

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

Planning Commission

March 7 2016
work session

Charlotte-Mecklenburg
Government Center

Room 267
Noon

Charlotte-Mecklenburg Planning Commission

Work Session Agenda

March 7, 2016 – Noon

CMGC – Conference Room 267

Call to Order & Introductions

Tony Lathrop

Administration

Approval of Planning Commission Minutes

Approve the February 1, 2016 minutes.

Tony Lathrop
Attachment 1

Policy

Raleigh Zoning Ordinance

Travis Crane, Assistant Planning Director

Background: The City of Raleigh's Planning Department staff will share information about their Zoning Ordinance rewrite experience.

Action: For Commission discussion.

Information

Planning Director's Report

Ed McKinney

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

Attachment 2

March & April 2016 Meeting Schedules

Attachment 3

Committee Reports

- **Executive Committee**
 - January 19, 2016 Approved Minutes
 - Future Work Session Agenda Items

Tony Lathrop
Attachment 4

Future Work Session Agenda Items	Work Session
1. Uptown Urban Trails Connection Study	April or May
2. Mayor & City Council Discussion	April
3. Zoning Ordinance Update	TBD
4. CATS Countywide Transit Services Plan	TBD

- **Zoning Ordinance Ad Hoc Committee**
- **Zoning Committee**
 - Upcoming Rezoning Petitions
 - February 24, 2016 Agenda
- **Planning Committee**
 - January 19, 2016 Approved Minutes
 - Livable City Policy Statement & Guiding Principles
- **Historic District Commission (HDC)**
 - February 10, 2016 Meeting Update

Tony Lathrop

Tony Lathrop
Tammie Keplinger
Attachment 5

Dionne Nelson
Attachment 6
Attachment 7

Nasif Majeed
Attachment 8

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

Cozzie Watkins

Communication from Chairperson

Tony Lathrop

- City Council Communication
- FY16 Action Plan

Attachment 9

Charlotte-Mecklenburg Planning Commission

Attachment 1

Work Session

February 1, 2016 - 12:00 pm

CMGC- Room 267

Minutes

Attendance

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

Commissioner Dodson arrived at 12:17 p.m.

Commissioner Majeed arrived at 12:27 p.m.

Commissioner Watkins arrived at 12:15 p.m. and left at 1:30 p.m.

Commissioner Eschert left at 1:00 p.m.

Chairperson Lathrop left the meeting at 1:53 p.m.

Planning Staff Present: Ed McKinney (Interim Planning Director), Bridget Dixon, Alan Goodwin, Alberto Gonzalez, Laura Harmon, Garett Johnson, Tammie Keplinger, Catherine Mahoney, Melony McCullough, Grant Meacci, Cheryl Neely, Jennifer Ryan, and Amanda Vari

Guest Present: Arista Strungys, Principal, Camiros, Inc. (Zoning Ordinance Consultant)

Welcome & Introductions

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

Approval of Minutes

Vice-Chairperson Nelson made a motion to approve the January 4, 2016 minutes, seconded by Commissioner Allen. The minutes were approved unanimously.

Livable Communities

Chairperson Lathrop thanked Commissioner Ryan and Garett Johnson for their work on the Livable Communities Principles and Garett Johnson for helping with this initiative. He said that the Principles have been discussed at length by the Planning Committee and are included in the agenda packet (Attachment 7). The Chairperson explained that these concepts can be considered by the Commission during the Zoning Ordinance Update and Community Character discussions. He acknowledged that the Commission deliberately wanted to make them succinct and broad/general. He hopes that the Commission discusses the principles (including the proposed edits that Commissioner Ryan emailed to the Commission), endorses them and agrees to forward them to City Council. The Chairperson asked Commissioner Ryan to lead the discussion since she was very involved in the development of the principles.

Commissioner Ryan stated that the Planning Committee was not able to discuss her proposed changes to the ten principles that they adopted at their last meeting so Chairperson Lathrop asked her to share them with the full Commission today. The edits primarily remove redundant principles and a couple of principles that do not pertain to livability. Specifically, she suggested removing two principles that are about protecting existing neighborhoods and recognizing the unique identity of existing places. She explained that these are important principles but they are not about livability. The Centers, Corridors and Wedges Growth Framework does a good job of addressing these principles. Some of

the other changes include removing redundancies, adding clarity and a policy statement based on the World Health Organization's definition of public health. Commissioner Ryan reworded some of the principles so that they would have more meaning. The proposed edits decreased the number of principles from ten to six.

The Chairperson asked Commissioners if they had any comments about the edits to the principles.

Commissioner Wiggins made a motion to adopt the principles with Commissioner Ryan's recommended changes. Commissioner Spencer seconded the motion.

Commissioner Wiggins said she was appreciative that Commissioner Ryan had added language which addressed accessibility. Commissioner Wiggins mentioned that she had sent an email to the Commission indicating that the principles should address accessibility because the issue is becoming more important to retailers, business owners and multi-family complexes.

Commissioner McClung mentioned that it is important to note that the principles are not listed in priority order. He suggested that the word "and" and a semicolon be added after each principle to help emphasize that they are equally important.

Chairperson Lathrop modified the motion. He asked that a brief explanation of why the Commission discussed and adopted a Livable City Policy Statement and Guiding Principles be included in the transmittal to Council. Commissioner Wiggins accepted the Chairperson's addition to the motion.

Commissioner McClung also suggested adding a thank you to the Knight Foundation (for Chairperson Lathrop's trip to Copenhagen) in the transmittal message to City Council.

Commissioner Sullivan stated that most of the principles are related to items that have been discussed by Council. For instance, the principle which referenced access to healthy/local foods relates to the food deserts issue which has been discussed in the past. He suggested that the message to Council acknowledge how the principles relate to or tie into past items and implementation.

Chairperson Lathrop asked if there were any additional comments. There being none, the Commission voted unanimously to adopt the Policy Statement and Guiding Principles as modified.

The Chairperson thanked the Planning Committee and Vice-Chairperson Nelson for shepherding this through. He commended everyone for their time. He stated that this comes from the retreat discussion with the Mayor, City Council members and City Manager.

Commissioner Ryan thanked the Chairperson for supporting this. She wanted to know who on City Council will be the "champion" for this and will know about it before it goes to the whole body. She thinks there may need to be a strategy in case it comes up for discussion. Chairperson Lathrop stated that a number of Council members are aware that the Commission has been discussing this and are generally receptive to it. He said it is a question of how they will process it and how it fits into their agenda.

Vice-Chairperson Nelson stated the Commission should be explicit and explain that the Commission intends to use these principles as a guide for planning issues. For instance, during their involvement with the Zoning Ordinance rewrite these principles will be used as a guide for an approach, the

strategy, effectiveness, etc. She thinks the Commission should clarify that the reason they adopted the principles is so they can have a consistent perspective on the various issues that are coming up and describe how it will be utilized as decisions are made. She suggested that the Commission may ask Council to consider adopting this or something similar to use as a guide when making certain planning decisions. The Commission is offering a framework that (to the knowledge of the Commission) has not existed to date or has not been clear to date. Chairperson Lathrop agreed and asked the staff to incorporate this in the message to City Council.

Commissioner McClung stated that it does need a “preamble”. Chairperson Lathrop agreed and asked how it should be addressed. Ed McKinney replied that staff can draft a statement.

