

Agenda

PLANNING COMMISSION REGULAR DOCKET TUESDAY, March 13, 2012 – 5:30 P.M. CITY COUNCIL CHAMBERS

- I. **PLANNING COMMISSION GATHERING** -- 4:30 P.M. (Held in the NDS Conference Room) Commissioners gather to communicate with staff. (4:30-5:30 P.M.)
- II. **REGULAR MEETING** -- 5:30 P.M.
- 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 - February 14, 2012 – Regular meeting
 - 2. Minutes - February 14, 2012 – Pre meeting
 - 3. Minutes – January 24, 2012 – Work Session
 - 4. Site Plan – 850 Estes Street
- III. **JOINT PUBLIC HEARINGS (Beginning at 6:00 P.M.)**
- G. JOINT PUBLIC HEARING
 - 1. **Community Development Block Grant and HOME Funding—5th Year Action Plan, 12-13:** The Planning Commission and City Council are considering the 5th year Action Plan of the multi-year Consolidated Plan which sets forth projects to be undertaken utilizing CDBG & HOME funds for the City of Charlottesville. In fiscal year 12-13 it is expected that the City of Charlottesville will receive \$425,318 for Housing and Community Development needs and \$76,831 in HOME funds for affordable housing from HUD. CDBG funds will be used in the City to conduct housing rehabilitation, assist low and moderate income homebuyers, and pedestrian improvements to the Fifeville Neighborhood, as well as to fund several programs that benefit low and moderate income citizens and the homeless population. HOME funds will be used to support Tenant Based Rental Assistance through Charlottesville Redevelopment and Housing Authority. **Report prepared by Melissa Thackston, Grants Coordinator.**
 - 2. ZT-12-01-01 Zoning Waiver Provisions - An ordinance to amend and reordain Chapter 34 Zoning Ordinance and Chapter 29 Subdivision Ordinance of the Code of the City of Charlottesville, 1990, as amended, to revise provisions governing waivers, exceptions and modifications. **Report prepared by Missy Creasy, Planning Manager. – DEFERED**

IV. REGULAR MEETING ITEMS (Cont.) – 7:00 P.M.

I. FUTURE MEETING SCHEDULE

| Date and Time | Type | Items |
|-----------------------------------|-----------------|---|
| Tuesday, March 27, 2012 – 5:00 PM | Work Session | Comprehensive Plan |
| Tuesday April 10, 2012 – 4:30 PM | Pre- Meeting | |
| Tuesday, April 10, 2012 – 5:30 PM | Regular Meeting | SUP – 2211 Hydraulic Road for Lab Space Subdivision – 850 Estes Street |

Anticipated Items on Future Agendas

- Entrance Corridor – Belmont Cottages PUD
- Preliminary Site Plan and Critical Slopes – Willoughby Place
- SUP – Sigma Chi Expansion request on Old Preston
- Special Permit – 608 Preston Place

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.

City Council Action on Items with
Planning Commission Recommendation
February 2012

February 6, 2012

Consent Agenda

g. RESOLUTION: Oakhurst Inn & Apartments SUP for Increased Density (1st of 1 reading)

This item was approved

February 21, 2012

No Commission items

MINUTES
CITY OF CHARLOTTESVILLE
PLANNING COMMISSION
TUESDAY, February 14, 2012 -- 5:30 P.M.
CITY COUNCIL CHAMBERS

Commissioners Present:

Ms. Genevieve Keller (Chairperson)
Mr. Dan Rosensweig
Ms. Lisa Green
Ms. Natasha Sienitsky
Mr. John Santoski
Mr. Kurt Keesecker

Mr. David Neuman, Ex-officio, UVA Office of the Architect

Not Present:

Mr. Michael Osteen

Staff Present:

Ms. Missy Creasy, AICP, Planning Manager
Ms. Ebony Walden, AICP, Neighborhood Planner

Also Present

Mr. Richard Harris, Deputy City Attorney

II. REGULAR MEETING

Ms. Keller convened the meeting.

A. COMMISSIONERS' REPORT

- Ms. Sienitsky –The CDBG Task Force met last month and will be forwarding their recommendations to City Council. The CDBG Fifeville Task Force will be meeting this Thursday.
- Ms. Green –There will be a special meeting of the MPO Technical committee next Tuesday at the TJPDC and the agenda will be to review the long term transportation process and the Western bypass environment assessment. There is a new bike application that will provide data on bicycle route usage. She also attended the Belmont Bridge expo and it was an amazing day.
- Mr. Rosensweig –The Housing Advisory Committee met January 18, 2012 and the primary item on the agenda was discussion and voting on updated language of the Comprehensive Plan.
- Mr. Keesecker –Attended the PACC TECC meeting January 19, 2012. There were a lot of items on the agenda. Two of the items were map recommendations and an update to the agreement.
- Mr. Santoski-Sat in on the ADA advisory committee for the City of Charlottesville. They are undergoing an ADA plan revision for the City of Charlottesville.

B. UNIVERSITY REPORT

Mr. Neuman – The planning coordinating council (PACC) will meet this week. The County will host this year, Thursday at 2:00 at the Albemarle County Office Building. The Board of Visitors will meet next week and those meetings are open to the public. The Master Planning Council will meet the following week.

C. CHAIR’S REPORT

Ms. Keller attended the monthly meeting of the TJPDC commission. Their major focus was reviewing updates on legislation pending in Richmond. She also attended the Belmont Bridge expo as part of the project panel.

D. DEPARTMENT OF NDS/STAFF REPORTS/WORK PLAN

Ms. Creasy gave an update on some upcoming meetings. February 17, 2012 Habitat is having what they are calling Planners Build Day. February 23, 2012 is the next livability workshop. It is a drop in session that will be held at City Space. February 28, 2012 there will be a joint work session with City Council.

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

There were none.

F. CONSENT AGENDA

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

1. Minutes - January 10, 2012 – Regular meeting
2. Minutes - January 10, 2012 – Pre meeting
3. Minutes – January 24, 2012 – Work Session

The Consent Agenda was approved with the removal of the January 24, 2012 Work Session minutes.

