

# CITY MANAGER'S WEEKLY REPORT

raleighnc.gov



CITY OF  
**Raleigh**  
MANAGER'S  
OFFICE

Issue 2019-02

January 11, 2019

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### Work Session - Tuesday, January 15 - 4:00 P.M.

The regularly scheduled monthly **Tuesday work session** will be held in the **Council Chamber** beginning at **4:00 P.M.**

The agenda for the work session was posted to the electronic agenda management system yesterday.

## INFORMATION:

### Citizens' Annual Financial Report

Staff Resource: Shelle Boudreau, Finance, 996-4965, [michelle.boudreau@raleighnc.gov](mailto:michelle.boudreau@raleighnc.gov)

The *Citizens' Annual Financial Report* for fiscal year 2017-18 is now available on the City website and will be distributed via hardcopy to Parks and Recreation centers across the City. The report provides citizens with a snapshot of the City's key financial data in a user friendly and understandable manner, expressed in similar context to an individual's personal finances.



The report is a useful tool that also allows citizens the ability to better understand City operations. The

financial information presented in the document is taken from the *Comprehensive Annual Financial Report* (CAFR), presented to Council in November 2018. The report includes a spotlight article featuring the opening of Raleigh Union Station, which can be found starting on page 16.

The complete published report is available at the following link:

<http://www.raleighnc.gov/business/content/Finance/Articles/FinanceReports.html>.

(No attachment)

### **Development Services Plan Review - Service Level Adjustments**

*Staff Resources: Thomas Hosey, Development Services, 996-2701, [thomas.hosey@raleighnc.gov](mailto:thomas.hosey@raleighnc.gov)*

Staff is pleased to be able to share with Council that development activity remains very robust with volume metrics continuing to trend upwards. However, staffing vacancy rates continue to be high in several areas; greater complexity of reviews is needed as code regulations expand; and staff is engaged in numerous special projects, all of which are greatly impacting the availability of staff resources. One example of a special project is the ongoing implementation of the *Energov* permitting software project. When fully implemented the software will provide tremendous efficiencies in processes, representing a win for the City. However, this project alone requires redirecting vital senior staff resources for system development, testing and training. Despite challenges, staff has largely managed to achieve the current turn around benchmarks, averaging approximately a 90 % compliance rate while implementing a number of customer service and qualitative process improvements.

As a result of the above challenges, it is necessary to adjust existing benchmark turnaround times to more closely align available resources with the demand for services, while also allowing for thorough and accurate reviews. This is something that department management will monitor and is likely to require additional future adjustments. Effective February 4, all service cycle review times will be increased by five to ten business days beyond the current review time benchmarks. Included with the *Weekly Report* materials and for reference by Council is the new timeframe matrix; formal announcements to the community and stakeholders will be issued next week. Additional meetings with development stakeholders are planned to discuss the revised cycle review times.

(Attachment)

### **Weekly Digest of Special Events**

*Staff Resource: Derrick Remer, Special Events Office, 996-2200, [derrick.remer@raleighnc.gov](mailto:derrick.remer@raleighnc.gov)*

Included with the *Weekly Report* packet is the special events digest for the upcoming week.

(Attachment)

## Council Member Follow Up Items

### General Follow Up Item

#### Quarterly Update - City Planning Initiatives

*Staff Resource:* Ken Bowers, City Planning, 996-2633, [ken.bowers@raleighnc.gov](mailto:ken.bowers@raleighnc.gov)

As Council is aware, City Planning staff are leading a number of initiatives of interest to the City Council. The Department is pleased to provide Council with the latest updates on these initiatives; included with the *Weekly Report* materials is an update on various initiatives including a staff memorandum and spreadsheets, representing a snapshot of the second quarter of fiscal year 2019. This information provides a summary of year-end project status and provides a forecast of upcoming projects. Should Council desire to reference the most previous quarterly report, that information may be found in *Weekly Report Issue 2018-42* (November 2, 2018).

*(Attachments)*

### Follow Up from the August 21, 2018 City Council Meeting

#### Dorothea Dix Park Edge Study (Council Member Crowder)

*Staff Resource:* Bynum Walter, City Planning, 996-2178, [bynum.walter@raleighnc.gov](mailto:bynum.walter@raleighnc.gov)

During the meeting Council Member Crowder, anticipating increased development pressure around Dorothea Dix Park, requested staff to provide information about a potential planning process that would address the neighborhoods and major development sites in the vicinity of and surrounding the park. A [report](#) was provided during the November 20, 2018 City Council Meeting. At that time, Council Member Crowder requested that staff provide a budget note for Council review during the FY2020 budget development process.

Staff is currently drafting the requested budget note; it is anticipated to be presented during one of the upcoming Budget Work Sessions, currently scheduled for February 25, March 18, and April 8.

*(No attachment)*



## Procedure Change: New Turnaround Times for Development Review

New turnaround times for all development processes will go into effect as of February 1, 2019. This update is a result of additional review requirements and limited staff resources as we test new permitting software. We apologize for any inconvenience—these changes will ultimately bring an improved customer experience to the permitting and inspection process once implemented.

We hope to revisit the turnaround times in the near future, as we are always looking to improve our development processes.

Here is a breakdown of the new turnaround times:

Review Type	Estimated Turnaround First Review (Business Days)	Estimated Turnaround Additional Reviews (Business Days)
<b>Residential uses (one- and two-family-dwellings)</b>		
Decks, driveways, fences, porches, pools, and hot tubs	5	5
Accessory Structures garages, carports, storage sheds, gazebos, greenhouses, pool houses	10	5
One- and two-family-additions	10	5
New residential single-family or duplex	10	10
Revisions to residential building plans	5	5
<b>Land Development Review Types</b>		
Administrative site review	20	15
Preliminary subdivision	20	15
Recorded maps (plat review)	Single track: 5	Additional: 5 Mylar: 5
	Multi-track: 10	Additional: 10 Mylar: 5
Concurrent review combined construction level review of land disturbance, infrastructure design, stormwater treatment design, tree conservation area, etc.	15	10
Mass grading	10	10
Legal document review of City locked forms	10	10
<b>Non-Residential Building Review Types</b>		
Commercial standard review new buildings, additions, and/or change of use	15	10
Townhomes	15	10
Alterations & repairs, interior fit-ups	10	5