Commissioner Spencer asked about the goals for sending this to Council. He wanted to know what does the Commission want to accomplish by sending this to Council, what theory of change is the Commission presenting to Council and how does the action that the Commission is asking Council to take improve the Community. He thinks this should be clarified in the preamble. Chairperson Lathrop suggested that Commissioner Spencer write the preamble. Commissioner Spencer agreed to draft it.

Commissioner Watkins agreed that goals should be established to use as a guide or measure to help determine if the principles are working.

Chairperson Lathrop said it is reasonable to ask Council to adopt the principles as part of their growth and development policies and to specifically ask that it be considered as part of the Zoning Ordinance Update and Community Character discussions. The Commission can use this when making zoning recommendations.

Commissioner Sullivan suggested that this information be included when making consistency statements for rezoning petitions. The Commission can refer to the principles in the consistency statements so Council can see how they are being implemented.

Commissioner Labovitz suggested that the final document, with Commissioner Ryan’s edits and the preamble, be sent to the entire Commission for review prior to being sent to Council. Chairperson Lathrop asked staff to circulate the revised document to the Commission before sending it to Council.

Vice-Chairperson Nelson asked Commissioners to respond to staff in a timely manner so the initiative could continue to move forward. Chairperson Lathrop said if comments are not received by the next Executive Committee meeting, the document will be forwarded to City Council.

Commissioner Spencer wanted to clarify that everyone was in agreement that the goal of sending the document to City Council is for adoption by Council. Chairperson Lathrop confirmed that was accurate.

Mr. McKinney asked if Commissioner Spencer will create the preamble. The Chairperson said it was up to Commissioner Spencer and staff to decide on the process for drafting the preamble. Commissioner Spencer asked staff to create the first draft and forward it to him for review.

Vice-Chairperson Nelson stated that the Planning Committee is scheduled to have a follow-up discussion at their next meeting about development in SouthEnd, based on the livability principles.

She asked Planning Committee members to use the latest version of the livability principles as a guide when preparing their comments for this discussion.

Information

Planning Director's Report

Zoning Ordinance Update

Ed McKinney said that for the past several months staff has provided status reports on the Zoning Ordinance update. He announced that the Consultant and the staff team are in attendance and will begin the dialogue with the Commission today. They will provide information on the process, overall schedule, and the approach. Ed McKinney introduced Laura Harmon, Bridget Dixon and Grant Meacci from the Planning Department, and Arista Strungys from the Camiros consulting firm.

Laura Harmon shared the overall process schedule. The project is currently in month two of the first six months, which consists of two phases - Phase I: Foundation & Approach and Phase 2: Community Character Policy. The Community Character Policy will provide the foundation for the Zoning Ordinance update. Staff and the consultant will work with the Planning Commission and others to talk about what foundation aspects will lead to the development of the ordinance to make sure everyone is on the same page.

Phase 3 will be an 18 month process to develop the draft ordinance. Staff wants to make sure there is enough time during this phase for public and stakeholder engagement as well as the technical review.

Phase 4 includes a complete public review and adoption of the ordinance. The amount of time for this phase will be identified as it gets closer.

Ms. Harmon explained that Phases 1 & 2 consist of engagement from the Planning Commission, Council's Transportation and Planning Committee (TAP), full Council, technical staff committees and industry groups. This includes:

- Defining the Approach and Goals
- Developing a Comprehensive Project Process and Community Engagement Plan
- Developing the Project Website
- Defining the Community Character Policy
- Establishing the type and organization of Ordinance

It is important to get everyone on the same page for the type and organization of the ordinance so that there is a strong foundation before moving into the next phase.

Ms. Harmon further explained that a new ordinance is needed to improve the linkage between policy and regulation. Refining the existing policy and updating the Ordinance to make sure it implements the policy will create the kinds of places that are wanted in the community. The benefits from a new ordinance are:

- A unified vision
- Clear alignment between the policy and the ordinances
- Better predictability
- More clarity

Ms. Harmon introduced Arista Strungys, the project manager with Camiros. Ms. Strungys said that Camiros is a multi-disciplinary firm with extensive experience in zoning ordinance updates. They have also partnered with three local firms to serve as a support team to make sure all of the aspects of the project are done correctly.

1. Wray Ward will assist with Public Outreach & Communication
2. Bergman & Associates will assist with Visualizations & 3D Modeling
3. Parker Poe will provide expertise with State Statutes & Local Zoning Authority

Ms. Strungys reported that she has been studying Charlotte's various documents, looking at conditional rezonings and getting an understanding of what has been happening in Charlotte. This has resulted in looking at a concept called place-based unified development ordinance (UDO). This concept takes the Zoning Ordinance and other ordinances that work together and folds them into one document. For instance, tree preservation is not a part of the current Zoning Ordinance, but it would become a part of a unified ordinance. There would be one document where everything is centrally located and terms are defined in the same way, as opposed to each section having its own definitions. Unified development ordinances bring together all the land development controls in one place to eliminate inconsistencies and create a streamlined process, both in administration and user understanding. With this type ordinance, the district's structure would be based on the places that make up Charlotte. The Community Character manual would articulate what policies are brought into actual zoning regulations. The benefits from this type ordinance are that cities are not tied down to one specific zoning approach. The zoning would be based on the character of the various places. The place based approach allows cities to pick and choose the best options for each district individually.

The consultant and staff will also look at creating by right districts that lead to desired development by incorporating conditions frequently attached to conditional rezoning approvals. Ms. Strungys indicated that conditional zonings were new to her and they should not become the "go to" option. They should be reserved for special circumstances as opposed to being the default. What Charlotte has been using as conditional rezonings should be built into the base zoning district. The many conditional districts are a clue that the underlying zoning districts are not working.

Ms. Strungys shared an example of a place-based approach that was used for the City of New Orleans' Policy Framework. This approach created 8 different character areas for their city. She also showed sample pages from their ordinance which describes the purpose and character of the different character areas. The ordinance has lots of graphics which illustrate how buildings should be placed on lots as well as a range of potential building forms for specific areas. She stated that using graphics and photographic examples adds context for the character.

Ms. Strungys turned the presentation over to Grant Meacci who presented information about places. He said that Charlotte has the foundation for defining place with the Center, Corridors and Wedges Growth Framework and the work that was done as part of the CONNECT Our Future initiative. Specifically, the CONNECT initiative developed a series of place types and community types that are specific to the region (approximately 40). Staff has already begun to calibrate something very specific to the uniqueness of Charlotte. Charlotte will be able build on the regional place types and tailor them to specific areas.

Mr. Meacci explained that there are different flavors of residential, mixed use facilities, commercial corridors, wedges and activity centers. Next month staff will start to look into each of these and will be back to the Commission in subsequent months with more information. He shared additional information from the CONNECT place types initiative and reiterated that the information will be used as a basis to tailor the zoning ordinance. He directed the Commission to the CONNECTOURFUTURE.org website to view the report on place types. Click [here](#) to view the entire Zoning Ordinance Update presentation.

Chairperson Lathrop asked if anyone had any comments.

Commissioner Spencer stated that the Parker Poe firm does a lot of lobbying work in the General Assembly. He wanted to know if the General Assembly will be asked to rewrite general statutes to be more accommodating to Charlotte. Mr. McKinney thinks this is a really important question. He stated that this component is a part of the team because there is a need to be very cognizant of that issue. Yes, there may be lobbying needed to accomplish the desired development standards for Charlotte.

