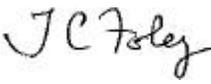


# COUNTY OF ALBEMARLE

## EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> Community Development Work Program	<b>AGENDA DATE:</b> February 5, 2014
<b>SUBJECT/PROPOSAL/REQUEST:</b> Annual review of Community Development Department's priorities with Board of Supervisors	<b>ACTION:</b> X <b>INFORMATION:</b>
<b>STAFF CONTACT(S):</b> Foley, Walker, Davis, Kamptner, Graham, Cilimberg, McCulley, Brooks, and Fritz	<b>CONSENT AGENDA:</b> <b>ACTION:</b> <b>INFORMATION:</b>
<b>PRESENTER (S):</b> Mark Graham	<b>ATTACHMENTS:</b> Yes
<b>LEGAL REVIEW:</b> Yes	<b>REVIEWED BY:</b> 

### BACKGROUND:

Each year, the Community Development Department provides the Board and public with a summary of major projects, progress on initiatives and achievements, as well as an overview of workload measures and a synopsis of proposed projects to be undertaken by the Department over the following 12 to 18 months. The purpose of this agenda item is to review the Community Development Department's activities of the past year and request the Board's direction on priorities for 2014. On February 6, 2013, the Board approved the priorities for the 2013 work program. A copy of the 2013 work program is provided as Attachment A.

### STRATEGIC PLAN:

Goal 7: Promote a valued and responsive County workforce that ensures excellent customer service.

### DISCUSSION:

#### 2013 Development Activity

Staff typically provides a five year history of the department workload as part of this report. This year, staff has extended this history to six years, as this allows the new Board members to compare current workloads to 2008, which was the last year before the recession. The departmental workload measures provided as Attachment B illustrate the degree to which development activity has increased over the time period relative to staffing resources available. It is notable that during this period of increased activity, the Community Development Department has continued to improve in reaching established goals with key performance measures while maintaining staffing levels. This trend suggests several important contributing factors including staff's focus on providing excellent customer service, an overall attention to process improvements and efficiency, and extensive relevant work experience among staff members. Clearly, the County's ability to recruit and retain highly qualified staff has been critical to the department's productivity success. Nevertheless, it must be noted that as development activity continues its upward trend, the corresponding increased workload will continue to limit staff time available for work program priorities going forward.

#### 2013 Work Program

The 2013 Community Development work program was established in February 2013 with the following priorities:

1. Comprehensive Plan Update – The Planning Commission completed its work in August 2013 and a draft was presented to the Board in September 2013.
2. Stormwater Management – State mandated program changes were endorsed by the Board in January 2014. Staff anticipates adoption of these changes in the second quarter of 2014, with implementation on July 1, 2014.
3. Economic Vitality Action Plan –
  - a. Industrial Uses Phase 3 – The Zoning Text Amendment was approved by the Board in April 2013.
  - b. Industrial Uses Phase 4 – Potential land use changes will be based on the updated Comprehensive Plan,
  - c. Ministerial Process Changes – The Subdivision Text Amendment was approved by the Board in December 2013.

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- d. Legislative Process Changes – The Zoning Text Amendment was adopted by the Board in 2012 and became effective April 1, 2013.
4. Steep Slopes – The Planning Commission held a public hearing on the Zoning and Subdivision Text Amendments on January 28, 2014 and anticipates the Board will hold a public hearing in March 2014.
5. Wireless Policy and Ordinance Changes – The study has been completed. Phase 1 of the changes was adopted by the Board in May 2013. Phase 2 has been delayed and is being proposed as part of the 2014 work program with some modifications.
6. Inoperable Motor Vehicles – The Zoning Text Amendment and Amendment to Chapter 9 of the County Code were approved by the Board in November 2013.
7. Noise Regulations – The Zoning Text Amendment and Amendment to Chapter 7 of the County Code were adopted by the Board in September 2013.
8. Rural Areas Churches / Rural Area Uses – The priority and schedule for this Zoning Text Amendment has been deferred for consideration as part of the Comprehensive Plan implementation.
9. Zoning Ordinance Recodification – This was a major task which was recommended for 2013. It has been deferred due to limited staff availability.
10. Architectural Review Board (ARB) Design Guidelines Update – This was deferred due to limited staff availability.
11. Natural Heritage Committee Modeling – The Committee requested modeling; however, there is limited staff and funding available.
12. Neighborhood Model Amendments – The implementation of Neighborhood Model into the Zoning Ordinance has been deferred due to limited staff availability.

Three additional ordinance amendments were considered by the Board:

1. Dam Break Inundation Zones – State-mandated Zoning and Subdivision Text Amendments establishing procedures and standards for proposed development dam break inundation zones were adopted by the Board in December 2013.
2. Family Day Homes – A Zoning Text Amendment to have County regulations more closely match State licensing for family day homes, while simplifying application processes, was adopted by the Board in September 2013.
3. Downtown Crozet District – A Zoning Text Amendment to expand residential development opportunities in downtown Crozet was adopted by the Board in December 2013.

