

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

Planning Commission

Oct. 3, 2016
work session

Charlotte-Mecklenburg
Government Center

Room 267
Noon

Charlotte-Mecklenburg Planning Commission

Work Session Agenda

October 3, 2016 - Noon

CMGC - Conference Room 267

Call to Order & Introductions

Tony Lathrop

Administration

Approval of Planning Commission Minutes

Tony Lathrop

Approve the July 11, 2016 and September 15, 2016 minutes.

Attachment 1

Policy

FY17 Action Plan

Tony Lathrop

Background: The Commission will review and discuss their potential FY17 priorities, as identified at the annual retreat.

Action: Finalize the FY17 Action Plan.

Attachment 2

Livable City Policy Amendment

Deb Ryan

Background: The Planning Commission will revisit the Livable City Policy Statement and consider adding language to address community safety (from an environmental standpoint).

Attachment 3

Action: For Commission discussion.

Communication Committee

John Fryday

Background: The Commission will discuss the Communication Committee's membership and purpose.

Action: For Commission discussion.

Development Ordinance Update

Ed McKinney

Background: Planning Staff will provide an update on the UDO process.

Action: For Commission discussion.

Information

Planning Director's Report

Ed McKinney

- Planning Department's Public Outreach Presentations

Attachment 4

October & November 2016 Meeting Schedules

Attachment 5

Committee Reports

- **Executive Committee**
 - August 15, 2016 Approved Minutes

Tony Lathrop

Attachment 6

Future Work Session Agenda Items	Work Session
1. Development Ordinance Update	Ongoing
2. Bike Plan	TBD
3. CATS Countywide Transit Services Plan	TBD
4. PED	TBD
5. Affordable Housing	TBD
6. Communication Policy	TBD

- **Zoning Committee**
 - Upcoming Rezoning Petitions
 - July 27, 2016 Agenda

Tony Lathrop
Tammie Keplinger
Attachment 7

- **Planning Committee**
 - July 19, 2016 Approved Minutes

Mike Sullivan
Attachment 8

- **Historic District Commission (HDC)**
 - September 14, 2016 Meeting Update

Deb Ryan
Attachment 9

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

Elizabeth McMillan

- **City Council's Transportation & Planning Committee**

John Fryday

Communication from Chairperson

- City Council Communication

Tony Lathrop

Charlotte-Mecklenburg Planning Commission

Attachment 1

Work Session

July 11, 2016 - 12:00 pm

CMGC- Room 267

Minutes

Attendance

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

Commissioners Absent: None

Commissioner Majeed arrived at 12:25 pm.

Commissioner Eschert left at 12:55 pm and returned at 1:35 pm.

Planning Staff Present: Scott Adams, Jennifer Bellanca, Laura Harmon, Garet Johnson, Tammie Keplinger, Jon Mikovitz (MYEP Intern), Cheryl Neely, and Mandy Vari

Guests: Vi Lyles (Mayor Pro Tem) and Patsy Kinsey (Charlotte City Council District 1)

Welcome & Introductions

The Chairperson called the meeting to order at 12:20 pm, welcomed those present and asked everyone to introduce themselves.

Approval of Minutes

Commissioner Wiggins stated that at the June work session, Mr. Gallagher was very nice to answer her question about the Charlotte Department of Transportation's work to make access to the bike paths below street level. She wanted to make sure that it was reflected in the minutes and asked staff to revise the minutes to include this addition.

Commissioner Wiggins made a motion to approve the June 6, 2016 minutes, seconded by Commissioner Ryan. The minutes were approved unanimously.

Policy

Transportation & Planning Committee Discussion

Vi Lyles (Mayor Pro Tem) and Patsy Kinsey (Charlotte City Council District 1)

Chairperson Lathrop introduced Mayor Pro Tem Lyles and Council member Kinsey and thanked them for attending the work session. He said that the Commission primarily interacts with Council through the Zoning Committee (rezoning petition recommendations) and Planning Committee (area plan recommendations). He reminded the Commission that Mayor Pro Tem Lyles, former City Manager Carlee and former Mayor Clodfelter attended their retreat last year. The retreat conversation resulted in the Commission addressing some policy issues. The Commission adopted Livable Cities Principles and presented them to the Transportation and Planning (TAP) Committee in April. He also said that the Commission endorsed some bicycle principles and the bike program at their June work session. The Chairperson said the Commission is very interested in the Unified Development Ordinance (UDO) process and has established an Ad-Hoc Committee which meets every month to talk with staff about the project's status.

Chairperson Lathrop explained that today's work session discussion will focus on the appropriateness of the information that the Commission provides Council. The Commission also wants to know what

Council's priorities are in relation to the Planning Commission's scope as well as any other concerns. The Commission ultimately wants to strengthen their relationship with Council so that they can serve them better.

Mayor Pro Tem Lyles said that at last year's retreat, she and the former Mayor acknowledged the importance of the Commission and challenged them to become more engaged with the Council. She said that Commission members are now attending the TAP Committee meetings and thanked them for doing so.

The Mayor Pro Tem suggested that the Commission share their annual work plan with the TAP Committee to help get buy-in from Council and to have a better plan and vision. She also shared that Council had gone through an exercise to identify their individual skills so that they could understand each other's strengths and work better together. She suggested that the Commission do a similar exercise at their retreat.

Mayor Pro Tem Lyles said the Commission's Livable City Principles mirror some of the Council's Strategic Priorities. She encouraged the Commission to think about how to present their work (recommendations) in terms of Council's Strategic Priorities and in alignment with the Livable City Principles.

Ms. Lyles explained that Council only receives recommendations and does not get the Zoning Committee's deliberations in the Council report. She challenged the Zoning Committee to ask themselves if the information in the Council notebook really reflects their discussions. The Zoning Committee's notes could tell Council more about what they are doing right as well as what they might be missing when making decisions. She suggested that the Zoning Committee work with staff to improve this process.

Mayor Pro Tem Lyles changed her focus to the UDO. She said she previously did consulting work with several small towns who were working to update their UDO. She said these processes typically took 3 years to complete. She added that the UDO is the most significant and strategic document because the decisions made now will impact the future of the community.

Ms. Lyles expects the Commission's work plan will include UDO recommendations and decisions that will come to Council Committee. She said the Transit Overlay District (TOD) and Pedestrian Overlay District (PED) have continuously come up with Council. She asked the Planning Committee if they have given thought to these issues. She thinks the Planning Committee can help address concerns with TOD and PED. She asked Council member Kinsey to provide input.

Ms. Kinsey thanked everyone for their hard work. She stated that TOD and PED should be addressed now instead of during the UDO process. Ms. Kinsey is concerned that the PED standards are not protecting neighborhoods because massive buildings are being located adjacent to single family neighborhoods along the Central Avenue corridor. She is also concerned about the quality of by-right development that does not require Council review and approval. Because of these concerns, she does not think the TOD and PED can wait on the UDO update.

The Mayor Pro Tem said that the UDO is a long term project and if the process is not done right, the UDO will be less effective long term. She said the TAP Committee meetings may not be able to focus on the UDO and they will look to the Commission to bring forth comments and suggestions. She also thinks the process should be transparent.

Chairperson Lathrop explained that the Commission also wants the UDO process to be transparent to the general public, stakeholders and Council. He said the Commission is really interested and looking forward to working on the UDO. The Chairperson informed the Council members that the Commission had reviewed the TOD Ordinance and developed a list of concerns. However, the path forward has not been determined.

