

Agenda

PLANNING COMMISSION REGULAR DOCKET TUESDAY, March 8, 2016 – 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 FOR PUBLIC HEARING
 - F. CONSENT AGENDA
(Items removed from the consent agenda will be considered at the end of the regular agenda)
 - 1. Minutes - February 9, 2016 – Pre meeting
 - 2. Minutes - February 9, 2016 – Regular meeting
- III. **JOINT PUBLIC HEARINGS (Beginning at 6:00 P.M.)**

G. JOINT PUBLIC HEARINGS

1. **Community Development Block Grant (CDBG) and HOME Funding— 4th Year Action Plan, FY 16-17:** The Planning Commission and City Council are considering projects to be undertaken in the 4th Year Action Plan of the multi-year Consolidated Plan utilizing CDBG & HOME funds for the City of Charlottesville. In Fiscal Year 16-17 it is expected that the City of Charlottesville will receive about \$376,098 in Community Development Block Grant funds and about \$60,000 in HOME funds from the Department of Housing and Urban Development HUD. CDBG funds will be used in the City to conduct pedestrian improvements in 10th and Page, Economic Development activities, and several public service projects that benefit low and moderate income citizens. HOME funds will be used to support the housing needs of low and moderate income citizens through homeowner rehabs and down payment assistance. **Report prepared by Tierra Howard, Grants Coordinator.**

REGULAR MEETING (Continued)

H. FUTURE MEETING SCHEDULE

Tuesday, March 22, 2016 – 5:00 PM	Work Session	
Tuesday, April 12, 2016 – 4:30 PM	Pre- Meeting	
Tuesday, April 12, 2016 – 5:30 PM	Regular Meeting	Rezoning – 209 12 th Street NE SUP – 750 Hinton Ave and 1011 East Jefferson

Anticipated Items on Future Agendas

- Harmony Ridge Subdivision Plat
- ZTA – Height and Grade
- Rezoning – Sunrise PUD Amendment, 624 Booker Street
- SUP –1130 East High Street
- Site Plan – William Taylor Plaza PUD, Grove Street PUD

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
2/1/2016 TO 2/29/2016**

- 1. Preliminary Site Plans**
- 2. Final Site Plans**
 - a. Market Plaza Utility Location – February 2, 2016
- 3. Site Plan Amendments**
 - a. McIntire Skate Park (TMP450001000) – February 2, 2016
- 4. Minor Subdivision**
 - a. Cleveland Heights Lot 42 TMP 22B-163 – February 4, 2016

MINUTES
PLANNING COMMISSION REGULAR MEETING
Tuesday, February 9, 2016

I. PLANNING COMMISSION PRE-MEETING (Beginning at 4:30 p.m.)

Location: NDS Conference Room, Charlottesville City Hall, 2nd Floor

Members Present: Chairman John Santoski, Commissioners Lisa Green, Kurt Keesecker, Genevieve Keller, and Jody Lahendro,

Call to Order: the meeting was called to order by Chair Santoski at 5:00 p.m.

Mr. Santoski asked if there were any questions on the awards or minutes. He then asked if there were any other questions.

Mr. Lahendro asked about the use of a resolution as the means of presenting a motion on the West Main Street rezoning matter after the public hearing. He expressed concern about having a motion and a second on a written resolution, prior to reaching consensus on language to be included within a resolution. A discussion followed of Robert's Rules of Order, which provides that a resolution is a written form of a motion, and that since the West Main Street item was very complex, it could be helpful to use the resolution structure as a means of putting a motion on the table, and then the Commission could vote on desired amendments to the language of a resolution prior to voting on it.

Ms. Green asked for clarification that the materials in the package are the same as those reviewed in December 2015. Staff confirmed that the proposed ordinance and proposed zoning map were the same as those reviewed in December, but the staff report for this meeting contains additional information and requests from two Council members.

Commissioners also indicated a preference that if a resolution were introduced as a means of making a motion on the West Main Street matter, the entire resolution should be read out loud so that the public in attendance could be aware of the specific recommendation being offered for discussion.

Mr. Keesecker noted that he had submitted a number of questions to staff regarding the West Main Street agenda matter, and wanted to highlight a few for the commission. He noted that it was difficult to respond to the density question that two members of Council has inquired about, since there are a number of variables which relate to the number of units developed. Mr. Keesecker inquired about whether the density could be achieved. It was noted by staff that the allowable density of development was not being changed by the proposed zoning text amendments, and that there are other zoning districts within the City which allow similar density and that have similar, or in some cases, even lower maximum building height. He also noted that he had an idea for how to potentially address the height concerns. He is planning to share this with the BAR but he wanted to make sure to discuss with the commission first.

Adjournment: At 5:30 p.m. the Chair adjourned the meeting in order to reconvene in City Council Chambers at 5:35 to continue with the Commission's regular monthly agenda.

II. ADMINISTRATIVE AGENDA (Beginning at 5:30 p.m.)

Location: City Council Chambers, Charlottesville City Hall, 2nd Floor

Members Present: Chairman John Santoski, Commissioners Lisa Green, Kurt Keesecker, Genevieve Keller, Jody Lahendro, and UVA representative Allison Raucher

City Councilors –Kathy Galvin, Bob Fenwick, Kristin Szakos

Call to Order: the meeting was called to order by Chairman Santoski at 5:35 p.m.

A. COMMISSIONERS' REPORTS:

Commissioner Lahendro reported he attended the Parks & Recreation Advisory Board on January 20, 2016. The Meadow Creek Valley Master Plan was updated and Parks & Rec are plotting the trail route, obtaining easements and waiting for flood plain updates to complete the design of pedestrian bridges. The Tonsler Park master plan update, specifically the southeast corner stairs between the park and the tennis courts, are out to bid and there is about an \$85,000 budget available. Planning for a community presentation on designs for a new playground are coming soon. The Board reviewed the reports on Parks & Rec maintenance projects. He said this is just a snap shot of the kind of projects that Parks and Rec does. About 150 small projects and 1/3 have been completed in the last two months. Two-thirds are in progress, and ½ of these projects are done with in-house staff. The Tree Commission met on January 27 and reported on the planting of 11 swamp oaks on Monticello Ave with Charlottesville Tree Stewards a very successful project. Already, the Tree Commission has applied for another Virginia Department of Forestry grant to plant 70 more trees over the next few years. Helen Wilson, a UVA Landscape Architect, gave a report on University tree planting, maintenance and issues such as the ash boar. He said detail plans for Hillsdale Drive extension were presented by city staff and the Tree Commissioners had several objections to what they saw. A letter has been written to the city with these suggestions and they include things like VDOT imposing a right of way that is too narrow to support the sidewalk, the bike lane, planting strips, and the planting strips are too small to support the tree canopy or else we depend upon private owners to put the trees on their lot. A onetime opportunity for a great multi-modal boulevard that is not being realized in the current design. We also heard an appeal from a city resident to advocate for the planting of more street trees to approve walkability of streets. The result of the tree canopy study will be presented at the March meeting, and lastly Paul Josey replaced Maynard Sipe as the Chair and Roxanne White replaced Paul Josey as Vice Chair.

Commissioner Keller no report

Commissioner Keesecker reported the BAR met on January 19th and there were three items of interest to the commissioners and the audience. There was a review of some changes to the details to the Market Plaza project on Waters Street; details related to some spandrel glass along the façades, a change to the size of the tent structure, before the fountain had been removed from the scope but now the fountain has come back. We also discussed future development generally in the vicinity of the Blue Moon Diner and its adjacent market building and to applicant's credit they are working to save the two existing structures as a result the project has proposed a tall building to the rear of the property on the railroad tracks, and the BAR had some concerns about the height to the proposal as presented and deferred the application after some discussion. The owners of the Violet Crown had taken an appeal to Council related to the dark glass on the downtown mall and before the Council meeting last week they decided to withdraw their appeal. There will be continuing discussions on how to resolve that issue of the darker glass on the downtown mall.

Commissioner Green reported the MPO will be having a joint meeting between the MPO and the MPO Policy and Technical group on February 24th at 7 p.m. at the Water's Street Center. State legislature is in session right now and there are a lot of bills out there and there's a lot going on.

Chairman's Report – Commissioner Santoski reported the MPO Tech committee meeting started to review the strategic plan that is going to be reviewed by the MPO. There was an update of the Title Six and public participations plan, bike and pedestrian counts, House Bill Two updates and transit updates. The next meeting of the MPO Tech Committee is March 15th at the Water Street Center.