G. PLANNING AWARDS

Dan Rosensweig and Natasha Sienitsky presented the 2012 Planning Award to the following recipients:

NDS Staff Member of the Year

2012 Winner: Missy Creasy

The Herman Key, Jr., Access to the Disabled Award

2012 Winner: Building Goodness Foundation

The Eldon Fields Wood Design Professional of the Year

2012 Winner: Fred Wolf

Neighborhood of the Year

2012 Winner: Venable

Outstanding Neighborhood Effort

2012 Winner: Woolen Mills Neighborhood Association

Outstanding Plan of Development

2012 Winner: Burnet Commons II: “The Woods”

Citizen Planner of the Year

2012 Winner: Neil Williamson

Outstanding Sustainable Development
2012 Winner: Latitude 38

III. JOINT PUBLIC HEARINGS

H. JOINT PUBLIC HEARING

1. SP-11-12-15 (Arlington & Millmont) - An application for a special use permit for the property at 2101 Arlington Boulevard, 1021 & 1023 Millmont Street and Parcel X (Tax Map 6 Parcel 1.12) for increased density to 64 dwelling units per acre (maximum 21 dwelling units per acre by right) and increased building height to 78 feet (maximum 60 feet by right height). The applicant is also requesting a setback modification to allow a maximum setback between 20' and 50' on Millmont Street and between 30' and 48' on Arlington Boulevard. The existing regulations allow for a 20' and 30' maximum setback on Millmont Street and Arlington Boulevard, respectively. The property is further identified on City Real Property Tax Map 6 Parcels 1.11 & 1.12 and Tax Map 1 Parcel 1.8 and 1.9 having frontage on Arlington Boulevard and Millmont Street. The site is zoned URB (Urban Corridor) and is approximately 4.72 acres or 205,400 square feet. The Land Use Plan generally calls for Commercial. **Report prepared by Ebony Walden, Neighborhood Planner.**

Ms. Walden provided her staff report.

Questions or Comments from the Commission

- Has a traffic study been done?
- What will happen if the traffic study is found to be inadequate after the project is complete?
- Has the site lighting design been completed?

Ms. Walden stated that a traffic study has been done and a lighting site plan has to be submitted with every site plan and that it has to meet standards.

The applicant Jeff Givens was present and presented the Planning Commission with a PowerPoint presentation.

The Traffic Engineer for the applicant added that all four intersections were looked at and given either an A or B rating with A being the best.

Questions or Comments from the Commission

- How is the entrance for pedestrians positioned on Millmont?
- The pedestrian facilities on both Arlington and Millmont could use some improvement.
- Very inspired and appreciate all of the changes on the corner
- Will the crosswalk be improved on Millmont?

The applicant stated that the entrance on Millmont will open up to a hallway and that the traffic engineer is willing to take a look at traffic flow and intersections after the project is complete.

Mr. Neuman stated that the dialogue is good and this could be a great project.

Mr. Rosensweig moved to recommend the approval of the Special Use Permit application for the Arlington and Millmont apartments at 2101 Arlington Blvd, 1021-1023 Millmont Street, tax map parcel ID 6-1.12 with the following conditions, exceptions and or modifications;

A. The applicant shall bring the intersection of Arlington and Millmont up to ADA standards including but not limited to the replacement of the curb ramp on all four corners.

B. Set back modifications to allow maximum set back of 50ft on Millmont Street and 48ft on Arlington Blvd.

C. The inclusion of secure storage for at least 86 bicycles.

On the basis that this proposal would serve the interest of the general public welfare and good zoning practice.

Mr. Keesecker seconded the motion.

Ms. Keller called for any further discussion

Ms. Green made an amendment to add shielding on the exterior portion of the lighting of the parking garage decks.

Mr. Keesecker seconded the amendment.

All in favor of the amendment

Amendment passes.

Ms. Creasy called the question

| | |
|------------|-----|
| Sienitsky | Yes |
| Green | Yes |
| Rosensweig | Yes |
| Keesecker | Yes |
| Santoski | Yes |
| Keller | Yes |

Motion Carries.

IV. REGULAR MEETING ITEMS

I. Site Plan

- a. Arlington Boulevard & Millmont Street Apartments

Questions or Comments from the Board

The Planning Commission felt that the information and comments given to them by staff prior to the meeting were excellent. They felt it was well planned and all the questions were answered.

Ms. Green recommends the approval of the Preliminary Site Plan for Arlington and Millmont apartments with the following conditions:

1. The applicant comply with staff comments as outlined in the Preliminary Site Plan letter dated January 17, 2012 and any other comments generated from additional reviews.

Mr. Keesecker seconded the motion.

No further discussion was required.

Ms. Creasy called the question

| | |
|------------|-----|
| Sienitsky | Yes |
| Green | Yes |
| Keesecker | Yes |
| Rosensweig | Yes |
| Santoski | Yes |
| Keller | Yes |

Motion Passed

Ms. Green made a motion for adjournment at 7:15 pm until the second Tuesday of March.

**CITY OF CHARLOTTESVILLE
PLANNING COMMISSION PRE MEETING
TUESDAY, February 14, 2012 -- 4:30 P.M.
NDS CONFERENCE ROOM**

Planning Commissioners present

Ms. Genevieve Keller
Mr. Dan Rosensweig
Mr. Kurt Keesecker
Ms. Lisa Green
Ms. Natasha Sienitsky
Mr. John Santoski

Staff Present:

Mr. Jim Tolbert, NDS Director
Ms. Missy Creasy, Planning Manager
Ms. Ebony Walden, Neighborhood Planner
Mr. Richard Harris, Deputy City Attorney

The Commission began to gather at 4:30 and was called to order at 5:00. Concerns with the January 24, 2012 work session minutes were discussed and these were to be pulled from the consent agenda and directed back to staff for revision.

Ebony Walden clarified that if a motion was made for approval of the SUP for Arlington and Millmont that the setback modification language must be included. She will provide draft language that may be considered.

The discussion adjourned at 5:20pm.

**Planning Commission Work session
January 24, 2012
Minutes**

Commissioners Present:

Ms. Genevieve Keller (Chairperson)
Mr. Kurt Keesecker
Ms. Lisa Green
Mr. Dan Rosensweig
Mr. Michael Osteen
Mr. John Santoski
Ms. Natasha Sientisky

Staff Present:

Jim Tolbert
Missy Creasy
Brian Haluska
Richard Harris
Michael Smith
Willy Thompson
Ebony Walden

Ms. Keller convened the meeting at 5:00 p.m. and turned the time to Mr. Tolbert.

