

**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	February 5, 2024
Action Required:	Approve Resolution
Presenter:	James Freas, Director of NDS
Staff Contacts:	James Freas, Director of NDS
Title:	Development Review Procedures Manual Adoption

Background

The Development Review Procedures Manual describes the technical details of how an application for development is made and processed in the City of Charlottesville under the Charlottesville Development Code adopted by City Council on December 18, 2023. This document covers the submission requirements and schedules for all development application types in the Code as well as specifying community engagement requirements and fees.

Discussion

The intent of the procedures manual is two-part. First, it brings all development review processes and requirements together into one document, readily reviewable by applicants. Second, by separating these administrative procedures into a manual outside of the ordinance, staff can more easily update the manual as processes are improved.

The manual has three major parts:

1. Submission requirements – for each application or review process, this section describes what an applicant must submit.
2. Notice Requirements – Describes the notice requirements associated with the various public processes defined in the ordinance. These requirements largely match requirements as defined in state code.
3. Community Engagement – Indicates the requirements for community meetings for certain types of applications.

In addition, the manual includes the fee schedule for permit applications.

The following highlights some of the key attributes of the manual:

- One overall objective is to strike a balance between requiring what is needed in order to conduct a complete and accurate review while not creating a burden on development projects, particularly smaller projects.
- A central component of the new development review process is the Development Plan. In short, the Development Plan is a zoning compliance document. The Development Plan is a conceptual level plan, meaning it is fully to scale but not fully engineered. Required for

everything from an addition onto a house to a major mixed-use development, it allows staff to confirm compliance with zoning requirements and provides an opportunity for staff to discuss with an applicant opportunities for alternative pathways to compliance that could help a project better meet the City's adopted objectives from the Comprehensive Plan. A minor Development Plan is for residential projects of less than 2 units or residential additions, everything else is a major Development Plan.

- The new zoning ordinance and procedures manual separates out the required engineering plans (stormwater and public improvement plans). The Development Plan, the engineering plans, and any required discretionary permits together make up a Final Site Plan.
 1. A minor Development Plan can be submitted simultaneously with the Final Site Plan and the Building Permit Application. While there are more parts to this application, it is effectively the same as a by-right building permit application under the current zoning ordinance.
 2. An applicant that first receives approval for a Major Development Plan and then any required engineering plans, may submit the final site plan simultaneously with their Building Permit application.
- State law requires that the City provide the option of an applicant skipping straight to the Final Site Plan submission. An applicant requiring a major Development Plan would not be able to simultaneously submit a Building Permit application in this scenario.
- The procedures manual requires applicants for rezonings or any form of special permit to do a community meeting. Projects that require submission of a Transportation Demand Management Plan must also hold a community meeting.

Alignment with City Council's Vision and Strategic Plan

Organizational Excellence

Community Engagement

Sent out to development community for comment and held a work session with the Planning Commission.

Budgetary Impact

N/A

Recommendation

Approve Resolution

Alternatives

Attachments

1. Final_Charlottesville NDS Admin Manual -1-29-2024 update
2. Resolution Overruling the Planning Commission's Code of Virginia 15.2-2232 Determination on August 8 2023