

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

Planning Commission

Dec 3, 2012
work session

Charlotte-Mecklenburg
Government Center

Room 267
Noon



Agenda

Charlotte-Mecklenburg Planning Commission

December 3, 2012 - Noon

CMGC - Conference Room 267

Work Session Agenda

Call to Order & Introductions

Yolanda Johnson

Administration

Approval of Planning Commission Minutes

Approve the November 5, 2012 Work Session minutes.

Attachment 1

Policy

Prosperity Hucks Area Plan Update

Kent Main

Background: Planning staff to provide an update on the Prosperity Hucks Area Plan process.

Action: Receive as information.

Prosperity Hucks Area Plan Commission Report

Andy Zoutewelle

Background: Vice-Chairperson Zoutewelle will provide a report from the November 15th Public Kick-off meeting.

Action: Receive as information.

Text Amendment(s)

Parking & Housing Near Universities Text Amendment Update

Barry Mosley

Background: Planning staff to provide an update on the text amendment process.

Action: Receive as information.

Parking & Housing Near Universities Commission Report

Steven Firestone & Greg Phipps

Background: Commissioners Firestone and Phipps will provide reports from the Citizen Advisory Group meetings.

Action: Receive as information.

Information

Planning Director's Report

Debra Campbell

- Planning Directors Report
- Planning Department's Public Outreach Presentations

Attachment 2

December 2012 & January 2013 Meeting Schedules

Attachment 3

Committee Reports

Executive Committee

Yolanda Johnson

- October 15, 2012 Approved Minutes
- Future Work Session Agenda Items

Attachment 4

Future Work Session Agenda Items	Work Session
1. Nightclubs, Bars, Lounges and Restaurants Text Amendment	TBD
2. Residential Design Standards Text Amendment	TBD
3. State Sustainability Task Force	TBD

Zoning Committee

- Upcoming Rezoning Petitions
- Zoning Committee Agenda
- Zoning Committee Public Hearings

Yolanda Johnson
Tammie Keplinger
Attachment 5
Attachment 6

Planning Committee

- October 16, 2012 Approved Minutes

Andy Zoutewelle
Attachment 7

Planning 101 Committee

Meg Nealon

Economic Development Committee

Lucia Zapata Griffith

MUMPO

Greg Phipps

Historic District Commission

- November 14, 2012 Meeting Update

Attachment 8

Communication Committee

Andy Zoutewelle

Communication from Chairperson

Yolanda Johnson

A stylized graphic featuring the word "Administration" in a white, cursive font. The text is centered within a dark blue, wavy, brush-stroke-like shape. This shape is part of a larger composition of overlapping, wavy lines in shades of blue, green, and olive, creating a sense of movement and depth. The background is plain white.

Administration

Charlotte-Mecklenburg Planning Commission

Attachment 1

November 5, 2012 - Noon

CMGC - Conference Room 267

Action Minutes

Call to Order & Introductions

Chairperson Johnson called the meeting to order at 12:15 pm.

Attendance

Commissioners Present: Yolanda Johnson (Chairperson), Andy Zoutewelle (Vice-Chairperson), Emma Allen, Ray Eschert, Tracy Finch Dodson, Steven Firestone, Lucia Zapata Griffith, Karen Labovitz, Tony Lathrop, Meg Nealon, Deb Ryan, Greg Phipps and Dwayne Walker

Commissioner Finch Dodson left the meeting at 12:50 pm. Commissioner Walker left the meeting at 1:10 pm. Commissioner Lathrop left the meeting at 2:15 pm. Commissioner Ryan left the meeting at 2:20 pm.

Commissioners Absent: Tom Low

Staff Present: Debra, Campbell (Director), Pontip Aphayarath, Tammie Keplinger, Melony McCullough, Sandy Montgomery, Cheryl Neely and Alysia Osborne

Administration

Approval of Planning Commission Minutes

Commissioner Allen made a motion to approve the October 1, 2012 work session minutes, seconded by Commissioner Finch Dodson. The vote was 13-0 to approve the minutes.

Policy

Blue Line Extension (BLE) Station Area Plans Update

Commissioner Ryan provided an update from the October 18th BLE workshop. She indicated that the meeting was well attended, with over 100 people in attendance. Students from her class attended the meeting, but they did not understand the density discussion because they were not able to see the material that was displayed on the screen.

Chairperson Johnson asked about the meeting's focus. Commissioner Finch Dodson stated that the meeting focused on density, scale and massing. She also added that there were several questions about how the project will impact individual properties and infrastructure. Commissioner Firestone thought the interactive exercise was an excellent way for staff to gather feedback.

Commissioner Phipps shared information from the November 1st BLE workshop. He reported that the crowd seemed to be energized and the meeting went well. He stated that he was impressed with the number of park and ride spaces located at the transit stations.

Area Plan Development Process Overview

Melony McCullough gave an overview of the area plan development process. The presentation primarily focused on:

1. The Hierarchy of Plans
2. What is an Area Plan
3. The Purpose of Area Plans

4. The Plan Assessment Process
5. Key Elements of Plans
6. Current Area Planning Initiatives

The Planning Commission's involvement in the plan development process includes:

1. Attending public meetings to listen to public input
2. Updating Planning Committee and full Commission on planning process
3. Touring the area with staff
4. Recommending the Plan to City Council for action

Commissioner Nealon asked if surveys are used to capture input from the business community. If so, how is the information from the surveys used or documented. Melony McCullough explained that surveys are made available early in the process and staff creates a master list of all comments received. Staff discusses responses from surveys when developing the plan recommendations. Staff is also sending people to the website and looking at using other methods, such as social media, for citizens to provide input. Staff can discuss additional ways to reach the business community.

Commissioner Zapata Griffith suggested that staff meet with representatives from the Chamber to get assistance with involving the business community when starting planning initiatives. She also asked if economic development related issues can be added to the list of key considerations that staff looks at when developing area plans. The Planning Director stated that generally small businesses do not have issues that an area plan can respond to. Their issues are usually related to financing and marketing. Staff does not have a standard way to engage the business community.

