



Ordinance Advisory Committee Meeting Notes – December 7, 2017

Attendees: Shannon Binns, Collin Brown, Astrid Chirinos, Nate Doolittle, Rebecca Fant, Walter Fields, Tom Haapapuro (for Jim Guyton), Bryan Holladay, Tobe Holmes, Tony Lathrop, Keith MacVean, Jim Merrifield, David Miller, Jon Morris, Cheryl Myers, John Porter, Wil Russell, Richard Saltrick, Irv Schwebel, Charles Thomas, David Walters, Liz Ward, Jeff Wells, Dick Winters

- **Welcome and Introductions (Tony Lathrop, Chair)**

Interim Planning Director Ed McKinney gave an overview of his presentation on Place Types and the UDO at the October 23, 2017 City Council dinner briefing. He noted that some Council members expressed a desire to have a better understanding of the project and schedule. The Chair suggested it would be beneficial to provide City Council with more frequent updates.

Ed McKinney agreed, noting City Council now has five new members on the 12-person council. Starting in January 2018, the Planning Department will be coordinating with the City Manager's office to arrange meetings with new council members to inform them about Place Types/UDO.

- **Project Review – Place Types (Garet Johnson, Planning Department)**

Garet Johnson, the Assistant Project Manager for Charlotte Place Types, reviewed the Place Types schedule through the end of 2018. She noted the project will be supported by three phases of public engagement.

- Phase 1, October 2017 – March 2018: Updating the project website (CharlotteUDO.org) and accompanying social media to promote Phase 2 of the project.
 - Phase 2, March – August 2018: This phase begins with the Place Types/UDO Summit on March 24, 2018. This multi-day summit will function like a mini-conference, including workshops and a keynote speaker, and acts as an in-person touchpoint amidst online engagement (UDO website updates, online surveys, social media posts, etc.).
 - Phase 3, August 2018 – January 2019: A DRAFT Place Types document will also be released in August 2018, so Phase 3 will include a public comment period on the document before its adoption by City Council, tentatively scheduled for January 2019.
- Questions and comments from the Committee and Staff Responses:
 - **Public Engagement**
 - Q:** What do you mean by a “summit”?
 - A:** It’s a multi-day event, like a mini conference with speakers and other events.
 - Q:** Who will be invited to the summit?

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A: Anyone interested in the Place Types/UDO effort is invited to attend. We're aiming for online promotion and engagement (e-mail blasts, social media) in addition to having neighborhood organizations and other groups spreading the word via their networks.

o **Place Types**

Q: Have Place Types cut sheets (examples of Place Types criteria) been circulated yet?

A: No. An earlier version was presented in June 2017, but the materials have changed since then.

Q: We'd like to see the draft Place Types sheets before the final version. Staff could "test the waters" with the committee. This would help with the TOD work as well.

A: City staff will be bringing more specific content for the advisory committee to discuss at future meetings.

o **Review and Approval Process**

Q: A lot of the new City Council members will challenge us on some the current thinking. How will Staff avoid going backward on the project?

A: We're very aware that City Council, especially the new members, needs better engagement and we're coordinating this with City Council support staff.

Q: Who is the audience for this project? Are you looking for input or approval?

A: We're looking for input from the general public, and approval ultimately rests with City Council.

Q: Can you [City staff] give us [UDO Advisory Committee members] periodic e-mail updates that we can then forward onto our spheres of influence?

A: City staff can explore ways to do that.

• **Project Review – UDO (Laura Harmon, Planning Department)**

Laura Harmon, the Project Manager for the UDO, noted that the project has the following goals for 2018:

- o **Minor Text Amendments** – Focused on possible administrative changes and minor text amendments within zoning and development-related ordinances.
- o **Neighborhood Conservation Overlay District (NCOD)** – A tool for codifying elements of neighborhood character (lot sizes, setbacks, height) through an overlay district for individual neighborhoods.
- o **New Transit Oriented Development (TOD) Districts** – These are intended to update the existing TOD zoning districts, based on lessons learned in the 10 years that these districts have been in use.
- o **UDO Overall Draft** – City staff is working toward having a full initial draft of the UDO by the end of calendar year 2018.

- Questions and comments from the Committee and Staff Responses:
 - Q:** Are the minor text amendments and administrative changes intended for the zoning ordinance only?
 - A:** No, we're looking at multiple ordinances, not just zoning.
 - Q:** How did Neighborhood Conservation Overlay Districts (NCODs) get introduced into this group of priorities? Why haven't we seen this before now?
 - A:** NCDO has been on the list, and has more recently been tied to issues like tiny houses in Coulwood, working with TAP (City Council's Transportation & Planning Committee). The NCOD concept did not come out of the UDO Advisory Committee.
 - Q:** Where are NCODs currently used? Where could they be used? Are they fitting with the overall intent of Place Types/UDO?
 - A:** Raleigh, Durham, Chapel Hill, and Greensboro are some cities in state currently using this approach. City staff will provide more NCOD information.
 - Q:** Are we keeping all other current overlay districts?
 - A:** No, we'll retool some overlay districts as part of the larger UDO.

Project Review – TOD (Alan Goodwin, Planning Department)

Alan Goodwin, the Assistant Project Manager for the UDO, presented an introduction to the new TOD districts. He indicated that TOD has been identified as a priority by City Council, Planning Commission, and city staff. The new TOD district will build on lessons learned from the past 10 years of TOD zoning, plus build on national best practices. The new TOD district will be like a "mini zoning ordinance" that showcases new Definitions, Tables of Uses, and Development Standards that can be applied across the larger UDO. Taking this approach allows the new TOD district to offer a "testing ground" for issues before moving into the larger UDO.

New TOD Districts (Monica Holmes, Planning Department)

Monica Holmes, the TOD Task Group Team Leader, reviewed a plan and schedule for creating new TOD districts within the current Zoning Ordinance and having a draft for review and consideration by June 2018, with the goal of City Council adoption in December 2018. This will involve multiple sessions with the OAC and the Planning Commission and at least two public meetings to receive feedback.

The new TOD districts will build on identified issues and lessons learned from more than 10 years of development done under the standards of the current TOD ordinance. Place Types language will more directly translate to the new TOD districts, with a focus on shifting from use-based districts (residential, employment, mixed-use) to form-based districts. Additionally, current standards are mostly text, while new standards will be both text and graphics-based.

- Questions and comments from the Committee and Staff Responses:
 - **TOD Districts**
 - Q:** How many districts will there be?
 - A:** We don't know yet. There could be a few as 2-3 or as many as 6.
 - Q:** Will the committee see drafts ahead of the meetings?



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- A:** Staff and the consultant will make every effort to have drafts of the TOD districts available for review prior to meetings; however, the schedule is very aggressive and this may not always be possible.
- Q:** Considering that we're talking about Short-Term changes, NCOD, and TOD, in addition to the larger UDO, is this too much at once? The public can only absorb so much at once.
- A:** City staff acknowledges that the UDO covers a lot of issues. However, in order to adhere to the schedule it is necessary that multiple aspects of the project are addressed concurrently.

Wrap Up & Adjourn

- Ed McKinney indicated staff will review the composition of the OAC and the opportunity to add new members in order to provide additional community perspectives.
- The meetings may need to be two hours long as opposed to the current 90 minutes to allow more time for discussion.
- There will be no meeting in January; the first 2018 meeting is planned for February 22.