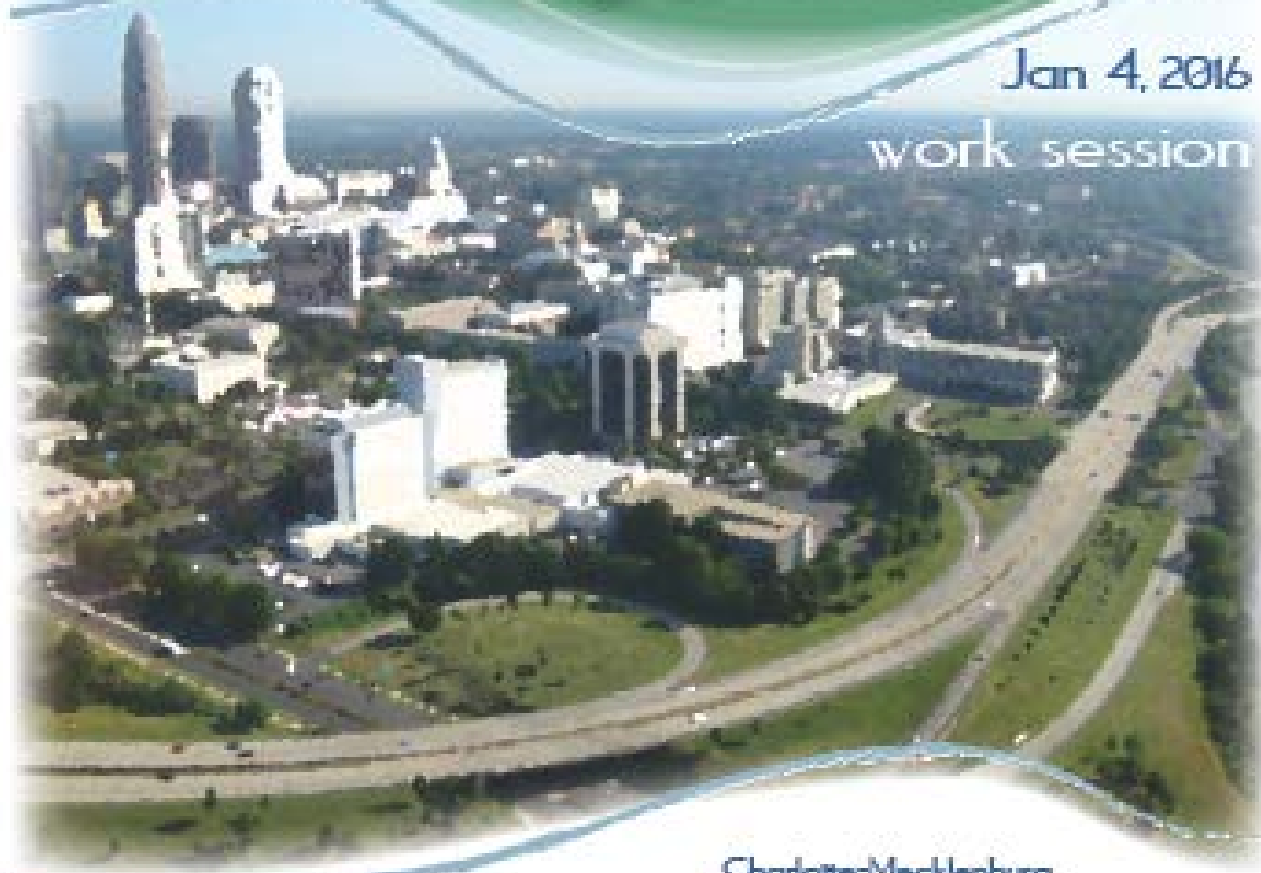


*a city-county
agency providing public planning
services to the city of charlotte and
the unincorporated areas of
mecklenburg county*

Planning Commission

Jan 4, 2016

work session



Charlotte-Mecklenburg
Government Center

Room 267
Noon

Charlotte-Mecklenburg Planning Commission

Work Session Agenda

January 4, 2016 – Noon

CMGC – Conference Room 267

Call to Order & Introductions

Tony Lathrop

Administration

Tony Lathrop

Approval of Planning Commission Minutes

Approve the December 7, 2015 minutes.

Attachment 1

Policy

Cross Charlotte Trail

Vivian Coleman

Background: Charlotte Department of Transportation staff will provide an update on the Cross Charlotte Trail initiative. The Commission may use this information when reviewing and making decisions on future mandatory referrals and rezoning petitions.

Action: For discussion only, no action required.

Information

Planning Director's Report

Ed McKinney

- Zoning Ordinance Update
- Planning Department's Public Outreach Presentations

Attachment 2

January & February 2016 Meeting Schedules

Attachment 3

Committee Reports

- **Executive Committee**
 - September 21, 2015 Approved Minutes
 - Future Work Session Agenda Items

Tony Lathrop

Attachment 4

Future Work Session Agenda Items	Work Session
1. CATS Countywide Transit Services Plan (CTSP)	February
2. Community Outreach Presentations Overview	TBD

- **Zoning Ordinance Ad Hoc Committee**
- **Zoning Committee**
 - Upcoming Rezoning Petitions
- **Planning Committee**
 - November 17, 2015 Approved Minutes
- **Historic District Commission (HDC)**
 - December 9, 2015 Meeting Update

Tony Lathrop

Tony Lathrop
Tammie Keplinger

Dionne Nelson
Attachment 5

Nasif Majeed
Attachment 6

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

Cozzie Watkins

Communication from Chairperson

Tony Lathrop

- FY16 Action Plan Follow-up
- Livable Cities Follow-up
- City Council Communication

Attachment 7

Charlotte-Mecklenburg Planning Commission

Attachment 1

Work Session

December 7, 2015 - 12:00 pm

CMGC- Room 267

Minutes

Attendance

Commissioners Present: Tony Lathrop (Chairperson), Dionne Nelson (Vice-Chairperson), Emma Allen, Tracy Dodson, John Fryday, Karen Labovitz, Nasif Majeed, Bolyn McClung, Deb Ryan, Mike Sullivan and Cozzie Watkins

Commissioners Absent: Ray Eschert and Nancy Wiggins

Commissioner Watkins left at 1:37 pm.

