## CITY OF CHARLOTTESVILLE NEIGHBORHOOD DEVELOPMENT SERVICES MEMO

**To:** Planning Commissioners, City Councilors

From: Jim Tolbert, Secretary of the Charlottesville Planning Commission

**Date:** July 8, 2010

**Re:** City of Charlottesville Planning Commission Annual Report

The following report outlines and highlights the activities of the City of Charlottesville's Planning Commission between July 2010 and June 2011. The Planning Commission (PC) was established pursuant to the provisions of Chapter 22, Title 15.2 of the Code of Virginia and is also addressed in Chapter 34 of the City Code. This board, which consists of seven full time members that each serve a staggered four year term and one exofficio member, has the primary function of promoting the orderly development of the City in an advisory capacity to the governing body. Each member is appointed by City Council and must be a resident of the City of Charlottesville. The University of Virginia Architect serves as the exofficio member.

The PC holds one regular meeting on the second Tuesday of each month and one regular work session on the fourth Tuesday of each month. The Commission also holds a pre-meeting prior to each regular meeting to streamline discussion in an attempt to shorten the regular meetings by clarifying questions in advance. Special meetings may be scheduled as necessary.

Over the past year the PC held thirty-six public hearings, reviewed seven site plans, and six slope waiver applications. In addition, the PC in its role as Entrance Corridor Review Board, reviewed four requests for certificates of appropriateness. Attached is a brief summary of the cases and their outcome.

The majority of work sessions held during this time period focused on the Critical Slopes and the Livability Project/Comprehensive Plan Update. In addition, the PC reviewed the Entrance Corridor guidelines and the Impediments to Fair Housing report.

### **Commission Members:**

Jason Pearson, Chair Genevieve Keller, Vice Chair Michael Osteen Dan Rosensweig Kurt Keesecker John Santoski Lisa Green (beginning in October 2010)

David Neuman - Exofficio, Non voting

Secretary: James Tolbert

Lisa Green joined the Commission in October of 2010 to fill William Emory's unexpired term. All Commissioners have completed, are currently working on or are registered for the Planning Commissioner State Certification program.

# Planning Commission Application Summary (July 10- June 11)

The attached charts provide an overview of the actions taken between July 2010 and June 2011.

Application Type	# of different applications reviewed
Planned Unit Developments (PUD)	1
Slope Waiver	5
Off Street Parking Waiver	0
Entrance Corridor	3
Site Plans	5
Subdivisions	1
Ordinance Amendments	15
Special Use Permits	5
Rezoning (excluding PUD)	7
Zoning Initiation	10

## Planning Commission Committee Assignments

Commissioners serve on a number of boards and commissions as a representative of the Planning Commission. Members are assigned to these groups and provide reports to the full commission at regular meetings. The assignments for this time period are attached.

### Planning Commission Work Sessions

The Commission is tasked with many topics that can not be addressed in the context of formal meetings. Work sessions are held on a variety of topics to discuss the details prior to formal proposals consideration for recommendation. Work sessions are scheduled for the 4<sup>th</sup> Tuesday of each month. Special work sessions are held from time to time. Here is information on work sessions held between July 2010 and June 2011.

Work Session Date	General topics for discussion
July 27, 2010	Commission Work Plan, Comprehensive
	Plan
August 24, 2010	Critical Slopes Site Tour
September, 28, 2010	Joint City County Commissions - CHART
	Transportation Plan
October 26, 2010	Water Resources Review, Critical Slopes
November 24, 2010	Capital Improvement Program, Entrance
	Corridor guidelines, Critical Slopes
January 25, 2011	Impediments to Fair Housing, Work Plan

February 3, 2011	Joint Commission and Council - Critical
	Slopes
February 22, 2011	Comprehensive Plan
March 22, 2010	Joint City County PC – Livability Project,
	Critical Slopes
April 27, 2010	Kickoff Event for Comprehensive Plan
May 24, 2010	Comprehensive Plan
June 22, 2010	Capital Improvement Program,
	Comprehensive Plan

The Commission continued acting on their work plan, spending the majority of discussion time on revising the critical slopes ordinance. The revised ordinance is currently pending review by City Council. The Commission received orientation on the Livability Project, which is a grant funded effort to encourage community planning in a coordinated effort between Charlottesville, Albemarle and UVa. This project will coordinate the Comprehensive Plan revision each of the localities are undertaking and will be the major focus of the next year.