Revisions to non-residential building plans	5	5
"Other" non-residential work types	5	5
Shop drawings	5	5
Stand-alones	5	5
<b>Zoning Review Types</b>		
Non-construction zoning permits ABC permits, amplified entertainment (minor), auto dealer, home occupations, home day care, supportive housing, special care facility, taxi cab dispatch	5	5
Temporary event	5	5
Sign permit review	10	5

Questions? We're here to help! Please contact the customer service center:  
919-996-2495  
[ds.help@raleighnc.gov](mailto:ds.help@raleighnc.gov)

# Special Events Weekly Digest

Friday, January 11 – Thursday, January 17

City of Raleigh Special Events Office  
[specialevnts@raleighnc.gov](mailto:specialevnts@raleighnc.gov) | (919) 996-2200 | [www.raleighnc.gov/specialevnts](http://www.raleighnc.gov/specialevnts)

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## ***Permitted Special Events***

### **North Carolina Right to Life March for Life**

Halifax Mall & Route

Saturday, January 12

Event Time: 2:00pm - 3:00pm

Associated Road Closures: Roads will be closed from 2:00pm until 3:00pm to facilitate the march route. Note that all cross-streets one block in each direction will be detoured and see below for turn by turn details:

Start on Lane Street adjacent to Halifax Mall; Right onto Blount Street; Right onto Edenton Street; Right onto Salisbury Street; Right onto Lane Street to end at Halifax Mall

### **Run for Young**

Edenton Street & Hillsborough Street

Sunday, January 13

Event Time: 2:00pm - 3:00pm

Associated Road Closures: E. Edenton Street between Blount Street and Wilmington Street will be closed from 11:00am until 4:30pm. Roads along the route will be closed from 2:00pm until 3:00pm. Note that all cross-streets one block in each direction will be detoured, [view route here](#), and see below for turn by turn details:

Start at Edenton Street between Wilmington Street and Blount Street; Head west on Edenton Street to Hillsborough Street; Continue west on Hillsborough Street; Right onto Oberlin Road; Left at traffic circle onto Pullen Road; Right at traffic circle counter-clockwise and proceed east on Hillsborough Street back to the Start/Finish line

## ***Other Events This Weekend***

### **Hurricanes vs. Sabres**

Friday, January 11

PNC Arena

### **George Lopez "The Wall World Tour"**

Friday, January 11

Memorial Auditorium

### **Mozart & Shostakovich – North Carolina Symphony Classical Series**

Friday, January 11 – Saturday, January 12

Meymandi Concert Hall

### **Women's Wellness, Fitness and Nutrition Expo**

Saturday, January 12

Method Community Park

### **Raleigh Rumble Open Championship**

Saturday, January 12

Raleigh Convention Center

**NC State Basketball vs. Pittsburgh**

Saturday, January 12  
PNC Arena

**NC State Wrestling vs. Brown**

Saturday, January 12  
PNC Arena

**Joe Newberry's Heroes & Friends – PineCone Piedmont Council of Traditional Music**

Saturday, January 12  
Fletcher Opera Theater

**Hurricanes vs. Predators**

Sunday, January 13  
PNC Arena

***Public Resources***

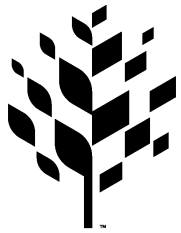
**Event Feedback Form**: Tell us what you think about Raleigh events! We welcome citizen and participant feedback and encourage you to provide comments or concerns about any events regulated by the Special Events Office. We will use this helpful information in future planning.

**Temporary Road Closures**: A resource providing current information on street closures in Raleigh.

**Online Events Calendar**: View all currently scheduled events that are regulated by the City of Raleigh Special Events Office.



# Council Member Follow Up



Raleigh

## MEMO

TO: Ruffin Hall, City Manager

CC: Ken Bowers AICP, Director of City Planning

FROM: Sara Ellis, Planner II  
Ira Mabel, AICP, Planner II  
Roberta Fox, AIA, ASLA, Assistant Planning Director  
Travis Crane, Assistant Planning Director

DEPARTMENT: City Planning

DATE: January 10, 2019

**SUBJECT: Update on Department of City Planning Key Initiatives**

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### Overview

This memo serves as a quarterly status update for all ongoing projects being led by staff in the Department of City Planning. It is a supplement to the City Planning Project Status Spreadsheet and Council Follow Up Projects Status Spreadsheet (see attached documents) that provide a snapshot of current studies, ongoing programs, and other departmental efforts. This includes items listed in the Department's current and past Business Plans, as well as Council-requested follow-up items. A key explaining each project's status within the spreadsheet is shown below:

- **Active**—the project is currently being worked on and is on track for completion by the anticipated project delivery date.
- **Pending Internal**—the project is pending an internal department need. *At this time and consistent with the prior quarter, no projects are delayed or pending due to internal forces within the department.*
- **Pending External**—the project is awaiting a City Manager Office decision, or experiencing a delay such as a committee or Council decision.
- **Delayed**—the project has experienced a significant delay and will likely not be completed by the anticipated project delivery date. *At this time, no projects are listed as delayed.*

Municipal Building  
222 West Hargett Street  
Raleigh, North Carolina 27601

One Exchange Plaza  
1 Exchange Plaza, Suite 1020  
Raleigh, North Carolina 27601

City of Raleigh  
Post Office Box 590 • Raleigh  
North Carolina 27602-0590  
(Mailing Address) **Weekly Report**

Below is a snapshot of project statuses for the 2018 calendar year:

Active Consultant-led Projects	13
Active Staff-led Projects	24
Pending (external) Projects	6
Delayed Projects	0
Active & Pending Council Follow Up Projects	11
Total RDCP Active & Ongoing Projects	54
Projects & Follow Up Projects Completed calendar year 2018	58

Presently there are **36** projects that are either ongoing departmental programs or business plan implementation projects. Of these:

- **14 Ongoing Programs** continue through the year, such as the rezoning, annexation, or real estate acquisition programs which have all remained steady in terms of volume, staff time, and complexity since the previous year. At this time no program work is behind schedule.
- **4 Annexation Projects** are active and include annexation agreements with adjacent jurisdictions that must be renewed every 20 years as part of a larger administrative process. At this time no annexation projects are behind schedule.
- **3 Urban Design Studies** are underway, which are identified in the FY17 & FY18 Business Plans. At this time, one project awaits further direction after discussion in a council committee.
- **6 Historic Preservation Studies** include the Historic Preservation Toolkit, the Oakwood National Register Update, and other items included in the FY17 Business Plan. At this time no historic preservation projects are behind schedule.
- **9 Planning Studies** are underway, both internal and external. The studies range from corridor plans such as Capital Boulevard North to the Public Participation Manual & Training, which was first identified in the FY18 Business Plan, and presented to Council during January 2017 and 2018. At this time no major planning studies are behind schedule; although two await further action or direction, and one, the Comprehensive Plan Update, does not currently have a deadline associated with it.

