

*a City-County  
agency providing public Planning  
services to the City of Charlotte and  
the unincorporated areas of  
Mecklenburg County*

# Planning Commission

Dec 1, 2014  
work session

Charlotte-Mecklenburg  
Government Center

Room 267  
Noon



# Charlotte-Mecklenburg Planning Commission

## Work Session Agenda

December 1, 2014 - Noon

CMGC - Conference Room 267

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### Call to Order & Introductions

Tony Lathrop

### Administration

#### Approval of Planning Commission Minutes

Approve the November 3, 2014 minutes.

*Attachment 1*

### Policy

#### Blue Line Extension (BLE) / University City Area Plan

Mandy Vari

**Background:** Staff will provide an update on the BLE/University City Area Plan.

**Action:** For discussion only.

### Information

#### Planning Director's Report

Ed McKinney

- Zoning Ordinance Update
- Charlotte Regional Transportation Planning (CRTPO) Overview
- Planning Department's Public Outreach Presentations

CRTPO Staff

*Attachment 2*

#### December 2014 & January 2015 Meeting Schedules

*Attachment 3*

### Committee Reports

- **Executive Committee**

Tony Lathrop

- October 20, 2014 Approved Minutes
- Future Work Session Agenda Items

*Attachment 4*

Future Work Session Agenda Items	Work Session
1. Transit Oriented Development (TOD)	TBD
2. Community Investment Plan	TBD
3. Mecklenburg Livable Communities Plan	TBD

- **Zoning Committee**

- Upcoming Rezoning Petitions

Tracy Dodson  
Tammie Keplinger

- **Planning Committee**

- October 21, 2014 Approved Minutes

Tony Lathrop  
*Attachment 5*

- **Historic District Commission (HDC)**

- November 12, 2014 Meeting Update

Mike Sullivan  
*Attachment 6*

- **Charlotte Regional Transportation Planning Organization (CRTPO)**

Cozzie Watkins

### Communication from Chairperson

Tony Lathrop



## Work Session

November 3, 2014 - 12:00 pm

CMGC- Room 267

## Summary Minutes

### Attendance

**Commissioners Present:** Tony Lathrop (Chairperson), Tracy Dodson (Vice-Chairperson), Emma Allen, Ray Eschert, Randy Fink, Karen Labovitz, Tom Low, Dionne Nelson, Deb Ryan, Mike Sullivan, Dwayne Walker, Cozzie Watkins and Nancy Wiggins

**Commissioner(s) Absent:** None

Commissioner Walker arrived at 12:12 p.m.

Commissioner Ryan arrived at 12:19 p.m.

Commissioner Walker stepped out of meeting from 12:17 to 12:20 p.m.

Commissioner Eschert stepped out of meeting from 12:47 p.m. to 12:54 p.m.

Commissioner Watkins left the meeting at 1:10 p.m.

**Planning Staff Present:** Ed McKinney (Interim Planning Director), Bridget Dixon, Laura Harmon, Garett Johnson, Tammie Keplinger, Melony McCullough, Cheryl Neely, Alysia Osborne, and Bridgett Sistrunk (temporary employee)

### Welcome & Introductions

Chairperson Lathrop called the meeting to order at 12:10 p.m., welcomed those present and asked everyone to introduce themselves.

### Approval of Minutes

Commissioner Allen made a motion to approve the October 6, 2014 work session minutes.

Commissioner Dodson seconded the motion. The minutes were approved unanimously.

### Retreat Follow-Up/ Zoning Ordinance Update

Chairperson Lathrop asked Ed McKinney to introduce the Zoning Ordinance presentation.

Mr. McKinney stated that Bridget Dixon would provide a quick update on the work that has been done on the Zoning Ordinance since July, as well as share information about what staff will be focusing on during the first part of next year. Afterwards, Alysia Osborne will provide information about the work that is being done on the Area Plan Assessment. Since there is a relationship between the Area Plan Assessment process and the Zoning Ordinance Update, the Commission and staff can have a more in-depth discussion about how those two projects are going to relate, following both presentations.

Bridget Dixon presented the following timeline for the Zoning Ordinance Update:

<b>Zoning Ordinance Update Project Timeline</b>	
<b>July</b>	<ul style="list-style-type: none"><li>• City Council Approved Budget<ul style="list-style-type: none"><li>- \$400,000 Consulting Services</li><li>- Temporary Planning Coordinator Position</li></ul></li></ul>
<b>August - September</b>	<ul style="list-style-type: none"><li>• Developed and Issued Consultant Request for Qualifications (RFQ)</li><li>• Advertised Planning Coordinator Position</li></ul>

<b>October - November</b>	<ul style="list-style-type: none"><li>• RFQ Submission, Review, Interviews</li><li>• Consultant Interviews</li><li>• Interview/Hire Planning Coordinator</li></ul>
<b>December</b>	<ul style="list-style-type: none"><li>• Consultant Selection</li><li>• Initiate Scope of Work Negotiation</li></ul>
<b>January - March</b>	<ul style="list-style-type: none"><li>• Finalize Scope of Work &amp; Contract</li><li>• Contract Award by Council</li><li>• Project Kick-off</li></ul>

The Zoning Ordinance Update slide presentation can be accessed by clicking on the following [link](#).