Commissioner Ryan asked about the Commissioner's role at public meetings. She noted that she felt "muzzled" at the BLE public meeting because the role seems to be passive and limited to listening to public input. Reporting back to the full Commission does not provide opportunities to share input. She asked if Planning Commissioners could join the Citizen Advisory Group (CAG) since they are citizens. Chairperson Johnson reminded Commissioner Ryan that the Commission makes a recommendation to Council and cautioned that the Commission does not want it to appear that they were so involved in the process that they "swayed" the plan's recommendations. The Chairperson further explained that reporting back to the full Commission provides an opportunity to present issues to the Commission and staff. She mentioned Commissioner Ryan's previous comment about the screen at the BLE public meeting not being very visible. This is a prime example of providing input to staff. She encouraged Commissioners who are assigned to monitor projects to bring this type of information back to staff and the full Commission for discussion. Vice-Chairperson Zoutewelle cautioned that the Planning Committee will have an opportunity to have a more active role when they deliberate. Although some roles are more passive, he believes these roles are better preparing Commissioners to take a more active role at the appropriate time, which is after the public meeting. Director Campbell added that staff is bringing area plans to the Commission earlier in the process so that there can be more substantive discussion in the Planning Commission meetings.

Commissioner Labovitz stated that she was assigned to the Park Woodlawn Plan. She noted that during the public meeting, several citizens indicated that they did not understand why a plan was being done for the area. Commissioner Labovitz suggested that staff provide background

information, as to why an area plan is being done, prior to the public meeting. She thought it may be beneficial to include this information, as well as other general information about the area plan development process in the public meeting notice.

Ms. McCullough concluded her presentation by providing information about current planning initiatives. In addition to the BLE Transit Station Area Plans, staff is working on plans for the Park Woodlawn and Prosperity Hucks areas. The Park Woodlawn CAG process is near completion. Staff is scheduled to present the draft plan recommendations to the CAG on December 4th and will present the draft plan to the public in late January 2013. The Prosperity Hucks Plan Area Plan will kick off the process with a public meeting on November 15th. This process will be similar to the BLE process and will include three community meetings to receive public input.

The Chairperson thanked Ms. McCullough for the presentation.

Text Amendment Process Overview

Sandy Montgomery provided an overview of the text amendment process. Ms. Montgomery's presentation focused on:

1. How Text Amendments are Initiated
2. Types of Text Amendments
3. The Citizen Advisory Group Process
4. Role of the Planning Commission in the Text Amendment Process
5. Text Amendment Adoption Process
6. Current Text Amendment Initiatives and Assignments

The primary role of the Commission is for assigned members to attend CAG meetings and report back to the full Commission. Members are to attend the public hearing on the text amendment, Zoning Committee or Planning Committee meetings and make a recommendation. Members should also attend the public hearing where the decision is made by Council.

Current text amendment initiatives and assignments include:

1. Parking & Housing Near Universities (Commissioners Firestone and Phipps)
2. Electronic Game Operations (Commissioner Phipps)
3. Residential Design Standards (Commissioner Zapata Griffith)

Commissioner Phipps stated that some citizens think the area plan process is unfair because they sometimes feel as though their participation and input in the area plan development process is not taken seriously. He suggested that staff emphasize, at the beginning of the process, that plans are a guide for development so that there will not be any misunderstandings when development deviates from the plan's recommendation. Chairperson Johnson mentioned that the Zoning Committee had

discussed transparency with staff as part of the Walgreens rezoning petition discussion. The Planning Director responded by saying that the goal is to strengthen policy documents, as much as possible, when plans are developed. The issue with the specific plan was an interpretation issue. There may have been issues with the interpretation of neighborhood serving retail uses. There will be instances when a recommendation will be inconsistent with a plan, but in the public interest. If staff determines

that a development proposal is improving conditions and not adversely impacting an area, it is appropriate for staff to send a recommendation to both the Zoning Committee and elected officials. However, sometimes staff's interpretation of an adverse impact may be different from the neighborhood or developer's interpretation. Staff tries to bring the best information to Council so that they can make an informed decision. Chairperson Johnson noted that the Zoning Committee found the development proposal consistent with the adopted plan.

Commissioner Labovitz suggested that the Zoning and Planning committees share information about Committee discussions at the full Commission meetings. She thought it may be helpful if Zoning Committee members could hear information about area plan discussions when making decisions on rezoning petitions. Chairperson Johnson reminded the Commission that the staff can serve in this capacity when there are questions.

Commissioner Zapata Griffith was pleased with how the system worked in relation to the citizen comments on the Walgreens petition. Although it is hard to please everyone, there is a need to figure out a way to "hear all voices", both those in support and against development proposals. Maybe social media can be used to receive comments from the public.

Commissioner Labovitz thought that Commissioner Zapata Griffith's email to all Zoning Committee members was helpful and suggested that they continue to use this venue to communicate with each other. Chairperson Johnson reminded Commissioners that they are to copy all Commissioners when they have questions for staff so that everyone will be privy to the same information.

The Chairperson reminded the Commission that the area plan development and text amendment process presentations were the result of a request from the retreat. She thanked staff for providing the information.

Student Housing and Parking Text Amendment Update

Chairperson Johnson noted that this initiative was originally two text amendments (Student Housing and Institutional Parking); however, the scope of the Institutional Parking Text Amendment changed and it was combined with the Student Housing Text Amendment. She thanked Vice-Chairperson Zoutewelle for assigning both a Zoning and Planning committee member to track this text amendment. She thought it may be particularly helpful to have representation from each subcommittee so that when committee rotations occur, they can still follow the project. Commissioners Firestone and Phipps are assigned to this text amendment and will report from the public kick-off meeting. Commissioner Firestone reported that the meeting was well attended, with approximately 35 – 40 people in attendance. The purpose of the text amendment is to define student housing and address the lease by bedroom use in the Ordinance. The Police Department was in attendance and noted that issues with student housing often occur in areas where student housing is mixed with non-student housing. Some of the meeting attendees suggested dividing into subcommittees because some of the universities may have different types of issues. There was also discussion about whether or not the use is currently legal. Commissioner Phipps added that several attendees asked what kinds of crimes are occurring around these uses. He noted that reported crimes around UNCC are higher in areas where there are lease by the room arrangements.