Commissioner McClung asked if the process timeline is reasonable. Laura Harmon responded that staff thinks it is reasonable as long as they remain focused and keep moving. Ms. Harmon asked Ms. Strungys to share information about how long this process has taken in other communities and how they managed to stay on track. Ms. Strungys said it is a good schedule. It is realistic and can be done if they maintain focus on the project, keep moving forward, and meet the milestones. There may be other projects in the City but this will have to be the priority to keep this schedule. This is basically a two year process that will result in having an ordinance that will be analyzed and assessed by the public. Once the draft is presented to the public (Phase 4), the timeline for this phase will need to be determined because it is difficult to know how the public will react to the draft and how long it will take to finalize the ordinance.

Commissioner McClung asked Ms. Strungys to talk about her experience in other communities with the public's reaction during the first 6 months of the process. She explained that in the first 6 months the public knows zoning is coming and is looking forward to it but they are waiting for the text and the maps. They tend to become more engaged once they see the actual language. Ed McKinney added that it is important to ensure that the engagement process is transparent.

Commissioner Wiggins stated that some Commissioners have felt like they have been in Phases 1 and 2 for the past year and some of the stakeholders, neighborhoods, developers and general public who have to work with the zoning code feel the same way. She recommending putting the stakeholders group together in Phase 1 so that they are engaged and to show they are transparent.

Vice-Chairperson Nelson stated that she appreciates the comments about how the number of conditional rezonings is an indication that the current ordinance is not effective. She senses that in some cases Council prefers conditional rezonings. She asked how Council is being engaged so that there will be buy-in and the new zoning ordinance will be utilized to the maximum level instead of continuing to use the old process (conditional rezonings). Ed McKinney stated the next step is to have that conversation with the TAP Committee and ultimately the full Council. This will be a critical question during this process. The conditional rezoning process will not disappear. There are lots of

things that should be embedded in the ordinance in a different way. Consensus is needed from Council before moving too far. Laura Harmon clarified that they do not expect conditional rezonings to go away but there will be opportunity for more conventional rezonings with an updated ordinance. At worst case, conditional rezonings may become easier.

Commissioner Ryan stated that the ordinance update process has been talked about for the entire four years that she has been on the Commission. They have been anxiously awaiting this process and are thrilled that it has started. She thinks community engagement and community education are important and the message needs to get out early. In terms of the presentation today, she was disappointed because she did not understand it. She thinks it was at such a high level that it was meaningless. She suggested that staff not rush through the presentation. Commissioner Ryan stated that she was not familiar with the CONNECT matrix, which will be a fundamental part of the process. She thought that staff should have provided more details about the CONNECT initiative since there are not many Commissioners who are familiar with it. Relative to community engagement, the Commission has been talking about how important education is and that was not addressed in the presentation.

Commissioner Ryan also stated that Wray Ward has a background in advertising and marketing, not Planning. She thinks it is important to start with education and staff has all the expertise for education. When they were talking about the different districts, during the presentation, she was wondering if the goal is to make the Zoning Ordinance clearer or make the community better. As staff was talking about figuring out what is unique about each place, she was thinking some things are there but are not preferable. Also, it seems like the circular graph (CONNECT), is land use based instead of form based. She asked if staff was aware that the Commission has been talking about livable communities for several months.

Grant Meacci explained that livable communities' discussion and principles is the kind of exercise that the Planning Commission and Council will have to make priorities. They need to set the direction so that at the end of the six months the Commission and Council will have a very clear vision of what is being done. He said next month staff will explain place types in detail. The intent is to build each presentation with more information. It is critical to get the language right especially when talking to the general public. Staff wants to make sure it is clear and they are not using too much jargon. Mr. Meacci said that Ms. Strungys is correct. Having recently gone through a zoning ordinance update with the City of Raleigh, people will not care until the maps are developed.

Ms. Strungys explained that the earlier steps in the process are more heavily weighted with education. There are handouts, booklets and other materials that people can take that are easily digested. Commissioner Ryan asked if they will see the documents before the public does. Ms. Strungys replied yes.

Grant Meacci explained that during the next 6 months staff will be in front of the full Commission and TAP Committee each month.

Ed McKinney said he appreciates everyone's frankness and the intent was for this to be a first introduction. He said this type of reaction is extremely valuable and powerful for staff and it will be good to coordinate with the Executive Committee or Ad Hoc Committee to make sure that meetings are structured to allow for useful dialogue.

Chairperson Lathrop stated that he is a strong believer in a rigorous, transparent and inclusive process which will result in a good product. He thinks it is important and encouraged staff to have a stakeholders group in the first six months of the process. He offered the Commission's help with convening the stakeholders (if appropriate) because he is concerned that there may not be buy-in if the stakeholders are engaged after the first six months.

Commissioner Sullivan said he thinks it is important to have engagement during this phase. It may be beneficial to demonstrate to all entities (City Council, Developers, and Neighborhoods) what is of value to them as a result of this process. For instance, City Council will find value in having fewer cases and shorter meetings. Engaging all entities in the process and showing how the new ordinance will add value for them will make it easier to sell.

Commissioner Fryday stated that the Commission is probably the first line of community involvement for this process and the more the Commission knows the better. He also said that he has heard about the ordinance update for three or four years but has only been on the Commission for about four months. He asked when the first six month phase began. Grant Meacci replied that the six months began in the middle of last month.

Commissioner Fryday said there is no connection between the current ordinance and the adopted area plans. He asked if this is going to be a zoning ordinance from the ground up. Ms. Strungys replied yes and explained that when revising an entire zoning ordinance, consideration is given to places and character. Places are identified where the character should be maintained as well as those areas that may need to change. That helps to determine what needs to be included in the ordinance. If there are districts and standards that are currently working, they are ported into the new ordinance and tweaked to make sure those standards are maintained. She further explained that the ordinance needs to be easy and streamlined for everyone.

Commissioner Fryday stated there are very old area plans and some fairly new plans. It may be possible that some of the people who worked on the area plans might participate as stakeholders in this process. He asked if any thought has been given to how this may affect the process. Mr. Meacci replied that staff began to look at all area plans and categorize the types and places. Staff will bring back an evaluation of the policy documents to the Commission. By the end of the six months staff will have a better idea of how this effort affects all those plans and may have conversations with some of the area plan stakeholders.

Commissioner Wiggins stated that some elected officials and neighbors want to exert control over what happens in some neighborhoods. This process needs to be mindful of individual property owners' rights. She thinks elasticity in the zoning ordinance should create a future urbanization because of the impact on the tax base. She also thinks there should be public engagement in the first six months.

Commissioner Lathrop asked what the Planning staff can commit to today in relation to public engagement within the first six months. Ed McKinney replied that staff has not had this discussion with the TAP Committee yet. The team is going to the TAP Committee next and will discuss this with them. The intent is to make sure the structure of a stakeholder's group is clear and endorsed by Council. Chairperson Lathrop stated that the initial public engagement structure does not have to continue throughout the entire process. There will be all kinds of public engagement along the way

after the first six months. He asked if the Commission can ask staff to inform the TAP Committee that the Planning Commission would like to have an advisory committee created at least for the first six months of the process. Mr. McKinney responded absolutely. The Chairperson suggested that staff start a list of potential committee members.

