RCC DEVELOPMENT REVIEW TOOL: TECHNICAL MEMO

RCC DEVELOPMENT REVIEW TOOL

INTRODUCTION

As a result of the 2008 Joint Land Use Study, NCTCOG hosts the RCC Development Review Tool, a web-based clearinghouse application to track and review proposed developments for consistency with the JLUS recommendations for compatible use. The application was launched in 2009 and housed on a SQL server that interacted with ArcGIS. Committee members, stakeholders, delegated municipal staff, and the NAS JRB Fort Worth Community Planning Liaison Officer (CPLO) were able to upload projects to a website for review and provide comments on other uploaded projects. Various project types, including parcel-specific zoning changes, height obstructions, site plan applications, and special exceptions were intended to be discussed, and the tool was also meant to provide a forum for conversation about comprehensive plan updates, zoning ordinance language and capital improvement plans.

The tool has no statutory authority but is meant to inform and guide the planning and zoning process with regard to compatible use in the RCC member cities. Both the project and user comments are evaluated by NCTCOG staff, who consult with the RCC Chair to draft a letter to city staff expressing the RCC's support or opposition to the project. Members of the public may view an archive of projects that are no longer under review.

CHALLENGES

Appendix 1 shows the interface for the RCC Development Review Tool that was used from 2009-2022. This platform was initially effective in facilitating consultation on potential compatibility issues; however, the password-protected website was difficult for both RCC member representatives and delegated municipal staff to access, which resulted in declining participation in the review process. (Users were unable to manage their own password and relied on NCTCOG staff to reset forgotten passwords.) In many cases, the CPLO provided the sole comment on a project. Over time, it also became evident that the tool worked best for reviewing proposed planning and zoning actions rather than long-term plans and ordinances. Furthermore, the tool required uploaded projects to be formatted in very specific ways, so parcels with non-standard ID numbers resulted in system errors that could only be resolved by NCTCOG staff undertaking research and re-entering the project manually.

There were also challenges with the review process apart from the tool. City staff often provided projects for review at the end of the development process, and because the review process itself is voluntary, some city staff did not submit projects for review at all. Furthermore, many users had said it was difficult to locate and understand the US Navy guidelines on compatible land use, so they did not feel comfortable leaving comments.

The 2018 JLUS identified an update of the RCC Development Review Tool as a high priority implementation task. The JLUS recommended incorporating stakeholder feedback to identify improvements to the tool to ensure continuity in use and enhance its effectiveness as a coordination and communication platform.

REDESIGNING THE DEVELOPMENT REVIEW PROCESS

NCTCOG formed an internal working group comprised of project staff and staff with expertise in database management, ArcGIS and website management. This group met several times from October 2020 and throughout 2021 to describe the challenges with the existing platform and brainstorm potential changes to the tool's format and function. After reviewing tools like the [Southern New Mexico El Paso JLUS Land Use and Energy Planning Tool](1)[1], the working group felt both the tool and the review process itself should be redesigned. The tool would remain a map-based application but be oriented toward developers with information for each parcel and an assessment of its compatibility provided publicly so developers and other interested parties could evaluate prospective projects with regard to compatibility early in the development process. In sum: developers would be able to query the new self-service mapping tool to identify parcels appropriate for development; city staff would no longer have to upload projects for review; and RCC members and stakeholders would no longer be relied upon to provide comments.

Staff presented this proposal to the RCC Technical Subcommittee in January 2022, but the idea did not have a favorable reception. The subcommittee is composed primarily of municipal staff who explained they relied upon the tool to discourage certain development projects. Subcommittee members felt developers would persuade city councils to approve projects they knew to be incompatible, and the letter from the RCC Chair produced by the review-and-comment process provides authority for city staff who wish to discourage incompatible developments. In addition, some subcommittee members questioned the need to provide parcel-level compatibility information to developers.