Vice-Chairperson Zoutewelle asked if students are the victims or the perpetrators. Commissioner Phipps responded that students are the victims. Vice-Chairperson Zoutewelle asked how the text amendment will impact previously adopted developments. Tammie Keplinger responded that staff is

not sure how this may impact these developments. Ms. Keplinger noted that staff is asking all incoming multi-family developers if they are planning to rent by the room or the unit because one is allowed and one is not.

Commissioner Zapata Griffith noted that the City of Raleigh allows renting by the room. She asked where the Charlotte Zoning Ordinance specifically indicates that this use is not allowed. Ms. Keplinger explained that the Ordinance is specific about boarding houses. Rent by the room is only allowed in boarding houses and a permanent resident must live in the boarding house. The Planning Director further explained that prior to moving forward with this initiative, staff confirmed with the City Attorney's Office to make sure this use is not currently allowed by the Zoning Ordinance.

North Carolina American Planning Association (NCAPA) Conference

Commissioner Nealon presented information from the NCAPA Conference, which she attended in September. She identified the following issues areas that were discussed at the conference as having commonality with our community.

1. Regionalism
2. Fresh Produce Markets
3. Housing
4. Sweepstakes

Following the presentation, Chairperson Johnson thanked Commissioner Nealon for sharing the information and invited other Commissioners to share information of relevance from conferences, meetings, etc. with the full Commission.

Information

Planning Director's Report

Director Campbell was scheduled to present information about the Zoning Ordinance Assessment Analysis, in response to an article in the Business Journal. However, due to time constraints, she suggested that this information be presented at the December work session. The Committee agreed with this change to the agenda.

The Planning Director announced that in response to a communication request from the Commission, staff will begin sending the Zoning Committee and Planning Committee agendas to both committees.

Committee Reports

Planning 101 Committee/Economic Development Committee

Commissioner Nealon provided an update on what the Planning 101 and Economic Development committees have accomplished to date to prepare for the Planning 101 event. The primary objective of the initiative is to:

- Raise awareness
- Educate
- Garner support
- Attract broader audience
- Encourage/increase participation

The Committee is considering concentrating on how Charlotte can strengthen its position so that Charlotte will continue to be competitive and desirable, as we come out of the recession. The intent is to have a speaker series over the next two years. The focus will be on planning and economic development related success stories as well as challenges. The Committee narrowed the agenda topic to four areas:

- Planning to Compete for Jobs: Perspectives from Location Advisors / Site Selectors
- The Economic Impact of Public Transit: Planning for Choices + Access
- The Economic Impact of Education: Planning to Compete for an Educated/Skilled Workforce
- The Economic Impact of Public Health: Planning for Healthier Communities

The next steps in the process are to decide on an enticing name, plan the first event for the spring of 2013, and identify resources, the audience and partners.

Commissioners Nealon and Ryan asked for input from the Commissioners on topics. The Planning Director suggested that the topic be selected first so that the group can select the speaker accordingly. Commissioner Nealon asked staff to send the presentation to the Commission so that they can provide input on the topic and any other comments prior to the next Committee meeting on Wednesday, November 7th.

Commissioner Phipps asked how this initiative correlates with some of the existing initiatives, such as Council's Economic Development Committee, the Chamber and the Charlotte Regional Partnership. Commissioner Nealon suggested that this event will focus on economic development from a planning perspective.

Zoning Committee

Tammie Keplinger provided an overview of the upcoming rezoning petitions. She also reminded the Zoning Committee of the joint meeting with Council on November 12th at 4:00 pm. There are five decisions and eight hearings on the agenda. The Walgreens petition is the most controversial decision. If there is a sufficient protest petition and a Council member is absent, it will automatically roll over to the next Council meeting which is scheduled for November 26th.

Planning Committee

Vice-Chairperson Zoutewelle reported that since the November meeting is the week of the Thanksgiving holiday, staff will poll Planning Committee members to make sure there will be a quorum for this meeting.

MUMPO

Commissioner Phipps reported that the MUMPO boundary expansion to include portions of Lincoln and Iredell counties was approved at the last meeting. As a result of the expansion, the organization's name will be changed. The next meeting is scheduled for November 14th.

Communication Committee

Vice-Chairperson Zoutewelle announced that he and Commissioner Lathrop met within the last month to start planning for the semi-annual report to Council.

Economic Development Committee

Commissioner Zapata Griffith reported that the Economic Development Committee, Planning staff and Engineering and Property Management staff met with the Chamber's Economic Development Team. The discussion was a very practical conversation about what they need from planning to help their recruitment efforts and vice versa. One of the main issues they identified was the time it takes for the rezoning/development process.

Communication from Chairperson

Chairperson Johnson reported that attendance reports will be distributed on a regular basis. She also reviewed the attendance policy with the full Commission.

The Chairperson stated that the fall Planning Coordinating Committee meeting is scheduled for November 9th at 11:30 am. The meeting will be held in CMGC, Room 267.

Commissioner Firestone informed the Commission that an issue was raised at the last Planning Committee meeting about whether notices are sent to property owners who are located near mandatory referral sites. He asked if staff could institute a notification process for property owners in the vicinity of mandatory referral projects. He noted that he would research a mandatory referral notification process. The Planning Director explained that the Planning Department does not initiate mandatory referrals, staff is generally responding to requests from other departments when reviewing mandatory referrals. She also noted that mandatory referrals are State statute and she suggested that Jonathan Wells and Melony McCullough work with Commissioner Firestone to respond to this issue.

Adjournment

The meeting adjourned at 2:30 pm.



