

CITY MANAGER'S WEEKLY REPORT

raleighnc.gov



CITY OF
Raleigh
MANAGER'S
OFFICE

Issue 2019-28

July 26, 2019

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INFORMATION:

NCDOT Public Meeting for I-440 Widening and Blue Ridge/Hillsborough Projects

Staff Resource: Eric Lamb, RDOT, 996-2161, eric.lamb@raleighnc.gov

The North Carolina Department of Transportation (NCDOT) will be hosting a pre-construction open house public meeting about the proposed widening of the I-440 Beltline from south of Walnut Street in Cary to north of Wade Avenue in Raleigh, as well as for the proposed grade separation at Hillsborough Street, Blue Ridge Road, and the NC Railroad. This meeting will be held on Thursday, August 1 from 4-7:00 P.M. at the McKimmon Center for Extension and Continuing Education, 1101 Gorman Street.

NCDOT project team members and representatives of the Lane Construction Design Build Team will be available to discuss the most recent updates on the project design and impacts, as well as anticipated schedules for each phase of the two projects. This meeting will be an open house format, and the public will have opportunities to submit written comments at the meeting.

More information on these projects can be found here:

<https://www.ncdot.gov/projects/i-440-improvements/Pages/default.aspx>

(No attachment)

U.S. Department of Transportation Announces Nationwide Grant Awards

Staff Resource: David Eatman, RDOT, 996-4040, david.eatman@raleighnc.gov

The City was awarded \$1.65 million from the competitive 2019 Federal Transit Administration (FTA) Low- or No-Emission (Low-No) grant program. The federal grant, together with \$2.60 million in Wake Transit Tax local match funding, will be used to purchase five battery-electric Proterra buses and charging equipment.

GoRaleigh will now work with Proterra to finalize the specifications, bus options, and charging infrastructure to be purchased with the funding. The grant application was submitted May 14 and notification of award was received July 26; the grant award represents the full requested amount submitted in the grant application.

A link to the FTA announcement of project awards can be found [here](#).

(No attachment)

Weekly Digest of Special Events

Staff Resource: Derrick Remer, Special Events Office, 996-2200, derrick.remer@raleighnc.gov

Included with the *Weekly Report* materials 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: Travis Crane, City Planning, 996-2633, travis.crane@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 fourth 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 previous quarterly reports, that information may be found in *Weekly Report Issue 2019-02* (January 11, 2019) and *Issue 2019-14* (April 7, 2019).

(Attachments)

Special Events Weekly Digest

Friday, July 26 – Thursday, August 1

City of Raleigh Special Events Office
specialevents@raleighnc.gov | (919) 996-2200 | www.raleighnc.gov/specialevents

Permitted Special Events

GalaxyCon Raleigh

Fayetteville Street District

Friday, July 26 – Sunday, July 28

Event Times: 10:00am - 11:00pm on 7-26-19; 10:00am - 11:00pm on 7-27-19; 10:00am - 8:00pm on 7-28-19

Associated Road Closures: Cabarrus Street between S. Salisbury Street and S. McDowell Street will be closed from 10:00pm on 7-24-19 until 11:00pm on 7-28-19.

Play On!

Market Plaza

Friday, July 26

Event Time: 12:00pm - 2:00pm

Associated Road Closures: No roads will be closed for the event. Market Plaza will be used from 10:30am until 3:00pm.

Kirby Derby

Dorothea Dix Park, Harvey Hill

Saturday, July 27

Event Time: 3:00pm - 8:00pm

Associated Road Closures: Umstead Drive between Middleton Drive and Lake Wheeler Road, Palmer Drive between Biggs Drive and Cranmer Drive, Cranmer Drive between Palmer Drive and Umstead Drive, and Picot Drive between Black Drive and Palmer Drive will be closed from 3:00pm until 5:00pm. Harvey Hill will be used from 12:00pm until 9:00pm.

Moore Square Market

City Market

Wednesday, July 31

Event Time: 4:00pm - 7:00pm

Associated Road Closures: Parham Street between E. Martin Street and Wolfe Street will be closed from 2:00pm until 8:30pm.

Other Events This Weekend

Iration

Friday, July 26

Red Hat Amphitheater

Florida Georgia Line

Friday, July 26

Coastal Credit Union Music Park at Walnut Creek

Annie – North Carolina Theatre

Friday, July 26 – Sunday, July 28

Memorial Auditorium

Nelly, TLC, and Flo Rida

Saturday, July 27

Coastal Credit Union Music Park at Walnut Creek

311 & Dirty Heads

Sunday, July 28

Coastal Credit Union Music Park at Walnut Creek

Summer Concert Series: Jessica Jordan

Sunday, July 28

Pullen Park

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

FROM: Ken Bowers AICP, Director
Travis Crane, Assistant Director
LaTasha Holmes, Business Manager
Sara Ellis, Planner II
Ira Mabel, AICP, Planner II

DEPARTMENT: City Planning

DATE: July 10, 2019

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

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, City Council Follow Up Projects Status, and Text Change Status Spreadsheets (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 City 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 City Council decision. *At this time, six items are pending due to forces external to the Department.*
- **Delayed**—the project has experienced a significant delay and will likely not be completed by the anticipated project delivery date. *At this time one project has been found to be significantly delayed. This is a change from the prior quarter.*

As previously described, the Department continues to focus on three key areas:

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

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(Mailing Address)

Project Management

Below is a snapshot of project statuses for the second quarter of the 2019 calendar year:

Active Consultant-led Projects	11
Active Staff-led Projects	21
Pending (external) Projects	2
Delayed Projects	1
Active City Council Follow Up Projects	5
Total RDCP Active & Ongoing Projects and City Council Follow-up Projects	40
Completed Projects (This Quarter)	5

