



# **Expedited Review of Affordable Housing FRAMING CHOICES**



**May 11, 2022**



# BACKGROUND

**September 2021**

Council petition on strategies to promote affordable and missing middle housing production

- *Includes strategy on expedited review process for affordable housing*

**November 2021**

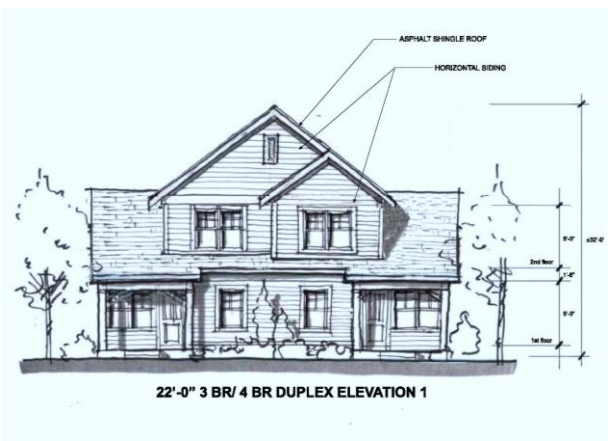
Housing Advisory Board review of petition, recommendation for 6 month process

**November 2021**

Preliminary overall petition response and draft Work Plan shared with Council

**March 2022**

Follow-up response on opportunities and challenges around expedited review shared with Council





# DEFINING THE ISSUE

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The complexity of our development review process limits the production and overall supply of affordable housing in Chapel Hill

- The process adds costs to project budgets and restricts ability to meet funding deadlines
- Some providers may not be participating, given the risk and unpredictability of the process
- Delivery of affordable units struggles to keep up with need



# INTERESTS

- ❖ Maximize opportunity around tax credits, leverage limited funds
- ❖ Reduce the local barriers to entry and “at-risk” design investment for developers created by our process



- ❖ Expand the suite of strategies to address housing affordability
- ❖ Effectively involve and gather input from the community during an expedited process