Charlotte-Mecklenburg Planning Department

FY2012 Community Outreach Presentations

#	Date	Presentation	Staff
1	08/02/12	Presentation to Indianapolis Delegation	D. Campbell
2	08/06/12	Lincoln County Board of Commissioners - The MPO's Expansion	B. Cook
3	08/20/12	Statesville City Council - The MPO's Expansion	B. Cook
4	08/21/12	Iredell County Board of Commissioners - The MPO's Expansion	B. Cook
5	08/30/12	Union County Board of Commissioners - The MPO's Expansion	B. Cook
6	08/31/12	Mooresville Town Board of Commissioners - The MPO's Expansion	B. Cook
7	09/25/12	Bicycle Advisory Committee - Elizabeth Connectivity and Wayfinding Initiative	A. Goodwin
8	09/18/12	Camp Greene Neighborhood Association - Bryant Park Plan/PED Zoning Update	K. Main
9	09/18/12	Oklahoma City City Council Workshop - Urban Redevelopment Best Practices	D. Campbell
10	09/19/12	Charlotte Regional Realtor Assoc. Leadership Development Program - Charlotte Past, Present & Future	D. Campbell
11	10/06/12	Ballantyne Festival - Planning Department Overview	M. McCullough
12	10/12/12	Iredell County Mayors & Managers Meeting - MPO Planning Area Boundary Expansion	B. Cook
13	10/16/12	Charlotte Regional Alliance for Transportation - MPO Planning Area Boundary Expansion	B. Cook
14	10/22/12	NC League of Municipalities Mobile Tour - Façade Grants and Infrastructure Improvements	K. Main/M. McCullough
15	10/25/12	Brightwalk Housing Fair - Statesville Avenue Corridor Plans	M. McCullough
16	10/30/12	Bryant Park PED Overlay Zoning Implementation	K. Main/T. Keplinger
17	11/01/12	Charlotte Regional Alliance for Transportation - MPO Planning Area Boundary Expansion	B. Cook
18	11/14/12	GIS Day 2012	M. Sigmon
19	11/16/12	APA Planners Training Service Transit Oriented Development Course & South Corridor Tour	A. Goodwin/K. Main

Meeting Schedule

December 2012

Date	Time	Purpose	Location
Full Planning Commission			
12-03-12	Noon	Work Session	Conference Room 267 2 nd Floor – CMGC
Executive Committee			
12-17-12	4:00 p.m.	Work Session	Conference Room 266 2 nd Floor – CMGC
Planning Committee			
12-18-12	5:00 p.m.	Work Session	Conference Room 280 2 nd Floor - CMGC
Zoning Committee			
12-17-12	5:00 p.m.	Dinner with City Council	Conference Room CH-14 Basement – CMGC
12-17-12	6:00 p.m.	City Rezoning	Meeting Chamber Lobby Level – CMGC
01-09-13	4:30 p.m.	Work Session ¹	Conference Room 280 2 nd Floor - CMGC
Other Committee(s)			
12-12-12	3:00 p.m.	Historic District Commission	Conference Room 267 2 nd Floor – CMGC
 Charlotte-Mecklenburg Planning Department Meetings			
Park Woodlawn Area Plan			
12-04-12	6:00 p.m.	Citizen Advisory Group Draft Plan Recommendations	Park Road Baptist Church 3900 Park Road
Prosperity Hucks Area Plan			
12-06-12	6:00 p.m.	Public Workshop I	Crossway Community Church 6400 Prosperity Church Road
Student Housing & Parking Text Amendment			
12-13-12	6:00 p.m.	Citizen Advisory Group	Conference Room 267 2 nd Floor – CMGC

¹ Due to the Holiday, the December 26, 2012 Zoning Committee Work Session was rescheduled to January 9, 2013.

Charlotte-Mecklenburg Planning Commission

Meeting Schedule

January 2013

Date	Time	Purpose	Location
Full Planning Commission			
01-07-13	Noon	Work Session	Conference Room 267 2 nd Floor – CMGC
Executive Committee			
01-22-13	4:00 p.m.	Work Session ¹	Conference Room 266 2 nd Floor – CMGC
Planning Committee			
01-15-13	5:00 p.m.	Work Session	Conference Room 280 2 nd Floor - CMGC
Zoning Committee			
01-09-13	4:30 p.m.	Work Session ²	Conference Room 280 2 nd Floor – CMGC
01-22-13	5:00 p.m.	Dinner with City Council	Conference Room CH-14 Basement – CMGC
01-22-13	6:00 p.m.	City Rezoning	Meeting Chamber Lobby Level – CMGC
01-30-13	4:30 p.m.	Work Session	Conference Room 280 2 nd Floor – CMGC
Other Committee(s)			
01-09-13	3:00 p.m.	Historic District Commission	Conference Room 267 2 nd Floor – CMGC
01-16-13	7:00 p.m.	MUMPO	Conference Room 267 2 nd Floor – CMGC
Charlotte-Mecklenburg Planning Department Meetings			
Prosperity Hucks Area Plan			
01-10-13	6:00 p.m.	Public Workshop Meeting 2	Crossway Community Church 6400 Prosperity Church Road
Student Housing & Parking Text Amendment			
01-10-13	6:00 p.m.	Citizen Advisory Group	Conference Room 267 2 nd Floor – CMGC
Park Woodlawn Area Plan			
01-29-13	6:00 p.m.	Present Draft Area Plan	Park Road Baptist Church 3900 Park Road

¹ Due to the MLK Holiday, the January 21, 2013 Executive Committee meeting was changed to January 22, 2013.

² Due to the Holiday, the December 26, 2012 Zoning Committee Work Session was rescheduled to January 9, 2013.

Charlotte-Mecklenburg Planning Commission

Executive Committee Meeting

October 15, 2012

Action Minutes

Attachment 4

Approved November 12, 2012

Attendance

Commissioners Present: Yolanda Johnson (Chairperson), Andy Zoutewelle (Vice-Chairperson) and Tracy Finch Dodson

Commissioners Absent: Emma Allen

Staff Present: Debra Campbell and Cheryl Neely

Call to Order

Chairperson Johnson called the meeting to order at 4:10 p.m.

Approval of September 24, 2012 Executive Committee Minutes

A motion was made by Vice-Chairperson Zoutewelle and seconded by Commissioner Finch Dodson to approve the September 24, 2012 Executive Committee minutes. The vote was 3-0 to approve the minutes.

