

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

Planning Commission

Feb 6, 2017
work session

Charlotte-Mecklenburg
Government Center
Room 267
Noon

Charlotte-Mecklenburg Planning Commission

Work Session Agenda

February 6, 2017 - Noon

CMGC - Room 267

Call to Order & Introductions

Tony Lathrop

Administration

Approval of Planning Commission Minutes

Tony Lathrop

Approve the January 9, 2017 work session minutes.

Attachment 1

Policy

Charlotte Bikes

Ben Miller

Background: Charlotte Department of Transportation staff will provide an overview of the Charlotte Bikes Plan.

Action: For Commission discussion.

Information

Planning Director's Report

Ed McKinney

- Unified Development Ordinance Update
- Planning Department's Public Outreach Presentations

Attachment 2

February & March 2017 Meeting Schedules

Attachment 3

Committee Reports

- **Executive Committee**

Tony Lathrop

- December 19, 2016 Approved Minutes

Attachment 4

Future Work Session Agenda Items	Work Session
1. Development Ordinance Update	Ongoing
2. Pedestrian Overlay District (PED)	TBD
3. CATS Countywide Transit Services Plan & 2030 Plan	TBD

- **Zoning Committee**

Tony Lathrop

- Upcoming Rezoning Petitions
- January 25, 2017 Agenda

Tammie Keplinger

Attachment 5

- **Planning Committee**

Mike Sullivan

- December 20, 2016 Approved Minutes

Attachment 6

- **Communication Committee**

John Fryday

- Communication Policy

- **Historic District Commission (HDC)**

Deb Ryan

- January 11, 2017 Meeting Update

Attachment 7

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

Elizabeth McMillan

- **City Council's Transportation & Planning Committee (TAP)**

John Fryday

- January 9, 2017 TAP Committee Report

Attachment 8

Communication from Chairperson

Tony Lathrop

- **FY17 Action Plan**

Attachment 9

Charlotte-Mecklenburg Planning Commission

Attachment 1

Work Session

January 9, 2017 – Noon

CMGC – Room 267

Minutes

Attendance

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

Commissioners Absent: None

Commissioner McMillan left at 2:00 pm. Commissioner Eschert left at 2:04 pm. Commissioners Ham, Fryday, and McClung left at 2:09 pm.

Planning Staff Present: Ed McKinney (Interim Planning Director), Scott Adams, Kathy Cornett, Garet Johnson, Tammie Keplinger, Melony McCullough, and Cheryl Neely

Charlotte Department of Transportation Staff: Vivian Coleman, Scott Curry, and Dan Gallagher

Welcome & Introductions

The Chairperson called the meeting to order at 12:21 pm, welcomed those present, and asked everyone to introduce themselves.

Approval of Minutes

Vice-Chairperson Sullivan made a motion to approve the December 5, 2016 minutes, seconded by Commissioner Ryan. The minutes were approved unanimously.

Zoning Committee Report

The Zoning Committee Report was moved earlier on the agenda because Ms. Tammie Keplinger had to leave early to attend a meeting with a Council member. Ms. Keplinger reminded Zoning Committee members that the City Council public hearing is scheduled for Tuesday, January 17 because the City is closed for the Martin Luther King, Jr. Holiday on Monday, January 16. She said there are 13 decisions and 18 hearings on this agenda. The Zoning Committee meeting is January 25.

Ms. Keplinger informed the Commission that the Zoning Committee voted to change their meeting schedule. Beginning in March, the Zoning Committee will no longer meet nine days after the City Council public hearing. Instead, the Zoning Committee will meet 15 days after the public hearing. This change will give the Zoning Committee more time between the Council public hearing and the Zoning Committee meeting to review rezoning petitions and work with petitioners on any issues or concerns. This also gives petitioners more time to submit revised site plans.

Another benefit of this change is that staff will be able to send the Zoning Committee agenda out earlier, giving the Zoning Committee more time to review the agenda. Ms. Keplinger said the Zoning Committee also voted to change their meeting time from 4:30 pm to 5:30 pm to give Committee members and citizens more time to get to the meeting.

Commissioner Ryan asked if there will be a meeting scheduled between the public hearing and the Zoning Committee meeting to allow the Zoning Committee to negotiate with petitioners. Ms. Keplinger explained that currently the Zoning Committee only has about two days to discuss any

concerns or issues with petitioners. This change will give them more time to get in touch with petitioners and work thorough any concerns. Commissioner Ryan asked if these will be informal conversations between petitioners and Zoning Committee members. Ms. Keplinger replied yes, if needed and said the revised schedule will give petitioners more time to resolve issues, which will hopefully decrease the number of deferrals.

Commissioner Fryday asked if the Zoning Committee agenda or the staff comments will be received earlier. Ms. Keplinger replied that the agenda will be received sooner. Commissioner Fryday then asked if staff will continue to distribute the agenda at the Zoning Committee meeting. Ms. Keplinger replied yes because they are two different agendas. The agenda that comes out earlier does not include the consistency statements.

Chairperson Lathrop thanked Ms. Keplinger for the information.

Charlotte Department of Transportation **Transportation Action Plan**

Mr. Dan Gallagher provided an update on the Transportation Action Plan (TAP). He distributed a copy of the plan for Commissioners to review during the presentation. Mr. Gallagher explained that this is the five year update of the TAP, a 25-year locally funded transportation plan. The TAP includes all of the transportation related goals, objectives, polices, and makes a strong transportation and land use connection. He said the TAP is a funding plan which addresses the level of investment necessary to accommodate growth and to implement the type of community we want to build.

Mr. Gallagher stated that Charlotte is the 2nd fastest growing large city in the country, with approximately 44 people moving to our community each day. With this type of growth, Charlotte is projected to add over 400,000 residents during the next 25 years. The TAP addresses how we might accommodate that level of growth. Mr. Gallagher said that growth is good but it will impact the transportation network because every time someone moves here they create trips (walking, bicycle, transit or driving). Our current system accommodates 3 million trips per day and we are planning to accommodate 4.5 million trips per day.

Mr. Gallagher said as they prepare for the TAP update, a survey is done to test the pulse of what people think about transportation in our community. The 2016 transportation survey yielded the following results:

- 59% think it is difficult to drive
- 61% would like to take transit more
- 50% would like to bike more
- 75% would like to walk more
- 86% think streets should be designed for all users

Mr. Gallagher explained that the TAP will:

- Increase access to employment, education, parks, shopping, and other destinations
- Enhance quality of life and promote economic development
- Provide a safe, balanced, and efficient system
- Increase transportation choices for all users
- Support the City's land use vision

Mr. Gallagher explained why the TAP is important, some of the new themes of the TAP, what a fully funded TAP will accomplish, and how the TAP will be funded. Click [here](#) to view the details of the entire presentation.

Following is the TAP tentative review and adoption process:

- January 23 – City Council Public Comments
- February 13 – Council’s Transportation and Planning Committee Recommendation
- February 27 – City Council Action

Mr. Gallagher asked if there were any questions.

Commissioner Majeed asked about the current population and 2020 population projections. Mr. Gallagher replied that Charlotte’s population is just over 800,000. Commissioner Majeed asked staff to confirm the current population and 2020 population projections for the City and the entire County. Mr. McKinney replied that staff will provide this information later.

Commissioner Majeed asked if the transit line that is planned along Central Avenue and the Silver Line are two separate projects and if they have been funded. Mr. Gallagher said they are two separate projects but they are not included in the TAP. He explained that these are transit projects and that transit investments are not included in the TAP. They are included in the Charlotte Area Transit System (CATS) transit plan. However, CDOT worked closely with CATS in developing the TAP.

Commissioner Majeed asked about the resurfacing cycle for primary and secondary roads. Mr. Gallagher replied that the resurfacing cycle is approximately 12 years. He further explained that there is not a difference in the road tiers. Roads that have more traffic volume on them wear out quicker than those with less traffic so they are repaired sooner.

Commissioner Majeed asked if there are still plans for the Red Line to travel north from the intermodal station, along Graham Street. Mr. Gallagher said that he would need to confirm with CATS but he believes the Red Line is still in CATS’ transit plan and they are beginning to relook at the corridor to determine its feasibility or if they need to consider another alternative.

Commissioner Majeed asked about the status of the \$25 million federal funding which was allotted for the planning of the intermodal facility. Mr. Gallagher replied that CATS is working on the facility. He said CATS has received additional funding but he is not aware of their schedule.

The Chairperson said that Mr. John Lewis (CATS, Chief Executive Officer) was on the Charlotte Talks radio show this morning and provided information related to several of Commissioner Majeed’s questions. Commissioner Spencer said the interview will rebroadcast tonight at 9:00 pm on WFAE - 90.7 FM.