Of the **40** total active and pending projects, there are:

- **15 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 quarter. All program work continues to meet benchmarks thus no program work is behind schedule.
- **1 Real Estate Study** seeks interested parties to lease and operate complementary commercial activity on city-owned land adjacent to Moore Square Park.
- **2 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. Two annexation agreements with the Town of Wake Forest and City of Durham were approved by City Council after a public hearing on April 2, 2019. Currently, no annexation projects are behind schedule.
- **3 Urban Design Studies** are underway, which are identified in the FY17 & FY18 Business Plans. Currently, one project awaits further direction after discussion in a City Council committee and one is awaiting review from an external stakeholder.
- **2 Historic Preservation Studies** include the Lustron House Relocation/Preservation Project and the Oakwood National Register Update. The Historic Preservation Toolkit and Anderson Heights Historic District Report were recently completed. Currently, no historic preservation projects are behind schedule.
- **9 Planning Studies** are underway, both internal and external and **3 additional new Planning Studies** are approved for initiation in FY 2020. 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 City Council during January 2017 and 2018. Three new plans—Dix Park Edge, Olde East Raleigh, and Wakefield—were

approved as part of the FY 2020 budget. Currently, no major planning studies are behind schedule.

Additionally, there are:

- **5 Text Changes** that have been authorized by City Council are under review, including TC-6-18 Cottage Court, which are currently being discussed at Planning Commission's Text Change Committee.

Major Initiatives Highlights

- **Avent Ferry Road Corridor Study** - Planning Commission has finished reviewing the final plan and associated Comprehensive Plan amendments. The next step is a public hearing and adoption by City Council.
- **Historic Preservation Toolkit** - City Council accepted the final toolkit report in May of 2019.
- **2030 Comprehensive Plan Update** – Planning Commission has completed their review of the draft Update. City Council has already adopted one grouping of chapters and has scheduled public hearings for two more groupings.
- **Falls North Area Plan** – City Council adopted the final plan on May 21, 2019. A follow-up action to amend the Urban Form Map in the area will be undertaken as a standard Comprehensive Plan amendment this summer. Planning staff intends to undertake a check-in with the community in six months to one year.
- **Western Boulevard Area Study** - An internal kick-off meeting with City of Raleigh staff and consultants was held on June 27, 2019.
- **Southeast Special Area Study** - The public engagement process for the study kicked-off in June, including four community meetings, one Spanish language meeting, and four pop-up events.

Project Experiencing Delays

In a change from prior quarterly reports, this report finds that the Infill Housing Study has seen enough passage of time without significant progress to be considered significantly delayed. These delays are primarily due to internal factors, as there are no external decisions pending for this project, and relate to staff departures, leaves of absence, and staffing changes. A more detailed accounting of the project status and schedule for next steps are being provided to City Council separately.

Completed Projects (This Quarter)

We are pleased to inform that **5** projects were brought to completion during this reporting period. They include:

- Anderson Heights Historic District Report;
- Falls North (Falls of Neuse) Area Plan;
- Historic Preservation Toolkit;

Department of City Planning Key Initiatives—June 2019 Update

- Plummer T Hall House Relocation/ Preservation Project; and
- Warehouse District Design Guidelines.

Staff Development & Training

Staff involved with project management received intensive project management training this quarter from Terry Clark, author of the book Project Management for Planners. In the wake of the training, the department is initiating several enhancements to its approach to project management, starting with the adoption of a Project Charter for all new projects to clarify scope and timeline, budget, stakeholders, and roles and responsibilities of the sponsor, manager, staff teams, and partners.

City Council Follow Up Items

Below is additional detail regarding City Council Follow Up Items:

Active City Council Follow Up Items	5
Follow Up Items Completed in the past quarter	3

Staff is currently working on **5** items that were requested by City 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 **11** Follow Up Projects requested by City Council in calendar year (CY) 2019, **55%** have been completed, and all 11 have been addressed within a two-week timeframe.
- Of the total of **7** Follow Up Projects requested by City Council this quarter, April 2019 to June 2019, 3 have been completed and published in the Weekly Manager's Report.

Public Participation and Citizen Engagement

The Department continues to enhance participation and engagement efforts. Over the past quarter staff has focused on obtaining consultant service, training, and social media:

- As reviewed for City Council in Weekly Report 2019-18 (May 10, 2019), City Planning released an RFQ for consulting services to aid in public engagement in March 2019. The scope of the work includes the evaluation and improvement of current community engagement strategies used for planning projects. The selected consultants were tasked with the development of a Public Engagement Manual and will train staff on new engagement practices.
- The RFQ closed in April 2019 with a total of 11 submittals. An interdepartmental committee reviewed the RFQ submittals, scored each team on the strength of their proposal, and conducted follow-up email interviews with the top three firms. The review committee identified the top candidates and began negotiations with the top firm.

- The final candidate was selected, Public Participation Partners (P3). The contract has been finalized. Staff will work with P3 to begin the first assessment phase of the work which includes staff interviews and observation around public participation practices.

Staffing & Communication

As a complement to ongoing participation and engagement initiatives, staff continue to focus on both internal and external communication:

- Additional staff resources have been added to manage projects and communications:
 - A new staff member was welcomed into the Real Estate Division.
 - A staff member was promoted to the newly created position of Urban Design Center Manager.

Summary and Forecast

As previously communicated, the Department continues to evaluate its processes, workflow, and resource allocations 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 City Council follow up items completed.

Additionally, the Department (as currently constituted) 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. For FY20, given existing project commitments, City Planning has proposed no new major initiatives in the updated Business Plan.