Ms. Harmon stated that there will be a lot of community engagement and asked besides the community character place type work, what other questions should staff take to the public. Chairperson Lathrop stated there is concern about the unknown. Some of the big picture questions are about the conditional zonings, the process, how long will it take, why it is being done, will it be a UDO or is it going to be form based. Ms. Harmon asked for clarification. Should the public be given a proposal to react to or should they be asked in advance. The Chairperson responded that it is not necessarily a formal proposal but general ideas of what was distilled from the focus groups, such as why it is being done, reassurance about inclusiveness, the length of the process, and the concepts that are being considered. The point is to make people feel like they are engaged and being heard so that there is buy-in. Ms. Harmon stated they have talked a lot internally about a UDO. She asked if the team should go out and explain an UDO, how other communities have used it and how it might benefit Charlotte as a way to get people engaged. Chairperson Lathrop replied yes.

Commissioner Majeed agreed that a stakeholder's committee is very important. He thinks it is critical to have various industries represented on this group, such as education, corporate, real estate and neighborhood associations. He also suggested that elected officials be engaged in the stakeholder selection process. Commissioner Majeed said that education and advertisement should be utilized to let people know the importance of this initiative. This is critical for the ordinance update to be successful.

Commissioner Wiggins said that years ago when considering downzonings, property owners wanted to maintain their development rights. Rewriting the ordinance concerns people because it affects the value of what they own. She was also concerned with how urbanization will be phased in the process.

Commissioner Ryan disagreed with introducing tools for a while (such as the UDO). She thinks it is more important to have the educational component first. For instance, explain the reason for the update. The current ordinance is not working very well and here is what will be done about it. This should be done prior to introducing tools. She said it is difficult to get people interested, to understand, and talk about policy. She agreed with Commissioner Majeed's idea about involving elected officials so they are informed. She also suggested that the Commission can be used to handle the content. For instance, staff could present five things that they have been thinking about to the Commission prior to going to the public. She thinks this type of dialogue would be beneficial.

Ms. Harmon stated that she wanted to be clear on all of this. She asked if the policy framework piece needed to be clarified before talking about the tools for implementing it. Commissioner Ryan said for instance, if the team were to go out to the public what is the very first question that staff would ask them. Ms. Harmon explained that they are struggling with a timeframe where people want to move forward with the zoning ordinance versus starting with laying the framework for the community character piece. Commissioner Ryan said they should build on what has already been done. Maybe explain to a community how the new zoning ordinance may help implement their neighborhood plan.

Commissioner Fryday suggested the team go out and explain why Charlotte has gotten to this point, why and how this will be done, and what the end result will be. He does not think the team should go to the neighborhoods and ask them what type ordinance is best because staff and the consultants are the experts. Laura Harmon agreed that maybe they should not ask neighborhoods but it may be beneficial to ask the development community. Commissioner Fryday disagreed and reiterated that the public should be informed of what will be done, how it will be done, how people will be engaged, and how it will impact properties.

Commissioner Watkins stated that this is way above the heads of the general public. She thinks it should be simplified to get buy-in from the Commission and the general public. She said that the general public is probably not familiar with the ordinance rewrite. It may be helpful to provide information about how the ordinance affects private properties.

Chairperson Lathrop asked the project team to come back to the Commission with an overall public engagement strategy and to outline the strategy for the first six months of the process. The Chairperson thanked staff and the consultant for the presentation and discussion. He complimented everyone for their input.

February and March 2016 Meeting Schedules

Commissioner Spencer stated that the Planning Committee's March meeting is on Election Day (March 15, 2016). He and Commissioner Watkins will not be at the Planning Committee meeting. He asked if there were others who have conflicts on this day. Commissioner Ryan suggested that the meeting remain as originally scheduled. Vice-Chairperson Nelson agreed and asked staff to survey Planning Committee members earlier to confirm their attendance so that there will be enough time to reach out to Zoning Committee members if they are needed for a quorum.

Committee Reports

Executive Committee

The Chairperson stated that the Executive Committee minutes were included in the packet (Attachment 4). He referred the Commission to the future work session agenda items list and encouraged Commissioners to let him know if they had other agenda items.

Zoning Ordinance Ad Hoc Committee

Chairperson Lathrop stated that they had already provided a report on the Zoning Ordinance Update.

Zoning Committee

Tammie Keplinger stated that there are 20 public hearings and 15 decisions on Council's February 15, 2016 agenda. She reminded the Commission that the new Council meeting start time is effective with this meeting. Although the dinner meeting will remain at 5:00 p.m., they will move to the Meeting Chamber and start the Council meeting at 5:30 p.m. instead of 6:00 p.m.

Commissioner Fryday asked if the Zoning Committee had started receiving information about rezoning petitions prior to the public hearings. Tammie Keplinger replied that this process has not started yet. She and Laura Harmon had recently discussed this process and need to have more conversations about this.

Due to a schedule conflict, Chairperson Lathrop left the meeting and Vice-Chairperson Nelson chaired the remainder of the meeting in his absence.

Planning Committee

Vice-Chairperson Nelson referred the Commission to the Planning Committee's minutes (Attachment 6). Their next meeting will include a follow-up discussion on the last meeting with respect to the discussion on development in SouthEnd. She reminded the committee members to use the revised livable cities principles to prepare for the February Planning Committee meeting discussion.

Historic District Commission (HDC)

Commissioner Majeed referred the Commission to the HDC agenda (Attachment 8). He reported that the HDC held the first public meeting for the update of the Policy and Design Guidelines in January. Attendees provided input which will be considered during the update of the Guidelines.

Charlotte Regional Planning Transportation Organization (CRTPO)

Commissioner Watkins left the meeting early so there was not a CRTPO report.

Communication from Chairperson

Vice-Chairperson Nelson stated that the Commission will continue to look at the FY16 Action Plan action items from the retreat.

Adjournment

The meeting adjourned at 1:59 p.m.

Charlotte-Mecklenburg Planning Department

Community Outreach Presentations

Date	Presentation	Staff
02/25/16	Steele Creek Homeowners Association Annual Meeting - Road Projects Update	Cook
02/26/16	Northeast Corridor Transportation Update Hosted by Greg Phipps	Vari
03/02/16	Suburban Solutions Forum - Walking Tour of SouthPark - Double Tree Hotel SouthPark 5:00 p.m.	Main
03/08/16	CRTPO - Comprehensive Transportation Plan Discussion with Sustain Charlotte 9:30 a.m.	Cook
03/10/16	Myers Park High School Career Fair - Myers Park High School 8:30 a.m.	McCullough
03/16/16	Sharon Presbyterian Church Building Committee - Sharon Presbyterian Church - Southpark Future Prospects	Main

Charlotte-Mecklenburg Planning Commission

Attachment 3

Meeting Schedule

March 2016

Date	Time	Purpose	Location
Full Planning Commission			
03-07-16	Noon	Work Session	Conference Room 267 2 nd Floor – CMGC
Executive Committee			
03-21-16	4:00 p.m.	Work Session	Conference Room 266 2 nd Floor – CMGC
Planning Committee			
03-15-16	5:00 p.m.	Work Session	Conference Room 280 2 nd Floor – CMGC
Zoning Committee			
03-07-16	2:00 p.m.	Work Session ¹	Conference Room 280 2 nd Floor – CMGC
03-21-16	5:00 p.m.	Dinner w/City Council	Conference Room CH-14 Basement – CMGC
03-21-16	5:30 p.m.	City Rezoning	Meeting Chamber Lobby Level– CMGC
03-30-16	4:30 p.m.	Work Session	Conference Room 280 2 nd Floor – CMGC
Zoning Ordinance Ad Hoc Committee			
03-07-16	11:15 a.m.	Work Session	Conference Room 266 2 nd Floor – CMGC
Other Committee(s)			
03-09-16	12:00 p.m.	Historic District Commission Workshop	Conference Room 267 2 nd Floor – CMGC
03-09-16	1:00 p.m.	Historic District Commission	Conference Room 280 2 nd Floor – CMGC
03-14-16	2:00 p.m.	City Council Transportation & Planning Committee (TAP)	Conference Room 280 2 nd Floor - CMGC
03-16-16	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.