Waivers

- Mr. Tolbert informed the Planning Commission of the Supreme Court ruling that will not allow the Planning Commission to grant waivers as they are not a governing body. Staff will be studying both Chapter 34 and 29 to find all waivers occurrences to the address. A Public Hearing on the text changes is anticipated for March.

Discussion on Housing and Transportation Survey

- The Planning Commission and City Council would like a copy of the 60 pages of comments from Survey Monkey.
- The survey noted that most people were happy with where they currently lived. Many people did not want to live in the urban parts of the country.
- Link this information to the Build out Analysis.

Upcoming Events

- Ms. Creasy informed the Planning Commission of a Livability project community meeting on Thursday on “Long Range Transportation” to be held at the Water Street Center. The City and County are in the process of scheduling joint meetings for April.

Build out Analysis

Brian presented a PowerPoint presentation on the Build out Analysis. This is part 6 of the Land Use Project. He noted the process used to get the data and gave an overview of the report

Discussion

Mr. Rosensweig would like to focus more on historical housing data analysis and review data from different periods. He would also like the HUD standards looked at. He noted that CIDA funding is available and feels that it is hard to find properties where the financing makes sense. If lots are found and get development there are issues with financing. He feels that the University zoning needs to be looked at as well as the Standards and Design Manuel and subdivision regulations.

Mr. Osteen felt that some of the non-vacant buildings are being redeveloped. He feels that if there is pressure from the community then change will come. He feels that things should not be rushed and time should be taken.

Mr. Santoski would like to look at the development of city owned properties.

Ms. Green would like things balanced as a whole. She would also like certain areas look at and to rethink the infrastructure needs.

Ms. Keller feels that more people are living in R-1 areas. She feels a lot of mixed used areas are being diluted and those areas can be looked at to change. Family types, industry types and density need to be looked at also.

Mr. Keesecker feels that potential areas can be mapped graphically. He feels that the transportation session will give better insight. He feels the city should help more when they are able and Oakhurst is an example for funding issues. He would like to map density of census tract data.

Ms. Sientisky felt like some Planning Commission members felt zoning changes were needed while others did not.

The following questions were noted based on the discussion:

Mr. Osteen wanted to know how we identify families looking for larger units. He also wanted to know if Critical Slopes maps could be overlaid to refine numbers.

Mr. Rosensweig asked how many took advantage when a new SUP regulations were put into place.

Mr. Santoski would like to know what is really realistic and he would like to know where things are really going with all of the data.

Mr. Keesecker would like to know the density in certain areas of the City.

Summary of the discussion

More people are in R-1 areas than expected due to economic circumstance and there is a lot of potential growth for development on West Main. Zoning changes allow new development which would create more jobs in the area. Mixed use zoning has been divided into many classifications and staff feels these classifications should be reviewed. They feel that the categories are correct, but they are just classified incorrectly. Some developments are rushed and if more time was taken on the creativity the project outcome would be much better. They feel that there is enough land in the city for development, but the cost of the land is expensive which creates lack of development.

Brian noted some great highlights of the discussion and feel the Planning Commission has really given him a lot of information to take back and think about.

Mr. Haluska summary:

Additional data

Modify the build-out analysis projections to use a “typical density used” in multi-family projects.

Incorporate HUD data on families seeking 3-4bedroom units.

Map the areas of the City that might be subject to large amounts of development.

Map opportunities for development – post 1940’s buildings in particular.

Create a visual representation of density, including density by building for larger projects.

Issues

The build-out analysis does not consider absorption rates.

The analysis does not take into account unit types. Further research may be able to yield more information on the unit makeup of new construction.

The analysis raises the issue of the changing face of single-family residential development – family size, accessory units, etc.

Raises the issue of City investment in infrastructure to serve the needs to increased density (roads, utilities, etc.)

Financing is a potential hurdle for all development, although mixed-use developments can face some unique challenges. Could present an opportunity for partnerships.

Changes since 2007 (Hospital, West Main construction) have an impact that may not have been fully realized.

The analysis does not speak to whether the units will be owner or renter occupied.

R-1 Density. Do the current regulations serve the greater interests of the community?

Kristin Szakos complemented the crowd on the discussion.

Public Comment

Bill Emory was interested in the breakdown of vacant land in the city. The city should be broken down in quads and looked at in that way and compared to the state code.

Jack Marshall-really impressed with the discussion and feels that good information was given. Need to see if the number is appropriate and clarify what do we want to look like in the future. He feels these things can be worked on.

Meeting adjourned at 6:55 pm.

CITY OF CHARLOTTESVILLE
DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES
STAFF REPORT



**APPLICATION FOR APPROVAL OF
PRELIMINARY SITE PLAN**

PLANNING COMMISSION REGULAR MEETING
DATE OF PLANNING COMMISSION MEETING: March 13, 2012

Author of Staff Report: Brian Haluska

Date of Staff Report: February 28, 2012

Project Name: 850 Estes Street

Applicant: Michael A. Bickers

Applicant's Representative: Justin Shimp, Shimp Engineering

Applicable City Code Provisions: 34-800 - 34-827 (Site Plans), 34-867 (Landscape Plans)

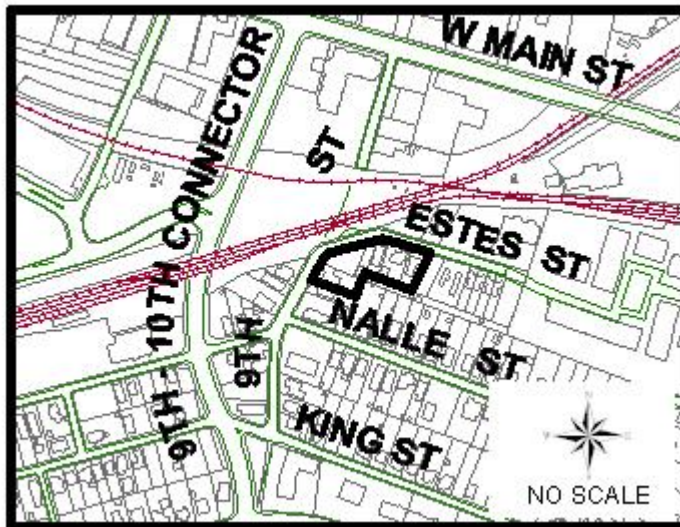
Zoning District: CH – Cherry Avenue Corridor

Date of Preliminary Site Plan Submission: March 16, 2010

Date of Site Plan Review Conference: April 21, 2010

Reason for Planning Commission Review: In conjunction with a previously approved Special Use Permit

Site Map



Legal Standard of Review

Approval of a site plan is a **ministerial** function, as to which the Planning Commission has little or no discretion. When an applicant has submitted a site plan that complies with the requirements of the City's Site Plan Ordinance, then approval of the plan **must** be granted. In the event the Planning Commission determines there are grounds upon which to deny approval of a site plan, the motion must clearly identify the deficiencies in the plan, that are the basis for the denial, by reference to **specific** City Code sections and requirements. Further, upon disapproval of a site plan, the Planning Commission must identify the modifications or corrections that would permit approval of the plan.