Additionally, there are **6** projects generated as requests from Council:

- **2 Urban Design Studies** for Downtown Wayfinding Kiosks (listed as ‘complete’ for the Department) and High Intensity/High Impact Development Review; which awaits further direction.
- **3 Planning Studies**, including two—Dix Park Edge Study and Olde East Raleigh Area Plan Update—that have been identified as potential projects by the City Council, but have not yet been officially authorized by Council.
- **1 Real Estate Study** for the Esso Station site.

### Council Follow Up Items

Below is additional detail regarding Council Follow Up Items:

Active Council Follow Up Items	7
Pending Council Follow Up Items	4
Council Follow Up Projects Completed calendar year 2018	33
Total Council Follow Up Projects calendar year 2018	<b>44</b>

Staff is currently working on **11** items that were requested by Council that include in-depth studies on zoning related matters, current text changes, and requests for information to initiate new projects in addition to the department’s work plan. Some items of note are included below:

- Of the total of **44** Follow Up Projects requested by Council over the course of 2018, **75%** are currently completed, the majority of which are addressed within a two-week timeframe.
- Of the total of **7** active projects, 6 required more extensive analysis and/or coordination and are on target for a report to City Council within the first quarter of 2019 (the one outstanding item requires a report to Council after one full year of monitoring the impact of TC-3-18 and may appear as an outstanding item until that time)
- Remaining items listed as “Pending” (4) have required additional coordination with both internal or external stakeholders. These items have, or currently, require the action of the stakeholder to complete.

## Summary and Forecast

Over the past few years the city has positioned itself to become a strategic, data-driven organization. This began in 2015 with City Council's adoption of the Strategic Plan.

Departmental business plans are a complement to the city's Strategic Plan and allow individual departments to lay out short- and mid-term priorities, list resource needs, and demonstrate how those needs align with the city's priorities. In 2018, the City Planning Department submitted a departmental business plan for 2019-2021 which identifies key issues facing Raleigh and provides a guide to focus the priorities of its 55 employees (including 22 project managers across 5 specialty divisions).

To navigate the shifting landscape caused by population growth, in-migration, and real estate trends, as well as changes in citizen expectations and desires for public engagement, the departmental business plan is accordingly focused on three key areas:

1. Project management
2. Public participation and citizen engagement
3. Communication—both internally and externally

This is laid out in the department's 17 objectives, 54 initiatives, and 27 performance measures, and more specifically in the department's strategic resourcing requests, including:

- **Funding for project management training and software**—training is on target to be completed by the end of FY 2019, with software and dashboard features anticipated in following years. In coordination with the Project Management software tool currently under development by Engineering Services, the e-builder and Project Dashboard are on target for an initial roll-out in piloting departments in spring 2019.
- **Additional staff resources to manage projects and communications, text changes, and enforcement redundancy**
- **Funding for one prioritized area or corridor plan per year annually starting in FY2020**—current high priority planning efforts, including Midtown St. Albans and Capital Boulevard North, are on-target to meet projected timelines.

The Department of City Planning will report on these three key areas throughout the year and as such, the Quarterly Reports may shift in content and focus in the coming year to reduce redundancies and to better align with the Strategic Plan and Departmental Business Plan.

Looking ahead, the Department of City Planning continues to make progress on its current and past fiscal year's business plans and is pleased to report a number of major projects nearing completion, or newly underway.

### Major Projects Nearing Completion

- **Avent Ferry Road Corridor Study**—A public meeting to present the draft recommendations in the final plan occurred on November 5, 2018; over 70 people attended.
- **Historic Preservation Toolkit**—RHDC is preparing comments on the final report, which they will transmit to the City Council in the early spring of 2019.
- **2030 Comprehensive Plan Update**—Planning Commission work sessions to review the final draft would occur upon referral from Council. Each session will cover two or three sections and will take place during the 90-day review period.

### Major Projects Newly Underway

- **Western Boulevard Area Study** –Staff will present a draft scope of work for Council approval in February in conjunction with the update from the TODAH working group.
- **Southeast Special Study Area (SESSA)**—In January 2019, the project team will begin briefings to outside agencies and organizations. The large size of the project area will influence the design of the public engagement process, which is not anticipated to begin until Spring 2019.

### Departmental Challenges

The Department has made a series of alterations to process, workflow, and resource allocation over the past 12 months to address and mitigate the challenges identified in past reports. Significant progress has been made in project management and communication as evidenced in the increase in the number of projects and Council follow up projects completed throughout the past year (58). Additionally, the Department has committed to launching only one major initiative in any particular year, in order to adequately staff all projects and programs and provide quality assurance and quality control of all work products. However, there are two potential planning efforts not accounted for in the Business Plan—Dix Park Edge Study and Olde East Raleigh Area Plan Update. The Department has also been involved in Council committee discussions to explore methods to address “missing middle” housing types and was assigned the task of developing an outreach strategy for a citywide community conversation on this topic. The final scope of work, timeline, budget, and level of staffing required for each of these is still unknown but can be presumed to be significant. Should any or all be approved, it will be challenging to continue to meet deadlines and Council and citizen expectations.

We are available to discuss at your earliest convenience.