Planning Staff Present: Ed McKinney (Interim Planning Director), Garet Johnson, Melony McCullough and Jennifer Ryan

Guests Present: Tom Low

Welcome & Introductions

The Chairperson called the meeting to order at 12:16 p.m., welcomed those present and asked everyone to introduce themselves.

Certificate of Appreciation

Chairperson Lathrop welcomed former Commissioner Tom Low and thanked him for his years of service on the Planning Commission. The Chairperson presented him with a certificate of appreciation. Mr. Low said it was great to see everyone and thanked them for the certificate. Mr. Low also invited Commissioners to the Civic by Design monthly meeting on Tuesday. They will meet in the lobby of the Levine Museum and walk to the First Ward Park for the “light up” of the park. The guest hosts are Shadly Associates, the park designers.

Vice-Chairperson Election

The Chairperson stated that since former Commissioner Randy Fink had resigned, the Vice-Chairperson position is vacant. Chairperson Lathrop said that Commissioner Nelson was nominated for the Vice-Chairperson position at the last meeting. He informed the Commission that nominations can also be made from the floor. There being no additional nominations, Commissioner Watkins made a motion to close the nominations. Commissioner Allen seconded the motion. The Commission voted unanimously to close the nominations. Commissioner Watkins made a motion to elect Commissioner Nelson as the Vice-Chairperson. Commissioner Allen seconded the motion. The Commission voted unanimously to elect Commissioner Nelson as the Vice-Chairperson. Commissioner Nelson thanked everyone and said she looked forward to serving as the Vice-Chairperson.

Approval of Minutes

Commissioner Allen made a motion to approve the October 5 and November 2, 2015 work session minutes. Commissioner Dodson seconded the motion. The minutes were approved unanimously.

Information

Planning Director's Report

Ed McKinney gave an update on the Zoning Ordinance rewrite. He reported that the consultant (Camiros) is under contract for the first phase of work, which includes mapping out the process and schedule. The consultant is in town this week and will be having conversations with City Attorney and Development Services staffs to gather background information. They will help plan the schedule for discussions with City Council and the Planning Commission, as well as help shape the broader community engagement plan. More information will be available in January.

Mr. McKinney also referred the Commission to Attachment 2, a summary of the Planning Department's presentations from the previous month.

The Chairperson asked Commissioners if they had any questions about the Zoning Ordinance update or Attachment 2.

Zoning Ordinance Ad Hoc Committee

Chairperson Lathrop moved the Zoning Ordinance Ad Hoc Committee report to this portion of the agenda to coincide with the Planning Director's Zoning Ordinance update.

The Chairperson stated that there is a lot of interest in the community about the Zoning Ordinance rewrite process. He noted that the selection of the consultant for the Zoning Ordinance rewrite did not include public input. However, in the near future the process will allow for public involvement.

Chairperson Lathrop said that during the Zoning Ordinance Ad Hoc Committee meeting, Walter Fields raised questions about how much the Zoning Ordinance will delve into community character. The Chairperson stated that this will be discussed during the process.

Vice-Chairperson Nelson asked to be reminded of the consultant's name. Mr. McKinney responded that Camiros is the consultant. Vice-Chairperson Nelson asked that staff provide a general time frame and project schedule now and provide a more defined schedule as the project moves forward. She explained that she has received questions from the public about the schedule and process, but does not have the information to respond. The Chairperson agreed because he is also receiving questions about the process.

Commissioner Sullivan asked about form based code. He said that he is receiving a lot of questions about it. He thinks information describing form based code and its overall structure should be made available on the department's website. Ed McKinney agreed and stated that there needed to be messaging and education strategies about form based code and other Zoning Ordinance related topics.

The Chairperson recalled a presentation by David Walters on form based code that was informative. He emphasized that there is a lot of information that needs to be discussed.

December 2015 & January 2016 Meeting Schedules

Chairperson Lathrop referred the Commission to the meeting schedules and noted that the Commission had previously discussed the changes to the December calendar.

Committee Reports

Executive Committee

The Chairperson referred the Commission to the future work sessions agenda items list. He said the Commission will continue to discuss the Action Plan. Other future agenda items include presentations on the Cross Charlotte Trail initiative and the CATS Countywide Transit Service Plan. The Chairperson said that Livable Cities may be on the Commission's January work session agenda. He reminded the Commission that during the retreat they agreed that agenda topics should be more engaging. He also welcomed suggestions for future work session agenda topics.

Commissioner Ryan asked if the TAP Committee meetings were listed on the meeting schedules. Ed McKinney replied that the January schedule is not available yet. Melony McCullough said staff will get the schedule to Commissioners Ryan and Fryday when it becomes available.

Commissioner Fryday stated there are a lot of concerns about development in SouthEnd that the Zoning Ordinance does not address. Since it may be a while before the Zoning Ordinance rewrite is complete, he asked how staff will address these concerns. He asked if these issues will be handled through text amendments or if the Planning Commission should bring these issues to Council.

Commissioner Dodson asked Ed McKinney what happened to modifying the TOD Ordinance to address these type issues. Ed McKinney stated that staff gave an update to the TAP Committee last spring and they discussed folding this into the Zoning Ordinance rewrite process. However, they acknowledged the need to implement this quickly. Mr. McKinney said this will be taken into consideration when developing the schedule for the Zoning Ordinance rewrite. Commissioner Fryday emphasized the importance of moving forward on this issue.

Commissioner Ryan stated there are many articles about the development in SouthEnd and other areas. This has been going on for many years. Developers say they do not know what to expect from planners. Commissioner Ryan asked what can be done before the consultant is on board because the first part of the process seems to focus on public engagement before getting into actual development of the Ordinance. Ed McKinney stated the consultant will help staff determine the best approach based on the many issues. The consultant is accustomed to identifying, prioritizing and developing a schedule to address issues early in the process.

Commissioner Ryan suggested that the Commission begin to discuss this issue, other potential challenges and provide the consultant with the information. The Chairperson agreed and thinks it would be appropriate for the Commission to discuss and make a recommendation. Commissioner McClung agreed and shared his experience driving in SouthEnd and cars parked on both sides of the street with one lane of traffic. He asked how do you prevent this from happening. Chairperson Lathrop suggested that the Commission determine the next steps to address this.

Commissioner Ryan proposed that there are a lot of good things being said about the City. Maybe these articles can be circulated and used as a starting point for future discussion. Commissioner Watkins suggested that a drop box be set up to place these articles and other items for sharing. The Chairperson asked staff to create a drop box. Ms. McCullough agreed.