Executive Summary

Justin Shimp, acting as agent for Michael A. Bickers, has submitted a site plan for a 17 unit townhouse development at 850 Estes Street. The property is further identified on City Real Property Tax Map 30, Parcels 55 and 59-62 having frontage on Estes Street and 9th Street SW.

The site plan proposes the construction of seventeen single-family townhouse units on the property. The site is zoned (CH) Cherry Avenue Corridor and is 0.71 acres or 30,913 square feet. The applicant received a special use permit for increased density and setback reductions on the property on October 4, 2010.

Site Plan Compliance

The preliminary site plan is currently under review, and the applicant will be required to comply with staff comments. There have been three rounds of review by City reviewers. A copy of the applicant's response letter is attached. This includes staff's original comments. Site plans are reviewed for compliance with city codes and standards. An overview of site plan requirements and the location of those items on the 850 Estes site are outlined below.

Site Plan Requirements

A. Compliance with applicable zoning district regulations

Mixed Use - (per Site Plan Ordinance §34-540 -- §34-796)

The height and density requirements for the Cherry Avenue Corridor district was satisfied by the approval of the special use permit, which permits 25 units per acre. Yard modifications are allowed via special use permit by 34-162. The SUP for the site permits a rear yard setback of 15 feet for units 16 and 17.

B. Compliance with the City's Erosion and Sediment Control ordinance, City Code, Chapter 10:

The applicant's erosion and sediment control plan is currently under review, and the applicant will be required to comply with staff comments.

C. Compliance with General Standard for site plans (Sections 34-800 through 34-827)

Section 34-827 Preliminary site plan contents

1. General site plan information, including but not limited to project, property, zoning, site and traffic information: **Found on the cover sheet.**
2. Existing conditions and adjacent property information: **Found on Sheet C2.**
3. Demolition Plan: **Not applicable. The structures previously on the site were demolished under an earlier building permit.**
4. Proposed use, building, improvements, site plan layout and offsite improvements: **Found on sheet C3.**
5. Written schedules or data as necessary to demonstrate that the site can accommodate the proposed use: **Found on sheet C1 and C3.**
6. Phase lines: **No phasing is proposed.**
7. Proposed conceptual layout for water and sanitary sewer facilities and storm drain facilities including:

Drainage Plan: **Found on sheet C3**

Utility Plan: **Found on sheet C3**

8. Landscape plan: **Found on page C4.**
9. For proposed signs: The signs for this development will be submitted to the zoning administrator under separate application.

D. Additional information to be shown on the preliminary site plan as deemed necessary by the director or Commission in order to provide sufficient information for the director or Commission to adequately review the preliminary site plan.

No additional information has been required.

E. Compliance with Additional Standards for Specific Uses (*Site Plan Ordinance §§34-930 – 34-934*)

- Section 94-932 Dumpsters: **The site plan calls for trash to be handled by toters, not a dumpster.**
- Section 94-934 Parking garages: **This site does contain a parking garage.**

Public Comments Received

This project was previously reviewed by the Planning Commission during the public hearing on the special use permit. Public comment on the proposal was generally positive, and commended the applicant for submitting a plan that responded to the concerns of the neighborhood. A previous plan for the property was the subject of neighborhood opposition.

Recommendation

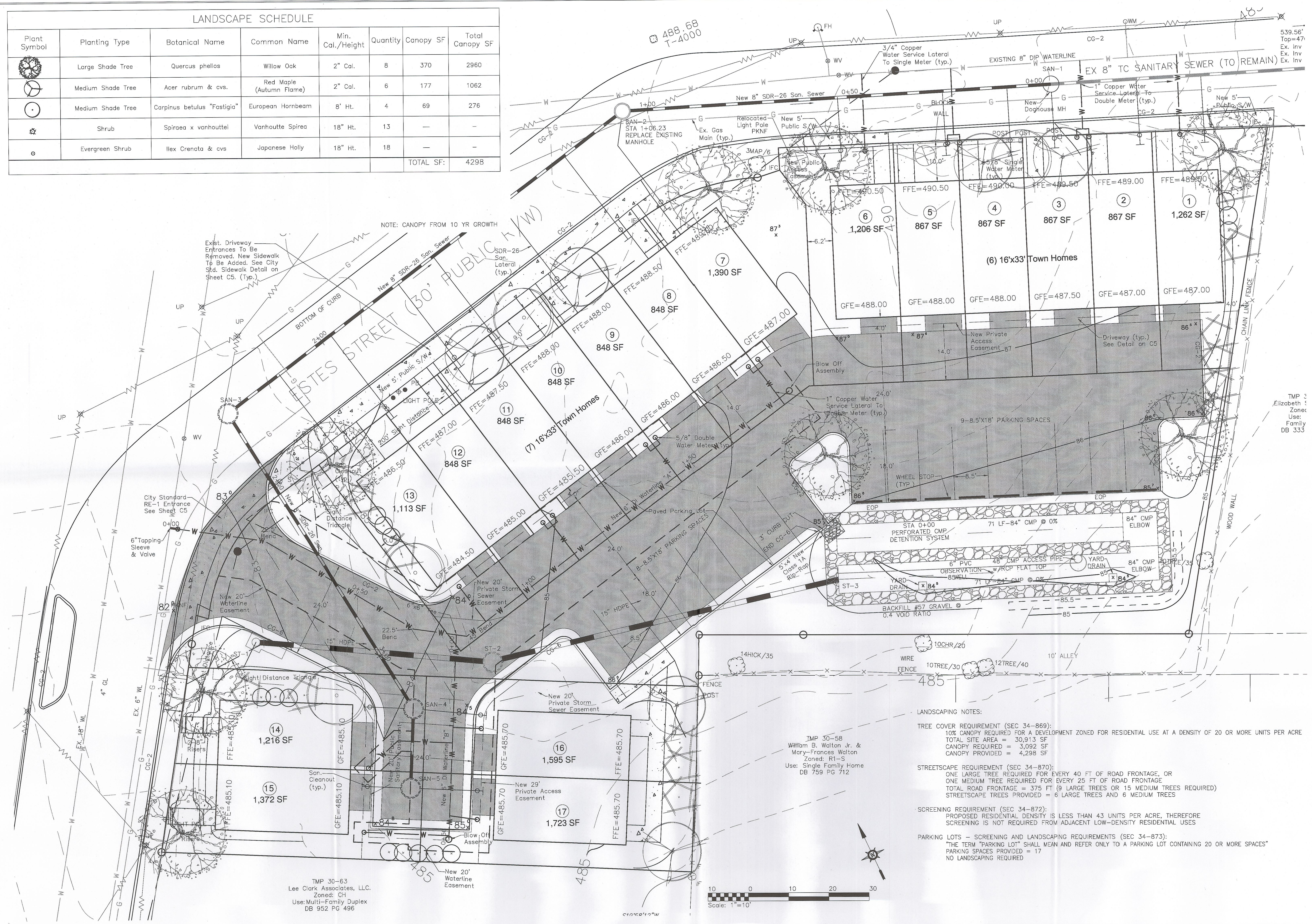
Staff recommends approval of the preliminary site plan for 850 Estes with the following conditions