Commissioner Ham expressed concern about the darkness of the City along I-77 from the Uptown area to Sunset Road. He said he thinks the lighting should be addressed. Mr. Gallagher explained that I-77 is a North Carolina Department of Transportation (NCDOT) roadway. However, he will pass the information along to NCDOT if Commissioner Ham provides the specific locations. Mr. Gallagher said the TAP focuses on roadways that the City of Charlotte is responsible for, not the highways. Commissioner Ham asked who is responsible for the lighting along the highways. Mr. Gallagher replied NCDOT.

Commissioner Wiggins said that Charlotte is on the top 10 list for pedestrian fatalities. She asked how the TAP addresses this issue. Mr. Gallagher said the plan suggests sidewalks along busy thoroughfares to help get pedestrians out of roadways, as well as improvements for crossings. He explained that this is challenging because the City was built for about 50 years as an auto oriented design, without giving thought to accommodating pedestrians. Progress is being made but it will take more than a few years.

Commissioner Wiggins stated that when parking for a development is located across the street (during the rezoning process) CDOT has suggested that people walk to the nearest signalized intersection to cross the street/access the building. Commissioner Wiggins said people will not do this so she thinks we need to be more aggressive in requiring mid-block crosswalks. She also said that she would like for CDOT to think about proposing to City Council that there be a strong law regarding fines for motorists who are aggressive towards pedestrians in crosswalks.

Commissioner McClung asked if the planned funding covers growth that comes into our employment areas from the surrounding counties. Mr. Gallagher said they consider external factors when doing the plan. They coordinate with the Metropolitan Planning Organization's Long Range Transportation Plan, which addresses highways and state maintained roads that most commuters use to drive into Mecklenburg County. He said there will still be challenges when these plans are implemented but the TAP helps address growth.

Commissioner Watkins asked who is included in the 44 people coming into Charlotte per day. Mr. Gallagher replied that it includes all potential residents of the City of Charlotte.

Commissioner Watkins expressed several concerns about Independence Boulevard including, the lighting and visibility of pedestrians, pedestrians crossing concrete medians, and the design/change in the driving pattern. Mr. Gallagher said that Independence Boulevard is in transition and is a construction zone as the improvements are being made by NCDOT. When the construction is complete, the improvements will be beneficial and better for motorists; however, Independence will continue to be challenging for pedestrians because it is a highway.

Commissioner Watkins was also concerned about students crossing Independence Boulevard to get to East Mecklenburg High School. Mr. Gallagher said he would look to see how the new design will address pedestrians.

Commissioner Ryan said she hopes the TAP shows leadership in creating separated bike lanes where they are needed and hopes the funding for bike lanes is not just paint on the street.

Commissioner Ryan was concerned about the lack of crosswalks, especially in TOD/pedestrian focused areas. She thinks crosswalks should be a priority. Commissioner Ryan suggested that financial creativity be used to get small but important projects on the ground without a lot of bureaucracy. She said that groups such as Sustain Charlotte may be very interested in volunteering to help with crosswalks.

Commissioner Ryan said she thinks Mr. Gallagher came to the Commission for comments. Since the Commission is an advisory committee to Council, she wanted to know how their comments will be shared with Council. Mr. McKinney said these CDOT plans were brought to the Commission for discussion. Although this is not a formal public comments structure for the plan, the Commission can certainly forward specific comments about these plans to Council.

Commissioner Ryan thinks it would be appropriate to forward the Commission's comments and concerns to Council before they take action on the TAP. She said that she thinks issues relative to lighting, crosswalks, and bike lanes are things that Council would probably like hearing the Commission's position on and their concerns about whether or not the plan actually addresses it. She said the plan may address some of the issues that they raised but she is not sure since they have not reviewed the plan. Mr. Gallagher replied that there are answers to the issues Commissioner Ryan just raised in the TAP. For example, the plan assumes \$20 million for street lighting.

Commissioner Ryan said that CDOT staff is aware of lighting issues along I-77 near Uptown and does not need Commissioner Ham to inform them of the locations. Mr. Gallagher agreed but said that if there are specific longstanding locations he would like to be made aware of these locations so that he can find out why these areas are not lit. Commissioner Ham said lighting is an issue along I-77 from Uptown to Sunset Road and generally along I-85 from the University area to Uptown.

The Chairperson said that he is noting the Commission's concerns and suggested that the Commission make a general endorsement motion with topics of concern, if they think it is appropriate. Commissioner Ryan said that since she has not read the plan she does not think it is appropriate to endorse it. Chairperson Lathrop agreed. Mr. McKinney clarified that staff is not asking for an endorsement of the TAP. The Chairperson said he understands and that the Commission just wants to give an opinion. Commissioner Ryan said that they want to help Council.

Mr. Gallagher said that the plan is available online and there is a survey component to provide specific comments, questions, and concerns. These comments will be synthesized along with the comments received during the public hearing. The Chairperson said that since Commissioners have not read the plan they could arrange for a motion at the next meeting. Commissioner Ryan agreed.

Commissioner Spencer asked if additional funding will be pursued since increased funding requires legislative approval. Mr. Gallagher said much of the plan can be funded through existing funding sources such as transportation bonds but about 25% of the plan requires additional funding sources. The plan tries to identify funding sources that are used elsewhere in the country. Council will have conversations over the next year which will ultimately guide which funding sources will be pursued.

Commissioner Spencer asked if the plan is dependent upon working with developers to build part of the infrastructure. Mr. Gallagher replied that the plan does allow for public/private partnerships. However, he said it is difficult to plan for these partnerships because they do not know when these opportunities will occur.

Commissioner Eschert said the Commission had a previous presentation that referenced the widening of the road system to accommodate bicycles and sidewalks. He asked if the plan accounts for this increased right of way. Mr. Gallagher explained that the plan assumes that we are moving in the direction of more right of way, thorough the Place Types and UDO update, combined with CDOT's look at cross sections. Commissioner Eschert thinks this should be considered during the planning and zoning processes.

Commissioner Nelson asked if the plan projects increases in traffic volume for major corridors. Mr. Gallagher replied yes and explained that transportation modeling provides projections to 2050. Commissioner Nelson then asked if the projections are by specific corridors. Mr. Gallagher said the residential and job growth projections are used to test the volumes on future roadways and make improvements based on the modeling.

Commissioner Nelson was concerned about citizen's expectations of what transportation will look like in the future. She thinks it is important that CDOT be transparent with managing expectations and provide guidance as to what is a reasonable level of traffic congestion in the future. Mr. Gallagher said there has been a lot of outreach and public engagement.

Commissioner Nelson asked if it is normal for a city of Charlotte's size to have so many major thoroughfares that are controlled by NCDOT. Mr. Gallagher replied that most cities probably have state roads and he did not think it was abnormal. He said that Charlotte has funded improvements to state roads because we could not wait for the state to make improvements. Commissioner Nelson asked if this was part of the TAP. Mr. Gallagher replied yes, some of the pass through funds from the MPO will go to the state roads that are within the City of Charlotte.

Commissioner Nelson thinks there needs to be more coordination with NCDOT. She mentioned that sometimes during the rezoning process CDOT ask developers to make an improvement on an NCDOT road and NCDOT does not support the improvement.

Chairperson Lathrop said he appreciated the robust discussion and reminded the Commission that there were two other presentations on the agenda.

Commissioner Sullivan asked what is being done to correct past mistakes and improve connectivity in areas which were previously developed with cul-de-sacs (such as neighborhoods along Providence Road). Mr. Gallagher said there is increased emphasis on the importance of connectivity now verses the past and the plan addresses the importance of connectivity. He explained that they have improved some of the past mistakes by using greenway connections and paths between neighborhoods. They have not looked at how to "restitch" cul-de-sacs to cul-de-sacs because of space issues in these areas.

Chairperson Lathrop asked if benchmarks or growth projections were used to come up with the goal of 10 miles of bike facilities and 10 miles of sidewalk per year. Mr. Gallagher explained that the City has been doing 10 miles per year for over 10 years now. The Chairperson asked if this is comparable to most cities of our size. Mr. Gallagher said Charlotte is more aggressive than other cities. In 15 years the City will have completed the sidewalk system on thoroughfares. This is a huge accomplishment since there was not a sidewalk program 15 years ago.

The Chairperson thanked Mr. Gallagher for the presentation.

