



## **AGENDA**

### **Ruckersville Advisory Committee**

*Tasked with a mission of tracking progress on recommendations of the Plan and following up with responsible parties*

**June 13, 2019**

**7:00 pm - 8:00 pm**

#### **Four Seasons Clubhouse**

1. A VDOT representative -- Joel DeNunzio, VDOT's Charlottesville Residency Administrator, will visit RAC to offer his insights on the following topics: (a) erecting and maintaining welcome signs; (b) street lighting of the type that might allow for banners and advertising; (c) removing no parking signs; (d) improved landscaping/beautification around Greene County signs at north and south locations on Rt. 29. [30 minutes]
2. Opportunity for county staff to explain and/or answer questions concerning the list of current county projects, including: (a) overview by Alan Yost of key issues raised in June 4th public meeting regarding proposed Visitor's Center in Ruckersville. *Query from the chair: Should RAC take a position on this proposal?* (b) update on Zoning Audit; (c) any other matters. [20 minutes]
3. Who might be the facilitator of a sub-committee to draw up a list of inexpensive "improve-Ruckersville" items that could be potentially funded on a yearly basis by the county? [5 minutes]
4. LOOKING AHEAD [5 minutes] There are two more items for RAC to consider that were on the 4-item list we okayed in January: (a) Community Events--see p. 22 of the Ruckersville Area Plan; and (b) Citizens Academy--see p. 27. *Query from the chair: Shall we put Community Events on our July agenda?*

Any other business that RAC should consider at our next meeting or at a meeting during the final months of 2019?

# REQUEST FOR PROPOSALS

## ZONING ORDINANCE AUDIT

### County of Greene

#### A. Background.

The County of Greene is hereby requesting proposals from qualified, multidisciplinary professionals in the fields of urban planning, architecture, traffic and civil engineering, economic and community development and computer visualization to assist in the audit of the current Zoning Ordinance, zoning map, and design guidelines. The audit will provide recommendations for amendments needed to be in compliance with the State Code and be consistent with the goals and objectives found in the Greene County Comprehensive Plan.

The current Zoning Ordinance was adopted in 1975 and has been amended periodically from time to time. In its current form, the Ordinance fails to meet the County needs in several areas. It is a conventional use based, "Euclidean" model ordinance that segregates uses and inhibits the ability to create a discernible village or town center by facilitating a mix of commercial, office, and residential uses. The County desires professional planning and zoning assistance to explore and develop a practical and useable code or a hybrid ordinance that incorporates the principals outlined in the Greene County Comprehensive Plan.

#### B. Scope of Services.

The following professional planning services and general scope of work are anticipated. However, consultants are encouraged to expand on this description and to suggest alternative approaches and strategies they believe will better achieve the County objectives:

- 1. Initial Review and Analysis.** The consultants will work with the Planning Commission, the County Staff and the Board of Supervisors in a thorough review of the existing Zoning Ordinance, development challenges and on-site analysis of the community.
- 2. Stakeholder Interviews and Public Engagement.** This element will involve key community stakeholders in a series of interviews to communicate community goals and to gain a better understanding of stakeholder objectives and concerns. The consultant will develop the necessary background mapping to aid in the public engagement process. These sessions will also be used to educate and inform business owners, developers, contractors, residents, conservation groups, review agencies and any other identified groups about the

advantages and challenges of a form-based/hybrid approach. It is expected that as the stakeholder interviews proceed, the consultant will maintain frequent and complete communication with County Staff.

The consultant will host community workshops, presentations and online surveys intended to move from general visions to specific recommendations including street type, neighborhood type, building form, liveable neighborhoods, pedestrian connections, and design strategies. These will be developed in concept, based on the overall vision of the County and will form the basis for the actual ordinance. The goal of the public engagement process will be to form a consensus among participants concerning practical neighborhood, street and building form for general areas Ruckersville and the Corner Store nodes.

3. **Form-based/Hybrid Ordinance.** The consultant will work with the County Planning Commission and County staff to develop the initial draft of the form-based code or the hybrid ordinance. This process will involve several steps including resolution of the final form of the ordinance, development of key definitions and general provisions, creation of ordinance graphics and finally regulatory language. The County will expect advice from the consultant in working with the County Attorney and County staff on the most effective form for the regulatory structure incorporated in the form-based/hybrid ordinance. Thus, some elements of the ordinance regulatory structure may be more effectively handled in such guideline documents as pattern books or other advisory texts and the consultant will be expected to provide advice on developing such advisory texts or pattern books and the most effective means to incorporate these into the approach. The County anticipates a user-friendly and realistic ordinance, rich in graphics and illustrations that are practical and responsive to existing conditions and the goals and objectives of the Comprehensive Plan.