Commissioner Low asked if the RFQ had closed and if the Commission can review it. Ms. Dixon replied that Statements of Qualification were due on October 24<sup>th</sup>. Vice-Chairperson Dodson added that the RFQ was sent to Commissioners. Commissioner Low asked if it was an open or invited RFQ. Ms. Dixon responded that the process was open.

The Chairperson thanked Ms. Dixon for the information and informed the Commission that staff will provide an update on the Zoning Ordinance Update each month. Ed McKinney added that some of the dates and project details will become clearer as the project moves forward, so staff will continue to provide updates at the monthly work sessions.

### **Area Plan Policy Assessment**

Garet Johnson explained that the Area Plan Policy Assessment kicked off about a year ago. The purpose of the initiative is to take an intentional look at how area plans are being done. She introduced Alysia Osborne, project manager, who provided details about the project scope, schedule, summary of findings and approaches, as well as the next steps.

Ms. Osborne stated that over the years staff has been trying to improve upon area plans each year. However, this is the first time staff has taken a comprehensive approach to looking at everything involved with area plans. For work flow purposes, the project was divided into three steps: 1) **Access** and confirm issues with internal and external stakeholders; 2) **Analyze** information to develop goals for focus areas; 3) **Act** – develop a plan of action to address short, medium and long term policy goals.

The project focused on three main areas:

1. Process - looked at how area plans are developed, who is involved and how to improve or incorporate new ideas in doing area plans.
2. Product - looked at the area plan product (both print and web based) since people are using more technology.
3. Implementation - talked about how area plans tie into the Zoning Ordinance and how to be clear about the language between our vision and how it is implemented.

Ms. Osborne continued by explaining that the process started in July 2013. Staff held 5 sessions and collected over 800 comments from internal and external groups. Alysia Osborne reminded the Commission that staff attended the January 2014 work session and received input from the

Commission on the three main focus areas (Process, Product, Implementation). Staff shared the findings in May and June. The major themes of the input received centered around:

- Communication
- Consistency
- Collaboration
- Education

In addition to talking to folks during the assessment process, staff wanted to quantify some of the concerns that were heard such as, “area plans are not consistent with rezonings, it takes forever to do a plan and why are area plan boundaries so large”. Staff looked at our website to see what people experience when they try to determine the land use recommendations for their community. There are over 100 area plan documents on our website and there is no relationship between where someone lives and what is planned for their community. Although there is a citywide website refresh project underway, the department will also update our website to make it more user friendly.

Ms. Osborne informed the Commission that staff did an assessment of the area plans that were produced during the past five years to evaluate how long the process took, the total plan acreage, whether there was a stakeholder group or not, how many public meetings were held, etc. Staff also did an analysis of area plan land use recommendations and rezoning inconsistencies. Ms. Osborne also shared information about an internal staff research challenge that was used to look at how other communities are doing area plans.

Ms. Osborne presented the following 12 recommended action steps for the three major project categories:

Process	Projects	Implementation
Address length of plan development process	Provide more consistency in plan elements, visuals, and graphics	Increase consistency in plan vision and rezoning proposals
Offer a variety of community engagement tools to reach a broader audience	Make plans more dynamic and interactive on web	Improve link between land use plans and Zoning Ordinance
Establish ways for ongoing and meaningful community engagement	Reduce plan document size and make more user friendly using creative visuals	Better track and dedicate resources to plan implementation
Identify and clearly articulate partnering agency roles and responsibilities	Offer a variety of planning initiative types to develop a vision	Link capital facilities planning to land use planning initiatives
Include partner agencies in assessing area plan type and location		

The entire Area Plan Policy presentation, including recommended priorities and next steps can be accessed by clicking on the following [link](#).

Below is a summary of the discussion which followed the presentation:

Commissioner Ryan asked about public engagement. She thought that consideration should be given to going into the community and utilizing existing meetings/venues instead of asking citizens to come to us to provide input. Alysia Osborne replied that staff has done that with the Community Investment Plan and is considering doing this with other projects.

Commissioner Low suggested that staff utilize external public sector community resources such as local universities. He referenced a civic design center in Nashville which is a great asset for the Planning Department. Alysia Osborne responded that staff took a tour of Raleigh and looked at their Urban Design Center.