Commissioner Ryan said last year Council really inspired the Commission. The Planning Committee looked at the TOD at length and came up with recommendations. However, there are two things at work: (1) staff asked the Committee to set aside the recommendations so that it would not interfere or jeopardize the zoning rewrite; and (2) the level of interpretation in TOD is vague. Staff does not feel empowered to interpret the ordinance as “enthusiastically” as they may be able to.

Mayor Pro Tem Lyles said work needs to be done on TOD for the Blue Line Extension (BLE). She said if staffing is an issue, the Council needs to be made aware so that resources can be allocated appropriately.

Commissioner Ryan said there was a flurry of newspaper articles about development in SouthEnd. The Commission understood that staff did not have time to take focus on the concerns, so the Commission offered to provide assistance.

Commissioner Nelson said there are elements of TOD that cannot be enforced by the ordinance. She recalled that City Council voted not to do a TOD amendment outside of the UDO process. Council member Kinsey does not remember that vote by Council. Ms. Johnson does not remember a formal vote either. She clarified that it was more of a directive than a vote based on staff and consultant information. Ms. Kinsey said that Council thinks TOD is important and needs to be addressed now.

Chairperson Lathrop asked if there were other questions.

Commissioner Wiggins thinks that the economic component is missing from the TOD discussion. She said property values will increase significantly and she is concerned about maintaining affordability for residents and businesses.

Commissioner Fryday said that the UDO process could take several years. The BLE will be complete by then and the area will be developed similar to SouthEnd. He does not think TOD work should wait on the UDO. Since the Planning Committee has already done a great deal of work in relation to TOD, he wanted clarity on the next steps for addressing this issue.

Mrs. Lyles said Council needs to be made aware of the options for how to address TOD. She thinks more discussion is needed about the options and impacts associated with each option. Since the Zoning Committee sees the TOD rezonings, they can help the Council frame the discussion about the impacts and the problems they are trying to solve.

Chairperson Lathrop was concerned about addressing TOD efficiently. He thinks there should be stakeholder input but thinks it could be an efficient process and not be a yearlong process.

Commissioner Majeed expressed concern about gentrification. He asked what is being done by Council to address affordable housing and implementing policies to address this problem.

Mayor Pro Tem Lyles said there is a housing trust fund and other initiatives which address affordable housing. She said that Council has asked a housing coalition group to look at the affordable housing policies and come back to Council with a recommendation. She asked the Planning Commission if they would have a liaison relationship and participate in these discussions. She also said that the Planning Commission was asked to discuss what to do in the interim (through the rezoning process). The Mayor Pro Tem suggested possibly using the mandatory referral process to identify and evaluate possible locations for affordable housing.

Ms. Lyles asked Ms. Kinsey if she had any additional information that she could share about the housing coalition group. Ms. Kinsey said the committee meets every other month and she was unable to attend their last meeting.

The Mayor Pro Tem stated that Council is committed to building 1,000 affordable units per year, but she does not think that is enough and these units are not being developed in appropriate locations. She said that perhaps she and Ms. Kinsey could have a conversation with Pam Wideman (Neighborhood and Business Services) to let her know that Council is really serious about affordable housing.

Ms. Kinsey said that Council will have to make some tough decisions on rezoning petitions in relation to providing affordable housing. Commissioner Majeed agreed but said there needs to be criteria in place to support more affordable housing.

Commissioner Watkins asked if there is a benchmark for affordable housing and if there are standards for how the federal funding is used. Ms. Lyles explained that standards that are set by the federal government. She explained that Charlotte is a model for affordable housing initiatives and clarified that the issue is the loss of affordable housing when properties are rezoned.

Commissioner Wiggins suggested that the density bonus for developments should be increased in relation to the number of affordable housing units.

Vice-Chairperson Sullivan said that the City, County and CMS own a lot of properties and everyone seems to have a different approach for reaching their objectives. He suggested that they should consider affordable housing for some of these properties. Perhaps deed covenants could be placed on these properties which can address affordable housing. Council member Kinsey and Mayor Pro Tem Lyles agreed that the City should consider developing affordable housing on some of their properties. Commissioner McClung said he attended the last Joint Use Task Force meeting. Two mandatory referrals were put on hold because there was not a consensus on the future use for these properties.

Commissioner Nelson said she is an advocate for affordable housing. However, she said clarification is needed from the City Attorney's Office. She is reluctant to bring up affordability during the rezoning review process because she has been advised that it is inappropriate to comment on affordability when making land use decisions. Chairperson Lathrop said the Commission will work with the City Attorney's office and Planning staff to get clarification.

Commissioner Fryday questioned the current process for reviewing and making recommendations to Council. He thinks there should be a way for the Zoning Committee to get information earlier so that they can have adequate time to review the petitions in relation to the Livable City Principles and Council's Strategic Priorities. Commissioner Fryday said he does not have the answer, but thinks we have to solve this as a group. Ms. Lyles said she does not have an answer either and thinks this can be worked on with staff. Ms. Kinsey said she feels like she is responsible for this in her district. She requests detailed information from developers and insists that they meet with her early in the process.

Commissioner Wiggins said the Zoning Committee members receive lots of unnecessary information which should go to Building Standards. She asked if there is a way to improve this. Ms. Harmon said staff has been working with petitioners to refine what is included. This is a challenge and there is not a consensus yet because some people prefer more information than others.

Commissioner Spencer said it is important for the Commission and Council to speak with one voice. He appreciated the opportunity to be engaged with Council, especially since the adoption of the UDO will be coming forward for both groups to review and take action on.

Commissioner Watkins suggested that the Commission summarize the takeaway from today's discussion so that the Commission, Mayor Pro Tem Lyles, and Council member Kinsey are all on the same page with the Commissions next steps for moving forward.

Chairperson Lathrop said that as the Commission prepares for their retreat, they should think about their work plan and how it aligns with Council, especially in relation to the key issues of the UDO, TOD, PED, affordable housing, rezoning process and others.

Commissioner Wiggins suggested that the rooms for the Committee meetings be set up so that all Commissioners are facing the public.

The Chairperson thanked Ms. Lyles and Ms. Kinsey for attending the meeting. Ms. Lyles said that she and Ms. Kinsey really appreciate the value that the Commission brings and thanked them for their willingness to take on assignments.

Chairperson Lathrop thanked everyone for participating in the discussion with the Council members.

Due to the time, Chairperson Lathrop asked if there were any priorities remaining on the agenda which needed to be discussed. Commissioner Ryan asked for an update on the UDO. Commissioner Spencer suggested that Planning staff email any updates to Commissioners.

Cheryl Neely reminded the Commission that they do not meet in August and they will not come back together as a full Commission until their retreat in September.

Chairperson Lathrop said they needed to choose a date for the retreat. He asked Commissioners to email Ms. Neely the Fridays in September when they are available.

Information

Planning Director's Report

Zoning Ordinance Update

Mrs. Garett Johnson said that staff is still working with Council to get approval on the scope for the UDO. The Planning Committee has continued to work on looking at the details of Place Types. Staff has also hired a consultant to help with public outreach and hired a new planner to assist with the rewrite. Ms. Johnson introduced Scott Adams.

July and August 2016 Meeting Schedules

The Commission did not review the meeting schedules.

Committee Reports

Due to time constraints, the Commission did not provide committee reports.

Adjournment

The meeting adjourned at 1:58pm.