**2014 Work Program**

Community Development's work program for policy-related matters is typically driven by two factors. First, staff resources are allocated to code enforcement and other mandated requirements. Once the resource needs of those core functions are met, work program priorities are staffed and addressed based on remaining resources. Second, the amount of public participation affects resource demands and capacity to undertake projects and initiatives. Public participation is essential for quality products and public trust, but it is also time consuming and resource intensive. Staff attempts to designate the amount of public participation based on the nature of the initiative, with a more extensive process used for potentially controversial decisions.

Staff's recommended 2014 Work Program is provided as Attachment C. In drafting the proposed work program, staff has prioritized initiatives based on: 1) mandates, 2) existing County policy, 3) ongoing efforts, and 4) Board direction on new initiatives. Staff's prioritization reflects previous Board input and ongoing priorities that it had previously established and is more fully described below:

1. Comprehensive Plan Update – Staff anticipates the Board will act on the update by July 2014. Recognizing the large number of strategies in the Comprehensive Plan and anticipating that the Board will be interested in immediately starting work on implementing some of the strategies, staff has set a placeholder for half of the anticipated resources for these strategies in the second half of 2014. This is in addition to staff resources that will be required in the first half of 2014 as part of the Board's consideration. Previous year priorities for Economic Vitality and Rural Area uses are anticipated to be prioritized with the other strategies.
2. Stormwater Management – Staff anticipates the updated Water Protection Ordinance will be presented to the Board to consider for adoption in April or May. Additional staff work for public

- engagement in advance of this is included. Implementation will require significant engineering management time as new staff are hired and trained.
3. Steep Slopes – This is a carryover from 2013. Staff anticipates these text amendments will be presented to the Board to consider for adoption in March 2014.
  4. Wireless Policy and Ordinance Changes – Part 2 is a carryover from 2013. Staff is recommending dividing the remaining work into two parts (2A and 2B) and deferring proceeding with Part 2B until a pending FCC rulemaking regarding the deployment of wireless facilities is completed. Staff recommends moving forward with Part 2A for certain issues not expected to be affected by the FCC action. Part 2B, for the remaining issues, would then proceed when the FCC's regulatory changes are known.
  5. Flood Hazard Overlay District – Mandated update to the County's regulations in order for property to be able to continue to be covered under the National Flood Insurance Program.
  6. Cash Proffer Policy – The Cash Proffer Policy is part of the Comprehensive Plan. In fall 2013, the Board indicated its preference for separating this issue from the rest of the Comprehensive Plan update and accelerating its review as a separate priority. If the Board wishes to consider the cash proffer policy as a separate priority, staff anticipates it will not be completed before the Board acts on the Comprehensive Plan update and may require diverting resources from other efforts. As a separate process, the Board would adopt a resolution of intent to amend the Comprehensive Plan and refer the matter to the Commission. Regardless, a public input process (through the Commission and/or roundtables) is considered important to the results of the process and will necessarily require additional time to finalize the policy. Alternatively, if the Board prefers to keep the cash proffer policy consideration as part of the Comprehensive Plan update, staff recommends that we focus resources in the near term on initiating and completing three relatively minor text amendments making relatively small and simple process improvements that could be enacted by the Board prior to July 1<sup>st</sup>. These process improvements are related to drive-thru windows, parking garages, and outdoor display regulations. It should be noted that these uses have a well established set of conditions which can be codified, and the uses would still be subject to review by the ARB along Entrance Corridors, assuring design issues can be considered by the ARB.

**Resource Limited Initiatives** – The following are proposed initiatives to be added to the work program as time is available.

1. Zoning Ordinance Recodification
2. ARB Design Guidelines Update
3. Natural Heritage Committee Modeling
4. Neighborhood Model Amendments
5. Building and Subdivision Fees – Biennial review of fees was established by policy with prior fee changes and a review of these fees is overdue under that policy. A separate review of the Cash Proffer Policy will delay this review.

**BUDGET IMPACT:**

The work program is intended to rely on available staff resources. With the exception of additional public hearing costs, no budget impact is anticipated. This analysis does not consider any "soft" costs (e.g., public confidence in County processes).

**RECOMMENDATIONS:**

Staff recommends that the Board review the proposed 2014 Work Program (Attachment C) and concur with its prioritization or identify desired changes. Staff also requests the Board indicate whether there is interest in a separate priority for the Cash Proffer Policy at this time or prefer to consider this as part of the Comprehensive Plan update.

**ATTACHMENTS**

[A-2013 Work Program](#)

[B-2013 Community Development Workload Measures](#)

[C-Proposed 2014 Work Program Priorities](#)

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