Commissioner Wiggins shared that she had difficulty finding the meeting location for the Prosperity Hucks meetings and suggested better signage for public meetings. She also suggested that staff from other departments attend public meetings to provide information about issues that are important to citizens.

Commissioner Labovitz asked how staff determines where area plans are done and who makes the final decision on which plans will be done. Alysia Osborne explained that staff administers an Area Plan Assessment Process every five years to identify areas where area plans should be done. This assessment considers over 80 data variables within the community and uses the quality of life study's socioeconomic data. The assessment also looks at recent rezonings, changes in the market, private sector plans for the area, etc. Ms. Osborne further explained that the Planning Department's Leadership Team makes the decision based on the plan assessment and in consultation with other departments. Gareth Johnson added that staff tries to leverage resources and partner with other departments if they are working in an area. BLE is an example of where Planning is coordinating with the Transit department. Staff resources are also considered when determining where area plans are done, but ultimately the Executive Leadership Team or Planning Director makes the decision.

Commissioner Labovitz asked if we typically do one area plan per year. Gareth Johnson replied that we average about two plans a year, but sometimes there might be four area plans going on simultaneously, but two of them may have started the year before so they are usually in different stages. She also noted that there are less plans going on now because a lot of staff resources are engaged in the Capital Investment Plan.

Commissioner Nelson complimented staff for the work that has been done on the Area Plan Assessment project. She stated that Ms. Osborne had mentioned that staff did an analysis on rezoning petitions relative to area plan consistency. Commissioner Nelson asked if staff could analyze the inconsistencies further to determine if there are unique circumstances when there are inconsistencies. If there are unique circumstances, maybe some guidelines could be developed to help Commissioners decide if an inconsistency is reasonable. Gareth Johnson replied that staff is looking at the whole realm of consistency, including how consistency is determined.

The Chairperson stated that public engagement is a common theme in the Zoning Ordinance Update and the Area Plan Assessment. He stated that he wanted to have a discussion on public engagement and asked staff to share any specific ideas for public engagement. He also asked Commissioners to provide input on who should be the major stakeholders for the Zoning Ordinance Update. Ms. Osborne began the discussion by explaining that some initiatives for improving community engagement include:

- Branding – creating something recognizable so when citizens receive information there is a brand that can be associated with the project.
- Website Redesign – both the City and Planning Department’s websites are being redesigned and this is an opportunity to make the websites more user friendly/easier to navigate.
- Online Interactive Mapping
- Crowd Sourcing Tools
- Social Media
- Online Surveys
- Experience Maps – navigating people to create an experience in the area. For instance, creating a map for them to walk to different places to create an experience.

She also reiterated that staff will attend public events to engage citizens, as well as be more proactive in incorporating ways for engagement as the processes move forward.

Commissioner Fink agreed and was excited about using more online tools. However, he expressed concern about reaching the population who may not have access to computers or use social media tools. Therefore, the data received may not be a true representation of the community. He also thought it is important to have a traditional community opinion gathering process.

Commissioner Ryan stated that branding, web design and surveys are really important, but cautioned that they may not be beneficial if a small population provides input. She also expressed concern with crowd sourcing tools. She suggested that the target audience be identified and then the most appropriate approach should be used to reach the audience. Commissioner Ryan offered that her students could be used as a resource for ideas about how to get their age group interested and engaged in these planning processes. Alysia Osborne responded that staff will be very intentional about considering the target audience when determining which approach to use.

Commissioner Wiggins thought it would be helpful to get input from the senior and youth populations. She suggested that maybe staff could attend senior seminars, as well as get input from high school students.

Commissioner Sullivan stated that the CharMeck.org search engine is not very usable and is often frustrating to navigate. He suggested that the search engine be upgraded as part of the website redesign process.

Commissioner Low asked about the timeline for the website redesign. Gareth Johnson replied that it is underway and it is taking longer than originally planned because it is a “whole facelift”. She was not aware of a specific deadline.

Commissioner Allen suggested that staff utilize existing venues/events such as homeowner association meetings and other community type meetings to reach audiences. This could possibly improve participation.

Commissioner Labovitz raised a concern about what happens after an area plan is adopted. She was particularly concerned about the lack of follow-up with stakeholders who participated in the process once the plan is adopted. Commissioner Labovitz thinks it is just as important to inform stakeholders of what is happening as a result of the plan. Gareth Johnson acknowledged that is a gap and that staff had discussed communicating by email and using other tools to inform stakeholders of plan

implementation projects. She also thought it would be a good idea to inform new residents of the area plan and that previous residents created the vision for the area and their recommendations are being implemented. Alysia Osborne added that as part of the Community Investment Plan, staff has attended different venues, such as neighborhood association meetings, festivals, etc. to talk to people about the projects and have been able to inform citizens that most of these projects came from area plan recommendations.