# PROCESS



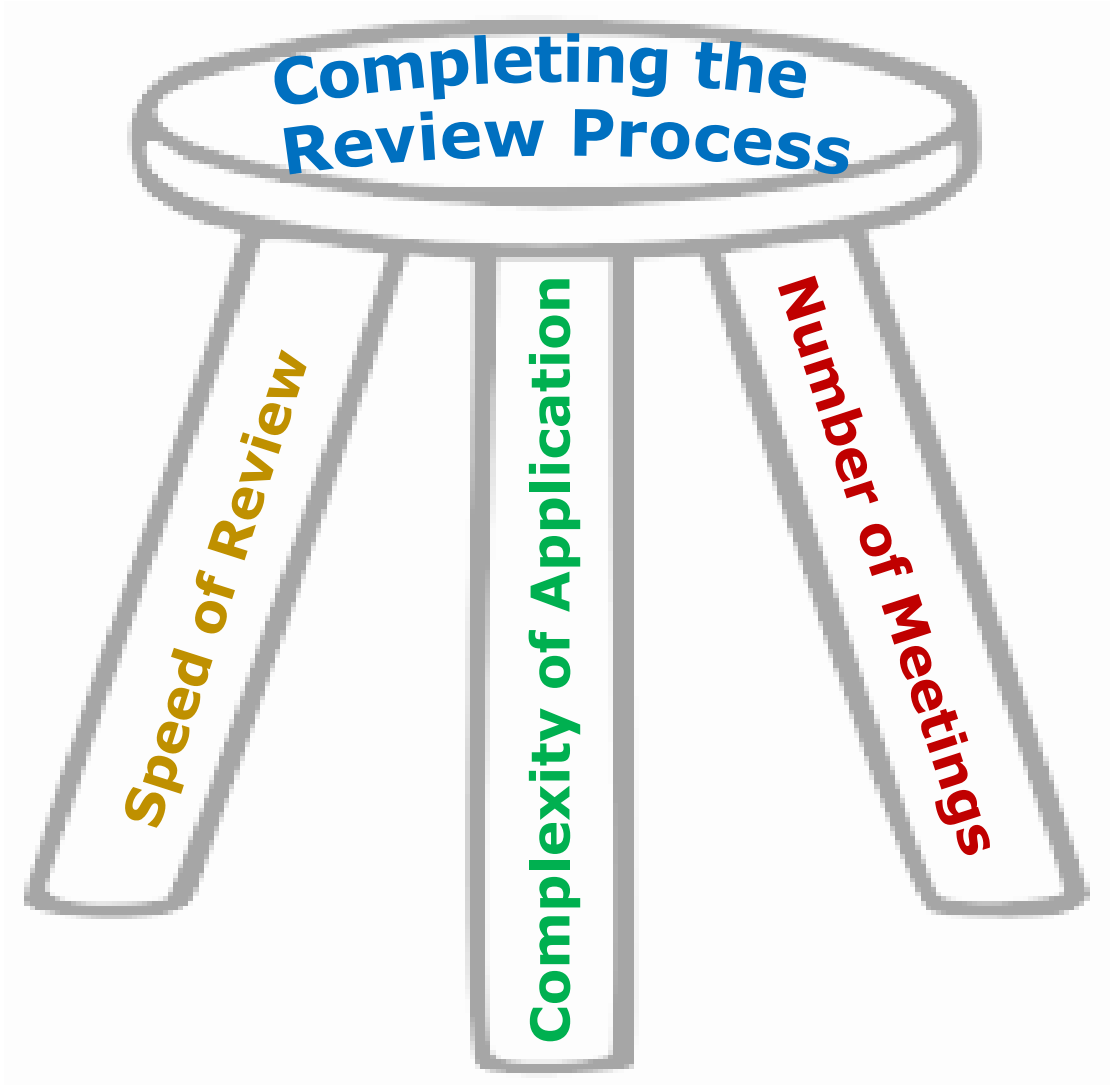


# TRADEOFFS IN PLAN REVIEW

**Review completed in a timely, predictable manner**

**Application detailed enough for thorough consideration**

**Meetings support community input and involvement**





# STAFF REVIEW AND STUDY TOPICS

- **Pilot of strategies** for expedited review with Jay St, Trinity Court, and other projects
- **Existing processes in Chapel Hill** that offer time savings for certain projects
- Approaches taken by **City of Raleigh** and **City of Durham**