Charlotte WALKS

Mr. Scott Curry (Pedestrian Program Manager) provided an update on Charlotte WALKS. Mr. Curry said he last gave an update to the Commission in May of 2015 when the process started. Charlotte WALKS, the first pedestrian plan has been making its way through a public engagement process over the past couple of years and hopefully will be adopted by Council early this year. Mr. Curry said the plan can be viewed online and there is a survey where Commissioners can forward additional comments and questions.

The pedestrian program is funded at 7.5 million a year through transportation bonds. Most of the money is used for sidewalk projects throughout the City. Pedestrian program funds were used to build 98 miles of sidewalks since 2002 and other City capital programs have built more miles of sidewalk. More than 60 new pedestrian crossings were built over the last two fiscal years.

Mr. Curry said that Charlotte has been focused on building Complete Streets and providing transportation choices for decades. This has extended the pedestrian network and by the end of this decade Charlotte will have:

- 4 miles of streetcar
- 18.9 miles of light rail
- A 26-mile Cross Charlotte Trail
- Over 62 miles of greenways
- 49 bike share stations

All of these transportation choices extend the pedestrian network and help move people around. The result of the collaboration is that we are supporting more transportation choices than we ever have before but we still have a long way to go. The Charlotte WALKS plan helps to get at gaps which resulted from generations of auto oriented development.

Mr. Curry continued by explaining that we are all pedestrians and walkability is important because for some of us walking is the only way we can get around. CDOT estimates that over 250,000 Charlotteans do not drive. A 2016 CDOT Household Opinion Survey indicated that 86% of citizens want more walkable streets and 75% would like to walk more.

Mr. Curry stated that the Charlotte WALKS plan is a direct extension of the TAP which focuses specifically on pedestrian mobility. It organizes all of the implementation tools into one place. He said that during the public outreach process they found that Charlotteans are looking for three things when walking:

1. Want to be **safe**
2. Want to have a **useful** walking experience
3. Want it to be **inviting** and welcoming along the way

The plan was organized into three chapters which focuses on recommendations that help get at these three concerns. The public outreach included talking to over 1,000 people at 30 different events over the past two years such as Council district meetings, transportation fairs, bike event, CATS events, pop-up meetings, etc. The plan focuses on three action items.

1. Back-of-Curb Sidewalks
2. Sidewalk Gaps
3. Pedestrian Crossings

Mr. Curry said that Council will hear public comments on January 23; the Transportation and Planning Committee will make a recommendation on February 13; and Council will take action on February 27. To view the entire presentation click [here](#).

Mr. Curry asked if there were any questions.

Commissioner Wiggins said that brick pavers are aesthetically nice but are difficult for wheelchair users. She does not think they should be used.

The Chairperson thanked Mr. Curry for the presentation.

Uptown Connects Study

Ms. Vivian Coleman (Center City Transportation Program Manager) provided an update on the Uptown Connects Study. She said that this is not a plan that will be adopted by City Council. It is a study that will hopefully result in bikeways Uptown.

Ms. Coleman stated that about a year ago, there were conversations with Center City Partners and CDOT about the goals of the 2020 Plan. One of the goals was to connect the Little Sugar Creek Greenway and Irwin Creek Greenway to Uptown. Initial discussions were about having a pathway along Belk Freeway to the Panthers' Stadium and down to an existing greenway connection. This discussion enveloped into a greater study of looking at all the streets Uptown and where there could be additional bike facilities. Stewart Engineering consultants was hired in March to help with the study.

Ms. Coleman said that there has been an increase in commuter bicyclists Uptown. Currently, there are two unprotected bike lanes Uptown and cyclists are saying they want more bike lanes and they want protected bike lanes.

This study is concentrating on separated or protected bike lanes. The most protected bike lanes are grade separated greenways, while the least protected are those where cyclists ride along with traffic without any type of separation from motor vehicles. Ms. Coleman said that cities throughout the country are investing in separated bike lanes in their downtown areas.

Ms. Coleman shared the study schedule and indicated that at the end of the study Charlotte will recommend some corridors where they would like to test cycle tracks. The study process included looking at every street Uptown to determine where to test a protected bike lane pilot. The streets were eventually narrowed down to the following eight corridors for a protected bike lane option:

1. Mint Street/Pine Street
2. Church Street
3. Tryon Street
4. Brevard Street
5. Davidson Street
6. MLK Jr. Boulevard
7. 6th Street/5th Street
8. 11th Street/10th Street

At one of the public workshops, they asked attendees how important is having a protect bike lane in Uptown Charlotte. 84% said it was very important and 89 % indicated that they would use a protected bike lane in Uptown. Overall, most attendees said they would be more comfortable with protected or separated bike lanes. Workshop attendees indicated that commuting would be their primary motivation for using a protected bike lane.

Ms. Coleman said they also did a pilot demonstration bike lane along MLK Boulevard. Orange cones were used to separate cyclists from motor vehicles and attendees tested the bike lane. Participants indicated that they had a good experience using the test demonstration. The attendees were asked which of the 8 corridors they thought would be used the most if it had a protected bike lane. The 6th/5th Street corridor, connecting to the greenways, seemed to make the most sense for the attendees, staff, and the consultant.

The pilot concept will be a two-way cycle track from McDowell Street, along 6th Street, merging into 5th Street, to the Irwin Creek Greenway (1.4 miles). They are also evaluating options to perhaps use the 7th Street Bridge to get across to the Little Sugar Creek Greenway. This pilot will affect about 100 parking spaces and will require coordinating with others. If the public embraces the pilot, they anticipate starting the design in the late spring of 2017. Ms. Coleman said the pilot will look like a permanent cycle track.

The study will include a final report with a recommended Bicycle Network Map, study analysis/bicycle facility types, information about the public engagement process, and recommend implementation of the pilot project.

The next steps include the second public meeting on February 23 from 5:30-7:30 pm at the 7th Street Public Market. Ms. Coleman invited Commissioners to attend. The study will be complete in March with the design of the project pilot beginning in late spring/summer 2017. Click [here](#) to view the entire presentation.

Ms. Coleman asked if there were any questions.

Commissioner Ryan said she was excited. Since the Commission advises Council, she thinks it would be great to endorse support of the study and pilot project. She made a motion that the Commission endorse the study and pilot and send their position to City Council. Commissioner Wiggins seconded.

Chairperson Lathrop asked about the timing for completing the pilot design. Ms. Coleman said she anticipates the design will take about a year. It will require working with the public because there are many tradeoffs with building bike lanes and it will be controversial, especially since it will involve removing a lane from motor vehicles.

The Chairperson asked if there was discussion on the motion.

Commissioner McClung agreed that the pilot will be controversial. He asked if the MLK Boulevard pilot experiment included surveying drivers. Ms. Coleman replied that they did not survey motorists. However, she said the official pilot will include a lot of monitoring and discussion.

Commissioner Watkins asked if the pilot will consist of more substantial/permanent bike lane dividers instead of painted white lines. Ms. Coleman said there will be a substantial barrier so that the track will look permanent. Commissioner Watkins asked if the cyclists will get tickets for violations. Ms. Coleman replied they should if they are in violation of cyclist laws.

Commissioner Fryday said he attended some of the Charlotte WALKS and Uptown Connects Study meetings. He thinks they should move forward with the pilot study and he supported the motion.

Commissioner Spencer asked if there will be a potential for pilots in more economically or geographical diverse areas of town. Ms. Coleman said there is a cycle track on 12th Street now which connects the rail trail from Uptown, down 12th Street to Brevard Street. JW Clay Boulevard is also being designed for a protected track. Although CDOT is starting to look at protected lanes citywide, the pilot will be the first protected lane in Uptown.

The Commission voted unanimously to endorse the study and the pilot project, as well as share their endorsement with Council.

The Chairperson thanked Ms. Coleman for the presentation.

Livable City Policy Statement

Chairperson Lathrop said that last year when the Commission adopted the Livable City Policy Statement the timing was not appropriate to make specific asks of the Council. He said that since it is a new year, several Commissioners have asked what will be done with this policy.

Commissioner Fryday said that he thought the Commission agreed to ask Council to adopt the Livable City Policy Statement and make it a part of their deliberation on policies. He made a motion to ask Council to review their policies relative to the Livable City Policy Statement and that the Council adopt the Livable City goals. Commissioner Ryan seconded the motion.

Vice-Chairperson Sullivan asked if the Livable City Policy Statement will be discussed at Council's retreat. Chairperson Lathrop replied yes, the timing will be good for them to be made aware of it at their retreat.

Commissioner Nelson suggested that the motion be amended so that Council is made aware of this request immediately so that it will get ahead of the retreat. She suggested that the City Manager's office be informed of this request so that it can get on the Council retreat agenda, if it is appropriate for the retreat discussion. Commissioner Nelson said having advance notice will give Council the best opportunity to take the Livable City Policy into consideration for their retreat, if they choose. Commissioner Nelson wanted to make sure that it gets to the right person in a timely fashion.