Chairperson Lathrop asked if there were ideas about who the major stakeholders will be for the Zoning Ordinance Update process. Bridget Dixon stated that staff had not begun to identify the stakeholders and will be looking at that when the consultant team is hired. Ed McKinney added that based on the discussion, one of the missions will be to carefully define the stakeholder groups and tailor the appropriate tools to reach the target audience and engage them.

Commissioner Sullivan suggested having separate meetings to receive input from residents and the development community because sometimes these groups are at odds. Input from both groups is beneficial and a contentious environment may impact engagement/input.

Chairperson Lathrop thanked staff and the Commission for the good discussion.

### **Information**

#### **Planning Director's Report**

Ed McKinney directed the Commissioners to Attachments 2 and 3, the department's public outreach presentations and the November and December meeting schedules.

The Chairperson stated that due to the Thanksgiving Holiday, the November Zoning Committee meeting is December 1<sup>st</sup>. The Vice-Chairperson added that both the November and December Zoning Committee meetings were rescheduled because of the holidays.

Commissioner Wiggins asked if there is a BLE meeting on December 9<sup>th</sup>. Ed McKinney replied that the BLE Community Workshop is on December 9<sup>th</sup> at the Oasis Temple. Commissioner Wiggins asked staff to add the meeting to the December calendar. Cheryl Neely responded that the meeting will be added to the calendar and an updated calendar will be distributed to the Commissioners.

#### **Executive Committee**

The Chairperson referred the Commission to Attachment 4, the Executive Committee's approved September minutes and the future work session agenda items that were discussed at the Executive Committee meeting.

#### **Zoning Committee**

Vice-Chairperson Dodson reminded the Zoning Committee members that the County Commission public hearing is scheduled for December 2<sup>nd</sup>.

Tammie Keplinger reviewed the Zoning Committee meeting schedules. She mentioned that the Zoning Committee members need to attend the Administrative Appeal Hearing scheduled for November 12<sup>th</sup> at 9:00 am and that she needed to know as soon as possible if someone was not going to attend. The Vice-Chairperson reiterated that Zoning Committee members need to be in attendance and that Planning Committee members could not substitute for this hearing. Tammie also confirmed that the November Zoning Committee work session was rescheduled to December 1<sup>st</sup> at 2:00 pm,

immediately following the full Commission meeting. Lastly, she noted that December Zoning Committee work session was rescheduled to January 5<sup>th</sup>.

Tammie Keplinger also provided highlights of the 16 public hearings and 18 decisions on City Council's upcoming agenda.

### **Planning Committee**

Chairperson Lathrop referred the Commission to the Planning Committee minutes, Attachment 6. He stated that there are 4 mandatory referrals on their November agenda.

### **Historic District Commission (HDC)**

Commissioner Sullivan reported that Attachment 7 included information about the HDC cases that were reviewed at the October 8<sup>th</sup> meeting. He informed the Commission that the HDC implemented a number of policy changes to help improve the process. The HDC also reached out to the Historic Landmarks Commission and received clarification on the approach for reviewing historic landmark properties that are located in historic districts.

### **Charlotte Regional Transportation Planning Organization (CRTPO)**

Commissioner Watkins left early to return to work. The Chairperson reported on her behalf that the October CRTPO meeting was cancelled.

### **Communication from Chairperson**

The Chairperson asked about the status of filling the vacant Planning Commission position. Cheryl Neely explained that is a County position and City staff is working to get feedback from the County Attorney. Chairperson Lathrop expressed concern about the vacancy impacting quorums for Planning Committee meetings. He encouraged Commissioners to contact him and staff as soon as possible if they are not going to attend a meeting.

Commissioner Allen suggested that the Commission should possibly identify potential candidates or provide input in terms of what skill set is needed on the Commission. Commissioner Ryan asked if this was an opportunity for the Commission to make nominations. The Chairperson replied no, but stated that Commissioners can encourage individuals to apply.

Commissioner Ryan asked why it is taking so long to fill the vacant seat. Cheryl Neely explained that the City and County are having discussions about recommending that someone be appointed from the ETJ. Commissioner Ryan stated that the ETJ area is relatively small and asked if there is a back-up plan in case the ETJ representative does not work. Cheryl Neely replied that the appointment will probably be made through the normal process.

### **Adjournment**

The meeting adjourned at 1:35 p.m.