A key element of this process must be the on-going involvement of the County staff. In addition, the consultant may revisit with stakeholders or public engagement participants to test concepts and approaches to assure that the emerging document is at once responsive to the overall vision, yet practical in its application.

Finally, the County anticipates an implementation strategy including initial rollout guidance and potential incentive concepts to increase the success of the proposed changes.

4. **Presentation.** The consultant will present the initial draft ordinance to the Planning Commission in a public information session. The session will be structured as an informal, open house including story-board or other presentation formats to introduce the draft document and to explain how it varies from the current and how it supports the goals of the Comprehensive Plan. The form of the open house will be at the

direction of the consultant, but the County desires a brief synopsis of the draft ordinance which may be prepared as a hand-out for open house attendees. Following these meetings, the consultant will confer with the County staff to resolve any major issues on the draft. Final adoption of the ordinance will be the responsibility of the County staff.

5. **Deliverables.** The consultant will be expected to provide all graphics and illustrations to be included in the ordinance, the synopsis and any hand-outs used in public meetings in both “hard copy” and electronic form. In addition, all text produced through this assignment will be provided in “hard copy” and electronic form.

**C. Proposal Submission.**

The proposal must be received no later than 5:00 p.m. on----- Proposals received after this deadline will not be considered. Submitted proposals shall remain in effect for 120 days from the due date. All costs incurred for proposal preparation, presentation or contract negotiations are the responsibility of the consultant. The County of Greene reserves the right to reject any or all proposals submitted in response to this request for proposal and/or to select the proposal that it determines, in its sole judgment, to best meet the needs of the County.

To be considered, proposals should include the information set forth below and must be received by the due date at the following address:

Mr. James F. Frydl  
Greene County Zoning Administrator  
P.O. Box 358  
Stanardsville, VA 22973

**D. Proposal Format.**

Proposals shall include the following information:

1. **Cover Letter.** The cover letter should be signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the County. The cover letter should also identify the firm submitting the proposal and any sub-consultants that may be proposed. It should generally outline your understanding of the assignment.
2. **Work Approach and Timeframe.** Present a detailed description of the work you propose to fulfill the requirements of this request for proposal. For each task, describe the activity, the intended results, any work or activity you assume will be conducted by the County and an anticipated timeframe for completion.

3. **Professional Staff.** Describe which individual professionals would work with the County, their respective roles in the project and provide professional resumes of each key member of the project team.
4. **Qualifications and References.** Provide descriptions of recent prior experience with other clients, which is relevant to the challenges of this assignment. For each past project, include the name, title and phone number of a representative that the County may contact to discuss your experience.
5. **Fees.** Provide your fees for performing the services required as detailed in your proposal. Describe any modifications you would recommend to the general work scope described in this request for proposal and the impact of those modifications on your fee proposal. Fees shall be stated as a total not-to-exceed fee for the services outlined, based on the hourly billing rates of the staff that would serve the County together with any added reimbursable costs for such expenses as printing, mileage, data or sub-consultants.

**E. Evaluation of Proposals.**

The County will evaluate all submitted proposals based on the responsiveness of the work approach proposed, the qualifications of the staff that will work with the County, the overall qualifications of the firm and the fees proposed. Specifically, the County is seeking consultants with the following capabilities and experience:

- ◆ Experience in preparing form-based/hybrid ordinances or codes to regulate development and redevelopment in smaller communities.
- ◆ Experience in building community consensus to support innovative regulatory structures
- ◆ Strong graphics and written and oral communication skills
- ◆ Experience in evaluating, codifying and capturing qualities of community design and character
- ◆ Experience in developing successful implementation strategies

The County may schedule oral interviews with some or all of the firms responding and, in that event, the outcome of such interviews may influence the evaluation of proposals.

**F. Timing.**

It is expected that a contract will be executed with the selected firm within 90 days of the due date for proposals.