Charlotte-Mecklenburg Planning Commission

Attachment 1

Annual Retreat

September 15, 2016 - 9:00 am

Charlotte Trolley Museum

Minutes

Attendance

Commissioners Present: Tony Lathrop (Chairperson), Mike Sullivan (Vice-Chairperson), John Fryday, John Ham, Karen Labovitz, Nasif Majeed, Bolyn McClung, Elizabeth McMillan, Deb Ryan, Sam Spencer, Cozzie Watkins, and Nancy Wiggins

Commissioners Absent: Ray Eschert and Dionne Nelson

Vice-Chairperson Mike Sullivan arrived at 1:10 pm

Guests: Patsy Kinsey (Charlotte City Council District 1), Craig Lewis (Stantec), and Steve Barton (Axiom Architecture)

Facilitator: Stanley Watkins, City Strata Consulting

Planning Staff Present: Ed McKinney (Interim Planning Director), Pontip Aphayarath, Kathy Cornett, Alan Goodwin, Laura Harmon, Grant Meacci, Melony McCullough, Cheryl Neely, and Tamisha Benn (Temporary Employee)

Kick-off/ Expectations for the Day

Chairperson Lathrop called the retreat to order at 9:20 am and welcomed those present. He gave an overview of the agenda and explained that one of the main goals of the retreat is to identify the Commission's strategic priorities for FY17.

Discussion Topic/Unified Development Ordinance

Mr. McKinney provided an update on the Unified Development Ordinance (UDO) process. The presentation focused on why we are doing a new ordinance/what we are trying to achieve, the approach, process, outcomes, and the Commission's roles. Click [here](#) to view the presentation.

Afterwards, Commissioners were asked to provide feedback. Below is a summary of the Commissioner's comments:

- Want to see a clear communication plan of the UDO engagement process. Want more input in what is going on with the public.
- Without communication strategy, this UDO will be easy to defeat! Need to design process to minimize this and engage public and Council.
- Concern about public involvement. Need more public engagement early in the process to help to get buy-in.
- Process needs to be transparent, inclusive and rigorous.
- Process needs to show that public is involved.
- Need to get feedback from professional organizations such as ULI, ASLA, AIA, etc..
- Community Outreach: Quantity vs. Quality. Need committee members that are leaders in other organizations so they can help share information/communicate with others.

- Need new people involved in the process – be intentional with outreach (i.e., students, ministers, community leaders, etc.).
- Important that people receive feedback on their comments.
- Important to have more outreach to alleviate or dispel fears.
- Need to identify the “minefields/hot buttons”.
- What is the success measure for community engagement? Number of stakeholders participating, etc.
- Consider using social media to reach more people.
- Would like to review and provide input on the information that goes out about place types.
- Need to examine and expand the possible types and forms of feedback. Would like to preview what is shown to the public.
- Concerned that Council is not hearing the Commission’s concerns.
- City Council needs to understand that this is the most important thing that we are doing.
- What is the process and mechanism for communication between Council and Commission?
- Need to communicate regularly with Council.
- Need to establish the advisory committee; why has it taken so long to establish?
- What is the advisory committee’s structure and role? What is the role of the technical advisory group?
- Need to identify membership slots for different groups/industries (e.g., apartment developers, etc.) and have alternates.
- Need Frequently Asked Questions (FAQ’s) post available to build a growing list from community meetings.
- Is the focus on Centers and Corridors? How many of these plans are still relevant?

Urban Design 101

A portion of the retreat focused on Urban Design 101. The Commission toured two developments (Camden Gallery & 1616 Center) in SouthEnd. Prior to the tour, presentations were made to provide Commissioners with an overview of the significance of urban design and to share background information on these developments.

Craig Lewis presented a very detailed overview of why urban design still matters. Click link to view the presentation - [Why Urban Design Still Matters](#).

Alan Goodwin provided information about these two developments, which are located on Camden Road, including details about the Transit Overlay District (TOD) standards. Click link to view this presentation - [Camden Projects](#).

Steve Barton provided additional details about the Camden Gallery & 1616 Center developments. Click link to view the entire presentation - [Camden Gallery & 1616 Center](#).

Discussion Topic/Strategic Priorities and Action Plan

In preparation of developing their FY17 Action Plan, the Commission reviewed their FY16 Action Plan and reported on whether or not they accomplished each action step (see below).

FY16 Action Plan - Action Steps	Assignment	Complete
1. Receive staff input on rezoning cases prior to the zoning public hearing.	Nelson & Dodson	No
2. Investigate whether a smaller or alternative group can review and make recommendations on Mandatory Referrals.	Lathrop & Director	Yes
3. Focus the Planning Commission Work Sessions on discussions between Commissioners, which result in actions, rather than presentations. Also, Commissioners should receive advance notice of any presentations and a summary of the goals and actions required by the Commissioners regarding any presentations.	Executive Committee & Director	Improved; More work needed
4. Inform the Planning Commission of the Department's work program areas where the Planning Staff needs the Commission's assistance.	Director	No
5. Assign a Planning Commissioner and an alternate to attend the City Council's Transportation and Planning Committee meetings.	Executive Committee	Yes
6. Develop an annual Work Plan for the Planning Commission and share it with Elected Officials.	Planning Committee	Yes
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.	Lathrop	No
8. Hold periodic meetings with Elected Officials to discuss goals and priorities.	Executive Committee	Yes
9. Explore options for Planning Commissioners to join the American Planning Association (APA).	Director	More work needed

Ed McKinney shared information about Council's Strategic Policy Objectives and Focus Areas. He also showed how these items are linked to the Commission's Livable City Policy. In addition to the UDO and Place Types, Mr. McKinney identified other potential FY17 priorities for the Commission. Click [here](#) to view this presentation.

Following the presentation, Stanley Watkins led the Commission through a process to identify and vote on strategic priorities for FY17. The list of priorities and votes are below:

FY17 Strategic Priorities

1. Complete next phase of work on the UDO – **7 votes**
 - Adopt Community Character Standards
 - Begin Drafting Text of the Ordinance
 - Establish Advisory Committee
2. Initiate review to consider updates to the TOD – **8 votes**
3. Initiate review to consider updates to the PED – **4 votes**
4. Provide Elected Officials with an update of the Mandatory Referral process and make them aware of cases processed – **3 votes**
5. Update and implement the Planning Commission's Communication Policy for the City Council (Elected Officials) – **6 votes**
6. Explore alternative ways to communicate with City Council (Elected Officials) – **0 votes**
7. Review the Planning Commissions' purview relative to affordable housing with consideration of employing an outside evaluator (i.e. Institute of Government) – **6 votes**
8. Review Process of Interacting with City Council (Elected Officials) – **6 votes**
9. Evaluate current housing policy – **3 votes**
10. Revisit the Livable City Policy with particular attention to addressing community safety – **9 votes**
11. Invite City Council (Elected Officials) to a meeting – **3 votes**

Wrap-up/Next Steps

Chairperson Lathrop thanked everyone for participating in the retreat. He said that the Executive Committee will review, discuss and refine the list of strategic priorities and bring the FY17 Action Plan to the October work session for review by the full Commission.

The Chairperson stated that the regularly scheduled October 3, 2016 work session is on a Jewish holiday. The Commission voted on whether to hold the work session on October 3 or October 10. The vote was tied. Chairperson Lathrop said he would follow-up with Commissioners regarding the October work session date.

Adjournment

The retreat adjourned at 3:30 pm.

DRAFT

**CHARLOTTE-MECKLENBURG PLANNING COMMISSION
FY 2017 ACTION PLAN**

At the 2016 Planning Commission's Retreat, the following strategic priorities were identified for fiscal year 2017.