# Charlotte-Mecklenburg Planning Department

## Community Outreach Presentations

#	Date	Presentation	Staff
1	09/18/14	Women's Transportation Seminar - Long Range Transportation Planning in Charlotte Region	Burke
2	09/19/14	Cross-Charlotte Trail Pop-up Meeting: Freedom Park	Main
3	09/20/14	District 2 Town Hall Meeting	Gonzalez/Vari/Lyte-Graham
4	09/20/14	District 7 Town Hall Meeting	Campbell/McCullough Keplinger/Fortune/McKinney
5	10/02/14	Hampton Park Neighborhood - University City Area Plan	Vari/McCullough
6	10/16/14	Eastway Sheffield Neighborhood Meeting - Community Investment Plan	Stutts
7	10/21/14	Winterfield Neighborhood Meeting - Community Investment Plan	Stutts
8	10/23/14	Northwest Charlotte Alliance - Catawba Area Plan	Gonzalez
9	10/28/14	Eastwood Acres Neighborhood Meeting - Community Investment Plan	Osborne
10	11/04/14	Greater Enrichment Program - Sixth Grade Afterschool Program	McCullough/Young
11	11/06/14	CPCC Charlotte History Education Day - African American Migration in Charlotte	Howard
12	11/07/14	Multi-Family Design Guidelines - Greater Charlotte Apartment Association	Goodwin & Other Staff
13	11/18/14	District 6 Town Hall Meeting	McKinney/Johnson/Main/ Fortune/McCullough
14	11/21/14	Community Buiding Initiative Bus Tour - Beyond the Bridge	Howard
15	11/25/14	Greater Enrichment Program - Sixth Grade Afterschool Program	McCullough/Young



## Meeting Schedule

December 2014

Date	Time	Purpose	Location
<b>Full Planning Commission</b>			
12-01-14	Noon	Work Session	Conference Room 267 2 <sup>nd</sup> Floor - CMGC
<b>Executive Committee</b>			
12-15-14	4:00 p.m.	Work Session	Conference Room 266 2 <sup>nd</sup> Floor – CMGC
<b>Planning Committee</b>			
12-16-14	5:00 p.m.	Work Session	Conference Room 280 2 <sup>nd</sup> Floor - CMGC
<b>Zoning Committee</b>			
12-01-14	2:00 p.m.	Work Session <sup>1</sup>	Innovation Station 8 <sup>th</sup> Floor- CMGC
12-02-14	6:00 p.m.	County Rezoning <sup>2</sup>	Meeting Chamber Lobby Level – CMGC
12-15-14	5:00 p.m.	Dinner with City Council	Conference Room CH-14 Basement – CMGC
12-15-14	6:00 p.m.	City Rezoning	Meeting Chamber Lobby Level – CMGC
01-05-15	2:00 p.m.	Work Session <sup>3</sup>	Conference Room CH-14 Basement – CMGC
<b>Other Committee(s)</b>			
12-10-14	2:00 p.m.	Historic District Commission Workshop	Conference Room 267 2 <sup>nd</sup> Floor – CMGC
12-10-14	3:00 p.m.	Historic District Commission	Conference Room 267 2 <sup>nd</sup> Floor – CMGC
12-17-14	Cancelled	CRTPO Meeting <sup>4</sup>	

## Charlotte-Mecklenburg Planning Department Meetings

**Blue Line Extension (BLE)/University City Area Plan**

12-09-14	6:00 p.m.	Community Workshop	Oasis Shriner's Temple 604 Doug Mayes Place Charlotte, NC 28262
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<sup>1</sup> Due to the Thanksgiving Holiday, the November Zoning Committee Work Session was rescheduled to December 1, 2014.

<sup>2</sup> This is a County Commission public hearing for rezoning petition 2014-001(C).

<sup>3</sup> Due to the Holidays, the December Zoning Committee Work Session was rescheduled to January 5, 2015.

<sup>4</sup> The regularly scheduled December CRTPO Meeting has been cancelled.



# Charlotte-Mecklenburg Planning Commission

## Meeting Schedule

January 2015

Date	Time	Purpose	Location
<b>Full Planning Commission</b>			
01-05-15	Noon	Work Session	Conference Room 267 2 <sup>nd</sup> Floor - CMGC
<b>Executive Committee</b>			
01-20-15	4:00 p.m.	Work Session <sup>1</sup>	Conference Room 266 2 <sup>nd</sup> Floor – CMGC
<b>Planning Committee</b>			
01-20-15	5:00 p.m.	Work Session	Conference Room 280 2 <sup>nd</sup> Floor - CMGC
<b>Zoning Committee</b>			
01-05-15	2:00 p.m.	Work Session <sup>2</sup>	Conference Room CH-14 Basement – CMGC
01-20-15	5:00 p.m.	Dinner with City Council	Conference Room CH-14 Basement – CMGC
01-20-15	6:00 p.m.	City Rezoning	Meeting Chamber Lobby Level – CMGC
01-28-15	4:30 p.m.	Work Session	Conference Room CH-14 Basement – CMGC
<b>Other Committee(s)</b>			
01-14-15	2:00 p.m.	Historic District Commission Workshop	Conference Room 267 2 <sup>nd</sup> Floor – CMGC
01-14-15	3:00 p.m.	Historic District Commission	Conference Room 267 2 <sup>nd</sup> Floor – CMGC
01-21-15	6:00 p.m.	CRTPO Meeting	Conference Room 267 2 <sup>nd</sup> Floor – CMGC

### Charlotte-Mecklenburg Planning Department Meetings

There are no Planning Department meetings scheduled at this time.