The Commission voted unanimously to approve the motion with Commissioner Nelson's amendment.

Directors' Report

Mr. McKinney said a series of Place Types/UDO workshops were completed in December. The Advisory Committee also held their first meeting. He informed the Commission that staff is working to design the next round of community engagement. Staff is also continuing to have detailed Place Type conversations with the Planning Committee.

Commissioner Ryan asked about the membership of the Advisory Committee. Mr. McKinney said he is continuing to evolve the list based on the input from the Commission.

Committee Reports

Executive Committee

Due to time constraints, the Chairperson directed the Commission to the meeting schedules (Attachment 3) and the Executive Committee minutes (Attachment 4).

Commissioner Majeed asked if CATS will provide an update soon. The Chairperson said CATS is on the future agenda items list and the Executive Committee can discuss scheduling this soon.

Planning Committee

Vice-Chairperson Sullivan referred the Commission to the Planning Committee minutes (Attachment 6). He also said that the Committee has proposed a change to the mandatory referral process. The final document will be considered for adoption at their next meeting.

Historic District Commission (HDC)

Commissioner Ryan said the HDC meeting is on Wednesday from 12:00 to 7:00 pm and she will report back after the meeting.

Charlotte Regional Transportation Planning Organization (CRTPO)

Commissioner McMillan left the meeting early and there was not a CRTPO report.

City Council's Transportation & Planning Committee (TAP)

Commissioner Fryday directed the Commission to the TAP report (Attachment 8). He also mentioned that last month the TAP Committee recommended that the Planning Commission speak at the Transportation Action Plan public hearing on January 23. The Chairperson said that he would coordinate this with Mr. McKinney.

Commissioner Nelson asked how the Commissioner's comments would be shared with Council. Commissioner Wiggins suggested that they summarize the comments that they made during Mr. Gallagher's presentation and share them with Council. The Chairperson said the comments are summarized in the minutes so they could use the minutes.

Communication from Chairperson

The Chairperson thanked everyone for the thoughtful and rigorous discussion on transportation matters and the endorsement to Council on the Livable City Policy Statement. He said he thinks this is consistent with what Council has asked the Commission to do.

Adjournment

The meeting adjourned at 2:12 pm.

Charlotte-Mecklenburg Planning Department

Community Outreach Presentations

Date	Presentation	Staff
12/07/16	Development Along Charlotte's Light Rail System - American Council of Engineering Companies of NC	Goodwin
01/10/17	Place Types/UDO - Westover Hills Neighborhood Association	Adams/Meacci
01/12/17	2045 Metropolitan Transportation Plan Webinar	CRTPO Staff
01/14/17	Rezoning Petition 2016-149 - Council Members Austin & Phipps' Community Meeting	Keplinger
01/18/17	Place Types/UDO - Commissioner Ryan's 5th Year Architecture Class (UNCC)	Cornett
01/19/17	2045 Metropolitan Transportation Plan Webinar	CRTPO Staff
01/21/17	Growth & Development in Council District 7 - Town Hall Meeting	Various Staff

Charlotte-Mecklenburg Planning Commission

Attachment 3

Meeting Schedule

February 2017

Date	Time	Purpose	Location
Full Planning Commission			
02-06-17	Noon	Work Session	Conference Room 267 2 nd Floor – CMGC
Executive Committee			
02-20-17	4:00 pm	Work Session	Conference Room 266 2 nd Floor – CMGC
Planning Committee			
02-21-17	5:00 pm	Work Session	Conference Room 280 2 nd Floor – CMGC
Zoning Committee			
02-20-17	5:00 pm	City Council Dinner Meeting	Conference Room CH-14 Basement – CMGC
02-20-17	5:30 pm	City Rezoning	Meeting Chamber Lobby Level – CMGC
03-01-17	4:30 pm	Work Session ¹	Conference Room 280 2 nd Floor – CMGC
Other Committee(s)			
02-08-17	12:00 pm	Historic District Commission Workshop	Conference Room 267 2 nd Floor – CMGC
02-08-17	1:00 pm	Historic District Commission	Conference Room 267 2 nd Floor – CMGC
02-13-17	2:00 pm	City Council Transportation & Planning Committee (TAP)	Conference Room 280 2 nd Floor – CMGC
02-15-17	6:00 pm	CRTPO Meeting	Conference Room 267 2 nd Floor – CMGC

Charlotte-Mecklenburg Planning Department Meetings

There are no Planning Department meetings scheduled at this time.

¹ Since February is a short month, the February Zoning Committee Work Session is March 1, 2017 at 4:30 pm.

Charlotte-Mecklenburg Planning Commission

Meeting Schedule

March 2017

Date	Time	Purpose	Location
Full Planning Commission			
03-06-17	Noon	Work Session	Conference Room 267 2 nd Floor – CMGC
Executive Committee			
03-20-17	4:00 pm	Work Session	Conference Room 266 2 nd Floor – CMGC
Planning Committee			
03-21-17	5:00 pm	Work Session	Conference Room 280 2 nd Floor – CMGC
Zoning Committee			
03-01-17	4:30 pm	Work Session ¹	Conference Room 280 2 nd Floor – CMGC
03-20-17	5:00 pm	City Council Dinner Meeting	Conference Room CH-14 Basement – CMGC
03-20-17	5:30 pm	City Rezoning	Meeting Chamber Lobby Level – CMGC
04-04-17	5:30 pm	Work Session ²	Conference Room 280 2 nd Floor – CMGC
Other Committee(s)			
03-08-17	12:00 pm	Historic District Commission Workshop	Conference Room 267 2 nd Floor – CMGC
03-08-17	1:00 pm	Historic District Commission	Conference Room 267 2 nd Floor – CMGC
03-13-17	2:00 pm	City Council Transportation & Planning Committee (TAP)	Conference Room 280 2 nd Floor - CMGC
03-15-17	6:00 pm	CRTPO Meeting	Conference Room 267 2 nd Floor – CMGC

Charlotte-Mecklenburg Planning Department Meetings

There are no Planning Department meetings scheduled at this time.

¹ Since February is a short month, the February Zoning Committee Work Session is March 1, 2017 at 4:30 pm.

² Due to the new Zoning Committee meeting schedule, the Zoning Committee will meet on April 4, 2017 at 5:30 pm.

Charlotte-Mecklenburg Planning Commission

Attachment 4

Executive Committee

Approved January 17, 2017

December 19, 2016 – 4:00 pm

CMGC- Room 266

Minutes

Attendance

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

Commissioners Absent: Cozzie Watkins

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

Welcome & Introductions

The Chairperson called the meeting to order at 4:11 pm.

Approval of Minutes

Commissioner Fryday made a motion to approve the November 21, 2016 minutes. The motion was seconded by Vice-Chairperson Sullivan. The minutes were approved unanimously.

Future Work Session Agenda Items

The Committee reviewed the future work session agenda items list. Chairperson Lathrop asked for details about the Charlotte Department of Transportation (CDOT) agenda item. Mr. McKinney explained that the presentation will consist of updates on the Transportation Action Plan, Charlotte WALKS Plan, and the Uptown Connects Study. He said it is a good time for the Commission to receive updates on these initiatives because the Transportation Action Plan and Charlotte WALKS Plan are going to public hearing in January.

Chairperson Lathrop asked if the Uptown Connects Study includes the Uptown bike connection. Mr. McKinney replied yes. The Chairperson then asked if CDOT staff will be prepared to share detailed information about the Uptown bike connection. Mr. McKinney explained that Vivian Coleman (CDOT staff) will provide the update, including information about the bike connection to Uptown. Vice-Chairperson Sullivan asked if this is the tiger grant project. Mr. McKinney said that the tiger grant is part of the Cross Charlotte Trail project.

The Chairperson asked if the Pedestrian Overlay District (PED) will come to the Planning Committee for discussion similar to how the Planning Committee discussed the Transit Oriented District (TOD). He suggested that the Planning Committee have a discussion about PED before it comes to the full Commission. Mr. McKinney agreed that it is appropriate for the Planning Committee to discuss this prior to the full Commission.

Approval of the January 9, 2017 Work Session Agenda

The Committee reviewed the draft January 9 work session agenda. Chairperson Lathrop asked if there were other potential agenda items for January. He asked Commissioner Fryday if he could give an update on the Communications Committee. Commissioner Fryday said the Committee had planned to meet before tomorrow's Planning Committee meeting, but he was informed that they are required to give a 48 hour meeting notice. Therefore, they will meet in January. The Chairperson asked about the advanced meeting notice requirement. Ms. Neely explained that the Communications Committee meeting is open to the public and a 48 hour meeting notice is required for public meetings.