However, there are several significant planning efforts not accounted for in the Business Plan that have been requested or approved by City Council. Budget notes for two of these requests—the Dix Park Edge Study and Olde East Raleigh Area Plan Update—have been approved, along with a third area plan study for Wakefield in northeast Raleigh.

Further, City Planning continues to be actively involved in planning efforts related to the Wake Transit Plan. These include serving as lead agency for the Western Boulevard Corridor Study which had an internal kick-off this quarter; serving as project managers for the Equitable Development Around Transit project (a goal-setting plan for growth and land use along the BRT system, which has been bundled with the New Bern Avenue Project Development contract); and support for the Transit Oriented Development and Affordable Housing (TODAH) working group. All of these have or will continue to have a significant impact on staff capacity. Should any additional projects or initiatives be added to the Department's workload, it will be challenging to continue to meet deadlines and City Council and citizen expectations.

We are available to discuss at your earliest convenience.

Text Change Items

Last Updated: Friday, March 29, 2019

ID	Title	Request Date	Description	Official Notes	Project Lead	Status	Last Updated
TC-1-18	Omnibus	9-Sep-18	Large collection of changes. The Omnibus List was presented to the City Council in March and September of 2018. The list was referred to Committee, where upon discussion, the Committee has chosen to break text change into four categories.	The Committee has discussed the list at multiple meetings, reviewing the items by category.	Crane	Complete	28-Mar-19
TC-1-18 A	Omnibus: Typographical Errors	19-Feb-19	This category mostly relates to typographical errors in the UDO. The Committee has reviewed this category and made a recommendation for each item. The Committee recommends authorization of a text change to address the items in this category.	This text change was approved by City Council on April 2, 2019.	Crane	Complete	28-Jun-19
TC-1-18 B	Omnibus: Processes	9-Sep-18	This category mostly relates to alterations in regulations that deal with process.	This text change was approved by City Council on June 4, 2019.	Crane	Complete	28-Jun-19
TC-1-18 C	Omnibus: Use	19-Mar-19	This category mostly deals with permitted uses within zoning districts.	On March 19, 2019 the City Council authorized a text change for this category of items. The Public hearing occurred on July 2, 2019 and the ordinance was adopted.	Crane	Complete	28-Jun-19
TC-1-18 D	Omnibus: Regulations	9-Sep-18	This category relates to development regulations; many of the items are related to street regulations and tree regulations.	This is the final category of Omnibus text changes. The ordinance has been drafted and is under review by staff.	Crane	Planning Commission	19-Jul-19
TC-5-18	Frontages; Mobile Retail	6-Nov-18	Would modify tree conservation/frontage interaction, create mobile retail standards.	Discussed at ED&I Committee 11/06/18. ED&I recommendation upheld on 11/06/18 where Council referred the item to Planning Commission. This item will be discussed at the 2/12/19 PC meeting. At the PC Text Change committee, the committee held the mobile retail part of TC-5-18 and referred the rest back to PC. This text change will now be split into: TC-5A-18 Frontages and TC-5B-18 Mobile Retail.	Hardin	Complete	26-Jun-19
TC-5A-18	Frontages	6-Nov-18	Would modify tree conservation/frontage interaction.	Discussed at ED&I Committee 11/06/18. ED&I recommendation upheld on 11/06/18 where Council referred the item to Planning Commission. This item will appear at public hearing on April 2, 2019.	Hardin	Complete	28-Mar-19
TC-5B-18	Mobile Retail	6-Nov-18	Would create mobile retail standards.	This text change was referred to the Economic Development and Innovation Committee and will be discussed in August.	Holland	Council Review/Committee	26-Jun-19

TC-6-18	Cottage Court	4-Sep-18	Would alter cottage court standards to reduce minimums. This text change will increase allowed density for the Cottage Court building pattern, which has been rarely used. Barriers to its use include the complication of common open space and the fact that existing regulations create an effective density that is lower than the base zoning district. The change would increase permitted density by 50 percent.	Discussed at Planning Commission 1/29/19 and 2/19/19. Staff was directed to include additional modifications based on recent discussions at City Council committee. Staff has updated the ordinance and will present to the Planning Commission on April 9, 2019. The item is currently pending before the Planning Commission.	Hardin	Planning Commission	26-Jun-19
TC-7-18	Chapter 10: Rezoning Process, Waivers, and Appeals	20-Nov-18	Would alter processes, create consistency with State Law. Proposes to amend the Part 10 of the Raleigh Unified Development Ordinance to modify the regulations related to the rezoning process, waivers and appeals.	This text change was approved by City Council on April 2, 2019.	Holland	Complete	26-Jun-19
TC-1-19	Homestay	22-Jan-19	Would introduce regulations to allow short term rental in residential zoning districts.	This text change was approved by City Council on May 7, 2019.	Holland	Complete	26-Jun-19
TC-2-19	Design Adjustment	19-Mar-19	Would require Board of Adjustment review for Design Adjustments to Chapter 8 standards in the UDO.	This text change was approved by City Council on June 4, 2019.	Holland	Complete	26-Jun-19
TC-3-19	Fee Schedule	7-May-19	Would change any reference to the "Development Fee Schedule" to the "City of Raleigh Fee Schedule."	This text change was approved by City Council on June 4, 2019.	Crane	Complete	26-Jun-19
TC-4-19	Stormwater Violations	7-May-19	Would introduce new regulations for stormwater violations	This text is in the drafting stage.	Holland	In Development	19-Jul-19
TC-5-19	Mechanical and Plumbing Board	21-May-19	This would remove the mechanical and plumbing board references from the UDO. Also included would be an amendment to abolish the housing appeals board, as authorized on June 18, 2019.	This text is in the drafting stage. Delivery to the Planning Commission is expected in August.	Holland	In Development	19-Jul-19
TC-6-19	Transit Parking	18-Jun-19	This would alter parking requirements.	This text is in the drafting stage.	Holland	In Development	19-Jul-19
TC-7-19	Homestay Violations	7-May-19	Would align the zoning violation fees for homestay and other overnight lodging.	This text is in the drafting stage.	Holland	In Development	19-Jul-19
TC-8-19	Design Adjustment		Would amend the Design Adjustment standards to make the criteria more objective in nature.	This text is in the drafting stage.	Holland	In Development	19-Jul-19
TC-9-19	Subdivision of Infill Lots	21-May-19	Would introduce standards for subdivisions in an infill context.	This text is in the drafting stage.	Holland	In Development	19-Jul-19