<sup>1</sup> Due to the MLK Holiday, the January 19, 2015 Executive Committee meeting was changed to January 20, 2015

<sup>2</sup> Due to the Holidays, the December Zoning Committee Work Session was rescheduled to January 5, 2015.



# Charlotte-Mecklenburg Planning Commission

Attachment 4

## Executive Committee Meeting

APPROVED

October 20, 2014 - 4:00 p.m.

November 17, 2014

CMGC - Conference Room 266

### Minutes

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#### Call to Order & Introductions

Chairperson Lathrop called the meeting to order at 4:05 p.m.

#### Attendance

**Commissioners Present:** Tony Lathrop (Chairperson), Tracy Dodson (Vice-Chairperson), Randy Fink and Karen Labovitz

**Commissioners Absent:** None

**Planning Staff Present:** Ed McKinney (Interim Planning Director), Cheryl Neely and Bridgett Sistrunk (temporary employee).

#### Approval of Minutes

A motion was made by Vice-Chairperson Dodson and seconded by Commissioner Fink to approve the September 15, 2014 Executive Committee minutes. The vote was 4 to 0 to approve the minutes.

#### Follow-up Assignments

##### **Retreat Follow-up/Zoning Ordinance Update**

The Executive Committee continued their discussion about how the Commission could be involved in the Zoning Ordinance Update. Chairperson Lathrop stated that the ad hoc committee for the Zoning Ordinance Update would not be appointed until the process is further along. The Committee discussed other ways to keep the Commission engaged/updated in this process in the meantime. They decided to place the Zoning Ordinance Update on their monthly work session agenda as a recurring standing agenda item beginning in November. The Committee asked staff to include general information about the consultant selection process (i.e. the deadline for the request for qualifications, how many statements of qualification were received, and the next steps for reviewing and choosing a consultant).

The Committee also decided to have a discussion about public involvement at the November work session. They suggested that the Zoning Ordinance Update could be a segway into this discussion and asked staff to provide good examples of public involvement. Vice-Chairperson Dodson stated that the public involvement discussion should focus on the Zoning Ordinance Update.

The Committee discussed the fact that other priority areas were identified at the retreat, but all agreed that the Zoning Ordinance Update was identified as the highest priority. Since the Committee and staff did not have the list of priority areas as identified at the retreat available, the Committee decided to discuss these areas at a later time.

Chairperson Lathrop stated that he wanted to make sure that Commissioners are given opportunities to discuss areas of interest that were not necessarily identified at the retreat. Commissioner Labovitz suggested that subcommittees be formed to address other areas of interest as well as to make the best use of Commissioner's talents. She reminded the Committee that in previous years an Economic Development subcommittee was formed to focus on Economic Development related issues which impact the Commission.

Chairperson Lathrop stated that the standing committees are Zoning, Planning and Communications. Commissioner Fink acknowledged that although the Communications Committee's primary responsibility is to provide reports to City Council, this Committee could also be utilized as a platform to address other communication related initiatives which impact the Commission.

The Executive Committee agreed that it would be a good idea to ask Commissioners if there are any main policy areas that they are interested in and to get input on ideas about potential subcommittees. The Chairperson stated that he would mention this as part of the Chairperson report.

### **Future Work Session Agenda Items**

The following future work session agenda items list was presented to the Committee:

<b>Future Work Session Agenda Items</b>	<b>Work Session</b>
1. Area Plan Policy Assessment Update	November
2. University City Area Plan/BLE Transit Station Plans Update	TBD
3. Transit Oriented Development (TOD)	TBD
4. Community Investment Plan	TBD
5. Mecklenburg Livable Communities Plan	TBD

The Chairperson asked staff to add the Zoning Ordinance Update to the November agenda.

Vice-Chairperson Dodson said it would be a good idea for staff to provide an update on the Community Investment Plan. Ed McKinney explained that it would be best to provide this update after the elections, pending the results of the vote on the bonds.

The Vice-Chairperson asked about the status of the Transit Oriented Development District update. Mr. McKinney replied that staff had received a comprehensive assessment from the consultant and is in the process of identifying changes that can be made in the short term and changes that should be incorporated into the Zoning Ordinance Update.

Commissioner Labovitz stated that at a previous retreat, the Commission discussed ways to improve the working relationship with staff by providing opportunities for the Commission to get to know staff better and vice versa. She suggested that staff from specific areas within the Department be invited to attend work sessions to briefly talk about their roles. The Committee generally agreed and discussed possibly initiating this or something similar at future work sessions. Vice-Chairperson Dodson reminded the Committee that staff and the Commission had a productive luncheon earlier this year. Mr. McKinney agreed that this could be beneficial and stated that staff would discuss this and determine the appropriate way to proceed.

