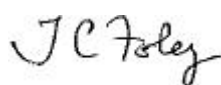


COUNTY OF ALBEMARLE

EXECUTIVE SUMMARY

AGENDA TITLE: Community Development Work Program	AGENDA DATE: Feb 11, 2015
SUBJECT/PROPOSAL/REQUEST: Request Board direction on priorities for the FY 16 Community Development Department Work Program	ACTION: INFORMATION: X
STAFF CONTACT(S): Foley, Walker, Davis, Kamptner, Graham, Cilimberg, McCulley, Brooks	CONSENT AGENDA: ACTION: INFORMATION:
PRESENTER (S): Mark Graham	ATTACHMENTS: Yes
LEGAL REVIEW: Yes	REVIEWED BY: 

BACKGROUND:

The Community Development Department (CDD) annually reviews its past year's work accomplishments and seeks Board direction on priorities for its upcoming annual work program. This was last done in February 2014 when the CY 2013 CDD work program was reviewed and the CY 2014 work program discussed. A copy of that executive summary is provided as Attachment A. The work program review assures CDD's efforts are consistent with the Board's priorities. The program includes a four year schedule to accommodate initiatives that will require more than one year to complete or that must be delayed, usually due to resource limitations. Unlike prior years, staff is not requesting Board endorsement of a work program at this time, but is requesting Board direction on the prioritization of efforts outside of the Comprehensive Plan. Those priorities will then be combined with priorities established as part of the Board's review of the Comprehensive Plan over the next couple of months. The goal is to combine direction provided by the Board at this meeting with the Comprehensive Plan priorities and return to the Board in May for endorsement of the FY16 work program.

STRATEGIC PLAN:

Development Areas: Attract quality employment, commercial, and high density residential uses into development areas by providing services and infrastructure that encourage redevelopment and private investment while protecting the quality of neighborhoods.

Rural Areas: Preserve the character of rural life with thriving farms and forests, traditional crossroads communities, and protected scenic areas, historic sites, and biodiversity.

Natural Resources: Thoughtfully protect and manage Albemarle County's ecosystems and natural resources in both the rural and development areas to safeguard the quality of life of current and future generations.

DISCUSSION:

Staff is following the same process to develop this work program as used in prior years. This starts with a review of development trends and 2014 work program progress, and is followed by outlining possible priorities for the FY16 thru FY19 period. Development trends are used to determine how much staff time will likely be available for the work program, recognizing that most development applications are given priority in order to maintain compliance with mandates. That is followed by looking at the progress made on the prior year's work program and items that may need to be carried forward. Finally, this information is combined with newly identified issues, and the work program is drafted based on the projected available resources.

2014 Development Activity

Staff has expanded the development activity review to include the period of 2005-2014 at the request of the Planning Commission in order to compare pre-recession workload with current trends. While the workload in some areas continues to be much lower than the pre-recession levels, staff cautions that CDD had 22 more positions in 2007, and the workload for site plans and subdivisions was so high from 2004 to 2007 that CDD was experiencing a 25% - 30% annual turnover in the positions responsible for reviewing those applications. Generally, the workload for immediate development continues to be strong and the workload for future development appears relatively weak by comparison. The market appears to be continuing to focus on using existing inventory rather than creating new inventory. Based on this, CDD anticipates being able to dedicate the staff time of 2 to 3 FTEs for the work program in FY16.

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2014 Work Program

A copy of the 2014 Work Program is provided as Attachment C. Among the items successfully completed are the VSMP (stormwater) program, a steep slopes ordinance, and a flood hazard overlay ordinance. Zoning text amendments for farm breweries, events and activities at agricultural operations, and offsite signs were also adopted, but outside of the work program. It is also noted that Phase 2a of the changes to the wireless regulations will be presented to the Board for adoption at the February 11, 2015 public hearing, and that the cash proffer policy has been reviewed by the Board and is now under consideration by the Fiscal Impact Advisory Committee (FIAC).

As often happens, the priorities changed in 2014 as the Board identified emerging issues of higher importance. These new priorities included the state mandated farm brewery legislation, as well as Board initiatives for solid waste and the Route 29 Solutions, all of which diverted staff resources. The Board also expanded the review of the Comprehensive Plan beyond what was anticipated in the 2014 work program, which was offset by delaying work on Comprehensive Plan strategies. To accommodate the emerging priorities, staff diverted resources from other work program initiatives. These included the Pantops Master Plan update and application fee updates for the Building, Subdivision and Zoning Ordinances, which are included in the following FY16 work program recommendations.

FY16 Work Program

Staff has identified the following initiatives to consider in carrying forward with the work program.