## City Planning Council Follow Up Items

Last Updated: Wednesday, January 9, 2019

ID	Request Date	Agenda Item	Request	Official Notes	Project Lead	Status	Due Date
20	9-Jan-18	A3: City Planning Work Program - Additional Information on Upcoming Studies	Council requested additional information on: - The Southeast Area Study - The Infill Development Study - Public Participation Study Council would like to review the scopes of work for these projects before RFPs are sent.	The infill study has been completed as of 4/26/2018. The SE Area Study has been assigned to Donald Belk, Planner II, in Comprehensive Planning. Public participation was addressed in Council Work Session.	Belk	Complete	
21	6-Feb-18	U1: Report of Mayor and Council Facility Regulations	Council member Cox has been made aware of conflicts between the WRAL soccer fields and adjacent neighbors, mainly in regards to lighting and vehicle traffic at night. He requested a staff report on current City regulations for similar facilities. The report should include best practices from other cities.	A memo addressing the issue was presented in a Manager's Update on 07/27/2018.	Ellis	Complete	27-Jul-18
22	23-Feb-18	Council Retreat	Council member Stephenson requested information on the timeline for the transit land use vision white paper.	This was reported out in the April 28, 2018 City Manager's Update.	Golden	Complete	28-Apr-18
23	23-Feb-18	Council Retreat	Council requested an update on Asheville's homestay program including enforcement, how the program could be applied in Raleigh, and which zoning districts homestays would apply to.	The City Attorney's Office submitted the report to Council via e-mail on Friday, May 18, 2018.	Belk	Complete	
24	5-Mar-18	A1: Text Changes	Council member Cox requested a monthly report on the status of text changes (excluding the 2014 omnibus). Send Council the text change database.	This item is now being addressed through direct communication with Council and through quarterly Council updates.	Crane	Complete	19-Jul-18
25	6-Mar-18	X1: Report of Mayor and Council	In reference to the sale of publicly-owned property that resulted in the ultimate disposition to a third party, Council member Crowder requested a report on options the City could use in future transactions of this type.	This item has been reviewed by internal stakeholders and will be included in a Manager's Weekly Update in January 2019.	Pittman	Pending Internal	25-Jan-19
26	6-Mar-18	M2: CP-4-17	Council member Crowder requested notifications to property owners be broadened to include properties within 500 ft. for this project.	The Public Hearing for this item was on 04/03/2018, and notice was provided to property owners within 500 feet of the proposed FLUM and Street Plan changes. No additional mailed notice is anticipated for that case. Planning has an email list of interested property owners that we use to send updates of all public meetings for RCRX (CP-4-17).	Walter	Complete	3-Apr-18
28	20-Mar-18	A2: Citizen Engagement and Planning Initiatives	Council member Cox requested staff bring forward recommendation for citizen engagement with businesses along Capital Blvd. North as part of the study process.	Planning's initial approach will be to canvas area businesses and to do group interviews. We have asked the consultant to add this approach to their scope and they have complied.	Anagnost	Complete	18-May-18

## City Planning Council Follow Up Items

Last Updated: Wednesday, January 9, 2019

ID	Request Date	Agenda Item	Request	Official Notes	Project Lead	Status	Due Date
29	20-Mar-18	A2: Citizen Engagement and Planning Initiatives	Staff to bring back agenda item to approve no citizen group for Capital Blvd North and a confirmation group approach to Midtown/St. Albans.	Manager's Update 2018-12: included information about Midtown/St. Albans confirmation group.	Hardin	Complete	18-May-18
30	20-Mar-18	N2: Tiny Houses	Council member Branch requested information about cottage courts. Council member Stephenson requested information about potential partnerships with outside agencies.	Incorporated into the 04/20/2018 Manager's Update 2018-15: update on tiny houses.	Reckhow	Complete	
31	20-Mar-18	Q1: Requests and Petitions of Citizens - Kathy McLaughlin	Council requested staff help direct Ms. McLaughlin to the Board of Adjustment process.	Eric Hodge in Planning reached out to the citizen petitioner but never heard back from her. She may be seeking an alternative location that doesn't require a variance.	Hodge	Complete	
32	3-Apr-18	L3: CP-5-17	Council member Cox requested language provide clarity on the term "between" in Policy AP-SF-2. Council member Thompson requested, and Council approved, striking portions of CP-5D-17: AP-SF-7 and AP-SF-1. These should be included in scope of work for Midtown Area Plan. Council approved a June 5 public hearing.	This item was acted upon at the May 1 City Council hearing. The revised language was authorized for public hearing along with the remainder of the plan.	Hardin	Complete	5-Jun-18
33	3-Apr-18	S1: Report of Mayor and Council	Council member Branch requested an opportunity to meet with staff to discuss the capacity for completing a corridor study for Rock Quarry Rd.	Planning has reached out several times to meet on this item but a meeting has not yet been scheduled. We await further instructions from Council.	Bowers	Pending External	TBD
34	3-Apr-18	S1: Report of Mayor and Council	Council member Mendell requested staff report on options for providing clarity in the UDO regarding rooftop amenities.	This item was presented directly to City Council by Travis Crane on 4/17/2018 with the rezoning case for Z-17-17 - 615 West Peace St. (see minutes from the 4/17/2018 meeting).	Crane	Complete	
35	3-Apr-18	AA2: Requests and Petitions of Citizens - Margaret McIntyre	Council requested staff complete the North Ridge West neighborhood environmental characteristics study.	This was presented and accepted at the 06/05/2018 Council meeting.	Ellis	Complete	
36	3-Apr-18	BB1: CP-4-17 RCRX Recommendations	Council member Cox requested an explanation of the historical background to the study, including the rationale behind the original study and the changes.	Working with the CAMPO project manager, Shelby Powell, to provide additional information during the Growth and Natural Resources Committee discussion of this item.	Anagnost	Complete	
37	15-May-18	L4: Rezoning Z-6-18	Council member Branch requested staff provide options to bring streets from previous developer under City ownership and maintenance.	This item was placed on the 07/02/2018 Council Agenda.	Mabel	Complete	20-Jun-18



