minor Subdivision**
 - a. Oaklawn Lots 13, 14, 15 and Strip B– boundary line adjustment – March 6, 2017

MINUTES
WORK SESSION - CITY OF CHARLOTTESVILLE AND
ALBEMARLE COUNTY PLANNING COMMISSIONS
Tuesday, October 25, 2015

Location: Water Street (407 East Water Street)

County of Albemarle Members Present: Chairman Tim Keller, Commissioners Mac Lafferty (arrived at 5:19 p.m.), Pam Riley, Daphne Spain, Karen Firehock, Vice-Chair and Bill Palmer, UVA representative. Absent were Commissioners Bruce Dotson and Jennie More.

Call to Order: Chairman Keller called the meeting to order at 5:12 p.m.

City of Charlottesville Members Present: Kurt Keesecker, Chair; Commissioners Jody Lahendro; Genevieve Keller (arrived at 5:16 p.m.) and Corey Clayborne (arrived at 5:34 p.m.) Absent were Taneaia Dowell, John Santoski and Lisa Green.

Missy Creasy, Planning Manager, noted that the City of Charlottesville Planning Commission had not established a quorum with only two Commissioners present, Kurt Keesecker and Jody Lahendro.

Other Albemarle County officials present was: Bill Fritz, Chief of Special Projects for Albemarle County; Sharon Taylor, Clerk to Planning Commission & Boards; Andrew Gast-Bray, Assistant Director of CDD/Director of Planning and John Blair, Deputy County Attorney.

Other City of Charlottesville officials present was: Missy Creasy, Planning Manager.

Other Matters from the Public:

Mr. Keller invited matters from the public on topics other than Woolen Mills.

Peter Thompson, 40 year resident of our community in both the city and county and Executive Director of the Senior Center on Pepsi Center, spoke on the vision for healthy aging at the Senior Center's future center to be built in Belvedere. He said he would like to share information as well as leave some information. Mr. Thompson explained they are seeking capital investments from the City and County as well as public private partnership opportunities to assist with the funding needs. Mr. Thompson offered to come and talk to any group to explain the future Senior Center vision, proposal and how it will provide many benefits to the aging community.

Call to Order: Chair Kurt Keesecker called the City of Charlottesville Planning Commission meeting at 5:16 p.m. upon the arrival of Commissioner Genevieve Keller.

AGENDA

ZMA-201600016 Woolen Mills

Commissioner Tim Keller introduced Bill Fritz, Chief of Special Projects in Albemarle County who will provide an overview of the proposal for ZMA-2016-16 Woolen Mills. Mr. Keller said the major reason for the work session and its format was so all commissioners, both county and city, will be able to speak to Mr. Fritz and the developer who is also present to answer questions about the concerns involving ZMA-2016-16 Woolen Mills due to its close proximity to the city. Mr. Keller noted that public comment

will be taken with a three-minute time limit and then the issue would be brought back before the two commissions for discussion and comment on the questions.

Commissioner Lafferty arrived at 5:19 p.m.

Bill Fritz, Chief of Special Projects with the County of Albemarle, gave a brief overview of the project, ZMA-2016-16 Woolen Mills in a PowerPoint presentation. Mr. Fritz explained when the application came in Missy Creasy and I with other staff met and held a discussion and decided to hold this joint work session given the property's close proximity to the city/county line. He pointed out the existing parcel was outlined in purple; the orange shows the existing structures; you can see the Rivanna River and Moore's Creek; the gold line and gold buildings are the county; the white area to the north is the city and you can see there is more city property on the side of Franklin.

This particular map shows the location of the floodplain, which is based on the last mapping done by the county. The applicant has prepared a detailed study. This study, which was done by the applicant, is actually lower than was previously calculated; however, the buildings are still within the floodplain even the revised floodplain. The applicant proposes to construct flood proofing, essentially a floodwall. This activity will require a special use permit and the information that is needed to review the application has not yet been received. All staff has now is the detailed study that more accurately calculates the level of the floodplain. It was a major study and goes all the way down to the county boundary.

This map shows the location of the steep slopes. Albemarle County has a steep slopes overlay district, and in that district we have two types of steep slopes; first being the preserved slopes as shown in green, and then managed slopes as shown in orange. In Albemarle County the orange, managed slopes, can be disturbed provided that design standards are met. The preserved slopes cannot be disturbed; and, the applicant's proposal would include disturbance of the preserved slopes for parking and potentially for new construction. So there will need to be a rezoning request to amend those slopes to either remove them as steep slopes or to change the designation from preserved to managed; that application has not yet been filed.

Next is the comprehensive plan map. This property was discussed in detail during the adoption of the comprehensive plan. The layout and uses proposed are consistent with the information reviewed during the comprehensive plan amendment. The property is shown for community mixed use and parks and green systems. The applicant is proposing 100 units within the area of the community mixed use; that density works out to approximately 22 units per acre based on the area of this property that is designated for community mixed use. That density of 22 units per acre is within the permitted 34 units per acres based on all of the work. The applicant is also working with the county to provide trails and access to the south side of Moore's Creek and that is shown in the comprehensive plan. Based on our initial review, it appears to be consistent with the content within the comprehensive plan.

Break Down of Uses

- Residential – 76,742 sf (existing building) (That could be the 100 units.)
- Restaurant – 15,211 sf (existing building)
- Live Work (Staff has asked for information.)
 - Residential - 9,287 sf(existing building)
 - Non Residential – 9,287 sf(existing building)
- Nonresidential 7,232 sf (existing building)
- Light Industrial– 40,000 sf (The new building proposed could be used for a variety of uses. That could be a two-story building with a 20,000 sf footprint.)

Mr. Fritz reviewed the proposal pointing out the location of the proposed uses. He pointed out the one access that would not be a vehicular connection, but used for a trail connection or an emergency access only for emergency vehicles. He pointed out the location of the proposed new building and uses with access going out to Broadway. The residential is mostly in the existing multi-story office. The office area is in the saw tooth building. The restaurant occupies two floors the upper area and the basement. The new building is on the left. All of the renovations to the existing buildings are to follow the Department of Historic Resources guidelines in order to preserve the historic value of the building while still permitting modern use of the structures. In fact, there are no structures proposed to be removed from the property at this time.

Summary of Applications Needed

- Rezoning from LI, Light Industry to C1, Commercial has been made.
- Rezoning of the Steep Slopes Overlay District is required in order to allow disturbance of the preserved slopes. Parking and the new industrial building are shown in areas of preserved slopes. That permit has not been filed.
- Special Use Permit for residential use in the C1, Commercial District is needed. That permit has not been filed.
- Special Use Permit to allow activity in the floodplain. Staff needs more information on that, which has not been received. This activity will include the construction of a floodwall and other flood proofing measures to allow residential use of the existing structures.
- Variation request to reduce required parking staff believes would be needed. More information that is detailed has been provided in the staff report on the parking. As far as the parking goes, staff has been talking with the applicant about some alternatives to how that can be calculated so the variation may not be as great as it may look like. As an example, if staff goes back to the restaurant there is a large area of 15,000 sf and that is a huge traffic generator. Well the basement is not going to be restaurant but storage and there is an outdoor dining area. Some of the questions that will need to be asked will be whether the outdoor and indoor dining area would be used at the same time; and, if it is not going to be used at the same time we should not double count that. Therefore, staff may need to do some modifications on the parking calculations. Staff is looking at that and the definition of live/work to see whether we should modify the parking calculations there, and so that is very much an ongoing endeavor.

Summary of Main Issues

- Provision of Parking
- Access to East Market Street. (In this particular property, a small parking area accesses East Market Street of about 30 spaces. That is an issue for many of the residents in the area.)
- Public Safety access to the site. (Those discussions are ongoing with fire/rescue who he believes are close to coming up with a solution.)
- Traffic Study (The applicant has prepared the scoping document after a meeting with the City Transportation and the Virginia Department of Transportation to determine the scope of the traffic impact study. Therefore, that work is now ongoing to do the study.)
- Accuracy of floodplain information
- Maintaining historic value of the site. (The applicant is willing to preserve it and utilize the Department of Historic Resources standards.)
- Trail access. (That is sort of a broad thing including the Rivanna Trail, off-site trails and access to the property by use of other means.)
- Changes in character of district due to new residents

Mr. Fritz noted that is a quick summary of where we are. He explained that we have received an application and have started the review and identified the things that need to be studied, but we do not have the answers for you on how we are going to solve all these types of things. He said we know they

are there and are been working on them. Mr. Fritz said he would be happy to try to answer any questions at this time.

Mr. Keller invited questions for staff.

Ms. Firehock said we talked about the need to change the preserved slopes to managed slopes in order to allow development to occur on them. She said that is always the tricky one because she always wondered what would be the rational to declare something as something else. She asked is it that perhaps they were man-altered slopes and therefore were not supposed to be natural.

Mr. Fritz replied some of these preserved slopes are manufactured slopes, but the question there is that is just one of the criteria for determining whether a slope should be managed or preserved. The other is have they taken on natural characteristics; are they part of a larger system or they associated with water features and so we would want to look at that. In short, what we would be doing is going back and looking at a more detailed study of these slopes to determine whether they should be preserved or managed using the very specific criteria that the ordinance has.

Ms. Spain said she had a question about the retaining wall for the floodplain - is there any evidence from other projects like this as to how effective the walls are.

Mr. Fritz replied we have not done that information yet, but there is good information. He pointed out there are other places he knows of that where they have used floodwalls like this incorporated into buildings that have been successful such as the City of Richmond and City of South Boston. To protect older historic buildings South Boston were taking some tobacco warehouses and flood proofed them. Therefore, it can be done, but we do not know the details for how it is going to be done in this particular case so he cannot answer that question and it is an issue for us to be worried about.

Ms. Spain asked are there specs similar to the wall structure similar to the 100-year flood.

Mr. Fritz replied yes, what will need to be done is the applicant will need to give us information based on the new FEMA floodplain map and so we will need to know very detailed where that floodplain level is and then the actual design of the floodwall. We also know there are probably pipes that have run from the building to drain to Moore's Creek and those will have to be identified in how they are going to be flood proofed so the water when it rises does not come back into the building. So yes, we know these things, the applicant is aware of these things, and a floodwall can be built, but we do not know the details yet.

Mr. Keller pointed out there was a follow-up to that most of the commissioners have not had a chance to see what Mr. Roy presented in the Woolen Mills meeting last week about how that.

Mr. Fritz agreed and pointed out Mr. Roy had some information or actual artist drawings that show how the building could be sealed in.

Mr. Keller noted as opposed to building a higher retaining wall.

Mr. Fritz pointed out it was not a floodwall like Scottsville; it is actually incorporated into the building.