¹This is a special called meeting for the Zoning Committee to make recommendations on rezoning petitions from the February 29, 2016 City Council Public Hearing.

Charlotte-Mecklenburg Planning Commission

Meeting Schedule

April 2016

Date	Time	Purpose	Location
Full Planning Commission			
04-04-16	Noon	Work Session	Conference Room 267 2 nd Floor – CMGC
Executive Committee			
04-18-16	4:00 p.m.	Work Session	Conference Room 266 2 nd Floor – CMGC
Planning Committee			
04-19-16	5:00 p.m.	Work Session	Conference Room 280 2 nd Floor – CMGC
Zoning Committee			
04-18-16	5:00 p.m.	Dinner w/ City Council	Conference Room CH-14 Basement – CMGC
04-18-16	5:30 p.m.	City Rezoning	Meeting Chamber Lobby Level – CMGC
04-27-16	4:30 p.m.	Work Session	Conference Room 280 2 nd Floor – CMGC
Zoning Ordinance Ad Hoc Committee			
04-04-16	11:15 a.m.	Work Session	Conference Room 266 2 nd Floor – CMGC
Other Committee(s)			
04-11-16	2:00 p.m.	City Council Transportation & Planning Committee (TAP)	Conference Room 280 2 nd Floor - CMGC
04-13-16	12:00 p.m.	Historic District Commission Workshop	Conference Room 267 2 nd Floor – CMGC
04-13-16	1:00 p.m.	Historic District Commission	Conference Room 280 2 nd Floor – CMGC
04-20-16	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

January 19, 2016 – 4:00 p.m.

Approved February 15, 2016

CMGC – Conference Room 266

Summary Minutes

Call to Order & Introductions

Chairperson Lathrop called the meeting to order at 4:08 p.m.

Attendance

Commissioners Present: Tony Lathrop (Chairperson), Dionne Nelson (Vice-Chairperson), Mike Sullivan and Cozzie Watkins

Commissioner Sullivan arrived at 4:30 p.m.

Planning Staff Present: Ed McKinney (Interim Director), Cheryl Neely and Jennifer Ryan

Approval of Minutes

A motion was made by Commissioner Nelson and seconded by Commissioner Watkins to approve the December 14, 2015 minutes. The vote was unanimous to approve the minutes.

Follow-up Assignments

Raleigh Planning Department Visit

Chairperson Lathrop stated that the Committee needed to discuss the Raleigh Planning Department visit. This trip is being considered so that some Commissioners and staff can visit Raleigh to gather information about their Zoning Ordinance rewrite experience.

Ed McKinney mentioned that last week he and staff met with Commissioners Mike Sullivan and Nancy Wiggins to discuss the trip to Raleigh. He indicated that staff will coordinate with staff from the Raleigh Planning Department to arrange for the visit. Chairperson Lathrop suggested that they may be able to have a conference call with Raleigh staff instead of visiting Raleigh. Ed McKinney agreed and informed the Committee that Planning staff member, Grant Meacci, formerly worked for the Raleigh Planning Department and was involved in their Zoning Ordinance rewrite process. Mr. Meacci may also be able to offer advice and give insight.

Vice-Chairperson Nelson stated that it may be more beneficial for Raleigh staff to come to Charlotte so that all Commissioners can be involved in the discussion. Mr. McKinney stated that Ken Bowers, the Raleigh Planning Director, had previously offered to come to Charlotte. Vice-Chairperson Nelson suggested that the discussion could take place at a future work session. Ed McKinney said that staff will follow up with Raleigh staff to see if they can attend the March work session. Vice-Chairperson Nelson wants the discussion to specifically address how Raleigh's Planning Commission was involved in their Ordinance rewrite as well as focus on the process and substance of the Ordinance rewrite.

Planning Commission Dropbox

Commissioner Watkins indicated that she had volunteered to set up a Dropbox for the Commission. However, since the Dropbox is for a large group of people, she will need to coordinate with someone for assistance. Ed McKinney thinks it should be set up by staff since it will be subject to the public records policy. He will have a conversation with Terrie Hagler-Gray to get legal input.

Commissioner Watkins wants to make sure the Dropbox is not used inappropriately and thinks it can be helpful to have as an information sharing tool for the Commission only. Ed McKinney further explained that the public would not have access to the Dropbox, but if there is a public records request the Dropbox would be subject to that request. Vice-Chairperson Nelson suggested that it be set up by City staff so that it can be managed appropriately. Ed McKinney stated that a Dropbox or any communication needs to be transparent.

Future Work Session Agenda Items

The Executive Committee discussed the future work session agenda items. Below is a summary of the discussion:

- Chairperson Lathrop stated that the Commission will continue the Livable Communities discussion at their February work session. He would like for the full Commission to review and discuss the ten Livable Communities' principals, as endorsed by the Planning Committee.
- Vice-Chairperson Nelson stated that the Commission should create a process to provide input to the City Council and County Commission as part of the appointment process for the Planning Commission. She thinks it would be helpful to have current term expiration dates ahead of time so that the Commission could identify where there are gaps on the Commission and share this information with the appointing bodies. Commissioner Watkins thinks the Commission should be diverse and suggested that the Commission needs to be very careful with providing input to the appointing bodies. She suggested that perhaps there could be a junior training program in place for those who are interested in being Planning Commissioners. The Committee asked about upcoming term expirations. Cheryl Neely replied that Commissioners Emma Allen and Tracy Dodson's terms are ending on June 30, 2016 and they are not eligible for reappointment. Chairperson Lathrop suggested creating a matrix of the current Commissioners, which includes their term expiration dates and professions. Cheryl Neely informed the Committee that the Clerk's office already has a matrix of current Commissioners and applicants. The Vice-Chairperson said that the Commission does not want to duplicate the work of the appointing bodies and thinks it would be helpful to have additional information about the appointment process. Commissioner Sullivan stated that the Commission should be cautious of creating a long, political process because potential candidates may be discouraged.
- Chairperson Lathrop asked about the North Carolina Open Meetings Law presentation. Mr. McKinney explained that Terrie Hagler-Gray will provide a quick overview at the February work session.
- The Committee discussed the CATS Countywide Transit Services Plan presentation. This presentation was tentatively scheduled for the February work session agenda; however, Chairperson Lathrop asked staff to place it on the March work session agenda or list it as a TBD item.
- Chairperson Lathrop expressed an interest in a presentation on the Uptown bike study. Staff will check with Vivian Coleman to inquire about a presentation to the Commission.
- Ed McKinney stated that the Raleigh Zoning Ordinance discussion could take place at the March work session and should be added to the future work session agenda items list.