City Planning Project Report

Last Updated: **Wednesday, June 26, 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	Last Updated
FY19	Administrative Alternate Requests	Pettibone	Ongoing Program	Program	Active	Staff is continuing to receive applications for and interest in Administrative Alternates. Volume has been down the past quarter but some reviews are anticipated in the upcoming months. Staff continues to work to be a resource for the development community and to identify ways to improve the Alternate process.	Staff	N/A	N/A	N/A	On-Going	27-Jun-19
FY17	Avent Ferry Road Corridor Study	Klem	Planning Study	Business Plan	Active	Planning Commission completed their review of the draft study on June 11; the report to Council included recommendations for minor revisions. The Corridor Study was delivered to the City Council on July 2, with the public hearing set for September 3.	Consultant	1-Mar-17	N/A	2-Jul-19	2-Jul-19	10-Jun-19
FY17	Capital Boulevard North Corridor Plan	Anagnost	Planning Study	Business Plan	Active	The City Council received an update on the study at their work session on March 19. Public meetings were held on April 1, 6, and 16. Staff held a series of pop-up events after the public meetings, including at Triangle Town Center, the Millbrook Human Services Center, and the Hispanic Family Center. Staff also canvassed businesses along the corridor to promote the survey. The survey closed on May 19 and had more than 400 respondents. The results of the survey showed a strong preference for transportation improvements that would increase vehicle capacity at all points along the corridor, improve pedestrian connectivity and safety, and make bus service more reliable and have fewer conflicts with private vehicles. Staff and consultants are now preparing draft recommendations for policies and improvements that will be reviewed during the next public engagement phase in the fall.	Consultant	23-May-18	1-Nov-19	TBD	1-Jun-20	26-Jun-19
FY19	Certificate of Appropriateness (COA)	Tully	Ongoing Program	Program	Active	Submission of COA applications remains steady. This calendar year 55 COA applications have been decided to date. Of these, 20 have gone to the RHDC for review at a quasi-judicial evidentiary hearing.	Staff	N/A	N/A	N/A	On-Going	28-Jun-19
FY19	Citizen Initiated Annexations	Golden	Ongoing Program	Program	Active	This is an ongoing program. Since January 2019 Staff have processed 22 citizen-initiated annexation petitions. This process reviews the approximate cost and revenue generated by the annexation and presents it to City Council for review. If the annexation petition is approved, the property can connect to both City sewer and water and be served by all city services.	Staff	N/A	N/A	N/A	On-Going	27-Jun-19
FY17	Commercial Hillside Development Manual	Michael	Planning Study	Business Plan	Active	The public outreach component for this project is complete. There were two stakeholder work sessions (for DSAC, Appearance Commission, Planning Commission), plus a public meeting, plus a 30-day online comment period in April and May. Staff is now compiling and evaluating the comments and incorporating them into a revised document. A final product will be received by Council after the summer break; Council can request further work from staff based on the final recommendations.	Consultant	1-Sep-17	N/A	20-Sep-19	20-Sep-19	26-Jun-19
FY19	Comprehensive Plan Amendments	Walter	Ongoing Program	Program	Active	This is an ongoing program in which Staff reviews applications to amend the Comprehensive Plan, the filing period for this program is open twice yearly in May and November. Staff has processed nine amendments since January of 2019.	Staff	N/A	N/A	N/A	On-Going	27-Jun-19
FY14	Comprehensive Plan Update	Walter	Planning Study	Business Plan	Active	Planning Commission has completed review of the Update. Council has held the public hearing and approved the first group of sections on June 4; the second public hearing was conducted on July 2. Staff hosted two office hour sessions the week before the July hearing on June 27 and 28 to gain additional feedback and answer questions. There are three additional sections that have been delivered for public hearing and will be presented in September and October.	Staff	1-Apr-14	2-Jul-19	2-Jul-19	31-Dec-19	26-Jun-19
FY19	Design Assistance	Stephenson	Ongoing Program	Program	Active	Design assistance for planting plans and Best Management Practices (BMP) design, and ongoing assistance and collaboration with inter-departments for implementing green infrastructure in the ROW. Council and Public communication will be responsibility of lead department. Staff coordinates with Engineering Services, Parks, Recreation and Cultural Resources and Stormwater on all Design Assistance projects. There are 4 recently completed design projects: Crosslink, Raleigh Rose Garden, Currituck and Fox Rd. UDC staff serve in an on-call basis for design or review of projects throughout the city.	Staff	N/A	N/A	N/A	On-Going	26-Jun-19
FY19	Design Feasibility	Michael	Ongoing Program	Program	Active	Analysis for city-owned sites is on-going as studies are requested by internal partners within the City. Most recently the unit assisted a partner agency with a successful federal grant application. No recent activity for 2019.	Staff	N/A	N/A	N/A	On-Going	28-Jun-19
FY18	Dix Park Edge Study	TBD	Planning Study	Council Request	Active	An update to this area plan was aproved by Council for \$300,000 as part of the FY2020 budget. The Planning Department will now draft and issue an RFQ, with an anticipated project start date for the end of 2019 or early 2020.	Consultant	N/A	N/A	N/A	N/A	28-Jun-19
FY18	Downtown Streetscape Master Plan	Stephenson	Design Study	Business Plan	Active	The Downtown Streetscape Master Plan began as a piece of the Downtown Mobility Study's contract/scope. The project was broken down into two phases. Phase I was an assessment of the downtown streetscape that includes existing conditions and analysis. Phase I was completed by Kimley Horn, informed/edited by the UDC, and is in final draft form. The information will be used to develop phase II of this effort – the downtown streetscape design guidelines - which will include stakeholder engagement. By mid-July, Phase II's scope and budget should be finalized with the goal to have an internal kickoff in Fall 2019 and a public-facing kick-off in early 2020.	Consultant	1-Jul-18	TBD	N/A	TBD	26-Jun-19
FY19	Esso Station RFP	Recchie	Real Estate Study	Council Request	Active	Nine responses were received for the Request for Expression of Interest. All respondents have been encouraged to participate in the forthcoming RFP process. Staff anticipates releasing the RFP in July with a deadline to respond in September. The selected party will be taken to Council for approval shortly after.	Staff	1-Aug-18	TBD	TBD	Summer 2019	27-Jun-19