## City Planning Council Follow Up Items

Last Updated: Wednesday, January 9, 2019

ID	Request Date	Agenda Item	Request	Official Notes	Project Lead	Status	Due Date
38	15-May-18	M6: Food Truck Operation	Council member Stewart requested staff report on the possibility of adding additional parking spots and extended hours of operations for food trucks.	This item was approved on the consent agenda at the 06/05/2018 City Council Meeting with a scheduled Public Hearing date for 06/19/2018.	Crane	Complete	6-Jun-18
39	15-May-18	S1: Regulations for Accessory Structures	Council requested staff draft a proposed text change to address such issues as minimum side yard setbacks, maximum building heights, maximum side wall heights, reduced distances between accessory structure and main structure; as well as prohibiting horizontal or vertical encroachments for 2-story accessory structures, and prohibiting dwelling space above the first story in 1-story structures or above the second story in 2-story structures.	These items went to Council on August 21, 2018.	Hodge	Complete	26-Jun-18
40	15-May-18	S2: Public Review Period for Administrative Approvals	Council requested staff draft a proposed text change to require that at the time an application is received by the City, the applicant provides addressed and stamped envelopes to notify all property owners within a 100-foot radius of the subject project, and that the applicant must post a sign on the subject property once permits are issued.	This is now an assigned text change.	Hodge	Complete	26-Jun-18
41	6-Jun-18	U1: Public Hearing - Petition Annexation - Trinity Rd.	Council member Stephenson requested staff complete a Comprehensive Plan consistency analysis of proposed site plan, particularly as it relates to Blue Ridge Corridor Plan.	A consistency statement/analysis and included it with the annexation petition packet, which was placed on the Council Agenda for 06/19/2018.	Klem	Complete	19-Jun-18
42	19-Jun-18	V1: Report of Mayor and Council - Urban Frontages	Mayor McFarlane requested an agenda item on the July 3, 2018 Council agenda related to urban frontages to allow for Council discussion (See City Manager's Weekly Report 2018-12, March 29). Info from the Weekly Report should be included with agenda item backup materials.	A memo was completed and placed on the July 03, 2018 Council Agenda.	Hardin	Complete	3-Jul-18
44	3-Jul-18	W1: Report from Mayor and Council - Outdoor Seating Ordinance	Council member Crowder requested staff work with the DRA and downtown businesses to help them understand the revised outdoor seating ordinance.	This was provided during the Summer of 2018 during the review of outdoor dining regulations.	Fox	Complete	30-Jun-18
45	3-Jul-18	GG8: Public Hearing - TC-12-17 Historic Alley Transition	Council member Stephenson requested staff provide a list of sites in Glenwood-Brooklyn and Boylan Heights historic districts where this text change would apply. Staff reported back to the City Council at the August 21 Council.	This item was placed on the 08/21/2018 Council Agenda.	Aull	Complete	31-Aug-18

## City Planning Council Follow Up Items

Last Updated: Wednesday, January 9, 2019

ID	Request Date	Agenda Item	Request	Official Notes	Project Lead	Status	Due Date
69	21-Aug-18	O3: Special Items - Text Change TC-12-17: Historic Alley Transition	Council member Stephenson requested that staff proceed with notification to adjacent property owners. The item should be placed on the second Council meeting in October.	This item was included in the back-up material for a Special Item at the October 16, 2018 City Council meeting.	Holland	Complete	16-Oct-18
77	21-Aug-18	W1: Report from Council - Dix Park Edge Development	Council member Crowder requested staff to examine development and redevelopment on the edges of Dix Park with a report back to Council on next steps in November.	This item was presented to City Council on November 20, 2018. Council asked for a budget note to be brought forward during the budget work session in the Spring of 2019. This item has been incorporated into the departmental work plan as a placeholder until staff receive further guidance from Council.	Ellis	Complete	16-Nov-18
79	4-Sep-18	K1. Rezoning Z-15-17: Macaw Street	Applicant asked to include additional site plan analysis to address block perimeter alternatives. Include bike and pedestrian alternatives.	The item was incidentally addressed during the Sept. 4 Council Meeting.	Bowers	Complete	4-Sep-18
82	7-Sep-18	O1. Urban Frontages – Application and Potential Revisions	Council member Crowder requested more understandable (plain) language to be used in Council/public material so all community members can better understand planning initiatives. Alternative language includes when this text change comes back to Council.	Staff has been briefed and the request will be incorporated into future work.	Bowers	Complete	N/A
91	18-Sep-18	P3. Text Change Updates	Approved staff proposed methodology (but consider breaking some items out if one list gets too big). City Council referred the Omnibus list to GNR, but removed items 37, 38 and 46 regarding deforestation and bring back to full Council at a future meeting. Moved "Ideas List" to GNR plus adding urban greenways and dedications to #13. Council removed TC-5-18 Mobile Retail from pending items.	These items were referred to GNR and have been incorporated into the departmental work plan as an independent project(s). Reporting on this item will be found under "Text Changes" in project status in the City Planning Quarterly report.	Crane	Complete	28-Nov-18
94	18-Sep-18	X1. Report from the Mayor and City Council	Council member Crowder requested for the Parklet Program framework to be reviewed to analyze standards, processes and associated fees, as well as an analysis performed of vacant properties where parklets could exist.	Staff will report back in a Manager's Weekly Update in January 2019.	Sandeep	Active	25-Jan-19

## City Planning Council Follow Up Items

Last Updated: Wednesday, January 9, 2019

ID	Request Date	Agenda Item	Request	Official Notes	Project Lead	Status	Due Date
95	18-Sep-18	X1. Report from the Mayor and City Council	Council member Crowder requested for staff to perform a City Planning application fee adjustment study, to include a review of new fee proposals, schedule, and alignment of recommendations with the 2020 budget. Example - application fee for interpretations by Planning staff has not been revised in many years.	This item is ongoing with the FY 2020 budget.	Crane	Active	30-Jun-19
97	2-Oct-18	I1. City Plaza License Agreement	Council member Crowder requested staff to analyze whether a general contract with Highwoods instead of executing individual vendor contracts would be more effective for the City.	The completed report and recommendation was placed on the Council Agenda for presentation on October 16, 2018.	Crane	Complete	16-Oct-18
101	2-Oct-18	R1. Report from the Mayor and City Council	Council member Cox requested staff to bring back a report and recommendation for neighborhood south of Oak Forest Drive off Capital Blvd changing their zoning from community mixed use back to residential.	The completed report and recommendation was placed on the Council Agenda for presentation on October 16, 2018.	Anagnost	Complete	16-Oct-18
102	2-Oct-18	R1. Report from the Mayor and City Council	Council member Cox and then CM Crowder requested for the mobile retail text change consideration to be widened and include professional services beyond retail (banking, etc.). Place on planning text change work plan. Referred to ED and I committee.	The text change was re-introduced at the November 6, 2018 City Council meeting; it is now incorporated into the Text Change program and will be reported as City Planning project. The text change will be delivered to Planning Commission January 2019.	Holland	Pending External	25-Jan-19
109	16-Oct-18	N3. Oak Forest Estates Future Land Use Map Designation	Council member Cox requested staff to communicate the potential future land use designation to neighborhood residents by notifying the neighborhood, holding a public meeting, and then reporting back.	Planning staff met with neighbors on November 15, 2018 . An update was included in the November 30, 2018 Manager's Weekly Update.	Anagnost	Complete	4-Dec-18
123	6-Nov-18	V1. Reports from the Mayor and City Council	Council member Stephenson provided an example template and requested staff to start providing an executive summary sheet for Rezoning Cases that summarize the Certified Recommendation and conditions. He asked for staff to bring back a few template options to Council for review.	This item was presented to Council at the December 4, 2018 meeting.	Walter	Complete	4-Dec-18
129	6-Nov-18	EE10. Text Change TC-3- 18	Bring a report outlining the impact in one year.	This is a text change for Infill notification. Text change was adopted. Staff will coordinate with Development Services and report back in one year via a Manger's Weekly Update.	Hardin	Active	5-Nov-19