B. DEPARTMENT OF NDS: Missy Creasy, Planning Manager
2016 Planning Awards

During this time each year, the Planning Commission presents awards to recognize great planning efforts in the community for the previous year. There were many worthy projects to consider and Planning Commission had a difficult time narrowing the listing. Ultimately Planning Commission decided to award the following:

The Eldon Fields Wood DESIGN PROFESSIONAL OF THE YEAR

The Design Professional of the Year award is named for Eldon Wood, a former Planning Commissioner and Active Citizen in the Community. This year's award is presented to Toole Design Group.

Toole Design Group is being honored as the Eldon Fields Wood Design Professional of the Year for its exemplary service to the City, most notably in the Bicycle and Pedestrian Master Plan, Streets that Work, and West Main Master Plan efforts. The group's professionals have proven knowledgeable, approachable, and committed to our community. Their broad experience provided a depth of design expertise to inform our civic conversation and visioning process.

Ms. Jennifer Toole is here to accept this award.

CITIZEN PLANNER OF THE YEAR

For Citizen Planner of the Year: Francis Fife

Francis Fife, former Mayor of Charlottesville, was a major civic leader in our community until he passed away last October. Mr. Fife brought his quiet vision and the ability to engage diverse voices to bear in his lifelong efforts to make Charlottesville a better place. He served as chair of the Rivanna Water and Sewer Authority, the Thomas Jefferson Planning District, and the Piedmont Housing Alliance and lent a hand to countless other organizations such as Camp Holiday Trails and the Charlottesville Free Clinic. As mayor, Mr. Fife co-founded the Rivanna Trail System and helped initiate the revitalization of the Downtown Mall. Charlottesville is fortunate to have had such an accomplished person providing leadership and passing on his wisdom to younger participants in the citizen planning process.

Ms. Nancy O'Brien is with us tonight to accept Francis Fife's award in his honor.

Herman Key Jr., ACCESS TO THE DISABLED AWARD.

The Access to the Disabled award is named for Herman Key Jr., a former Planner Commissioner and Active Charlottesville Citizen who was a big advocate for accessibility in the community. This year's award is presented to the Bicycle and Pedestrian Advisory Committee.

The Bicycle and Pedestrian Advisory Committee (BPAC) is being recognized for its earnest study, insight, debate, and discussion on a great number of planning projects that will help make the City more accessible for

all, including the Bicycle and Pedestrian Master Plan, the Streets That Work initiative, the West Main Master Plan, the annual CIP process, and a variety of site-specific infill or redevelopment applications.

To accept this award on behalf of BPAC are co-chairs Mr. Jake Fox and Ms. Lena Seville.

OUTSTANDING NEIGHBORHOOD EFFORT

For Outstanding Neighborhood Effort: Ix Art Park

The Ridge Street Neighborhood, under the able and committed leadership of Brian Wimer and with the generosity of Ludwig Kuttner, has created a new public space in the City. Ix Art Park is an interactive space for dance, music, poetry, and visual art. As an integral part of the Strategic Investment Area, the Park helps fulfill Charlottesville's vision for an inclusive, inspiring, and wildly creative future.

To accept this award on behalf of the Ix Art Park is Mr. Ludwig Kuttner, who helped make this project possible.

OUTSTANDING SUSTAINABLE DEVELOPMENT

This year's award is presented to the Coca Cola Building at 722 Preston Avenue.

This project imagined a new future for a historic structure that respects the working spirit of Preston Avenue while embracing new ideas about commerce, environmental stewardship, and social gathering. The renovation of the Coca Cola Building promises to be an invigorating example for future development and will hopefully become the anchor for a vibrant and sustainable corridor in our City.

Here to accept the award on behalf of the Coca Cola Building is Mr. Alan Taylor

NEIGHBORHOOD OF THE YEAR

Neighborhood of the Year is awarded to 10th and Page Neighborhood.

The 10th and Page Neighborhood, which lies between the two major corridors of West Main Street and Preston Avenue, have worked hard this past year to create safe connections for pedestrians, cyclists, and motorists. Members of the 10th and Page CDBG Task Force as well as concerned citizens have demonstrated great skill and dedication in crafting a new vision for their neighborhood. Change is all around them, but this remains one of the most close-knit and caring neighborhoods in the City.

To accept this award on behalf of the 10th and Page Neighborhood is Ms. Veneza Howard, Neighborhood President.

In addition to these awards, the commission to recognized Dan Rosensweig for his service to the Planning Commission. Mr. Santoski thanked Mr. Rosensweig for all of his hard work and dedication.

Ms. Creasy said the Planning Commission would like to congratulate all the people honored tonight. We encourage tonight's honorees to attend the City Council meeting scheduled February 16th, 2016 where Council will recognize your accomplishments.

Mr. Santoski thanked everyone again for their commitment to making Charlottesville a great place to live.

Ms. Creasy reminded everyone of the Work Session for February 23rd. The agenda will be the items we had to postpone in January; Small Area Planning and City Council priorities that they have been working through over the last couple of weeks.

C. CONSENT AGENDA

1. Minutes – January 12, 2016 – Pre meeting

2. Minutes –January 12, 2016 – Regular meeting

Commissioner Keller moved to approve the Consent Agenda, seconded by Commissioner Green Motion passes 5-0.

D. University Representative – Ms. Allison Raucher is the University architect who started in September and she stated that she was very proud to be in attendance at her first Commission meeting.

The Meeting was adjourned until Council quorum could be obtained.

III. JOINT PUBLIC HEARINGS (Beginning at 6:00 P.M.)

G. JOINT PUBLIC HEARINGS

1. **ZT15-00007 - Amendment of the City’s zoning map and of zoning ordinance text** - Proposed amendments to the text of City Code sections 34-541(4) and (5), 34-616 through 34-655, 34-796, 34-881, 34-1100, 34-1101 and 34-1200, and proposed zoning map amendments changing the zoning district classifications of parcels of land within the West Main Street Corridor.

Ms. Rainey provided the staff report. She provided the project timeline and noted that City Councilors Kathy Galvin and Kristin Szakos (among others) held a conference call with Rhodeside & Harwell and Code Studio, the two consultants who worked on the West Main streetscape. Following the conference call, Councilors Galvin and Szakos requested that the commissioners consider three additional items based on that conversation, as outlined in the staff report.

Public Hearing: Chair Santoski opened the public hearing on behalf of the Planning Commission. At that point, Kristen Szakos, for City Council, noted the presence of a quorum (of herself, Councilor Galvin, and Councilor Fenwick) and opened the public hearing on behalf of City Council.

Patricia Edwards 212 6th NW said we are in danger of being flooded by an ocean, “the Atlantic”. She thanked the commission for what they do, and she urged the commission to pass this without exceptions. The character of West Main Street east of the bridge is in danger and the neighborhoods on either side of the street are in danger. She is speaking for a lot of people; and the First Baptist Church. She asked to please do this as quickly as you can.

Jean Hyatt 1534 Rugby Avenue, President of Preservation Piedmont, noted that Charlottesville was selected as one of the distinguished dozen destination groups in 2007 by the National Historic Preservation Trust. The Rotunda and Pavilions of the University of Virginia, a world heritage site is just down the street. With that in mind, it is important for the city to carefully protect our Main Street and adjacent neighborhoods. Preservation Piedmont supports the staff’s zoning amendment recommendations to re-classify West Main Street North and West Main Street South into the two new zoning district classifications. Our organization requests that you no longer grant SUP’s for additional building height on West Main Street. We ask that new construction be required to have a setback of a minimum of 10 feet and preferably 15 feet. We also ask that you continue to include the Midway Manor property in the proposed West Main Street East zoning district. A very tall building at that elevated site would adversely affect the Ridge Street ADC district as well as West Main Street and South Street. Thank you for considering these recommendations.

Morgan Butler Southern Environmental Law Center, 201 West Main Street said the challenge facing West Main Street these days are largely symbolic of the general growing pains the city is going through.

As we re-develop we must be mindful of the historic character and unique neighborhoods located along West Main Street so they don't get too diluted or overwhelmed. The goal must be to strike a careful balance between development and preservation. The proposed zoning changes before you aim to strike that balance. We support requiring a building setback to ensure that there is enough room for street trees, but 5 feet is too short for that purpose. We support placing the Amtrak parcels in the West Main East zoning district but by measuring building height from the street level and giving those parcels the taller West Main Street West zoning district would be over-kill. The idea of getting rid of density limits is intriguing. He said it might make sense to cut off the by-right at some point perhaps at the 200 dwelling units per acre level so that you and Council would still have some say over proposals that reach that size and scale. We support the direction you have taken to address the abuse that has been made of the current roof top appurtenance allowance. However we are not sold on the part that would allow waivers of the height limit on appurtenances. He said thanks to the Planning Commission for the long nights you have put into this proposal.