Chairperson Lathrop suggested that the Committee members have an informal conversation tomorrow before the Planning Committee meeting.

Ms. Neely reminded the Chairperson that he had asked her to add the Livable City Policy Statement to the January work session for follow-up discussion.

Chairperson Lathrop asked if the Uptown Connects Study is a broad study or if it focuses on protected bike lanes. Mr. McKinney explained that is a broad study which includes bike lanes.

The Committee approved the January 2017 work session agenda.

Approval of the January and February 2017 Meeting Schedules

The Committee reviewed the January and February calendars. Ms. Neely reminded the Committee that the January work session was rescheduled to January 9, due to the New Year's holiday.

The Chairperson asked if the January Council Rezoning meeting is on a Tuesday because of the Martin Luther King, Jr. holiday. Ms. Neely replied yes.

Chairperson Lathrop said he may not be able to attend the January 25 Zoning Committee meeting. He will keep staff informed.

Ms. Neely said the Commission will be back on a regular meeting schedule in February, with the exception of the Zoning Committee meeting. The February Zoning Committee meeting will be held on March 1, 2017 because February is a short month.

Other Discussion Items

The Chairperson asked if there were any other discussion items. Commissioner Fryday mentioned that he had expressed concern to Mr. McKinney about how density meets single family. He has personal experience because his residence is located adjacent to a PED development. He thinks the Commission should discuss the impacts of these relationships but does not know if it should be discussed by the Planning Committee or full Commission.

Chairperson Lathrop agreed with Commissioner Fryday's concern. He said he has heard that this is a frequent point of contention when new ordinances are being drafted and a frequent residual concern. He said it would be nice to preempt this and be proactive as we go through the UDO process by considering how place types are going to abut each other, especially in relation to how sounds and lights from adjacent developments will impact residential areas.

Commissioner Fryday said that some of this is covered in the PED. For instance PED says that no light source (bulb) shall be seen from a residential property. However, he thinks that more clarity is needed. What is allowed and not allowed in districts should be made clear so that it will be easier to interpret the regulations. The Chairperson said he thinks it is appropriate to discuss this as part of the future place types, PED, TOD, and UDO discussions.

Vice-Chairperson Sullivan asked how the transition between residential and non-residential uses is addressed now. Mr. McKinney explained that it depends on the zoning district. However, it is not comprehensive in terms of lights and sound. Vice-Chairperson Sullivan asked how transitions between industrial and residential areas are currently addressed in the ordinance. Mr. McKinney said

this is something to consider since preexisting industrial uses are starting to interface with emerging residential areas such as in SouthEnd. Vice-Chairperson Sullivan said this is also happening in west Charlotte as well as in other areas throughout the city. He said there is also an issue with where the current residents will live as these areas redevelop.

Commissioner Fryday is concerned that there will not be time to talk about these types of issues during the UDO process. He suggested that there be separate discussions to identify these key issues and how they might be addressed so they can be plugged into the UDO process when the appropriate time comes. The Chairperson suggested that the Planning Committee begin talking about these issues. Mr. McKinney agreed but suggested that the Planning Committee brainstorm to identify these issues and tie them into the work the consultant is doing. He explained that during the UDO process participants and the Advisory Committee will also be asked to identify issues.

Chairperson Lathrop asked if the next Advisory Committee meeting has been scheduled. Mr. McKinney replied no.

Adjournment

The meeting adjourned at 4:31 pm.

AGENDA
CHARLOTTE-MECKLENBURG PLANNING COMMISSION
ZONING COMMITTEE WORK SESSION
Charlotte-Mecklenburg Government Center, RM 280
January 25, 2017
4:30pm

Called to order: 4:33pm

Adjourned: 6:58pm

Commissioners:

Tony Lathrop *	Cozzie Watkins ✓	John Fryday✓	Nasif Majeed✓ (4:50)
Bolyn McClung✓	Sam Spencer✓	Nancy Wiggins✓	

Deferrals:

Item #3	Petition No. 2016-146	For Barringer Capital, LLC
Item #8	Petition No. 2016-124	For Chris Ogunrinde

Recommended for Approval as modified.	<p>1. <u>Petition No. 2016-115</u> (Council District 4 – Phipps) by Crescent Communities for a change in zoning approximately 37.54 acres located on the south side of West Mallard Creek Church Road between Senator Royall Drive and Claude Freeman Drive from RE-3(O) (research, optional) to RE-3(O) SPA (research, optional, site plan amendment).</p> <p>Consistency: Maker: Fryday 2nd: Wiggins Vote: 5-0</p> <p>Recommendation: Maker: Wiggins 2nd: Fryday Vote: 5-0</p>
Recommended for Approval	<p>2. <u>Petition No. 2016-132</u> (Council District 6 – Smith) by Richter Development, LLC for a change in zoning approximately 2.01 acres located on the east side of Sardis Road between Coventry Row Court and Timber Lane from R-3 (single family residential) to UR-2(CD) (urban residential, conditional).</p> <p>Consistency: Maker: Majeed 2nd: Spencer Vote: 6-0</p> <p>Recommendation: Maker: Majeed 2nd: Spencer Vote: 6-0</p>
Deferred to (March 1, 2017)	<p>3. <u>Petition No. 2016-146</u> (Council District 3 – Mayfield) by Barringer Capital, LLC for a change in zoning approximately 0.74 acres located on the north side of West Tremont Avenue between South Tryon Street and Hawkins Street from I-2 (general industrial) to TOD-RO (transit oriented development, residential, optional).</p> <p>Motion: Spencer 2nd: Wiggins Vote: 5-0</p>

Recommended for Approval	<p>4. <u>Petition No. 2017-005</u> (Council District 7 - Driggs) by OMS Piper Station, LLC for a change on zoning approximately 1.95 acres located on the east side of Rea Road south of I-485 and north of Piper Station Drive from B-1SCD (business shopping center district) to MUDD-O (mixed use development district, optional).</p> <p>Consistency: Maker: Wiggins 2nd: Fryday Vote: 6-0</p> <p>Recommendation: Maker: Majeed 2nd: Fryday Vote: 6-0</p>
Recommended for Approval	<p>5. <u>Petition No. 2014-053</u> by Charlotte-Mecklenburg Planning Department to 1) modify the name of mobile food vending service; 2) allow the use in additional zoning districts, with prescribed conditions, as either a principal or accessory use; and 3) modify the prescribed conditions for mobile food vending.</p> <p>Consistency: Maker: Wiggins 2nd: Spencer Vote: 4-2 Dissenting: Fryday, McClung</p> <p>Recommendation: Maker: Spencer 2nd: Wiggins Vote: 4-2 Dissenting: Fryday, McClung</p>
Recommended for Approval	<p>6. <u>Petition No. 2016-151</u> by Charlotte-Mecklenburg Planning Department to 1) change the number of days in which an appeal must be filed with the Zoning Board of Adjustment from 60 days to 30 days, and 2) require transcripts prepared by the petitioner to be received by the ZBA prior to the appeal hearing.</p> <p>Consistency: Maker: Majeed 2nd: Spencer Vote: 6-0</p> <p>Recommendation: Maker: Majeed 2nd: Spencer Vote: 6-0</p>
Recommended for Approval	<p>7. <u>Petition No. 2012-074</u> (Council District 4 – Phipps) by John Adams for a change in zoning approximately 9.55 acres located at the northeast corner of John Adams Road and West Mallard Creek Church Road from O-1 (CD) (office, conditional) and B-1(CD) (neighborhood business, conditional) to B-1 (CD) (neighborhood business, conditional) and B-1(CD) SPA (neighborhood business, conditional, site plan amendment).</p>