- Input from **affordable housing providers** and **other developers** on the value of expedited review
- **Potential candidate projects** that could benefit





# TAKEAWAYS: REVIEW TIMELINE FACTORS

Limited staff capacity

Number of meetings required

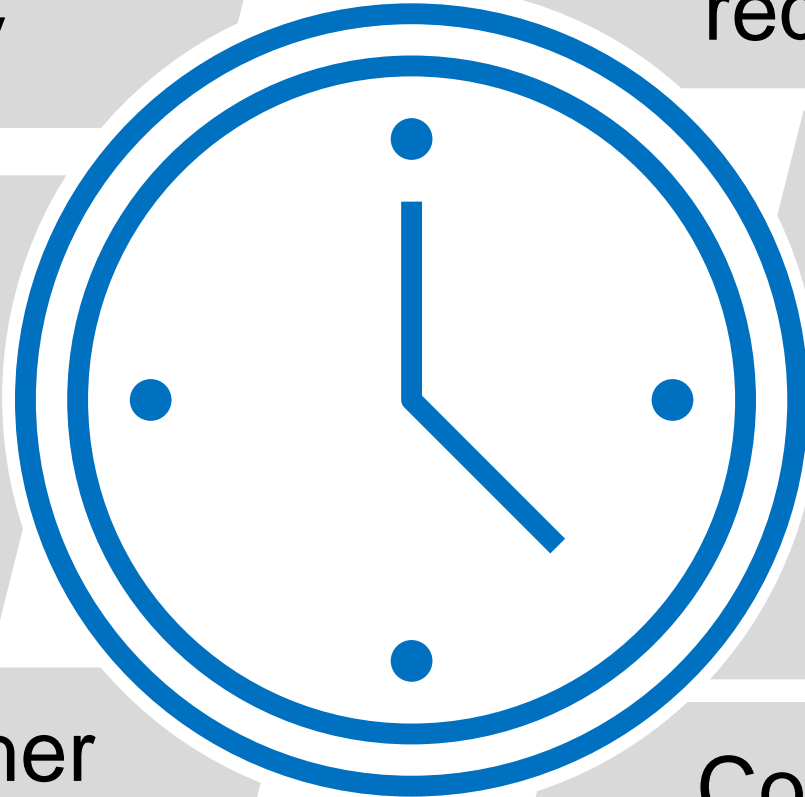
Number of steps in process

Limits on agenda length

Volume of other plan review

Council meeting cycle

Complexity of plans







# TAKEAWAYS: UNDERSTANDING LIMITS

Meaningful change to the review timeline can't happen without one or more of the following:



**Fewer steps in review process**

**Consolidated Advisory Board review**

**Less application detail**

**More resources and capacity**

**Extended timeline for other types of projects**

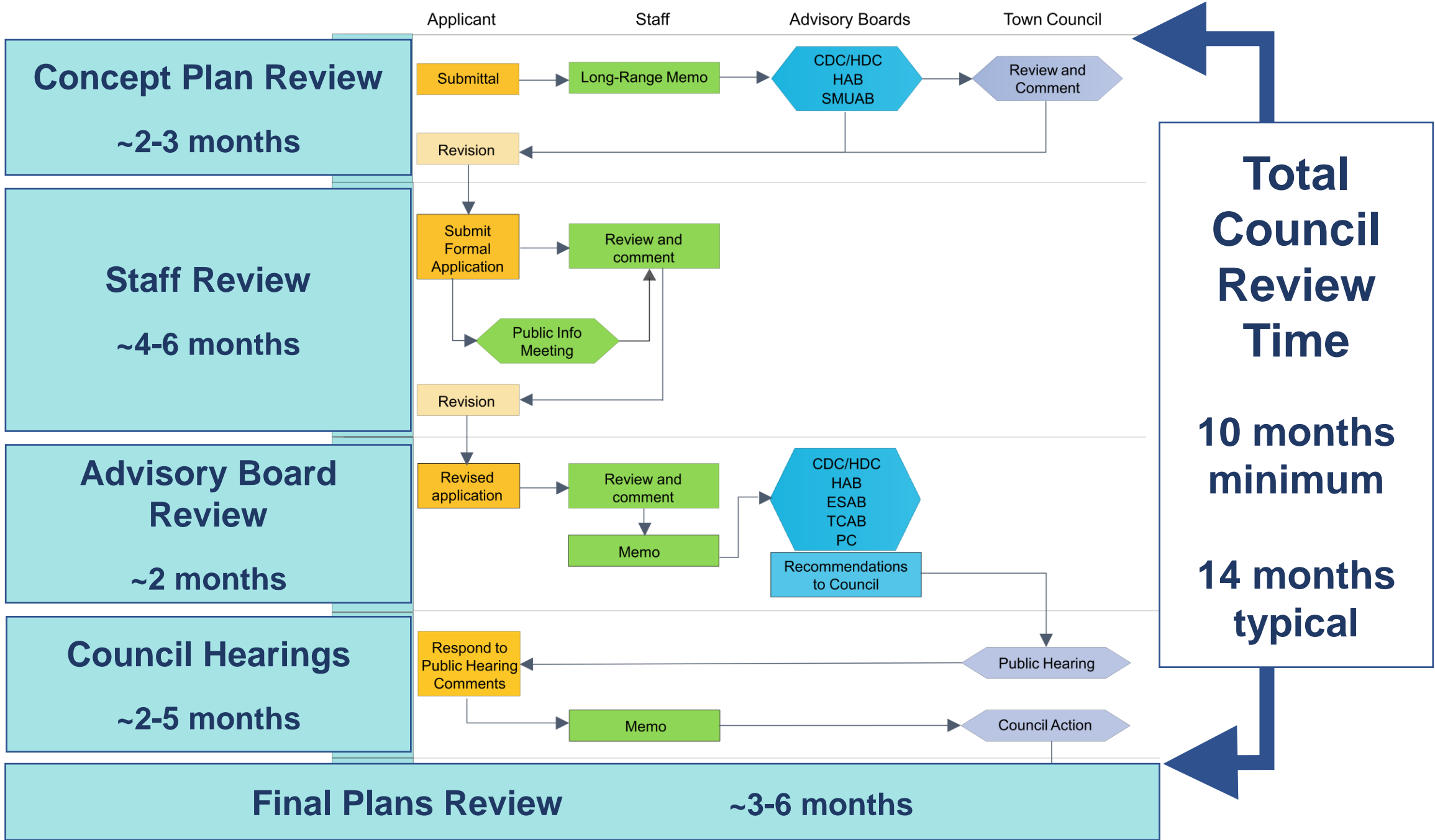
# TAKEAWAYS: INTENDED VALUE OF REVIEW STAGES