Neil Williamson Free Enterprise Forum, said during the last public hearing he brought forward a number of height definitions and he is disappointed in the lack of clarity in the materials for this meeting. He said it took him a long time to get through to what was in front of you. In October you talked about the average of the building footprint and what is before you now, the height is being considered the average of the corner of a parcel He said he appreciated the long consideration the Planning Commission took on the definition of height and limiting the height definition to be only in the west main corridor. He said the solution made a lot of sense and you dealt with height from the curb on the street frontage. The way we actual experience buildings are from the street frontage. He said some landowners he spoke to suggested that if you use the building envelope it would literally cost them a floor, depending upon the depth and it would mean that project might not be financeable or buildable. How tall is this? He encourage the Planning Commission to go forward with what they came up with and to limit it to the West Main Corridor because there are a number of people throughout the city who are very concerned with this definitional change being across the entire city and he doesn't believe that you have done the homework on how it impacts the other areas. He thanked them for their work in the community.

Meredith Richards 1621 Trail Ridge Road, chairwoman of the Piedmont Rail Coalition and a former Charlottesville city councilor, said she is speaking for the city's rail connection and urges the Planning Commission to limit the possibility of development of the Amtrak site. She said you've never sought the input of the one entity that's been bringing intercity passenger rail to this city for the past 45 years. She also said the property's value to the city as a transportation center far exceeds its value for development. She said she was concerned that the development of the site would jeopardize Amtrak's future in the city. She ended by asking the Planning Commission to please suspend any decisions about the Amtrak property especially any decisions to up-zone and increase the density of development that will invite buildings on this property until a process involving Amtrak and the Department of Rail and Transportation for planning the future of those properties is complete. She is asking City Council to initiate such a process and do what you must do to take those properties out of the zoning code until that time.

John Cruickshank 324 Park Way Street, Piedmont Group of the Sierra Club noted that we support urban re-development and we see this as a positive to current zoning rules. He said in some places the sidewalk can barely accommodate two-way pedestrian travel. He would like to see new zoning regulations that ensure that new buildings are more in line with West Mains historic character while making it both bike and pedestrian friendly. We all want Charlottesville to retain its charm and beauty. These zoning changes will help us to achieve that goal.

Lena Seville 808 Altavista Avenue, said thanks to Amanda Poncy and Claudia for their help in achieving the Bicycle and Pedestrian Award; she said the West Main consultants have advised setbacks, the Tree Commission, Bicycle and Pedestrian Advisory Committee have seen the streetscape plans for West Main and we hope something good gets approved and if it does we don't know if it will ever get funded so we can't count on those expanded sidewalks to give us a little bit more room between the building. A little bit of variation in the street wall makes a place feel more inviting and gives a sense of place and she ask if the Planning Commission would listen to Councils Request to include a setback for this greater than zero feet.

Mark Renaulde, Midway Manor at 100 Ridge St, requested the commission not to place their property in the West Main East district. Instead they want the property to be placed in the Water Street District, which would allow higher buildings when redevelopment occurs.

Valerie Long with the firm Williams Mullen, 321 E Main Street, representative for Midway Manor, said Midway Manor is the one and only property that is part of the downtown neighborhood and not West Main Street.

David Mitchell Great Eastern Management Co, asked the city to leave the zoning allowance for taller buildings in place because height is important in a city that is landlocked. He said we have major changes in elevation across our properties. You're talking about losing floors, not just in the commercial areas but in the residential areas.

Chris Harrison 108 Bedford Place, voiced opposition to the propose appurtenance language. He does not support eliminating the use of appurtenance roof top garden and roof top amenities.

Maynard Sipe – representing Jeffrey Levine, said it is unfortunately the city made a decision when they adopted the zoning in 2003 to facilitate more urban development in the corridor and this ordinance sends the opposite message and I think it will create stagnation on West Main Street. He said special-use permits for additional density above 43 units per acre still could be granted. It seems to me that special use permit allowance could be retained to allow up to 70 feet and this is a powerful tool for the city because a special use permit will allow for site specific evaluation of the height.

Page Williams, with the firm Lenhart Pettit and speaking for the owner of the Amtrak site, Union Station Partners, said he appreciated Ms. Richards views on the site; and stated this is one of the few un-built sites in the West Main corridor. He said when the height was raised, the tax values went up and we also feel that the dividing line of the bridge was simply arbitrary.

At the conclusion of the public remarks, and there being no other individuals who indicated a desire to speak, Chairman Santoski closed the public hearing on behalf of the Commission, and Councilor Szakos closed the public hearing on behalf of City Council.

A motion was made by Ms. Green for the Planning Commission to recommend approval of the proposed zoning text and zoning map amendments, subject to modifications set forth within a proposed resolution that Ms. Green read out loud. Commissioner Lahendro seconded Ms. Green's motion and the following motions were made and individually voted on, to amend the language of the resolution as proposed by Ms. Green:

A Motion was made by Commissioner Lahendro to amend the building setbacks presented in the resolution to be changed from 15 foot minimum up to 20 foot maximum and that the latter part of the sentence be deleted "however no zero setback development will be eligible for street tree exemption

under 34-870". This motion was seconded by Commissioner Keller and then was discussed by the Commission. On conclusion of discussions, the Chair called for a vote, and the Motion passed, upon the following votes: "4-Aye": Commissioners Keesecker; "1-Nay".

A Motion was made by Commissioner Keesecker to amend language regarding parcel address 810-820 West Main Street identified as city tax map 30 on parcel 2, item #1 on the resolution at the bottom for zoning map amendments and item #2 referenced to city tax map 30 on parcel 2A and 2B as West Main East instead of the variability noted in the resolution. This motion was seconded by Commissioner Green. On conclusion the Chair called for a vote, and the Motion passed, upon the following votes: "5-Aye": "0-Nay".

Chairman Santoski inquired as to whether the Commissioners wished to make any additional changes to the resolution as proposed by Commissioner Green. Not hearing any additional requested changes, Chairman Santoski called for a vote on Commissioner Green's Resolution, as amended by the Commission, 5-Aye": 0-Nay". The Resolution, as amended, was approved.

At 7:19 p.m. Commissioner Green made a motion to adjourn until the seconded Tuesday in March 2016. Commissioner Keesecker seconded, and the motion passed 5-0.

RESOLUTION OF THE CHARLOTTESVILLE PLANNING COMMISSION
No. 2016-1: Recommending Approval of ZT15-0007

BE IT RESOLVED by the Charlottesville Planning Commission that, subject to several modifications, the zoning text and zoning map amendments proposed by ZT15-00007, as described and set forth within the Commission's December 8, 2015 and February 9, 2016 agenda materials, are required by the public necessity, convenience, general welfare or good zoning practice, and are consistent with the City's Comprehensive Plan. THEREFORE, this Commission does hereby adopt the following recommendations:

The proposed ZONING TEXT AMENDMENTS should be approved by City Council, with the following modifications:

1. The Building Setbacks for both the West Main East and West Main West districts should be within a range from fifteen (15) feet, minimum, up to twenty (20) feet, maximum in Section 34-618(a)(1) and Section 34-638(a)(1). The BAR and Tree Commission should work together with City Council to prepare updates to the design guidelines for the West Main Street design control district, to assure appropriate criteria for design review of site design and building setbacks for specific development sites;
 2. The Use Matrix set forth in Section 34-796 should be modified so that all of the uses currently allowed in the West Main South District will also be allowed in the new West Main East and West Main West districts;
 3. The Bicycle Parking requirements set forth in Section 34-881 should be adopted in accordance with the recommendations of staff included within the agenda materials;
 4. New provisions should be added to Sections 34-617 and 34-637, to specify that Building Height in both the West Main East and West Main West districts should be measured: from the average grade level of the curb along a parcel's primary street frontage, to the highest point of a building. If a parcel has frontage on both West Main Street and another primary street, then the average grade level of the curb on West Main Street shall be used to measure the height of a building on that parcel. The highest point of a building shall be its roof, which means: the level of a flat roof; the deck line of a mansard roof; the deck line of the roof on a building with a parapet; or, for buildings with gable, hip or gambrel roofs, the level of the average height between the eaves and ridge;
 5. The Appurtenance Regulations shown in Section 34-1101 should be modified to clarify that no enclosed space may be designed or used as any type of habitable residential space, but open-air space on a building may be used accessory to the primary use of the building.
- AND the following zoning map amendments should be approved by City Council:
1. For the parcel addressed as 810-820 West Main Street, identified on City Tax Map 30 as Parcel 2 (currently zoned "West Main Street South") the Commission recommends the new "West Main Street East" classification as the most reasonable and appropriate zoning district classification.
 2. For the parcel identified on City Tax Map 30 as Parcel 2.A (currently zoned "West Main Street South"): the Commission recommends the new "West Main Street East" as being the most reasonable and appropriate zoning district classification.
 3. For the parcel identified on City Tax Map 28 as Parcel 93, having an address of 100 Ridge Street (currently zoned "West Main Street South") the Commission recommends the new

“West Main Street East” classification as the most reasonable and appropriate zoning district classification; and

4. For all of the other parcels of land classified on the City’s current Zoning Map as either “West Main North” or “West Main South”, the Commission recommends that all of those parcels should be re-classified as either “West Main East” or “West Main West,” in accordance with the proposed Amended Zoning Map dated July 28, 2015, and finds that those recommended classifications are reasonable and appropriate for those parcels.