Mr. Keesecker asked on East Market Street where it enters the site how would that be used, will that be left open as an entry to the site.

Mr. Fritz replied yes, the applicant is proposing to leave that open to access that smaller parking area of roughly 30 parking spaces depending how you striped it. The applicant at the community meeting held in

the Woolen Mills neighborhood heard that and is aware of that concern and we have had some preliminary discussions about how that can be done. However, the property is so under parked that eliminating that parking is probably not possible in being able to meet any standards so what he is looking at is trying to find a way to minimize the impacts. He pointed out the neighbors made some good suggestions there and we are trying to figure out how to answer that.

Mr. Keesecker asked with the proximity to the restaurant if that was going to be just parking for the restaurant, and Mr. Fritz replied that one of the things that we talked about was not to have that be parking for the restaurant, but actually having designated parking for the residents and businesses that are down there.

Genevieve Keller questioned the impacts from the parking and traffic to the city, particularly the non-vehicular aspects, and encouraged the city's alternate means of transportation for walking and biking.

Mr. Fritz replied that he was aware that might be part of the solution now, but he does not know and it will be part of the evaluation they will have to do. He noted there have been discussions with the city and county recreation and trails people with the applicant; but they do not have any answers right now. He noted they are discussing incentives for driving down the parking demand.

Genevieve Keller pointed out that she hoped the city and county are dealing with this together as one community, which she wanted to get into the record, and hopes the county will always act in the best interest of the citizens most impacted.

Mr. Fritz pointed out he would provide information to city staff as it comes in to Missy Creasy to provide an opportunity for the city to provide comments.

Ms. Spain asked if there had been any conversation about sharing parking with the church, and Mr. Fritz replied that there was no conversation about that and did not know how that would work since coming down East Market Street is just tough since mixing cars, pedestrians and bicycles is an interesting dynamic due to the narrowness of the street.

Ms. Spain noted it was a long walk to the church to the restaurant, but suggested there could be benefits to the church with revenue such as time-sharing.

Mr. Fritz pointed out the county is open to those kinds of creative solutions and the county does have a shared parking policy that could potentially be part of it.

Genevieve Keller pointed out we now have enabled valet parking so that might be something.

Bill Palmer said he was looking at Broadway more as a possibility for either on-street parking or utilizing some of those larger sites for off-site parking, and asked if that had been looked at.

Mr. Fritz replied that had been looked at there for parking since some of those businesses will be closed and they are going to have surplus parking. There is more opportunity for pedestrian access down Broadway Street; there is no sidewalk but he believes Broadway is big enough for on-street parking on each side. However, it the parking may just be on one side. However, that was another creative parking solution. Mr. Fritz noted the primary focus right now is to get better information on what the actual uses are so we can figure out what the real parking demand is and with that traffic, study that will help define what numbers, we are actually looking at here. Right now we just know it is an issue, but do not know its size.

Mr. Tim Keller said he had one more that came up in the meeting with the Woolen Mills community and that was a statement about children and school and some sort of collaboration between the city and county historically for that sort of landlocked group of children. He noted that staff had brought up fire/rescue. He asked do we have agreements for the city to service X, Y, Z.

Mr. Fritz replied yes, and that the Fire Marshall has been the one actually working on this about how do we protect these residents, but they have not gotten to schools yet due to time. However, they expect based on the unit type that the population of students in this will be exceptionally low because it is single bedroom, but it is on my list to coordinate with the county to see how they are going to deal with that.

Mr. Tim Keller invited the applicant, Mr. Brian Roy with Woolen Mills LLC, to address the C Commission.

Brian Roy, contract purchaser, said he appreciates everyone coming out for such a small simple redevelopment proposal. He had been involved with the property for almost two years now and was amazed the first time he walked through the building - the interior and exterior is gorgeous and really lends itself to a tremendous opportunity going forward. This is a watercolor rendering of what this property in theory could look like with a new industrial building with the parking on the high side of the property off Broadway. To be honest when you do an architectural it is generally made to make the property more attractive. However, he thinks if you have seen the site and the pictures of it, which he held up, he thinks it actually does not do it justice. He thinks the building is gorgeous as it is. He thinks it has been preserved quite well over the past 100 years and the history of the site goes back to pre-civil war. Obviously, these buildings date more to the early 1900's, but thinks they may have seen some fires that burnt down the original factories and such they built this to be very lasting and to be very attractive from an industrial perspective. The main problem and issue on the property was the 100-year floodplain, which was adjusted in 1980, reflected that the floodplain was about 3' above the finished first floor that really did not allow for any kind of development.

Mr. Roy pointed out the first challenge was to see if the data going back over history that the floodplain could be lowered. Therefore, with the existing owner we endeavored to see if the floodplain could be lowered and at the end of the day, we did not know how much it could be lowered. Certainly, it needed to be below the first floor and then it needed to give us a little cushion obviously, if it allowed for it. The floodplain was about 3' above the first floor. The data which took almost 1 ½ to 2 years to get through; the study continued per FEMA standards continued to grow and grow throughout the county so the floodplain was able to be lowered not only 3' but by an additional 2' that still meant the building itself was in the floodplain but was in the basement section. While the basement section was not useable so it allowed for the potential could you do a floodwall along the base of the building along the base of Moore's Creek that would allow for a potential occupancy in the building. Therefore, that is what we have contemplated here and he would give just a preliminary rendering of what it could look like. These arches are the original structure and the thought would be this floodwall would be filling in these arches.

Mr. Roy said the focus of this entire property is to preserve the buildings historically, and to preserve buildings historically it has to meet a very strict standard and that is done by the Department of Historic Resources for the state and then on the federal level through the National Park Service. So both of those standards that have to be met are significant. When you change an historical building, whether that is the site or the exterior of the building, it comes under some significant scrutiny. Therefore, to solve for that issue the thought is if we were to enclose the arches with a different concrete or color and really almost make them look invisible in a way if that is possible that would be preferred for an historical structure. He suggested may be set off that retaining wall with a different concrete or color maybe setoff that floodwall 6" from the arches which is show here where it allows for the opportunity so not cold floodwalls to tell the history of the site. This is a site goes back to the early 1800's. The original

Charlottesville factory was 1847. The use in this building was for the civil war military uniforms through the 1800's and its best years were in the War World II period they were producing the uniforms for the majority of the military. Obviously, in the 1950's the need for wool uniforms slowed down a little and the business eventually went bankrupt in the early 1960's.

Mr. Roy said he thinks there is an opportunity and a challenge with getting the building out of the floodplain and this is the best way to deal with it to have the most minimum impact on the historical nature of the building but also solve for the functionality if there is a 100-year flood. Obviously, in going back to the 1969/1970 timeframe there was 100-year floods. It is a need and it does allow potentially for an area that could be used more as pedestrian access because it does have a little pinch point right at the top of the building where it makes any vehicular traffic very unlikely so it would be maybe more for just fire and rescue. He thinks Bill Fritz did a good job of summarizing the challenges of the site. He noted that he does want to preserve this historically and to meet the overall comprehensive plan, which allows for about 50% of the property to be residential and 50% to be non-residential. How that non-residential looks could evolve over time.

Mr. Roy said the floodplain that just came back from FEMA was just received two weeks ago and so it was a little premature for filing for the rezoning. Recognizing that there would be many questions/challenges and understanding it is a tight knit community, he wanted to be very sensitive to that. He said he sees that as you drive down Market Street it does not allow for a ton of increased traffic so to overcome that he has moved the main entrance to the site up off of Broadway which right now is really more of a gravel road and the main entrance to the four-story building going back. The main entrance to the four-story building would actually be on the third floor on the backside of the property so the parking would be somewhat hidden so you can focus your attention to this great natural resource and asset which is the Rivanna River and Moore's Creek as they join at the property site. That would allow for your main pedestrian access coming through the building whether it is residential, restaurant or office to come down through this site. He thinks that does allow for an elegant solution for what exists on Market Street, which is a challenge. He offered to answer any questions and appreciates your time and consideration.

Mr. Keller invited questions for Mr. Roy.

Ms. Riley noted at the neighborhood meeting you talked a little more about the projected residential uses that they would be rental and asked if he could give a little more description.

Mr. Roy replied that one of the items to preserve a building historically is that it cannot be altered for a significant amount of time or about a five year period. So once the plans are presented to the National Park Service and the DHR they are essentially locked in; so they would be all rentals. The four-story building has tremendous window and ceiling heights that would allow for true loft apartments that really do not exist. On the first through the third floor the ceiling height is about 14' and on the fourth floor it is about 19'. Therefore, he thinks you want to play up and take advantage of those natural characteristics. Therefore, it would lend itself to probably narrow units so everyone could have the availability of these windows and it would lend itself to very open studio type apartments. Certainly the demographic that would be most attractive to this area would be younger professionals that want that natural setting that want to live in this historic building that has these unique characteristics. Therefore, he did not think there would be two-bedroom or three-bedroom apartments, but all one-bedroom apartments or studio type apartments. He would hope that would make it more attractive for everyone that is living there.

Mr. Lahendo asked if the two one-story warehouse buildings with the monitors does the floodwall come up to those and are they within the floodplain.

Mr. Roy said if he meant the saw tooth buildings, the answer was yes. He noted the saw tooth buildings have a more significant basement wall and currently does have some windows. The basement area of the entire building is only 10' to 15' deep so losing that in terms of usable space is not a huge issue. Therefore, what he envisions here is incorporating the existing walls and almost putting a floodwall inside and bracing that so the visual impact is minimal. Then there is a small piece about 15' between the two saw tooth buildings that would need to be filled in and so you would extend it all the way and then the floodplain starts to decrease as the building ends so the area beyond the second saw tooth is not needed for any kind of significant wall beyond that.

Mr. Lafferty noted as an observation the North Carolina flooding was classified as a 1,000-year flood and that was a near miss of the land. He pointed out we are having more of those these days.

Mr. Keesecker said obviously, Mr. Roy, your site is positioned between an area that has jobs kind of employers on Broadway and a natural resource that we all recognized is probably underutilized in our community as a whole and then the historical neighborhood of Woolen Mills particularly. He asked do you see your site as a link between those three distinct areas or destinations beyond those areas.

Mr. Roy replied yes that he wants to be sensitive to the neighborhood and he would prefer a higher percentage of residential in these buildings to take advantage of the character. He thinks the neighbor on Broadway are more industrial buildings and then you have the Service Authority so allowing for another building to serve somewhat as a buffer would then allow for true transitions. He pointed out this is primarily more residential and you get into a little more commercial and office space in here so this would truly be a commercial generator that would fit from this point going up towards Broadway where there are other businesses involved. He said so it could certainly be a destination; the idea is that it would be a nice place to have live/work and that access to the river and again turning the back yard more of the focus of the entire site.