<b>Concept Plan</b>	<ul style="list-style-type: none"><li>• General design principles</li><li>• Suitability of development program and use(s) for site</li><li>• Alignment with community values</li></ul>
<b>Staff</b>	<ul style="list-style-type: none"><li>• Compliance with regulations</li><li>• Any needs for modifications</li><li>• Alignment with community values and long-range plans</li></ul>
<b>Advisory Boards</b>	<ul style="list-style-type: none"><li>• Alignment with community values</li></ul>
<b>Council</b>	<ul style="list-style-type: none"><li>• Holistic review of all items above by Governing Body</li></ul>
<b>Final Plans</b>	<ul style="list-style-type: none"><li>• Compliance with regulations</li><li>• Compliance with conditions of approval</li></ul>

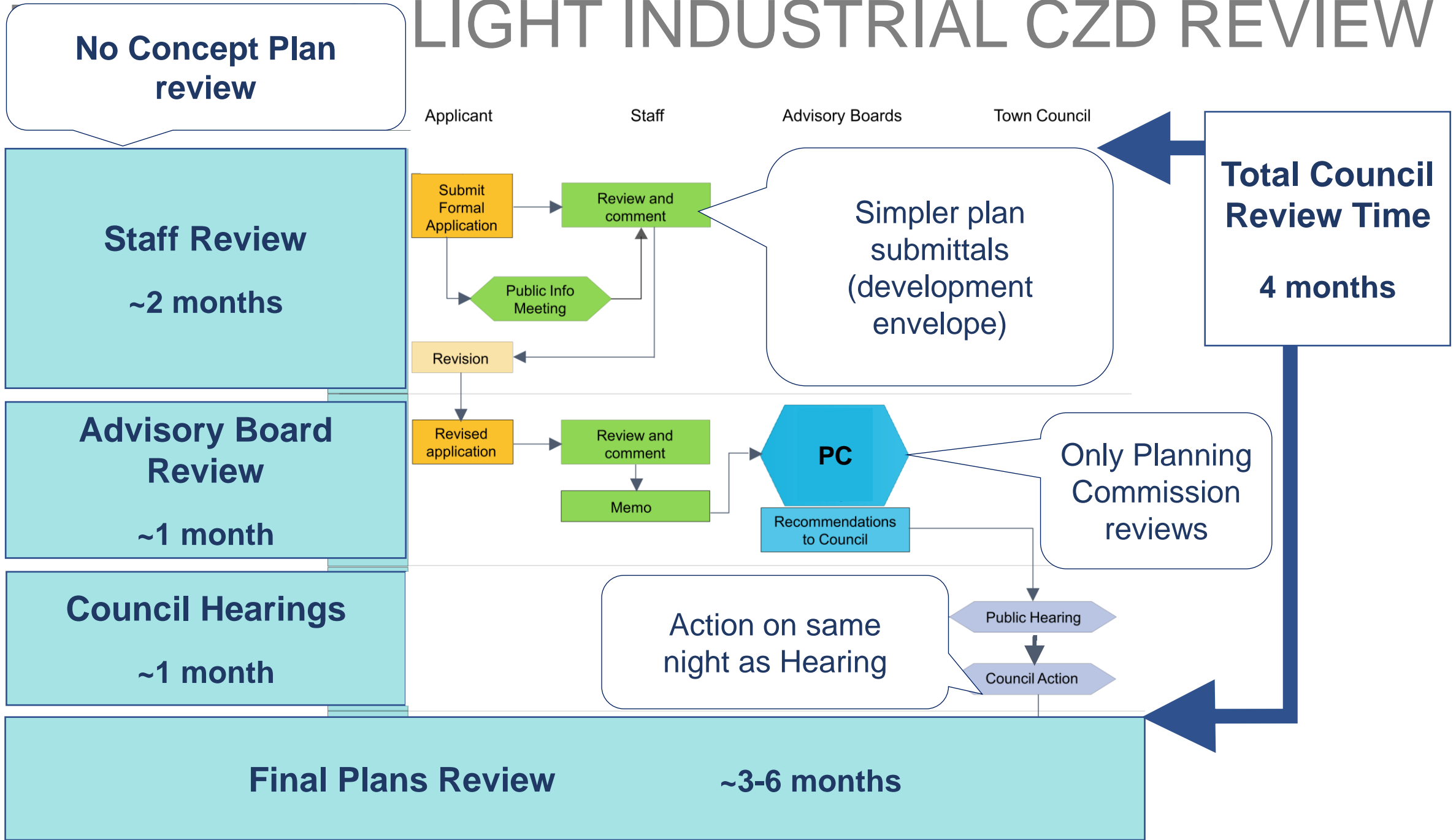
# TAKEAWAYS: CHALLENGES AT EACH STAGE

<b>Concept Plan</b>	<ul style="list-style-type: none"><li>• Purpose unclear to applicants</li></ul>
<b>Staff</b>	<ul style="list-style-type: none"><li>• High level of at-risk investment in design and engineering</li><li>• Other communities require less detailed design to secure entitlement</li><li>• Flexibility on regulations must be approved by Council</li></ul>
<b>Advisory Boards</b>	<ul style="list-style-type: none"><li>• Competing feedback - risks increase with more groups involved</li><li>• Too much design investment to make substantial change</li><li>• Limited understanding of constraints for aff. housing projects</li></ul>
<b>Council</b>	<ul style="list-style-type: none"><li>• Predictability and removing uncertainty around decision can be <i>as valuable</i> as saving time</li></ul>

# Town Council Development Review Process



# LIGHT INDUSTRIAL CZD REVIEW





# TAKEAWAYS: COST OF ADVISORY BOARD REVIEW

- At least 8 **Advisory Board** meetings per project
- Hours billed for prep, presenting, debrief, and idle time
- Joint meetings: can run long, create extra work for Board members and staff
- Raleigh and Durham: only Planning Commission reviews rezoning cases