## City Planning Council Follow Up Items

Last Updated: Wednesday, January 9, 2019

ID	Request Date	Agenda Item	Request	Official Notes	Project Lead	Status	Due Date
132	13-Nov-18	A3. Omnibus Text Changes	Staff was requested to analyze the potential for adding tree planting requirements for new developments. It should be looked at from a regulatory/legal perspective before a recommendation is made. Bring back information on possible additional science analysis on deforestation items to inform the standard. More explanation on net site calculation methodology.	Planning staff is in the beginning stages of interdepartmental coordination on this item. A report and recommendation will be included in a future Manager's Weekly Update.	Golden	Active	6-Mar-19
135	20-Nov-18	M4. Planning for the Edges of Dorothea Dix Park	Council asked for staff to return with specifics for a recommended Request for Proposals for a study of the needs of communities adjacent to Dix Park. Add Budget Note for upcoming budget process.	Staff will provide a draft scope of work in a Manager's Weekly Update in January 2019. A Budget Note has been drafted and will be included in discussion during the budget process. Future reportings of this items will occur during the budget process.	Ellis	Active	30-Jun-19
145	4-Dec-18	N1. Planning Commission Report	Council requested for staff to provide an analysis/recommendation for current parking requirements at assisted living facilities in the City.	Analysis was provided in the back up material for zoning case Z-27-18 which is on the agenda for the January 8, 2019 Council Meeting.	Mabel	Complete	7-Jan-19
146	4-Dec-18	O5. Rezoning Case Executive Summary	Council member Stephenson requested for staff to recommend a format update for a more visual presentation of rezoning case executive summaries. Staff should consider including a map that has more immediately accessible information about the sites. City Planning to set up a meeting with CM Stephenson through his policy analyst when an alternative format is ready. Bring back as a Special Item on future Council agenda.	This item has been partially implemented in all rezoning case submittals as of 01/08/2019. It has been implemented through the use of imbedded links in submittal documents which allow the user directly access information about the subject site through Google and iMaps. Mr. Stephenson has indicated that he will be able to reschedule a meeting after 01/07/2019.	Walter	Pending External	8-Jan-19
151	4-Dec-18	GG. Requests and Petitions of Citizens: Rogers L. White	Council requested staff present an updated map of the program eligible boundaries, where a boundary is the middle of a street, to include parcels on both sides of that street and bring back for Council approval.	Preliminary analysis will be presented in a Manager's Weekly Update in January 2019.	Aull	Active	25-Jan-19
154	4-Dec-18	GG. Requests and Petitions of Citizens: Molly M. Stuart	Council asked for staff to work with the petitioner to determine next steps regarding her rezoning request.	Planning has reached out to the petitioner, Ms. Stuart. Based on that discussion, the petitioner is currently reviewing her options and will reach out to Planning and Council if necessary.	Crane	Complete	4-Jan-19
155	4-Dec-18	HH. Matters for Public Hearing: TC-2-18 Accessory Structures	Council member Stephenson requested staff to bring back comments from affected community members and a list of the specific hardships they may face with this text change.	Staff will monitor identified hardships and will bring back a report in 90 days.	Holland	Active	19-Feb-19