Zoning Committee

Ed McKinney reminded the Commission of the changes to the December meeting schedule. There are two City Council public hearings scheduled for December 14 and December 17. Due to the holidays, the Zoning Committee's December meeting is scheduled for January 4, 2016.

Commissioner Sullivan asked about the number of cases for December. Ed McKinney reported that there are 15 hearings and 5 decisions.

Vice-Chairperson Nelson provided an update of the Zoning Committee's discussion on Action Item Number 1. She stated that the Zoning Committee will try to be more efficient with recommendations on rezoning petitions and recommend that staff not give presentations on a petition unless it is controversial, had significant changes since the public hearing, was deferred or a Commissioner requests a presentation. The time saved during meetings will allow for discussion of upcoming petitions earlier in the process.

Staff will provide a list of upcoming cases prior to the public hearing. Zoning Committee members may flag a petition for discussion only (no actions should be taken and the Committee will not indicate their position at this time). Criteria may need to be established to help Commissioners determine if a petition should be flagged for discussion. Staff will determine how they will notify the petitioner of this discussion. These changes will require staff to share information with the Committee sooner.

The Zoning Committee suggested that this process begin in January 2016.

Planning Committee

Chairperson Lathrop deferred the Planning Committee report to Commissioner Ryan's Livable Cities' presentation, which will take place later in the meeting. He said Commissioner Ryan presented this information at the November Planning Committee meeting and will present to the full Commission today. The Planning Committee also made recommendations on five mandatory referrals in November. The Chairperson stated there are two mandatory referrals on the December agenda. He mentioned that he chaired the November meeting because of Commissioner Fink's resignation and Commissioner Watkins' absence.

Historic District Commission (HDC)

Commissioner Majeed reported that there are an increasing number of non-compliance housing issues. He informed the Commission that the HDC Policy and Guidelines are being updated and a consultant has been hired to work with staff on this initiative.

Commissioner Ryan asked the name of the consultant firm. Commissioner Majeed stated that the consultant is out of Virginia, but could not recall the consultant's name. Commissioner Fryday stated that it was Frazier and Associates and they have written guidelines for different types of communities.

Commissioner Ryan asked if historic districts are exempt from the state law design guidelines. Commissioner Fryday answered yes.

Charlotte Regional Planning Transportation Organization (CRPTO)

Commissioner Watkins did not provide a report.

Communications from Chairperson

Chairperson Lathrop mentioned that a Commissioner would need to rotate from the Planning Committee to the Zoning Committee since newly elected Vice-Chairperson Nelson will rotate from the Zoning Committee to serve as the Chairperson of the Planning Committee. He asked interested Commissioners to contact him.

The Chairperson mentioned that there is a potential new member, Sam Spencer, who attended the November Planning Committee meeting. He asked if he had been appointed by City Council. Melony McCullough replied that he had not been appointed yet. Commissioner McClung stated that the School Board had recommended Mr. Spencer to the City Council and he invited Mr. Spencer to the Planning Committee meeting.

Commissioner Allen asked about the discussion the Commission previously had regarding providing input on new commissioners to help fill skill gaps. Commissioner McClung stated that he and Commissioner Ryan had discussed a potential candidate to replace Commissioner Fink; however the School Board is familiar with Sam Spencer and recommended that he be appointed by City Council.

Vice-Chairperson Nelson asked staff to place upcoming term expiration dates on the agenda ahead of time so that the Commission can discuss needed skill sets. The Chairperson stated the term information is available on the Department's website.

Commissioner Watkins stated that Sam Spencer will fill a major skill set and will be the youngest member.

Commissioner Sullivan said that he received an email from the City Attorney's Office about a lawsuit for the Cherry Community. He asked if they needed to take any action. Ed McKinney said they should wait for further direction from the Attorney's Office. He advised them not to destroy any records pertaining to the Cherry rezoning. Commissioner McClung stated the email included an attachment that needed to be completed and sent back to the Attorney's Office.

Transportation and Planning Committee

Commissioner Fryday attended the TAP Committee meeting. He reported that they are discussing managed lanes for I-485, I-77 and Independence Boulevard. The North Carolina Turnpike Authority was at the TAP Committee meeting. They manage the Triangle Expressway in Raleigh and may manage the project here.

Planning Coordinating Committee

Commissioner McClung reported that he attended the PCC meeting in November. He noted that the Committee voted on the topic for their annual Spring Joint Luncheon. The topic for the PCC's Spring Joint Luncheon is Coordination of Law Enforcement jurisdictions.

FY16 Action Plan Follow Up

The Commission provided updates on the Nine Action Items.

Action Items

1. Receive staff input on rezoning cases prior to the zoning public hearing.

Assignment: Tracy Dodson & Dionne Nelson

The Zoning Committee will try to be more efficient with recommendations on rezoning petitions and recommend that staff not give presentations on a petition unless it is controversial, had significant changes since the public hearing, was deferred or a Commissioner requests a presentation. The time saved during meetings will allow for discussion of upcoming petitions earlier in the process.

Staff will provide a list of upcoming cases prior to the public hearing. Zoning Committee members may flag a petition for discussion only (no actions should be taken and the Committee will not indicate their position at this time). Criteria may need to be established to help Commissioners determine if a petition should be flagged for discussion. Staff will determine how they will notify the petitioner of this discussion. These changes will require staff to share information with the Committee sooner.

The Zoning Committee suggested that this process begin in January 2016.

2. Investigate whether a smaller or alternative group can review and make recommendations on Mandatory Referrals.

Assignment: Planning Director

Chairperson Lathrop stated that this item is complete. For the last few months, the Planning Committee has taken action by consent on mandatory referrals. This process enhancement allows additional time for the Committee to focus on the Commission's work plan and other items.

3. Focus the Planning Commission work sessions on discussions between Commissioners, which result in actions, rather than presentations.

Assignment: Executive Committee & Planning Director

Chairperson Lathrop said that the Executive Committee and staff are working together to ensure that agenda items are relevant.

4. Inform the Planning Commission of the Department's work program areas where the Planning Staff needs the Commission's assistance.

Assignment: Planning Director

Ed McKinney reported that there are ongoing conversations specific to the Zoning Ordinance rewrite and he will provide an overview at a future meeting. Chairperson Lathrop asked if this initiative will be impacted by the new Planning Director. Ed McKinney explained that some things may change, but most efforts will continue.