Mr. Keesecker asked if the limit on the number of units a question of the underlying zoning or the comprehensive plan for the 100.

Mr. Roy replied that the comprehensive plan allows specifically for 55% of the property to be residential and the balance to be non-residential; that could be restaurant, office or light industrial.

Mr. Fritz said he thinks the question is about the density and he has taken the position that the comprehensive plan says that it can be used for residential and says 34 units per acre is the number. He pointed out that he has taken not the entire 10.8 acres of the property, but only that portion of the property shown as community service, and divided the 100 units by that, and it works out to 22% to 24% which is well below the 34 units. He pointed out for the entire property it works out to 10 units per acre, but that is not the way it is calculated.

Mr. Keesecker said he was curious about the comparison or the job density with the proposed addition and the new building with Broadway and if more jobs would be on this site than Broadway or less.

Mr. Roy replied that a lot of that depends on who the ultimate business in that goes in here and what would be attractive obviously what would be more sensitive to the area would be something like a brewery production centers that meets the light industrial code but people might not view that as an industrial type user type uses. He said so something like that he does not know how many jobs that would create, but it is a bit enough building that would allow for something substantial.

Mr. Fritz replied that it was difficult for staff to answer that question because we are trying to factor in the work and whether that is a job or a residence and staff does not know how to express and do that yet.

Mr. Keesecker said the live/work is interesting and he was trying to get a sense of how many people are living here and driving away to jobs as opposed to staying.

Mr. Fritz noted that he did not know the number of live/work units, and Mr. Roy pointed out the work units are about 20 with the thought of using the saw tooth building to have separate living space and workspace for individuals that work out of their home to meet the zoning requirement of the 50/50 split.

Mr. Lahendro noted he had mentioned DHR guidelines and asked if this would be a tax credit project with the state and federal, and Mr. Roy replied absolutely, he said they want to preserve the historical aspects but it can be more costly and so it was extremely important to the economic viability of the project. Mr. Roy pointed out that he had met with DHR and was asked a lot of things and the big ask was to solve the big issue of the floodplain. Mr. Roy said DHR has weighed in and he had the part 1 of the application in with DHR so that is the first major step to be resolved. Mr. Roy noted on the site there were different opinions, but to preserve the building historically with DHR it can be at odds maybe with the ideal Fire/Rescue access and where you put the parking. In trying to get everyone in the same room and on the same page he thinks that DHR is most important on the internal structure and to balance all the needs is what he is trying to do now.

Ms. Firehock asked if said you have to do one bedroom to get tax credits, and Mr. Roy replied that the tax credits do not speak to anything in terms of size; the tax credits speak to kind of the existing structure.

Ms. Firehock asked if he had considered having a mix of unit types in there that would address different levels of affordability so someone would not have to leave just because they had a child. She was thinking about the people feeling like they were part of the community and be able to stay a long time.

Mr. Roy noted the focus on the interior walls and the windows stay. He said the thought with the layout was driven with two stairways and mixing the type of units was a strain in looking at the challenge of the schools/children; however, he can look at it with the economics since the number of units was not locked in.

Genevieve Keller asked concerning the live/work units if there would be a requirement to have a residence.

Mr. Roy replied there was a high demand for those type of units and it was a marketing issue, but the layout was for exterior access as opposed to interior so it allows for whether that is a business or a residential entry and so allows for that. However, how that is marketed it is something that does not exist, but how it is laid out with an interior loft space with one-half of the footprint on the floor does.

Genevieve Keller asked if there was any safeguard against flipping to entirely commercial.

Mr. Roy replied he thought in the program if it flips from residential to commercial it probably would be allowed, but if it flipped to entirely residential, it would not be allowed. He said what the Board of Supervisors agreed to approve was for kind of a 50/50 split allowing for some flexibility allowed and the main goal is to preserve it historically.

Mr. Fritz noted the question was if the residential number has to be maintained at a higher number or is it okay if they go away. He noted that Mr. Roy was correct that the comprehensive plan really has a cap saying no more than X number of units; it talks about there being a mix but it does not establish for what that mix would be. Therefore, if they were to lose 20 units he thinks they probably would be consistent

with the comprehensive plan mixed-use component. He asked if the concern is to keep it a higher number of residential or does it matter that those 20 units would be converted over to purely commercial.

Genevieve Keller asked if it was rezoned could the saw tooth buildings become a single use either residential or some sort of industrial/commercial.

Mr. Fritz replied that it probably could not become residential because it was getting too close to that maximizes 55% ceiling for residential use.

Genevieve Keller asked could it be retail.

Mr. Fritz replied yes, it could because the C-1 zoning district does allow, but the way the proffers have been submitted to date that would not be the case. He said it would allow for the full range of commercial right now for commercial, office and retail. He said the overnight lodging would not be allowed, but would require a special use permit.

Ms. Spain asked will the trail connect down to Riverview Park, and Mr. Roy replied yes, the trails ends at the entrance at Market Street and the thought would be to allow for a connection through the site possibly with a pedestrian bridge across Moore's Creek that connects the trail on the other side at the Service Authority. Mr. Roy said there would be a trail connection proposed.

Ms. Spain asked Mr. Roy if he had been involved with Rivanna Conservation Alliance and Rodney Savage because they have a kiosk up at Riverview Park.

Mr. Roy replied yes, he had spoken with her a fair amount and talked about how this site could be incorporated into what she does and even some office space that would allow her to be closer and have another site on the river where you could put kayaks in. He said that it was an attractive area for that type of business.

Ms. Firehock questioned the impervious surface since he had talked about the parking on site. She pointed out that Moore's Creek was an impaired stream and suggested consideration of using permeable pavement and other measures particularly for a parking lot, and Mr. Roy replied that he desires preserving the site.

Ms. Firehock said with a focus on fire/rescue and traffic coming in she would discourage the use of the Market Street entrance.

Mr. Roy replied that it was definitely being discouraged and 90% of the traffic was proposed to come in off Broadway.

Commissioner Clayborne suggested integrating mass transit in the area.

Mr. Roy said the parking is a big issue; however, he would use bike racks as incentives for not having cars and agreed the site is a challenge and will require creativity such as access to zip cars and other incentives.

Mr. Lafferty asked if the third floor comes out and does not stop.

Mr. Roy replied that it would remain a concrete structure/building with a small entry point with the primary entrance to the main building off the third floor. He pointed out on the other side of the building there is a bridge to nowhere and to keep with the historic nature of the site it has to stay.

Bill Palmer noted the closest bus stop is probably Riverside and Chesapeake Street at Riverview Park. He asked if his preference is do all of it at once or is there a phasing plan, and Mr. Roy replied with an historic structure it is usually all or none – the existing building would be done all at one – and the new building could take place sooner or later since it is not vital to the entire site.

Bill Palmer asked if the service for the restaurant or anything else would come off Broadway, and Mr. Roy replied that is a thought since this is developing and is certainly primary pedestrian, but could be used for service vehicles coming in off Broadway. Mr. Roy said there is a set of doors here that you could get directly into.

Genevieve Keller asked to speak to the special use permit if he wanted some uses and if he planned to retain all by right uses or eliminate some with the C-1 Commercial.

Mr. Roy replied that he did not envision major revisions since it was more attractive for residential.

Ms. Genevieve Keller said she did not want any misunderstanding on what commercial means and asked the applicant, staff and the planning commission to take another look at the by right commercial matrix before making a final decision.

Ms. Riley asked if a brewery did not work out as he mentioned what other type of businesses did he envision, and Mr. Roy replied that those businesses with young demographics that liked historic aspects to keep open space was more attractive and maybe some would live in the site, too.

Ms. Spain noted on Attachment A on the last page it says see attached proffer form and they do not have it so she assumes that is because it does not apply because you are coming under review now since July 1.

Mr. Fritz replied they submitted the preliminary proffer form and attachment A was the information submitted as part of the application, and he had provided that and had that note in there but just did not include that. He pointed out it talked about providing the trail and the access is off Broadway. He asked if she wanted a copy.

Ms. Spain said that was okay she just wanted to make sure she was not missing something.

Mr. Keller noted that public comment would be taken after a five minute break with the idea it is to inform staff of any concerns and positives. Mr. Keller said that afterwards he would give the planning commissioners their last opportunity to comment to staff

Mr. Keller called the meeting back to order and asked for public comment. He noted under new business they would talk with staff about the next joint meeting and how to structure.

Ms. Firehock invited public comment.

Bill Emory, city resident, said Woolen Mills is on the National Register and he thought it was great the two planning commissions were working together today. He said he was hoping they would craft a recommendation today for the Board of Supervisors to waive dramatically the parking requirement. Today he was walking up and down Broadway looking at the metal buildings and the sea of asphalt and felt this site has more in common with Monticello visitor center since the sites appear under parked. There is a sense of cars in the parking lot with nobody there. He suggested the use of buses to this area again and potentially the use of zip cars. This site has such a great cultural tourism potential and he was

sorry to hear that overnight lodging was by special use. He said this site has great tourist and cultural attraction potential and supported the proposal.

Travis Pietila, with the Southern Environmental Law Center, said he was glad to see both planning commissions talking through this project early in the process; it is clearly a very important site for both localities. Like many people here tonight we see this project as a great opportunity to preserve this historic property, to open the site up for the public and providing new physical connections to the Rivanna Trail. He said they also appreciate Brian Roy taking the time to meet with us and walk through the project when it was initially proposed a couple of years ago. He said one of the things they want to make sure gets adequate discussion going forward is this project's relationship to Moore's Creek. This is one of our area's most impaired waterways, and it is impaired mainly due to urban runoff. This site is located right along the creek and includes significant preserved critical slopes as discussed earlier, which is a designation used by the county to identify those slopes that are particularly important to protect. We hope that these important environmental features can be avoided to the greatest possible extent particularly those located immediately adjacent to Moore's Creek which if disturbed would have the greatest impact on water quality. We recognize that the preserved slopes internal to the site may present a bigger challenge, but they also warrant careful consideration. As this proposal continues to evolve we hope the applicant and the county can work together to find creative ways to avoid and protect these resources. The opportunities identified by staff to get the most out of limited parking space available on site is a good start and liked the ideas such as shared parking and parking along Broadway.