## **CDC or HDC**

1. Concept Plan
2. Council Review
3. Final Plans

## **HAB**

4. Concept Plan
5. Council Review

## **SMUAB**

6. Concept Plan

## **ESAB**

7. Council Review

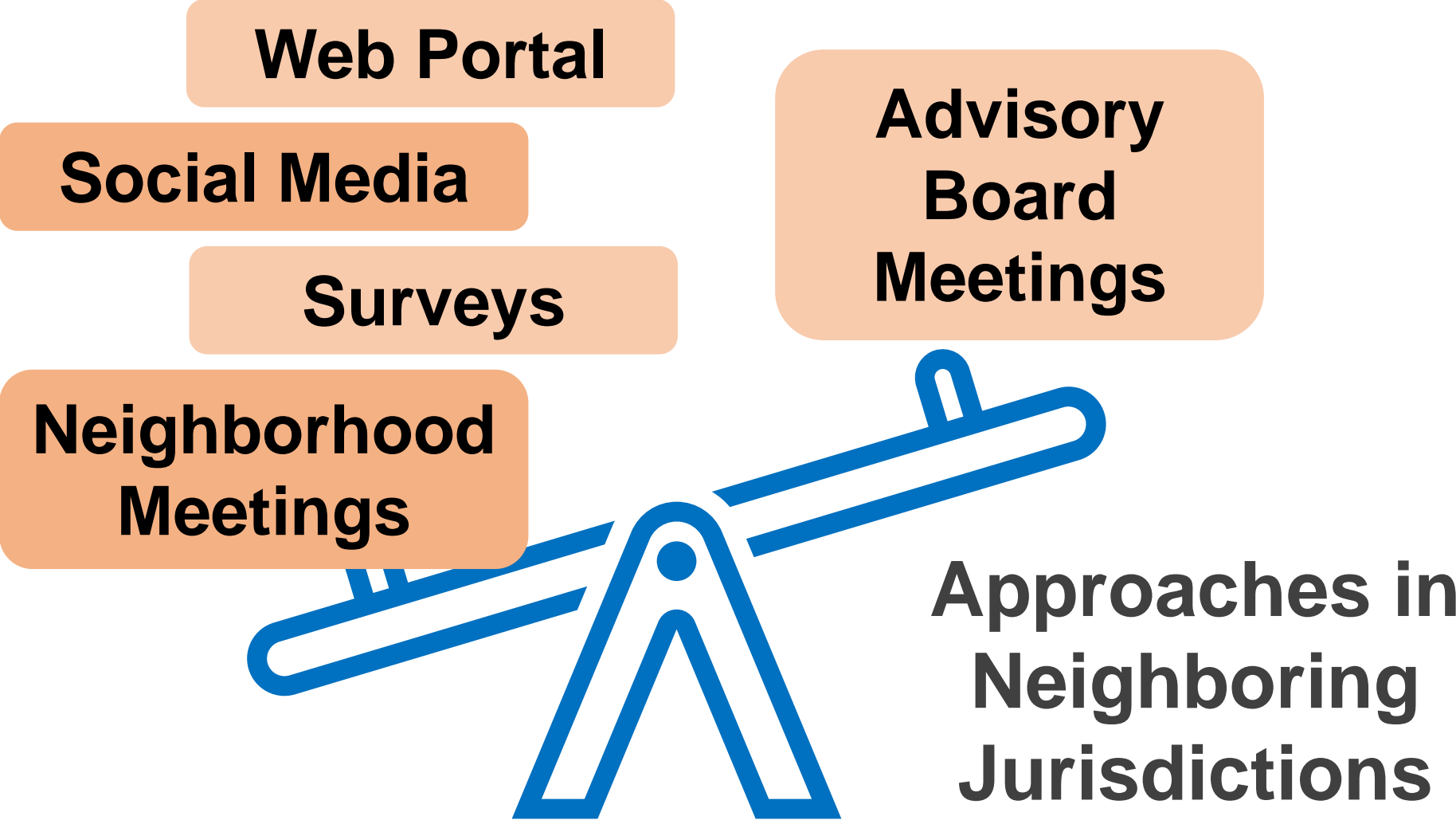
## **TCAB**

8. Council Review

## **Planning Commission**

9. Council Review

# TAKEAWAYS: GATHERING COMMUNITY INPUT



# TAKEAWAYS: PLAN DETAIL

## Conditional Zoning Application Checklist

- **Narratives and Statements**
- **Traffic Impact Analysis**
- **Energy Management Plan**
- Stream/Wetland/Flood Determinations
- Stormwater Impact Analysis
- Stormwater Management Plan
- Detailed Site Plan
- Landscape Protection Plan
- Planting Plan
- Steep Slope Plan
- Grading Plan
- Erosion Control Plan
- Solid Waste Plan
- Construction Management Plan
- Streetscape Improvements Plan
- Building Elevations

## Final Plans Application Checklist

- Stream/Wetland/Flood Determinations
- Stormwater Impact Analysis
- Stormwater Management Plan
- Detailed Site Plan
- Landscape Protection Plan
- Planting Plan
- Steep Slope Plan
- Grading Plan
- Erosion Control Plan
- Solid Waste Plan
- Construction Management Plan
- Streetscape & **Street Light Plan**
- Building Elevations & **Materials Palette**
- **Roadway Design Plan**
- **Traffic Plan**
- **Fire Protection Plan**
- **Utility Plans**
- **Transportation Management Plan**
- **Phasing Plan**
- **Lighting Plan**
- **Recorded Easements and Documents**

## Light Industrial CZD Application Checklist

- **Narratives and Statements**
- **Traffic Impact Analysis**
  
- **Rezoning Plan –**  
development envelope,  
access points,  
preservation areas
  
- Stream/Wetland/Flood Determinations
- Stormwater Impact Analysis
- Stormwater Management Plan