### **Approval of the November and December 2014 Meeting Schedules**

The Committee approved the November and December meeting schedules. The Vice-Chairperson stated that the Zoning Committee had adjusted their schedules to accommodate the holidays. Cheryl Neely stated that the January Executive Committee meeting conflicts with the MLK holiday and the Executive Committee usually meets on the next day, which is consistent with Council's meeting schedule.

### **Adjournment**

The meeting adjourned at 4:50 p.m.

**Attendance:**

Commissioners Present: Chairperson Tony Lathrop, Vice-chairperson Randy Fink, Commissioners Emma Allen, Cozzie Watkins and Nancy Wiggins

**Commissioners Absent:** Thomas Low

**Planning Staff Present:** Pontip Aphayarath, Alan Goodwin, Alberto Gonzalez, John Howard, Sonda Kennedy, Melony McCullough and Jonathan Wells

**Other Staff Present:** Jacqueline McNeil and Katie Daughtry (Mecklenburg County Asset and Facility Management), David Love (Storm Water Services) and Vicki Saville (Central Piedmont Community College)

**Call to Order and Introductions**

Chairperson Lathrop called the meeting to order at 5:35 p.m., welcomed those present and asked everyone to introduce themselves.

**Approve September 21, 2014 Minutes**

A motion was made by Commissioner Allen and seconded by Vice-chairperson Fink to approve the September 21, 2014 minutes. The vote was unanimous to approve the minutes.

**M.R. #14-38: Proposal by Central Piedmont Community College (CPCC) to Purchase Property at 1409 E. Fifth Street for Parking**

This mandatory referral was deferred at the September Committee meeting because the Committee had questions about Planning staff's recommendation and wanted to ask Mr. Alan Goodwin (Planning) questions about recommendations in the *Elizabeth Area Plan* for the subject property.

Mr. Goodwin explained that the subject area is in close proximity to the future but undetermined location for the Silver Line Transit Station subarea and the Gold Line streetcar currently under construction. He further explained that the *Transit Station Area Principles* recommend the establishment of parking maximums rather than minimums and encourage shared parking facilities. He stated that there are parking decks within one quarter mile of the subject site.

Chairperson Lathrop asked if there has been any feedback from the neighbors. Mr. Goodwin explained CPCC's outreach efforts and said that Ms. Saville contacted neighborhood leaders. Information was sent to neighborhood leaders Eric Davis and Melanie Sizemore. Mr. Goodwin read responses from Councilmember Patsy Kinsey and Mr. Andy Misiaveg (The Shopping Center Group, LLC). He also stated that demolition of this structure to create a surface parking lot is inconsistent with the goal of minimizing surface parking and encouraging shared parking. It is also inconsistent with the overall land use goal of the *Elizabeth Area Plan* to maintain and preserve the area's predominant historic residential character.

Chairperson Lathrop asked Ms. Saville if there are plans to tear down the structure for parking. Ms. Saville explained that CPCC has received funds in stages. They received a bond to develop four major projects. One is to purchase the property at 1409 E. Fifth Street and develop a parking lot. Their future goals are to create a more collegiate environment for the campus.

Vice-chairperson Fink asked if this process goes to City Council. Jonathan Wells (Planning) explained that this mandatory referral will go to CPCC's Board of Trustees for action. He also told Vice-chairperson Fink that there is nothing in the request to keep them from developing the property as they desire, because a rezoning is not required.

Commissioner Wiggins stated that she does not support staff's recommendation because she is concerned about pedestrian safety in the area. Chairperson Lathrop made a motion to approve CPCC's proposal to create a surface parking lot at the subject location and not support staff's recommendation. Commissioner Wiggins seconded the motion. Commissioner Allen asked Ms. Saville about the tenants living in the house. Ms. Saville said the tenants have moved to another location. Vice-chairperson Fink, commissioners Allen and Watkins said they were voting against the motion. The vote was 3 to 2; therefore, the motion failed to pass.

*A motion was made by Vice-chairperson Fink and seconded by Commissioner Watkins to approve Planning Staff's recommendation for Mandatory Referral #14-38. The vote was 3 to 2 to approve staff's recommendation for Mandatory Referral #14-38. Mandatory Referral #14-38 was approved.*

*Yeas: Vice-Chairperson Fink, Commissioners Allen and Watkins*

*Nays: Chairperson Lathrop and Commissioner Wiggins*

### **Overview of the Mandatory Referral Process**

Jonathan Wells (Planning) provided a brief overview of the Mandatory Referral process which is required by state law when City, County or sub-entities propose capital investments that involve real estate transactions.