Allison Ewing, 1900 Chesapeake Street, said she lives in Woolen Mills. They have talked about the pressures on the neighborhood of the increased traffic and she could add to that the potential pressures to the park. She lives adjacent to the park and the park is really at capacity in terms of the parking and use. She supports the project and loves the idea of the bridge and connection of the path. However, she did not think they are thinking through it and asked for consideration of the impacts from the increased traffic, parking and pressure on Riverside Park due to the increase in the neighborhood population and demographics of the neighborhood for the people that have lived there a long time. She said there was no mention of Franklin Street and was surprised the traffic was not discussed because the kids use that street. She emphasized that was a big concern because of the parking issue of the site at capacity and questioned the new building being constructed. She asked them to reconsider how to do improvements on site with the level of intensity of the use particularly due to the preserved slopes on site. In terms of the proffers if they do the development to look towards softening the impact on the neighborhood with Rivanna Water Service Authority discussion and some amenities such as sidewalks that could help the community.

Fred Wolf, resident of 1911 East Market Street, said he was a direct neighbor and architect. He said he appreciates tax credits and was in support of the project since it was fantastic. He encouraged the city and county to work together cooperatively and to be creative on the parking in how to make the site usable with a functional building with the residents to help the neighborhood, which was a critical part and would be a huge benefit in safety of the area. He strongly supported the project.

John Frazee, President of Woolen Mills Neighborhood Homeowners Association, asked to retain the name of the building. He said they were excited about the collaborative nature to allow us feedback since it was a critical opportunity for the city and county to work together. As part of the Woolen Mills Neighborhood, they were looking at this as a joint opportunity for understanding the pressures and the opportunity for greater access with working together on the parking concerns to be successful. He thanked the commission for the opportunity to speak.

Katherine Rocket, of 1800 Chesapeake Street, said as mentioned in the community meeting the main impact is to the neighborhood since her family is here and this is our home. She pointed out her grandfather was the night watchman and she wanted to see it happen, but thinking about the community

she wondered what community you are talking about. She asked what is this going to do with the neighborhood access on East Market Street, the Riverside Park, Chesapeake, Franklin and Broadway. Regarding the parking for the kayak business, it bothers me in how access will be to the community trails. She suggested they look at the city data on Riverside Park and bus stops.

There being no further public comment, Mr. Keller asked to pull together with the two jurisdictions and invite further discussion.

Commissioner Clayborne said that bus stops should be part of the plan if the destination needs to be extended.

Mr. Tim Keller said there were two stages that need to be talked about.

Ms. Firehock suggested it was the pedestrian nature and how people get there. There was a lot of asphalt and she said there would be less parking if more people walk to the site. A bonus apartment in the parking she would suppose if they get creative would reduce the amount of asphalt on site. She suggested adding a sense of community gathering space on site with a little park.

Mr. Keller added that private property parking could be solved in a defined gathering space.

Mr. Keesecker echoed Ms. Firehock in the connections focus and the analysis has to be spread out for the jobs and living with the neighborhood focus on the community. From the city's perspective, the question is how we seize the opportunity to look at planning to address traffic concerns, make better connections, and address bike/pedestrian. He asked what can the city do to spark conversations to get going and keep conversations with the county and Brian Roy going forward. He said he was excited for the potential.

Mr. Keller suggested to get the conversation going you need Bill Fritz, and Mr. Fritz agreed.

Mr. Lahendro said they need to take creative approaches to address the topography, natural resources and historical resources since it is an exciting project so everyone can work hard to make it happen.

Ms. Genevieve Keller suggested exploring place making safeguards, explore trolley, encourage fund with city for the Rivanna, and be in touch with the delegate representing the historic designation.

Ms. Firehock suggested historic panels along the floodwalls due to the history of the site.

The Planning Commission took a five-minute break at 6:57 p.m. and the meeting reconvened at 7:04 p.m.

Other Public Comment

Mr. Keller invited other public comment.

Bill Emory noted the Rivanna River Study came up with a series of recommendations and suggested they move the Rivanna River Study planning forward by encouraging the legislative budget to fund the project.

Mr. Keller pointed out the county representative, the new director; Andrew Gast-Bray is present.

There being no further public comment, the meeting moved to the next agenda item.

New Business

Mr. Keller invited new business.

The City of Charlottesville and Albemarle County Planning Commission discussed and came to an agreement that the following issues be discussed at the next two joint meetings: the first addressing housing (city) and the Rivanna River (TJPDC) and the second addressing design – small area plans, entrance corridor design guidelines, and city/county “nodes”

In addition, the following suggestions and issues were discussed:

- Memorandums of understanding between the City and County regarding education, environment, and housing.
- Entrance Corridors Guidelines - how to coordinate to have similar city/county standards on shared corridors (Major through corridors - 250/29 and 5th Street uniform guidelines – including signage)
- Affordable Housing Study – (Ms. Spain requested a copy of the study.)
- Rivanna River Study – The Commissions discussed how to support and advocate moving forward to request future funding. (This was based on what the Commissions heard from Mr. Emory.)
- Preparing for comp plan on horizon.
- Work Plan – Focus on Small Area Plan with parallel Residential Impact Group

There being no further business, the meeting moved to adjournment.

Adjournment at 7:37 p.m. by: Tim Keller, Chair of the Albemarle County Planning Commission and Kurt Keesecker, Chair of the City of Charlottesville Planning Commission.

Adjournment

(Recorded and transcribed by Sharon Taylor, Clerk to Albemarle County Planning Commission)

Planning Commission Work Session

February 28, 2017 5:00 - 7:00

NDS Conference Room

Members Present: Chairman Kurt Keesecker, Jody Lahendro, Gennie Keller, John Santoski, Brian Hogg,

Staff Present: Missy Creasy, Brian Haluska, Alex Ikefuna, Lisa Robertson

Call to Order: by Chair Keesecker 5:28

Agenda

Mr. Santoski arrived at 5:28 which established a quorum.

Ms. Creasy noted that the presentation to City Council is on March 20th and someone else should attend with Mr. Keesecker.

Ms. Keller confirmed that she will go with Mr. Keesecker on March 20th. She noted that it seems like it is our responsibility to bring a diverse group of people to the table and it is not the job of the Planning Commission to shape that input. She said if we keep everyone in a silo, that is going to lead to conflict.

The Commission reviewed the overall structure of the document. Clarification of section "C" of the work plan encompassed most of this discussion. It was confirmed that the Commission will provide a scenario for review by the public based on the feedback received in earlier phases of the work plan. The community will have the opportunity to comment and refine. The format of this scenario is anticipated to be a "cartoon map" which does not show specific boundaries. The Commission was also reminded that one of the results will need to include the formal Future Land Use Map for inclusion in the Comp Plan.

The general timeline for the full process will have the 4 kick off meetings in May-June 2017, the mini meetings in Summer/Fall 2017 and completion of section "C" by the December holidays.

Mr. Keesecker noted that he will work on the presentation materials for the March 20, 2017 Council session and the Commission will have the opportunity to refine the draft at the March 14, 2017 regular meeting.

Legal Review – Lisa Robertson, City Attorney

Ms. Robertson presented the proposed text amendments. She said the focus is on Article #3, the zoning use regulations for the mixed use and PUD districts. She is recommending to stop using PUDs as of a particular date and it would allow for validation of the current zoning you've got, it just wouldn't add new things for that district. Other than the residential districts, every district you have allows mixed use. You will see the B1 and MI districts included with the mixed use districts. She has listed the things that all of those districts have in common relative to mixed use, development, etc. B1 and B2 are still there, just included as mixed use districts. She has organized the dimensional/ building standard envelopes into a chart so no matter which district you are in, you will see a similar organization for each.

What you will notice for the setbacks, yards, and stepbacks requirements is these acronyms included in a chart. At the end of the mixed use district you will see a chart and you won't believe how many yard designation requirements and other things there are and most of them are less than 5 feet different than each other. She is re-organizing it here but what she is hoping is this will start a conversation about whether we need this level of complication. She said her task as she saw it was to re-organize and present it in a way that people can find information more easily and there will be a few provisions that are substantive that you will notice because there are holes. One of the biggest holes is there are several mixed use zoning districts in which we say absolutely nothing about the percentages. Some districts will have percentages and some districts do not percentages. She intends this to be a stop gap measure so that we don't get more buildings that have one dwelling unit in them and we call it a mixed use building. There are some holes that she provided data for and tried to use percentages that were otherwise found somewhere in the ordinance. When she did something like that there is a comment box next to it explaining why she made a particular choice. Those are open for dialogue.

Zoning Permits and Procedures

How do you go about getting your re-zoning approved? It's just a laundry list of all the different permit procedures and things. At the end of that is an updated division that talks about site plans and how they get approved and what they are supposed to be if you are organizing in accordance with the state enabling legislation framework. The biggest organizational difference is that I have illuminated all language that in anyway repeats or paraphrases state law provisions under that portion of the code. You do not need three pages of repetition of what is in the state law. There is an updated description of what ought to be in a preliminary site plan. That document under enabling legislature is much more of a concept document, much as you have been using it in the context of PUDs. The laundry list of things that need to show up in a layout plan and in a PUD plan are exactly the things that are supposed to be the same in a preliminary plan. We are going to need some time to talk over what that means, but as a practical matter anything that requires a re-zoning, a PUD approval, or a Special Use Permit, your ordinance already requires a preliminary site plan to accompany that

application. Her recommendation is that you just go ahead and have the preliminary site plan be part of that application and at the end of that process when Planning Commission and City Council have reviewed it, that concept plan is reflected in the preliminary site plan which is also your schematic design for a proposed development and then you are done. Whenever you are ready get your site plan approval, instead of having three steps there are two. This is very consistent with state law and consistent with the notion that people are looking to have things work in a way that removes unnecessary review steps. The shortest way to say what the distinction is a preliminary site plan is more conceptual, it would no longer be a draft final plan which is how right now we are using it. That does not preclude somebody from submitting an early version of a site plan and continuing to work with staff the way they do now with multiple submissions working toward a final approval. We just would not call it a site plan other than when it presents the conceptual layout and the schematic design for a project. The residential use matrix is greatly simplified and she is hoping to have a discussion about whether it needs any more detail and has all of the basic information in the current matrix. The current matrix uses four pages to basically say in residential districts you are allowed about 10 uses. She has tried to get rid of the complicated chart and boil it down to what the requirements are. She said the same thing has been done for the mixed use district matrix. She just consolidated everything. What you will see with the matrix as presented is a little different. We have 5 different square footages we use to talk about a retail development so it is continuing but hoping it will bring up conversation about how we can make certain things a little easier to work with in the ordinance. Ms. Robertson said it's a good idea to have this on the website for public comment and review.

Mr. Santoski asked how does this fit in with the discussion of Form Based Code?

Ms. Creasy said this is a conversation totally separate from legal review. The Form Based Code item is on a separate path and there is an RFP on the street for that and it is only for a little piece of the City.

Ms. Robertson said it's not even the entire SIA. It is Phase One within the SIA.

