



**CHARLOTTE**  
CHARLOTTE-MECKLENBURG  
PLANNING

# REZONING PROCESS IMPROVEMENTS

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**May 12, 2008**

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# Purpose of Today's Meeting



# Purpose of Today's Meeting

**Council has identified process enhancements to the development review process as one of their priorities. Staff and a study group formed by the Planning Commission are in the process of making changes to the rezoning process to make the process flow more smoothly and efficiently for petitioners, citizens, elected and appointed officials, and petitioners.**

**Some enhancements are ready for implementation; others are still being evaluated by the Planning Commission's Study Group and staff and will be implemented in the future.**

**This meeting will focus on changes to be implemented for upcoming rezoning petitions.**

# What do we hope to Accomplish?

- Ensure that the rezoning and traffic study processes flow more smoothly, resulting in petitions handled in a more timely and efficient manner.
- Enhance faith and confidence in the rezoning and traffic study processes.
- Application and Site Plans Review Process:
  - Implement definitive submittal deadlines for revised site plans.
  - Reduce mapping errors of proposed zoning boundaries.
  - Reduce the number of deferrals.
  - Ensure that citizens, elected and appointed officials, and staff have adequate time to review site plans, and that they are all reviewing the same site plan.
  - Enhance work flow by reducing errors due to the frenzied pace of the process.

# What do we hope to Accomplish?

- **Traffic Study Process:**
  - **Set deadlines for the Traffic Impact Process.**
  - **Provide adequate time for staff to review Traffic Studies, identify impacts and determine mitigation measures.**
  - **Provide opportunity for public discussion/awareness of traffic impacts and developer mitigation commitments**



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# Review of New Enhancements



# Overview of Process Enhancements

**Changes to the rezoning application and site plan processes are scheduled for implementation on May 15<sup>th</sup> (beginning with the September cases).**

**Changes to the Traffic Impact Study process are scheduled for implementation in September (beginning with the September cases)**

**Further enhancements are under review by staff and the Planning Commission study group....**





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# Application and Site Plan Enhancements



**#1: Rezoning Applications must be deemed complete by staff in order to be processed and scheduled for a public hearing. Incomplete applications will not be scheduled.**

**Reason for Change:**

**Allows staff sufficient time to review applications rather than delaying the process or requesting deferrals while waiting on required information.**

## Common Rezoning Application Mistakes

- **The site plan and application information don't match (acreage, parcel numbers, number of units, square footage, existing zoning, proposed zoning, etc.)**
- **Signatures of property owners are missing.**
- **Exhibits are not attached.**
- **Contact information is missing or inaccurate. The "Purpose of Zoning Change" should be spelled out and in terms of the specific development proposal or land use and not just "to comply with adopted plans"**

**#2: A metes and bounds description is required with the application when a petitioner proposes to rezone a portion of a parcel where the property line and/or the zoning line do not align with the existing zoning boundary line.**

**Reason for Change:**

**This will assist with accurately mapping the proposed zoning boundary and providing adequate notification to adjacent property owners.**

**#3: Thirty (30) copies of the site plan are now required with the rezoning application (instead of 25).**

### Reasons for the Change:

- **Additional interdepartmental reviewers have been added to the review process over time resulting in several staff to be able to review the plan simultaneously rather having to wait to review.**
- **Neighborhood associations and interested parties are requesting more hard copies than before.**

# Site Plan Changes

Effective May 15, 2008

- #4:** Revised site plans are due to the Planning Department by 12:00 noon, four (4) weeks PRIOR to the scheduled public hearing. Site plans submitted after this date will result in staff requesting a deferral of the public hearing to the next month.
- #5:** No changes to the site plan can be made between this submission date and the public hearing.
- #6:** The petitioner should present this site plan at the public hearing, and discuss any proposed changes that would address comments made by elected and appointed officials, or citizens.

## Reason for Change:

This will ensure everyone has adequate time to review the revised site plan which will be presented at the public hearing by staff and posted on our web site.

# Site Plan Changes

Effective May 15, 2008

**#7: Revised site plans submitted AFTER the public hearing, to reflect changes proposed AT the public hearing are due by 12:00 noon on Friday, following the public hearing.**

## Reason for Change:

This will minimize last minute changes to the site plan prior to the Zoning Committee meeting by providing up to 3 working days for staff, appointed officials and citizens to review the revised site plan. It will also allow staff sufficient time to prepare an update to the Zoning Committee summarizing the changes and remaining issues.



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# Questions?







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# Traffic Study Process Enhancements



# Traffic Impacts & Mitigation: Background

**In 2005, the Planning Commission and Zoning Committee asked staff to evaluate the process for submitting Traffic Studies, identifying impacts, and deciding on mitigation measures.**

**City staff has evaluated the process and communication issues with the public concerning transportation issues related to rezoning petitions and made the following recommendations that were approved by the Planning Commission.**

**Beginning with the September 15, 2008 Public Hearing and Decision Meeting, the following must occur a minimum of 4 weeks prior to the meeting:**

- #1. Petitioner submits the original Traffic Impact Study (TIS) plus any subsequent revisions to CDOT for review.**
- #2. CDOT confirms TIS prepared in accordance with approved scope and CDOT's *Site Traffic Impact Analysis Report Guidelines*.**
- #3. CDOT reviews the TIS and is in agreement with the identified transportation impacts and the recommended mitigation measure(s).**
- #4. CDOT meets with the Petitioner/Developer to discuss TIS recommended developer transportation improvements to mitigate the impacts.**
- #5. CDOT provides CMP-Department a list of transportation impacts/mitigation improvements to include in pre-hearing staff analysis.**