In April 2022, NCTCOG staff returned to the Technical Subcommittee with a proposal to develop a self-service mapping tool for developers that incorporates the current review process where city staff upload proposed projects for comment and receive a letter from the RCC Chair with an evaluation of the project's compatibility. A revision to the current comment process was proposed: NCTCOG staff would ground the discussion by providing an initial assessment of the project with which users could either vote their agreement or disagreement. The subcommittee generally supported this approach but asked to retain the ability for users to leave comments. They also cautioned that the comment system would not work if it were integrated into a mapping application that

"NCTCOG STAFF SELECTED PUBLICINPUT, A USER-FRIENDLY VIRTUAL PUBLIC ENGAGEMENT PLATFORM, TO HOST THE NEW DEVELOPMENT REVIEW TOOL."

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1   https://map.snmepjointlanduse.org/?proj=y

required commenters to have a software license.

Due to these concerns, NCTCOG staff selected PublicInput, a user-friendly virtual public engagement platform, to host the new development review tool. NCTCOG had separately acquired a license for the platform in 2021 and felt its superior form submission and commenting functionality made it well-suited to the project upload-and-review process. Users would be able create their own usernames and passwords and manage their own accounts without having to contact NCTCOG staff. Furthermore, staff are able to control privacy settings in PublicInput at the project level, meaning the review process would remain limited to tool users. PublicInput also uses a Googe Maps-based application to which staff were able to upload KMZ and KML map files that show the AICUZ safety zones and noise contours as shown in

Figure 1: Mapping function in the new tool
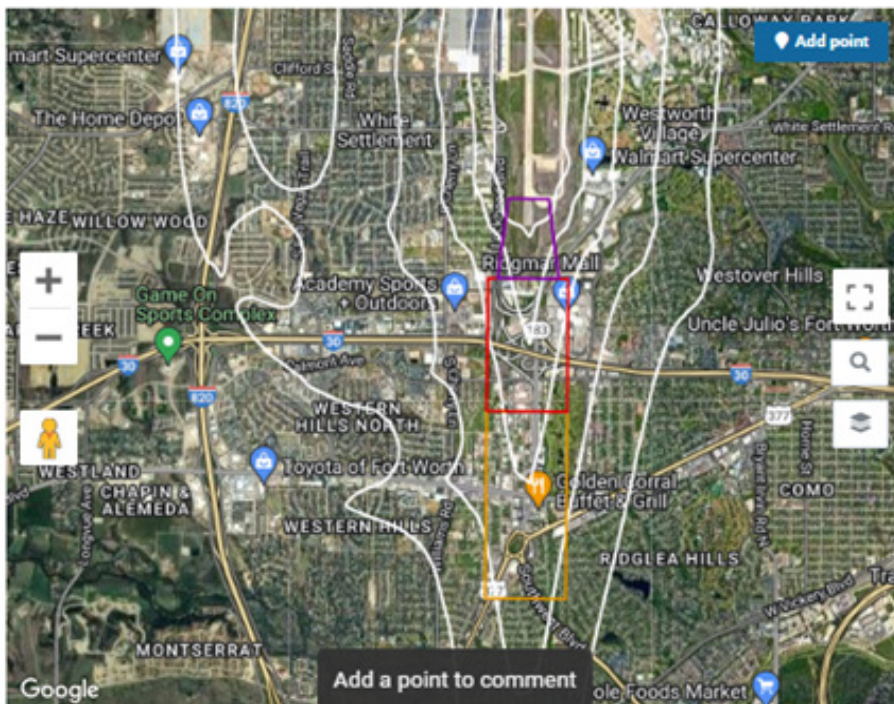
A working draft of the new tool was presented for the Technical Subcommittee's review at two meetings in June 2022. Members were pleased with this new iteration of the tool. Some members expressed a desire to upload planning and zoning documents as attachments to the project submittal form. The CPLO asked to add a question on the submittal form that would allow cities to indicate concerns about height obstructions, lighting issues, or potential to attract birds to the base. (Figure 2 below shows these new features on the submission form, and Figure 3 shows the availability of support documentation on a project page). Staff asked whether RCC members who are elected officials needed to remain part of the review process. Members felt it would be difficult to discourage participation by elected officials and directed staff to add language to the new project notification email advising elected officials to consult with appropriate city staff before commenting. Staff agreed to these changes and said they would also build a public-facing project archive.

Figure 2: New questions on the project submission page

Project Description:

Please attach supporting documentation, if available. Accepted file types are image files, document files, and PDFs.