FY19	Façade Grant Program	Nooe	Ongoing Program	Program	Active	The Façade Grant process is an early adopter of the Energov software, and has been using the software to process grants since the Fall of 2018. This program electronically keeps records and status of all façade grants applications submitted. Façade Grant applicants will be able to apply online by using the Permit and Development Portal, starting July 1, 2019. By the time of the report, the city has accepted 8 grant applications for the FY19.	Staff	N/A	N/A	N/A	On-Going	27-Jun-19
FY17	Lustron Relocation/ Preservation Project	Tully	Historic Preservation Study	Business Plan	Active	The house has been placed on a permanent foundation and is being marketed for sale by Preservation NC. It was featured at a recent Preservation NC event and is marketed on their website. The contract to construct the foundation is complete. Per a memorandum of Understanding between the City, RHDC, and Preservation NC, the property will remain an ongoing project until sold.	Consultant	1-Jun-17	N/A	N/A	TBD	26-Jun-19
FY18	Midtown-St Albans Area Plan	Hardin	Planning Study	Business Plan	Active	The project's "Choosing a Path" public input phase, which tested various options for transportation, land use, and other concepts, wrapped up in June. Next steps include compiling input and refining concepts based on that feedback. The final step will be a public meeting in September to present final recommendations, after which the plan and associated Comprehensive Plan amendments will be delivered to City Council.	Consultant	4-Jun-18	15-Nov-19	TBD	1-Oct-19	26-Jun-19
FY17	Oakwood National Register Update	Robb	Historic Preservation Study	Business Plan	Active	A contract is being executed for the completion of the project. The public comment period has closed after a successful outreach campaign to property owners and residents. Final adoption of the report is anticipated by the end of 2019 at a regularly scheduled RHDC business meeting.	Consultant	1-Jul-17	TBD	1-Sep-19	31-Dec-19	27-Jun-19
FY18	Olde East Raleigh Area Plan	TBD	Planning Study	Council Request	Active	An update to this area plan was aproved by Council for \$75,000 as part of the FY2020 budget. The Planning Department will now draft and issue an RFQ, with an anticipated project start date for the end of 2019 or early 2020, following the conclusion of the "30% Design and NEPA" bus rapid transit (BRT) implementation process.	Consultant	N/A	N/A	N/A	N/A	26-Jun-19
FY18	Public Participation Manual & Training	Williams	Planning Study	Business Plan	Active	Staff has selected an engagement consultation firm—Public Participation Partners (P3)—and a contract has been sent to the manager's office for approval. The contract is targeted to begin in July, and will include some amount of staff training at the end. The consultant will do Raleigh-specific outreach to determine which best practices will work best for the city.	Staff	1-Nov-18	TBD	TBD	31-Dec-19	27-Jun-19
FY19	Public Use of Private Spaces (PUPs)	Cochrane	Ongoing Program	Program	Active	This is an ongoing program to review and issue permits for outdoor seating, food trucks, news racks, street performers, awnings over City sidewalks, exterior building and accent lighting over City sidewalks, outdoor merchandise and street furniture. This calendar year 303 permits have been issued, and 24 applications are pending unresolved issues. July 1 is the beginning of the permit year for the outdoor seating permits, and staff anticipates receiving and reviewing these permits in the months of July and August.	Staff	N/A	N/A	N/A	On-Going	27-Jun-19
FY19	Raleigh Historic Landmark Designations	Tully	Ongoing Program	Program	Active	The historic landmark designation program continues. The Research Committee of the RHDC is actively identifying potential historic landmarks. This fiscal year one new Raleigh Historic Landmark was designated. Several applications are under review. As part of the ongoing outreach, property owners were notified that their properties are potential Raleigh Historic landmarks.	Staff	N/A	N/A	N/A	On-Going	29-Mar-19
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 2019. The new agreement will be in place for the next 20 years.	Staff	N/A	N/A	TBD	31-Dec-19	26-Jun-19
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 2019. The new agreement will be in place for the next 20 years.	Staff	N/A	N/A	TBD	31-Dec-19	26-Jun-19
FY19	Real Estate Services	Pittman	Ongoing Program	Program	Active	Ongoing real estate transaction services as assigned by City Departments supporting the Capital Improvement Program (CIP), citizen petitions, Strategic Plan or other assignments initiated by City Council. Work program includes property interest acquisition, disposition and lease negotiations by staff supporting the Departments of Engineering Services, Public Utilities, Parks, Recreation & Cultural Resources, Fire, and Police and others as needed. The Division is currently averaging two to five new projects each month, in addition to the 60 +/- active projects. This equates to roughly 450 parcels on which staff is acquiring easements. Staff is anticipating the handoff of several large projects in the first quarter of FY 20.	Staff	N/A	N/A	N/A	On-Going	21-Mar-19
FY19	Infill Housing Study	Holland	Planning Study	Council Request	Delayed	This project was identified by City Council in FY19 as a companion project to the Commercial Hillside Study. This study would review the impacts associated with residential infill development, such as scale and height of new houses and stormwater impacts generated. The initial engagement step, a citizen and stakholder survey, has seen significant delays as a result of staff turnover. Staff plans on posting the survey in early September to gain public input. After the survey has closed and results have been analyzed, the consultants will conduct a series of stakeholder meetings and present to the City Council. This will likley occur in the Fall of 2019.	Consultant	Aug. 2018	Sept. 2019	Fall 2019	Winter 2019	19-Jul-19
FY19	Rezoning Program	Walter	Ongoing Program	Program	Active	This is an ongoing program to review and evaluate rezoning applications for conformity with the 2030 Comprehensive Plan Policies and Future Land Use map. Since January 2019 Staff have received 19 applications. There are currently 26 active zoning cases under review.	Staff	N/A	N/A	N/A	On-Going	27-Jun-19
FY18	Southeast Special Area Study (SESAS)	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 in November 2018 to review the draft scope and compile all known area projects, issues, and opportunities. The findings of the CTT were presented to City Council on January 22, 2019. During Winter 2019, the project team and other CTT members gave briefings to outside agencies and organizations, including Wake County and municipalities adjoining the Study Area. Phase One of the community engagement process began in June 2019. Four community meetings, including a Spanish language presentation for the Latino/Hispanic community, were conducted in locations throughout the Study Area. Four 'pop-up' events were also conducted at locations in Raleigh, Clayton, and Knightdale. A technical report detailing Phase One will be prepared in August. Phase Two of community engagement will begin in Fall 2019, with another series of community meetings in the venues from the previous phase. The objective of Phase Two is to confirm the findings from the Phase One process and begin discussion of possible options for crafting draft recommendations.	Staff	20-Jun-18	TBD	TBD	1-Aug-20	26-Jun-19