STRATEGIC PRIORITIES	ASSIGNMENT
1. Unified Development Ordinance & Place Type Policy <ul style="list-style-type: none"> • Establish Advisory Committee • Develop and recommend/adopt Place Type/Community Character Policy • Initiate drafting of UDO text • Identify implementation strategy for TOD and PED components of the UDO (e.g. short-term amendments?) 	Planning Committee
2. Initiate Review of Pedestrian Overlay District (PED) <ul style="list-style-type: none"> • Review PED ordinance standards & application • Identify and document key issues 	Planning Committee
3. Update & Implement Communication Policy <ul style="list-style-type: none"> • Establish a Communications Committee • Facilitate quarterly discussion (at scheduled work sessions) with invited City Council members • Develop communication policy and identify actions to increase dialog with City Council 	Communications Committee
4. Update & Revise Livable City Policy Statement <ul style="list-style-type: none"> • Address community safety 	Full Planning Commission
5. Review Affordable Housing Policies <ul style="list-style-type: none"> • Review current city policies • Review city, county and other non-profit programs and initiatives • Review state regulations/legislation 	Full Planning Commission

Charlotte-Mecklenburg Planning Commission

Livable City Policy Statement

Adopted: March 7, 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;
- **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.

¹ Excerpt of World Health Organization definition of public health

Charlotte-Mecklenburg Planning Department

Community Outreach Presentations

Date	Presentation	Staff
08/01/16	CTP Engagement Open House - West Boulevard Library	CRTPO Staff
08/01/16	Rezoning A to Z - CMGC	Sanders
08/03/16	CTP Engagement Open House - Old Armory Community Center, Monroe	CRTPO Staff
08/05/16	CTP Engagement Open House - South County Library	CRTPO Staff
08/18/16	CTP Webinar - Online	CRTPO Staff
09/06/16	Rezoning A to Z - CMGC	Sanders
09/14/16	Subdivision Process - Cotswold Neighborhood	Frye/Weaver
09/22/16	CRTPO 101 - Wesley Chapel Town Hall	CRTPO Staff

Meeting Schedule

October 2016

Date	Time	Purpose	Location
Full Planning Commission			
10-03-16	Noon	Work Session	Conference Room 267 2 nd Floor – CMGC
Executive Committee			
10-17-16	4:00 p.m.	Work Session	Conference Room 266 2 nd Floor – CMGC
Planning Committee			
10-18-16	5:00 p.m.	Work Session	Conference Room 280 2 nd Floor – CMGC
Zoning Committee			
10-17-16	5:00 p.m.	Dinner w/ City Council	Conference Room CH-14 Basement – CMGC
10-17-16	5:30 p.m.	City Rezoning	Meeting Chamber Lobby Level – CMGC
10-26-16	4:30 p.m.	Work Session	Conference Room 280 2 nd Floor – CMGC
Other Committee(s)			
10-10-16	2:00 p.m.	City Council Transportation & Planning Committee (TAP)	Conference Room 280 2 nd Floor - CMGC
10-12-16	12:00 p.m.	Historic District Commission Workshop	Conference Room 267 2 nd Floor – CMGC
10-12-16	1:00 p.m.	Historic District Commission	Conference Room 280 2 nd Floor – CMGC
10-19-16	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

Meeting Schedule

November 2016

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

Charlotte-Mecklenburg Planning Commission

Executive Committee Meeting

August 15, 2016 - 4:00 pm

CMGC- Conference Room 266

Summary Minutes

Attachment 6

Approved September 19, 2016

Attendance

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

Commissioners Absent: None

Planning Staff Present: Ed McKinney (Interim Planning Director), Cheryl Neely, and Tamisha Benn (Temporary Employee)

Welcome & Introductions

The Chairperson called the meeting to order at 4:08 pm, welcomed those present and asked everyone to introduce themselves.

Approval of the June and July 2016 Executive Committee Minutes

Vice-Chairperson Sullivan made a motion to approve the June 20 and July 18, 2016 minutes, seconded by Commissioner Watkins. Commissioners Lathrop, Sullivan and Watkins voted to approve the minutes. Commissioner Fryday abstained from voting because he was not a member of the Executive Committee when these meetings were held.

Planning Commission Annual Retreat

Chairperson Lathrop stated that the Commission should develop a plan for what they want to accomplish this fiscal year. He said the Unified Development Ordinance (UDO) is a major project and asked how the retreat discussion should focus on the UDO. The Chairperson suggested that in addition to identifying other priorities, the discussion should also focus on the role of the full Commission, Zoning Committee, and Planning Committee during the UDO process.

The Chairperson said there will be a stakeholder advisory committee for the UDO process. He asked Mr. McKinney to provide some background information about his committee. Mr. McKinney reminded the Executive Committee that Council approved the UDO contract in July. A key part of this included the creation of the advisory committee. This committee will have about 20 - 30 members, representing the development community, neighborhood groups, and other agencies involved with the ordinance. Mr. McKinney suggested that the Commission discuss the advisory committee's role, relative to Council, at the retreat.

Chairperson Lathrop expressed interest in serving as the chair of the advisory committee.

Commissioner Watkins is concerned about including the faith based community in the UDO process. She said that pastors and their parishioners may be able to help the neighborhoods their churches are located in understand how the ordinance might impact their communities.

Vice-Chairperson Sullivan asked about Council's expectations of the advisory committee. Mr. McKinney explained that the conversations have focused on making sure the committee is diverse. He envisions that the advisory committee is a way to get input throughout the process. The committee will advise the decisions and recommendations that the Planning Committee will make and Council

will ultimately make the decisions. He said it will be important to manage the expectations of the advisory committee to make sure it is aligned with both the Planning Commission and City Council's roles.

Vice-Chairperson Sullivan asked who will decide on the structure of the advisory committee. Mr. McKinney replied that he is getting input from Council and a range of folks, but ultimately it is staff's decision.

Commissioner Fryday asked about the types of issues this group would discuss. Mr. McKinney stated that some of the detailed discussions with the Planning Committee about the ordinance are the kind of issues the advisory committee could discuss. There are several different ways that these issues can be addressed in the ordinance. The advisory committee could discuss and provide input on the ramifications of the different options. Mr. McKinney also said the committee, in addition to the Commission and others, will help address the community's issues and concerns.

Vice-Chairperson Sullivan asked Mr. McKinney about the time frame for establishing the advisory committee. Mr. McKinney replied that he is working on it now and hopes it will be in place in late September or early October.

Commissioner Fryday stated that he sees the lateral part of this, but not the formal part regarding the advisory committee. He agrees that the advisory committee can act as a liaison to help keep the community informed about the process, but does not envision a group of 20 – 30 people taking the lead and making recommendations on issues such as Transit Oriented Development (TOD).

Chairperson Lathrop said that as the sections of the ordinance are being drafted, the advisory committee will provide input. He said there is a different issue with how others will be consulted and able to provide input during the composition of the ordinance. Ed McKinney replied that the draft will be available to any and everyone who is interested in providing input. Chairperson Lathrop stated the advisory committee meetings will be open to the public and anyone can attend.

The Chairperson redirected the discussion's focus back to the retreat agenda.

Commissioner Fryday stated that it is important to discuss the roles of the full Commission, Planning and Zoning Committees, as well as the Ad Hoc Committee at the retreat.

Mr. McKinney said that there needs to be clarity on the roles of the different groups. Over the past six months, the Planning Commission has discussed place types with the notion of this being the foundation for the UDO. He anticipates that the conversations with the Planning Committee will start to transition into discussions about the UDO. Mr. McKinney thinks it will be good for the Commission to discuss how this will work and how the Planning Committee will relay feedback about the UDO process to the full Commission.

Commissioner Fryday stated that he had a very informative two hour meeting about place types with Grant Meacci and Kathy Cornett last week. He said that the regular two hour Planning Committee meetings (once a month) are probably not sufficient enough and other meetings may be needed during this process.