US Department of Defense guidelines on land use compatibility may be referenced. (See "Documents" in the sidebar.)

⊕ Add Files

Other Base Compatibility Issues:
Does this project have any other potential base compatibility issues?

Please check all that apply. Use the comment box to elaborate.

☐ FAA Part 77 (Vertical Hazards)

☐ Lighting issues

☐ Bird/Wildlife Aircraft Strike Hazard

☐ Other

Select a response

Figure 3: Supporting documentation available on a project page for review

Documents

📄 1. Supporting Documentation_Project 169_WS_600 SH 183.pdf

📄 2. Suggested Land Use Compatibility in Noise Zones (US Navy).pdf

📄 3. Suggested Land Use Compatibility in Accident Potential Zones (US Navy).pdf

📄 4. Land Based Classification Standards.pdf

📄 5. Project 169 letter.pdf

DEPLOYMENT

NCTOG demonstrated the new tool's functionality at the full October 2022 RCC meeting and explained the new review process where NCTCOG will provide a preliminary compatibility assessment that members can respond to using either voting buttons or comments (and preferably, both). RCC feedback was positive, and tool users were migrated to the new PublicInput platform in February 2023. Users received a welcome email with instructions about how to register with the site and manage their accounts, as well as a reminder about the new review process. A link to the new RCC Development Review Tool Submission Form[1], which is not publicly available, was also provided in the email.

The first project[2] was submitted for review in May 2023. However, the project only received a single vote and one comment. At the July 2023 RCC meeting, NCTCOG again explained the new commenting process and also demonstrated how users could register for the website and manage their own username and password instead of relying on staff. A second project[3] was submitted in early October and also received a single comment.

At the October 2023 RCC meeting, the Chair reminded members of their duty to review and comment on projects. After the meeting, several members told staff they were still having difficulty managing their accounts. Therefore, staff made the decision to change the privacy settings so that users could comment on projects without creating an account or password. Because project pages are not posted publicly until after the comment period closes, they are generally only accessible with the URL link provided in the new project notification emails, so users now need to provide only their name to vote or leave a comment. The next project[4], submitted in November, received five comments, and a project[5] submitted in December received eight, indicating increasing participation in the review process. At the January 2024 RCC meeting, the Chair thanked members for submitting comments and explained that updates to the tool had been applied to make commenting easier. Figure 4 below shows the successful deployment of the new commenting process.

Archived projects are available on a public webpage[6].

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1   https://publicinput.com/rccprojects
2   https://publicinput.com/g3734
3   https://publicinput.com/x8501
4   https://publicinput.com/m0285
5   https://publicinput.com/a3000
6   https://publicinput.com/U0422

Figure 4: The new commenting process is shown for a completed project. Users are able to respond to the NCTCOG Staff Preliminary assessment by voting or leaving a comment

NCTCOG Staff Preliminary Assessment: The proposed action is consistent with Joint Land Use Study (JLUS) recommendations. Repair services are generally compatible in the 75 dB noise contour, but the property owner should coordinate with city staff to ensure a noise level reduction of 30 dB is achieved in office areas or any areas where the public is received. The project is not located in an Accident Potential Zone.

Do you concur with the staff assessment? Select Yes or No. Additional comments may be shared in the box below.

Note: All responses and comments are subject to the Texas Public Information Act. In addition, responses and comments will be posted publicly after the project deadline.

Yes	100%
No	0%

Closed to responses | 8 Responses

Amelia Owre The land use and related structures are generally compatible. As noted, parcel is within 75db noise contours. NAS JRB finds no objections given intended use.

4 months ago   ↩ Reply ⚑ Flag ⊕ Agree

Jack Adkison I have no problem with this project.

4 months ago   ↩ Reply ⚑ Flag ⊕ Agree

Brian Libbey I agree with NCTOG staff analysis

5 months ago   ↩ Reply ⚑ Flag ⊕ Agree

Maritta Sumner Proposal seems to be an outstanding project for this site. Addressing the dB noise level for areas for the office and business patrons is the only open end issue from all the other JLUS recommended perimeters.