Ms. Keller asked Ms. Robertson had she had the opportunity to see the handout or the PowerPoint from the Form Based Code presentation at the Jefferson School.

Ms. Robertson said she did and she plans to talk with people internally about what is the best way to clarify some of the information in that handout.

Adjournment 8:10 pm

CITY OF CHARLOTTESVILLE
DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES
STAFF REPORT



PRELIMINARY DISCUSSION: REZONING

DATE OF PLANNING COMMISSION MEETING: April 11, 2017

Project Planner: Heather Newmyer

Date of Staff Report: April 3, 2017

Project Name: Monticello Area Community Agency (MACAA) and New Millennium Senior Living Communities (NMSLC) Campus - Planned Unit Development (PUD) Rezoning

Property Street Address: 1021, 1023 and 1025 Park Street

Tax Map/Parcel #: Tax Map 47, Parcels 8, 10, 11

Property Owner: Monticello Area Community Action Agency (MACAA) & 1023 Park Street, LLC

Applicant's Representative: Kurt Wassenaar, President of Wassenaar + Winkler Architects and Planners

RE: Rezoning of lots 1021, 1023 and 1025 Park Street from R-1 to Planned Unit Development (PUD)

Background

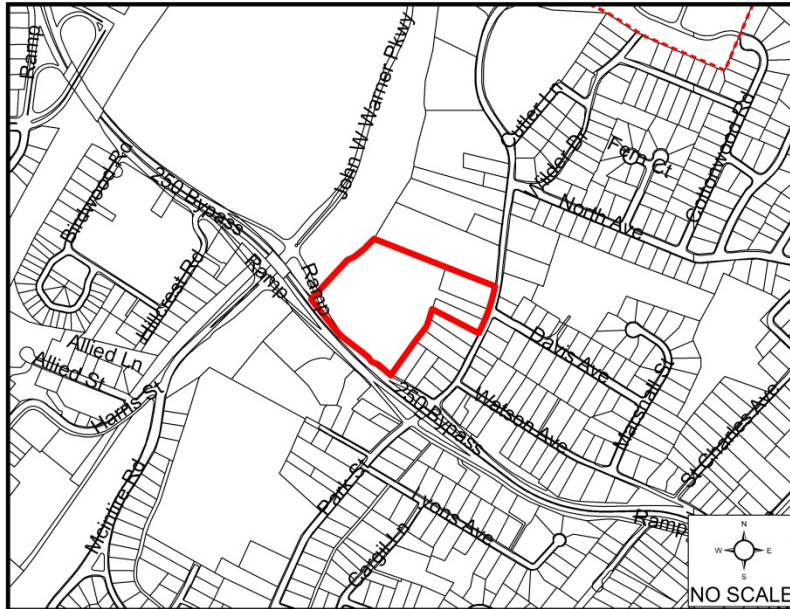
Kurt Wassenaar, President of Wassenaar + Winkler Architects and Planners, is representing Monticello Area Community Action Agency (MACAA) and New Millennium Senior Living Communities (NMSLC), a development group based out of Roanoke, Virginia that specializes in senior housing, independent living, assisted living and nursing properties in the Mid-Atlantic and Southeast regions of the United States.

The applicant plans to submit a rezoning application to rezone properties 1021, 1023 and 1025 Park Street from the existing single-family low-density residential zoning (R-1) to a Planned Unit Development (PUD). In addition to the R-1 zoning, 1025 Park Street (MACAA's current site) has a special use permit granted by City Council in 1993 for a private school/education facility (community education center) and amended in 1995 to permanently close access to 250 Bypass.

The rezoning is being requested to accommodate an "intergenerational campus" that would locate a senior housing facility, containing a mix of assisted living and independent living units, on the current MACAA site (1025 Park Street), where MACAA's operation and facilities would relocate to the "Stone House" (1021 Park Street) immediately North of the MACAA site. Part of

the proposed plan is to restore the “Stone House” as MACAA’s executive offices and construct a new, smaller-scale school building on the rear of the lot to support MACAA’s Head Start program (early childhood development program).

Vicinity Map



2016 Aerial

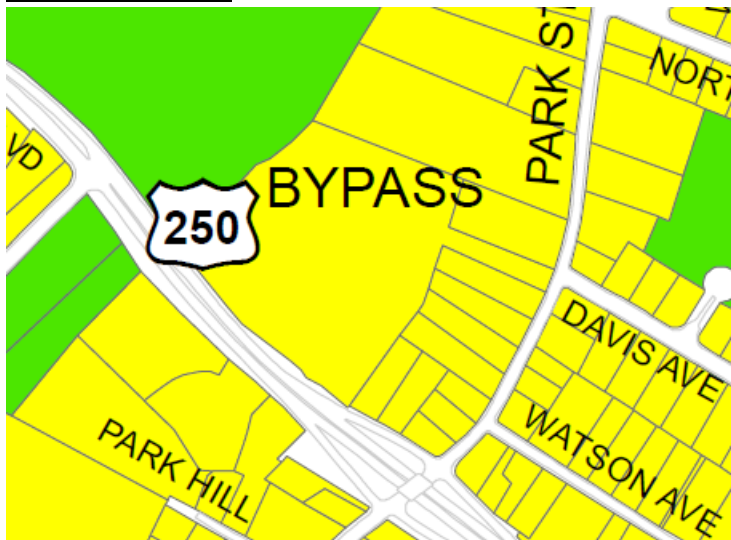


Zoning Map



Purple Dashed Outline: Special Use Permit (SUP), Yellow: R-1 (Single-Family), Blue Cross-Hatch: Individual Protected Property (IPP), Green: Parks, Brown: McIntire-5th Residential (MR)

2013 Comp Plan



Yellow: Low Density Residential, Green: Park or Preserved Open Space

Preliminary Analysis

MACAA is currently the owner of 1021 and 1025 Park St. 1023 Park St is currently owned by 1023 Park Street, LLC (Coran Capshaw) and is under contract with NMSLC. Existing uses are listed in the table below.

Existing Uses

Address	Zone	Use
1021 Park Street	R-1	Single-Family House
1023 Park Street	R-1	Single-Family House (Stone House)
1025 Park Street	R-1 with SUP for private school/education facility (community education center)	Existing MACAA facility site

As part of the PUD request, the applicant would request the underlying SUP be removed. The applicant is proposing a senior living facility to locate at 1025 Park Street (current MACAA site), where the facility would provide a mix of independent and assisted living units. Schematic plans show the facility providing approximately 150 units. The MACAA facility is proposed to relocate to the Stone House, which is to be refurbished, and an additional school building is proposed to be added at the rear of the lot. The single-family house at 1023 Park Street is proposed to be removed, where schematic plans have proposed alignment of MACAA Drive with Davis Street. Adjacent to the intersection is proposed additional parking to serve the “intergenerational campus.” The applicant has also discussed a potential option of incorporating an independent living residence with parking to the rear that serves both MACAA and senior living facility on this lot.

Under the current zoning, 1021 and 1023 Park Street each accommodate a single-family home (Use Matrix – Residential zoning districts attached). If MACAA were to relocate to 1021 Park Street under current zoning, the school use would require a special use permit. The special use permit that exists at 1025 Park Street would remain for a private school/education facility (community education center) so long as the use remained.

If rezoned to Planned Unit Development (PUD), uses the applicant has expressed as part of the schematic plan are:

- Senior Living Facility (Independent + Assisted Living)
- Private School/Education Facility (MACAA)

The current MACAA site (1025 Park Street) is approximately 7.6 acres and backs up to 250 Bypass and John Warner Parkway, the John Warner Parkway trail, Schenk's Branch and McIntire Park. The site contains environmental features including: large stand of trees, critical slopes and is home to the Rock Hill Gardens.

City staff has met with the applicant's representative and associated team to have preliminary discussions regarding the rezoning request and held a formal pre-application meeting per Sec. 34-41(b)(1) on March 22, 2017. The applicant has stated part of the planning process for the PUD request is to preserve and incorporate the above mentioned environmental/historic features. Staff has provided the applicant with the Streets That Work Plan and the Park Street design developed in 2015 as part of the Bicycle and Pedestrian Plan to inform their planning process for the proposed intersection design should they move forward with a formal rezoning request. The pre-application verification form is attached and lists supplemental information requested by staff per Sec. 34-41(d) in addition to what the applicant is required to submit per general application requirements.

Should the applicant formally submit a rezoning request application, staff has request in addition to general application requirements, per Sec. 34-41(d):

- *Project Proposal Narrative (Sec. 34-41(d)(1))*
- *Comprehensive Plan Analysis (Sec. 34-41(d)(2))*
- *Impacts on Environmental Features (Sec. 34-41(d)(3))*
- *PUD Concept Plan (Sec. 34-41(d)(7))*
- *Other Information – Traffic Impact Analysis (Sec. 34-41(d)(9))*

Questions/Topics for Discussion

- How could the proposed senior living facility/intergenerational campus impact the surrounding neighborhood? What is an appropriate scale?
- How will the intergenerational campus function? What programs will unite both functions (assisted living facility and school)?
- Discuss the proposed concept in light of the following objectives expressed in the City's Planned Unit Development District Ordinance (Full Objectives list can be found in Sec. 34-490):
 - *Sec. 34-490(2)* Encourage innovative arrangements of buildings and open spaces to provide efficient, attractive, flexible and environmentally sensitive design
 - *Sec. 34-490(5)* Provide for developments designed to function as cohesive, unified projects
 - *Sec. 34-490(6)* Ensure that a development will be harmonious with existing uses and character of adjacent property, and/or consistent with patterns of development

- What opportunities are there given the site's existing features and its location in proximity to trail systems and City park land?
- If the Planning Commission believes this rezoning application furthers the goals of the City's 2013 Comprehensive plan, what are some measures the applicant can take to mitigate any adverse impact on the neighborhood?

Attachments

1. Applicant Preliminary Project Statement dated March 31, 2017
2. Pre-Application Verification Form March 22, 2017
3. Section 34-490 Planned Unit Development Districts - Objectives
4. Section 34-420 Use Matrix – Residential zoning districts
5. John Warner Parkway Trail:
<http://www.charlottesville.org/home/showdocument?id=38038>

Proposed Planning Unit Development for the MACAA Site on Park Street

Preliminary Project Statement - March 31, 2017

Approximately two years ago, Monticello Area Community Action Association (MACAA) began a process to evaluate its long-range options for facilities and the redevelopment of one of its largest assets, its parcel of land on Park Street. MACAA's existing classrooms and facilities are in dire need of repair and/or replacement and it faces significant operational financial pressures. MACAA is involved in providing Head Start Education and other support services for families in the Charlottesville / Albemarle County and surrounding counties. These facts make any significant efforts on their existing facilities problems virtually impossible without a more fundamental plan of development that will appropriately use the value of their land to accomplish their mission and add value to the Community.