Chairperson Lathrop asked Mr. McKinney to create a list of topics relative to the UDO discussion. He suggested that this could include the role of the Ad Hoc Committee, the full Commission, Planning Committee, Zoning Committee, and what the Commission wants to accomplish this fiscal year to move the agenda forward. He thinks this will provide a map of what the Commission wants to focus on this fiscal year.

Vice-Chairperson Sullivan stated that he recently rotated back to the Planning Committee and there are also two new Commissioners who were not privy to the previous place type discussions. He suggested that a "101" discussion be planned to provide an overview and update for the newer Planning Committee members so that they can have a good understanding of where things are headed. Chairperson Lathrop agreed that it would be good to set the context for newer Planning Committee members. Commissioner Fryday agreed that it would be helpful to explain the aspirations for the UDO, including how it will impact zoning maps, area plans, etc.

The Chairperson asked if there are other issues or potential retreat agenda items. He said that affordable housing continues to come up at the Commission work sessions. Chairperson Lathrop suggested that staff clarify the Commission's role relative to affordable housing and schools. He asked if this should be addressed at the retreat.

Commissioner Watkins stated that affordable housing will come up at the retreat and she thinks there should be a structured plan to yield a positive end result.

Chairperson Lathrop asked if a module should be developed to focus on affordable housing and schools, including how they are connected to what the Commission does. Vice-Chairperson Sullivan said that one of the main goals of the retreat is to identify priorities for the Commission. He suggested that the Commission invite Pam Wideman (Neighborhood and Business Services) to the October work session to present information about the City's affordable housing initiatives.

The Chairperson asked the Executive Committee if Pam Wideman should be invited to the retreat to present on affordable housing. Commissioner Fryday thinks it is important to inform everyone. He suggested that 10 -15 minutes be used to explain the Commission's role and what they cannot do regarding affordable housing. Ed McKinney mentioned that he had spoken with Ms. Wideman and she is delighted to attend.

Chairperson Lathrop suggested that Ms. Wideman give a 10 - 15 minute overview and allow time for questions. He asked if someone should also be invited from Charlotte-Mecklenburg Schools to attend. He is concerned that these two topics could take up a lot of time and most of the retreat should focus on identifying priorities. However, he reiterated that since these topics continue to come up during their work session discussions, it would be good to inform Commissioners.

After further discussion, Mr. McKinney said that he could give an overview of affordable housing initiatives and share information about schools. He thinks it is important to build consensus around these issues so that these issues do not continue to come up at work sessions. However, he is concerned that he may not have as much knowledge on affordable housing as Ms. Wideman. Chairperson Lathrop suggested that Ms. Wideman be invited to attend as a resource to answer questions. The Committee agreed that this is a good way to address these concerns.

The Committee continued with a discussion about affordable housing concerns and the Mandatory Referral process. Chairperson Lathrop reminded the Committee that the Mandatory Referral process is governed by a State Statute and the Commission should review these reports from a land use standpoint. The Chairperson said he wanted to keep the affordable housing discussion focused on the Commission's role.

Commissioner Watkins asked if it is appropriate to invite someone to the retreat to discuss affordable housing. Chairperson Lathrop said it is appropriate to have Ms. Wideman there as a resource. The Chairperson indicated that he and Mr. McKinney would discuss this later.

Chairperson Lathrop asked if there were any other topics for the retreat agenda. Commissioner Fryday proposed that the Commission review the processes they use to provide input/give recommendations and evaluate them (asking what does Council really want from the Commission).

Mr. McKinney stated that he was considering having the retreat at the Trolley Museum. He would like to incorporate a walking tour of SouthEnd and can contact one of the developers to arrange for the tour.

Commissioner Fryday stated that although the Planning Committee has discussed urban design, he is not sure if the entire Commission is informed. He thinks it is a good idea for the Commission to look at the good and bad elements of urban design. Mr. McKinney agreed.

Future Work session Agenda Items

The Chairperson stated that he wanted to revisit the Bike Plan and Livable Cities at a future work session. He suggested that the City's new Bike Coordinator be invited to a future work session.

Approval of the September and October 2016 Meeting Schedules

The Committee reviewed the September and October calendars. Ms. Neely stated the tentative Zoning Committee meeting that was scheduled for September 7th has been cancelled. Instead of this meeting, the Zoning Committee may hold a special meeting at the retreat, during lunch. The Chairperson suggested that the meeting be held before lunch. Ms. Neely reminded the Committee that the meeting date and time would need to be advertised since it is a public meeting. Once it is advertised, the meeting would have to be held at that specific time.

Ms. Neely presented the October calendar. Several of the regularly scheduled meetings conflict with Jewish holidays. Chairperson Lathrop was concerned about holding meetings on holidays. Ms. Neely stated that she can look for alternative dates and follow-up with the Committee later.

Adjournment

The meeting adjourned at 5:08 pm

AGENDA
CHARLOTTE-MECKLENBURG PLANNING COMMISSION
ZONING COMMITTEE WORK SESSION
Charlotte-Mecklenburg Government Center, RM 280
July 27, 2016
4:30pm

Called to order: 4:43pm

Adjourned: 5:16pm

Commissioners:

Sam Spencer *	Ray Eschert✓	Karen Labovitz✓	Nancy Wiggins✓
Tony Lathrop*	Nasif Majeed✓	Mike Sullivan✓	Cozzie Watkins*

Recommended for Approval	<p>1. <u>Petition No. 2016-075</u> (Council District 1- Kinsey) by The Drakeford Company for a change in zoning approximately 0.55 acres located on the northwest corner at the intersection of Central Avenue and Chatham Avenue from B-1 (neighborhood business) and O-2 (office) to MUDD(CD) (mixed use development, conditional).</p> <p>Consistency: Maker: Majeed 2nd: Labovitz Vote: 5-0</p> <p>Recommendation: Maker: Wiggins 2nd: Labovitz Vote: 5-0</p>
Deferred (to August 9, 2016) Motion: Wiggins 2nd: Eschert Vote: 5-0	<p>2. <u>Petition No. 2016-T001</u> by Engineering and Property Management and Charlotte-Mecklenburg Planning Department for a Text Amendment to the City of Charlotte Tree Ordinance to: Clarify definition of single family development, limit the applicability of the tree save incentives to single family development sites that are subject to the subdivision ordinance, and require a perimeter tree save buffer for developments with greater than 25 percent tree save.</p>
Deferred (to August 9, 2016) Motion: Wiggins 2nd: Eschert Vote: 5-0	<p>3. <u>Petition No. 2016-083</u> (Council District 4- Phipps) by Demeter Properties, LLC for a change in zoning approximately 15.38 acres located on the north side of David Cox Road between Harris Cove Drive and Davis Lake Parkway from R-9 PUD (multi-family residential, planned unit development), R-4 (single family residential and RU (CD) (rural, conditional) to UR-2(CD) (urban residential, conditional) with five-year vested rights.</p>
Deferred (to August 9, 2016) Motion: Wiggins 2nd: Eschert Vote: 5-0	<p>4. <u>Petition No. 2016-088</u> (Council District 5- Autry) by Anointed Future Daycare for a change in zoning approximately 1.79 acres located on the south side of Hickory Grove Road between Craigwood Drive and McAlpine Lane from R-3 (single family residential) to INST (CD) (institutional, conditional) with five-year vested rights.</p>
Recommended for Approval	<p>5. <u>Petition No. 2016-105</u> (Council District 1 – Kinsey) by Charlotte-Mecklenburg Planning Department for a change in zoning approximately 0.08 acres located on the south side of Baxter Street between Queens Road and Eli Street from R-6 (single family residential) to R-22MF (multi-family residential).</p>