- Vice-Chairperson Nelson asked why Community Outreach was on the future agenda items list. Ed McKinney explained that Commissioner Sullivan had asked staff to provide more details about their community outreach presentations. Commissioner Sullivan further explained that if Commissioners are informed of community outreach initiatives in advance, they can make arrangements to attend.
- Vice-Chairperson Nelson noted that the Commission had discussed scheduling a follow-up conversation with City Council and the Mayor. However, the Commission decided to wait until the new Mayor and Council completed orientation/became acclimated to their new positions. The Vice-Chairperson asked if this should now be listed as a future agenda item. Vice-Chairperson Nelson suggested that this could be a March work session agenda item if the Raleigh Planning Department staff is not able to attend the March meeting.
- Ed McKinney stated that the Zoning Ordinance Consultant will be in town in February and can provide an update on the Zoning Ordinance rewrite process at the February work session. The Committee agreed to add this to the agenda.

Approval of the February 1, 2016 Work Session Agenda

The Committee reviewed the draft February work session agenda and asked staff to modify the agenda based on the changes from the future work sessions agenda items discussion.

Approval of the February and March 2016 Meeting Schedules

The Executive Committee approved the February and March 2016 meeting schedules.

Adjournment

The meeting adjourned at 4:53 p.m.

AGENDA
CHARLOTTE-MECKLENBURG PLANNING COMMISSION
ZONING COMMITTEE WORK SESSION
 Charlotte-Mecklenburg Government Center, RM 280
 February 24, 2016
 4:30 P.M.

Attachment 5

Called to order: 4:35pm

Adjourned: 5:31pm

Commissioners:

Tracy Dodson✓ Ray Eschert✓ Karen Labovitz✓ Nancy Wiggins✓
 Tony Lathrop✓ Nasif Majeed✓ Mike Sullivan✓

Deferred to (March 30, 2016)	<p>1. <u>Petition No. 2015-037</u> (Council District 3-Mayfield) by Dominick Ristaino for a change in zoning for approximately 0.46 acres located on the north side of West Boulevard between South Tryon Street and Wickford Place from R-5 (HD-O) (single family residential, historic district overlay) to O-1(CD) (HD-O) (office, historic district overlay).</p> <p>Motion: Maker: Eschert 2nd: Wiggins Vote: 7-0</p>
Recommended for Approval	<p>2. <u>Petition No. 2016-010</u> (Council District 4-Phipps) by Fourstone, LLC for a change in zoning for approximately 4.3 acres located on the southeast corner at the intersection of West Mallard Creek Church Road and Legranger Road from R-4 (single family residential) to BD (CD) (distributive business, conditional).</p> <p>Consistency Motion: Maker: Dodson 2nd: Sullivan Vote: 7-0 Recommendation: Maker: Dodson 2nd: Sullivan Vote: 7-0</p>
Deferred to (March 30, 2016)	<p>3. <u>Petition No. 2015-093</u> (Council District 1- Kinsey) by 1351 Woodlawn (Melrose), LLC for a change in zoning for Approximately 2.9 acres located on the south side of Drexel Place and north side of Woodlawn Road near the intersection of Park Road and Drexel Place and Park Road and Woodlawn Road from R-4 (single family residential) and UR-3(CD) (urban residential, conditional) to MUDD-O (mixed use development, conditional).</p> <p>Motion: Maker: Eschert 2nd: Wiggins Vote: 7-0</p>
Deferred to (March 30, 2016)	<p>4. <u>Petition No. 2015-111</u> (Council District 1 -Kinsey) by North Wendover Partners, LLC for a change in zoning for approximately 2.48 acres located on the southwest corner at the intersection of North Wendover Road and Melchor Avenue from R-3 (single family residential) to UR-2(CD) to (urban residential, conditional).</p> <p>Motion: Maker: Eschert 2nd: Wiggins Vote: 7-0</p>
Recommended for Approval	<p>5. <u>Petition No. 2015-126</u> (Council District 1 - Kinsey) by Parkwood Residences, LLC for a change in zoning for approximately 3.63 acres located on the southeast corner at the intersection of North Brevard Street and East 21st Street from I-1 (light industrial) & I-2 (general industrial) to TOD-R (O) (transit oriented development, residential optional) 5-Year Vested Rights.</p> <p>Consistency Motion: Maker: Eschert 2nd: Dodson Vote: 6-1 Dissenting: Wiggins Recommendation: Maker: Eschert 2nd: Majeed</p>

	<p>Vote: 6-1 Dissenting: Wiggins</p>
Recommended for Approval	<p>6. <u>Petition No. 2015-058</u> (Council District 6-Smith) by Childress Klein for a change in zoning for approximately 7.1 acres located on the southwest corner at the intersection of Morrison Boulevard and Sharon Road from R-3 (single family residential) & B-1SCD (business shopping center) to MUDD-O (mixed use development, optional) 5-Year Vested Rights.</p> <p>Consistency Motion: Maker: Wiggins 2nd: Dodson Vote: 6-0 Recused: Lathrop Recommendation: Maker: Eschert 2nd: Wiggins Vote: 6-0 Recused: Lathrop</p>
Recommended for Approval	<p>7. <u>Petition No. 2015-059</u> (Council District 6 – Smith) by Childress Klein for a change in zoning for approximately 1.53 acres located on the north side of Coltsgate Road between Sharon Road and Cameron Valley Parkway from R-3 (single family residential) to MUDD-O (mixed use development, optional).</p> <p>Consistency Motion: Maker: Dodson 2nd: Labovitz Vote: 6-0 Recused: Lathrop Recommendation: Maker: Eschert 2nd: Wiggins Vote: 6-0 Recused: Lathrop</p>
Approved	<p>8. <u>Zoning Committee Special Meeting</u> – March 7, 2016 at 2:00pm.</p> <p>Motion: Maker: Labovitz 2nd: Wiggins Vote: 7-0</p>

Attendance

Commissioners Present: Planning Committee Chairperson Dionne Nelson, Vice-Chairperson Cozzie Watkins, Commissioners Emma Allen, John Fryday, Bolyn McClung, Deborah Ryan and Sam Spencer

Planning Staff Present: Pontip Aphayarath, Alan Goodwin, Garet Johnson, Sonda Kennedy, Catherine Mahoney, Kent Main, Melony McCullough, Cheryl Neely, Amanda Vari and Jonathan Wells

Other Staff Present: Katie Daughtry and Jacqueline McNeil, County Asset and Facility Management

Call to Order and Introductions

Planning Committee Chairperson Nelson called the meeting to order at 5:05 pm, welcomed those present and asked everyone to introduce themselves. The Chairperson introduced and welcomed new Planning Commissioner, Sam Spencer, to the Planning Committee.

Approve December 15, 2015 Minutes

A motion was made by Commissioner Allen and seconded by Vice-Chairperson Watkins to approve the December 15, 2015 minutes. The vote was 6 to 0 to approve. Commissioner Ryan abstained from voting because she was not at the last meeting.

M.R. #16-01: Proposal by the City of Charlotte to Acquire Property Located in the Hickory Grove Area for Tree Canopy Preservation

The City of Charlotte proposes to acquire four parcels of land totaling approximately 74 acres located near Robinson Church and Plott roads, adjacent to Reedy Creek Greenway (Tax Parcels 108-071-13, 108-112-03 & 04, 108-042-10A) for preservation of the tree canopy. The properties are to remain in a natural state following acquisition.

M.R. #16-02: Proposal by Mecklenburg County to Acquire Land Located on Wilkinson Boulevard for Medic Facility

Mecklenburg County proposes to purchase a 0.38 acre vacant parcel located off of Wilkinson Boulevard (Tax Parcel 115-091-03) to assemble with other recently purchased properties for the relocation of Medic (Mecklenburg County Emergency Medical Services Agency).

