



## **DEVELOPMENT ADVISORY – Number: 8**

**November 21, 2008**

### **Development, Land Use & Construction Web Site**

In February 2005, a web site was launched that includes all policies, procedures, and forms for all development land use and construction. The site is intended to put forward all requirements to consultants, developers, builders, contractors, tenants, “Mom & Pop” developers, and architects. Updates and improvements are made regularly to include forthcoming GIS interactive maps of stormwater and utility features as well as useful data for any given property. ([www.cityofchesapeake.net/development](http://www.cityofchesapeake.net/development) )

If you have any questions please contact Tom Crawford at [tcrawford@cityofchesapeake.net](mailto:tcrawford@cityofchesapeake.net) or (757)382-6498.

### **New Construction Plan Review Process – CPR Meetings**

The City is currently re-evaluating the entire development review process with the objective of making it more effective and efficient. In early August we began experimenting with holding Construction Plan Review (CPR) meetings after the first City review of a project. These meetings are intended to enhance communication between the reviewing departments and the design consultant/developer. The following instructions were prepared to provide specifics to this new process.

**Purpose:** The City of Chesapeake will conduct initial Construction Plan Review Meetings (CPR) for new projects to enhance coordination between the departments and improve communication between the City reviewers and the design engineer. The meetings will be conducted in the Department of Public Works and will include representatives of all the reviewing departments. The meetings will allow staff to discuss City issues/comments with the design engineer, providing an opportunity to identify solutions to all outstanding issues.

The following guidelines for CPR meetings are established to maximize the efficiency of these meetings:

- 1. Plans Received and Routed** – Public Works receives all construction plans for review, and routes them to the appropriate departments. The routing memorandum will specify the date that draft comments are due back to the project coordinator/review engineer. This date is based on the existing review time guidelines. The routing memorandum will also include the date and time of the scheduled CPR meeting. This date will generally be the Thursday morning following the date draft review comments are due. Meetings will be scheduled between 9:00 a.m. and noon. City staff members should block out this time to attend the meetings.
- 2. Draft Review Comments** – The individual departments will return draft review comments to Public Works by the specified due date. The Plan Reviewer/Project Coordinator will route all the draft review comments to the design engineer prior to the CPR meeting. The design engineer will have the opportunity to review the draft comments in advance and determine which comments need clarification prior to re-submit of the construction plan. The design engineer will also have City staff readily available to discuss proposed solutions to the draft review comments.
- 3. CPR Meeting** – Each department representative (preferably the person performing the review) will review their project comments and provide clarification as necessary. The representative will also coordinate with other departments as needed to ensure their department's comments are compatible with all other departments. The project coordinator will facilitate the resolution of any conflicts between departments. It is essential that the design engineer and each department's representative be prepared to explain solutions to review comments.
- 4. Completion of Initial Review** – Subsequent the CPR meetings, each department will forward their final review comments to the plan reviewer/project coordinator for incorporation into the final review letter to the design engineers. The department representatives will be adjusting their draft comments to reflect the discussion/clarifications provided during the CPR meeting and will provide them to the plan reviewer by noon on the Monday following the CPR meeting. Then the plan reviewer/project coordinator will compose the final draft of the review letter of the first review.

**Conclusion:** To effectively reduce the number of review cycles, the above steps must be followed by all participants in the development process including, consulting engineers as well as City staff.

If you have any questions please contact Mark Curry at (757) 382-6101 or [mcurry@cityofchesapeake.net](mailto:mcurry@cityofchesapeake.net) .

## **Landscape Ordinance Revisions**

City Council adopted revisions to the City's Landscape Ordinance and Landscape Specifications Manual, effective October 16, 2008. Revisions to the ordinance include simplifying the tree canopy calculations, reductions to tree and shrub planting sizes and updates to the tree lists. The new ordinance and specifications manual can be found on the City's web site by visiting

[http://cityofchesapeake.net/services/depart/neighborhood/environ\\_rental/landscape\\_trees.shtml](http://cityofchesapeake.net/services/depart/neighborhood/environ_rental/landscape_trees.shtml)

Contact Mik Lestyan or Roxanne Stonecypher at (757)382-6018 in the Department of Neighborhood Services for all inquiries relating to the City's Landscape Ordinance.