September 24, 2012 Executive Committee Meeting Follow-up

Electronic Gaming Text Amendment

The Planning Director stated that Council will close the hearing tonight and will move this item to their Economic Development Committee. There will be a new hearing when the item comes out of the Council Committee with a recommendation. Vice-Chairperson Zoutewelle asked how secondary impacts would be addressed. The Planning Director noted that the only secondary impact that is outstanding is crime, which cannot be addressed through the Zoning Ordinance. She also informed the Committee that the City Attorney's Office recommended that staff wait to see if the Appellate Court decision is overturned. If so, the uses may be banned from the state. Staff will make sure to notify the Zoning Committee of the Economic Development Committee meetings.

Committee Assignments

Student Housing and Parking Text Amendment

Chairperson Johnson explained that she had left Commissioner Walker a message informing him that the focus of the text amendment had changed to address parking issues at colleges and universities, instead of general institutional uses. Commissioners Firestone and Phipps are assigned to this text amendment. Vice-Chairperson Zoutewelle will also mention this change to Commissioner Walker. The Planning Director reported that the public kick-off meeting is scheduled for October 17 at 6:00 pm. The meeting notice went to Commissioner Firestone, but did not go to Commissioner Phipps. Chairperson Johnson will inform Commissioner Phipps of the meeting. Staff will add Commissioner Phipps to the meeting notification list.

BLE Transit Station Area Plans

Commissioners Finch Dodson shared that she and Commissioners Nealon and Ryan are assigned to the BLE Transit Station Area Plans. They will attend at least one public workshop and will report back to the full Commission at the November work session.

Communication Committee

Vice-Chairperson Zoutewelle reported that he and Commissioner Lathrop met earlier today to discuss implementing the Communication Plan. Vice-Chairperson Zoutewelle shared the four categories for the Commission's communication goals:

1. Communication with elected bodies
2. Communication with staff
3. Communication within the Commission
4. Communication with adjoining jurisdictions

The Communication Committee decided that they are in good shape with communicating with staff and among the Commission. Also, they did not see a need to address Communication with Council since the Executive and Zoning committees are working to determine the appropriate way for the Zoning Committee to address Council when providing an explanation of their recommendations. Communication with adjoining jurisdictions was identified as an area that the Committee may want to focus on, if the Executive Committee thinks there is a need to do so.

Vice-Chairperson Zoutewelle also discussed possibly including semi-annual written reports in Council's zoning notebooks in July and January. Commissioner Finch Dodson clarified that the purpose of the July report is to provide an end of year report for Council. The January report is to provide Council with an update of what the Commission thinks is important to focus on in the upcoming year. Vice-Chairperson Zoutewelle suggested that the January report be a verbal report to Council. He asked if the Executive Committee would initiate the process of identifying key issues to share with Council in January. Chairperson Johnson recommended that the information be taken from the Planning Director's quarterly report in December. The Planning Director stated that this year will be an atypical year for Council because of the national search for a City Manager and the CIP budget discussions. Since Council will be obligated to focus on these items, it may not be a good year to institute a verbal communication report in January, prior to the beginning of their budget discussion. The Planning Director stated that she would like the Commissions' communications efforts to influence Council and reiterated that this year may not be the best year to begin such an initiative. Chairperson Johnson suggested that the January report be presented in a letter instead of a verbal presentation to Council. The committee agreed.

The Planning Director recommended that the Communication Committee could help communicate or advertise the Planning 101 initiative. The committee members agreed with this suggestion. The Chairperson stated that the next step is to finalize the Planning 101 agenda topic. Commissioner Finch Dodson suggested that the Economic Development and Planning 101 committees work together to come up with the topic. Chairperson Johnson stated that the two committees are planning to meet to discuss the initiative. Commissioner Finch Dodson suggested that maybe they should develop a list of potential topics and bring the list to the full Commission for input.

The Chairperson will contact Melony McCullough to discuss scheduling a meeting for the Planning 101 and Economic Development committees so that they can move forward with planning the event. The Planning Director cautioned that the critical path is to select the topic so that they can start working on securing speaker because it may take at least three months to acquire a good speaker.

The Committee also discussed targeting different audiences for Planning 101. The Planning Director suggested that they have Planning 101's for different audiences. For instance, one event may be tailored towards citizens and another may be tailored to developers.

Approval of November 2012 Work Session Agenda

Zoning Ordinance Assessment

The Chairperson stated that a Commissioner had asked her about an article in the Charlotte Observer which referenced the Zoning Ordinance Assessment project. The article contained “not so positive comments” from developers as well as the issue of transparency with the rezoning process. She stated that Commissioners want to support the process and want to know how to respond to such issues. Chairperson Johnson asked the Planning Director if she could provide guidance at the November work session. The Planning Director explained that the question that participants of the public input process responded to is not the question they were asked. They were asked “what’s broken with the Zoning Ordinance, not the process”. Several participants were in the middle of the rezoning process and responded from that perspective. The Planning Director will discuss this at the November work session.

Commissioner Zoutewelle stated that he asked the consultants if they were looking for specifics about the technical aspects of the ordinance or general directions for the community. The consultant responded both. The Planning Director explained that the question was not supposed to be open ended. She suggested that the conversation may have not been managed well by the consultant. The consultant will return in November for follow up discussions.

Committee Reports

The Chairperson asked staff to add BLE Station Area Plans and Student Housing and Parking Text Amendment committee reports to the agenda. The Commissioners assigned to these projects will report back to the full Commission at the November work session.

The November work session agenda was approved with these modifications.

Chairperson Johnson asked about the status of the matrix which will be used to track projects and Commissioner assignments. Cheryl Neely responded that staff is working with a consultant to create the matrix. The intent is to bring a sample matrix to the November Executive Committee meeting.

Approval of December 2012 Meeting Schedule

The November Planning Committee meeting is scheduled during the week of the Thanksgiving holiday. Commissioner Finch Dodson will not be able to attend the November Planning Committee meeting. The Planning Committee will discuss possibly changing the meeting date at their October meeting.

The December meeting schedule was agreed upon as submitted.

Adjournment

The meeting adjourned at 5:07 p.m.