**M.R. #14-45: Proposal by Mecklenburg County to Acquire Two Parcels Located in the Rockwell Park Neighborhood for the Proposed Mallard Creek Tributary Greenway**

Mr. Wells presented Mecklenburg County's proposal to accept the donation of two parcels of land, totaling approximately 2 acres, located along a tributary of Mallard Creek for the proposed Mallard Creek Tributary Greenway Trail. This project is consistent with the 2008 *Mecklenburg County Park and Recreation Master Plan* objectives which identified the need for expanding the County's greenway system.

*A motion was made by Commissioner Wiggins and seconded by Commissioner Allen to approve Planning Staff's recommendation for Mandatory Referral #14-45. The vote was 5 to 0 to approve staff's recommendation for Mandatory Referral #14-45.*

**M.R. #14-46: Proposal by Mecklenburg County to Acquire Several Flood Prone Structures Located Along Several Streams in Charlotte**

Alberto Gonzalez (Planning) presented the proposal by Mecklenburg County's Storm Water Services Program to acquire 24 flood prone properties located along Briar Creek, Sugar Creek and Irwin Creek. All are improved with single family and multi-family dwellings. Commissioner Wiggins commented that rebuilding houses in a floodplain area is no longer allowed and she thinks that this is a worthy cause.

*A motion was made by Commissioner Wiggins and seconded by Commissioner Allen to approve Planning Staff's recommendation for Mandatory Referral #14-46. The vote was 5 to 0 to approve staff's recommendation for Mandatory Referral #14-46.*

**Area Plan Status and Meeting Report**

Chairperson Lathrop stated that the *University City Area Plan-Blue Line Extension - Transit Station Area Plans* community meeting is scheduled for Tuesday, December 9 at the Oasis Shriner's Temple. Commissioner Wiggins stated that there is no new information to report at this time; however, she will attend this meeting.

A commissioner is not currently assigned to the Prosperity Hucks Area planning process. Chairperson Lathrop said this matter will be discussed at a later date. Mr. Gonzalez said that there was no controversy at the public meeting that was held on Monday, October 20.

Ms. McCullough said that staff will not give an update on the Prosperity Hucks Area Plan at this meeting since a presentation was given to the full Planning Commission earlier this month.

**Adjourned:** 6:20 p.m.



**WORKSHOP MEETING – 2:00 PM**

1. RULES FOR PROCEDURE UPDATE
2. PROPOSED APPLICATION FEES

**CONTINUED APPLICATIONS – 3:00**

1. 1700 HEATHCLIFF STREET  
WESLEY HEIGHTS HISTORIC DISTRICT  
CASE NO. [HDC 2014-070](#) APPROVED  
NEW CONSTRUCTION  
DAIMEAN FLUDD, APPLICANT
2. 525 EAST BOULEVARD  
DILWORTH HISTORIC DISTRICT  
CASE NO. [HDC 2014-210](#) APPROVED  
NEW CONSTRUCTION  
JASON MCARTHUR, APPLICANT
3. 2037 THE PLAZA  
PLAZA MIDWOOD HISTORIC DISTRICT  
CASE NO. [HDC 2014-216](#) APPROVED  
ADDITION/SITE FEATURES  
MANUS CONTRACTING INC., APPLICANT

**NEW APPLICATIONS**

4. 704 EAST PARK AVENUE  
DILWORTH HISTORIC DISTRICT  
CASE NO. [HDC 2014-226](#) CONTINUED  
ADDITION  
JOHN ZUCKER, APPLICANT
5. 1940 PARK ROAD  
DILWORTH HISTORIC DISTRICT  
CASE NO. [HDC 2014-229](#) APPROVED  
FENCE  
PORTE COCHERE/FENCE  
ALLEN BROOKS, APPLICANT  
PORTE COCHERE CONTINUED
6. 1125 BELGRAVE PLACE  
DILWORTH HISTORIC DISTRICT  
CASE NO. [HDC 2014-233](#) CONTINUED  
FENCE  
DAN SINGLETARY, APPLICANT
7. 1613 WILMORE DRIVE  
WILMORE HISTORIC DISTRICT  
CASE NO. [HDC 2014-234](#) CONTINUED  
NEW CONSTRUCTION  
MATTHEW ALEXANDER, APPLICANT
8. 617 WALNUT AVENUE  
WESLEY HEIGHTS HISTORIC DISTRICT  
CASE NO. [HDC 2014-240](#) CONTINUED  
SOLAR PANELS  
DEEDEE HALL, APPLICANT
9. 809 MT. VERNON AVENUE  
DILWORTH HISTORIC DISTRICT  
CASE NO. [HDC 2014-244](#) APPROVED  
NEW CONSTRUCTION  
DON DUFFY, APPLICANT