After a very in-depth analysis of the development potential of their approximately 7-acre R-1 zoned site and the determination that "by right" Residential development was feasible however, after review, was not thought to be an optimum development approach consistent with MACAA's mission or for the site itself. "By right" development would require substantial reworking of the site with respect to erasing much of the tree cover, history, character and visual impact of the site, with respect to the adjacent Warner Parkway and McIntire Park. As stated above, MACAA's mission is to be a strong contributing member to the wellbeing of the community and so alternatives were carefully sought out.

After several attempts at finding workable alternatives, MACAA was fortunate to find what they believe to be an appropriate partner for the site while potentially meeting the goals of long term financial stability and replacement facilities. . This alternative does minimal damage to the existing fabric of the site, and perhaps most importantly provides an opportunity for a vibrant and exciting synergy with and for MACAA and its programs. MACAA is very pleased to have found such a partner in New Millennium Senior Living Communities who are joining with MACAA to propose an Intergenerational Education Campus that would satisfy the need for new classrooms, while also building a new senior living community. . This proposed project fosters an environment of shared learning between children from the Head Start School program and other MACAA programs, as well as seniors from the senior living community. This plan provides housing options for seniors in our community as well as additional jobs and tax revenues for the City. Additionally, there would be minimum impact of City service requirements such as schools, etc. The proposed plan of development will allow for the new structures to primarily be developed on the center parking lot and existing building parts of the site thus preserving much of the tree cover, historic fabric and a contained and reduced visual impact with respect to the surrounding City, park and parkway.

The path forward to this exciting development plan will require a PUD rezoning of the property and two adjacent properties. In addition to the main MACAA parcel, MACAA has purchased the adjacent Stone House to the North of the Davis street entrance. The property to the South of the Davis street entrance is also under contract. The combined properties now constitute approximately 9.5 acres. In the proposed development plan, MACAA will be moving its executive offices to the existing Stone House, thus preserving this residential property virtually

as is on the site, and will be building a new school facility at the rear of the existing Stone House property. The adjacent properties to the North and South of the existing Davis Street entrance potentially allow for a significant realignment of the project entrance with Davis Street and provide a safer and more rational entrance for this part of Park Street. We have been working with the City Traffic engineer on the design and improvement of this entrance. The proposed Senior Living Center will have approximately 150 -160 residential units and these will be divided into active senior, assisted living and memory care units.

We are committed to making this project a strong contributing and appropriate addition to the Charlottesville community. This proposal places MACAA on a firm path that enables it to enhance and strengthen its services to Charlottesville and the surrounding communities it serves. While a considerable amount of thought, study and design work has been done on the project to establish its feasibility both financially and from a planning standpoint, your input and responses are very important. We look forward to showing you our work in progress, getting your ideas, and welcomed support as we move forward through the PUD rezoning process and a successful new addition to the City. After our meeting on April 11, 2017 we hope to be able to submit our formal application for rezoning on April 25, 2017 and look forward to meeting with you going forward.

With Kind Regards,

Kurt Wassenaar – Coordinating Architect for MACAA and NMSLC



City of Charlottesville

Pre-Application Meeting Verification

Project Name: MACAA / New Millennium Senior Living Centers (NMSLC)

Pre-Application Meeting Date: March 22, 2017

Applicant's Representative: Kurt Wassenaar

Planner: Heather Newmyer

Other City Officials in Attendance:

Beennen Duncan, Traffic Engineer

Amanda Percy, Bicycle/Pedestrian Coordinator

The following items will be required supplemental information for this application and must be submitted with the completed application package:

1. Project Proposal Analysis
Sec. 34-41(d)(1)

2. Comprehensive Plan Analysis
Sec. 34-41(d)(2)

3. Impacts on environmental features (environmental features narrative - critical slopes +
34-41(d)(5) historic landmarks (Rock Hill Gardens), existing trees...etc)

4. PUD Concept Plan (this in addition to information required by Sec. 34-517 PUD Dev. Plan)
34-41(d)(7)

5. Traffic Impact Analysis
34-41(d)(9)

Planner Signature: Heather Newmyer

ARTICLE V. - PLANNED UNIT DEVELOPMENT DISTRICTS

DIVISION 1. - GENERALLY

Sec. 34-490. - Objectives.

In reviewing an application for approval of a planned unit development (PUD) or an application seeking amendment of an approved PUD, in addition to the general considerations applicable to any rezoning the city council and planning commission shall consider whether the application satisfies the following objectives of a PUD district:

- (1) To encourage developments of equal or higher quality than otherwise required by the strict application of zoning district regulations that would otherwise govern;
- (2) To encourage innovative arrangements of buildings and open spaces to provide efficient, attractive, flexible and environmentally sensitive design.
- (3) To promote a variety of housing types, or, within a development containing only a single housing type, to promote the inclusion of houses of various sizes;
- (4) To encourage the clustering of single-family dwellings for more efficient use of land and preservation of open space;
- (5) To provide for developments designed to function as cohesive, unified projects;
- (6) To ensure that a development will be harmonious with the existing uses and character of adjacent property, and/or consistent with patterns of development noted with respect to such adjacent property;
- (7) To ensure preservation of cultural features, scenic assets and natural features such as trees, streams and topography;
- (8) To provide for coordination of architectural styles internally within the development as well as in relation to adjacent properties along the perimeter of the development; and
- (9) To provide for coordinated linkages among internal buildings and uses, and external connections, at a scale appropriate to the development and adjacent neighborhoods;
- (10) To facilitate access to the development by public transit services or other single-vehicle-alternative services, including, without limitation, public pedestrian systems.

Sec. 34-420. - Use matrix—Residential zoning districts.

The uses and residential densities allowed within the city's residential zoning districts are those identified within the matrix following below. (For a list of each of the city's zoning districts and their abbreviations, see section 34-216).

A = Ancillary use	DUA = dwelling units per acre	P = provisional use permit
B = by-right use	GFA = gross floor area	S = special use permit
CR = commercial/residential	MFD = multifamily development	T = temporary use permit
A/S = Ancillary or Special Use Permit		

Use Types	ZONING DISTRICTS											Requirements 34- <u>xxxx</u>
	R-1	R-1U	R-1S	R-1SU	R-2	R-2U	R-3	R-UMD	R-UHD	MR	MHP	
RESIDENTIAL AND RELATED USES												
Accessory apartment, internal	P		P		P		B	P	P	P	P	1105; 1171
Accessory apartment, external	P		P		P		P	P	P	P		1105; 1171
Accessory buildings, structures and uses	B	B	B	B	B	B	B	B	B	B	B	1105
Adult assisted living												
1—8 residents	B	B	B	B	B	B	B	B	B	B	B	
Greater than 8 residents							S	S	S	S		
Adult day care							S					
Amateur radio antennas, to a height of 75 ft.	B	B	B	B	B	B	B	B	B	B		

Bed-and-breakfast:													
Homestay	B	B	B	B	B	B	B	B	B	B	B		935
B & B							B	B	B	B			935
Inn							S	S	S	S			935
Boarding: fraternity and sorority house							S	S	S				
Boarding house (rooming house)							S	S	S	S			
Convent/monastery	S	S	S	S	S	S	S	S	S	S	S		
Criminal justice facility													
Dwellings:													
Multifamily							B	B	B	B			
Single-family attached					B	B	B	B	B	B	B		1123
Single-family detached	B	B	B	B	B	B	B	B	B	B	B		1123
Townhouse							B	B	B	B			386; 1123
Two-family					B	B	B	B	B	B			1123
Family day home													
1—5 children	B	B	B	B	B	B	B				B		
6—12 children	S	S	S	S	S	S	B				B		
Home occupation	P	P	P	P	P	P	P	P	P	P	P		1172
Manufactured home park												B	
Night watchman's dwelling unit,													

accessory to industrial use													
Nursing homes							S	S	S	S			
Occupancy, residential													
3 unrelated persons	B	B	B	B	B	B	B	B	B	B	B	B	
4 unrelated persons	B		B		B	B	B	B	B	B	B	B	
Residential density (developments)													
1—21 DUA							B	B	B	B			
22—43 DUA							S	B	B	S			
44—64 DUA							S		B				
65—87 DUA							S		S				
88—200 DUA													
Residential treatment facility													
1—8 residents	B	B	B	B	B	B	B	B	B	B	B		
8+ residents					S	S	S						
Shelter care facility							S						
Single room occupancy facility							S			S			
Temporary family health care structure	T	T	T	T	T	T	T	T	T	T	T	T	
NON-RESIDENTIAL: GENERAL and MISC. COMMERCIAL													
Access to adjacent multifamily, commercial, industrial or mixed-use							B	B	B	B			

development or use													
Accessory buildings, structures and uses							B	B	B				1105
Amusement center													
Amusement enterprises (circuses, carnivals, etc.)													1193
Amusement park (putt-putt golf; skateboard parks, etc.)													
Animal boarding/grooming/kennels:													933
With outside runs or pens													
Without outside runs or pens													
Animal shelter													933
Art gallery:													
GFA 4,000 SF or less													
GFA up to 10,000 SF													
Art studio, GFA 4,000 SF or less													
Art workshop													
Assembly (indoor)													
Arena, stadium (enclosed)													
Auditoriums, theaters													
Houses of worship	B	B	B	B	B	B	B	B	B	B	B		

Assembly (outdoor)													
Amphitheater													
Stadium (open)													
Temporary (outdoor church services, etc.)	T	T	T	T	T	T	T	T	T	T		1191	
Assembly plant, handcraft													
Assembly plant													
Automobile uses:													
Gas station												931	
Parts and equipment sales													
Rental/leasing													
Repair/servicing business													
Sales													
Tire sales and recapping													
Bakery, wholesale													
GFA 4,000 SF or less													
GFA up to 10,000 SF													
Banks/ financial institutions													
Bowling alleys													
Car wash												930	
Catering business													

Cemetery	S	S	S	S	S	S	S					
Clinics:												
Health clinic (no GFA limit)												
Health clinic (up to 10,000 SF, GFA)												
Health clinic (up to 4,000 SF, GFA)							B	B	B			
Public health clinic							B	B	B			
Veterinary (with outside pens/runs)												933
Veterinary (without outside pens/runs)												933
Clubs, private	S	S	S	S	S	S	S	S	S	S		
Communications facilities:												1070 et seq.
Attached facilities utilizing utility poles as the attachment structure	B	B	B	B	B	B	B	B	B	B		
Attached facilities not visible from any adjacent street or property	B	B	B	B	B	B	B	B	B	B		
Attached facilities visible from an adjacent street or property												
Carrier on wheels (COW)												
Towers												
Monopole tower												
Guyed tower												