## Ruckersville Advisory Committee Meeting Notes

May 9, 2019, R.A.C Meeting

Attending:

Larry Miller, Mike Hammer, Alan Yost, Andrea Wilkinson, Don Brady, Diane Wilson, Patrick Moctezuma, Jim Frydl, Michelle Flynn, LJ Lopez, Gretchen Scheuermann, Jay Willer, John Silke

- Agenda Item 3. Board of Supervisors committee liaison Michelle Flynn offered her interpretation of current VDOT options for the Preddy Creek Connector Road project. Committee members were encouraged to attend the VDOT open house on Tuesday, May 21, 4:30-6:30 pm, at the Holiday Inn Express where VDOT engineers would be available for questions on the three different options.
- Agenda Item 1. As per the committee's recommendation, the county budget will include funding for the proposed Zoning Audit. This year's budget will include half the amount requested with the remaining funding to be appropriated in future years. As this project moves forward, county planning staff will facilitate additional discussions with the committee as to what committee members think should be addressed in the audit.
- Agenda Item 2. Committee reviewed the list of current planning and zoning projects/requests that was supplied with the meeting package. Committee members were encouraged to review meeting minutes from BOS meetings in order to follow trends on current projects.
- Agenda Item 4. Committee discussed "low-hanging fruit" items with respect to Rt. 29 corridor beautification enhancements. The following items were suggested.
  - Enhancements should be limited to that section of the corridor that is defined by the 45 mile per hour speed limit.
  - Regular mowing. Alan Yost noted that VDOT mows 4 times a year, and private mowing of median (such as is done in Albemarle and Charlottesville) would cost about \$12k a year - VDOT would then drop out of that process. Business owners are responsible for the sides.

- Welcome signs should be erected/maintained. It was noted that an existing welcome sign was erected by and landscaped by volunteers in the community on private property at the corner of 33 and 29 (was Burger King and now is The Market at Exxon), and which has always been nicely maintained by the private property owners. It was suggested that another private property spot might be obtained at the south end of Ruckersville.
- Add street lights. Streets lights could be designed in such a way so as to allow for the placement of banners for advertising events. Costs and options for street lights will need to be further researched.
- Remove no parking signs.
- It was suggested that a representative from VDOT should be invited to a future committee meeting to discuss some of these various options.
- Committee should work towards creating a list of small inexpensive items that could potentially be funded on a yearly basis by the county. Start with small items that are easy wins.
- There was also a discussion of the existing Greene County jurisdiction signs at the north and south entrances to Greene on Rt. 29, and the possibility of landscaping just those areas somehow, maintenance being the problem.
- It was noted that on June 8<sup>th</sup> a public meeting will be held to discuss preliminary plans for the new visitor center on 29 north. Subsequent to this meeting, the meeting was scheduled for June 4<sup>th</sup>, according to a public announcement.

#### Action Items

- Research cost/options of street lights.

#### Next Meeting

- The next meeting will be held on Thursday, June 13<sup>th</sup> at Four Seasons Clubhouse.
- County planning staff will provide a basic direction with respect to Zoning Audit.

*Prepared by Mike Hammer*



PLANNING COMMISSION

BOARD OF ZONING APPEALS

GREENE COUNTY PLANNING DEPARTMENT  
Post Office Box 358  
Stanardsville, Virginia 22973

Tel: 434-985-5282  
Fax: 434-985-1459

Website: [www.gcva.us](http://www.gcva.us)  
Email: [planning@gcva.us](mailto:planning@gcva.us)

## MEMORANDUM

To: Ruckersville Advisory Committee  
From: Community Development  
Re: Monthly Report  
Date: June 13, 2019

- **Ruckersville Area Plan:**

- VDOT is attending the June 13<sup>th</sup> Ruckersville Advisory Committee (RAC) meeting to discuss streetscapes and a proposed beautification plan.
- Staff is drafting an RFP for the proposed zoning audit and the RAC will review the draft and provide feedback as needed.

- **Water Treatment Operational Design:** Staff met with RSA and the County's commissioned engineer to continue discussions on the water treatment plant design options.

- **Site Plan Resubmittal:**

The following site plans have been resubmitted for final review

1. Hawk's Landing Apartments, 50 units
2. Reservoir Road
3. Burger King
4. Greene County Childcare
5. Apex, Business Park
6. Lydia Mountain Lodge, an amended plan