1. The applicant comply with staff comments as outlined in the preliminary site plan letter dated February 7, 2012 and any other comments generated from additional reviews.

LANDSCAPE SCHEDULE

| Plant Symbol | Planting Type | Botanical Name | Common Name | Min. Cal./Height | Quantity | Canopy SF | Total Canopy SF |
|--------------|-------------------|-----------------------------|--------------------------|------------------|----------|-----------|-----------------|
| | Large Shade Tree | Quercus phellos | Willow Oak | 2" Cal. | 8 | 370 | 2960 |
| | Medium Shade Tree | Acer rubrum & cvs. | Red Maple (Autumn Flame) | 2" Cal. | 6 | 177 | 1062 |
| | Medium Shade Tree | Carpinus betulus "Fastigia" | European Hornbeam | 8' Ht. | 4 | 69 | 276 |
| | Shrub | Spiraea x vanhouttei | Vanhoutte Spiraea | 18" Ht. | 13 | - | - |
| | Evergreen Shrub | Ilex Crenata & cvs | Japanese Holly | 18" Ht. | 18 | - | - |
| | | | | | | TOTAL SF: | 4298 |

NOTE: CANOPY FROM 10 YR GROWTH



LANDSCAPING NOTES:

TREE COVER REQUIREMENT (SEC 34-869):
 10% CANOPY REQUIRED FOR A DEVELOPMENT ZONED FOR RESIDENTIAL USE AT A DENSITY OF 20 OR MORE UNITS PER ACRE
 TOTAL SITE AREA = 30,913 SF
 CANOPY REQUIRED = 3,092 SF
 CANOPY PROVIDED = 4,298 SF

STREETSCAPE REQUIREMENT (SEC 34-870):
 ONE LARGE TREE REQUIRED FOR EVERY 40 FT OF ROAD FRONTAGE, OR
 ONE MEDIUM TREE REQUIRED FOR EVERY 25 FT OF ROAD FRONTAGE
 TOTAL ROAD FRONTAGE = 375 FT (9 LARGE TREES OR 15 MEDIUM TREES REQUIRED)
 STREETSCAPE TREES PROVIDED = 6 LARGE TREES AND 6 MEDIUM TREES

SCREENING REQUIREMENT (SEC 34-872):
 PROPOSED RESIDENTIAL DENSITY IS LESS THAN 43 UNITS PER ACRE, THEREFORE
 SCREENING IS NOT REQUIRED FROM ADJACENT LOW-DENSITY RESIDENTIAL USES

PARKING LOTS - SCREENING AND LANDSCAPING REQUIREMENTS (SEC 34-873):
 "THE TERM "PARKING LOT" SHALL MEAN AND REFER ONLY TO A PARKING LOT CONTAINING 20 OR MORE SPACES"
 PARKING SPACES PROVIDED = 17
 NO LANDSCAPING REQUIRED

TMP 30-63
 Lee Clark Associates, LLC.
 Zoned: CH
 Use: Multi-Family Duplex
 DB 952 PG 496

TMP 30-58
 William B. Walton Jr. &
 Mary-Frances Walton
 Zoned: R1-S
 Use: Single Family Home
 DB 759 PG 712

SHIMP ENGINEERING, P.C.
 ENGINEERING - LAND PLANNING - PROJECT MANAGEMENT
 P.O. BOX 1113 TROY, VA 22974
 PHONE: (434) 207-8086
 JUSTIN@SHIMP-ENGINEERING.COM



LANDSCAPE PLAN

| Rev # | Date | Description |
|-------|------------|---------------|
| 1 | 12/30/2011 | CITY COMMENTS |
| 2 | 2/16/2012 | CITY COMMENTS |

PRELIMINARY SITE DEVELOPMENT PLAN FOR
850 ESTES STREET
 CHARLOTTESVILLE, VIRGINIA

| | |
|-----------|------------|
| Date | 09/23/2011 |
| Scale | N/A |
| Sheet No. | C4 OF 10 |
| File No. | 11.009 |

CITY OF CHARLOTTESVILLE
"A World Class City"



Department of Neighborhood Development Services

City Hall • P.O. Box 911
Charlottesville, Virginia 22902
Telephone 434-970-3182
Fax 434-970-3359
www.charlottesville.org

February 7, 2012

Shimp Engineering, P.C.
PO Box 1113
Troy, VA 22974

RE: 850 Estes Street

Dear Applicant:

Thank you for presenting the site plan for the above referenced development. Please address the following comments:

Zoning

1. No further comments.

Engineering

2. Thank you for showing the 20' by 20' "sight triangle" that is referenced in city code section 34-1121. However, please also show the intersection sight distance in both directions along Estes Street. Refer to the City of Charlottesville Standards and Design Manual: Chapter 2 (section 204-E) and Appendix B (table 1C).
3. On sheet C6, state that the possible gas line relocation should be coordinated through Charlottesville Gas (434-970-3806).
4. The 20' water easement should include the line and meter for lot 14.
5. Riprap or some other sort of non-erodible lining should be placed at the 3' curb cut, where concentrated flow will be coming off the parking lot.
6. No trees should be planted above of the infiltration area.
7. What type of top will the 48" CMP access pipe have?
8. Structure ST-1 is mislabeled on the profile as a manhole. Label it as a DI-3B and specify the throat length.
9. More pre-treatment controls should be proposed to ensure that the infiltration area does not become clogged with excess sediment. The following measures should be used: a sediment collection sump in structure ST-1; a grass strip at least 20' wide and with a slope not exceeding 5% for the sheet flow from the parking lot; a filter fabric interior liner in the CMP pipe; filter fabric on the sides of the stone in the infiltration area; and sediment barrier filter fabric on top of the infiltration area covered by 6" to 12" of crushed stone.