FY19	Text Changes	Holland	Ongoing Program	Program	Active	Staff has drafted ordinance language for the “Omnibus” text changes. This “Omnibus” list was developed by staff after the initial implementation of the UDO. Staff provided a presentation to the City Council on September 18, 2018, that included the “Omnibus” text changes, a new methodology for advancing text changes and a “Staff Ideas” list of potential text changes. Most of these items have been reviewed by the Growth and Natural Resources Committee and are scheduled for the Planning Commission or City Council. At the forefront is the Omnibus text change item to address typographical errors and inconsistencies that was presented to the City Council in April 2019. Text changes for amendments to Chapter 10 of the UDO to address consistency in the UDO with state law and other sections of the code was also be presented to City Council in April 2019. Since the last update, a text change to allow accessory dwelling units (ADUs) was reviewed and adopted by the City Council in February 2019, and the text change for homestays was reviewed and adopted by the City Council in May 2019. Staff will continue to provide information and support to all committees, the Planning Commission and the City Council as future text changes are processed and reviewed.	Staff	N/A	N/A	TBD	On-Going	28-Jun-19
FY19	Urban Design Center Talks	Stephenson	Ongoing Program	Business Plan	Active	The UDC Talks are a free lunchtime lecture series; speakers are not compensated for their participation and members of the design and planning community can apply for continuing education credits. The 2018 season focused on Technology and Communication for Designers. Information on the 2019 Fall season will be presented to the Manager’s Office for approval as the season approaches.	Staff	N/A	TBD	TBD	On-Going	28-Jun-19
FY19	Variances/ Special Use Permits	Hodge	Ongoing Program	Program	Active	This is an ongoing program. Since January 2019 there have been 115 Board of Adjustment (BOA) applications filed. The volume of BOA cases is up by 41.9% from this same time frame last year. With recent changes to the administration of the code regarding “design adjustments”, staff expects a continued increase in the volume of BOA cases as compared with previous filing periods. A text change is currently in development that should decrease the number of design adjustment requests before the Board of Adjustment.	Staff	N/A	N/A	N/A	On-Going	27-Jun-19
FY19	Western Boulevard Area Study	Sandeep	Planning Study	Council Request	Active	City Council approved the scope of work developed in conjunction with the Transit Division in March, 2018. The scope includes technical analysis and engagement standards that satisfy the federal requirements and the city’s standards. The consultant contract has been signed and internal work and coordination started in May. An internal kick-off with the city project team was held on June 27th. A public kick-off is anticipated in early Fall. Coordination with Town of Cary is a critical task of the corridor study scope of work, and is underway.	Consultant	Summer 2019	TBD	TBD	30-Jun-20	26-Jun-19
FY19	Zoning Violations	Pearce	Ongoing Program	Program	Active	This is an ongoing program. The six Zoning Division Staff respond to complaints regarding potential zoning violations. The Division has handled approximately 336 complaints this year, generally relating to front yard parking violations, illegal businesses operating from residences, fence installations without permits, density violations and short term rental violations.	Staff	N/A	N/A	N/A	On-Going	27-Jun-19
FY20	Wakefield Area Plan	TBD	Planning Study	Council Request	Active	An area plan for the Wakefield neighborhood in north Raleigh was aproved by Council for \$75,000 as part of the FY2020 budget. The Planning Department will now draft and issue an RFQ for the project. The project is expected to kick off in Q1/Q2 2020.	Consultant	TBD	TBD	TBD	TBD	27-Jun-19
FY17	Anderson Heights Historic District Report	Tully	Historic Preservation Study	Business Plan	Complete	RHDC has reaffirmed that the final report is good and captures the history of the neighborhood successfully. RHDC has accepted the report, and it will remain online. The final report was included in a Weekly Manager's Update on May 24.	Staff	28-Jun-18	21-May-19	TBD	21-May	27-May-19
FY17	Falls North (Falls of Neuse) Area Plan	Hardin	Planning Study	Business Plan	Complete	Council adopted the plan on May 21, 2019. The next step is to amend the Comprehensive Plan to reflect the new area plan. There is a separate action from Council Member Cox to amend the Urban Form Map that will be undertaken as a standard Comprehensive Plan amendment this summer. The last step in plan adoption would be a post-process survey of participants - could be the confirmation group to get their feedback on the procedure of the planning process, as well as a check in with the community either six months or a year out to close the loop.	Consultant	1-May-17	N/A	N/A	21-May-19	27-May-19
FY17	Historic Preservation Toolkit	Anagnost	Historic Preservation Study	Business Plan	Complete	RHDC recommended that Council accept the toolkit on May 7, and also requested funds to study the preservation revolving loan fund. Both of these were approved by Council. Revolving loans have ranged from \$60,000 to \$175,000. RHDC is interested in smaller loans/grants for businesses and homeowners. There's also a potential to partner with Housing & Neighborhoods funding sources. The scope of this spin-off project still needs to be determined, including whether it will be led by staff or a consultant.	Consultant	1-Sep-17	N/A	N/A	7-May-19	13-May-19
FY17	Plummer T Hall House Relocation/ Preservation Project	Tully	Historic Preservation Study	Business Plan	Complete	The Hall House was successfully sold to Preservation NC in early April. Proceeds from the sale were used to repay old loans from the Housing & Neighborhoods and the revolving loan fund. This project is now complete.	Staff	1-Jan-17	N/A	TBD	31-Mar-19	26-Jun-19
FY18	Warehouse District Design Guidelines	Sandeep	Design Study	Business Plan	Complete	This project began as Phase III of the Downtown Mobility Study. Due to changes in the scope of Phase I, this Phase III will not proceed as originally envisioned. Given the high number of recent rezoning petitions filed in the Warehouse District, this project might no longer be relevant as designed. Staff is considering repurposing this project to create a hypothetical 3D model of all the proposed development activity in the district currently. This could permit Council to consider all of the transportation, parking, housing affordability, and other considerations resulting from the rezonings in the district as a whole.	Consultant	1-Jul-18	TBD	TBD	TBD	6-Jun-19