Adopted February 9, 2016

Moved by: Lisa Green Seconded by: Jody Lahendro

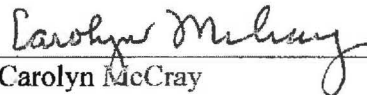
“Ayes”:

Jody Lahendro
Genevieve Keller
Kurt Keesecker
Lisa Green
John Santoski

“Nays”:

None

Certified by:


Carolyn McCray

City of Charlottesville

MEMO



TO: Planning Commission
FROM: Tierra Howard, Grants Coordinator
DATE: March 8, 2016
SUBJECT: Public hearing for proposed FY 2016-2017 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 Community Development Block Grant (CDBG) and HOME Investment (HOME) funding recommendations.

Attached you will find the proposed allocations for FY 16-17 CDBG and HOME programs. These recommendations are based on CDBG Task Force recommendations for Housing and Public Service activities, the Strategic Action Team for Economic Development activities, and 10th and Page Priority Neighborhood Task force in light of further evidence of FY 16-17 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 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 Missy Creasy at 970-3182 or creasym@charlottesville.org.

Cc: City Council
Maurice Jones, City Manager
Alexander Ikefuna, Director of NDS
Missy Creasy, Assistant Director of NDS
Kathy McHugh, Housing Development Specialist
CDBG Task Force

City of Charlottesville

MEMO



TO: Planning Commission
FROM: Tierra Howard, Grants Coordinator
DATE: March 8, 2016
SUBJECT: Proposed FY 2016-2017 CDBG and HOME Budget Allocations

CDBG and HOME Project Recommendations for FY 2016-2017:

The CDBG program has an estimated \$376,098 for the 2016-2017 program year; the HOME program was expecting to be dramatically cut with the City expecting \$0 for program year 2016-2017, however HOME funding has been restored and the City is expecting to receive an estimate of \$60,000 for the 2016-2017 program year. The CDBG total reflects the \$376,098 Entitlement Grant, \$0 in Reprogramming, and \$31,759.27 in previous years' entitlement available after program income has been applied. The HOME total consists of an estimated \$60,000, which is the City's portion of the Consortium's appropriation, in addition to \$12,000 for the City's 25% required match, \$0 in Reprogramming and \$0 in program income. Minutes from the 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.

Priority Neighborhood – The FY 2016-2017 Priority Neighborhood is the Block by Block area of 10th and Page. The 10th and Page Priority Neighborhood Task Force has previously recommended several projects to improve the streetscape and pedestrian safety along the 10th Street Corridor and within the 10th & Page Neighborhood. The Task Force will reconvene to discuss additional improvement projects for FY 16-17.

Economic Development – Council set aside FY 16-17 CDBG funding for Economic Development Activities. Members of the Strategic Action Team reviewed applications for Economic Development.

Funds are proposed to be used to provide scholarships, technical assistance, and business support services to an estimate of 12 qualified Charlottesville businesses and at least 20 entrepreneurs hoping to launch their own micro-enterprises.

Public Service Programs – The CDBG Task Force has recommended several public service programs. Programs were evaluated based on Council's priority for workforce development and quality childcare. 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 helping 5 youth gain workforce readiness skills, helping at least 2 adults with direct employment training, providing childcare subsidies for up to 3 families, providing supportive services around accessing quality childcare for 20 children, and helping 150 recently released offenders will receive supportive services to help reduce recidivism. To the greatest extent feasible, all beneficiaries will reside within the 10th and Page Neighborhood.

Administration and Planning: To pay for the costs of staff working with CDBG projects, citizen participation, and other costs directly related to CDBG funds, \$75,019 is budgeted.

HOME Funds: The CDBG Task Force recommended funding to programs that support homeowner rehabs. Estimated benefits include 5 small homeowner rehabs. If the City receives additional HOME funds, the Task Force recommends fully funding AHIP's request at \$180,000.

Program Income/Reprogramming: For FY 2016-2017, the City has \$31,759.27 in previous CDBG EN that has been made available through the application of received 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 CDBG and HOME projects that have remaining funds to be reprogrammed amounting to \$0 CDBG and \$0 HOME. These are outlined in the attached materials.

Adjusting for Actual Entitlement Amount: Because actual entitlement amounts are not known at this time, it is recommended that all recommendations are increased/reduced at the same pro-rated percentage of actual entitlement to be estimated. No agency will increase more than their initial funding request.

Attachments: Proposed FY 16-17 CDBG and HOME budgets
Task Force Minutes
Funds to be reprogrammed
FY 15-16 RFPs received

**APPROPRIATION
 AMENDMENT TO COMMUNITY DEVELOPMENT BLOCK GRANT ACCOUNT
 Reprogramming of Funds for FY 16-17**

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
			\$		\$0
			\$		\$0
			\$		\$0
16-17	P-00001-04-01	Applied to new programs		\$	\$
		TOTALS:	\$	\$	\$

**** At the time of the Planning Commission Meeting, it is too soon to know if there will be any CDBG programs to be reprogrammed. Any funds identified will be included in the April 6, 2015 Council materials.**

2016-2017 CDBG BUDGET ALLOCATIONS
RECOMMENDED BY CDBG TASK FORCE and SAT: 1/13/16, 1/29/16, 2/9/16, 2/8/16, and 2/11/16
RECOMMENDED BY PLANNING COMMISSION:
RECOMMENDED BY CITY COUNCIL:

I.	PRIORITY NEIGHBORHOOD		
	A. 10 th and Page –		\$209,964*
II.	ECONOMIC DEVELOPMENT PROJECTS		
	A. Community Investment Collaborative Scholarships		\$12,500
	B. Seedplanters Women Entrepreneur Academy		\$10,000
	C. Office of Economic Development Small Business Development		\$12,000
		ECONOMIC DEVELOPMENT TOTAL:	\$34,500
III.	PUBLIC SERVICE PROJECTS		
	A. City of Promise – Enrolled to Launch		\$ 10,000
	B. OAR – Reentry Services		\$ 15,000
	C. Office Economic Development – GO Driver		\$ 12,165
	D. Community Attention - Youth Internship Program		\$ 5,000
	E. United Way – Child Care Subsidies		\$14,250
		SOCIAL PROGRAMS TOTAL:	\$56,415 (15% EN)
IV.	ADMINISTRATION AND PLANNING:		
	A. Admin and Planning		\$75,219 (20% EN)

GRAND TOTAL: \$376,098
ESTIMATED NEW ENTITLEMENT AMOUNT: \$376,098
ESTIMATED EN AVAILABLE AFTER PI APPLIED: \$31,759.27
REPROGRAMMING: \$0.00

* Funding includes program income/reprogrammed funds

2015-2016 HOME BUDGET ALLOCATIONS

A.	AHIP – Homeowner Rehabs		\$60,000
		TOTAL:	\$60,000
		ENTITLEMENT AMOUNT:	\$60,000
		ESTIMATED EN AVAILABLE AFTER PI APPLIED:	\$0.00
		REPROGRAMMING:	\$0.00
		LOCAL MATCH:	\$12,000*

* Only Entitlement funds (except Admin and Planning amount) require local match

CDBG/HOME RFP SUBMISSIONS - FY 2016-17

Organization, (Program Title)	Applicant	Program Description	Funding Requested
AHIP	Jen Jacobs	Small Homeowner Rehabs	\$105,400
Habitat for Humanity	Dan Rosensweig	Downpayment Assistance	\$105,400
PHA	Karen Reifenberger	Downpayment Assistance	\$40,000