Lattice tower													
Self-supporting tower													
Contractor or tradesman's shop, general													
Crematorium (independent of funeral home)													
Data center													
Daycare facility	S	S	S	S	S	S	B	B	B	B	B		
Dry cleaning establishments													
Educational facilities (non- residential)													
Elementary	S	S	S	S	S	S	B	B	B	B			
High schools	S	S	S	S	S	S	B	B	B	B			
Colleges and universities	S	S	S	S	S	S	B	B	B	B			
Artistic up to 4,000 SF, GFA													
Artistic up to 10,000 SF, GFA													
Vocational, up to 4,000 SF, GFA													
Vocational, up to 10,000 SF, GFA													
Electronic gaming café													937
Funeral home (without crematory)													
GFA 4,000 SF or less							S						
GFA up to 10,000 SF							S						

Funeral homes (with crematory)												
GFA 4,000 SF or less							S					
GFA up to 10,000 SF							S					
Golf course												
Golf driving range												
Helipad												
Hospital												
Hotels/motels:												
Up to 100 guest rooms												
100+ guest rooms												
Laundromats							A	A	A	A	A	
Libraries	B	B	B	B	B	B	B	B	B	B	B	
Manufactured home sales												
Micro-producers												
Small Breweries												
Movie theaters, cineplexes												
Municipal/governmental offices, buildings, courts	S	S	S	S	S	S	S	S	S	S	S	
Museums:												
Up to 4,000 SF, GFA												
Up to 10,000 SF, GFA												

Offices:													
Business and professional													
Medical													
Philanthropic institutions/agencies													
Property management							A	A	A	A	A		370
Other offices (non-specified)													
Outdoor storage, accessory													
Parking:													
Parking garage							A/S	A/S	A/S	A/S			
Surface parking lot							A	A	A	A			
Surface parking lot (more than 20 spaces)							A	A	A	A			873
Temporary parking facilities								T	T				873
Photography studio													
Photographic processing; blueprinting													
Radio/television broadcast stations													
Recreational facilities:													366
Indoor: health/sports clubs; tennis club; swimming club; yoga studios; dance studios, skating rinks, recreation centers, etc. (on City-owned, City School Board-	B	B	B	B	B	B	B	B	B	B	B	B	B

owned, or other public property)													
Indoor: health/sports clubs; tennis club; swimming club; yoga studios; dance studios, skating rinks, recreation centers, etc. (on private property)													
GFA 4,000 SF or less								A	A	A	A		
GFA up to 10,000 SF													
GFA more than 10,000 SF													
Outdoor: Parks, playgrounds, ball fields and ball courts, swimming pools, picnic shelters, etc. (city owned), and related concession stands	B	B	B	B	B	B	B	S	S	S			366
Outdoor: Parks, playgrounds, ball fields and ball courts, swimming pools, picnic shelters, etc. (private)	S	S	S	S	S	S	S	S	S	S			366
Restaurants:													
Dance hall/all night													1174
Drive-through windows													
Fast food													
Full service													
Taxi stand													
Towing service, automobile													
Technology-based businesses													

Transit facility													
Utility facilities	S	S	S	S	S	S	S	S	S	S	S		
Utility lines	B	B	B	B	B	B	B	B	B	B	B	B	
NON-RESIDENTIAL USES: RETAIL													
Accessory buildings, structures and uses													1105
Consumer service businesses:													
Up to 4,000 SF, GFA								A	A	A			369
Up to 10,000 SF, GFA													
10,001+ GFA													
Farmer's market													
Greenhouses/nurseries													
Grocery stores:													
Convenience													
General, up to 10,000 SF, GFA													
General, 10,001+ SF, GFA													
Home improvement center													
Pharmacies:													
1—1,700 SF, GFA													
1,701—4,000 SF, GFA													
4,001+ SF, GFA													

Shopping centers												
Shopping malls												
Temporary sales, outdoor (flea markets, craft fairs, promotional sales, etc.)											1192	
Other retail stores (non-specified):												
Up to 4,000 SF, GFA												
Up to 20,000 SF GFA												
20,000+ SF, GFA												
NON-RESIDENTIAL: INDUSTRIAL												
Accessory buildings, structures and uses											1105	
Assembly, industrial												
Beverage or food processing, packaging and bottling plants												
Brewery and bottling facility												
Compounding of cosmetics, toiletries, drugs and pharmaceutical products												
Construction storage yard											1173	
Contractor or tradesman shop (HAZMAT)												
Frozen food lockers												
Greenhouse/nursery (wholesale)												

Industrial equipment: service and repair													
Janitorial service company													
Kennels													
Laboratory, medical													
Laboratory, pharmaceutical													
Landscape service company													
Laundries													
Manufactured home sales													
Manufacturing, light													
Medical laboratories													
Moving companies													
Pharmaceutical laboratories													
Printing/publishing facility													
Open storage yard													
Outdoor storage, accessory to industrial use													
Research and testing laboratories													
Self-storage companies													
Warehouses													
Welding or machine shop													

Wholesale establishments														
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(9-15-03(3); 6-6-05(2); 9-15-08(1); 3-16-09(3); 7-20-09(2); 7-21-10; 10-4-10(2); 1-18-11; 12-21-15(2); 9-6-16, § 1)

CITY OF CHARLOTTESVILLE
NEIGHBORHOOD DEVELOPMENT SERVICES



MEMORANDUM

To: Charlottesville Planning Commission
From: Missy Creasy, Assistant Director
Date: March 27, 2017
Re: Planning Commission Bylaws Changes

Planning Commission approved an update to the bylaws at the February 14, 2017 Regular meeting. At that time Commissioner Keller requested to revisit an ethics document that was used in 2006-07 to see if Commissioners were interested in refining that document for use.

The 2006-07 document is attached and Commissioners have the ability to review and refine (or rewrite) as the group feels appropriate.

OPERATING GUIDELINES (2006-07)

City of Charlottesville Planning Commission

Members shall ethically serve the public interest by making decisions and taking actions which will enhance the public health, safety and welfare of the region and the citizens served by the Planning Commission and by promoting public confidence in the integrity, independence, ability and impartiality of the Planning Commission.

1. Members shall uphold the prestige of their office and avoid impropriety and the appearance of impropriety.
2. When communicating with the public individual Members shall not convey the impression that they are in a position to dictate or control the outcome of a matter pending before the Commission. When addressing a matter outside of the public meeting context, Members should clearly articulate whether they are expressing their own personal opinion or a position of the Commission as reflected by a prior formal action.
3. Members shall discharge their duties and responsibilities in an impartial manner, without favor or prejudice toward any person or group. When making a decision or recommendation Members shall give due consideration to the recommendations of the professional planning staff, but shall ultimately be guided by good zoning and planning practices and the public health, safety and welfare.
4. Members shall be fully informed about all matters that come before the Commission for action. Requests for additional information or clarification about any agenda item shall be made to the appropriate City staff person, who will be responsible for obtaining and providing the information to the entire Commission.

A public meeting of the Commission is the optimal setting for the receipt of input from the public about any matter within the Commission's jurisdiction. There are instances, however, where individuals or groups will request a meeting with an individual Member about a matter pending before the Commission. If the Member believes that such a meeting will promote a fuller understanding of the relevant issues, strong consideration shall be given to holding such a meeting (i) during normal business hours; (ii) at a public location, such as City Hall; and (iii) with a member of City staff present. When the particular agenda item comes before the Commission, the occurrence of any such meetings should be publicly disclosed and reflected in the Commission's minutes.

Any information received by an individual Member, whether in person, by telephone, in writing or by electronic mail, that is relevant to a matter pending before the Commission should be forwarded promptly to the Planning Manager for distribution to the entire Commission.

5. Members shall not accept or solicit any money, gift, loan, payment, favor, service, business or professional opportunity, meal, transportation or anything else of value, that reasonably tends to influence the Member in the performance of his official duties, or is otherwise prohibited by section 2.2-3103 of the State and Local Government Conflict of Interests Act.
6. As private citizens Members may participate in political campaigns and elections. Any Member exercising those rights should be mindful that their conduct and actions not compromise their ability to perform their duties as a Commissioner in a fair and impartial manner.
7. All members of the Planning Commission are subject to the State and Local Government Conflict of Interests Act, and are required by law to familiarize themselves with the provisions of the Act. Members must be particularly attentive of any potential conflict of interest that may arise from a personal, financial,

business, employment or familial relationship between the Member and any individual interested in a transaction before the Commission. In the event of such potential conflict, whether actual or perceived, the Member shall consult with legal counsel for the Planning Commission before participating in any manner in the transaction.

8. Members shall remain vigilant against deviations from the Planning Commission by-laws, policies and mission statement.

**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	March 20, 2017
Action Required:	Quarterly Report and Motion to Approve
Presenter:	Kurt Keesecker, Planning Commission Chair Genevieve Keller, Planning Commissioner
Staff Contacts:	Missy Creasy, Assistant NDS Director
Title:	Community Engagement Strategy Component of Regulatory Framework Review and Alignment with 2018 Comprehensive Plan

Background:

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 Community Engagement Strategy component is ready to be reviewed by Council to provide feedback and potential approval to move forward.

Discussion:

The Commission began development of the Community Engagement Strategy at a January 3, 2017 work session and continued their work for multiple sessions in January and February 2017 (summaries of “project activities” are attached). The Commission was tasked with creating the strategy and identifying resources needed to implement. The strategy document is attached and the resources needing funding are as follows: facilitator for developing questions and assisting with meetings, RFP funding for survey development, website management/development and graphic/mapping professional services, materials/supplies and meeting refreshments.

Alignment with City Council’s Vision and Strategic Plan:

As this project is associated with the Comprehensive Plan, all aspects of the Council Vision are addressed in one way or another. It also contributes to Goal 5 of the Strategic Plan, to foster strong connections, and objective 5.3, to promote community engagement.

Community Engagement:

All Commission work sessions have been open to the public. In addition, staff attended a meeting with representatives of the CADRe group on January 13th (meeting summary attached). Mr. Keesecker and Ms. Keller also met with a Community Engagement class at UVA to talk about this project. Students were given an option to participate in a project which would support

this effort and two groups focusing on youth engagement and affordable housing respectively plan to assist.

Budgetary Impact:

The September 6, 2016 Council resolution requests that additional resources for implementation be identified and requested. The Commission has outlined resources which need financial support and staff will be working to outline estimates.

Recommendation:

The Commission requests that Council provide guidance on the major components the community engagement strategy was developed based on to assure that the foundation is sound moving forward.