- Cash Proffer Policy – The Board has assigned this task to the FIAC, and staff is providing support. At this time, it is not possible to estimate the magnitude of this effort, but it has been approximated at one-quarter FTE for FY 16.
- Wireless Policy and Standards – The FCC recently issued its final rules pertaining to collocations and timely review, and this will require an extensive staff effort to address. This has been estimated at one-quarter FTE for FY 16.
- Artist's Communities – This was a new 2014 initiative, and staff is currently reviewing this with the Planning Commission, as directed by the Board. Staff believes this can be completed prior to the start of FY16 and not affect this work program, but that depends on the Comprehensive Plan direction by the Board.
- Application Fees (Building, Subdivision, Zoning) – Staff anticipates presenting an approach to the Board for its consideration in March. If acceptable, staff believes this can also be completed prior to the start of FY16 and avoid impacting this work program.

Next, staff notes initiatives that have been discussed but remain resource constrained.

- Natural Heritage Committee Support - The committee has requested one-quarter FTE for FY16, and this request is anticipated to continue into future years. The primary focus is to complete data layers to allow a better understanding of impacts occurring in the Rural Areas from land disturbances. If this is funded as a new position for FY16, it does not compete with other initiatives. Otherwise, it would need to be prioritized against other efforts.
- Entrance Corridor Design Guidelines - The Architectural Review Board has expressed interest in updating the design guidelines to better mesh with the Neighborhood Model and corridor specific standards. This effort is desired by both applicants and staff as a way to clarify guidelines and could be done as part of a master plan update or small area plan. This is estimated to require one-quarter to one-half FTE for a year with one corridor.
- Zoning Ordinance Updates – This includes a number of smaller initiatives, including Neighborhood Model setback standards, outdoor display standards, parking garage standards, and drive-thru standards. If completed, these changes will save both applicants and staff time in the long-term by clarifying standards, but would likely require one-quarter FTE over the next two years.
- Zoning Ordinance Re-Codification – This effort will reorganize the ordinance, update and standardize terminology, and improve overall consistency in style. While a “housekeeping” type of effort, it is a major effort that will greatly improve the ordinance, making it much easier for applicants and the public to use and for staff to administer. It is estimated this would likely require one-quarter FTE for a year.

Added to the above, staff has noted the following Comprehensive Plan initiatives that have already been discussed. Staff is not asking for a prioritization of these initiatives at this time, but anticipates them as part of the larger Comprehensive Plan decisions by the Board regarding implementation strategies.

- Pantops Master Plan update - As elements of the Comprehensive Plan, master plans should be reviewed every five years. As identified in the 2014 work program, the Pantops plan was due its five year review in 2013. This work is estimated to require one FTE for a minimum of one year if this includes a Rivanna River Corridor Plan, which has been a recommended priority of the Planning Commission. More time and resources will be needed if an expanded community engagement plan is used.
- Rivanna Master Plan update – Similar to the Pantops Plan, this master plan is due for its five year review starting in 2015. This work is anticipated to require one-half FTE for a minimum of nine months.

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- Crozet Master Plan update – The second update for this plan is due in 2016. This could possibly include a small area plan for downtown Crozet. This work is anticipated to require one-half FTE for a minimum of nine months.
- Places 29 Master Plan update – This master plan is due for its five year review starting in 2016. A small area plan, which is a strategy in Places 29, could be combined with this update. This work is estimated to require one-half FTE for a minimum of one year, but could see efficiencies if combined with the small area plan discussed below.
- Rio Road / Route 29 Small Area Plan – This is a strategy in Places 29 in which the Board has expressed an interest, given that VDOT's Route 29 Solutions is currently being implemented. This effort is anticipated to require \$120,000 for consultant support and one FTE for two years. This cost estimate assumes no additional traffic analysis will be required and a typical community engagement plan will be used.

Staff recommends carrying forward the cash proffer policy and wireless policy as priorities in FY16. Among the other initiatives, staff believes the entrance corridor guidelines and zoning ordinance recodification will greatly benefit the County.

BUDGET IMPACT:

This work program will be based on available resources, with the exception of priorities established for implementing the Comprehensive Plan. Those Comprehensive Plan strategies are anticipated to be prioritized by the Board over the next couple of months. For example, staff has already prepared a CIP request for \$120,000 to fund a Rio Road/ Route 29 small area plan that will be considered with other Comprehensive Plan strategies.

RECOMMENDATIONS:

This matter is being presented for discussion during the work session portion of the meeting. Following the discussion, staff will be seeking guidance from the Board and so requests that the Board review the information provided, identify any other initiatives the Board wishes to be included in the work program, and prioritize its interest in the initiatives. Staff anticipates the same will occur with the strategies in the Comprehensive Plan. The two lists of priorities will then be combined and presented to the Board later this Spring for consideration and adoption of a FY16 work program.

ATTACHMENTS:

[A – 2014 Community Development Work Program Executive Summary](#)

[B – 2014 Development Activity](#)

[C – 2014 Work Program](#)