The Chairperson requested that Mr. McKinney provide an update of the Planning Department's Work Program to the Commission prior to the next work session for discussion at the January work session, if needed.

5. Assign a Planning Commissioner and an alternate to attend the City Council's Transportation and Planning Committee meetings.

Assignment: Executive Committee

Chairperson Lathrop stated that this has been implemented. Commissioner Ryan will attend meetings on Thursdays and Commissioner Fryday will attend on Mondays. However, staff informed the Commission that the schedule may change once the new TAP Committee is formed.

6. Develop an Annual Work Plan for the Planning Commission and share it with Elected Officials.

Assignment: Planning Committee

Chairperson Lathrop stated that as part of the Zoning Ordinance rewrite he would like for the Planning Committee to be engaged in policy discussions and any related issues so that they can make recommendations on policy items.

Commissioner Labovitz said she would like to see a written plan of how the Commission is going to address these various issues. She does not want to put additional work on anyone. She suggested that prior to each monthly meeting, a communication be sent which identifies issues to discuss at the work session. Then meetings can be planned based on Commissioners' suggestions.

Vice-Chairperson Nelson liked the idea of tracking concerns and integrating them into the work session agendas. She suggested that she and Chairperson Lathrop should discuss this and perhaps start a list to track issues and identify how to incorporate them into the work session discussions. She thinks Commissioners should be held accountable to the list.

Chairperson Lathrop stated that the Commission should develop priorities and share with Council.

As part of the work plan development, the Planning Committee began discussing Livable Communities at their November meeting. This information was shared with the full Commission. The Planning Committee will continue this discussion at future meetings and this item will also be revisited at the January Planning Commission work session.

The Chairperson asked staff to add an agenda item to all future work session agendas for Council Communication items.

7. Review the Planning Liaison/Planning Coordinating Committee's (PCC) history.

Assignment: Tracy Dodson

Commissioner McClung stated that he attended the PCC meeting last month. The Commission discussed allowing the Planning or Zoning Committee to handle issues first; rather than creating an additional committee. Some issues may be handled differently on a case by case basis.

8. Hold periodic meetings with Elected Officials to discuss goals and priorities.

Assignment: Executive Committee

Commissioner Labovitz thinks there should be specific times and a method for communicating with City Council. This is lacking so she would like the Commission to have a plan for communicating with Council.

Chairperson Lathrop agreed that it is important to communicate with City Council when there is something noteworthy to share. He thinks it is a good idea to add Communication with Council to the Planning Commission's monthly agenda so the Commission can discuss whether or not there is something to communicate with Council. The Chairperson asked staff to add an agenda item to all future work session agendas for Council Communication items.

Commissioner McClung thinks the development issues in SouthEnd provides a great opportunity to test communicating with Council.

Vice-Chairperson Nelson expressed concern with communicating effectively with Council. She also thinks the new Mayor and Council may have a different perspective from those who addressed the Commission at the retreat. She thinks the Commission needs to hear the new elected official's perspective and priorities. Commissioner Labovitz suggested inviting the Mayor to a future meeting.

Commissioner Watkins stated there is a major learning curve for new elected officials. She thinks the Commission needs to work collaboratively with them.

9. Explore options for Planning Commissioners to join the American Planning Association (APA).

Assignment: Planning Director

Staff shared APA fees with the Commission and informed them that they may join the APA. Commissioners may contact Cheryl Neely, if interested.

Following the Action Plan updates, Commissioner Majeed asked about how to address the ongoing problem of locating affordable housing in west and east Charlotte. Commissioner Majeed stated that criteria should be used to address multi-family affordable housing when reviewing rezoning requests.

Vice-Chairperson Nelson reminded the Commission of the City's housing locational policy criteria which was adopted by City Council. She asked if they thought there was something related to the policy that may not be working as intended.

Chairperson Lathrop noted that the Commission can discuss this later and determine if it pertains to their role. However, he wanted to make sure that Commissioner Ryan had ample time for her presentation today. Commissioner Watkins said she would like to be included in the affordable housing discussions or assigned to a committee if one is formed to further discuss affordable housing.

Livable Cities

Chairperson Lathrop stated that Commissioner Ryan will present information about livable communities. The Chairperson mentioned that his interest in this topic has been heightened recently by his trip to Copenhagen, as well as his general interest in planning and the Zoning Ordinance rewrite. He stated that the Commission could discuss the information and not do anything else. Another option is for the Commission to make a recommendation to City Council. The Commission will need to determine how to proceed with this information.

Commissioner Ryan suggested that maybe Commissioners should start a tradition of sharing information on topics of interest to the Commission for which they have expertise. She began the presentation by stating that as a licensed landscape architect, she took an oath to protect the public's health, safety and welfare.

Commissioner Ryan shared how cities have always been in the business of public health. Some of her examples included the Haiti earthquake and how many people died of cholera because of the lack of clean drinking water, something that cities normally provide. She also talked about the bubonic plague crisis and the effect of tuberculosis on the landscape.

Commissioner Ryan shared statistics on the number of deaths from tuberculosis between 1700 and 1900. At that time, it was thought that the only cure was fresh air. As a result, many city parks were built as a necessity for public health to help prevent tuberculosis. The fresh air treatment did not actually cure tuberculosis but it helped the immune system fight the disease.

The World Health Organization's definition of health is more comprehensive than just disease; it includes both physical and mental health. Commissioner Ryan emphasized the importance of public health and planning. The leading cause of death today is heart disease because it is harder to walk and easier to drive. However, being in a car removes people from physical and social health.

Commissioner Ryan stated that the way development has taken place in this area, sprawl, is bad for our health. Commissioner Ryan mentioned a book about Davidson that she and Marguerite Williams wrote. The title is *Small Town Fit: Healthy People, Places and Policies in Davidson, NC*. (Click this link for information about the book: [Small-town-fit-healthy-people-places-and-policies](#).) Davidson is known for its public health policies.

Commissioner Ryan shared some of the 14 steps in the book that address public health or a healthy community. Some of the steps include educating the public, engaging local residents, establishing a vision, having a mix of land uses, getting people moving, assuring affordability and conserving energy. Commissioner Ryan also talked about walk score and bike score. She shared Davidson's vision and noted that Davidson does not allow vehicles to idle or drive-thru windows. As a result, they get a different type of development.