\$250,800

80000 -\$170,800

Organization, (Program Title)	Applicant	Program Description	Funding Requested
City of Promise	Sarad Davenport	Access to Child Care and Preschool Program	\$10,000
Community Attention	Misty Graves	Youth Internship Program	\$10,000
Computers 4 Kids	Kala Somerville	Career Readiness Training	\$8,000
OAR	Pat Smith	Reentry Program	\$20,000
Office of Economic Development	Hollie Lee	GO Driver workforce training	\$20,000
United Way	Barbara Hutchinson	Child Care Scholarships	\$28,500

\$96,500

60000 -\$36,500

Organization, (Program Title)	Applicant	Program Description	Funding Requested
Central Virginia Small Business Development Center	Betty Hodge	Microenterprise Childcare Business Dev. Program	\$45,000
Community Invest. Collaboration	Stephen Davis	Entrepreneurship-training	\$12,500
Virginia Food Works - The Kitchen Network	Allie Hill, Ian P, Susan W.	Microenterprise Commercial Kitchen Space	\$26,000
Office of Economic Development	Jason Ness	ACE program	\$15,500
Seedplanters	Kaye Monroe	DreamBuilders Women Entrepreneurs	\$20,000

\$74,000

125000 \$51,000

Housing Programs	Social Programs	Economic Development	
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CDBG TASK FORCE
 Minutes
 Neighborhood Development Services Conference Room, City Hall
 Wednesday, January 13, 2016
 10:00am – 11:30pm

Attendance:

CDBG Task Force Members	Present	Absent
Marnie Allen	X (late, 10:25am)	
Taneaia Dowell	X	
Kathy Johnson Harris		X
Hollie Lee		X
Kelly Logan	X	
Sarah Malpass	X (late, 11:00am)	
Sherry Kraft	X	
Matthew Slatts	X	
Tierra Howard (staff)	X	
Kathy McHugh (staff)	X	
Alex Ikefuna (staff)	X	

The meeting began at 10:05am.

Staff Updates:

The school board representative to replace Jennifer McKeever, Sherry Kraft, was introduced to the members.

There was some discussion relative to having a quorum since a few members were missing. Staff agreed to check the requirements. If a quorum was not reached, staff agreed to send out the group recommendations to missing members to allow them to vote on the recommendations that were made at the meeting.

Final Evaluation Scores and Discussion:

To provide clarification on the evaluation tool, staff mentioned that none of the projects of consideration are classified as a “new service,” therefore they would receive no points in the new service category. Staff reviewed all final scores that were submitted prior to the meeting (including scores from 5 out of 8 members) and provided the mean for each project as follows:

- Habitat = 98.7
- PHA = 87.8
- AHIP = 83.4

In relation to site specific projects, there was a concern over the uncertainty of non-site specific information listed in PHA's application as funding needs to be committed by July 30, 2016. AHIP and Habitat each provided site specific information (AHIP- 4 site specific units, Habitat = 12 site specific units).

Matt stated that there is a total of \$105,400 available and questioned how we decide what to do. He mentioned that PHA would not utilize all of the funds available because they requested \$40,000.

One task force member recalled the previous task force meeting and discussion about wanting to fund one project. Staff stated that to reduce administrative burden on the grantee and the sub-recipients, fully funding one organization would be ideal from that perspective, however to avoid keeping all eggs in one basket, staff suggested that the group may want to consider recommending to fund two organizations. However, staff did mention that it's up to the task force to make recommendations on how many organizations to fund and how much to fund them.

Kathy McHugh questioned issues related to Habitat units and noise compliance with the environmental review since the units would be close to a major road. Tierra stated that noise would not be an issue for the level of review that is required for down payment assistance projects.

Tanea questioned if the Habitat Burnett II closings in February would meet the deadlines. Staff mentioned that Habitat responded to that question and sent a schedule that included other houses that the funds can be used for if the February closings don't meet the deadlines.

Matt questioned how the City can ensure security of long-term affordable housing relative to securing the HOME funds.

Staff provided an explanation of how the city secures/ensures long-term affordable housing through the current HOME policies which outlines a period of affordability relative to the amount of assistance provided, a deed of trust, and promissory note. Staff also explained that if properties are sold prior to the period of affordability, funds come back to the City as program income to be spent on other affordable housing projects. Staff mentioned that Habitat has a right of first refusal.

Kathy provided a description of the down payment assistance models for Habitat and PHA.

Kelly questioned if AHIP could receive funds for rehab even though rehab is not listed as a Council Priority. Staff answered, Yes. Staff noted that "Meeting Council Priorities" is accounted for within the scoring methodology of the evaluation tool, rehab is an eligible activity, and it meets the HUD Consolidated Plan goals.

Matt questioned if it would hurt Habitat if a recommendation is made to not give them the full amount requested. Staff responded, No, as Habitat can scale back outcomes based upon the amount awarded.

Sherry asked how did Habitat scored higher than AHIP when PHA's application was not complete (due to not having site specific information). Tanea mentioned that the reason for AHIP's low score is that in the consistency/meets a council priority section of the evaluation tool, they would have lost at least 15 points. However, they did receive points for being consistent with the Consolidated Plan.

Marnie mentioned that keeping people in units (preserving affordable housing) is also important.

There were some concerns about PHA's ability to expend/commit funds within the deadline due to a number of uncontrollable factors.

Funding Recommendations for Reprogrammed HOME funds of \$105,400:

Staff asked the members if they felt comfortable with voting on funding all three projects (0 votes). Staff asked the members to vote if they wanted to fund two projects (2 votes). Staff asked members to vote if they wanted to fund one project (1 vote). Marnie and Sherry abstained from voting.

Staff asked why everyone did not vote. The group was still uncertain on making a final vote.

Matt questioned how much funding should we expect for HOME funds for FY 16-17 that are separate from the reprogrammed funds. Staff stated that we received about \$60,000 last year and suggested to use that figure when making recommendations for 16-17. Staff mentioned that we may or may not have enough HOME funds allocated to fully fund another project.

Two members stated that they were leaning toward Habitat because of the score and the number of units assisted.

Staff made a call to do a final vote.

- Staff asked those who wish to vote to fund three agencies to raise their hand (0 voted)
- Staff asked those who wish to vote to fund two agencies to raise their hand (0 voted)
- Staff asked those who wish to vote to fund one agency to raise their hand (5 voted)
- Staff asked those who wish to vote to fund PHA to raise their hand (0 voted)
- Staff asked those who wish to vote to fund AHIP to raise their hand (0 voted)
- Staff asked those who wish to vote to fund Habitat to raise their hand (5 voted)

The task force made a majority recommendation to provide \$105,400 of reprogrammed/PI HOME funds to Habitat.

Funding Recommendations and Discussion for FY 16-17 HOME funding (if available):

Matt discussed that he would like to see information on long-term impacts and outcomes of prior investment. Kathy McHugh stated that this is a discussion that would have to happen with the HAC, the Director of Neighborhood Development Services (Alex Ikefuna), and City Council relative to housing policy. Kathy suggested that the task force could write a letter to the HAC as a suggestion to consider.

Staff mentioned that the City could add a request for data on the CDBG/HOME Request for Proposal Application.

Staff mentioned that the City was expecting to receive \$0 in funding, however, due to the HOME Program being restored at the federal level, the City should expect to receive funds. Staff provided a review of the budget allocation from the previous year (15-16) which was a total of \$59,652. Staff suggested using last year's allocation as an estimate of what the City may receive this year. Staff

reviewed the FY 16-17 requests as follows: AHIP requested \$180,000, Habitat requested \$100,000, and PHA requested \$100,000.

Sherry asked if there was any guidance that is provided on ranking. Tierra mentioned that the evaluation/scoring tool in addition to the group discussion is how a recommendation is made.

Sherry also asked if the task force typically provides recommendations for funding less than what is requested. Sarah responded that the task force typically makes a recommendation to fund all agencies.

Staff stated that the task force had a discussion at the previous meeting about wanting to fully fund projects so that agencies can do more with funds in addition to reducing the administrative burden on both the grantee and the sub-recipients.

Staff asked the task force to vote on the number of agencies that the task force would like to recommend to fund. One person abstained from voting.

- Staff asked those who wish to vote to fund three agencies to raise their hand (0 voted)
- Staff asked those who wish to vote to fund two agencies to raise their hand (1 voted)
- Staff asked those who wish to vote to fund one agency to raise their hand (4 voted)

There was still some uncertainty amongst the group on voting.

Marnie asked if there are any issues with the ability of the agencies to spend their funds. Staff stated that PHA has spent the majority of their funds with about \$4,000 left to spend, Habitat has spent all of their funds from FY 15-16 and FY 14-15 (totaling \$65,060), and AHIP has a longer lead time to spend funds, therefore they have remaining balances.

