

# PLACE DESIGN TASK FORCE MEETING MINUTES

**Date:** July 11, 2013

**Time:** 12:00 pm

**Location:** Jefferson School/City Center

## **Attendees:**

### Members

AD Andrea Douglas, Chair  
RL Rachel Lloyd, Vice-Chair  
CG Claudette Grant  
MW Mark Watson  
BM Beth Meyer

### Ex-Officio Members

BE Bill Emory, *Tree Commission*  
KG Kathy Galvin, *City Council*  
GK Gennie Keller, *Planning Commission*

### City Staff, Neighborhood Development Services

AP Amanda Poncy  
DT David Tucker, intern  
JT Jim Tolbert

## **I. Call to Order**

## **II. Updates**

### ***West Main Street Interviews***

#### Selection process

There should be no discussion of the rankings or process yet.

Procurement will contact finalists all to say that the process is unfolding.

#### JT solicited ideas for scope refinement as this issue came up in several of the interviews

- Ensure that community engagement process is suited to importance of project, and variety of stakeholders
- Ask for consultant to write technical memo summarizing work/findings and submit with each monthly invoice; this should be distributed (to NDS staff and PLACES task force?) for coordination and communication purposes
- Ensure that consultants understands that West Main St. streetscape and tree planting/stormwater design to be a demonstration project for revising city design guidelines; in other words, West Main Street should be green infrastructure/urban forest canopy model for the rest of the city

### ***Belmont Bridge***

- Barton Malow was hired to perform construction feasibility, phasing and costs of Belmont Bridge; their report will be ready in August.
- JT met with representatives of Lexus Nexus who own the building east of the bridge. The City owns their land, Lexus Nexus owns the building and leases the land. Lexus Nexus agreed to build on this location and to stay in town if the City built the tunnel connection to the Mall. This agreement is assured with a Performance Bond. If the City closes the tunnel (and reduces/degrades their connection to the Mall), the City may need to pay them the Performance Bond. These issues are being sorted out now by City and Lexus Nexus staff while Barton Malow is undertaking the feasibility and cost comparison of the tunnel versus the bridge.
- JT mentioned that City and Charlottesville Albemarle Transportation staffs are also studying the impacts of the bridge design on the Water Street Transit Center's operations.

### ***Water Street Extension***

- MW will advise on the street tree species and spacing for this new street. Marty Silman on the City engineering staff will do the drawings that will be the basis for construction.
- The conditions on both sides are different. There is a railroad ROW on south; the City is seeking a foot of CSX ROW to improve the street cross-section's multiple functions: driving, cycling, and walking in shade. The north side abuts private property (Coal Tower site east; 21 row houses will be built by Coran Capshaw).

### **III. Annual Report / Sub-Committee Reports**

#### ***Format and Process***

*Note: This is a summary of our meeting discussion as well as Meyer's suggestions for outline.*

#### Outline of Annual Report

Title Page (Charlottesville NDS staff— Madeleine Hawks)

Table of Contents (Charlottesville NDS staff— Madeleine Hawks)

1.0 Introduction/Cover letter

1-1 Charge - Meyer with edits and additions from committee

The PLACE Design Task Force has five basic functions:

- Assess what we're doing in urban design, master planning and community engagement
- Investigate best practices on the above
- Provide discretionary review ONLY for public projects
- Perform special assignments like the Strategic Investment Area
- Identify obstacles and incentives for redeveloping our corridors

1-2 Action and Accomplishments - Meyer with edits and additions from committee

McIntire Park-Watson and Meyer RFP, selection committees and July interviews

W Main-Rachel, Richard, Gennie, Kathy RFP, selection committees and interviews

SIA-Pete, Claudette, Richard

City Market—Mark

Belmont Bridge Steering Committee—Entire group

Coordination with other City Task Forces and Commissions

Water Street—Tree Commission (Bill Emory)

Joint Session-BAR Commission (Tim)