Commissioner Ryan emphasized that the Center of Disease Control (CDC), Robert Wood Johnson Foundation and American Planning Organization all promote healthy lifestyles. She also shared information from the ULI's *Building Healthy Places Toolkit*. She mentioned that the Planning Commission's work plan moving forward should build on the literature that is available on healthy communities. She said the City of Charlotte has a Department of Transportation but no department of pedestrians or bicyclists. Planning is a matter of life and death and what the Commission does can

help people live better lives. She talked about the importance of diversity in housing types and design in neighborhoods. She also stressed the importance of political will and changing mindsets. Click [here](#) to view the entire presentation.

Following the presentation, Commissioner Ryan reminded Commissioners that they were invited to a presentation by her afternoon class.

The Chairperson asked if there were any questions. He stated that he would love for the Commission to consider some or all of the concepts that were presented. Due to the limited amount of time to discuss these items, Vice-Chairperson Nelson suggested that the Planning Committee continue discussing this information at their December meeting and the full Commission could discuss this at their next meeting.

Adjournment

The meeting adjourned at 2:07 p.m.

Charlotte-Mecklenburg Planning Department

Community Outreach Presentations

Date	Presentation	Staff
12/01/15	Northeast Corridor Infrastructure McCullough Extension and Streetscape Project - Business and Property Owners	Vari
12/03/15	Creative Solutions for Thriving Communities - Gastonia Elected Officials and Staff	Cook/Wells
12/14/15	Wesley Heights Neighborhood Association Meeting	Harpst

Charlotte-Mecklenburg Planning Commission

Attachment 3

Meeting Schedule

January 2016

Date	Time	Purpose	Location
Full Planning Commission			
01-04-16	Noon	Work Session	Conference Room 267 2 nd Floor - CMGC
Executive Committee			
01-19-16	4:00 p.m.	Work Session ¹	Conference Room 266 2 nd Floor - CMGC
Planning Committee			
01-19-16	5:00 p.m.	Work Session	Conference Room 280 2 nd Floor - CMGC
Zoning Committee			
01-04-16	2:00 p.m.	Work Session ²	Conference Room 280 2 nd Floor - CMGC
01-19-16	5:00 p.m.	City Council Dinner Meeting ³	Conference Room CH-14 Basement - CMGC
01-19-16	6:00 p.m.	City Rezoning ³	Meeting Chamber Lobby Level - CMGC
01-27-16	4:30 p.m.	Work Session	Conference Room 280 2 nd Floor - CMGC
Zoning Ad Hoc Committee			
01-04-16	11:15 a.m.	Work Session	Conference Room 278 2 nd Floor - CMGC
Other Meetings			
01-04-16	Noon	City Council Transportation & Planning Committee (TAP)	Conference Room 280 2 nd Floor - CMGC
01-13-16	12:00 p.m.	Historic District Commission Workshop	Conference Room 280 2 nd Floor - CMGC
01-13-16	1:00 p.m.	Historic District Commission Meeting	Conference Room 280 2 nd Floor - CMGC
01-13-16	5:00 p.m.	CRTPO Bi-Annual Orientation	Conference Room 267 2 nd Floor - CMGC
01-20-16	6:00 p.m.	CRTPO Meeting	Conference Room 267 2 nd Floor - CMGC
Charlotte-Mecklenburg Planning Department Meetings			
HDC Policy and Design Guidelines Update			Conference Room 267
01-19-16	6:00 p.m.	Public Meeting	2 nd Floor - CMGC

¹ Due to the MLK Holiday, the January 18, 2016 Executive Committee meeting was rescheduled to Tuesday, January 19, 2016.

² Due to the Holidays, the December 2015 Zoning Committee work session was rescheduled to January 4, 2016.

³ Due to the MLK Holiday, the City Council Dinner and Rezoning meetings were rescheduled to Tuesday, January 19, 2016.

Charlotte-Mecklenburg Planning Commission

Meeting Schedule February 2016

Date	Time	Purpose	Location
Full Planning Commission			
02-01-16	Noon	Work Session	Conference Room 267 2 nd Floor – CMGC
Executive Committee			
02-15-16	4:00 p.m.	Work Session	Conference Room 266 2 nd Floor – CMGC
Planning Committee			
02-16-16	5:00 p.m.	Work Session	Conference Room 280 2 nd Floor – CMGC
Zoning Committee			
02-15-16	5:00 p.m.	City Council Dinner Meeting	Conference Room CH-14 Basement – CMGC
02-15-16	6:00 p.m.	City Rezoning	Meeting Chamber Lobby Level – CMGC
02-24-16	4:30 p.m.	Work Session	Conference Room 280 2 nd Floor – CMGC
Zoning Ordinance Ad Hoc Committee			
02-01-16	11:15 a.m.	Meeting	Conference Room 278 2 nd Floor – CMGC
Other Committee(s)			
02-10-16	12:00 p.m.	Historic District Commission Workshop	Conference Room 267 2 nd Floor – CMGC
02-10-16	1:00 p.m.	Historic District Commission	Conference Room 267 2 nd Floor – CMGC
02-17-16	6:00 p.m.	CRTPO Meeting	Conference Room 267 2 nd Floor – CMGC

Charlotte-Mecklenburg Planning Department Meetings

There are no Planning Department meetings scheduled at this time.

Charlotte-Mecklenburg Planning Commission

Executive Committee Meeting

Attachment 4

Approved December 14, 2015

September 21, 2015 – 4:00 p.m.

CMGC – Conference Room 266

Summary Minutes

Call to Order & Introductions

Vice-Chairperson Randy Fink called the meeting to order at 4:14 p.m.

Attendance

Commissioners Present: Randy Fink (Vice-Chairperson), Mike Sullivan and Cozzie Watkins

Commissioners Absent: Tony Lathrop (Chairperson)

The Chairperson participated in the discussion via teleconference.

Planning Staff Present: Ed McKinney (Interim Planning Director), Melony McCullough and Jennifer Ryan

Approval of Minutes

A motion was made by Vice-Chairperson Fink and seconded by Commissioner Sullivan to approve the July 20, 2015 Executive Committee minutes. The vote was 3 to 0 to approve the minutes.