	<p>Consistency: Maker: Fryday 2nd: McClung Vote: 6-0</p> <p>Recommendation: Maker: Majeed 2nd: Fryday Vote: 6-0</p>
Deferred to (March 1, 2017)	<p>8. Petition No. 2016-124 (Council District 3- Mayfield) by Chris Ogunrinde for a change in zoning approximately 1.50 acres located on the northwest corner at the intersection of Freedom Drive and Wesley Village Road 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>Motion: Spencer 2nd: Wiggins Vote: 5-0</p>
Recommended for Approval <u>as modified</u>	<p>9. Petition No. 2017-003 (Council District 1 – Kinsey) by Heist Brewery for a change in zoning approximately 2.27 acres located on the north side of Woodward Avenue between Statesville Avenue and Vanderbilt Road and south of Carter Avenue from I-2 (general industrial) to MUDD-O (mixed use development district, optional).</p> <p>Consistency: Maker: Spencer 2nd: Majeed Vote: 6-0</p> <p>Recommendation: Maker: Fryday 2nd: Majeed Vote: 6-0</p>
Recommended for Approval	<p>10. Petition No. 2017-006 (Council District 4 – Phipps) by Stream Realty Partners for a change in zoning approximately 11.05 acres located on the south east corner of the intersection of Highland Creek Parkway and Eastfield Road from NS (neighborhood services) to R-17MF (CD) (multi-family residential, conditional).</p> <p>Consistency: Maker: Fryday 2nd: Wiggins Vote: 6-0</p> <p>Recommendation: Maker: Spencer 2nd: Fryday Vote: 6-0</p>
Recommended for Approval <u>as modified and upon resolution of the remaining outstanding issue.</u>	<p>11. Petition No. 2017-007 (Council District 4 – Phipps) by NRP Properties, LLC for a change in zoning approximately 6.97 acres located north of the intersection of North Tryon Street and Old Concord Road between Northchase Drive and Austin Drive from B-2 (general business) to TOD-RO (transit oriented development, residential optional).</p> <p>Consistency: Maker: Wiggins 2nd: Fryday Vote: 6-0</p>

	<p>Recommendation: Maker: Spencer 2nd: Majeed Vote: 6-0</p>
<p>Recommended for Approval upon resolution of the remaining outstanding issue.</p>	<p>12. <u>Petition No. 2017-008</u> (Council District 4 – Phipps) by NRP Properties, LLC for a change in zoning approximately 5.48 acres located on the east side of Northchase Drive north of North Tryon Street from B-2(CD) (general business, conditional) to TOD-RO (transit oriented development, residential optional).</p> <p>Consistency: Maker: Spencer 2nd: Majeed Vote: 6-0</p> <p>Recommendation: Maker: Spencer 2nd: Majeed Vote: 6-0</p>
<p>Recommended for Approval</p>	<p>13. <u>Petition No. 2017-010</u> (Outside City Limits) by David and Dawn Young for a change in zoning 2.18 acres located on the east side of Shopton Road and south of Pinecrest Drive from R-3 AO (single family residential, airport noise disclosure overlay district) and I-2(CD) AO (general industrial, conditional, airport noise disclosure overlay district) to I-2(CD) AO (general industrial, conditional, airport noise disclosure overlay district) and I-2(CD) SPA AO (general industrial, conditional, site plan amendment, airport noise disclosure overlay district).</p> <p>Consistency: Maker: Wiggins 2nd: Fryday Vote: 6-0</p> <p>Recommendation: Maker: Spencer 2nd: Wiggins Vote: 6-0</p>
<p>Recommended for Approval as modified</p>	<p>14. <u>Petition No. 2017-009</u> (Council District 2 – Austin) by NRP Properties, LLC and Drakeford Company for a change in zoning approximately 2.970 acres located on the west side of West WT Harris Boulevard between Mount Holly-Huntersville Road and Lake Spring Avenue from NS (neighborhood services) to NS SPA (neighborhood services, site plan amendment).</p> <p>Consistency: Maker: Spencer 2nd: Majeed Vote: 5-0</p> <p>Recommendation: Maker: Majeed 2nd: Wiggins Vote: 5-0</p> <p>Recused (both votes): McClung</p>
<p>Recommended for Approval</p>	<p>15. <u>Petition No. 2017-014</u> (Council District 3 – Mayfield) by Humane Society of Charlotte, Inc. for a change in zoning approximately 17.57 acres located south of the Southern Railway and on the north east corner at the intersection of Parker Drive and Berryhill Road from R-4 (single-family) and</p>

	<p>I-1(light industrial) to MUDD-O (mixed use development district, optional).</p> <p>Consistency: Maker: Wiggins 2nd: Fryday Vote: 5-0</p> <p>Recommendation: Maker: Wiggins 2nd: McClung Vote: 5-0</p>
Recommended for Approval	<p>16. <u>Petition No. 2017-033</u> (Outside City Limits) by Spectrum Properties for a change in zoning approximately 29.01 acres located on the north side of Mallard Creek Road between Ridge Road and Odell School Road from CC (commercial center) to CC SPA (commercial center, site plan amendment).</p> <p>Consistency: Maker: McClung 2nd: Fryday Vote: 5-0</p> <p>Recommendation: Maker: Wiggins 2nd: Fryday Vote: 5-0</p>
Recommended for Approval	<p>17. <u>Petition No. 2017-011</u> (Council District 1 – Kinsey) by Pappas Properties, LLC for a change in zoning approximately 0.93 acres located at the southwest corner of Pearl Park and near the northwest corner of the intersection at Kenilworth Avenue and Greenwood Cliff from B-2 (general business) to O-2 PED (office, pedestrian overlay district).</p> <p>Consistency: Maker: Spencer 2nd: Wiggins Vote: 5-0</p> <p>Recommendation: Maker: Spencer 2nd: Fryday Vote: 5-0</p>
Recommended for Approval	<p>18. <u>Petition No. 2017-020</u> (Council District 3 – Mayfield) by Steve Young for a change in zoning approximately 4.97 acres located on the northeast corner of the intersection of Nations Ford Road and Old Hebron Road from R-17MF (multi-family residential) to I-1 (light industrial).</p> <p>Consistency: Maker: Wiggins 2nd: Fryday Vote: 5-0</p> <p>Recommendation: Maker: Wiggins 2nd: Fryday 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 John Ham, Bolyn McClung, Elizabeth McMillan, Dionne Nelson and Deborah Ryan

Planning Staff Present: Scott Adams, Kathy Cornett, Garett Johnson, Linda Keich, Melony McCullough, Ed McKinney, Grant Meacci and Cheryl Neely

Call to Order and Introductions

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

Approve November 15, 2016 Minutes

A motion was made by Commissioner McMillan and seconded by Vice-chairperson Fryday to approve the November 15, 2016 minutes. The vote was unanimous to approve the November 15, 2016 minutes.

Mandatory Referral Process

Chairperson Sullivan provided background information on the Committee's previous discussion about the mandatory referral process. He reminded members that they received a detailed presentation from staff a couple months ago on the mandatory referral process. The Committee discovered some areas that needed to be addressed in order for their actions to have more impact.

Garett Johnson (Planning) summarized the Committee's two biggest concerns about mandatory referrals which are to make sure that mandatory referrals are appropriately evaluated and to appropriately communicate the Committee's concerns to the right people.

Evaluation and Discussion of Mandatory Referrals

During her presentation, Ms. Johnson reviewed the *Mandatory Referral Process* handout dated 11/28/2016 that was developed by the Executive Committee, Planning Committee and staff. She summarized the staff review and evaluation process which includes discussion by the Joint Use Task Force (JUTF). Staff will provide the Planning Committee with documentation of their evaluation in the "Mandatory Referral Report" for the Committee's review and response.

Staff will provide the final mandatory referral report to the Committee a week prior to the Planning Committee meeting. The report will include a summary of any discussion of the mandatory referral by the JUTF and a list of the departments/agencies in attendance at the JUTF meeting.

Committee concerns are communicated to the appropriate parties

Ms. Johnson explained that the Planning Committee will review the report and may choose to respond to the mandatory referrals as consent items or to discuss the report in detail. The Committee may make whatever response, if any, to the submitting body and others as deemed appropriate.

Ms. Johnson reviewed the Typical Planning Committee responses recommended which includes the following:

1. Recommend Approval
2. Not Recommend Approval
3. No Action

See the *Mandatory Referral Process* handout dated 11/28/2016 for more details.

Commissioner Ryan said that she thinks the suggestions are good and thorough. She asked Ms. Johnson to explain the timeline. Ms. Johnson explained the staff review process in detail and what happens after the Committee's review. Commissioner Ryan asked if the submitting staff will give the report to the elected officials or boards. Ms. Johnson explained that typically Planning staff will send the report with the Committee's comments to the submitting staff. That staff person may or may not share it with the officials. However, the proposed process allows for the Planning Committee Chair to send a formal letter from the Planning Committee to the submitting Board (including elected officials), agency or department as applicable. Ms. Johnson said that staff will draft an example letter for the Planning Committee Chairperson to use as a template to facilitate the Committee's response. Commissioner Ryan stated that the Committee wants to make sure that City Council is aware of these transactions.