AGENDA
CHARLOTTE-MECKLENBURG PLANNING COMMISSION
ZONING COMMITTEE WORK SESSION
Charlotte-Mecklenburg Government Center, Rm 280
November 28, 2012
4:30 P.M

1.	Petition No. 2012-085 by Childress Klein Properties for a change in zoning for approximately 18.8 acres located on the southeast corner at the intersection of Johnston Road and Marvin Road from R-3 to UR-2(CD).
2.	Petition No. 2012-087 by AEA, LLC for a change in zoning for approximately 3.56 acres located on the south side of Ballantyne Commons Parkway between Rea Road and Williams Pond Lane from R-3 to O-1(CD).
3.	Petition No. 2012-091 (Outside City Limits) by Anthony W. Packer for a change in zoning for approximately 20.0 acres located on the north side of Garron Point Drive between Mt Holly-Huntersville Road and Pointer Ridge Drive from MX-2 LWCA, LWPA to R-12MF(CD) LWCA, LWPA.
4.	Petition No. 2012-092 (Council District 1- Kinsey) by NASR N. Basily for a change in zoning for approximately 1.93 acres located on the east side and west side of Eastway Drive between Springway Drive and Hillard Drive from R-17MF to O-1(CD).
5.	Petition No. 2012-093 (Council District 6 - Dulin) by Grubb Properties for a change in zoning for approximately 1.41 acres located at the intersection of Colony Road and Roxborough Road from R-17MF and MUDD-O to MUDD-O and MUDD-O SPA.
6.	Petition No. 2012-094 (Council District 2 - Mitchell) by Kelley E. Moulton for a change in zoning for approximately 0.36 acres located on northwest corner at the intersection of Wake Street and Frazier Avenue from UR-1(CD) to R-6.
7.	Petition No. 2012-095 (Council District 6 - Dulin) by Michael Brawley for a change in zoning for approximately 0.35 acres located on the northwest corner at the intersection of Mockingbird Lane and Park Road from O-2 to MUDD-O.
8.	Petition No. 2012-096 (Council District 2 - Mitchell) by Edencare, Inc. for a change in zoning for approximately 2.18 acres located on the west side of Davis Lake Parkway between David Cox Road and Harris Woods Boulevard from MX-2(INNOV) to INST(CD).
9.	Petition No. 2012-097 (Council District 5 - Autry) by Time Warner Cable for a change in zoning for approximately 7.02 acres located on the east side of North Sharon Amity Road across from Delane Avenue from O-15(CD) to O-1(CD).
10.	Petition No. 2012-098 (Council District 3 - Mayfield) by City of Charlotte - Aviation Department for a change in zoning for approximately 45.64 acres located on the north side of Wilkinson Boulevard at the intersection of Wilkinson Boulevard and Marshall Drive from R-3 LLWPA and B-2 LLWPA to I-2 LLWPA.

**NOTICE OF PUBLIC HEARINGS ON PETITIONS
FOR ZONING CHANGES BY CITY COUNCIL
OF THE CITY OF CHARLOTTE, N.C.**

NOTICE is hereby given that public hearings will be held by the City Council in the Meeting Chamber located in the Charlotte-Mecklenburg Government Center, 600 East Fourth Street beginning at 6:00 P.M. on **Monday, the 17th day of December, 2012** on the following petitions that propose changes to the Official Zoning Maps of the City of Charlotte, North Carolina:

Petition No. 2012-099 by John G. Blackman and David E. Fuller, Sr. for a change in zoning for approximately 2.14 acres located on the east side of Little Rock Road between Scott Furtrell Drive and Interstate 85 from I-2 to I-1.

Petition No. 2012-100 by the Charlotte-Mecklenburg Planning Department for a change in zoning for approximately 0.34 acres located along the south side of West Catherine Street between South Tryon Street and Winnifred Street from I-2 to TOD-M.

Petition No. 2012-101 by Dixie River Land Company for a change in zoning for approximately 4.63 acres located on the west side of Steele Creek Road between Dixie River Road and Shopton Road West from R-3 LLWPA to CC LLWPA.

Petition No. 2012-103 by Kenneth Lin and Jon Branham for a change in zoning for approximately 0.20 acres fronting both North Davidson Street and Yadkin Avenue between East 34th Street and East 35th Street from R-5 and B-1 to TOD-MO.

The City Council may change the existing zoning classification of the entire area covered by each petition, or any part or parts of such area, to the classification requested, or to a higher classification or classifications without withdrawing or modifying the petition.

Interested parties and citizens have an opportunity to be heard and may obtain further information on the proposed changes from the Charlotte-Mecklenburg Planning Department Office, Charlotte-Mecklenburg Government Center, 600 East Fourth Street, 704-336-2205. www.rezoning.org

To file a written petition of protest which if valid will invoke the 3/4 majority vote rule (General Statute 160A-385) the petition must be filed with the City Clerk no later than the close of business on **Wednesday, December 12, 2012**.

**NOTICE OF PUBLIC HEARINGS ON PETITIONS
FOR ZONING ORDINANCE CHANGES BY CITY COUNCIL
OF THE CITY OF CHARLOTTE, N.C.**

NOTICE is hereby given that public hearings will be held by the City Council in the Meeting Chamber located in the Charlotte-Mecklenburg Government Center, 600 East Fourth Street beginning at 6:00 P.M. on **Monday, the 17th day of December, 2012** on the following petition that propose changes to the City of Charlotte Zoning Ordinance:

Petition 2012-064 by Charlotte Area Transit System for a Text Amendment to the City of Charlotte Zoning Ordinance to 1) add new definitions for passenger rail station, passenger rail platform, and advertising signs on passenger rail platforms, 2) allow advertising signs on passenger rail platforms with prescribed conditions

Petition 2012-090 by Charlotte-Mecklenburg Planning Department for a Text Amendment to the City of Charlotte Zoning Ordinance to 1) allow the Zoning Board of Adjustment to have jurisdiction to grant variances on certain standards within the Transit Oriented Development districts (TOD), the Pedestrian Overlay district (PED), Mixed Use Development district (MUDD), and Uptown Mixed Use district (UMUD), and Transit Supportive Overlay District (TS), 2) allow the Board of Adjustment to have authority to consider variances related to the number of, or size of, permissible signs in a conditional district, and 3) allow the Board of Adjustment to have jurisdiction with respect to an interpretation of, or decision about the TOD or PED development or urban design standards.