Future Work Session Agenda Items

Planning Commission Annual Retreat Follow-up

Chairperson Lathrop discussed the Planning Commission's FY16 Action Plan items. He also stated that the Commission should do a quick follow up on items and respond to the Mayor. The Planning Commission wants to prioritize items to take to City Council. Commissioner Watkins said that the Mayor and Council will expect something because they challenged the Commission at the retreat. Commissioner Sullivan stated that he does not want the Planning Commission to lose momentum for the items that were discussed at the retreat.

Vice-Chairperson Fink stated that the retreat notes which were included in the Executive Committee agenda packet were excellent in outlining the big picture, policy and goals for the Commission. He suggested that Commissioners be prepared to provide updates on their action plan assignments at the October 5 work session.

Vice-Chairperson Fink suggested that the retreat follow-up discussion be moved to the end of the work session agenda. The Committee Reports will be quick and the major portion of the meeting should be devoted to the retreat follow-up/discussion of the action items.

Vice-Chairperson Fink mentioned that he would like to see the City Council Transportation and Planning Committee (TAP) meetings listed on the Planning Commission's calendars. However, Chairperson Lathrop and Vice-Chairperson Fink do not want to burden Commissioners with additional meeting attendance requirements.

Commissioner Sullivan stated that he would like to have a list of all upcoming planning related meetings. Commissioner Sullivan and Vice-Chairperson Fink would also like to receive notice of the community rezoning meetings. Commissioner Watkins agreed that it would be helpful to have this information, but she does not want to burden staff.

Ed McKinney stated that a list of upcoming meetings would be helpful, but explained that two lists may be confusing. He stated that he will coordinate with staff and decide the best way to implement this. Mr. McKinney also said that staff will add the TAP Committee meetings to the Planning Commission calendar.

Approval of the October 2015 Work Session Agenda

The draft October 5, 2015 work session agenda was approved by the Executive Committee.

Approval of the October and November 2015 Meeting Schedules

The Executive Committee approved the October and November 2015 meeting schedules as submitted.

Adjournment

The meeting adjourned at 4:35 p.m.

Attendance

Commissioners Present: Planning Commission Chairperson Tony Lathrop, Commissioners John Fryday, Nasif Majeed, Bolyn McClung and Deborah Ryan

Commissioners Absent: Cozzie Watkins

Since Former Planning Committee Chairperson Randy Fink resigned and the Planning Committee Vice-chairman, Cozzie Watkins is out of town, the Planning Commission Chairperson, Tony Lathrop chaired this meeting.

Planning Staff Present: Pontip Aphayarath, Alberto Gonzalez, Garet Johnson, Sonda Kennedy, Kent Main, Melony McCullough, Cheryl Neely, Amanda Vari and Jonathan Wells

Other Staff Present: Amanda Byrum and Tim O'Brien, City Engineering & Property Management, Real Estate; Tim Porter, City Engineering & Property Management, Landscape Management; Claudia Faura and Denice Beteta, Neighborhood and Business Services, Housing Services and Jacqueline McNeil and Jennifer Morell, County Asset and Facility Management

Call to Order and Introductions

Planning Commission Chairperson Tony Lathrop called the meeting to order at 5:05 p.m., welcomed those present and asked everyone to introduce themselves.

Approve October 20, 2015 Minutes

A motion was made by Commissioner Fryday and seconded by Commissioner Majeed to approve the October 20, 2015 minutes. The vote was unanimous to approve the minutes.

The Chairperson gave a brief overview of the agenda and stated that the mandatory referrals can be approved as consent items. Committee members agreed to vote on all five mandatory referrals, collectively.

M.R. #15-51: Proposal by the City of Charlotte to Acquire Property Located on Hart Road off Rozzelles Ferry Road for Tree Canopy Preservation

The City of Charlotte's Engineering and Property Management Department (E&PM) proposes to acquire a 20 acre parcel (Tax Parcel 031-216-02) located in Charlotte's Extraterritorial Jurisdiction for tree canopy preservation.

M.R. #15-52: Proposal by the City of Charlotte to Sale or Transfer Seven City-Owned Properties Located in Various Parts of the City

The City of Charlotte's Neighborhood and Business Services Department (N&BS) proposes to transfer seven City-owned properties (see mandatory referral for tax parcel numbers) out of the City's inventory for rehabilitation by a non-profit organization or reoccupation by a buyer.

M.R. #15-53: Proposal by Mecklenburg County to Acquire Land for Access to Campbell Creek Greenway in East Charlotte

Mecklenburg County proposes to acquire approximately 0.26 acres located south of Idlewild Road and Harris Blvd at 6800 Streamside Drive (Tax Parcel 165-081-35) for land assemblage along Campbell Creek Greenway.

M.R. #15-55: Proposal by Mecklenburg County to Acquire Land Located on W. Sugar Creek Road to Accommodate the Expansion of Mallard Creek Greenway

Mecklenburg County proposes to acquire approximately 4 acres of land located at 5830 West Sugar Creek Road in northeast Charlotte along Mallard Creek (Tax Parcel 027-141-03). The property will be assembled with other greenway property in the area and eventually become an extension of Mallard Creek Greenway trail.

M.R. #15-56: Proposal by the City of Charlotte to Transfer Land to Mecklenburg County for Collins Neighborhood Park

The City of Charlotte proposes to transfer approximately 2 acres of a drainage detention basin and a natural wetland wildlife habitat to Mecklenburg County for inclusion in the Collins Neighborhood Park (Tax Parcels 149-115-02, 03, 04, 05, 06, 07, and 08).

A motion was made by Commissioner Majeed and seconded by Commissioner McClung to approve by consent Planning staff's recommendations for M.R. #15-51, M.R. #15-52, M.R. #15-53, M.R. #15-55 and M.R. #15-56. The vote was unanimous to approve staff's recommendation for all five of these mandatory referrals.

Livable Communities Discussion

Chairperson Lathrop stated that the Committee will have a livable communities discussion led by Commissioner Ryan. The Chairperson mentioned that his interest in this topic has been heightened recently by his trip to Copenhagen that was sponsored by the Urban Land Institute (ULI) as well as his general interest in planning and the zoning ordinance rewrite. Chairperson Lathrop suggested that everyone think about where the Commission might go with this discussion and the livable communities principles. He stated that the Commission could listen, discuss the information and not do anything else. Another option is for the Commission to make a recommendation to City Council, one of Council's committees or both.