10. Provide a detail for the infiltration area. Include dimensions of stone (depth and area) and show the filter fabric around the stone and on the pipe interior.
11. The BMP maintenance agreement contains very general language regarding how facilities must be in working order. More specific maintenance instructions should be noted on the site plan.
12. Include hydrographs for the post-development routing calculations.
13. Please revise the LID worksheet so that 8 points are credited in the "impervious disconnection" category, which seems more appropriate than the filter vault category that credit is currently being credited under. The remaining points may be claimed in the "other practices" section with the justification that the infiltration area is oversized to capture the 100-year storm.

Erosion and Sediment Control

14. The notes about preventing siltation to the infiltration area are not sufficient. While the CMP pipe itself is accessible for cleaning, the stone drainage layer beneath the pipe cannot be easily cleaned, should it become silted during construction. This may adversely impact the long-term effectiveness of the BMP. The inlets to the infiltration area should be completely blocked off during construction (not just partially blocked with inlet protection), so that all sediment-laden runoff bypasses the infiltration area and leaves the site through the silt fence. Also describe what site stabilization methods must be in place prior to opening up the infiltration area to site runoff.
15. An erosion and sediment control bond estimate must be provided for review.

Public Utilities

Water:

16. 2" DIP does not exist. The smallest waterline allowed by our specifications is 6" DIP.
17. Dead end waterlines will require blow-off assemblies. Show locations on plans and profiles. Include the appropriate detail.
18. Label stationing on the plan sheet.
19. All pipe will require restrained joints within 40 feet of any fittings. Indicate such on profiles.
20. Label the tapping sleeve and valve on the profile.
21. The sanitary sewer crossing will require that a full length of pipe be centered on the crossing. Please indicate on the profile.

Sewer:

22. Show the sewer stationing on the plans.
23. Show the distance to and invert information for the next downstream manhole, so that the inverts in MH-1 can be verified.
24. MH-1 will have to be a doghouse manhole. Label on the plans and profile and add the appropriate detail.
25. MH-2 shall be replaced entirely. Label as such.
26. Show cleanout locations for Lots 14-17.
27. The lateral for Lot 14 should go into MH 4.

28. Relocating the gas line may be more difficult than you think. This will require coordination with the City Gas department.
29. On the profile, the manhole designator for the manhole top needs to be revised. They all say "MH-1".
30. The slope between MH-4 & MH-5 is incorrect. It should be 0.51%.

Gas

31. The gas lines are not shown correctly on sheet C2 and C3. Please correct as shown on the attached PDF file.
32. Gas utility is not shown on the plans for the proposed buildings. If gas is required, contact Ms. Irene Peterson at 434-970-3812.

Please address these comments and re-submit your plan within 45 days time, or by March 23, 2012. If you are unable to re-submit by this date, you can request a 6 month extension on the project. Please note that any letter verifying preliminary site plan approval will come via separate correspondence.

If you have any questions, please feel free to contact me at 970-3182 and I will be happy to assist you.

Sincerely,



Brian Haluska, AICP
Neighborhood Planner

C: Michael Bickers, 2300 Wakefield Road, Charlottesville, VA 22901
Jamie Atkinson
Trip Stakem

City of Charlottesville

MEMO



TO: Planning Commission
FROM: Melissa Thackston, Grants Coordinator
DATE: March 13, 2012
SUBJECT: Public hearing for proposed FY 2012-2013 CDBG and HOME Budget Allocations for the Annual Plan of the Consolidated Plan

As part of the CDBG public participation process, the Planning Commission must provide recommendations to City Council on all CDBG and HOME funding recommendations.

Attached you will find the two proposed allocations for FY 12-13 CDBG and HOME programs. These recommendations are based on CDBG Task Force recommendations in light of further evidence of FY 12-13 budget realities.

Also attached you will find copies of meeting minutes where these recommendations were made.

Other attachments include a memo of explanation and a list of all the projects the CDBG Task Force reviewed as a result of the Request for Proposal (RFP) process.

Following the public hearing, staff is asking for a recommendation to City Council concerning the CDBG and HOME budget allocations. This will include the approval of funds to be reprogrammed.

If you have any questions or concerns, please contact me at 970-3093 or thackston@charlottesville.org.

Cc: City Council
Maurice Jones, City Manager
Jim Tolbert, Director of NDS
Kathy McHugh, Housing Development Specialist
CDBG Task Force

City of Charlottesville

MEMO



TO: Planning Commission
FROM: Melissa Thackston, Grants Coordinator
DATE: March 13, 2012
SUBJECT: Proposed FY 2012-2013 CDBG and HOME Budget Allocations

CDBG and HOME Project Recommendations for FY 2012-2013:

The CDBG and HOME programs have available \$441,300.75 and \$95,182 respectively for the 2012-2013 program year. The CDBG total reflects the \$425,318 Entitlement Grant and \$15,982.75 in Program Income/Reprogramming. The HOME total consists of an estimated \$76,831, which is the City's portion of the Consortium's appropriation, in addition to \$18,351 for the City's 25% required match and \$0 in program income. Minutes from the CDBG Task Force meetings are attached which outline the recommendations made. It is important to note that all projects went through an extensive review as a result of an RFP process.

Housing Programs – The CDBG Task Force has recommended housing programs which are consistent with those from prior years. The main areas of focus are based on Council's priority for new affordable housing units, homeowner and rental rehabilitation, homeownership, and code compliance.

Estimated benefits include 15 small homeowner rehabs, 1 downpayment assistance, and up to 21 tenant based rental assistances.