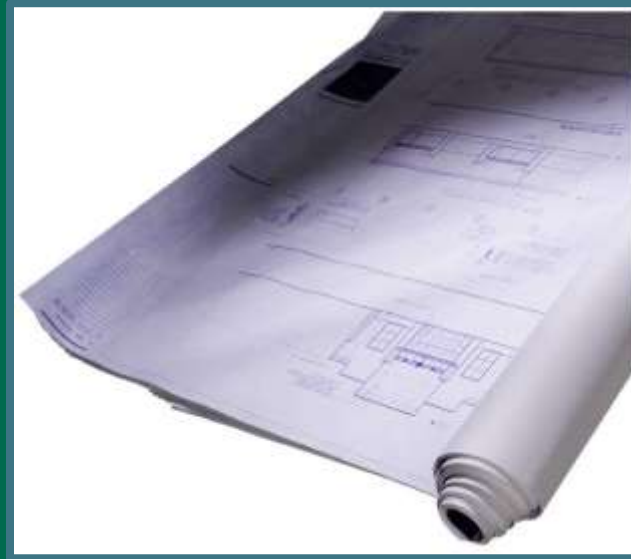
**Beginning with the September 24, 2008 Zoning Committee Meeting, the following must occur a minimum of 1 week prior to the meeting:**

- #6. Petitioner/Developer and CDOT reach agreement on final transportation improvements/mitigation package to be submitted in writing to CDOT and CMP-Department.**
  
- #7. Comments from the public concerning the traffic study and/or mitigation improvements must be submitted in writing to CDOT and CMP-Department.**



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# Questions?



# Charlotte Department of Transportation Development Services Division

## Transportation Impact Study (TIS) Process Developers/Consultants

Beginning with September 2008 public hearings, the following must occur/be completed a *minimum* of 4 weeks prior to the public hearing:

1. All TIS's (original draft and revised draft(s)/technical memoranda) must be submitted to CDOT for review/comment within established timeframes.
2. CDOT must be in agreement that the Final TIS has been prepared according to its *Transportation Impact Study Guidelines*, addressed all review comments, and identified all transportation improvements to mitigate impacts of the development in accordance with CDOT's mitigation policy.
3. CDOT acceptance of the results and approval of the Final TIS.
4. Initial meeting/discussion with petitioner/developer to obtain commitments to mitigate the transportation impacts.

Subsequent meetings/discussions between CDOT and the petitioner/developer may be necessary to finalize the commitments needed to mitigate the transportation impacts of the proposed development. These meetings/discussions can occur within the 4-week time period prior to the public hearing, provided that all commitments are finalized/documented no later than the Friday before the Zoning Committee meeting.

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Contact CDOT for Area of Influence/ Intersections to be analyzed and to schedule Scoping Meeting (10-business day minimum).

### **Pre-Scoping Meeting responsibilities-**

Consultant:

(Use worksheet and submit required information to CDOT at least 5 business days prior to Scoping Meeting; late submittals may require rescheduling of Scoping Meeting)

1. Development Site/Access Plan
  - a) Proposed
  - b) Current approved conditional site plan/development data, including petition number, if applicable
2. Area conditions
  - a) Vicinity Map (aerial)
  - b) Constraints
  - c) Initial observations-site and access conditions
  - d) Sight distance issues
  - e) Other considerations
3. Preliminary trip generation
  - a) Existing development
  - b) Existing zoning
  - c) Proposed zoning

4. Preliminary trip distribution by use
5. Other worksheet items

**CDOT:**

1. Study area intersections
  - a) signalized
  - b) unsignalized
2. Background growth factor
3. Horizon Year
4. Off-site developments
5. Funded CIP & TIP projects
6. Potential NCDOT TIS requirement
7. Other Considerations

**Scoping Meeting**

1. TIS methodology/process
2. Discuss/finalize all Scoping Worksheet items/ requirement of study- tentative approval to proceed subject to CDOT confirmation of 4 a) and 4 b) below.
3. Discuss review schedule for initial and re-submittals, including technical memorandums
4. Consultant to document and send electronically to CDOT for confirmation following the meeting:
  - a) Meeting summary, including any outstanding/action items
  - b) Final scoping worksheet

**TIS submittal/review schedule**

The schedule for reviewing traffic studies and settling on appropriate mitigation measures depends on the size of the development and the need for study revisions. The table below indicates the approximate time CDOT staff needs to review a study and develop a mitigation strategy for rezoning after the petitioner provides sufficient information.

[Note: TIS's will be logged-in for review the morning of the first full business day following submittal.]

	<b>Development Traffic Affecting:</b>		
	<b>1 to 5 intersections</b>	<b>6 to 10 intersections</b>	<b>≥ 11 intersections</b>
TIS draft/review comments	2 weeks (10 business days)	3 weeks (15 business days)	4+ weeks (20 business days)
TIS revised draft/review comments	1 – 2 weeks (5-10 business days)	2 – 3 weeks (10-15 business days)	3+ weeks (15+ business days)
Technical memorandums (case-by-case basis)	3 – 5 business days	5+ business days	5+ business days

## Transportation Impact Mitigation Commitments

Following CDOT's review and acceptance/approval of the TIS, meetings with the Developer/Consultant are necessary to reach agreement on the transportation improvements that are necessary to mitigate the impact of the development.

	Development Traffic Affecting:		
	1 to 5 intersections	6 to 10 intersections	≥ 11 intersections
Mitigating improvements-meetings with developer & consultant	1 week (min) (5 business days-min)	2 weeks (min) (10 business days-min)	2 weeks + (10+ business days-min)