5 months ago   ↩ Reply ⚑ Flag ⊕ Agree

Show all comments

NEXT STEPS

No new projects have been submitted since December 2023, and it is not atypical for several months to pass without a new submission. NCTCOG staff are committed to onboarding and providing instructions to new users when new project notification emails are sent. Presentations about recent development review projects and reminders about the Development Review Tool at the quarterly RCC meeting keep city staff and users engaged. In addition, NCTCOG staff review the planning and zoning agendas for RCC member cities to stay informed about upcoming developments.

RCC DEVELOPMENT REVIEW TOOL: APPENDIX 1

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RCC DEVELOPMENT REVIEW TOOL SUBMISSION FORM (2009-2022)

RCC DEVELOPMENT REVIEW WEB TOOL - NEW PROJECT

References	Comprehensive Plans	Zoning Maps
Website Usage Tips[1] Suggested Land Use Compatibility in Noise Zones[2] Suggested Land Use Compatibility in Accident Potential Zones[3] Land Based Classification Standards[4] Tarrant Appraisal District (Property Search)[5]	Benbrook[6] Fort Worth[7] Lake Worth[8] River Oaks[9] Westworth Village[10] White Settlement[11]	Benbrook[12] Fort Worth[13] Lake Worth[14] River Oaks[15] Sansom Park[16] Westworth Village[17] White Settlement[18]

1   https://resources.nctcog.org/trans/aviation/rcc_review/website_tips.pdf
2   https://resources.nctcog.org/trans/aviation/rcc_review/AICUZ%20Noise%20Compatibility%20Table.pdf
3   https://resources.nctcog.org/trans/aviation/rcc_review/AICUZ%20Safety%20Compatibility%20Table.pdf
4   https://resources.nctcog.org/trans/aviation/rcc_review/rslucm2sic2naics.pdf
5   http://www.tad.org/search-property
6   https://resources.nctcog.org/trans/aviation/rcc_review/City%20of%20Benbrook%20City%20Comp%20Plans.pdf
7   https://resources.nctcog.org/trans/aviation/rcc_review/Complete_Comp%20Plan.pdf
8   https://resources.nctcog.org/trans/aviation/rcc_review/Master%20Land%20Use%20Plan.pdf
9   https://resources.nctcog.org/trans/aviation/rcc_review/City%20of%20River%20Oaks.pdf
10   https://resources.nctcog.org/trans/aviation/rcc_review/CityofWestworthVillage_ComprehensiveLandUse-Plan.pdf
11   https://resources.nctcog.org/trans/aviation/rcc_review/Land%20Use%20Plan%20White%20Settlement.pdf
12   http://benbrook.dfwmaps.com/?MapID=2709
13   http://maps.fortworthgov.org/Zoning/
14   https://resources.nctcog.org/trans/aviation/rcc_review/LW%20Zoning%202013.pdf
15   https://resources.nctcog.org/trans/aviation/rcc_review/RiverOaksZoning.pdf
16   https://resources.nctcog.org/trans/aviation/rcc_review/Sansom%20Park%20Current%20Zoning.pdf
17   https://resources.nctcog.org/trans/aviation/rcc_review/WWV%20Zoning%20Map%20JAN%202012.pdf
18   http://www.wstx.us/whitesettlement/opencms/forms/Zoning.pdf
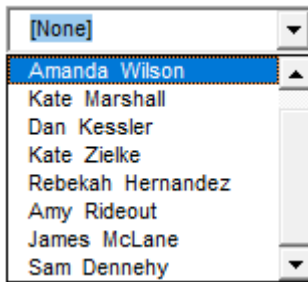
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Please provide the following information about your project:

Contact Information (if you need to update this, click here[19] and then come back to this page):

First Name	User Generated Data
Last Name	User Generated Data
Title/Position	User Generated Data
Entity	User Generated Data
E-mail	User Generated Data
Phone	User Generated Data

A notification will be sent each time someone submits a comment about your project. If you wish for this notification to go to someone else at your agency instead of yourself, please select that person from the following list:

```
[None]                       ▼
 Amanda Wilson            ▲
 Kate Marshall
 Dan Kessler
 Kate Zielke
 Rebekah Hernandez
 Amy Rideout
 James McLane
 Sam Dennehy            ▼
```

