

MEMORANDUM

TO: Members, Planning Directors Technical Advisory Committee
FROM: Greg Goodwin, Senior Regional Planner, DCPS
SUBJECT: Activity Center Update Policy
DATE: June 17, 2016

The Activity Center program launched in 2013 was designed as a living tool. This means that any change in local planning that constitutes adding or removing Activity Centers will be incorporated in a timely manner.

What Types of Changes Are Possible?

1. Major Changes
 - a. Add a new center
 - b. Remove an existing center
 - c. Merge existing centers into a single center
 - d. Merge existing center(s) with new area
 - e. Divide an existing center in to one or more new centers
2. Minor Adjustments
 - a. Name Changes

When the Update Process is Initiated

COG Staff recommend the update process is initiated annually following the transmission of the Cooperative Forecasting results to the TPB. We believe that this time will be most sensitive to the demands we are placing on each jurisdiction with the added benefit of leveraging fresh insight from each year's forecast. The Round 9.0 Cooperative Forecasts was transmitted to TPB staff in April 2016.

How to Initiate

Any local jurisdiction that wishes to make changes to their Activity Centers should submit a letter detailing the requested changes by the July and August 2016.

Major Changes

Jurisdictions wishing to add, divide, or combine centers should provide a letter detailing the location's qualification regarding each of the following requirements.

1. Documentation consistent with the local comprehensive planning process
2. Evidence that the cooperative forecast (Round 9.0) shows that the area will be in the top half of persons density by 2045 for the jurisdiction. Persons density is determined by combining people and employment divided by acres
3. Two of the four following criteria
 - a. Intersection Density of at least 55 Intersections per square mile.
 - b. A high capacity transit service
 - i. Defined as a service such as Metrorail, Commuter Rail, Streetcar, or BRT that is designed to move more people than a typical bus line with local service.
 - c. Multi Use
 - i. The area must be planned for either vertical multi-use or horizontal multi-use
 - d. Housing and Transportation Cost less than 45% of AMI
 - i. It is preferred that this data is collected from the Center for Neighborhood Technology
 - ii. This criterion can also be evaluated with local data sources

To remove Activity Centers, the petitioning jurisdiction should provide a letter signed by the Planning Director directing COG to remove the Activity Center.

Minor Changes

A jurisdiction wishing to change the name of an Activity Center in their jurisdiction can also submit a letter requesting the name change detailing the reason for the change.

How Requests for Changes will be Approved

1. COG staff will provide the Planning Directors with verification of all requests
2. The Planning Directors will review the petition as a group and formally vote to accept changes.
3. The COG Board may need to approve any changes to the Activity Centers Map.