Marnie asked if there is a penalty from HUD if we do not spend the funds. Staff noted that there are different requirements/penalties with CDBG and HOME.

A task force member mentioned that because we expect to have an estimated amount of \$60,000, we can't make a recommendation to full fund a request.

A member asked staff if the agencies have other funding sources to tap into if they aren't funded through HOME. Kathy mentioned that AHIP receives funds through the City's Charlottesville Affordable Housing Fund (CAHF) (as noted on the staff summary sheet that was provided to the members previously). Kathy discussed the Block by Block partnership between AHIP and the City to focus rehab efforts in the 10th & Page and Prospect neighborhoods. Kathy also mentioned that Habitat also has access to the funds and are on the agenda to go to Council in the future to request funds. Kathy mentioned that PHA received funds from the CAHF for pre-planning efforts related to Friendship Court. Kathy did mention that funds that PHA received for Friendship Court pre-planning is a different project which is separate from their homebuyer program (down payment assistance).

Staff made a call to vote on which agency they recommend should get the full estimated amount of funding. One person abstained from voting.

- Staff asked those who wish to vote to fund AHIP raise their hand (5 voted)
- Staff asked those who wish to vote to fund Habitat to raise their hand (0 voted)
- Staff asked those who wish to vote to fund PHA to raise their hand (0 voted)

There was a discussion amongst the group about the vote. The group came to a consensus agreement to fully fund AHIP at \$180,000 should the City get more HOME funding that exceeds the estimated amount of \$60,000. The group also agreed that if the City receives more than \$180,000, then the group can meet again to discuss options for providing additional funding recommendations.

Taneaia mentioned that the group provided a recommendation to fund a mix of projects including Habitat with down payment assistance and AHIP with rehab.

Set Dates for Future Meetings

Staff asked the members to respond as soon as possible to the meeting wizard request that would be distributed in the future. Staff mentioned that the focus of the next meeting would be to provide a recommendation for public services projects. Staff asked everyone to send questions for public service activities.

Public Comment:

No comments were made.

Meeting Adjourned:

The meeting was adjourned at 11:30am.

SAT – CDBG Task Force
 Minutes
 Neighborhood Development Services Conference Room, City Hall
 Friday, January 29, 2016
 1:30pm – 2:30pm

Attendance:

SAT Task Force Members	Present	Absent
Maurice Jones		X
Mike Murphy		X
Gretchen Ellis	X	
Diane Kuknyo	X	
Sue Moffett	X	
Kelly Logan	X	
Chris Engel		X
Hollie Lee		X
Jason Ness		X
Cory Demchak		X
Matthew Murphy		X
Tierra Howard (staff)	X	
Alexander Ikefuna (staff)	X	

The meeting began at 1:30pm.

Staff Updates:

Tierra introduced herself as the City’s new Grants Coordinator and all members present provided introductions. Staff explained that the members within the Office of Economic Development are not participating as they have applied for funds for economic development and they were asked to recuse themselves from the process.

Final Evaluation Scores for Economic Development Projects and Discussion:

Staff explained that all scores were submitted by SAT members and the averages for those scores were calculated. Staff explained that Community Investment Collaborative (CIC) and the Office of Economic Development’s (OED) applications were the top two based upon the scores. Staff also mentioned that the amount of proposed funds set aside for economic development projects is \$45,000.

Group members asked if all of the funds (\$45,000) had to be allocated, staff responded yes. Another group member asked if the group could allocate more funds than what is being requested to an applicant. Staff responded that that’s a question we would have to ask the applicant. Another member stated that they are leery on doing that.

The following comments were made on each application/proposal:

CIC – 91

- CIC is demonstrating strong outcomes
- CIC has moved from an evidence-based approach to a home-grown approach this year because they felt that the evidence-based approach did not meet the needs of those who are not college educated.
- CIC's application was good because it focused on local statistics and not worldwide statistics and they have really worked on securing other funding sources and they are doing the same work as they have done in previous years but are not asking for a lot of CDBG funds.
- CIC's program evolved based on outcomes from each year
- Staff stated that their application was complete and that they received a high score for that category

Office of Economic Development ACE -64

- Staff provided a summary of the comments that were submitted with the evaluations and informed the group of the issue with supplies and equipment being ineligible. Staff mentioned OED had to tweak the 15-16 budget to remove supplies and equipment.
- A question was asked about how the change in supplies and equipment will affect their proposal and staff stated that they only requested \$1,500 to go towards supplies and equipment and that the group can make a recommendation to fund them, however, the group can remove the purchase of equipment and supplies from the recommendation. Another question came up about how the need would be met as far as purchasing computers. Staff responded that through the ACE application process, applicants have been informed that the purchase of equipment and supplies are not allowed and staff is unsure how that need is being met as far as other funding sources. A member mentioned that OED did provide other types of assistance including marketing assistance.
- Staff informed the group that technical assistance, business support services, and education for OED to provide further assistance to the businesses are eligible activities.
- Future applications and information should be quantified as far as outcomes information, information provided is anecdotal.
- It seems questionable to remove equipment from the outcomes. The Small Business Development Center already provides marketing assistance for businesses. The change may make it more difficult for OED to demonstrate quantifiable outcomes.
- A member suggested that OED provide quantifiable results for next year if they choose to apply again to clearly demonstrate outcomes. Staff mentioned that many of the applicants did not provide specific outcome information. A member suggested that technical assistance be provided to all applicants in regards to demonstrating outcomes in the application.
- OED misrepresented the outcomes in the application in comparison to the outcomes information that staff provided for program year 14-15. In OED's response to the SAT's follow-up questions, the provided considerably less outcomes.
- Staff provided an explanation on what the required HUD reporting requirements are for the City in relation to reporting on outcomes. Staff stated that if the group would like the applicants to report specific information that they deem is important for evaluating applications, then that could be included as a request in future applications.
- Why does OED need funds for advertising (\$1,500)? Group recommended that all funds go to the micro-grants to the businesses. A group member mentioned that they can see how OED

might need assistance with marketing but don't feel strongly about funding the request for marketing assistance. Last year's discussion was more favorable when the majority of the funds were going to the businesses.

Seedplanters - 47

- Staff mentioned that the proposed outcomes were not clear
- According to the profit and loss information provided, there was no income in program year 14-15, the program took a loss. When looking at the expenses of the program, did not see any leverage of other funding sources.
- Concerned about the lack of outcome information (jobs retained, income increased, improved self-sufficiency for participants)
- Currently 7 people enrolled in the fiscal year 15-16 cohort
- There were questions about the types of businesses were created
- It was difficult to see how the money was spent as the budget was not sufficient
- Staff mentioned that next year there will be more information about the outcomes and in relation to the amount of funds that went towards each business. A member mentioned that perhaps there is a learning curve for all of the applicants and suggested that maybe the applicants were not given the appropriate guidance on how to report information. Staff mentioned that some changes have already taken place to create a more efficient system for tracking information through a quarterly report form (which is a new form that was created). There was discussion about the difficulty in holding the current applicants to a higher standard of documentation and reporting out. Staff mentioned that the application and evaluation tool will be revised in the future to make expectations more clear. There was discussion about the opportunity of creating an online application process next year.

Central Virginia Small Business Development Center (CVSBDC) - 36

- Application scored the second to the lowest
- Outcomes were unclear, were not clear on how many businesses they were going to provide technical assistance to
- The services appeared to be duplicative. The application did not show that they consulted with ReadyKids.
- A group member stated that data shows that there is no competitiveness amongst child care providers, they see competitiveness among consumers and that it is a sellers' market. CVSBDC make a lot of arguments based on industry data versus providing local data.
- The application appeared to be more about setting up the businesses than providing quality child care.
- Did not see any information about how it the proposal would increase the income of the business/entrepreneur.

Virginia Food Works (VFW) – Kitchen Network - 29

- The proposal is eligible; however, the activity would have to be set up as each business being a separate activity). Currently VFW is requesting funds for operation/administration expenses for the Kitchen Network program as whole (in general) which conflicts with how it is required to be set-up to meet HUD requirements. The project would work for CDBG if the administration time is allocated towards providing the technical assistance to each business. The way in which the proposal sets up the project conflicts with what would be required under CDBG and would need to be re-structured.

