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TO: Mayor Weinberger
FROM: David E. White, FAICP, Director of Planning
DATE: Friday, March 06, 2020
RE: March 2020 Department Head Report

Top Issues/Priorities:

- Adoption of the CDO Amendments resulting from the Housing Summit.
- Assisting the DPI Zoning Division with application of the form based code to the revised CityPlace once they apply.

Issues coming before the City Council or a Council Committee

- **Housing Summit:** A Joint Council Ordinance Committee and Planning Commission continues to meet to consider zoning-related housing policy reforms that came out of the Housing Summit. The proposed zoning amendments address on-site parking minimums, accessory dwelling units, and short-term rentals.

It is expected that the parking minimums amendment will be referred to the Council at the 3/10 meeting, and the short-term rental amendment will follow sometime in April.

- **ZA-20-02: Accessory Uses & Structures:** The purpose of this amendment is to provide clarity as to what "accessory" is and to establish consistency in the application of "accessory" throughout the CDO. Some adjustment is made to the definition of the term "accessory," and misuse of the term is corrected in two places. Some related clean-up is also included, such as relocating several "accessory" exemptions under the exemptions section of the CDO. Finally, the term "principal" is defined. The Council Ordinance Committee has referred this back to the full Council for a Public Hearing and adoption on March 9th.

Department accomplishments and notable staffing developments

- The Council unanimously adopted the zoning amendment regarding accessory dwelling units on Feb 18th.
- In collaboration with CEDO, City Planning has hired an intern to support the update of Jobs & People as an Economic Development Dashboard.
- City Planning has prepared a job description for a new urban designer position to work in collaboration with DPW, Parks, and CEDO. In addition, RFQ to hire an on-call consultant for this position will go out later this month.

Important information for Department Heads

- As Senator Sander's Presidential campaign continues to progress, are there any ongoing conversations and planning around the range of possible impacts of having a possible nominee (let-alone President-Elect/President) calling our sweet little city home? While impacts to police and fire are most obvious, what about traffic flow disruptions in his neighborhood and likely security modifications to his home. Assigning him a security detail could come at any time (if it hasn't already, so things could happen quickly).

Major upcoming events:

- Joint Council Ordinance Committee and Planning Commission meeting on Parking Minimums: March 10
- Joint Council Ordinance Committee and Planning Commission meeting on Short-term Rentals: March 24

Updates on FY20 Goals and Projects:

- **Impact Fee Study Update:** City Planning has completed an RFP to update City's impact fee system and expand the Traffic Impact Fee to include infrastructure for all modes. The CAO's Office has been consulted regarding using unassigned fund balance, and a draft is currently being reviewed by the City Attorney's Office. We expect to issue the RFP once we have approval from the Council to use unassigned fund balance and will have a consultant on-board as soon as possible thereafter.
- **2020 Census:** With help from DoIT staff, a response to the annual Census Bureau's Building Permits Survey has been completed. This is important information that helps the Census undertake accurate data collection for both the American Community Survey and the Decennial Census. Additionally, City Planning staff is collaborating with CEDO in facilitating a local Complete Counts Committee to help educate and motivate all city residents to participate in the 2020 Census. Most households will be receiving invitations to participate in the Census using a new online tool between March 12-20. Written, and in-person follow-up as necessary, will take place beginning in early April. For more information go to www.census.gov.
- **Economic Development Strategy:** CEDO and City Planning staff are working to develop the City's first comprehensive economic development strategy. Initial steps in this effort include hiring an intern for data collection, creation of an online dashboard for key metrics, and the development of a stakeholder engagement plan.
- **NZE Roadmap:** City Planning is working with our colleagues at BED and DPI to undertake two initiatives related to implementing the NZE Roadmap: a proposed ordinance to require electrification of new development as proposed by Councilor Bushor, and the development of an information guide for owners of historic properties for achieving energy conservation improvements. DPI staff was successful in obtaining a CLG grant of \$4,207 for creating an Energy Efficiency in Historic Buildings guide.
- **Form Based Code Updates:** City Planning staff is collecting a series of corrections and refinements to the *planBTV: Form Based Code*. Most are corrections and clarifications to standards that have been collected by Planning and DPI staff members after working with the Code over the past several months. We hope to have a proposal to bring to the Planning Commission for consideration later this spring.
- **ELM Re-Zoning:** City Planning staff is beginning to pull together data and concepts to support a conversation with the Planning Commission about rezoning the ELM district – a central recommendation in *planBTV: South End Master Plan*. We hope to begin a discussion with the Planning Commission later this spring/summer.
- **Open Space Plan Addendum:** With support from staff from DPI and City Planning, a sub-committee of the Conservation Board is preparing an outline for an addendum to the current Open Space Plan regarding "nature-based" solutions to climate change to bring to the full Board for discussion in April. City Planning is encouraging the Board to collaborate with work on the upcoming revision to the Urban Forestry Master Plan.