These components are

1. Using “places” as an organizing factor for the Land Use element
2. Structure proposed for the strategy (4 kick off meetings, mini-meetings, presentation of scenario(s) based on received public input)

If Council is satisfied with those components, it is recommended that approval to proceed be provided along with designation of funds to address needed resources.

Alternatives:

Council could chose to change the proposed Community Engagement Strategy providing guidance to the Commission and an altered timeframe to allow for update and reporting back.

Attachments:

1. Community Engagement Strategy
2. Regulatory Framework Review and Revision – Quarterly report #2 (includes project activity descriptions)

COMMUNITY ENGAGEMENT STRATEGY—CITY COUNCIL AND PLANNING COMMISSION

DRAFT February 21, 2017 – updated March 1, 2017

For: 5-Year Comprehensive Plan Review and Zoning Ordinance Update. The values of the City, as expressed in the City Council Vision, Strategic Plan and the Comprehensive Plan will guide the Planning Commission and City Council throughout the 5-year review process and in making their ultimate decisions. During this update process, the Planning Commission will focus, in particular, on the Future Land Use Map and related provisions of the Comprehensive Plan, will review development and related trends observed over the past 5 years, will update growth projections, and will review strategies for managing guiding and directing anticipated growth in accordance with the City Council vision. Based on staff recommendations, the Commission will also review the advisability of updates to the Community Facilities, Economic Sustainability, Environment, Housing, Transportation, Historic Preservation and Urban Design chapters.

I. GUIDING PRINCIPLES

- *This process will facilitate a community wide conversation on how the community will change based on choices made for the future*
- *Assuming recent trends continue, the City will change and grow. The community must have the opportunity to be heard as to how that growth would occur and can be managed*
- *The places where we live, work and play are important in defining our community and they will be central to the discussion—comprehensive plan updates, including implementation strategies and measures, must be designed to promote and/or preserve the places important to the community. (“place-making”)*
- *The values of the City, as expressed in the City Council Vision, Strategic Plan and the Comprehensive Plan will be considered in relation to specific places in the community.*
- *Information and data should be gathered, analyzed and shared in a manner that is understandable to residents.*
- *The best ideas for our City’s future will be identified by listening.*

II. Work Plan

***Attachment 1** to this document contains a Chart, explaining how levels of Community Engagement will progress through this process, in accordance with the various stages of development of comprehensive plan updates.

A. Step-One: Kick-Off; Inform the Community of the Process

What: The Planning Commission will present information about the nature and purpose of the Comprehensive Plan; will present recent development trends and projected growth data; will explain how “place-making” will be the lens through which updates will be envisioned; and will provide a map identifying key “places” within the City, to engage the community in an initial conversation about the relationship between Places and the various needs of the community for diversity, housing, economic prosperity, preservation, and equity.

Who: It is the intention of the Planning Commission to engage City residents initially as a community.

The Planning Commission will conduct a series of four (4) kick-off meetings to be held in different geographical regions of the city. The structure of those meetings will be as described in Attachment 1 to this document.

How—Engagement Level



Resources Needed

Facilitation professional to assist with meetings and asking questions which identify community needs.

Funding for food, materials/supplies for meetings

Website manager/designer resources

B. Consultation with the Community at large, City Staff, neighborhood and other groups, Key Stakeholders, Weldon Cooper Center—anyone who may have information, ideas, data, concerns, objectives, etc. to contribute

What: Gather trend data; gather information about places and land uses the community enjoys, wants to protect and expand; gather information about successful/ unsuccessful projects; information about best-practices the community would like to see implemented; where would the community like to see future growth (office, commercial & residential)

Who: As many people and groups (self-identified), including: individual residents; neighborhood representatives; social justice advocates; the development community; the professional and academic design community; etc.

How--Engagement Levels:



Resources Needed

Facilitation professional to assist with meetings and asking questions which identify community needs.

Funding for food, materials/supplies for meetings

C. Propose Scenario (present the take away from the last meeting (likely to be a map) for verification and have a baseline scenario of what would happen without change. Address and identity changes needed, consider discussion-draft textual changes to help realize the updated Future Land Use Plan)

What: Collate data, information, input received from previous stages; identify areas and topics of agreement; areas and topics to be further researched and investigated; investigate scenarios to be incorporated, and solutions to be considered; begin developing a “menu” of possible updates and strategies

Who: General public; key stakeholders

How—engagement levels:



Resources Needed

Facilitation professional to assist with meetings and asking questions which identify community needs.

Graphic Designer for creation of visuals

D. Proposed Plan for Recommendation to Council (the outcome of previous stages)

What: Planning Commission completes its review of the Comprehensive Plan and formulates updates to be presented and discussed through a public hearing process; Planning Commission makes its final recommendations to City Council

Who: General public; planning commission

How--Engagement Levels



Resources Needed

Facilitation professional to assist with meetings and asking questions which identify community needs.

Summary of Resources needed:

Facilitation professional to assist with meetings and asking questions which identify community needs.

Funding for meeting refreshments and materials and supplies

Funding for RFP for a survey







Website manager/designer

Graphic artist with mapping skill set.

“Meeting in a Box” development (Preferably by professional who has created and implemented a similar product)

Internship opportunities

Attachment 1:

Levels of Community Engagement				
Increasing level of engagement 				
				
Informing	Consulting	Involving	Collaborating	Decision Making
Providing information and data to community, offer a Place Map, to illustrate existing conditions, patterns of development	Obtain feedback from community on Place Map, in order to inform the decision-making process	Work directly with the community to ensure that issues, concerns, and aspirations are clarified, understood and considered	Working in partnership with the community, to develop options and to identify preferred solutions	Conduct an advertised public hearing(s) on proposed update(s) and short-term implementation measures
The intention is to....				
Provide community with relevant information, education about the Comp Plan and the purpose of the 5-year review process	Listen to views of community members and provide feedback on their input Begin identifying opportunities and solutions	Frame problems to be resolved, best practices to be implemented	Look to community advocates and stakeholder representatives for advice as to innovation, solutions to identified problems	Take responsibility for developing and recommending plans and ordinances in the best interests of the public welfare and safety, and reflective of good zoning practices
Means, methods, techniques....				
Website Public Notifications & Announcements (posters, channel 10, neighborhood associations, farmers' market, schools, etc.) (4) Kick-off Meetings conducted in central locations within the City (school auditoriums, etc.)	Website Surveys Comment "Box" (a/k/a Meeting in a Box)(individuals and groups/ stakeholders provide information, data and feedback in formats that can easily be collated and sorted) Public demos (3-D modeling; activity days, etc.)	Website Public meetings with public comment components; Informational panel discussions/ forums; public planning com'n meetings Sort and collate public input received to-date; identify themes of concern; scenarios for testing; compare/ contrast solutions	Website Focus/working groups Service user workshops or forums; televised planning com'n meetings Discussion draft updates, solutions— post publicly for a period of public comment Review/ incorporate comments and suggestions	Adoption of comprehensive plan provisions reflecting updated needs and policies; enactment of updated ordinances implementing zoning practices; implementation of policies and procedures necessary for service delivery

Attachment 2: Structure for Comp Plan Review Kick-Off Workshops

Posters: Trends on population, residential unit #s, average housing price, income, racial composition by census block, chapter review status and chapter champion contact (for chapters other than land use)

Agenda of Workshops (Same Presentations 1 through 4 for all Workshops):

1. Comprehensive Plan overview
 - a. What is it?
 - b. What's in it?
 - c. What is it used for?
2. The Guiding Principles (GP) for the updated Comprehensive Plan (CP)
 - a. Data that supports the GP (recent development trends, projected growth)
 - b. Review main points in the 2013 CP (include graphic examples of by-right development allowed by current zoning)
 - c. Explanation of how the various chapters are being updated.
3. Explain "Vision" public input process
 - a. What is it?
 - b. Why focus on "Places"?
 - c. Present PC places – explain how they were chosen
 - d. Plan for getting public input
4. Explain "Community Values" public input process
 - a. What are they?
 - b. Make suggestion(s) for what a "value/principle" might mean in a city plan
5. Each Workshop: Divide attendees into smaller groups for input on visioning and value/principles in relation to "Places" Maps
 - a. At least one commissioner per group with large copies of "places" map & easel pads

**CITY OF CHARLOTTESVILLE
NEIGHBORHOOD DEVELOPMENT SERVICES**



MEMO

To: Charlottesville City Council
From: Kurt Keesecker, Planning Commission Chair
Date: March 1, 2017
Re: Regulatory Framework Review and Revision - Quarterly Report #2 (Due March 20, 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:

- Item 1 (Citizen Engagement Strategy): Deadline March 7, 2017. The Citizen Engagement Strategy is scheduled on the March 20, 2017 City Council meeting for review. The Commission has worked diligently to provide this document (the attached “Project Activities” provides more details on the development of this document.
- 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
 - Legal Review: Staff provided the Commission with copies on February 28, 2017. The Commission will await guidance on next steps from Council.

Staff has attached further details on project status.

Attachments:
Staff Appendix
Project Activities

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:

Component I.A. Legal Review of Codes and Ordinances

Status: Drafting is underway and will meet the March 20, 2017 deadline. Planning Commission received a draft at their February 28, 2017 work session and Council received on March 2, 2017. Staff will request that Council provide feedback on the draft and refer it back to the Planning Commission for review and recommendation

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. Proposals were received and will be reviewed in the coming month.

Activities: Staff has been meeting with Brenda Kelly, the new Redevelopment Director to provide background on the SIA including the code aspects.

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

Status: In December 2016, Council approved funding for an RFP to update the standards and design manual. Staff drafted the RFP and the PLACE Design Task Force is providing comments. Once comments are addressed, the RFP will be posted.

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

Status: Work has been done to update status of objectives and review appendixes in the current plan for continued relevance. The Planning Commission discussed the Land Use Plan at work sessions on January 3 and 17, 2017. They also confirmed the scoping of other Chapters to follow the model presented at the November 30th Joint Work session. The Citizen Engagement Strategy for this project will be presented to Council on March 20, 2017.

Component III. Regulatory Revisions

Status: The Commission has met to talk about Comp Plan items which will inform Regulatory Revisions. It is anticipated that work on this will commence following the legal review update and in tandem with 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.

RESOLUTION

**Community Engagement Strategy Component of Regulatory Framework Review and
Alignment with 2018 Comprehensive Plan**

BE IT RESOLVED, by the Council of the City of Charlottesville that this Council hereby adopts the Community Engagement Strategy presented to Council at its March 20, 2017 meeting, with the proviso that community members will be consulted in building the community strategy; and

BE IT-FURTHER RESOLVED that this Council approves the budget for the community engagement at \$100,000.

Approved by Council
March 20, 2017



Acting Clerk of Council