	<p>Consistency: Maker: Wiggins 2nd: Majeed Vote: 5-0</p> <p>Recommendation: Maker: Eschert 2nd: Majeed Vote: 5-0</p>
Recommended for Approval	<p>6. <u>Petition No. 2016-092</u> (Council District 2 – Austin) by Charlotte-Mecklenburg Housing Partnership, Inc. for a change in zoning approximately 5.808 acres including 2.884 acres located on the west side of Statesville Road between Cindy Lane and Cochrane Drive and approximately 2.924 acres located on the east side of Meadow Knoll Drive and the north side of Cindy Lane near where Cindy Lane passes over Interstate 77 from R-4 (single family residential) and MX-1INNOV (mixed use, innovative) to UR-2(CD) (urban residential, conditional).</p> <p>Consistency: Maker: Labovitz 2nd: Eschert Vote: 5-0</p> <p>Recommendation: Maker: Eschert 2nd: Wiggins Vote: 5-0</p>
Recommended for Approval	<p>7. <u>Petition No. 2016-091</u> (Council District 1 – Kinsey) by Saussy Burbank, LLC for a change in zoning approximately 1.4 acres located on the north side of North Davidson Street between East 33rd Street and North Brevard Street from MUDD-O (mixed use development, optional) to MUDD-O SPA (mixed use development, optional, site plan amendment) with five-year vested rights).</p> <p>Consistency: Maker: Wiggins 2nd: Labovitz Vote: 5-0</p> <p>Recommendation: Maker: Majeed 2nd: Eschert Vote: 5-0</p>
<p>Deferred (to August 9, 2016)</p> <p>Motion: Wiggins 2nd: Eschert Vote: 5-0</p>	<p>8. <u>Petition No. 2016-094</u> (Council District 6 – Smith) by The Berry Company, LLC for a change in zoning approximately 0.82 acres located on the east side of Johnston Road between Pineville-Matthews Road and Walsh Boulevard from O-1 (office) to MUDD-O (mixed use development, optional) with five-year vested rights.</p>
Recommended for Approval	<p>9. <u>Petition No. 2016-102</u> (Council District 3 – Mayfield) by The Olde Mecklenburg Brewery, LLC for a change in zoning approximately 9.52 acres located on the east side of South Tryon Street between Yancey Road and East Peterson Drive from I-2 (general industrial) to I-2 TS-O (general industrial, transit supportive, optional).</p>

	<p>Consistency: Maker: Eschert 2nd: Labovitz Vote: 5-0</p> <p>Recommendation: Maker: Eschert 2nd: Majeed Vote: 5-0</p>
Recommended for Approval	<p>10. <u>Petition No. 2016-103</u> (Council District 2 – Austin) by JRE Real Estate, LLC for a change in zoning approximately 3 acres located on the east side of Statesville Road between Reames Road and Metromont Parkway from I-1 (light industrial) to I-2 (general industrial).</p> <p>Consistency: Maker: Majeed 2nd: Eschert Vote: 5-0</p> <p>Recommendation: Maker: Eschert 2nd: Majeed Vote: 5-0</p>

Attendance

Commissioners Present: Planning Commission Chairperson Tony Lathrop, Planning Committee Chairperson Mike Sullivan, Planning Committee Vice-Chairperson John Fryday and Commissioners Bolyn McClung, Elizabeth McMillan and Dionne Nelson

Commissioner Absent: Commissioner Deb Ryan

Planning Staff Present: Scott Adams, Pontip Aphayarath, Alberto Gonzalez, Garet Johnson, Linda Keich, Catherine Mahoney, Kent Main, Melony McCullough, Ed McKinney, Grant Meacci, Cheryl Neely, Amanda Vari and Jonathan Wells

Other Staff Present: Katie Daughtry, Jackie McNeil and Jennifer Morrell - County Asset and Facility Management; Joe Hack, David Love and Stephanie Roberts - Mecklenburg County Land Use and Environmental Services; Dennis LaCaria, Mecklenburg County Manager's Office, Peggy Hey, Charlotte-Mecklenburg Schools (CMS) and Vicki Saville, Central Piedmont Community College

Consultant Present: Chrystal Joy, The Lee Institute

Call to Order and Introductions

Planning Committee Chairperson Sullivan called the meeting to order at 5:10 pm, welcomed those present and asked everyone to introduce themselves.

A motion was made by Commissioner McClung and seconded by Commissioner Nelson to nominate Commissioner Fryday to be the Vice-Chairperson of the Planning Committee. The vote was unanimous to elect Commissioner Fryday as Vice-Chairperson of the Planning Committee.

Approve June 21, 2016 Minutes

A motion was made by Commissioner McClung and seconded by Vice-Chairperson Fryday to approve the June 21, 2016 minutes. The vote was unanimous to approve the minutes.

Mandatory Referrals

M.R. #16-26: Proposal by Mecklenburg County to Accept Donated Property Located on Plumleaf Drive

Background: Mecklenburg County Park and Recreation proposes to accept the donation of 0.18 acres of vacant land located on Plumleaf Drive (Tax Parcel 051-202-84) in the Old Stone Crossing subdivision adjacent to the future Back Creek Regional Park site.

M.R. #16-29: Proposal by Mecklenburg County to Convey Property to Central Piedmont Community College (CPCC) for the Expansion of the Mercanas Campus Located on Verhoeff Drive in the Town of Huntersville and for the Huntersville Recreation Center Development Project on Adjacent County Owned Land

Background: Mecklenburg County proposes to convey property located at the intersection of Statesville Road (U.S. Highway 21) and Verhoeff Drive (Tax Parcels 017-204-01, 02, 04; 017-421-10, 11) to CPCC for construction of a Public Safety Classroom Center and a Public Safety Training Village with associated parking. CPCC and Huntersville agree to enter into a joint use agreement that allows the following:

- visitors to the Huntersville Aquatic Center to park at the Public Safety Classroom Center.
- the Town to use parking at the Public Safety Training Village.
- the Town to construct a recreation center on the eastern part of Tax Parcel 017-042-10.
- CPCC to use the recreation center for college related activities.
- CPCC to construct a parking lot with vehicular access to the Town's recreation center with at least 100 parking spaces on CPCC owned Tax Parcel 017-042-07. CPCC and the Town to enter into an agreement that allows the Town to use this parking lot.

M.R. #16-31: Proposal by Charlotte-Mecklenburg Board of Education (CMS) to Sale Surplus Property Located at 9015 Newell Baptist Church Road

Background: CMS proposes to sell the parcel of surplus property located at 9015 Newell Baptist Church Road (Tax Parcel 049-271-09). There is a vacant single family house located on the property.

M.R. #16-33: Proposal by Charlotte-Mecklenburg Board of Education (CMS) to Sale Surplus Property Located at 7520 Tuckaseegee Road

Background: CMS proposes to sell 0.53 acres of the parcel located at 7520 Tuckaseegee Road (Tax Parcel 055-283-06 p/o). CMS has determined that there is not a current or anticipated district school need for this property.

M.R. #16-34: Proposal by Mecklenburg County to Dispose of Property Located on Spector Drive

Background: Mecklenburg County proposes to dispose of approximately 12 acres of land located at 5200 Spector Drive (Tax Parcel 037-019-02-14). There is 57,550 square feet of usable industrial/warehouse space on the site. The site was acquired for expansion of the Mecklenburg County Jail - North facility, which is no longer needed.

M.R. #16-35: Proposal by Mecklenburg County to Acquire Property Located on Billingsley Road

Background: Mecklenburg County proposes to purchase a medical office building and its associated parcel (1.5 acres) located at 335 Billingsley (Tax Parcel 157-041-07). The near-term use is flexible space in the event that County functions related to the Department of Social Services must be relocated from the Center City government district (more specifically the Walton Plaza building) prior to the availability of future permanent space at Valerie C. Woodard Center.