FY18	High Intensity/ High Impact Development Project	Pettibone	Design Study	Council Request	Pending External	During their April 4 meeting, GNR identified the following criteria for selection as High Impact/High Visibility development projects: 4+ stories, 16+ residential units, or 25,000+ sq ft of non-residential space. Staff had evaluated administrative site reviews against these criteria (minus ones that had a recent rezoning) and determined that 23% of the approximately 400 site reviews since 2013 met those standards. Staff will start to consider potential review process options for these projects. In addition, Staff will evaluate the Appearance Commission's list of suggested code sections that could be strengthened to produce better design outcomes, to determine which might already be covered by recent or planned text changes. Staff presented the project to DSAC on May 3; there will be another presentation to GNR at a date to be determined following Council break.	Staff	28-Sep-17	N/A	TBD	TBD	26-Jun-19
FY17	South Park East Raleigh Heritage Walk (Assessment)	Stephenson	Design Study	Business Plan	Pending External	The consultant and staff completed the South Park East Raleigh Cultural Distrcit Briefing Book in February 2019. The briefing book and several proposed projects/initiatives were presented at a SPERNA meeting on February 23, 2019. SPERNA reviewed the document and requested a meeting with City Planning staff to discuss future projects in the South Park Neighborhood, specifically at the John P. Top Greene Community Center. City Planning will review any available options internally and guide SPERNA on finding/raising necessary funds and developing a path towards approval and implementation.	Consultant	1-Sep-17	TBD	TBD	31-Dec-19	26-Jun-19