## Final Plans Application Checklist

- Stream/Wetland/Flood Determinations
- Stormwater Impact Analysis
- Stormwater Management Plan
- **Detailed Site Plan**
- **Landscape Protection Plan**
- **Planting Plan**
- **Steep Slope Plan**
- **Grading Plan**
- **Erosion Control Plan**
- **Solid Waste Plan**
- **Construction Management Plan**
- **Streetscape & Street Light Plan**
- **Building Elevations & Materials Palette**
- **Roadway Design Plan**
- **Traffic Plan**
- **Fire Protection Plan**
- **Utility Plans**
- **Transportation Management Plan**
- **Phasing Plan**
- **Lighting Plan**
- **Recorded Easements and Documents**



# POTENTIAL SOLUTIONS

**Consolidate steps in  
review process**

**Consolidate  
Advisory Board  
review**

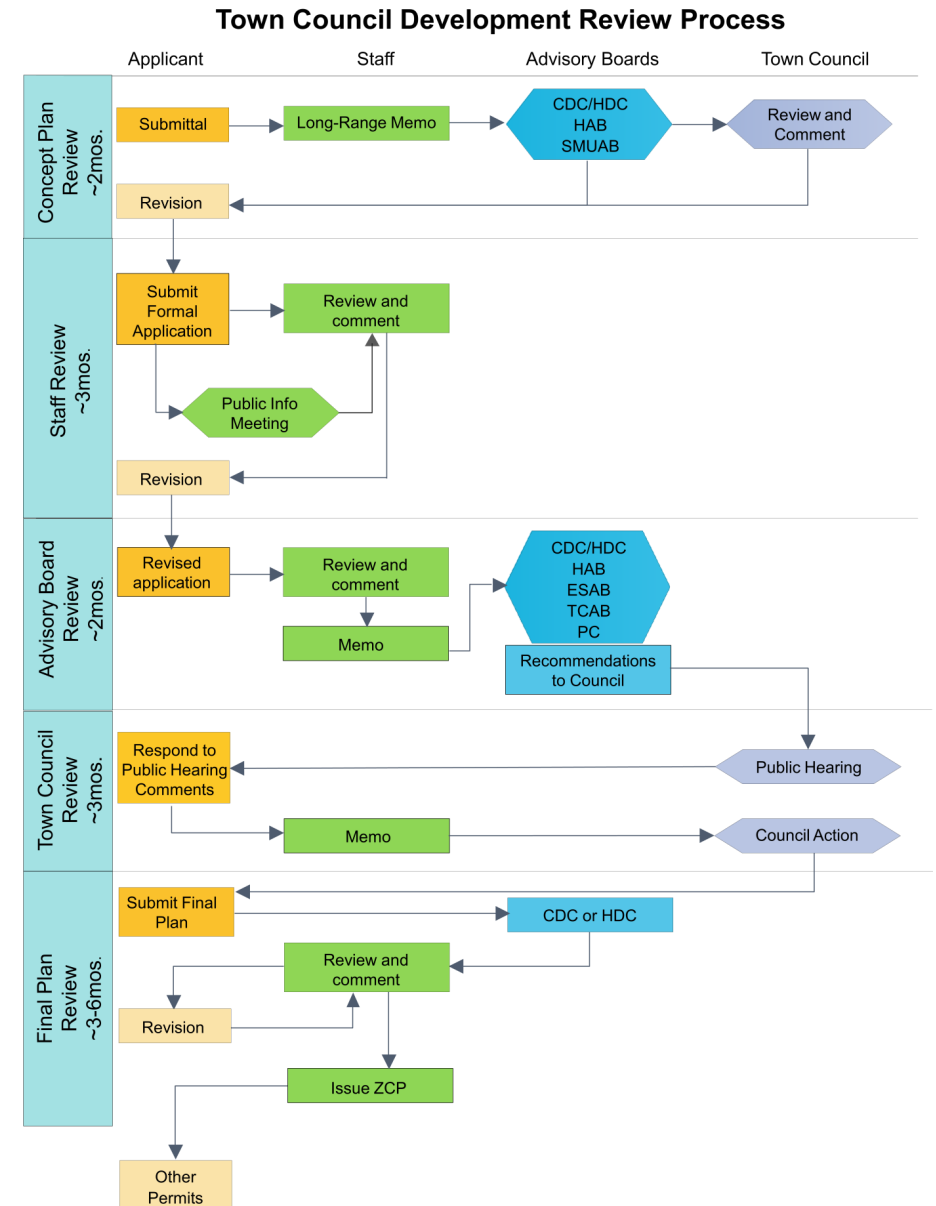
**Simplify application  
materials for  
Council review**

**Increase staff  
capacity**



## Consolidate steps in review process

- Determine at a high level what can be removed or combined to create a process with fewer steps and more certainty



## Consolidate steps in review process

**MECHANISM:** LUMO Text Amendment

**FURTHER ANALYSIS:**

- Determine alternatives for achieving the value of each review stage – adopted guidelines, menus of community benefits, etc.
- Further study of approaches used in other communities

## Consolidated Advisory Board review

- Fewer Boards - whose review benefits affordable housing most?