Priority Neighborhood – The Fifeville CDBG Task Force has recommended several projects to improve the streetscape and pedestrian safety along the Cherry Avenue Corridor. Recommended projects include adding a landscaped island near the IRC, installing Pedestrian Crossing signs, installing LED crosswalk at 7 ½ St. SW, adding a new crosswalk to 6 ½ St., and 'bump outs' at 6th St. SW, 6 ½ St. SW, and 7 ½ St. SW as the budget allows.

Social Programs – The CDBG Task Force has recommended several social programs, which are similar to those funded in prior years. Programs were evaluated based on Council's priority for workforce development with an emphasis on the health care profession followed by programs that support general workforce development. Programs were also evaluated based on the number of beneficiaries served and the capacity of the agency. Funding will enable the organizations to provide increased levels of service to the community.

Estimated benefits include 20 adults and 7 young adults who will receive job training and

workforce development skills, client services for 130 recently released offenders, medical care through health clinics for 195 patients, access to computer labs for over 3,000 public housing residents, and overflow shelter care for 14 homeless individuals.

Administration and Planning: To pay for the costs of staff working with CDBG projects, Section 3 compliance, citizen participation, and other costs directly related to CDBG funds, \$87,779.75 is budgeted. While this amount is a marked decrease from previous years, it reflects the maximum 20% allowed by HUD.

HOME Funds: HOME Funds for FY 2012-2013 will be used to provide the Charlottesville Housing Authority (CRHA) with Tenant Based Rental Assistance (TBRA). TBRA funds will be used to offset the loss of tenant based vouchers available as a result of project based voucher being used at the Crossings at 4th and Preston SRO site.

Program Income/Reprogramming: For FY 2012-2013, the City has \$13,581.47 in CDBG Program Income (PI) to be circulated back into the CDBG budget. The City has \$0 in HOME PI to be circulated back into the HOME budget. There are also completed projects that have remaining funds to be reprogrammed amounting to \$2,401.28. These are outlined in the attached materials.

Attachments: Proposed FY 12-13 CDBG and HOME budgets
CDBG Task Force Minutes
Funds to be reprogrammed
FY 12-13 RFPs reviewed

CC: City Council
Maurice Jones, City Manager
Jim Tolbert, Director of NDS
Kathy McHugh, Housing Development Specialist
CDBG Task Force

**2012-2013 CDBG BUDGET ALLOCATIONS
RECOMMENDED BY CDBG TASK FORCE: 01/23/2012
RECOMMENDED BY PLANNING COMMISSION:
RECOMMENDED BY CITY COUNCIL:**

I. HOUSING IN ALL CDBG ELIGIBLE NEIGHBORHOODS

| | |
|---------------------------------|-----------|
| A. AHIP- Small Homeowner Rehabs | \$65,521* |
| B. Building Goodness- Build Day | \$15,000 |
| C. Habitat, Sunrise | \$12,000 |

| | | | |
|--|-------------------------|----------|-------|
| | HOUSING PROGRAMS TOTAL: | \$92,521 | 21.0% |
|--|-------------------------|----------|-------|

II. PRIORITY NEIGHBORHOOD

| | | |
|---|-----------|-------|
| A. Fifeville- Cherry Ave. Corridor Improvements | \$200,000 | 45.3% |
|---|-----------|-------|

III. SOCIAL PROGRAMS

| | |
|---|----------|
| A. Community Attention- Youth Health Care | \$10,000 |
| B. OAR- Reentry Program | \$20,000 |
| C. PACEM, Overflow Services | \$ 5,000 |
| D. CRHA- Computer Lab | \$ 4,000 |
| E. CRHA- West Haven and Crescent Halls Clinic | \$22,000 |

| | | | |
|--|------------------------|----------|-------|
| | SOCIAL PROGRAMS TOTAL: | \$61,000 | 13.8% |
|--|------------------------|----------|-------|

IV. ADMINISTRATION AND PLANNING: To pay direct costs of staff, auditing, citizen participation

| | | | |
|--|------------------------------------|-------------|-------|
| | ADMINISTRATION AND PLANNING TOTAL: | \$87,779.75 | 19.9% |
|--|------------------------------------|-------------|-------|

| | |
|----------------------------|------------------------|
| GRAND TOTAL: | \$441,300.75 |
| ENTITLEMENT AMOUNT: | \$425,318.00 |
| PROGRAM INCOME: | \$ 13,581.47 ** |
| REPROGRAMMING: | \$ 2,401.28 |

* Funding includes program income/reprogrammed funds
** Program Income for FY 12-13 expected to equal previous year's Program Income.

2012-2013 HOME BUDGET ALLOCATIONS

| | |
|---|----------|
| A. Tenant Based Rental Assistance (SRO) set aside | \$91,757 |
| C. Administration and Planning – funds from the Planning District | \$ 3,425 |

| | |
|----------------------------|------------------|
| TOTAL: | \$95,182 |
| ENTITLEMENT AMOUNT: | \$76,831 |
| PROGRAM INCOME: | \$0 |
| LOCAL MATCH: | \$18,351* |

* HOME Admin and Planning Funds not matched locally

CDBG Task Force Minutes
January 11, 2012

Members Present:
Juan Wade
Chris Burton

Staff:
Melissa Thackston

1. Election of Officers (Chair and Vice-Chair)

Deferred until next meeting.

2. Review Process

Members will present staff with questions. Members should come to 1/23 meeting with proposed budgets. Chair will present their proposed budget. Remaining meetings will be spent revising budgets until consensus is reached.

3. FY 12-13 Budget Estimations

Budget estimates were handed out.

4. Preliminary Discussion of Applications

Members present went through questions and concerns for applications as follows:

AHIP: Are the project costs reasonable? Staff provided an update on the partnership between AHIP and the City working together to keep costs reasonable. Are participants long-time homeowners or are they just moving to the city and benefitting from this service?

Barrett: What is their priority, fire escapes or front porch? Can they do the fire escapes with reduced funding? Can they work with other agency such as day or caring or building goodness?

BGiA: no questions or comments.

CRHA: Members worried about this project going efficiently during the ED transition. What is the timing of the renovations? Would the work be damaged during renovations?

CHP: Members were concerned about the project being fully funded in June 2012. Could the project go forward on reduced funding? Staff indicated that it could as the funds were for gap financing.

Habitat: Members wanted to be sure that properties are secured by a Deed of Trust.