Commissioner Fryday talked about how vital these concepts are for cities that want to become more walkable. He shared his concerns about the design of some developments in SouthEnd. The Chairperson suggested that the Commission make it known that they favor more active storefronts.

Commissioner McClung stated that he hears a lot about becoming more walkable but he thinks there are lots of walkable communities in this area. He added that walkable, livable communities should not be extremely expensive and suggested that consideration be given to different scales of walkable communities.

Commissioner Ryan shared how cities have always been in the business of public health. Some of her examples included the Haiti earthquake and how many people died of cholera because of the lack of clean drinking water, something that cities normally provide. She further talked about the bubonic plague crisis and the effect of tuberculosis on the landscape.

Commissioner Ryan shared statistics on the number of deaths from tuberculosis between 1700 and 1900. At that time, it was thought that the only cure was fresh air. As a result, city parks were built as a necessity for public health to help prevent tuberculosis. The fresh air treatment didn't actually cure tuberculosis but it helped the immune system fight the disease. Chairperson Lathrop shared that his grandfather moved to the North Carolina Mountains for the fresh air because he was sick and he got better.

Commissioner Ryan emphasized the importance of public health and planning. The leading cost of death today is heart disease because it is harder to walk and easier to drive. She pointed out that the City of Charlotte has a Department of Transportation but no department of pedestrians or bicyclists.

Commissioner Ryan stated that pedestrian activity makes streets nice. Streets are not difficult, if you have the political will. It's hard to argue against sidewalks, if they are linked to physical health. The way development has taken place in this area, sprawl, is bad for our health. Commissioner Ryan mentioned a book about Davidson that she and Marguerite Williams wrote. The title is *Small Town Fit: Healthy People, Places and Policies in Davidson, NC*. (Click this link for information about the book: [Small-town-fit-healthy-people-places-and-policies](#).) Davidson is known for its public health policies. The town realized the importance of addressing mental health as well as physical health.

Commissioner Ryan shared some of the steps in the book that address public health or a healthy community. Those steps include educating the public, engaging local residents, establishing a vision, having a mix of land uses, requiring complete streets and connecting places, getting people moving, assuring affordability and conserving energy. She shared her views on walkable lifestyles and improved commutes. Commissioner Ryan talked about walk score and bike score. She noted that Davidson does not allow drive-thru windows. As a result, they get a different type of development.

Commissioner Ryan emphasized that the Center of Disease Control (CDC) cannot cure everyone with drugs. Active lifestyles are needed. She shared information from the ULI's *Building Healthy Places Toolkit*. She mentioned that the Planning Commission's work plan moving forward should build on the *Mecklenburg Livable Communities Plan*. She also said that it is a good thing to live where you love and find a neighborhood to fit your lifestyle.

The Committee discussed some of Commissioner Ryan's ideas. It was suggested that items that match livable communities could be placed on the agenda. The Committee asked for staff's support. Commissioner Fryday asked about some of the slides in Commissioner Ryan's presentation that referenced *Mecklenburg Livable Communities Plan*. Garet Johnson (Planning) explained that this was a joint initiative between Mecklenburg County, the City of Charlotte, surrounding towns and others to work with the community to develop a unified vision and strategies that centered on how we live, work, and play today and into the future. The County is taking the lead on this initiative. This collaborative effort provides an opportunity to review existing plans and identify commonalities that encourage and support a vibrant and healthy quality of life for our community. It was completed about 18 months ago.

Commissioner McClung mentioned the need to address the City losing industry to South Carolina. Commissioner Majeed asked about the percentage of Charlotte streets that have sidewalks. Ms. Johnson replied that Charlotte Department of Transportation can provide this information.

Commissioner Lathrop asked the Committee what they would like to do with the information shared by Commissioner Ryan. Commissioner Fryday said Council needs to embrace these principles. Commissioner Ryan said there are a number of steps needed before Council action. Conversations need to take place about what walkable means. Commissioner McClung asked if these topics have come up at the Zoning Ordinance Ad Hoc Committee meetings. Chairperson Lathrop answered yes. He also said that they have discussed if the Planning Committee should discuss these topics.

After further discussion, Ms. Johnson agreed to draft a list of existing policies that address principles of healthy/livable communities and identify where there may be gaps. Committee members thanked Commissioner Ryan for her presentation.

Adjourn: 6:15 pm

CHARLOTTE HISTORIC DISTRICT COMMISSION
MEETING AGENDA – DECEMBER 9, 2015, ROOM 267
HDC WORKSHOP – 12:00 PM THE PUBLIC IS WELCOME TO ATTEND

Attachment 6

HDC WORKSHOP – 12:00 PM

1. PLAZA MIDWOOD EXPANSION UPDATE
2. OPEN FORUM

HDC MEETING: 1:00 – 7:00

- CALL TO ORDER
- APPROVAL OF NOVEMBER MINUTES
- APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS

CONTINUED APPLICATIONS

- | | |
|--|-----------------|
| 1. 1716 WINTHROP AVENUE
CASE No. HDC 2015-226
NON-TRADITIONAL SIDING (GARAGE)
ALLEN WEST, APPLICANT | APPROVED |
| 2. 804 EAST KINGSTON AVENUE
CASE No. HDC 2015-238
REAR ADDITION
KEITH WESOLOWSKI, APPLICANT | DENIED |

NEW APPLICATIONS

DILWORTH

- | | |
|--|---------------------------------------|
| 3. 1335 LAFAYETTE AVENUE
CASE No. HDC 2015-253
SIDE/REAR ADDITION
JOSH ALLISON, APPLICANT | APPROVED |
| 4. 2005 CLEVELAND AVENUE
CASE No. HDC 2015-259
DEMOLITION
DOUGLAS P. EHMANN, APPLICANT | 365 DAY STAY
OF DEMOLITION |
| 5. 429 E. TREMONT AVENUE
CASE No. HDC 2015-263
ADDITION
JESSICA HINDMAN, APPLICANT | APPROVED |
| 6. 601 E. KINGSTON AVENUE
CASE No. HDC 2015-266
ADDITION
ALLEN BROOKS, APPLICANT | CONTINUED |
| 7. 512 E. TREMONT AVENUE
CASE No. HDC 2015-267
ADDITION
ALLEN BROOKS, APPLICANT | DENIED |