M.R. #16-36: Proposal by Mecklenburg County to Expand Iswa Nature Preserve

Background: Mecklenburg County proposes to purchase 1.2 acres of vacant property located on the south side of Wilkinson Boulevard (Tax Parcel 113-341-07) in Charlotte's extra-territorial jurisdiction for inclusion in the Iswa Nature Preserve.

M.R. #16-37: Proposal by Mecklenburg County to Expand Latta Plantation Nature Preserve Located in the Town of Huntersville

Background: Mecklenburg County proposes to purchase 32 acres of land located on the south side of Sample Road (Tax Parcels 023-211-13 – 20 and 023-211-25) in the Town of Huntersville’s extra-territorial jurisdiction for inclusion in Latta Plantation Nature Preserve.

Commissioner McClung stated that he attended the July Joint Use Task Force meeting. He thinks that they are doing a good job looking at properties for affordable housing and they could make a recommendation to City Council prior to Council considering the mandatory referrals.

A motion was made by Planning Commission Chairperson Tony Lathrop and seconded by Vice-Chairperson Fryday to approve by consent Planning staff’s recommendations for M.R. #16-26, M.R. #16-29, M.R. #16-31, M.R. #16-33, M.R. #16-34, M.R. #16-35, M.R. #16-36 and M.R. #16-37. The vote was unanimous to approve staff’s recommendations for these mandatory referrals.

M.R. #16-32: Proposal by Charlotte-Mecklenburg Board of Education (CMS) to Sale Surplus Property Located at 11719 Downs Road in the Town of Pineville

Background: CMS proposes to sell 5 acres of the parcel of vacant surplus property located at 11719 Downs Road (Tax Parcel 205-061-36 p/o) adjacent to CMS Downs Road Transportation Center.

Commissioner Nelson asked for clarification on the recommendation for M.R. #16-32. Garett Johnson (Planning) stated that for the properties that are not within Charlotte’s jurisdiction; Planning staff relies on the recommendation from staff in other municipalities. Planning staff wanted to make it clear that this is the town staff’s recommendation. Commissioner Nelson said she recalls an instance where Planning staff did not agree with the town staff. Ms. Johnson stated that Planning will make those instances known.

Vice-Chairperson Fryday has concerns with the Town of Pineville’s comment that the property should be publicly offered for sale or restricted to certain property owners. He asked if only an adjacent property owner can buy it. Ms. Johnson replied yes, that is their recommendation. Vice-Chairperson Fryday said he is unsure about this proposal. He stated that just because the zoning ordinance doesn’t allow something does not mean you cannot sell the land to someone.

Jonathan Wells (Planning) explained that the subdivision ordinance does not allow the creation of a new parcel that does not have frontage on a dedicated street. The basis of Pineville’s recommendation is that the proposed transaction would create a lot that could not be created under their subdivision ordinance unless it was sold to an adjacent owner and combined with another parcel.

Commissioner Nelson asked about the second sub bullet which states the following *“If the property is to be publicly offered, sale should be restricted to owners of adjoining parcel 20506111 (within the Town of Pineville) with which this parcel should be combined. The Pineville subdivision ordinance does not permit creation of landlocked parcels, nor does it permit combining parcels within the town with adjoining parcels in other municipal jurisdictions, thereby prohibiting sale of and combination with adjoining properties within the City of Charlotte.”*

Mr. Wells emphasized that the first preference is for the property to be used as greenway. The County could look at the property and decide if it is suitable for adding to the greenway system. If that is not an option, the property could be sold to an adjoining property owner.

Planning Commission Chairperson Lathrop asked if the property could still be sold to the County for use as greenway. Mr. Wells said that was his understanding as of two weeks ago.

Ms. Peggy Hey (CMS) said the County is not interested in the property for greenway. She said the Board of County Commissioners has also reviewed this proposal to sale the property. Ms. Hey said there is an adjacent property owner that may be interested in the property. She has reached out to the Town of Pineville to discuss alternatives but they have not responded. She will reach out to them again to ask if there is any way to accommodate the business owner's potential use of the property. Commissioner Nelson stated that if the adjacent property owner wants the property, it should not be restricted more than necessary.

Planning Committee Chairperson Sullivan asked if the Committee can change the recommendation. Ms. Johnson answered that the Committee can recommend approval of the sale. The Committee does not have to approve the Town's recommendation.

A motion was made by Commissioner Nelson and seconded by Planning Commission Chairperson Lathrop to recommend approval of MR #16-32 without the conditions proposed by the Town of Pineville's Planning staff. The vote was unanimous to approve MR #16-32 without the conditions proposed by the Town of Pineville's Planning staff.

Continued Discussion on Place Types

Grant Meacci gave an update on place types. He noted that staff briefed City Council on the process last night and requested that Council approve the contract with the consultant that allows staff to engage them in the next phase of work. Next Monday, Council will take action on that amendment. Afterwards, staff will move forward and an advisory committee will be established this fall.

Commissioner McClung inquired about the budget. Ed McKinney (Planning) explained that the Phase I contract was setup with the consultant team and the budget is reasonably on track. Commissioner McClung asked if City Council asked about the budget. Mr. McKinney answered yes. Planning Commission Chairperson Lathrop asked if they approved the budget for last year. Mr. McKinney said Council approved it in their FY 2015 budget. Dollars were approved for both the consultant services and a temporary staff person. He further explained that once a contract exceeds \$100,000, even if the money has been allocated, it requires Council approval.

Grant Meacci stated that he will give a quick overview of place types, an update on the development ordinance and introduce Chrystal Joy from the Lee Institute to talk about community engagement. Afterwards, the Committee will discuss the homework that Mr. Meacci gave.

Mr. Meacci started with the City's vision and said that we are building a great city made of wonderful places. He said we are talking about one project that has two major parts: the Land Use Policy Update which is Place Types and the Unified Development Ordinance. This is all under the growth framework that the City has been using for many years; Centers, Corridors, and Wedges.

Earlier land use plans provided very general guidance of the types of places and the elements that we are trying to build. Place types will fill in the gaps for the parts of our City that do not have detailed land use recommendations. Currently, in area plans, we have future land use designations in one area of the City that represent Northlake Mall. In another area of the City, that same land use designation represents Morehead Street. The character of these places is vastly different. In the future they will be two different places.

Many other cities such as Denver, Austin, Portland and Nashville have started to align and describe their cities in terms of places instead of districts. The new community character manual which is introducing place types will fill the gap and establish consistency across the entire City. Parallel to that is the development ordinance update, the Unified Development Ordinance (UDO). Mr. Meacci explained that the UDO is combining a half dozen or more of our different ordinances into one unified document that will connect with place types. All the development standards will be in one place.

Planning Commission Chairperson Lathrop asked when the community character manual will be completed. Mr. Meacci answered summer 2017. It is about six months to one year ahead of the development ordinance. Planning Commission Chairperson Lathrop asked if the Livable City Policy Statement can be incorporated into the community character manual. Mr. Meacci answered yes; many of the principles are already embedded in it.

Mr. Meacci introduced Chrystal Joy (Lee Institute) and said she would share information later in the meeting about community engagement. He said Ms. Joy can share information about the “Connect our Future” project which utilized a large regional planning exercise. It was very successful in outreach and engagement. It defined 32 different place types for the entire 14 county regional. Over the past six months, staff has used that palette as a framework and a baseline for developing Charlotte’s place types. Staff took the original palette of 32 and combined some of the place types and deleted others. TOD was discussed as a place type. It was removed from some areas and placed in others. Staff decided on 16 place types that can be divided into 5 different places. There are a couple of open space place types that address open space and recreational uses. There are neighborhood place types that range from conservation based neighborhoods to mixed residential and traditional single family. There are certain place types that address smaller neighborhood commercial centers up to larger suburban commercial office centers and corridor place types, urban place types range from mixed use neighborhoods to Uptown or metropolitan centers. There are also light industrial mixed use or heavy industrial mixed use place types.