A motion was made by Commissioner McClung and seconded by Commissioner Ryan to approve by consent Planning staff's recommendations for M. R. #16-01 and M.R. #16-02. The vote was unanimous to approve staff's recommendation for both mandatory referrals.

Livable Cities Follow-up

Planning Committee Chairperson Nelson reminded the Committee of their continued discussion on Livable Cities from the previous meeting. She stated that the Committee adopted some principles around Livable Cities to use as a guide as they think about topics they want to develop. They identified areas that warrant additional discussion and South End was one of the areas discussed. The Committee considered having developers attend a meeting to share their perspective on development in South End but recognized that staff has spent a lot of time in the area and can share information. Chairperson Nelson also reminded the Committee that staff was asked to share information that they have readily available.

Alan Goodwin (Planning) mentioned that a lot of discussions have taken place about design in South End. He also shared that staff is holding a mini-charrette this week to discuss design. Mr. Goodwin began his presentation with an overview of development projects that have occurred in South End over the last ten years as well as details about some developments under construction.

During the last ten years, over 10,000 residential units and 2,000,000 square feet of retail and office have been built in South End. Mr. Goodwin reviewed the specifics of some of the Transit-Oriented Development (TOD) projects. Many of these projects are zoned TOD-M (Transit Oriented Mixed-Use District) and TOD-MO (Transit Oriented Mixed-Use District – Optional). Some key features in these developments include pedestrian amenities, frontage along the Rail Trail, a “transit lobby” where residents can watch for their train on wall monitors, reduced parking, open space plazas, landscaping and planters.

One of the design concerns in South End is about how close some units are to the Rail Trail. Mr. Goodwin explained that buildings could have been moved further back from the trail, landscaping could have been added to increase the horizontal separation, floors could have been elevated to increase the vertical separation or a combination of the above could have been utilized to improve design. Another design concern is the treatment of prominent corners on buildings. Instead of placing utility structures at a prominent building corner, architectural elements or an entrance could have been used to make the building more attractive. Mr. Goodwin shared numerous other examples.

Chairperson Nelson asked staff if they have come to any conclusions about development in South End. Mr. Goodwin explained the importance of street edges, structured and surface parking, building materials and massing (avoiding long blocks of buildings) and building heights.

Commissioner Spencer noted the focus on the pedestrian environment and asked about solutions to getting ground floor retail that works. Chairperson Nelson said that from a developer’s perspective, it is not that they don’t want to do it. She explained that it is a challenge to make the underwriting work, particularly in this market, where it is not proven. She questioned how to get there and what we have learned from other cities.

Grant Meacci (Planning) said that not many growing cities have addressed this, but we are beginning to see it. Some cities have subsidies for retail. It is important to be cognizant of areas where retail is recommended and to look at this on a case by case. Chairperson Nelson asked if any discussions with Economic Development have occurred. Gareth Johnson (Planning) answered no. Mr. Goodwin said that if 1616 Camden, the first mixed-use TOD project to have office uses over ground floor retail, is successful, it may start to change how banks view similar projects.

Commissioner Fryday thanked Mr. Goodwin for a very good presentation. He said that he was involved in writing the TOD ordinance and is disappointed to hear of things that the ordinance has no control over. He is concerned about future development and the need for a text amendment to address some of the design concerns. He stated that the Committee cannot wait for the zoning ordinance rewrite and he thinks the Planning Commission should take this on. Commissioner Allen asked if there are some stop gaps that can be put in place to address some of the design concerns before things go too far.

Commissioner Ryan stated that changes could be made to the TOD ordinance before the zoning ordinance rewrite takes place. She would like to look at the larger picture first. She is concerned about public space for the overall area versus open space per project. She stated that parking and density drives development in Charlotte, not design. Some of the issues come from lack of density.

Retail needs more people to shop. It is difficult to get the desired development at this density. Mr. Goodwin stated that most of the multi-family developments in South End are developed at 50 to 80 dwelling units per acre.

Chairperson Nelson said that development is trying to satisfy the market and planning. If you increase building heights, you double and triple construction costs. Commissioner Fryday questioned how concrete buildings can be developed in SouthPark but not South End. Commissioner McClung said that it was cheaper to build with steel and concrete between 2010 and 2013 because prices dropped in 2010.

Commissioner Ryan mentioned that while she was on the Zoning Committee, projects were submitted where the land could not support the parking. She could not support those projects. She thinks that it is the Committee's job to protect the public realm.

Mr. Meacci said that we often find that when parking requirements are removed, the developers will provide parking because of the market and demand. He noted that consideration should be given to parking maximums. Mr. Goodwin said that TOD is the only district that has parking maximums.

Commissioner McClung said that some of the streets in South End are not visually appealing and suggested that some of the utility lines should be placed underground. He asked what can be done to make streets safer and attractive. Mr. Goodwin answered that on street parking was added to South Boulevard to promote traffic calming and that underground utilities are very expensive. He acknowledged that there are parking issues on some streets in South End.

Vice-Chairperson Watkins commented that many of the buildings look the same. She asked how developers are chosen. Mr. Goodwin said that there are a lot of different developers. The zoning ordinance does not have the tools to regulate building materials or architectural style. This is a concern and more people are paying attention to design.

Chairperson Nelson asked how does the Committee move forward from the Livable Cities discussion and principles to recommendations. She suggested that the Committee develop a list of recommendations and have a follow up discussion item on the next agenda. Actions need to be taken by this Committee and the Planning Commission that are passed on to City Council.

Commissioner Allen said they received a lot of good information and suggested that the Committee think about the information and formulate recommendations for the next meeting. Commissioner Spencer said that he would like to know more about how choices affect affordability in general and in South End. Commissioner Allen asked if that is within the Committee's scope. Vice-Chairperson Watkins also asked about the Commission's role regarding affordability. Chairperson Nelson said that she will note that cost implications are something that we should think about as the Committee continues this discussion. Commissioner Ryan disagreed and said that she thinks the Committee needs to talk about affordability and noted that the Livable Cities principles include "housing diversity". Chairperson Nelson said that we need to consider affordability, carefully.

Commissioner McClung summarized what he heard and said that he thinks a developer should be able to give the Committee advice. The Committee needs to hear from both sides, not just staff. Commissioner Fryday said he thinks staff knows what is needed. He would like to know what staff would fix, if they could.

Mr. Meacci said that if the ordinance is amended, it would involve a public process with input from developers, residents and others. Commissioner McClung suggested bringing in a developer who may be able to answer questions about major issues shown on the slides. The developer could give the Committee advice and come up with what can be fair for both sides. Ms. Johnson said that as a reminder, if the ordinance is amended, it would require a public input process.

Chairperson Nelson suggested that the Committee center their decision making around principles and rely on staff for guidance. She asked Committee members to individually choose their top five principles and she asked staff to select their top ten principles to share at the next meeting.

Commissioner Ryan said that livability needs to be discussed in future presentations. The Committee does not need to revisit lessons learned, but talk about causes and fixes. Committee members explained that at the previous meeting they asked staff to share readily available information.

Commissioner McClung said that the Committee should discuss the information heard at this meeting in further detail. He reemphasized his concern about moving forward without input from the development community. Chairperson Nelson stated that maybe the Committee should develop a list of priorities to discuss if further insight is needed before making recommendations.