- Did not provide information about outcomes and the proposal should be focused on low-moderate income requirements, businesses have to be city residents
- There is clearly a need for the service and the proposal has potential, however, is not as well-thought out as it should be. There is a need as some of the challenges/barriers for the CIC businesses is not being able to find a commercial license business to do the catering
- There is an opportunity to partner with ACE on the technical assistance and businesses support services assistance
- Out of all of the applications, with the exception of CIC, this concept has the largest the opportunity for moving people out of poverty

Funding Recommendations for Economic Development Projects:

- A member asked if the group can give applicants the opportunity to submit a revised application. Another member suggested that it is not fair to do that.
- A member was concerned about making recommendations to allocate funding to sub-par proposals
- The group voted in favor of funding CIC for the full amount requested
- 3 out of 1 voted to fully fund OED, however, there was discussions about setting conditions on the funding
- Seedplanters is serving an underserved population of African-American women in an ongoing cohort with a one on one coaching environment. Another member asked if the model is working it is working and if women are actually starting businesses. Another member responded that the program has been effective and is making a huge difference in the lives of the folks receiving assistance. Entrepreneurship takes time and it takes time to build a business.
- There was discussion about the need for information related to human impacts and outcomes should seed planters get some amount of funding.
- There was discussion about the ABRT process and the need for CDBG to have a mechanism in place to request information more clearly
- Small Business Development Center received no votes to fund
- VFW – there are discrepancies in the way in which the application is written and should be written (operation costs versus focusing on technical assistance and making food space more accessible). The proposal should clearly show how the funds will assist the businesses.
- There was a question in regards to funding. A member asked, how a proposal fits if the lowest scored application gets the most funding. If the group had certain information up front, then they would have scored each proposal differently. There was discussion about wanting to re-score the applications and if it was fair or not.
- There was discussion about the process being flawed and that there was not enough information requested and/or provided.
- The question came up about whether or not the group should request additional information and then vote or just revote – some of the members felt like group had enough information and some members felt like there was not enough information. Staff mentioned that if we want the

applicants to change their proposal, then we would have to allow everyone to do that, we would have to open up negotiations with all applicants. There were concerns about fairness.

- A group member suggested that group come to a consensus on the scoring of applications. A member stated there was a similar process in the previous year for public service applications and they found that it was valuable
- It was suggested that the group score the projects after the discussion as the discussion was very helpful
- The group agreed to set another date to meet again to come to a consensus in scoring each application together and then the group can decide the recommended amounts and make a final recommendation based upon the application, responses to questions, and the information (reports) that were provided by staff on previous year outcomes.

Set Dates for Future Meetings

Staff will coordinate and schedule the next meeting.

Public Comment:

No comments were made.

Meeting Adjourned:

The meeting was adjourned at 3:00pm.

SAT – CDBG Task Force
 Minutes
 Neighborhood Development Services Conference Room, City Hall
 Monday, February 8, 2016
 1:00pm – 2:00pm

Attendance:

SAT Task Force Members	Present	Absent
Maurice Jones		X
Mike Murphy	X	
Gretchen Ellis	X	
Diane Kuknyo		X
Sue Moffett	X	
Kelly Logan	X	
Chris Engel		X
Hollie Lee		X
Jason Ness		X
Cory Demchak		X
Matthew Murphy		X
Tierra Howard (staff)	X	

The meeting began at 1:00pm.

Group Scoring for FY 16-17 Economic Development Proposals:

Staff provided a brief overview of the last meeting and the purpose of group scoring.

In follow-up to the outcomes discussed in the previous meeting, staff showed the members the website from a Seedplanters business that was discussed at the previous meeting.

A member asked if the group had to make a recommendation to expend all of the funds in the economic development category totaling \$45,000. There was concern about allocating the entire \$45,000 based upon the quality of the proposals that were submitted. Staff mentioned that if all funds allocated for economic development projects were not allocated, then the remaining funds would have to go towards the 10th & Page Priority Neighborhood streetscape improvement projects because the public services category has a cap of 15 percent.

Staff discussed the importance of having actual scores so that applicants can identify the strengths and weaknesses within their applications. A member asked what will happen to the scores from the last meeting. Staff mentioned that at the previous meeting the group agreed to regroup and give a group score for each project and that the previous scores would be omitted. Staff mentioned that the

previous scores are recorded in the minutes and that all files related to the task force and SAT meetings are open to the public to review because the recommendations are connected to federal government funds.

The group began the process of scoring each application utilizing the evaluation tool. The final group scores were calculated on an excel datasheet. The scores below are shown in order from highest to lowest scores.

Community Investment Collaborative – 94

- Discussion Points: Consistent with consolidated plan, meets a Council priority, demonstrates need (provided incorrect data in needs statement that is about minority owned businesses, the application stated that half of a percent of businesses are owned by minorities and the correct percentage is 4.5 percent), clearly outlined collaboration efforts, provided a clear timeline, output heavy for outcomes, provided clearly defined outcomes in ABRT application but the same information is not in the CDBG application, leveraged a significant amount.

Office Economic Development ACE – 65

- Discussion Points: remove equipment due to eligibility concerns, consistent with consolidated plan, meets a Council priority, concerns about ability to perform due to shift in program deliverables (not allowing equipment and supplies purchases due to CDBG eligibility requirements), the new model of not allowing equipment to be purchased is not as familiar to ACE which is different than what was allowed in previous years, application is not as strong, question about how outreach is being done, did not provide a clear timetable, the outcomes provided in the application were not consistent with what was reported in the CDBG report in the previous year, in capacity section OED did not provide not provide full resume or detailed list of qualifications as requested in the request for proposal.

Seedplanters - 56

- Discussion Points: Consistent with consolidated plan, meets a Council priority, did not provide a clear timeline, no proposed outcomes, leverage had to be extrapolated from profit/loss form, all leveraged resources are in-kind contributions, no points for leverage if business is taking a loss.

Virginia Food Works – The Kitchen Network – 51

- Discussion Points: Did not provide clear outcomes, concerns over the structure of the proposal, the funding request was to provide funds for overhead costs to run the kitchen network project, however, staff recommended the restructuring of the proposal to utilize CDBG funds for administrative costs to provide technical assistance and business support services to X amount of microenterprises. The application mentioned scholarships but did not provide details on how many scholarships would be provided. Overall, staff recommended that the scope of work needed to be narrowed, there was discussion about if the application could be restructured, scores are based upon applications as submitted, there is a need for the services, however, the

application was not strong, did not attend the mandatory workshop which may have helped their final score, consistent with consolidated plan, meets a Council priority, need was clearly demonstrated in the follow-up materials (survey), provided a clear timeline, leverage not shown in application, capacity not clear, not an overall good proposal but a good concept, should provide feedback so that application can be more competitive next year.

Central Virginia Small Business Development Center – 36

- Discussion Points: Consistent with the consolidated plan, meets (addresses) a Council priority under microenterprise assistance (it does not address the council priority of quality of childcare), data was not strong enough, did not demonstrate collaboration with ReadyKids, did not demonstrate need, it's a seller's market, no competition amongst childcare providers (inaccuracy), listed other collaboration efforts but did not mention ReadyKids, did not provide a clear timeline, did not provide information on outcomes including number of businesses to be assisted, organizational capacity – should be able to carry out program objectives but did not provide information about if CVSBDC has implemented a similar program before, did not provide information about quality of childcare and did not provide local knowledge about the child care scene in Charlottesville which raises questions about organizational capacity, staff asked if assisting businesses was something that the CVSBDC already does, there is a lot of duplication, no prior CDBG experience, as far as completeness there was information missing content wise (for example: outcomes and realistic timetable).

Suggestion: staff should be scoring the past experience category.

Funding Recommendations for Economic Development Projects:

There was discussion about what would happen if all of the economic development funding is not allocated. Staff stated that the remaining funds would go to the 10th & Page Priority Neighborhood streetscape improvement project.

The final recommendations are as follows:

- CIC - \$12,500
- OED ACE - \$12,000 (Task Force wants the allocated amount to go directly towards benefitting the microenterprise businesses, no outreach or equipment)
- Seedplanters - \$10,000
- Leftover funds - \$10,500 to go towards 10th & Page Priority Neighborhood

There was discussion about Seedplanters being the starting point or entry into the ACE or CIC programs and that it serves a different population.

The members provided the following conditions to go with the funding recommendations: ensure that reports provide the following information: number of jobs created, number of jobs retained, and increase in self-sufficiency and/or participants' income (including personal and business). Staff mentioned that this information could be captured on the year-end report.

There was concern about recommending funding for projects that score below a 50 or 70. There was also some concern about the change in OED's model in relation to what was done in the past (purchase of equipment to assist microenterprises). Members stated if there is on-going support and investment in the same microenterprises each year, then staff should be sure to include information about the impact of previous beneficiaries versus new beneficiaries.