Parcel ID(s) - you may provide up to 10; if unknown, type "unknown" in the first blank; **please use the Georeference code listed on the TAD website[20] , including all spaces and dashes:**

1. [   ]   6. [   ]

2. [   ]   7. [   ]

3. [   ]   8. [   ]

4. [   ]   9. [   ]

5. [   ]   10. [   ]

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19   https://resources.nctcog.org/trans/aviation/rcc_review/account.asp

20   http://www.tad.org/search-property

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Project Description:

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Deadline for Comments (MM/DD/YY):

11 / 24 / 20

☐ I understand that the information provided via this website could be subject to an open records request under the Texas Public Information Act.

Submit

Return to RCC Development Review Main Menu[21] (form data will not be saved)

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RCC DEVELOPMENT REVIEW TOOL PROJECT ARCHIVE (2009-2022)
RCC DEVELOPMENT REVIEW WEB TOOL - PROJECT LISTING

Projects Open for Comment

No projects currently available

Projects Closed for Comment

#	Deadline	Entity	
128	11/1/2020	City of Lake Worth	View details and comments[22]
126	8/11/2020	City of Fort Worth	View details and comments[23]
123	6/9/2020	City of Fort Worth	View details and comments[24]

RCC Development Review Web Tool - Project Details and Comments

Project Details

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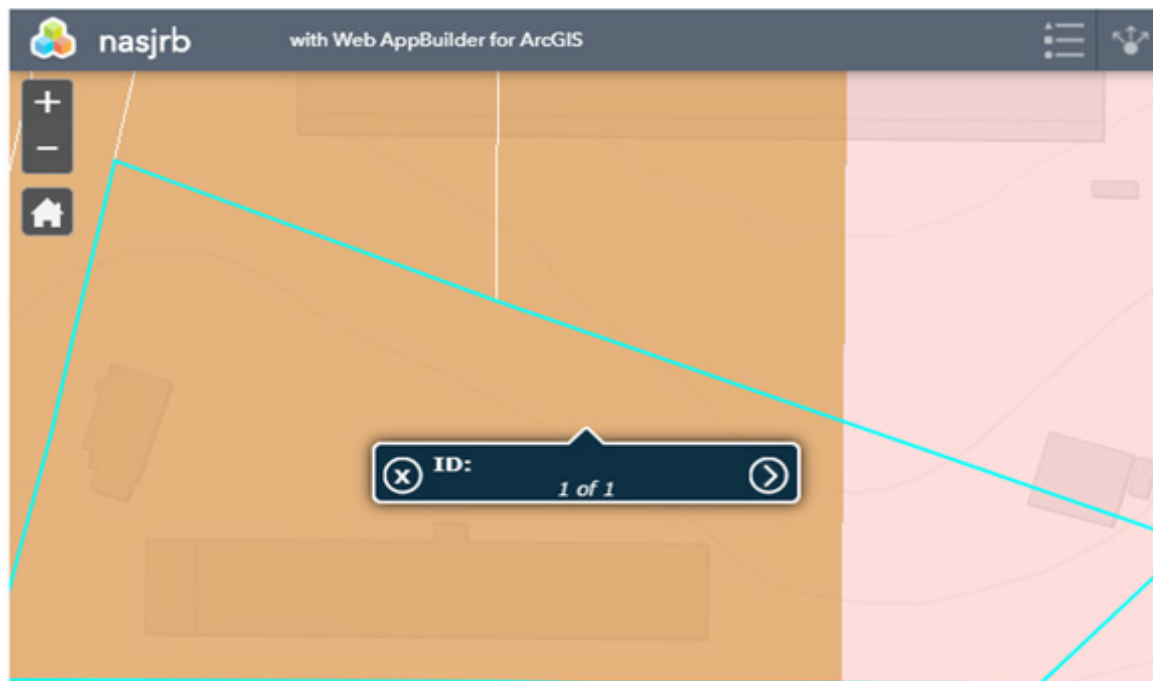
22   https://resources.nctcog.org/trans/aviation/rcc_review/transfer.asp?recid=344
23   https://resources.nctcog.org/trans/aviation/rcc_review/transfer.asp?recid=342
24   https://resources.nctcog.org/trans/aviation/rcc_review/transfer.asp?recid=339