1-3 Future directions - Meyer with edits and additions from committee

2-0 Research

2-1 Best Practices for Community and Public Engagement—Watson

2-2 Research into Innovative ways to improve continuity btwn Comprehensive Plans, Zoning and Place making: Small Area Plans-Galvin

2-3 Research into Best Practices for Urban Green Infrastructure-Meyer

3-0 Projects

3-1 West Main Street Place-making: scope, request for proposals and interview process-Keller and Lloyd

3-2 Strategic Investment Area (SIA) urban design plan and principles—Tolbert to ask Cunningham Quill/Oculus to submit a short (two page) technical paper summarizing the principles upon which their work is based as well as accomplishments to date

#### Format

We will not re-format the various sub-committee reports to have the same structure or outline. But everyone should label their documents (in both docx and pdf format) according to the annual report outline number listed above. This will make compilation easier. For instance

OUTLINE NUMBER\_Subcommittee Name\_AuthorDate.docx

2-3\_Green Infrastructure\_Meyer201307012.docx

2-3\_Green Infrastructure\_Meyer2013.pdf

#### Schedule for Final Reviews and Edits

Mon, 15 July. Post all first drafts to PLACES Dropbox site for other committee members to have access

Fri, 19 July. Every PLACES committee member and ex-officio member to submit comments and edits to the subcommittee author.

Fri, 26 July. Authors complete edits and sent revised draft to Dropbox

Fri, 26 July-Thurs, 1 August. Final opportunity for PLACES members to read and approve. Send email to all PLACES committee members noting that you approve the final version. This document is to be a shared product that we all approve.

Fri, 2 August. Andrea Douglas, Rachel Lloyd and Richard Price to confer if there are any outstanding differences, and to direct authors accordingly.

Mon 5 August, 9am. Subcommittee authors to FINAL reports to Dropbox.

NDS staff Madeleine Hawks to compile PLACES task force subcommittee reports into one compressed pdf document. Format, paginate, create title sheet and table of contents according to the outline in these minutes. Give to Jim Tolbert by the end of the day.

Tues, 6 August-Jim Tolbert to send report to Council and Planning Commission for review before their August meetings/work sessions.

Tues, 13 August-Andrea Douglas and Richard Price to present to the Planning Commission at their work session. PLACES task force members to attend meeting if possible for support

Mon, 19 August-Andrea Douglas and Richard Price to present to the City Council at their regular meeting, 7pm at City Council Chambers. PLACES task force members to attend meeting if possible for support.

Tues, 27 August-Joint City Council and Planning Commission work session, 5-7pm at City Space. PLACES task force members to attend meeting if possible for support.

#### **IV. Discussion: How to Summarize PLACE Task Force Work and Future Plans**

Spent last year “putting our fingers in dikes” and acting as a de facto steering committee

- PLACES task force as SWAT team
  - Writing RFPs, participating in selection committees and steering committees
  - Our group is comprised of professionals who have supplemented the City staff on key initiatives
- Want to spend time at a September Retreat to shape direction and set goals for the next two years
  - Planning and design and incentives
  - Other places—economic development and physical design (Barry Frankenfield)
  - Want to consider set of recommendations to give Council
  - Non-profit Design Groups
  - Planning Dept or a Design Center
  - Consultant plans versus staff plans
  - Lecture series on design and planning—for local communities. Alex Washburn?
  - More robust TJPDC
  - Complete and Context sensitive streets
  - Coordination between NDS, our Task Force and Public Works initiatives (such as draft utilities easement plan that would control within 10’ of any easement and make it difficult to create shady, tree-lined streets
- Identify our partners (volunteer and staff)
  - Identify them --Tree commission, BAR, Public Works, Albemarle County Planning, etc)
  - Then, meet with these groups to ascertain what can we share, what is coordinated?  
Partners and synergies
- Design not amenities.

#### **V. MEETING ADJOURNED**