Vice-chairperson Fryday clarified that the letter from the chairperson will go to elected officials and boards and thanked Ms. Johnson for pulling the information together. Ms. Johnson also pointed out the contact list on the last page of the *Mandatory Referral Process* handout. This contact list is provided for guidance when the Committee's response is to provide additional comments to specified bodies. She added that the list is not complete. Chairperson Sullivan emphasized that when an issue occurs, the Committee can make sure that the appropriate body is aware of it.

Commissioner Nelson shared her concern about the terminology used – approval, non-approval, or just a comment. She said that recommending approval or non-approval is misleading and implies that the Committee has more influence in the process than they actually have. The statute calls for the Committee to review the proposed request and make comments, if any. She suggested that the Committee not continue to stamp the reports with recommend approval or recommend non-approval. The Committee should simply state either we have comments or we do not have comments. If the Committee does not have any comments, we could move not to make comments on the mandatory referral because there is nothing to discuss. However, if there is something that the Committee would like to discuss, we could pull the report for discussion just like we have in the past. If the Committee discusses the mandatory referral and thinks that the questions were answered, there would be no comment. However, if the Committee makes a specific recommendation on the report, she is fine with referencing the *Communication Contact List* included in the *Mandatory Referral Process* handout to share comments with the appropriate group.

Commissioner Nelson emphasized that she is literally suggesting no comment if the Committee does not see anything that raises a concern worth sharing with an outside body. Vice-chairperson Fryday asked if there could be a statement that the Committee has reviewed the report and has no comments. Chairperson Sullivan asked staff if the Committee has to comment. Ms. Johnson replied no. She stated that the Committee could say that they have no comments. Commissioner Nelson agreed that every mandatory referral should not have a comment.

Commissioner Ryan asked if commissioners disagree is there a way to provide comments from both sides. Chairperson Sullivan answered yes there could be a minority opinion included in the Committee's report. Chairperson Sullivan said that the Committee could approve, not approve or not comment.

Ms. Johnson cautioned the Committee not to send comments to all of the different bodies on a regular basis if they would like for their comments to be impactful. The comments should not be typical but something special. Commissioner Nelson added that if the comments are received on a regular basis, people will not read them.

Vice-chairperson Fryday asked if the Committee could have standard statements as listed below.

If pulled for consent, the Committee reports that they reviewed Mandatory Referral _____ (insert MR#) on a certain date _____ (insert meeting date) and have no comments or have comments and list them.

If pulled for discussion and the Committee has comments, the Committee decides if the comments are important enough to share. Then the Committee could report that they reviewed the mandatory referral and have the following comments _____ (list comments).

Commissioner McClung asked if the reports should go to the Zoning Committee. Planning Commission Chairperson Lathrop replied no. Commissioner McMillan asked if a timeline with the steps in the mandatory referral review process could be added. Ms. Johnson replied yes.

Chairperson Nelson suggested that a commissioner say that I move that the Planning Committee makes the following comment _____ to the following body _____. If individuals do not agree, add a minority opinion.

Chairperson Sullivan said that if the mandatory referral is approved by the Committee, they could make a motion and include information that would be sent to the submitting agency and others that may have a vested interest or concern.

Chairperson Sullivan confirmed that the first page of the *Mandatory Referral Process* document is fine and the second page has some strike throughs. He stated that the *Mandatory Referral Process* handout dated 11/28/2016 needs to be revised and that the Committee needs to wait until the January 2017 meeting to take action.

A motion was made by Commissioner Ryan and seconded by Vice-chairperson Fryday to move forward with a vote on the revised Mandatory Referral Process with Chairperson Sullivan's points at the January 2017 meeting.

The vote was unanimous to move forward with a vote on the revised Mandatory Referral Process at the January 2017 Planning Committee meeting.

Chairperson Sullivan thanked Commissioner Nelson, Vice-chairperson Fryday and Ms. Johnson for their hard work on this item.

Commissioners Areas of Expertise

Commissioner Ham is putting together an outline of the commissioners' areas of expertise. This may provide a way to identify who may have more information to share with others on various items. He would like for commissioners to respond to an email that was sent about this item. He hopes that there will be a presentation on this information by early February.

Unified Development Ordinance & Place Type Update

Ed McKinney stated that staff will give an overview of the Place Type meetings that recently took place in the community. Kathy Cornett (Planning) provided the Place Types overview. She shared some of the high level themes from the consultants' meetings with Planning Commissioners and City Council, summarized what staff heard at the community workshops and reviewed the next steps in the process.

There were five meetings throughout the city with 159 participants.

Ms. Cornett shared the Top 10 Favorite Places that participants identified at the meetings.

- | | |
|------------------------|-------------------|
| 1. Freedom Park | 6. NoDA |
| 2. Greenways | 7. Dilworth |
| 3. South End | 8. Wesley Heights |
| 4. Uptown | 9. Plaza-Midwood |
| 5. Romare Bearden Park | 10. Rail Trail |

Ms. Cornett highlighted what people liked most about these places. Key words included experience, open space, mixed use and diversity. Next she highlighted key words use to describe these spaces which included beautiful, walkable, peaceful, green and diverse. Ms. Cornett stated that staff distributed 100 "Meeting in a Box" packets for participants to use to share information with others in the community. 87% of participants thought the workshop was helpful. Click [here](#) to view the PowerPoint presentation.

Commissioner Ryan asked how many people participated online. Ms. Cornett stated 10 to 15 people. She stated that staff recognizes that this is a slow start and have had conversations with other staff that have used similar tools. Their experience was that once you build your momentum, participation grows quickly. Commissioner Ryan stated that she would be surprised if the momentum develops on its own. She suggested that it may need to be targeted through organizations.

Commissioner McClung asked if there were any questions about school locations. Ms. Cornett answered yes. Commissioner McClung said that he has had discussions with CMS staff about what kind of tools to use for population projections to determine where schools are needed. He added that densities are getting higher and it is going to be hard to find school property. Ms. Cornett stated that the comments are generally about how schools, transportation and other departments/agencies are participating in the process. She said that it was helpful to have CDOT and CATS staff at the meetings to share information and show how we work together.

Vice-chairperson Fryday stated that he enjoyed being at the meetings and listening to the people at his table. They were more aware of planning than one might expect. He noted that SouthPark is not one of the Top 10 Favorite Places. He asked about the commonalities and differences of the Top 10.

Commissioner Nelson asked about the diversity of the Ordinance Advisory Committee (OAC) in terms of professionals, community and race. Mr. McKinney stated there was a detailed conversation about all of the above in the last work session.

Commissioner Ryan stated that she attended the same meeting as Vice-chairperson Fryday and the meeting went really well. She thought people were engaged and was surprised at how knowledgeable people were. She said that she thought the presentation captured what she heard at her table. Commissioner Ryan commented on slide 6 *"What people liked most about these places"* – the word cloud is more about places and not about uses. She stated that she still struggles with the names of these places being called mixed use or residential center when we are trying to get away from using those categories. She expressed a desire to revisit the names of place types. She added that slide 7 *"Words used to describe their favorite places"* the word cloud is all about places as well. She encouraged staff to revisit this. She said that she wonders if there is a way to capture the essence of the joy of the people at her table. The activity was setup in terms of cards and all of the choices were pretty obvious but you learned that the people there understood the concept of place types. Commissioner Ryan thought it was a raging success.

Chairperson Sullivan stated that it is interesting that there is very little of South Park in the word clouds. It is interesting that the higher impact areas are the ones that participants have less interest in. He added that all of the places identified are centrally located in the center of town. Commissioner Ryan stated that could have been because participants were asked what their favorite place is and they thought of parks instead of neighborhoods. She suggested that if you ask what your favorite neighborhood is, you may get more information.

Commissioner Nelson stated that maybe consideration should be given to different types of examples. One could talk about favorite places in Charlotte and have a list that is representative of all the places that are needed in our community. She thinks that we need to drill down further to understand what people really mean.

Commissioner McMillan asked how staff will address things that are missing on the slides. Ms. Cornett said that staff is at the very beginning stage and will have to figure out how to address this. Mr. McKinney added that if you look at slide 10 “Stakeholder Feedback” the table that shows feedback from the Mayor, City Council, Planning Commission and Workshop Participants, you can see some clear themes emerging such as affordable housing. This is giving us a broad road map for the things that we need to focus on. Mr. McKinney reiterated the commonalities across the different groups. Commissioner McClung asked if anyone brought up what they did not want in their favorite places. Ms. Cornett said that question was not specifically asked.

Commissioner Nelson stated that some things may be easier to address than others. She said there are some things like affordable housing and gentrification that we say are not land use issues. However, they are an outgrowth of land use issues. She suggests that we research what other cities have done to address these issues. She asked what can be put in writing to address this. Look for ways that some of these issues are explicitly dealt with in ordinances. She said that she is optimistic that there are some cities that have found ways to address affordability. The issue may have been addressed through something in an ordinance about the speed of change in a neighborhood or rezonings in a neighborhood that could trigger gentrification.