RCC DEVELOPMENT REVIEW WEB TOOL – PROJECT DETAILS AND COMMENTS

Project Details

Contact Information:

Name	Suzanne Meason
Title/Position	P&Z Administrator
Entity	City of Lake Worth
E-mail	smeason@lakeworthtx.org
Phone	817-255-7922

Project Number: 128

Parcel ID(s): A 188-2AA04

Project Description: The owner of the property is requesting a Future Land Use Plan amendment and Zoning District Change request from multiple zoning districts single family residential, industrial, planned industrial to Light Industrial. The owner already occupies the property, however they are trying to clean up the property, plat as it has never been platted before, and add on a small addition to one of the existing buildings and before they can do so, they must get the proper zoning in place. No new uses are being requested and the same operations will be conducted as are already taking place. Property in question is multiple tracts known as 4200 White Street in Lake Worth.

Date Submitted: 10/28/2020 11:34:52 AM

Deadline for Comments: 11/1/2020

References	Comprehensive Plans	Zoning Maps
Website Usage Tips[25] Suggested Land Use Compatibility in Noise Zones[26] Suggested Land Use Compatibility in Accident Potential Zones[27] Land Based Classification Standards[28] Tarrant Appraisal District (Property Search)[29]	Benbrook [30] Fort Worth [31] Lake Worth[32] River Oaks [33] Westworth Village[34] White Settlement[35]	Benbrook[36] Fort Worth[37] Lake Worth[38] River Oaks[39] Sansom Park[40] Westworth Village[41] White Settlement[42]

Comments

Name	Entity	Date	Comment
Edward Spurlin	CPLO at NAS Fort Worth, JRB	10/28/2020	It is our understanding that the property owner is requesting Light-Industrial rezoning for the entire property. The majority of the property resides within APZII. While residential development delineates restrictions within APZII, Light-Industrial is considered compatible IAW DoD AICUZ recommendations. NAS JRB Fort Worth therefor has no objections for rezoning Light-Industrial for the entire parcel and is consistent with installation mission sustainment measures. Edward.a.spurlin@navy.mil

Click here to export the above project details and comments to a PDF document

Return to RCC Development Review Main Menu

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25   https://resources.nctcog.org/trans/aviation/rcc_review/website_tips.pdf

26   https://resources.nctcog.org/trans/aviation/rcc_review/AICUZ%20Noise%20Compatibility%20Table.pdf

27   https://resources.nctcog.org/trans/aviation/rcc_review/AICUZ%20Safety%20Compatibility%20Table.pdf

28   https://resources.nctcog.org/trans/aviation/rcc_review/rslucm2sic2naics.pdf

29   http://www.tad.org/search-property

30   https://resources.nctcog.org/trans/aviation/rcc_review/City%20of%20Benbrook%20City%20Comp%20Plans.pdf

31   https://resources.nctcog.org/trans/aviation/rcc_review/Complete_Comp%20Plan.pdf

32   https://resources.nctcog.org/trans/aviation/rcc_review/Master%20Land%20Use%20Plan.pdf

33   https://resources.nctcog.org/trans/aviation/rcc_review/City%20of%20River%20Oaks.pdf

34   https://resources.nctcog.org/trans/aviation/rcc_review/CityofWestworthVillage_ComprehensiveLandUsePlan.pdf

35   https://resources.nctcog.org/trans/aviation/rcc_review/Land%20Use%20Plan%20White%20Settlement.pdf

36   http://benbrook.dfwmaps.com/?MapID=2709

37   http://maps.fortworthgov.org/Zoning/

38   https://resources.nctcog.org/trans/aviation/rcc_review/LW%20Zoning%202013.pdf

39   https://resources.nctcog.org/trans/aviation/rcc_review/RiverOaksZoning.pdf

40   https://resources.nctcog.org/trans/aviation/rcc_review/Sansom%20Park%20Current%20Zoning.pdf

41   https://resources.nctcog.org/trans/aviation/rcc_review/WWV%20Zoning%20Map%20JAN%202012.pdf

42   http://www.wstx.us/whitesettlement/opencms/forms/Zoning.pdf