Petition 2012-104 by Charlotte-Mecklenburg Planning Department for a voluntary incentive based density bonus text amendment to add “mixed income housing development” as a permitted development type within the R-3, R-4, R-5, and R-6 single family zoning districts with design and locational criteria. The amendment would provide an incentive for developers to incorporate housing for individuals with incomes at or below 80% of the area median income within new developments by 1) allowing for a density bonus of up to three units above the base density, 2) allowing a mix of housing types to be built that would include single family, duplex, triplex and quadraplex dwellings, and 3) modifying development standards such as lot sizes, setbacks/yards, lot widths, etc.

Interested parties and citizens have an opportunity to be heard and may obtain further information on the proposed changes from the Charlotte-Mecklenburg Planning Department Office, Charlotte-Mecklenburg Government Center, 600 East Fourth Street, 704-336-2205. www.rezoning.org

Planning Committee Meeting Minutes

Approved November 20, 2012

October 16, 2012 – 5:00 p.m.

CMGC – 2nd Floor, Room 280

Attendance

Commissioners Present: Andy Zoutewelle (Chairperson), Tracy Finch Dodson (Vice Chairperson), Deb Ryan, Steven Firestone, Dwayne Walker and Greg Phipps

Due to the absence of two commissioners, Commissioner Phipps was present to ensure a quorum in case of a conflict of interest on an agenda item.

Commissioners Absent: Thomas Low and Margaret Nealon

Planning Staff Present: Alberto Gonzalez, Sonda Kennedy, Melony McCullough, Alysia Osborne and Jonathan Wells

Other Staff Present: Denice Beteta (Neighborhood and Business Service), Gwendolyn Cook (Mecklenburg County Park & Recreation), Robert Drayton (City Real Estate), Tim O'Brien (City Real Estate), Jacqueline O'Neil (Mecklenburg County Asset Management) and Brad Richardson (Neighborhood and Business Service)

Call to Order and Introductions

Chairperson Andy Zoutewelle called the meeting to order at 5:00 p.m. and those present introduced themselves.

Approval of Meeting Minutes

A motion was made by Commissioner Finch Dodson and seconded by Commissioner Firestone to approve the July 17, 2012 minutes. The vote was 6-0 to approve the minutes.

M.R. #12-12: Proposal by the City of Charlotte's Neighborhood and Business Services Department (N&BS) to Transfer 21 Properties to Various Non-profit Organizations

Mr. Alberto Gonzalez (Planning) provided an overview of Mandatory Referral #12-12 which is a proposal to transfer 21 City-owned scattered site residential properties to various non-profit organizations. The Committee deferred this Mandatory Referral at the July 17th meeting and requested additional information about the selection of non-profit organizations to participate in the City's Housing program.

Mr. Gonzalez introduced Ms. Denice Beteta (Neighborhood and Business Services) who explained the process used to select Non-for-profit (NFP) entities and the Certified Housing Development Organization (CHDO) process. Ms. Beteta described the information that is required and examined during the certification process. An organization's certification must be up to date to participate in the City's program. She also shared the history and experience of some of the organizations.

Chairperson Zoutewelle opened the floor for questions. Commissioner Ryan thanked Ms. Beteta for sharing the information and stated that she learned a lot. Commissioner Ryan expressed concern about Parcel #3, 6048 Johnnette Drive. This parcel does not have road frontage. Mr. Tim O'Brien (City Real Estate) stated that this is City owned property and there has always been a problem with access to this lot. He further stated that the City is aware of the need to address this issue. Ms. Beteta added that the next door neighbor owns all of the surrounding property and granted the former property owner access rights to Parcel #3. Ms. Beteta explained that the owner of Parcel #3 died and that is how the City regained ownership. Chairperson Zoutewelle asked if the house is being sold without road access and if it is a legally nonconforming lot. Mr. O'Brien stated that the City has to address this issue and will not sell or deed property until all challenges have been addressed.

Commissioner Ryan referenced Parcel #21 (3146 Amay James Avenue) and stated that she is concerned about moving affordable housing into a potential floodplain. She noted that the parcel is not in the 100 year floodplain now. However, it looks like it could be in the future and the City may have to buy the property back. Chairperson Zoutewelle asked if there is a flood certificate which identifies flood areas. Mr. O'Brien explained that an elevation survey would answer any questions concerning flooding and could be done to determine if a structure could or could not be built on the parcel.

Commissioner Firestone asked if there are notification requirements for mandatory referrals. Ms. Melony McCullough (Planning) said there are none. Commissioner Firestone also asked if a lot of Habitat homes have been developed in these areas. Ms. Beteta answered yes. Commissioner Phipps asked if there are any outstanding code violations. Ms. Beteta stated that there are none. Commissioner Phipps asked if the City sells the houses "as is". Ms. Beteta stated that the houses must be in good condition. Commissioner Zoutewelle asked staff about criteria for the Committee when considering mandatory referrals and if the Committee should consider due diligence on behalf of the buyer. Mr. Jonathan Wells (Planning) stated that consideration should be given to policy context such as area plans recommendations.

Commissioner Ryan emphasized that Parcel #3 is not appropriate for affordable housing. Commissioner Walker asked what will happen to this parcel. Mr. O'Brien answered that the City will sell it to the private sector if it is not sold for affordable housing. Commissioner Zoutewelle asked if consideration could be given to selling to the adjoining property owner. Mr. O'Brien replied yes.

A motion was made by Commissioner Ryan to approve Planning staff's recommendation for Mandatory Referral #12-12 with the exception of parcel #3 and also with the understanding that staff has intentionally pulled item #8. Commissioner Walker seconded the motion. The vote was 6-0 to approve staff's recommendation for Mandatory Referral #12-12 with the exception of Item #3.