## **Health Department Approvals for Subdivision Plats**

City Council adopted revisions to the City's Subdivision Ordinance, effective November 21, 2008, that will no longer require the Chesapeake Health Department to sign subdivision plats. Instead, the subdivider must present a record of approval by the appropriate regulatory authority for the private sewer system that will service the subdivision when the plat is submitted to the City for approval. In addition, a note must be included on the plat indicating that the subdivision is not served by public sewer and the record of approval may be found in the files kept by the appropriate regulatory authority. The ordinance can be found by visiting the following link: <http://cityofchesapeake.net/services/depart/planning/past.shtml> , clicking on September 10, 2008, Planning Commission agenda, and then clicking on TA-S-08-02. For more information, contact Karen Shaffer in the Planning Department at 382-6176.

## **Personnel Changes**

**Brian Swets, Senior Planner/CBPA** has recently joined the Planning Department to administer the City's Chesapeake Bay Preservation Area Ordinance. Information on the program can be found on the City's website at:

<http://cityofchesapeake.net/services/depart/planning/chesbaypreservation.shtml>

Contact Brian at (757) 382-6176 for all inquiries relating to development with the City's CBPA.

## **Subdivision/Site Plan Permit and Inspection Fees**

At the request of the development Community, Public Works is currently analyzing the City's method of billing developers for Subdivision Inspection Fees and various site plan permit fees. The purpose of this proposal is to make the fees required more predictable, collected more efficiently, and administered more consistently for all development projects. City Code modifications will be required to accomplish these changes. City staff made a brief presentation and answered questions at the Tidewater Builders Association meeting on November 20, 2008, meeting. Appendix 26 of the Public Facilities Manual which is the unit cost Price List is currently being updated. The Price List was last updated in 2003 therefore

some of the increases are significant. Provide any comments pertaining to the attached [Draft Unit Cost Price List](#) directly to [tcrawford@cityofchesapeake.net](mailto:tcrawford@cityofchesapeake.net). If you have any questions please contact Jay Tate at (757)382-6263 or email at [jtate@cityofchesapeake.net](mailto:jtate@cityofchesapeake.net).

## **PFM Modifications**

The City is currently preparing various modifications for the Public Facilities Manual Volume I. The City will be offering the draft language for public review, prior to finalizing it. One significant change is the accommodation of a “Combined Subdivision/Site Plan”. Details such as the review fee, and plan requirements have not been finalized. One primary requirement is to clearly differentiate proposed public facilities from private improvements that will remain private. The City will accept combined subdivision/site plans starting immediately. We do recommend a pre-design discussion with Public Works to discuss methods of delineating types of improvements. If you have any questions please call Jay Tate at (757)382-6263 or email at [jtate@cityofchesapeake.net](mailto:jtate@cityofchesapeake.net).

## **DEQ Sewer Requirement Changes**

Due to the statewide budget crisis, the duties of the Office of Wastewater Engineering are being scaled back considerably. The engineering staff here in the Tidewater office has ceased to exist. Two engineers located in Roanoke and Harrisonburg will run the program.

**For non-DEQ funded projects**, there are applications for construction (Certificate to Construct - CTC) and applications for operation (Certificate to Operate - CTO) on the new procedures web page (<http://www.deq.state.va.us/wastewater/OWEoctober08>).

Staff at DEQ will issue CTCs and CTOs based on the signed and sealed statement by the engineer. There will be no technical review for non-DEQ funded projects, only an administrative acknowledgment to construct or operate.

If you have any questions on the applications, please contact Marcia Degen at (540) 562-3500.

**Please note that “Letters of Acceptance” are still required. Engineers are strongly encouraged to submit their projects request for HRSD flow acceptance with the first submittal to the City to avoid potential delays in plan approval associated with this requirement.**