A motion was made by Commissioner Spencer and seconded by Commissioner Fryday to table the Livable Cities discussion until the next meeting. The vote was 6 to 1 to approve the motion.

Yeas: Chairperson Nelson, Vice-Chairperson Watkins, Commissioners Allen, Fryday, Ryan and Spencer

Nay: Commissioner McClung

Chairperson Nelson asked if the Committee would like to hear from someone else before proceeding. Commissioner Allen said the Committee may need to hear from others after they develop their priorities. Commissioner Fryday agreed. Commissioner Ryan said developers will have a voice; they should not have more of a voice than residents.

Commissioner McClung asked if he can bring a developer to the meeting and have them to give an opinion about development in Charlotte. Chairperson Nelson asked Melony McCullough (Planning) how that works. Ms. McCullough explained that it is similar to how the Zoning Committee operates. It is up to the Committee to decide if they would like to hear from someone. Commissioner Allen suggested that the next meeting may not be the time. She thinks the Committee should develop their priorities first and focus on what the Committee can impact. Commissioner Fryday agreed.

Commissioner McClung said he will let developers know about the meeting and the discussion that will take place. Chairperson Nelson told him that by doing that he would be sharing information with a certain subset of developers. Ms. Johnson explained that if an amendment is proposed, it will go through a public process. There will be public meetings with opportunities for public input. The Planning Committee can make recommendations but it will be a long and broad public process.

Commissioner Allen said that the discussion may be difficult if developers are at the meeting and cannot interact. Chairperson Nelson encouraged Committee members to talk to others. Commissioner Fryday said that South End Development Association could offer input as well. Mr. Goodwin said that staff has met with the Apartment Association and other developers and they will not be surprised by any of the information in his presentation.

Adjourn: 7:15 p.m.

Mayor, Charlotte City Council,
Mecklenburg County Board of Commissioners,
and Charlotte Mecklenburg School Board:

In the spirit of fostering communication and dialog between the Charlotte-Mecklenburg Planning Commission and the governing bodies it serves, please accept and consider this policy statement as an articulation of the Commission's goals and priorities. This document is a product of the Commission's on-going, vibrant and impassioned conversation about the future of our community and we offer it to you to inform and guide your own deliberations and decisions. In particular, we hope that you will adopt these principles to use as you make decisions regarding development proposals, transportation improvements, policy plans and other decisions related to addressing community needs.

The Commission recommends that the governing bodies it serves: (1) endorse, and take action to include, this policy statement in their respective policy frameworks, and (2) use it to guide their work and decision making. In particular, the Commission recommends that the Charlotte City Council use this policy statement when making decisions regarding the City's environment, including without limitation land use, zoning, transportation (including without limitation streets, sidewalks, bicycle lanes, and greenways), waste, and neighborhood/business services.

Sincerely,
Tony Lathrop, Chair
Dionne Nelson, Vice Chair
Charlotte-Mecklenburg Planning Commission

Charlotte-Mecklenburg Planning Commission Livable City Policy Statement

Adopted: ~~TBD February 1~~, 2016

The Charlotte-Mecklenburg Planning Commission has adopted this Livable City Policy Statement and Guiding Principles to articulate the Commission's priorities for the growth and development of Charlotte and guide the Commission's work in advising the governing bodies it serves.

This policy statement is founded in the City's adopted *Centers, Corridors and Wedges Growth Framework*, *General Development Policies* and area plans, and serves to focus and prioritize the Commission's work and recommendations. In particular, the Commission will use this policy statement to guide the development of the City's Zoning Ordinance Update, Community Character Policies and area plans, and inform the Commission's recommendation of zoning petitions and mandatory referrals.

Livable City Policy Statement

Develop a livable city where Charlotteans of all incomes can achieve, "a complete state of physical, mental and social well-being"¹ through the design of neighborhoods, public infrastructure and open spaces, and through easy access to employment and housing choices.

Guiding Principles:

- **Create a state-of-the-art transportation system** that equally provides for the health and safety of pedestrians, bicyclists, transit riders, and motorists and is accessible to people of all ages and abilities;
- **Promote a mix of land uses** within a close proximity so that Charlotteans can live, work, play, shop and worship in a neighborhood without the need for an automobile;

¹ Excerpt of World Health Organization definition of public health

- **Ensure access to affordable housing** by supporting the dispersal of a range of housing types throughout the city, so that the availability of transportation does not limit access to economic opportunity;
- **Build vibrant and activity-filled public streets and open spaces** that promote community engagement so that Charlotteans of all ages and abilities can participate in a public life;
- **Promote access to affordable and healthy/local foods** so that income and location don't limit dietary choices; and-
- **Protect the Air We Breathe, and the trees that filter it, while also shading us from the hot, southern sun.**

CHARLOTTE HISTORIC DISTRICT COMMISSION
MEETING AGENDA – FEBRUARY 10, 2016, ROOM 280 ON THE 2ND FLOOR.
HDC WORKSHOP – 12:00 PM THE PUBLIC IS WELCOME TO ATTEND

ATTACHMENT 8

HDC WORKSHOP – 12:00 PM

1. TEXT AMENDMENT
2. POLICY AND DESIGN GUIDELINES UPDATE

HDC MEETING: 1:00 – 7:00

- CALL TO ORDER
- APPROVAL OF DECEMBER AND JANUARY MINUTES
- APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS

APPLICATIONS CARRIED OVER FROM DECEMBER

- | | | |
|----|---|-----------|
| 1. | 525 EAST BOULEVARD
CASE No. HDC 2015-287
HARDIE SIDING
TOM EGAN, APPLICANT | APPROVED |
| 2. | 715 EAST WORTHINGTON AVENUE
CASE No. HDC 2015-290
ADDITION
ALLEN BROOKS, APPLICANT | CONTINUED |

CONTINUED APPLICATIONS

- | | | |
|----|--|-----------|
| 3. | 1465 HAYWOOD COURT
CASE No. HDC 2015-278
NEW CONSTRUCTION
TIMOTHY MCCOLLUM, APPLICANT | APPROVED |
| 4. | 804 E. KINGSTON AVENUE
CASE No. HDC 2015-281
ADDITION
KEITH WESLOWSKI, APPLICANT | CONTINUED |
| 5. | 420 S. SUMMIT AVENUE
CASE No. HDC 2015-286
NEW CONSTRUCTION
DON DUFFY, APPLICANT | APPROVED |
| 6. | 1325 DILWORTH ROAD
CASE No. HDC 2015-280
NEW CONSTRUCTION
KRAIG MAGUS, APPLICANT | APPROVED |

NEW APPLICATIONS

DILWORTH

- | | | |
|----|---|--------|
| 7. | 328 E. WORTHINGTON AVENUE
CASE No. HDC 2016-015
DETACHED GARAGE
LUKE KING, APPLICANT | DENIED |
|----|---|--------|

WILMORE

- | | | |
|----|--|----------|
| 8. | 1821 S. MINT STREET
CASE No. HDC 2016-009
FRONT PORCH ADDITION
JASON MURPHY, APPLICANT | APPROVED |
| 9. | 1727 MERRIMAN AVENUE
CASE No. HDC 2016-010
FRONT PORCH ADDITION
JASON MURPHY, APPLICANT | APPROVED |

Charlotte-Mecklenburg Planning Commission

FY 2016 Action Plan

December 30, 2015

Attachment 9

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>