M.R. #12-19: Proposal by the City of Charlotte to Acquire Charlotte Inn Hotel and Adjoining Properties Located on Independence Boulevard

Ms. Alysia Osborne presented this proposal by the City to acquire three properties totaling approximately 7.84 acres and seek the County's participation in acquisition of the Charlotte Inn portion of the property. The properties are located adjacent to the Commonwealth Park Neighborhood and across Independence Boulevard from Bojangles' Coliseum and Ovens Auditorium. Portions of the property are located in the 100-year floodplain for Briar Creek. Acquisition of these parcels is consistent with adopted public policies and land use plans. This acquisition will help improve community safety, address problems resulting from abandoned and blighted structures, provide right-of-way for a future sewer line and reduce the amount of impervious surface in an area that floods frequently.

Commissioner Firestone asked about parking provisions in the *Greenway Master Plan*. Ms. Gwen Cook (County Park and Recreation) said that this project is not included in the plan. She stated that the land floods often and needs to be in a green corridor. Commissioner Ryan is concerned about labeling land open space because a decision has not been made about what to do with it. She acknowledged the need to cleanup areas along Independence Boulevard. Ms. Cook stated that the creeks need to be protected and that Land Use and Environmental Services (LUESA) wants to preserve the land for forest use. She added that open space protects creeks and water quality and forestry is an important part of open space. Brad Richardson (Economic Development) stated that the City will eventually assume ownership and maintain the land.

A motion was made by Commissioner Firestone and seconded by Vice-Chairperson Finch Dodson to approve Planning staff's recommendation for Mandatory Referral #12-19. The vote was 6-0 to approve staff's recommendation for Mandatory Referral #12-19.

M.R. #12-11: Update on a Proposal by the City of Charlotte to Convey a Parcel Located at 1201 Pegram Street to the Belmont Community Development Corporation (CDC) to Construct a House for a Veteran

Mr. Wells gave an update on a previous Mandatory Referral. He noted the City's involvement in an unusual approach to build an affordable dwelling unit for a veteran. One half of the house was built in Tampa, Florida during the Republican National Convention and the other half was built in Charlotte during the Democratic National Convention.

Mr. O'Brien gave an overview of the project and shared photos of the nearly completed house. He reminded the Committee that the City donated land for the house and that the L-shaped lot needed to be subdivided. Letters have been sent to adjoining property owners about the land division. This presentation was for information only.

Blue Line Extension Station Area Plans

Ms. Osborne gave a brief overview of the Blue Line Extension planning process. She provided information on the six transit stations areas and discussed the plan development process. Chairperson Zoutewelle stated that Vice-Chairperson Yolanda Johnson and Commissioner Nealon attended the kick-off meeting. He explained that there is not a Citizen Advisory Group but a series of public meetings and advised each Committee member to follow the process.

Meeting Attendance

Chairperson Zoutewelle discussed the City's policy that governs commissioners' attendance. He stated that each commissioner is required to attend a certain percentage of meetings per year. A member cannot miss three consecutive meetings. It was made clear that with the area planning process, it is not the intent for each member to attend each meeting. Since there is no Citizen Advisory Group associated with the *Blue Line Extension Station Area Plans*, each member is required to attend at least one of the three public meetings

Commissioner Finch Dodson and Commissioner Ryan will attend the next meeting. Also, Commissioner Johnson and Cheryl Neely (Planning staff) are creating an assignment matrix that will be helpful to all commissioners. Vice-Chairperson Finch Dodson asked that commissioners take notes at public meetings. This will make reporting to the full Planning Commission easier.

Area Plan Status and Meeting Report

The Park Woodlawn Area Plan recommendations will be presented to the public in November.

The Prosperity Hucks Area Plan kick-off meeting is November 15. Commissioner Low has been assigned to the Historic District Committee. Another commissioner is needed for this plan.

Adjourn

Meeting adjourned at 6:15 p.m.

CHARLOTTE HISTORIC DISTRICT COMMISSION UPDATE	NOVEMBER 29, 2012
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At their November 14, 2012 Regular Meeting, the Charlotte Historic District Commission made the following rulings on Applications for Certificates of Appropriateness:

<p>A. 1915 Springdale Avenue, Dilworth Renovation Thomas Miller, Applicant</p>	<p><i>Pulled by Applicant</i></p>	<p>H. 1000 East Boulevard, Dilworth Change in Roofing Material Ben Carroll of Lesco Restoration, Applicant</p>	<p><i>Deferred</i></p>
<p>B. 2128 Wilmore Drive, Wilmore Rebuilding of Front Porch Michael A Smith, Applicant</p>	<p><i>Pulled by Applicant</i></p>	<p>I. 600 W 8th Street, Fourth Ward Development of Rail Corridor NCDOT Rail Division, Applicant</p>	<p><i>Information Only</i></p>
<p>C. 1003 Romany Road, Dilworth New Construction – Single Family House Michael Glaser, Applicant</p>	<p><i>Deferred</i></p>	<p>J. 1923 Dilworth Road East, Dilworth Construction of Garage/Studio Carl & Joelle Jacobs, Applicants</p>	<p><i>Approved</i></p>
<p>D. 1210 Myrtle Avenue, Dilworth Remodeling & Second Floor Addition Michael Doyne, Applicant</p>	<p><i>Approved</i></p>	<p>K. 500 East Tremont Avenue, Dilworth New Single-Family Construction Bob Zweier of Saussy Burbank, Applicant</p>	<p><i>Deferred</i></p>
<p>E. 401 E Worthington Avenue, Dilworth New Construction – Single Family House Matt & Kim Claxton, Applicant</p>	<p><i>Pulled by Applicant</i></p>	<p>L. 708 Templeton Avenue, Dilworth Second Story Addition Thomas and April Whitlock, Applicants</p>	<p><i>Approved</i></p>
<p>F. 1016 Ideal Way, Dilworth Additions Peter Vasseur, Applicant</p>	<p><i>Approved</i></p>	<p>M. 2125 Dilworth Road East, Dilworth Side Porch Enclosure Brian Flynn, Applicant</p>	<p><i>Approved</i></p>
<p>G. 318 Settlers Lane, Fourth Ward Resizing of Two Existing Windows Victor Holloway, Applicant</p>	<p><i>Deferred</i></p>	<p>N. 501 E Worthington Avenue, Dilworth Second Floor Addition Rick Norvell of Absolute Remodeling, Applicant</p>	<p><i>Approved</i></p>