



Land Use and Environmental Planning Committee

Charge Statement, Membership, and Committee Organization, Communication and Transparency DATE

Introduction

In 1986, the Planning & Coordination Council (PACC) was established as a part of a Three-Party Agreement promoting cooperation in planning and community development between the City of Charlottesville (City), Albemarle County (County), and the University of Virginia (UVA), known collectively as The Entities. See Exhibit A. The PACC was created as an advisory body to foster cooperative planning and provide guidance and recommendations for decisions made by the City, County, and UVA; PACC Tech was a subcommittee of the PACC comprised of staff from the City, County and UVA.

On October 3, 2019, the Albemarle County Board of Supervisors dissolved PACC and PACC Tech and reformed the committee as the Land Use and Environmental Planning Committee (LUEPC or Committee). This was done upon the recommendation of the Charlottesville City Manager, the Albemarle County Executive, and the University's Vice President of Operations, and subsequently approved each Entity's governance structures. The purpose of the dissolution and reformation:

- broaden participation to include all elected members of the City Council and Board of Supervisors together with University leadership at biannual public meetings;
- expand membership of the committee to include the University of Virginia Foundation and the Rivanna Water and Sewer Authority;
- extend collaboration beyond land use to include environmental and sustainability topics, as well as other collaborative opportunities which may present themselves over time;
- allow professional staff to collaborate and develop solutions on a continuous basis with regularly scheduled reports to leadership of all three entities; and
- retain visibility into the substance of the work via publicly posted agendas, notes, and materials.

Charge Statement

The Land Use and Environmental Planning Committee is an advisory committee to the City, County, and UVA. It is established as **a venue to share land use and development plans and projects**, as well as address environmental and infrastructure issues facing the community. Believing that the citizens of this area are better served by staff who are developing those plans, the Committee will meet regularly to discuss timely issues from each entity and share that information with the public and each entity's senior leadership at biannual updates of all three entities.

Through its work, the Committee further seeks to ensure that the actions, policies, and processes of the Committee are reflective of an ongoing commitment by the entities to support an equitable and

inclusive community. The Committee defines equity as all community members having access to community benefits and opportunities needed to reach their full potential and to experience optimal well-being and quality of life.

The Three-Party Agreement (05.05.1986) and its applicability to land use planning among the three entities remains in effect.

Membership

The Committee is comprised of 13 voting members from the City, County, UVA, the UVA Foundation (Foundation), and Rivanna Water & Sewer Authority (RWSA), as well as representatives from the City's and County's planning commissions. See Exhibit B. It can be expected that representation may alter over time as the work of the Committee evolves and member organizations are realigned. Voting members may bring staff that they deem necessary to address the issues that are currently before the Committee. Proxies may be sent to Committee meetings.

There will continue to be UVA representation on City's and County's Planning Commissions; and City and County representation on UVA's Master Planning Committee.

Committee: Organization, Communication and Transparency

Prior to the beginning of each calendar year, the City, County and UVA shall provide a designee to a standing Planning Team. The Planning Team may include representatives from other participating agencies. The Planning Team shall:

- Strive to ensure that the Committee and its members maintain the level of commitment and spirit of cooperation intended upon its founding;
- From among the members of the Planning Team, it shall appoint a Chair and Vice Chair for the Committee for the calendar year;
- Establishment of agendas for future meetings and coordination of joint meetings of senior executives and elected officials; and
- Review of notes of the Committee's meeting to ensure accuracy and transparency, prior to public posting;

At the advance discretion of Planning Team when setting agendas, or at the recommendation of the Chair or Vice Chair during meetings, the Committee shall from time to time be asked to take formal action requiring a vote. The Committee may, for example, vote to establish standing subcommittees and/or objective-specific task forces, *or to re-name the committee so that its acronym is pronounceable by all members.*

No quorum shall be necessary to discuss business that is before the Committee, but no formal action will be taken unless a quorum is present. A majority, that is fifty percent plus one, of the voting members of the Committee shall constitute a quorum. Decisions for action items and recommendations for report outs shall be made, if possible, by general consensus among the Committee members present. Non-member support staff are not considered voting members of the Committee, unless they have been designated as a proxy by the member, in writing, in advance of the meeting. When consensus does not serve to establish a clear direction, the Chair shall call for a roll-call vote. When an agreement cannot be achieved, the minority view shall be recorded for report out to senior leadership.



One of the entities will agree to host the year's meetings. The host organization shall:

- Provide meeting space for the Committee's work, as well as space for any standing or ad hoc subcommittees or task forces as appropriate;
- Provide staff for the purpose of scheduling and coordinating meeting logistics for Committee and subcommittee meetings; and
- Coordinate publishing of agendas and meeting notes.

The Committee shall meet approximately once a month or as otherwise agreed by the Committee, with the date and time of the meetings kept relatively constant.

Though Committee and subcommittee meetings are not open to the public, the date, time and agenda of the meetings will be published. Following review by the Planning Team, meeting notes will be published within 10 business days after a meeting, when possible.

The Committee shall, not less than twice each year, present reports summarizing the group's work at public meetings with leaders from the City, County, and UVA .

DRAFT

Exhibit A
Three-Party Agreement between the
City of Charlottesville, Albemarle County, and the University of Virginia (1986)

DRAFT



Exhibit B
LUEPC Membership by title (Current Holder of that Title)
As of March 21, 2020

Albemarle County

- Community Development Director (Jodie Filardo)
- Facility and Environmental Services Director (Lance Stewart)
- Representative from the County Planning Commission (Julian Bivens)

City of Charlottesville

- Neighborhood Development Services Director (Alex Ikefuna)
- Director of Public Works (Paul Oberdorfer)
- Director of Public Utilities (Lauren Hildebrand)
- Representative from the City Planning Commission (Hosea Mitchell)

Rivanna Water & Sewer Authority

- Executive Director (Bill Mawyer)

University of Virginia

- Architect for the University (Alice Raucher)
- Director of Facilities Management Operations (Cheryl Gomez)
- Assistant Vice President, Real Estate and Leasing Services (Charlie Hurt)

University of Virginia Foundation

- Director of Design and Development (Fred Missel)
- Director of Real Estate Asset Management (Maryellen Dolan)