City Planning Council Follow Up Items

Last Updated: Friday, March 29, 2019

ID	Request Date	Agenda Item	Request	Official Notes	Project Lead	Status	Due Date	Last Updated
220	5-Mar-19	AA. Requests and Petitions of Citizens	Council member Thompson requested staff to initiate a neighborhood built environmental characteristics and regulations analysis for the purpose of reviewing a proposed neighborhood conservation overlay district for Willow Run South.	The analysis portion of the study has been completed and delivered to the City Council. A text change has been authoirzed, which would introduce neighborhood standards for the Willow Run neighborhood into the UDO. The text change is in the drafting phase and staff anticipates delivery to the Planning Commission in August. If the text change is adopted, a rezoning would be neccessary to apply the zoning overlay.	Belk	Complete	21-May-19	27-Mar-19
237	9-Apr-19	A1. Midtown-St. Albans Area Plan Project Update (April 9 Work Session)	Council member Stephenson requested for a follow-up report on prioritization of items based on citizen input for the Midtown-St. Albans project.	Staff informed via Weekly Manager's Report Issue 2019-16 of the upcoming meetings with the project consulatants to review topics and input strategeis for the Midtown-St. Albans project's next phase of public input. Staff also identified the "big" meeting schedule for the month of May. In addition, staff informed that several popup events as well as online participation would be conducted during the month of May as well. Topics for the meetings include: transportation improvements, both for vehicles and pedestrians; stormwater solutions; public space improvements; and land use and urban design questions, including those posed by the previous Six Forks Road corridor study. Upon completion of the meeting phase, staff informed there will be a final set of events in late summer to confirm final recommendations and set priorities. A report "regarding public input" will be part of the final project report in which staff anticipates delivering to council this fall.	Hardin	Active		26-Apr-19
255	7-May-19	U1. Individual Reports from the Mayor and Council Members	Mayor Pro Tem Branch requested staff move forward with a community meeting/presentation on gentrification.	In collaboration with the City Manager’s Office, the Connect Raleigh: Community Voices on Gentrification lecture was developed in response to Mayor Pro Tem Branch’s request for a community/presentation on gentrification. The event, held on June 27, 2019 at 6:30pm features a conversation about gentrification with Kristen Jeffers, the founder and editor of The Black Urbanist. Ms. Jeffers also is a freelance writer, urban planner, and advocate for improving the built environment in urban areas. She will speak at the event and moderate a panel discussion with: •Pamela Wideman – Housing & Neighborhood Services Director, City of Charlotte •Kia Baker – Executive Director, Southeast Raleigh Promise •Yvette Holmes – Vice President for Resource Development & Partnership, DHIC, Inc. •Asa Fleming – President, NC Association of Realtors & Realtor, Allen Tate Realtors •Paul Kane – Executive Vice President/CEO, Home Builders Association of Raleigh-Wake County	Bowers	Complete		25-Jun-19

265	21-May-19	W1. Report of the Mayor and City Council - Cox	Council member Cox requested staff to bring back comprehensive plan amendments for Urban Thoroughfare to Parkway on two street sections related to Falls North small area plan - first, the remainder of Raven Ridge Road (between Durant and Falls of Neuse) and Falls of Neuse Road, from the Neuse river to Capital Blvd.	Following the May 21 City Council adoption of the Falls North Area Plan and associated Comprehensive Plan Amendment, CP-1-18, Council Member Cox requested an additional Comprehensive Plan Amendment to Map UD-1: Urban Form to achieve the following: Apply Parkway Corridor designation to Raven Ridge Road between Moosecreek Drive and Durant Road. Apply Parkway Corridor designation to Falls of Neuse Road between Waterlow Park Lane and Capital Boulevard. Via a Manager's Weekly Report (Issue 2019-23) A vicinity map, as well as information about the regulatory process and anticipated timeline were included with the Weekly Report materials in Issue 2019-23.	Mabel	Complete	2-Jul-19	14-Jun-19
267	21-May-19	W1. Report of the Mayor and City Council - Cox	Council member Cox requested for staff to present a report exploring options for a text change that would better regulate athletic venues, as they relate to sporting events at adjacent facilities, including such things as lighting, noise, traffic, maintenance operations, other factors. No authorization to begin text change process yet.	In February 2018, Council requested a staff report pertaining to lighting and vehicle traffic at night near the WRAL Soccer Center. Council requested that the staff report include current City regulations for similar facilities as well as best practices from other cities. Staff reported this information through a Manager's Weekly Update in July 2018. Staff did not receive additional direction once the item was delivered. Subsequently, a community listening session to discuss the impacts of large athletic venues occurred, organized by Council member Cox. Persons residing around the WRAL Soccer Center were invited to the listening session. Following the May 21, 2019 City Council meeting, Council has expressed a desire to explore enhanced standards in the UDO. In response to this request, staff will draft a report with possible text change language identifying standards and regulations for athletic venues. This report will address noted issues such as lighting, noise, traffic, maintenance operations and other factors associated with this type of use. Staff will contact peer jurisdictions for case study and will consult Parks, Recreation & Cultural Resources staff and the city attorney's office for appropriate guidance. Staff provided an update via Manager's Weekly Report (Issue 2019-24).	Holland	Active	18-Jun-19	14-Jun-19
270	21-May-19	W1. Report of the Mayor and City Council - Mendell	Council member Mendell made motion to have staff work on possible incentives to preserve or replace trees during infill redevelopment situations.	Via Manager's Weekly Update (Issue 2019-23), staff informed that research is currently underway. A memo providing an analysis of the regulatory framework with possible text change language identifying incentive measures for tree conservation and tree replacement for situations of residential infill development. Staff will be contacting peer jurisdictions for case study and will consult urban forestry staff and the city attorney for appropriate guidance.	Holland	Active	2-Jul-19	21-Jun-19
273	3-Jun-19	B8. Other Items Identified by City Council for Discussion (June 3 Budget Work Session)	Council member Cox requested staff to provide a budget note on the cost for a small area plan in the Wakefield area, or ways to fund something similar in FY2020, as well as some general recommendations for a project scope. Show levels of scope, plan elements, and associated costs.	As per the request, the Wakefield Area Plan Budget Note was completed and submitted for review and approval on June 6, 2019 for the June 10 Budget Work Session.	Wallter	Complete	10-Jun-19	10-Jun-19
290	18-Jun-19	T1. Individual Reports from the Mayor and Council Members	Council member Crowder request staff provide an update on the hillside sloping study.	An update on this project is contained within the July issue of the Quartlery Report.	Holland	Active	19-Jul-19	28-Jun-19