Staff will go into the communities and test the palette of place types. Staff will start mapping place types over the next year. In 2017, there will be a future land use map that includes place types. This will align with the first public review draft of the UDO. As we are out into the community talking about place types, we are also talking about how place types are implemented.

Commissioner Nelson asked about the status of the advisory committee. Mr. McKinney said that staff is working to define the number of people to involve and the right mix of experience and interest. The advisory committee will come from different geographic areas to make sure we have good representation for the entire City. Staff will have the traditional open houses to share information and receive input.

As a department, we will establish that committee and get advice from other stakeholders and the City Manager's office. He would like to get that committee established by the end of August. The committee's focus will center on the technical details of the UDO.

Planning Commission Chairperson Lathrop asked how the Planning Commission can be involved with this. Mr. McKinney said the advisory committee will allow for deeper conversations and broader community input. Ultimately, the input that flows through this Committee and the Planning Commission will go to Council for action.

Vice-Chairperson Fryday asked for an example of an issue that the technical advisory committee might resolve. Mr. McKinney said most of the issues with the ordinance will go to this committee for discussion. There is not an expectation that every issue will be resolved. This group will be used to get the best input and advice possible. The exercise we did with this Committee on the TOD issue will be used to clarify what the issues are and identify the gaps.

Mr. McKinney invited Chrystal Joy to give an overview of her role with the community engagement process. He stated that after discussions with the Lee Institute about how they ran the public process for the Connect project, staff contracted with them to assist with this process.

Ms. Joy shared The Lee Institute's mission. Their mission is to serve and strengthen organizations and individuals who share a commitment to building great communities. They are a non-profit consulting firm that works strictly with other non-profits, governments, congregations and community groups across the Charlotte region around strategic planning, leadership development and public engagement.

Ms. Joy stated that The Lee Institute is excited to partner with the City of Charlotte on this project. She gave a brief update on the process and said that the first place types' meeting is next week.

Ms. Joy explained that public engagement is not a checkbox. It is an extremely important process and the community should be involved from the beginning of the process. Their mantra is to bring diversity into the room, as far as race, ethnicity, socioeconomics and differences and diversity of thought. They strive to make sure that people are not left out intentionally. They also strive to capture as many voices as possible in the public engagement process.

Ms. Joy stressed that transparency is extremely important. In the corporate world, I will tell you what I know from the minute I am in the room. Building trust in the community is being transparent. Ms. Joy also emphasized respect for all those involved in the process. Everyone will not have the same level of intellect and she can help people better understand what is being said.

Planning Commission Chairperson Lathrop asked how does public engagement fit on the timeline. Mr. McKinney responded that the engagement will initially focus on place types (about 6 months ahead of the UDO) and transition to place type's adoption and UDO facilitation. Wray Ward will also help to bring messaging to people in a meaningful and understandable way.

Commissioner McClung asked how the role of The Lee Institute will differ from the advisory committee. Mr. McKinney replied that the advisory committee will be led by staff. The Lee Institute will help with community engagement.

Commissioner Nelson shared her concern about the length of this process.

Planning Commission Chairperson Lathrop stated he likes the core concepts, place types and the idea of the UDO.

Commissioner McClung stated the importance of adhering to the schedule and budget. He is ready to move forward with this process and community involvement is important.

Commissioner Nelson thinks that community engagement is important. She also thinks that initially the focus needs to be on professional stakeholders to receive meaningful input before going out to the larger community. She said that the community engagement process will likely focus on informing the general public, which is important. However, that is more important after you have more definition and “meat on the bones.” There is a difference between public engagement and stakeholder engagement. You can clearly identify the people that care about some of these key components in the early phase.

Mr. McKinney stated the intent is to do these tasks concurrently, get clearer on the process and identify stakeholders. The Planning Committee can provide some contacts and groups.

Planning Committee Chairperson Sullivan asked how will you follow up with the 450 people that you have reached and if staff is continuing to engage them. Mr. Meacci said that outreach has generally focused on neighborhood groups, special interest groups and public meeting forums (including other City/County department meetings). Staff is creating a database of participants from these meetings. The website, UDO.org, has the most updated information and has a tool to sign up for updates - subscriber database. This includes email blasts of meetings and changes to the website.

Place Type Homework Assignment

Mr. Meacci stated that Vice-Chairperson Fryday and Commissioner Ryan sent some ideas and thoughts to him. He said he will follow-up with them over the course of the next month and then the Committee can continue this discussion at their next meeting.

Chairperson Sullivan reminded Commissioners to send their homework assignment to Mr. Meacci.

Adjourned: 7:10 pm

CHARLOTTE HISTORIC DISTRICT COMMISSION
MEETING AGENDA – SEPTEMBER 14, 2016, ROOM 267 ON THE 2ND FLOOR.
HDC WORKSHOP – 12:00 PM THE PUBLIC IS WELCOME TO ATTEND

Attachment 9

HDC WORKSHOP – 12:00 PM

Design Guidelines comments

HDC MEETING: 1:00 – 7:00

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

CONTINUED

- | | |
|---|------------------|
| 1. 1915 MERRIMAN AVENUE
CASE No. HDC 2016-146
NEW CONSTRUCTION
JASON MURPHY, APPLICANT | APPROVED |
| 2. 1912 S. MINT STREET
CASE No. HDC 2016-166
WILMORE
JUSTIN NIFONG, APPLICANT | CONTINUED |

NEW CONSTRUCTION

- | | |
|---|------------------|
| 3. 1608 MERRIMAN AVENUE

CASE No. HDC 2016-179
WILMORE
MICHAEL FEEHLEY, APPLICANT | CONTINUED |
| 4. 800 WOODRUFF PLACE
CASE No. HDC 2016-175
WESLEY HEIGHTS
RANDY POORE, APPLICANT | DENIED |

ADDITIONS

- | | |
|--|-----------------|
| 5. 1609 PARK ROAD
CASE No. HDC 2016-217
DILWORTH
JESSICA HINDMAN, APPLICANT | APPROVED |
| 6. 1948 PARK ROAD
CASE No. HDC 2016-191
DILWORTH
DINA CAREY, OWNER | APPROVED |
| 7. 1822 CLEVELAND AVENUE
CASE No. HDC 2016-223
DILWORTH
ALLEN BROOKS, APPLICANT | APPROVED |
| 8. 1914 LENNOX AVENUE
CASE No. HDC 2016-224
DILWORTH
ALLEN BROOKS, APPLICANT | APPROVED |

ADDITIONS CONTINUED

- | | |
|---|---------------|
| 9. 1505 THOMAS AVENUE
CASE No. HDC 2016-199
PLAZA MIDWOOD
A. JAMES ONTO, APPLICANT | DENIED |
|---|---------------|

GARAGE/ACCESSORY STRUCTURE

- | | |
|--|---------------|
| 10. 400 HERMITAGE COURT
CASE No. HDC 2016-213
HERMITAGE COURT
MICHELLE BERRY, OWNER | DENIED |
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TREE REPLACEMENT PLAN

- | | |
|---|-----------------|
| 11. 621 WOODRUFF PLACE
CASE No. HDC 2016-216
WESLEY HEIGHTS
HEATHER BROCKELBANK, APPLICANT | APPROVED |
|---|-----------------|