

MEMORANDUM

TO: Roger L. Stancil, Town Manager

FROM: J.B. Culpepper, Planning Director
Loryn Clark, Housing and Neighborhood Services Manager

SUBJECT: Receipt of Glen Lennox Area Neighborhood Petition to Begin Phase Two of the Neighborhood Conservation District Initiation Procedures

DATE: October 28, 2009

PURPOSE

Adoption of the attached resolution would accept the petition submitted by residents of the Glen Lennox Area Neighborhood to begin Phase Two of the Neighborhood Conservation District initiation procedures.

BACKGROUND

Neighborhood Conservation District Initiation Procedures

Section 3.6.5 of the Land Use Management Ordinance states that the procedures to initiate the designation of a Neighborhood Conservation District shall consist of two (2) phases. The informational phase, Phase One, must be completed in order to begin Phase Two of the initiation procedures.

The purpose of dividing the initiation procedures into two phases is to provide information about becoming a Neighborhood Conservation District before a formal development process is begun; to involve the Planning Board from the beginning of the entire process; and to seek Council direction at the beginning the development process.

Phase Two of the Neighborhood Conservation District initiation procedures can be initiated “by the Town Council; by property owners representing 51% of the land area within the proposed district, upon submittal and acceptance of a petition by the Town Council; or by 51% of property owners in a proposed district upon submittal and acceptance of a petition by the Town Council.”

Glen Lennox Area Neighborhood Conservation District Initiation Status

On March 3, 2009, the Planning Board determined that the informational phase, Phase One, of the Neighborhood Conservation District procedures for the Glen Lennox Area Neighborhood had been completed (please see Attachment 1).

On September 23, 2009, residents representing the Glen Lennox Area Neighborhood submitted a petition to begin Phase Two of the Neighborhood Conservation District Initiation Process. Please see Attachment 2 for a map of the Glen Lennox Area Neighborhood submitted to the Council on April 28, 2009 delineating the proposed boundary, and Attachment 3 for a copy of the neighborhood’s petition. We have evaluated the petition and determined that it meets the

procedural conditions of the Land Use Management Ordinance described above with 56% of the owners of property represented by signature.

DISCUSSION

Acceptance of the petition by the Council would begin Phase Two of the Neighborhood Conservation District initiation procedures. As stated in the Land Use Management Ordinance, Phase Two would consist of a Neighborhood Conservation District Feasibility Review led by the Planning Board.

The purpose of the Feasibility Review is to involve stakeholders in the design of the Neighborhood Conservation District development process. The Planning Board would consider the following issues during the Feasibility Review:

- Community goal(s): the objective for the Neighborhood Conservation District;
- Level of urgency: a description of current development activity in the neighborhood and a potential schedule for the Neighborhood Conservation District development process;
- Participation structure: the use of either a plenary or a Council appointed committee structure to organize neighborhood participation in the development process; and
- Initial boundary: a preliminary map of properties to be included in the Neighborhood Conservation District.

Notification of the Neighborhood Conservation District Feasibility Review would be sent to all property owners located within the petition boundary and within 500 feet of the boundary. In the case of the Glen Lennox Area Neighborhood, notification would also be sent to residents of the Glen Lennox Apartments.

Upon completion of the Feasibility Review, the Planning Board would make a recommendation to the Council about the development of a Neighborhood Conservation District for the Glen Lennox Area Neighborhood. The Council would receive the Planning Board's recommendation and take action to begin or not begin the development of a Neighborhood Conservation District for the neighborhood.

RECOMMENDATION

We recommend that the Council adopt the attached resolution accepting the petition to begin Phase Two of the Neighborhood Conservation District Initiation Procedures for the Glen Lennox Area Neighborhood and referring the petition to the Planning Board for review.

ATTACHMENTS

1. Planning Board Follow-up Report (p. 4).
2. Map (p. 7).
3. Petition (p. 9).