



Action Minutes: Planning Commission

Meeting Date: March 17, 2015

Members Present: Neal Bench (Chair), Travis Crayton, Deborah Fulgheri, Melissa McCullough, Michael Parker, Amy Ryan (Vice-Chair),

Members Absent: Buffie Webber, Brian Wittmayer **Joint Planning Area Member:** Vacant **Council Liaison:** Matt Czajkowski

Staff Present: Judy Johnson, Gene Poveromo, Megan Wooley

Agenda Item	Discussion Points	Motion/Votes/Outcome	Action
Opening Items	<ol style="list-style-type: none"> 1. Meeting was called to order at 7:00pm 2. Adoption of March 3rd, 2015 Action Minutes. 3. Recognizing Council Member Czajkowski' service as Council liaison to the Planning Commission. 4. Order of items on the Agenda. 	<ol style="list-style-type: none"> 1. Quorum present 2. Michael Parker moved and Travis Crayton seconded a motion to approve the March 3rd, 2015 Action Minutes, with an edit that replaced Buffie Webbers' name with Brian Wittmayer in the motion for item #7. 3. The Planning Commission thanked Council Member Czajkowski for his participation and assistance to the Commission as Council liaison. 4. The Planning Commission agreed to consider the New Business item before Old Business. <p>The Chair also announced that the Ephesus/Fordham Form District item is noted on the Agenda as being postponed to the April 7, 2015 meeting.</p>	<ol style="list-style-type: none"> 1. None 2. The motion was unanimously approved. 3. The Commission presented the Council Member with a certificate of appreciation.
Consent Agenda	No items		

New Business	5. 501 Pritchard Avenue Site Plan application (addition)	5. Amy Ryan moved and Travis Crayton seconded a motion to approve the Site Plan application for 501 Pritchard Ave.	5. The motion was unanimously approved.
Old Business	<p>5. Ephesus/Fordham Form District – Land Use Management Ordinance and Zoning Atlas Amendments <i>Postponed to the April 7, 2015 Planning Commission meeting.</i></p> <p>6. Obey Creek Development Proposal - Land Use Management Ordinance Text Amendment, Zoning Atlas Amendment, and draft Development Agreement.</p>	6. Amy Ryan moved and Melissa McCullough seconded a motion to defer action on this item and create a Planning Commission subcommittee. The subcommittee members (Travis Crayton, Deborah Fulghieri, Melissa McCullough, Amy Ryan, Buffie Webber) agreed to meet and report back to the Commission on April 7, 2015	6. The motion was unanimously approved.
Reports	7. Improve the Development Review Process - Report from Bench, Ryan & Wittmayer	7. The Commission endorsed the proposal (attached). The Planning Commission directed Brian Wittmayer to send the proposal via email/letter to the Mayor requesting the Mayor and Council's participation in the discussion.	
Adjournment		The Chair announced the meeting adjourned at 9:10 pm.	

DRAFT - Concept Plan

How to Improve the Development Review Process in Chapel Hill

Problem Statement:

The current development review process in Chapel Hill is long, uncertain, and inconsistent standards and goals are applied to different development proposals. An improved process could lead to better outcomes for all stakeholders. As one of its “budget priorities” for FY 2015-16, the Town’s Planning Commission identified streamlining the development review process while maintaining high standards as one of its goals.

Proposed Plan:

A joint Planning Commission / Community Design Commission meeting will be held to discuss this topic and brainstorm possible ideas for future consideration by Advisory Boards & Commissions, Town Staff and Town Council for improving the process.

The meeting will consist of a facilitated panel discussion of 4 participants. **The meeting topic will focus solely on the rezoning & Special Use Permit (SUP) process, and not deal with the Form Based Code or Development Agreements.** (FBC & DA could be discussed at future meetings). **The discussion will center on what is working well with the current process (positives) and what is not working well with the current process (negatives). Panelists will also be asked to present any specific ideas that they might have for improving the process.** (To facilitate an open discussion commission members will be asked to listen to process improvement ideas from the panelists but not offer support or criticism at this meeting. Panelists may engage in discussions with each other regarding any process improvement ideas presented.)

The facilitator will be a trained Town Staff member. The panelists will consist of 2 Town Council members and 2 Developers who have experience with the Town’s rezoning/SUP review and approval process.

Draft Agenda (90 minute meeting):

- I. Introductions & Ground Rules (5 minutes)
- II. Kick-off Statements by Panelists (4 minutes each – 16 minutes total)
- III. Facilitated Discussion among Panelists (20 minutes)
- IV. Q&A and Statements from Planning Commission & Community Design Commission members (25 minutes)
- V. Additional Questions and Statements from Commission or other Advisory Board members and the general public (10 minutes – 5 speakers maximum)
- VI. Closing Statements from Panelists (2-1/2 minutes each – 10 minutes total)
- VII. Wrap-up & Next Steps (5 minutes)

Objectives:

The goal of this meeting would be to initiate a discussion; more clearly identify what is working with the current process and what is not; and, to begin identifying potential improvements. Future meetings and discussions could build further on and consider in more detail the issues and concepts proposed at this meeting.

The ultimate objective of these efforts is to build momentum with the Town Council to initiate meaningful improvements to the development review and approval process that maintain what is working with the current process while fixing the major negative aspects of the current process. Process improvements could involve macro issues (improvements to the overall process involving all boards and commissions), or micro issues (improvements specific to the work of one or more advisory boards or commissions).

Possible Next Steps:

Note takers will be assigned during the meeting to document all of the ideas generated. As a follow up to the meeting, a working subcommittee composed of 2-3 members of each Commission (Planning Commission & Community Design Commission), could be formed. The subcommittee may write a preliminary report to Town Council regarding the discussions at this initial joint meeting.

The subcommittee also could coordinate future meetings/discussions that involve gathering ideas from Town Staff and outside experts (from academia, public sector, and private industry) on processes that are working well in other comparable Towns. A future joint meeting might involve the presentation of some of these ideas to garner feedback from the joint commissions and other key stakeholders. Ultimately the subcommittee may write recommendations to Town Council.

Drafted by: Brian Wittmayer, Town Planning Commission