FOURTH WARD

- | | |
|---|------------------|
| 8. 220 W. 10 TH STREET
CASE No. HDC 2015-141
NEW CONSTRUCTION
CHRIS SCORSONE, APPLICANT | CONTINUED |
|---|------------------|

WESLEY HEIGHTS

- | | |
|---|---------------------------------------|
| 9. 700 S. SUMMIT AVENUE
CASE No. HDC 2015-250
NEW CONSTRUCTION
JOSH ALLISON, APPLICANT | CONTINUED |
| 10. 420 S. SUMMIT AVENUE
CASE No. HDC 2015-264
DEMOLITION
DON DUFFY, APPLICANT | APPROVED DEMO
WITH NO STAY |
| 11. 420 S. SUMMIT AVENUE
CASE No. HDC 2015-265
NEW CONSTRUCTION
DON DUFFY, APPLICANT | DENIED |

WILMORE

- | | |
|--|--|
| 12. 1829 S. MINT STREET
CASE No. HDC 2015-256
REAR ADDITION
CAMERON JAMES VENTURES, LLC | DID NOT HEAR
WILL HEAR IN JANUARY |
| 13. 1816 WICKFORD PLACE
CASE No. HDC 2015-257
DEMOLITION
CRAIG CALCASOLA, OWNER | DID NOT HEAR
WILL HEAR IN JANUARY |
| 14. 1815 WICKFORD PLACE
CASE No. HDC 2015-261
ADDITION
CLARENCE BOSTON, APPLICANT | DID NOT HEAR
WILL HEAR IN JANUARY |

Charlotte-Mecklenburg Planning Commission

FY 2016 Action Plan

December 30, 2015

At the September 11, 2015 Retreat, the Planning Commission identified nine priorities to work on during FY16 and made assignments for follow-up. The Commission continued to discuss these priorities at each work session following the retreat. Below are the action items and a summary of these discussions. More details are available in the Commission's December 7, 2015 minutes.

Action Step	Assignment
<p>1. Receive staff input on rezoning cases prior to the zoning public hearing.</p> <p>Action: This item is ongoing.</p> <p>The Zoning Committee will try to be more efficient with recommendations on rezoning petitions and recommend that staff not give presentations on a petition unless it is controversial, had significant changes since the public hearing, was deferred or a Commissioner requests a presentation. The time saved during meetings will allow for discussion of upcoming petitions earlier in the process.</p> <p>Staff will provide a list of upcoming cases prior to the public hearing. Zoning Committee members may flag a petition for discussion only (no actions should be taken and the Committee will not indicate their position at this time). Criteria may need to be established to help Commissioners determine if a petition should be flagged for discussion. Staff will determine how they will notify the petitioner of this discussion. These changes will require staff to share information with the Committee sooner.</p> <p>The Zoning Committee suggested that this process begin in January 2016.</p>	<p><i>Dionne Nelson & Tracy Dodson</i></p>
<p>2. Investigate whether a smaller or alternative group can review and make recommendations on Mandatory Referrals.</p> <p>Action: This item is complete.</p> <p>For the last few months, the Planning Committee has taken action by consent on mandatory referrals. This process enhancement allows additional time for the Committee to focus on the Commission's work plan and other items.</p>	<p><i>Tony Lathrop & Planning Director</i></p>
<p>3. Focus the Planning Commission Work Sessions on discussions between Commissioners, which result in actions, rather than presentations.</p> <p>Also, Commissioners should receive advance notice of any presentations and a summary of the goals and actions required by the Commissioners regarding any presentations.</p> <p>Action: This item is ongoing.</p> <p>The Executive Committee and staff are working together to ensure that agenda items are relevant.</p>	<p><i>Executive Committee & Planning Director</i></p>

<p>4. Inform the Planning Commission of the Department's work program areas where the Planning Staff needs the Commission's assistance.</p> <p>Action: This item is ongoing. The Chairperson requested that Mr. McKinney provide an update of the Planning Department's Work Program to the Commission prior to the next work session for discussion at the January work session, if needed.</p>	<p><i>Planning Director</i></p>
<p>5. Assign a Planning Commissioner and an alternate to attend the City Council's Transportation and Planning Committee meetings.</p> <p>Action: This item is complete. Commissioner Ryan will attend meetings on Thursdays and Commissioner Fryday will attend on Mondays. However, staff informed the Commission that the schedule may change once the new TAP Committee is formed.</p>	<p><i>Executive Committee</i></p>
<p>6. Develop an annual Work Plan for the Planning Commission and share it with Elected Officials.</p> <p>Action: This item is ongoing. During the Zoning Ordinance rewrite, Chairperson Lathrop would like for the Planning Committee to be engaged in policy discussions and any related issues so they can make recommendations on policy items.</p> <p>Chairperson Lathrop and Vice-Chairperson Nelson will discuss starting a list to track issues identified by Commissioners and determine how to incorporate them into the work session discussions.</p> <p>As part of the work plan development, the Planning Committee began discussing Livable Communities at their November meeting. This information was shared with the full Commission. The Planning Committee will continue this discussion at future meetings and this item will also be revisited at the January Planning Commission work session.</p> <p>The Chairperson asked staff to add an agenda item to all future work session agendas for Council Communication items. The Commission will share its priorities with Council.</p>	<p><i>Planning Committee</i></p>
<p>7. Review the Planning Liaison/Planning Coordinating Committee's history and structure and determine if another planning liaison type committee should be formed to better coordinate planning policies and projects with the City, County and Charlotte-Mecklenburg Schools.</p> <p>Action: This item is ongoing. The Commission discussed allowing the Planning or Zoning Committee to handle issues first; rather than creating an additional committee. Some issues may be handled differently on a case by case basis.</p>	<p><i>Tony Lathrop</i></p>

<p>8. Hold periodic meetings with Elected Officials to discuss goals and priorities.</p> <p>Action: This item is ongoing. The Chairperson asked staff to add an agenda item to all future work session agendas for Council Communication items. The Commission will discuss whether there is something noteworthy to share with Council on a monthly basis.</p>	<p><i>Executive Committee</i></p>
<p>9. Explore options for Planning Commissioners to join the American Planning Association (APA).</p> <p>Status: This item is complete. Staff shared APA fees with the Commission and informed them that they may join the APA. Commissioners may contact Cheryl Neely, if interested.</p>	<p><i>Planning Director</i></p>