

CITY OF CHARLOTTESVILLE

Department of Neighborhood Development Services

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TO: Charlottesville Planning Commission
FROM: Matthew Alfele, Development Planning Manager
DATE: November 10, 2026
SUBJECT: Planning Commission Work Session Food Trucks and Final Review of the 2026 Development Code Clean-Up Amendments

Introduction and Background

Neighborhood Development Services (NDS) staff is preparing a package of approximately twenty-four (24) Development Code amendments for Planning Commission consideration in advance of a scheduled joint Public Hearing on December 8, 2026. The proposed amendments are part of the City's ongoing Development Code maintenance and refinement efforts and include technical corrections, administrative clarifications, state-law conformity updates, and targeted revisions intended to improve implementation of the Development Code while maintaining its adopted policy framework. The amendment package addresses a range of topics, including administrative procedures, zoning standards, subdivision regulations, historic preservation processes, mapping and graphic clarifications, and development review procedures.

Throughout 2026, staff has worked with the Planning Commission through a series of work sessions, listening sessions, subcommittee meetings, and project-specific discussions to identify issues and refine potential amendments. Feedback received from Commissioners, applicants, property owners, preservation stakeholders, development professionals, and City staff has informed the amendment package presented for review.

Each amendment has been summarized in an individual one-page summary sheet that identifies the issue, explains the proposed amendment, and highlights anticipated implementation effects. Several amendment sheets consolidate multiple related corrections or clarifications into a single proposal where the changes address the same subject matter of the Development Code. The attached one-pagers are intended to facilitate discussion and help Commissioners provide direction on each proposed amendment.

The purpose of this work session is to provide the Planning Commission with an opportunity to review the complete amendment package before the December Public Hearing, identify any remaining concerns, and provide direction to staff regarding which amendments should advance as proposed, be modified, or be deferred for future consideration.

Food Truck Discussion

In addition to reviewing the Development Code amendment package, staff requests Planning Commission feedback regarding potential amendments related to food truck operations within the City.

On October 6, 2026, staff convened an interdepartmental working group that included representatives from several City departments and members of the Planning Commission to discuss current food truck regulations and potential opportunities for amendments. The discussion focused on how existing regulations align with current operating practices and whether modifications could improve flexibility while maintaining compatibility with surrounding properties and neighborhoods.

Topics discussed by the working group included the City's temporary use regulations, limitations on the number of food trucks operating on a property, administrative and permitting considerations, host-site responsibilities, distinctions between temporary food truck operations and longer-term food truck gathering spaces (Food Truck Courts), and operational standards related to utilities, waste management, circulation, and customer amenities.

The discussion generally supported exploring amendments that would provide additional flexibility for food truck operations while establishing clear operational standards and maintaining compatibility with surrounding properties. Staff has prepared a draft summary sheet for Planning Commission review and is seeking feedback on potential approaches and policy considerations before determining next steps.

Meeting Format and Requested Commission Direction

Staff proposes the following format for the work session:

Overview of the Amendment Package

Staff will provide a brief overview of the 2026 Development Code amendment package and summarize any changes that have occurred since prior Planning Commission discussions.

Review of Amendment One-Pagers

Each proposed amendment has been prepared as an individual summary sheet. For each amendment, staff requests that the Planning Commission identify one of the following recommended actions:

- Advance as presented;
- Advance with modifications; or
- Defer for future consideration.

Staff will document Commissioner feedback and incorporate direction where appropriate.

Food Truck Policy Discussion

Staff will facilitate discussion regarding potential changes to food truck regulations and seek Planning Commission feedback regarding overall policy direction, operational standards, and implementation considerations.

Next Steps

Staff is currently completing final peer review and legal review of the proposed amendments. Amendments receiving Planning Commission support at this work session will be incorporated into the final Public Hearing package scheduled for December 8, 2026.

Staff anticipates that minor revisions resulting from this work session can be incorporated without affecting the amendment schedule. More substantial revisions may require additional research, public outreach, or drafting and may be more appropriately considered during a future amendment cycle.

Attachments and Links:

- 2026 Amendment Log (dated October 13, 2026)
- Proposed Development Code Amendments One-Pagers