PHA: Members agreed that they liked the program, but that it is not in their top tier of projects to fund given such limited funds.

TJCLT: Members had questions about recruitment. Staff updated on current recruitment activities. Overall they liked the program.

Community Attention: Some members wondered why they are asking for funds when the City already funds the program. Consensus was that they are looking to expand the program to reach more youth.

Hope: Members did not think the application should be funded because it was received late. Members also felt that the budget was inflated, particularly the food costs. Members also felt that many other agencies already provide this service. Members would also like to see more measurable outcomes than “knowledgeable community.”

OAR: Members liked that this agency has a strong track record with working with a difficult population and that they are introducing a new program.

On Our Own: Members thought this is a good agency and like the peer aspect, but had concerns about their capacity to undertake an activity of this scale. Also concerns about the large amount requested and whether the program could move forward with reduced funding.

PACEM: no questions or comments.

RBC: Members could see the need for ServSafe classes, but had concerns about capacity. It was suggested that such a program could be better if PVCC applied and was the recipient and then contracted with RBC.

5. Other Business (if any)

None.

CDBG Task Force Minutes
January 23, 2012

Members Present:
Juan Wade
Marnie Allen
Natasha Sienitsky

Staff:
Melissa Thackston

Staff answered questions that had previously been raised as well as new questions posed. Staff had asked Barrett Early Learning Center for bids, but has not yet received any. There was a brief discussion about CRHA and concerns about whether sidewalks and crosswalks are a current priority given such little funding and about the future renovation work damaging any improvements.

Members present went through the list of applications to see if there was consensus about not funding projects. Members agreed not to fund the following applications:

CRHA- see above concerns

CHP- like the project, but would like to see more secured funding before considering using CDBG

PHA- would like to see current funds drawn down before funding again

TJCLT- would like to see current funds drawn down before funding again

Hope- Application was received late. Members also felt that the budget was inflated, particularly the food costs. Members also felt that many other agencies already provide this service. Members would also like to see more measurable outcomes than “knowledgeable community.”

On Our Own- Members thought this is a good agency and like the peer aspect, but had concerns about their capacity to undertake an activity of this scale. Also concerns about the large amount requested and whether the program could move forward with reduced funding. Would like to see additional funding partners and perhaps a scaled down phased approach

RBC- Members could see the need for ServSafe classes, but had concerns about capacity. It was suggested that such a program could be better if an agency like PVCC applied and was the recipient and then contracted with RBC.

Members discussed remaining Social applications. They decided to fund Community Attention, PACEM, and OAR in full, but would like to caution all agencies to begin to search for other funding sources as CDBG continues to shrink.

Members discussed remaining Housing applications.

Barrett- Members were concerned that with so little funding, not enough need has been demonstrated. Also, there are not enough details such as actual bids.

Members decided not to fund at this time.

For all agencies, members want to stress the importance of finding other funding sources as CDBG continues to shrink.

Natasha proposed a budget. Juan and Marnie provided amendments. Final budget recommendations are as follows:

| | |
|-----------|----------|
| AHIP | \$64,000 |
| BGiA | \$15,000 |
| Habitat | \$38,000 |
| PACEM | \$5,000 |
| OAR | \$20,000 |
| Comm.Att. | \$10,000 |

**APPROPRIATION
AMENDMENT TO COMMUNITY DEVELOPMENT BLOCK GRANT ACCOUNT
Reprogramming of Funds for FY 12-13**

WHEREAS, Council has previously approved the appropriation of certain sums of federal grant receipts to specific accounts in the Community Development Block Grant (CDBG) funds; and

WHEREAS, it now appears that these funds have not been spent and need to be reprogrammed, and therefore,

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that appropriations made to the following expenditure accounts in the CDBG fund are hereby reduced or increased by the respective amounts shown, and the balance accumulated in the Fund as a result of these adjustments is hereby reappropriated to the respective accounts shown as follows:

| Program Year | Account Code | Purpose | Proposed Revised Reduction | Proposed Revised Addition | Proposed Revised Appropriation |
|---------------------|---------------------|------------------------|-----------------------------------|----------------------------------|---------------------------------------|
| 10-11 | P-00001-02-42 | PHAR Internships | \$11.28 | | \$0 |
| 11-12 | P-00001-02-50 | Banah Familia | \$2,390 | | \$0 |
| | | | | | |
| 12-13 | | AHIP- Homeowner Rehabs | | \$2,401.28 | \$2,401.28 |
| | | | | | |
| | | TOTALS: | \$2,401.28 | \$2,401.28 | \$2,401.28 |

CDBG RFP SUBMISSIONS - FY 2012-13

| Organization, (Program Title) | Applicant | Program Description | Funding Requested |
|-------------------------------|----------------|---|-------------------|
| AHIP | Jen Jacobs | Emergency and Small Reparis | \$100,000 |
| Barrett Early Learning Center | Shannon Banks | Replace wooden fire escapes with metal | \$18,000 |
| Barrett Early Learning Center | Shannon Banks | Repair front porch, new front door, safety lighting | \$7,000 |
| Building Goodness in April | Robert Murphy | Homeowner Rehabs | \$20,000 |
| CRHA | Randy Bickers | Crescent Halls ADA site improvements | \$31,513 |
| Community Housing Partners | John Bolton | Blue Ridge Commons renovations and community center | \$200,000 |
| Habitat for Humanity | Dan Rosensweig | Downpayment Assistance Sunrise | \$100,000 |
| PHA | Peter Loach | Downpayment Assistance Citywide | \$40,000 |
| TJCLT | Frazier Bell | Homeownership | \$80,000 |
| | | | \$496,513 |

| Organization, (Program Title) | Applicant | Program Description | Funding Requested |
|-------------------------------|---|---|-------------------|
| Community Attention | Rory Carpenter | Youth Internship Program in health care | \$10,000 |
| Hope Foundation | Harold Bare | Homeownership Education for 10th and Page | \$8,000 |
| OAR | Pat Smith | Reentry Program | \$20,000 |
| On Our Own | Rose Farber | Education and Job Opportunities for mental ill/addicted | \$55,000 |
| PACEM | Colleen Keller | Overflow Services | \$5,000 |
| Ralph Brown Consulting, LLC | Ralph Brown | Serv-Safe Certification Classes | \$6,300 |
| | | | \$104,300 |
| Housing Programs | Public Facilities and Improvements | | Social |