- **Zoning Inspections:** The Zoning Officer performed 79 site inspections from May 1, 2019 – May 31, 2019, assigned 19 new addresses for residences, and installed four new E-911 street signs.
- **2019 FEMA Floodplain Update:** The preliminary Floodplain Insurance Rate Maps (FIRM) have been released by FEMA. The information regarding the proposed changes and the appeal process may be reviewed at <https://www.greencountyva.gov/government/depts/planning-zoning>
- **Celt Road:** VDOT staff conducted a speed study for Celt Road between the Route 33 Bypass and Route 33 Business. It has been recommended that the speed limit be reduced to 25 MPH.
- **Preddy Creek Mowing Maintenance:** In response to citizens' concern, staff worked with VDOT to ensure the curve prior to the Preddy Creek bridge is included in the annual mowing maintenance.
- **Rezone/Special Use Permit for Apartments:** The property owner of TMP 66-A-53A is requesting a rezoning from R-1 to R-2, with a special use permit, to accommodate 120 multi-family units to provide housing options for active seniors. The Planning Commission will hold a public hearing for this request on August 21<sup>st</sup>.
- **Special Use Permit for Fowl in R-1:** The property owner of TMP 65C-1-50 is requesting a special use permit to allow ducks and chickens on a 0.46-acre parcel that is zoned R-1. The Planning Commission will hold a public hearing for this request on July 17<sup>th</sup>.



Applications		2019												2018												Change from previous year		
Date		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
Acc. Dwelling Units		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Special Use Permit		1	0	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rezzone		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Ordin Rev		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Site Plan Rev (SPR)		0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Letter Of Rev (SPR)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subdivision		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Variance		2	4	2	3	8	0	0	0	0	0	0	0	0	4	2	2	3	8	0	0	0	0	0	0	0	0	
BZA Appeal		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ZC/ZD (Zon. Cert)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PETRA (Road Acc)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Temp S. Permits		1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
S. Permits		2	0	1	2	0	0	0	0	0	0	0	0	0	0	0	1	2	0	0	0	0	0	0	0	0	0	
Zoning Complaints		8	5	1	3	6	0	0	0	0	0	0	0	0	5	5	1	3	6	0	0	0	0	0	0	0	0	
Bonds		3	1	0	2	0	0	0	0	0	0	0	0	0	1	1	0	2	0	0	0	0	0	0	0	0	0	
Total		22	16	13	18	21	0	0	0	0	0	0	0	0	22	16	13	18	21	0	0	0	0	0	0	0	0	
Applications		2018												2017														
Date		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
Acc. Dwelling Units		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Special Use Permit		0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
Rezzone		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Ordin Rev		1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Site Plan Rev (SPR)		1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Letter Of Rev (SPR)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subdivision		2	2	3	8	4	5	4	3	6	5	3	3	48	5	2	3	2	6	1	3	3	3	1	4	3	43	
Variance		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ZC/ZD (Zon. Cert)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PETRA (Road Acc)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Temp S. Permits		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
S. Permits		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Zoning Complaints		1	2	3	1	2	5	2	0	0	1	0	0	8	2	2	3	1	2	3	2	0	0	1	2	0	24	
Bonds		3	7	5	4	3	1	4	0	0	9	4	2	42	3	7	5	4	3	1	4	0	0	9	4	2	42	
Total		12	22	17	21	18	21	15	16	13	19	17	15	196	12	22	17	21	18	21	15	16	13	19	17	15	196	-18 9 -37
Applications		2018												2017														
Date		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
Acc. Dwelling Units		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Special Use Permit		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
Rezzone		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Ordin Rev		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Site Plan Rev (SPR)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Letter Of Rev (SPR)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subdivision		5	1	1	2	6	5	4	7	3	2	6	1	43	5	1	1	2	6	5	4	7	3	2	6	1	43	
Variance		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
BZA Appeal		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ZC/ZD (Zon. Cert)		4	5	5	6	8	6	5	6	0	7	1	3	56	4	5	5	6	8	6	5	6	0	7	1	3	56	
PETRA (Road Acc)		1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Temp S. Permits		0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
S. Permits		2	3	6	2	2	3	2	1	0	1	2	0	12	2	3	6	2	2	3	2	1	0	1	2	0	12	
Zoning Complaints		8	4	11	2	6	1	11	1	1	5	2	4	60	8	4	11	2	6	1	11	1	1	5	2	4	60	
Bonds		1	1	2	2	0	0	1	0	0	0	0	0	8	1	1	2	2	0	0	1	0	0	0	0	0	8	
Total		23	16	31	21	24	20	29	29	5	19	15	10	233	23	16	31	21	24	20	29	29	5	19	15	10	233	
Note 1: Site Plans, Bonds and Subdivisions are all indicators of construction activity and all showed increased activity in 2018																												
Note 2: Zoning Certifications decreased because of a policy change. Certifications are now only required for a change of use not for change in business owner																												