# City Planning Project Report

Last Updated: **Wednesday, January 9, 2019**

Fiscal Year Initiated	Project	Project Lead	Type	Source	Status	Description	Consultant or Staff Led	Project Kick-Off	Next Public Touchpoint	Next Council Touchpoint	Anticipated Project Delivery
FY17	Anderson Heights Historic District Report	Tully	Historic Preservation Study	Business Plan	Active	A pre-report information session for the study was held on October 1; during this meeting many neighbors expressed concerns about proceeding with the study. The report was given the go-ahead by the planning director on direction of Council. The next public touchpoint and Council touchpoint will be after conclusion of the study, anticipated to be in late spring 2019 (estimated dates provided will be updated as appropriate)	Staff	28-Jun-18	15-Jan-19	TBD	TBD
FY17	Architectural Survey	Tully	Historic Preservation Study	Business Plan	Active	A draft of the report has been received, and has been presented to RHDC at the October 16, 2018 meeting. The discussion included the selection of the Ridgewood neighborhood to inventory for Phase II of the project. The Ridgewood inventory is complete and awaits presentation to RHDC in February. Next Council Touchpoint: After RHDC review and recommendation, the final draft of the report will be made available to Council.	Consultant	1-Jun-17	18-Oct-18	TBD	TBD
FY17	Avent Ferry Road Corridor Study	Klem	Planning Study	Business Plan	Active	A public meeting to present the draft recommendations in the final plan occurred on Nov 5; over 70 people attended. Staff mailed 2,500 postcards to addresses within 1/2 mile of the corridor and advertised via Facebook, Instagram, Twitter, gov-delivery, and CAC flyers. Staff created a pamphlet summarizing the recommendations in the study and posted it online. The online survey has received 149 responses so far and will remain open until Jan 20. Reminders have been issued bi-weekly on DCP's various communication channels. Pop-ups are scheduled at the NCSU School of Design on January 8 and at the Crowder Center on January 9. These meetings will serve as additional opportunities for members of the community to participate in the conversation and provide input on the draft recommendations of the study.	Consultant	1-Mar-17	9-Jan-18	19-Feb-19	TBD
FY17	Capital Boulevard North Corridor Plan	Anagnost	Planning Study	Business Plan	Active	The business survey has closed; there were 30 responses. The business owner/operator meeting occurred on Nov 14. Staff mailed letters to 250 physical addresses, sent 90 emails, and posted 40 flyers to advertise the event; there was only one attendee. Staff is now reconsidering an approach to engaging businesses in the corridor. The Kickoff survey closed on Dec 2 with more than 230 people completing the survey. There will be a round of three public workshops during the first week of April 2019, with promotional activities leading up to them. Staff is reviewing draft documents from the Kickoff phase and will publish them in January. A "Big Ideas" presentation with Council before the public workshops is proposed for Feb-March.	Consultant	23-May-18	1-Apr-19	Spring-19	1-Jun-20
FY17	Commercial Hillside Development Manual	Michael	Planning Study	Business Plan	Active	Consultant work is currently being incorporated into a Draft Manual. Staff is scheduling a targeted stakeholder outreach meeting for the end of January. Stakeholders include the Appearance Commission, the Stormwater Management Advisory Commission, and the Development Services Advisory Committee. A more general public meeting will be held in March.	Consultant	1-Sep-17	30-Jan-19	TBD	1-Mar-19
FY14	Comprehensive Plan Update	Walter	Planning Study	Business Plan	Active	The Planning Director and Assistant Planning Directors conducted one-on-one briefings with Council members during the months of September, October, and November. There is an addition to the public input section that will be reviewed independently but within the same timeframe. Staff is currently working on a progress report, which will summarize all text changes, updates and zoning cases. Work sessions to review the draft with Planning Commission are anticipated upon referral; each session will cover two or three sections.	Staff	1-Apr-14	TBD	Ongoing	TBD
FY18	Dix Park Edge Study	TBD	Planning Study	Council Request	Pending External	Council has requested a budget note for this area plan. For project tracking purposes it has been included on this list, although the work item has not been officially approved.	TBD	N/A	N/A	N/A	N/A
FY18	Downtown Streetscape Master Plan	Stephenson	Design Study	Business Plan	Active	This project has been approved as Phase II of the Downtown Mobility Study. Consultants are contracted with the Raleigh Department of Transportation. Phase II of this project will set a strategic and unified vision for the pedestrian realm in Downtown Raleigh. The plan will assess existing street typology, suggest assignment of typology by Downtown district, and prepare unified templates for streetscape development. Given the current status of Phase I, Phase II is expected to kick off publicly in February 2019.	Consultant	1-Jul-18	Spring 2019	5-Feb-19	30-Mar-19
FY18	Downtown Wayfinding Kiosks	Sandeep	Design Study	Council Request	Complete	Downtown Raleigh Alliance (DRA) is the project sponsor and lead on this project. The DRA and vendor presented at the October 2, 2018 Council Meeting and provided a demo on the Raleigh Union Station plaza; Staff was asked to come back in December with more information. CMO is coordinated with IT staff to develop a report that is focused on other digital technologies available for wayfinding. An update on this item was published in the December 14 Manager's Update, and will be removed from the Department of City Planning Project list as DCP is no longer the lead agency.	Staff	8-Nov-17	TBD	TBD	TBD
FY19	Esso Station RFP	Recchie	Real Estate Study	Council Request	Pending External	This Request for Expressions of Interest (RFEI) to gauge private market interest in the site, both for-profit and nonprofit, to identify private market assessments as to the best use of the site while meeting the goals and objectives of all relevant plans and the mission of the City of Raleigh to improve the quality of life for Raleigh residents.	Staff	1-Aug-18	TBD	TBD	Summer 2019
FY17	Falls North (Falls of Neuse) Area Plan	Hardin	Planning Study	Business Plan	Pending External	Council held a public hearing on the plan and associated Comprehensive Plan amendments on Dec. 4. Several people spoke, and discussion generally has narrowed to a few specific remaining issues. The plan is still pending before the Growth and Natural Resources Committee, which first considered the item in October.	Consultant	1-May-17	TBD	TBD	TBD