Vice-chairperson Fryday agreed with Commissioner Nelson. He questioned if the words on slide 10 “Stakeholder Feedback” - the table that shows feedback from the Mayor, City Council, Planning Commission and Workshop Participants mean the same thing to all of the groups.

Commissioner Ryan expressed her disappointment in not seeing all of the information prior to the public meetings. She wants to see more of the place types and compare the eight categories. She thinks that we might discover some that are missing. Mr. Meacci stated that some of that information will be shared next month.

Planning Commission Chairperson Lathrop stated that he sensed a tremendous amount of self-selection in participation. He thinks there is an overwhelming number of people in the community who do not know about this and are not paying attention. He said that it is very important to test the terminology with people who are not in the know.

Chairperson Sullivan said that he thinks it is important to look at who is at the meetings and make an effort to reach out to those who are not there. Either they can’t take time out of their day for these meetings or they don’t feel engaged. If we are going to make a city for everyone, then we need to reach out to all. Vice-chairperson Fryday asked what the Committee can do to help bring in more people. He asked if the Committee can invite people from all over the city because they all know people. McClung suggested getting people interested in UDO.org.

Chairperson Sullivan stated that Charlotte agenda has a number of events that have hundreds of individuals, mostly in there thirties. He also suggested the Ballantyne Breakfast Club and the Tuesday Morning Breakfast Club as groups to contact. He said that maybe we need to go to their events to engage them. Mr. McKinney stated that staff has been going to various groups for the past nine months and will continue to do that. However, staff will never catch everyone. He asked committee members to share specific contacts.

Commissioner Ryan said that she thought that is what the Lee Institute is doing. Ms. Cornett said that the Lee Institute provided feedback on the presentation and helped design the table activities. McKinney stated they have their list to.

Commissioner Nelson suggested that we go outside of our circle. She inquired about a list of the presentations that staff makes to groups. Mr. McKinney stated that the list changes daily. Commissioner Nelson asked if the list is on the website. Mr. McKinney said it is difficult to manage keeping everyone up to speed on every single neighborhood meeting that staff attends. He said that if anyone invites staff to any neighborhood meetings they will participate.

Commissioner Ryan asked if staff could place a calendar on the website to make them aware of where you will present information and to what group. Ms. Johnson stated that if staff knows ahead of time the information can be included in the agenda packet. Mr. McKinney stated staff is keeping a record of all meetings that they attend. He emphasized that all of this information will not be placed on the website. Mr. McKinney said do not hesitate to let him know of groups that you think staff should contact.

Commissioner Ryan noted that the presentation started with Centers, Corridor and Wedges (CCW). She thinks that there are some unspoken things that were not communicated. For example, what do we mean by transportation choices. She added that we would like to see most of our neighborhoods have different uses, different incomes and be well connected. She suggested a discussion about things that you see in some neighborhoods and towns and others we do not. Consider asking participants how they feel about making their neighborhood more walkable. She said that she believes there are some unspoken values that could be much more explicitly stated that can help people understand why some of these things are important.

Vice-chairperson Fryday stated that the presentation started off by pointing out that we are a growing city but it did not say that implies these kinds of things will be important to the city. Ms. Cornett explained that the presentation begins with the vision for the city of Charlotte.

Meeting adjourned at 6:35 p.m.

CHARLOTTE HISTORIC DISTRICT COMMISSION
MEETING AGENDA – JANUARY 11, 2017 ROOM 267 ON THE 2ND FLOOR.
HDC WORKSHOP – 12:00 PM THE PUBLIC IS WELCOME TO ATTEND

Attachment 7

HDC WORKSHOP – 12:00 PM

- Design Guidelines Unresolved items

HDC MEETING: 1:00 – 7:00

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

CONTINUED

- | | | |
|----|---|-----------|
| 1. | 1741 WILMORE DRIVE
CASE No. HDC 2016-284
WILMORE
GLENN WISE APPLICANT | APPROVED |
| 2. | 1422 THE PLAZA
CASE No. HDC 2016-299
PLAZA MIDWOOD
KAREY DIGH, APPLICANT | CONTINUED |

NEW CONSTRUCTION

- | | | |
|----|---|-----------|
| 3. | 248 W. KINGSTON AVENUE
CASE No. HDC 2016-320
WILMORE
ASHLEY JIMINEZ, APPLICANT | CONTINUED |
|----|---|-----------|

ADDITIONS

- | | | |
|----|---|-----------|
| 4. | 1564 S. MINT STREET
CASE No. HDC 2016-315
WILMORE
JOSEPH BENNETT, APPLICANT | CONTINUED |
| 5. | 1533 WILMORE DRIVE
HDC 2016-307
WILMORE
MATT JOHNSON, APPLICANT | APPROVED |
| 6. | 1212 LEXINGTON AVENUE
CASE No. HDC 2016-318
DILWORTH
TONY GRAY, APPLICANT | APPROVED |

ALTERNATE MATERIALS FOR HOUSE

- | | | |
|----|--|----------|
| 7. | 300 W. PARK AVENUE
CASE No. HDC 2016-325
WILMORE
JUSTIN NIFONG, APPLICANT | APPROVED |
|----|--|----------|

Transportation & Planning Committee Report
Monday, January 9, 2016 2:00 – 4:30 p.m.
Charlotte-Mecklenburg Government Center Room 280

Committee Members:	Vi Lyles, Chair John Autry Patsy Kinsey Greg Phipps Kenny Smith
Staff Resource:	Debra Campbell, City Manager's Office

AGENDA

I. Parkwood & The Plaza Corridor Study- 25 minutes

Resource: Dan Gallagher, Transportation

Over the last year, staff worked closely with the community to study and assess ways to improve conditions along Parkwood Avenue and The Plaza. Staff will share the work to date, summarize input from the community, and identify possible options moving forward.

Action: For information only

JBf report- This was study undertaken by CDOT to examine, with the community, the thoroughfares/corridors of The Plaza and Parkwood relative to traffic, pedestrian and bike issues. There have been 2 fatalities and numerous accidents on both streets. Recommendations were made, but The Plaza work caused some disappointment as the counts are too high to allow much in the way of 'traffic calming' or 'road diets'. Under 20,000 cars per day is threshold.

II. Transportation Action Plan, Charlotte WALKS and Charlotte BIKES- 10 minutes

Resource: Dan Gallagher, Transportation

Staff worked with the Committee to advance the Transportation Action Plan, Charlotte WALKS and Charlotte BIKES over the last year. The Transportation Action Plan and Charlotte BIKES are scheduled for public comment at the January 23 Council Business Meeting. Staff plans to present a draft of the Charlotte BIKES plan to the Committee at their February 13 meeting along with status updates and a schedule for each plan.

Action: For information only

JBf report- This was a continuation of the reports that have been presented to the Planning Commission. There is a pilot project on BIKES coming to 6th street- linking McDowell greenway to Irwin Park. Expected implementation in 2018 or 2019.

Council workshop session requested for T.A.P.- maybe February 6th. Public Hearing is to be January 23rd.

III. 2016: The Year in Review- 5 minutes

Resource: Debra Campbell, City Manager's Office

Review the Committee's 2016 meeting highlights.

Action: For information only

JBf report- (No comments)

IV. Upcoming Topics- 5 minutes

JBf report- The Parkwood/ Plaza study is to return for additional review and discussion at February 13 meeting.

Next Scheduled Meeting: February 13, 2017 at 2:00 pm

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		
Key Topics		
<ul style="list-style-type: none">• Advisory Committee• Place Type/Community Character Policy• UDO Draft• TOD and PED Implementation Strategy		Planning Committee
Status: Ongoing		
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
Status: Review to be conducted with Planning Committee in early 2017.		
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
Status: In process. Communications Committee formed with Commissioners Fryday (Chair), Ryan, and Spencer.		
4. Update & Revise Livable City Policy Statement		
<ul style="list-style-type: none">• Address community safety		Full Planning Commission
Status: Complete. Commissioner Ryan drafted a statement to address community safety. The Commission reviewed the statement and agreed to revise the Livable City Policy to reflect this change on November 7, 2016.		
5. Review Affordable Housing Policies		
<ul style="list-style-type: none">• Review current city policies• Review city, county, CMS and other programs and initiatives• Review state regulations/legislation		Full Planning Commission
Status: Complete. Pamela Wideman (N&BS) led a discussion on affordable housing programs at the November 7, 2016 work session.		