

## MEMORANDUM

TO: Chapel Hill Planning Commission

FROM: Mary Jane Nirdlinger, Planning & Sustainability  
John Richardson, Planning Manager  
Eric Feld, Planner II

SUBJECT: Process and Draft Meeting Schedule for Land Use Management Ordinance Update

DATE: May 19, 2015

### INTRODUCTION

Tonight we present a process and draft meeting schedule for completing Phase 1 of the Land Use Management Ordinance update. This process and draft meeting schedule responds to feedback the staff received from the Town Council at its May 11<sup>th</sup> Business Meeting.

### BACKGROUND

In September of 2013, the Town launched the [Land Use Management Ordinance \(LUMO\) Update](#)<sup>1</sup> with a series of events designed to introduce the project and the specific topic areas under consideration in Phase 1: Ephesus/Fordham Form District; signage; parking lot landscaping; stormwater and resource conservation district (RCD); bed and breakfast establishments; and general reformatting and reorganization.

Following the launch event, the larger LUMO Update project was put on hold in order to focus resources and attention on the [Ephesus/Fordham Form District](#)<sup>2</sup> topic area. On May 12, 2014, the Council enacted the Ephesus/Fordham Form District regulations and rezoned eight of the twelve areas identified within the Ephesus/Fordham project boundary. Following the effective date of the Ephesus/Fordham Form District regulations, the staff worked to (1) address the [Council's series of action steps](#)<sup>3</sup> for the Ephesus/Fordham District and (2) establish and implement a new development review process for Form District Permits.

Starting in January of 2015, the staff and the project consultant (Code Studio) began working on drafts of the following Phase 1 topic areas for public comment and review: signage; parking lot landscaping; stormwater and resource conservation district (RCD); and bed and breakfast establishments.

At the May 11<sup>th</sup>, 2015 Council Business Meeting, the staff proposed a process and draft meeting schedule for completing Phase 1 of the project. The proposal included recommendations to focus on 1) discrete topic areas (those regulations which standalone within the full scope of development regulations), 2) shift the reorganization/reformatting work to the end of a multi-phased process, and 3) work directly with the Planning Commission at the beginning of the

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<sup>1</sup> <http://www.townofchapelhill.org/town-hall/departments-services/design-chapel-hill/lumo-update>

<sup>2</sup> <http://www.townofchapelhill.org/town-hall/departments-services/chapel-hill-2020/future-focus-areas/the-ephesus-fordham-district>

<sup>3</sup> [http://chapelhill.granicus.com/MetaViewer.php?view\\_id=7&clip\\_id=2096&meta\\_id=88595](http://chapelhill.granicus.com/MetaViewer.php?view_id=7&clip_id=2096&meta_id=88595)

process to finalize a published, predictable meeting schedule to guide the public engagement process. For the purposes of simplicity and clarity, the staff proposed to use the descriptor “water quality” for the topic area previously categorized as “stormwater” and “resource conservation district.”

In response to the proposed process and schedule, the Council asked the staff to develop a timeline which completes Phase 1 before the end of 2015. The Council also asked the staff to consider addressing other topics of community interest like accessory apartments, for which a petition was made that same evening.

### **PHASE 1 TOPIC AREAS & PROCESS**

In response to the Council’s feedback, the staff is proposing to address the following topic areas using the attached process and draft meeting schedule:

- Bed and Breakfast Establishments
- Signs
- Parking Lot Landscaping
- Water Quality
- Accessory Apartments
- Infill Compatibility

### **RECOMMENDATION**

We ask for the Planning Commission’s feedback and recommendations on the draft meeting schedule to complete Phase 1 of the LUMO update.

### **ATTACHMENTS**

1. Revised LUMO Update Process and Timeline
2. Draft Meeting Schedule

ATTACHMENT 1

Revised LUMO Process

Stage	Step	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Public Kickoff*	1	Announce next phase of the LUMO update process												
	2	Hold kickoff meeting to announce update topics and public process												
	3	Hold topic-based stakeholder meetings (as needed)												
Drafting	4	Consultant drafts updates												
Draft & Comment	5	Consultant presents draft updates to public/comment period begins												
	6	Planning Commission, boards and topic-based stakeholder meetings												
Revision	7	Consultant revises updates												
Planning Commission	8	Updates presented to Planning Commission							21st	4th/18th	1st			
	9	Consultant revises updates based on Planning Commission feedback												
Public Hearing	10	Updates presented to Council at Public Hearing										28th		
	11	Consultant revises updates based on Public Hearing feedback												
Action	12	Updates presented to Council for Action at a Business Meeting										26th	^23rd	

\*Steps 1-3 completed in September 2013; project put on hold shortly thereafter for staff focus on Ephesus Form District

^Tentative date (to be used as needed)

**Targeted Phase I Topics**

- Water Quality
- Bed and Breakfast Establishments
- Sign Ordinance
- Parking Lot Landscaping
- Infill Compatability
- Accessory Apartments

**Phase I Topics Complete**

- Ephesus Church/Fordham Form District
- Boards and Comissions

## ATTACHMENT 2



### Draft Meeting Schedule



#### Spring 2015

May

- 11<sup>th</sup> – Staff provides project update to the Council
- 19<sup>th</sup> – Planning Commission provides guidance for meeting schedule
- 24<sup>th</sup> – Staff completes revisions for internal drafts of **ALL** topics
- 31<sup>st</sup> – Code Studio completes public drafts of **ALL** topics

#### Summer 2015

June\*

15<sup>th</sup> – Zoning Fair for Public Drafts of

- Midday session 12:00-1:30pm
- Early session 5:00-6:30pm



16<sup>th</sup> – Zoning Fair for Public Drafts of

- Midday session 12:00-1:30pm
- Early session 5:00-6:30pm



## ATTACHMENT 2

23<sup>rd</sup> – Stormwater Management Advisory Board reviews



July\*

14<sup>th</sup> – Historic District Commission reviews



14<sup>th</sup> – Environmental Stewardship Advisory Board reviews



21<sup>st</sup> – Planning Commission is introduced to **ALL** topics

31<sup>st</sup> – Staff compiles all board recommendations from June/July

*\*Boards meet as necessary to develop recommendations for Planning Commission and Council*

August

4<sup>th</sup> – Planning Commission reviews



18<sup>th</sup> – Planning Commission reviews



## Fall 2015

September

1<sup>st</sup> – Planning Commission makes a recommendation on **ALL** topics

28<sup>th</sup> – Council Public Hearing for **ALL** topics

October

26<sup>th</sup> – Council Business Meeting for possible action on **ALL** topics

November

23<sup>rd</sup> – *Tentative* Council Business Meeting for possible action on **ALL** topics