# City Planning Project Report

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Fiscal Year Initiated	Project	Project Lead	Type	Source	Status	Description	Consultant or Staff Led	Project Kick-Off	Next Public Touchpoint	Next Council Touchpoint	Anticipated Project Delivery
FY18	High Intensity/ High Impact Development Project	Pettibone	Design Study	Council Request	Pending External	This project required staff to work with the Appearance Commission's Design Advisory Committee to research best practices, NC legal considerations, and developing a process and mechanism for identifying High Impact/High Visibility Projects. The Appearance Commission presented initial recommendations at the May 15th meeting. Council referred the item to Growth & Natural Resources Committee, which was discussed during the September 12th and November 14th meetings. Staff anticipates returning to the committee in February.	Staff	28-Sep-17	N/A	TBD	TBD
FY17	Historic Preservation Toolkit	Anagnost	Historic Preservation Study	Business Plan	Active	A Presentation to Raleigh Historic Development Commission (RHDC) occurred in April, and one to Council occurred in May. Council provided comments on the tools identified in the report. Council would like to look at the potential of increasing allowable heights while maintaining building facades, in addition to tools related to residential neighborhoods. The consultant added a final section to the report that recommended tools for allowing greater height in historic areas as well as other tools with broader applications. Staff delivered the final report to City Council in November. The City Council referred it to RHDC. RHDC is preparing comments on the report, which they will transmit to the City Council in the early spring of 2019.	Consultant	1-Sep-17	N/A	TBD	TBD
FY17	Lustron Relocation/ Preservation Project	Tully	Historic Preservation Study	Business Plan	Active	A contractor has been hired and begun work on building the foundation for the house and site preparation work. After the foundation is finished, the movers will lower the frame of house onto the foundation, which will mark the end of active staff involvement. An option to sell the house to an end user has been signed with Preservation NC; who is currently marketing the property.	Consultant	1-Jun-17	N/A	N/A	TBD
FY18	Midtown-St Albans Area Plan	Hardin	Planning Study	Business Plan	Active	Approximately 110 people took part in a recent series of Midtown-St. Albans area plan meetings designed to create a shared understanding of the project area and to prioritize top issues for the plan to address. An online survey, which is expected to attract several times as many participants, is following the in-person meetings and will stay open through early January.  Staff and the consultant team will present a summary of input to the project's confirmation group and discuss takeaways from the information in late January or early February. A formal issues and opportunities report will be published, likely in February. The process will then pivot to the options phase, in which specific policy and project recommendations and choices will be developed. Those options will be presented to the community during the next input phase, scheduled for spring 2019. A work session with Council to provide a status update and to preview possible options could take place in March.	Consultant	4-Jun-18	TBD	Spring-19	1-Oct-19
FY17	Oakwood National Register Update	Robb	Historic Preservation Study	Business Plan	Active	Contract has been awarded; the first draft was received October 5, 2017. The contract was extended to June 30, 2019 to allow additional time for review of the deliverables by the Society for the Preservation of Historic Oakwood and the public. A neighborhood questionnaire is anticipated to be launched online in January 2019, with final adoption anticipated at the May 21, 2019 RHDC business meeting.	Consultant	1-Jul-17	1-Jan-19	TBD	21-May-19
FY18	Olde East Raleigh Area Plan	TBD	Planning Study	Council Request	Pending External	Council has requested a budget note for this area plan. For project tracking purposes it has been included on this list, although the work item has not been officially approved.	TBD	N/A	N/A	N/A	N/A
FY17	Plummer T Hall House Relocation/ Preservation Project	Tully	Historic Preservation Study	Business Plan	Active	City Council authorized sale of the property on June 20, 2017. Lease agreement between the City and PNC has been executed. The relocation of the Graves House onto the site received a conditionally approved certificate of appropriateness (COA) in August 2017. The on-call house mover contract was executed; the site-specific scope of work for the move is being prepared. Bids for the foundation construction have been received and are under review. The move of the home has been delayed due to prolonged site plan review. The majority of public touchpoints are at the discretion of the RHDC, and Staff has provided a detailed update of this along with the status of other Historic Preservation Projects in the RHDC Annual Report (delivered to City Council on September 18, 2018).	Staff	1-Jan-17	N/A	TBD	30-Dec-18
FY18	Public Participation Manual & Training	Williams	Planning Study	Business Plan	Pending External	A Planning Engagement Coordinator has been hired. This position, presented to Council at the January 9 work session and at the March 20 City Council meeting and approved in the FY17 budget, will develop the scope of work for a consultant and will manage the development of a toolkit and templates for participation. The RFQ language will be revised by the Planning Director and City Manager. Part of the consultant contract will include facilitation training for city staff. This training through the International Association for Public Participation (IAP2) is scheduled to begin in March 2019.	Staff	1-Nov-18	1-Feb-19	TBD	TBD
FY18	Raleigh/Cary Annexation Agreement Renewal	Mabel	Annexation Program	Partner Agency	Active	The annexation agreement expired in 2016 and a re-adoption of the agreement is in process. It is expected that completion will occur in the first half of 2019. The new agreement will be in place for the next 20 years.	Staff	N/A	N/A	TBD	19-Feb-19
FY18	Raleigh/Durham Annexation Agreement Renewal	Anagnost	Annexation Program	Partner Agency	Active	The annexation agreement will expire in 2019. Raleigh staff have begun discussions with representatives from Durham. A new agreement is likely to be presented to Council in the latter half of 2019.	Staff	N/A	N/A	TBD	31-Dec-19

### City Planning Project Report

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FY18	Raleigh/Garner Annexation Agreement Renewal	Mabel	Annexation Program	Partner Agency	Active	The annexation agreement expired in 2016 and a re-adoption of the agreement is in process. It is expected that completion will occur in the first half of 2019. The new agreement will be in place for the next 20 years.	Staff	N/A	N/A	TBD	4-Jun-19
FY18	Raleigh/Wake Forest Annexation Agreement Renewal	Mabel	Annexation Program	Partner Agency	Active	The annexation agreement expired in 2016 and a re-adoption of the agreement is in process. It is expected that completion will occur in early 2019. The new agreement will be in place for the next 20 years.	Staff	N/A	N/A	TBD	19-Feb-19
FY17	Residential/ Infill Housing Hillside Development Manual	Michael	Planning Study	Business Plan	Active	The consultant has completed a policy audit and is assisting staff in developing an online survey. Planning staff is coordinating with Communications on the rollout of the survey, scheduled for late January. The consultant and staff will host a Public Forum, following the survey in late winter / early spring.	Consultant	1-Sep-17	15-Jan-19	TBD	1-Jun-19
FY17	South Park East Raleigh Heritage Walk (Assessment)	Stephenson	Design Study	Business Plan	Active	The contractor/Facilitator and staff have completed the Briefing book and draft recommendations. Draft recommendations will be presented to stakeholders. The project timeline has been extended to allow the primary stakeholder adequate time to review. Council update and project close-out to be provided afterwards.	Consultant	1-Sep-17	TBD	TBD	30-Jun-19
FY18	Southeast Special Study Area (SESSA)	Belk	Planning Study	Business Plan	Active	Staff has prepared a briefing book and an outline of the project scope. A Core Technical Team (CTT) consisting of representatives from other City departments, held their initial meeting on November 30 to review the draft scope and compile all known area projects, issues, and opportunities. The findings of which will be published in a forthcoming Manager's Weekly Update. In January 2019, the project team and other CTT members will begin briefings to outside agencies and organizations. The large size of the project area will influence the design of the public engagement process, which is not anticipated to begin until Spring 2019.	Staff	20-Jun-18	TBD	TBD	TBD
FY18	Warehouse District Design Guidelines	Nooe	Design Study	Business Plan	Active	This project has been approved as Phase III of the Downtown Mobility Study. Consultants are contracted with the Raleigh Department of Transportation. Phase III of this project will be managed by the UDC. The entire study is estimated to take 18 months with the design guidelines portion to occupy the last three months of schedule. Given the current status of Phase I, Phase III is expected to kick off in February 2019.	Consultant	1-Jul-18	TBD	TBD	TBD
FY19	Western Boulevard Area Study	Sandeep	Planning Study	Council Request	Active	In coordination with the Transportation Department, a draft scope of work has been developed to define the public process to satisfy federal requirements and meet the city's standard level of engagement. The project timeline is anticipated to take approximately 18 months, plus additional time for adoption afterwards. Staff will present a draft scope of work for council approval in February in conjunction with the update from the TODAH working group. The projected kick-off timeline has shifted to reflect this.	Consultant	19-Jan-19	TBD	19-Feb-19	30-Jun-20