The group was also concerned about the scoring process. Next year, staff should be clear on the process and the expectations on the City's side and the applicant's side and to prepare applicants. Staff stated that information specifically requested by the SAT will be included in the next RFP process. Staff aims to have more of a consistent/centralized application process in the future. Staff stated that there are opportunities to provide technical assistance through the workshop and one on one.

Public Comment:

No comments were made.

Meeting Adjourned:

The meeting was adjourned at 2:30pm.

CDBG TASK FORCE
 Minutes
 Neighborhood Development Services Conference Room, City Hall
 Thursday, February 9, 2016
 2:00pm – 3:00pm

Attendance:

CDBG Task Force Members	Present	Absent
Marnie Allen	X	
Taneaia Dowell	X	
Kathy Johnson Harris	X	
Hollie Lee		X
Kelly Logan	X	
Sarah Malpass	X	
Sherry Kraft		X
Matthew Slatts	X	
Tierra Howard (staff)	X	

The meeting began at 2:00pm.

Discussion and Scoring for FY 16-17 Public Services Proposals:

City of Promise - 95

- Discussion Points: Consistent with consolidated plan, meets two Council priorities (quality childcare and workforce development), staff provided clarification about the proposal request in that the project proposes to provide supportive services around accessing quality childcare (for example: access to United Way childcare scholarships), proposes to support the most vulnerable citizens within the community with reaching self-sufficiency, City of Promise is a City supported initiative and it is within the 10th & Page Neighborhood, the proposal demonstrates need, demonstrates collaboration efforts, provided a timeline within the proposal but group wanted to see more detail, reduced score for past performance as spending deadlines and outcomes have not been met to date.

Community Attention - 91

- Marnie recused herself from scoring the community attention project (even though she works in a different department – foster families).
- Discussion Points: consistent with the consolidated plan, meets a Council priority, demonstrates need – mentioned that there is always a waiting list for students to participate, need is demonstrated in the quotes that have been provided from past participants and parents, staff concerns about stipends and food (recommend reducing funding request to remove ineligible activities), did not reach out to the group to ask them to revise their application because other applicants would have to be provided the same opportunity, leverage was not clear due to the outcomes being based upon the number of referrals that they receive, there are other sources of funds identified in the proposal, in-kind/donated contributions from partners, organization is

not profiting from the internship, conversation about the need for the project, evident in the community that it works for the kids in the community, helps to provide children with the essentials, serves a wide variety of disadvantaged youth,

- There was a discussion about mandatory meeting attendance, staff stated that the Task Force can make a consideration for agencies that did not attend the mandatory meeting (Task Force's decision), a suggestion was made to use the mandatory workshop attendance as a tie breaker, there was discussion about requiring agencies to follow rules and guidelines if they want grant funding, staff mentioned that FY 16-17 is the first year that the City held a mandatory workshop and that people may have missed it because of the change, staff suggested that we can add a category on the evaluation tool where workshop attendees can receive points, a member suggested that there should be consequences in the future for not attending mandatory meetings, there is a lot of valuable information that is shared at the workshop and information missed is reflected in the application.

Computers 4 Kids - 71

- Discussion Points: consistent with consolidated plan, concern about meeting a Council priority (unclear if the proposal fit under the workforce development priority), demonstrates need – based upon personal task force member knowledge not based upon application, not clear on detailed timeline, discussion about the entire proposal being unclear, concerns about more than half of the budget being used for staff-time to create content and materials for the program, it appears as though C4K is broadening their scope versus what has been done traditionally in previous years, discussion about C4K expanding their programming, provided too much information in the application, questioned the number of beneficiaries in relation to the amount of funding requested, the proposal seems scattered, stipends and food are ineligible, discussion about timeline and not knowing what the actual funding request was for, it appears as though C4K is having to start from scratch to develop a curriculum, would like to see other funding sources being utilized to develop curriculum and CDBG funds to be used to reach more beneficiaries with the curriculum, there was discussion about it being hard to create a curriculum up-front if the curriculum is based upon what the kids want, concerns about recreating the wheel with the curriculum, discussion about wanting the proposal to focus more on technology versus being scattered, the application was not clear about the connection to technology.

FY 17/18 Evaluation Process - Discussion

- Discussion about next year's application process: next year's process should be more consistent, a discussion needs to happen so that the applicants are clear on what type of information the Task Force is looking for, staff mentioned that the evaluation tool will be improved in the future, there are challenges with the current scoring/evaluation system and it needs to be changed, suggest that applicants submit an entire program budget versus providing a budget specifically for CDBG funds, there are flaws in the current request for proposal and evaluation system, there are challenges with what the Task Force reviews in regards to the application and what the Task Force knows due to having local background knowledge about the particular programs/agencies, there was discussion about applications being assessed based upon what was provided in the application but knowing the needs of the community is also important, there should be a balance between the two.

Set Dates for Future Meetings

The members planned to meet again on February 11, 2016 to finalize the recommendations.

Public Comment:

No comments were made.

Meeting Adjourned:

The meeting was adjourned at 3:30pm.

CDBG TASK FORCE
 Minutes
 City Space
 Thursday, February 11, 2016
 10:30am – 11:45am

Attendance:

CDBG Task Force Members	Present	Absent
Marnie Allen	X	
Taneaia Dowell	X	
Kathy Johnson Harris	X	
Hollie Lee		X
Kelly Logan	X	
Sarah Malpass	X (via teleconference)	
Sherry Kraft	X	
Matthew Slatts		X
Tierra Howard (staff)	X	

The meeting began at 10:30am.

Continuation of Discussion and Scoring for FY 16-17 Public Services Proposals:

United Way - 98

- Discussion Points: why didn't United Way request more funding to serve more beneficiaries, United Way is leveraging other funding sources to help more beneficiaries, discussion about the timeline and how the group interpreted the timeline – timeline is not detailed possibly because it is difficult to project as service is provided on a case-by-case basis per client request, provided sufficient information, consistent with consolidated plan, meets a Council priority, demonstrates need, timetable not as clear, discussions about collaboration with the GO Driver program

OAR - 96

- Discussion Points: there was a question about why the funding for OAR has increased and decreased over the years, Task Force members stated that they were trying to give every agency funding, OAR provided information about the impact in reduction of funding and questioned if it was worth applying for funds if their funding was going to get cut, timeline was limited and not very clear/specific, staff stated that OAR was only agency that has expended their funds and met their outcomes to date, consistent with consolidated plan, meets a Council priority, demonstrates need.

Office of Economic Development GO Driver - 89

- Discussion Points: discussion about the program being a good program in helping people find gainful employment and the program has been effective in targeting the most difficult people to hire, people are staying employed after the program (sustaining employment), higher wage and

benefits for the program, there is positive feedback from participants, there is a direct connection between training and securing employment, even though the proposed number of beneficiaries are low, the impact is to increase the self-sufficiency of the entire family, it is good that they are partnering with United Way to provide childcare, consistent with consolidated plan, meets a Council priority, discussion about demonstrating need, question came up about past performance (staff score) – staff discussed that OED GO CNA to date has not met any outcomes or expended funds to date due to timing (flaw in the system – make it clear to applicants that they need to understand the timeline with scoring, can be included in mandatory workshop), not a new service, did not provide full resume and/or details for qualifications.

Final Recommendations for FY 16-17 Public Services Proposals:

- City of Promise: essential services that meets needs of the underserved with providing supportive services, requested a limited amount of funding in relation to number of beneficiaries therefore recommend that the group fully fund, majority vote to fully fund
- United Way: other sources of funding available to tap into, collaboration with GO participants – discussion about how reducing funding for United Way will affect the GO Driver program, discussion about united way not attending the mandatory workshop –they did submit a waiver to the Director, GO Driver and United Way are connected, the group recommended not to fully fund United Way due to other sources of funding, reduce beneficiaries by half.
- OED GO Driver: Go Driver and United Way are connected, reduce beneficiaries by half, discussion about the strong need for the program and the impact.
- Community Attention: discussion about decreasing the funding due to the request including ineligible activities (food, stipends), discussion about non-attendance at mandatory workshop – (as discussed earlier, the group used the non-attendance factor in consideration as a deal breaker).
- OAR – decided to reduce OAR’s funding since all other projects have been reduced.

Final Recommendations are as follows:

- United Way - \$14,250
- OAR - \$15,000
- OED GO Driver - \$12,164
- City of Promise - \$10,000
- Community Attention – CAYIP - \$5,000 (stipend and food expenses are ineligible)

Public Comment:

No comments were made.

Meeting Adjourned:

The meeting was adjourned at 11:45am.