*AND/OR*

- Fewer Meetings - through Joint Advisory Board review

*AND/OR*

- Boards that review at Concept Plan stage don't review again later

## Consolidated Advisory Board review


**MECHANISM:** Revise Council Policy

**FURTHER ANALYSIS:**

- Cost to project teams for Advisory Board review
- Changes made to recent affordable housing projects as a result of Advisory Board feedback
- Alternative methods for meaningful engagement

## Simplify application materials for Council review

- Focus on info needed to support Council decisions
- Full technical details provided at Final Plans review

	<b>CONDITIONAL ZONING APPLICATION SUBMITTAL REQUIREMENTS</b> TOWN OF CHAPEL HILL Planning and Development Services
<b>Planting Plan</b>	
<ul style="list-style-type: none"> <li>a) Dimensioned and labeled perimeter buffers</li> <li>b) Off-site buffer easement, if applicable</li> <li>c) Landscape buffer and parking lot planting plan (including planting strip between parking and building, entryway planting, and 35% shading requirement)</li> </ul>	
<b>Steep Slope Plan</b>	
<ul style="list-style-type: none"> <li>a) Classify and quantify slopes 0-10%, 10-15%, 15-25%, and 25% and greater</li> <li>b) Show and quantify areas of disturbance in each slope category</li> <li>c) Provide/show specialized site design and construction techniques</li> </ul>	
<b>Grading and Erosion Control Plan</b>	
<ul style="list-style-type: none"> <li>a) Topography (2-foot contours)</li> <li>b) Limits of Disturbance</li> <li>c) Pertinent off-site drainage features</li> <li>d) Existing and proposed impervious surface tallies</li> </ul>	
<b>Streetscape Plan, if applicable</b>	
<ul style="list-style-type: none"> <li>a) Public right-of-way existing conditions plan</li> <li>b) Streetscape demolition plan</li> <li>c) Streetscape proposed improvement plan</li> <li>d) Streetscape proposed utility plan and details</li> <li>e) Streetscape proposed pavement/sidewalk details</li> <li>f) Streetscape proposed furnishing details</li> <li>g) Streetscape proposed lighting detail</li> </ul>	
<b>Solid Waste Plan</b>	
<ul style="list-style-type: none"> <li>a) Preliminary Solid Waste Management Plan</li> <li>b) Existing and proposed dumpster pads</li> <li>c) Proposed dumpster pad layout design</li> <li>d) Proposed heavy duty pavement locations and pavement construction detail</li> <li>e) Preliminary shared dumpster agreement, if applicable</li> </ul>	



## Simplify application materials for Council review

**MECHANISM:** Revise Application Checklists

**FURTHER ANALYSIS:**

- Consult with full Technical Review Team on information needed prior to Council review
- Mechanisms to modify regulations when needed

## Increase staff capacity

- Could be new positions, contracted services, and/or supportive technology
- Consider measures for all Departments involved in Technical Review
- Less influence over external agencies (NCDOT, OWASA, Orange County)

## Increase staff capacity

**MECHANISM:** Budget allocations

**FURTHER ANALYSIS:**

- Determine opportunities during FY23 budget and 5-year budget discussions



# SOLUTIONS FOR FURTHER ANALYSIS...

**Consolidate steps in  
review process**

**Consolidate  
Advisory Board  
review**

**Simplify application  
materials for  
Council review**

**Increase staff  
capacity**



# Next Steps

- Draft Process Changes based on Identified Solutions:  
**Summer 2022**
- Community and Stakeholder Review:  
**Summer-Fall 2022**
- Council Review and Action:  
**Fall 2022**