

MINUTES  
TOWN OF PITTSBORO  
BOARD OF COMMISSIONERS  
SPECIAL MEETING – WORKSESSION  
THURSDAY, MAY 21, 2015  
6:00 PM

Mayor Terry called the meeting to order and stated the purpose of this worksession was to discuss the proposed Code Assessment/UDO. Mayor Terry asked for a moment of silence.

**PLEDGE OF ALLEGIANCE**

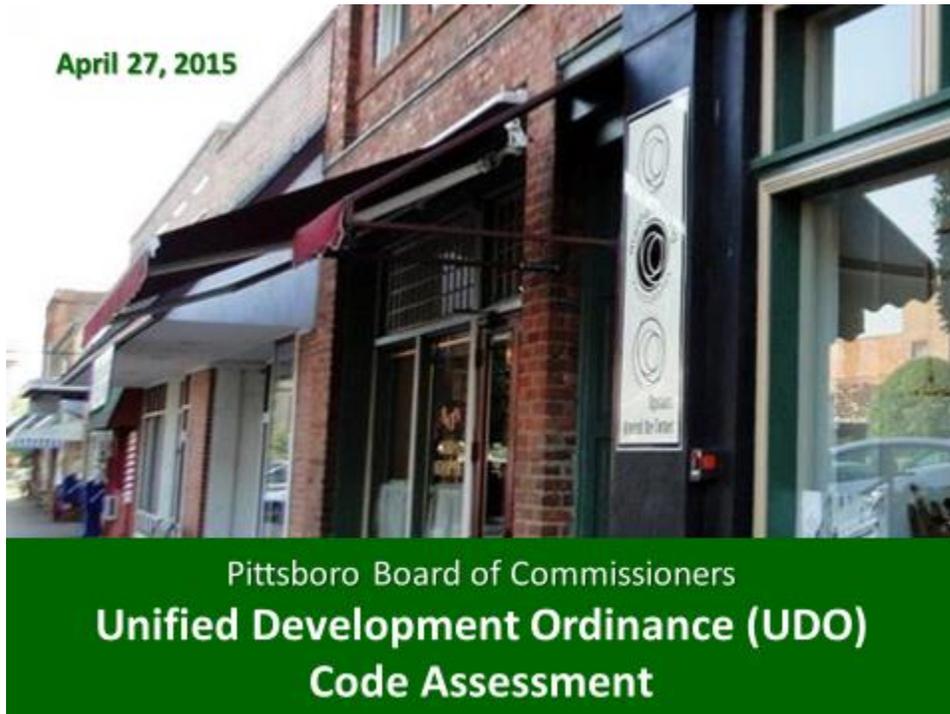
Commissioner Farrell led the Pledge of Allegiance.

**ATTENDANCE**

Members present: Mayor Bill Terry, Mayor Pro Tem Pamela Baldwin, Commissioner Jay Farrell, Michael Fiocco and Bett Wilson Foley. Commissioner Beth Turner was absent.

Staff present: Manager Bryan Gruesbeck, Clerk Alice F. Lloyd and Planning Director Stuart Bass. Steven Sizemore, Pete Sullivan and Roger Waldon were present representing Clarion Associates.

They went over the following power point:



They are here to present and discuss the Code Assessment, which is intended to serve as the guide to their drafting of a Unified Development Ordinance for the Town of Pittsboro.

## PRESENTATION OVERVIEW

- Project Overview
- Code Assessment
- Next Steps
- Questions/Discussion

Pittsboro, North Carolina  
Unified Development Ordinance



Code Assessment  
April 2015

Town of Pittsboro  
Local #4600



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Briefly reminded the board of the project, then spent a lot of time going over the Code Assessment itself, then concluded by mentioning next steps.

Mr. Waldon stated nothing said tonight is binding.

## PROJECT OVERVIEW

- Project Initiation & Scoping
- **Code Assessment**
- Draft UDO in Two Modules
  - Administration & Zoning District Regulations, Uses
  - Form-Based District, & Development Standards
- Public Hearing Draft of UDO



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They began the project early last fall by creating a project website, holding meetings and interviews with stakeholders, the UDO committee, the Planning Board, and the Board of Commissioners. The purpose of all the interviews and meetings was to gather as much information and opinions as possible about what's wrong with the current development regulations and how they should be changed.

They've used that input, along with their review of Town planning documents and the current regulations, as well as their experience with developing development regulations for other communities, to come up with this Code Assessment.

Using the Code Assessment, along with the responding comments and direction, as a guide, they will begin drafting the actual regulations.

To facilitate review, they will draft the UDO in two modules.

The first module will address administration, review procedures, and zoning district and district related regulations.

The second module will address the proposed Downtown form-based district and the rest of the UDO: use standards, environmental & open space standards, and site development standards. They will address relevant definitions in both modules.

They will present each module to the UDO committee, the Planning Board, and Board of Commissioners to gather input. They will then combine the two modules and revise the

combined draft in accordance with the input and direction received - to produce a public hearing draft of the UDO.

They will present the public hearing draft for Town review and adoption.

## PROCESS

- Briefing for Board of Commissioners
- Briefing for Planning Board
- Technical Advisory Committee
- Forum Early Fall 2015
- Planning Board Review of Assessment Winter 2016
- Board of Commissioners Review Spring 2016

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## CODE ASSESSMENT

### Key Issues

1. Improve User-Friendliness
2. Improve Procedural Efficiency
3. Refine Planned Development Regulations
4. Preserve Downtown Character & Establish Gateways
5. Modernize Zoning District & District-Related Standards
6. Promote Conservation of Natural Resources
7. Improve Development Quality

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From their review of plans, current regulations, and comments from the project initiation stage, they identified 7 key issues the UDO should address, and made recommendations for changes to current regulations in relation to each issues.

The key issues addressed in the Code Assessment are listed above.

**Key Issue 1**  
**Improve User-Friendliness**

- **Consolidate Development Regulations**
  - Zoning Ordinance, Subdivision Regulations, Flood Damage Prevention Ordinance, Riparian Buffer Protection Ordinance, Stormwater Management Ordinance, Lighting Ordinance, Utility Specifications
- **Enhance Organization**
  - Group related provisions

UDO Articles	
1.	General Provisions
2.	Zoning Districts & District Regulations
3.	Use Standards
4.	Environmental & Open Space Standards
5.	Site Development Standards
6.	Nonconformities
7.	Administration & Review Authorities
8.	Development Review Procedures
9.	Enforcement
10.	Interpretation & Definitions

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Many people told them that the current regulations are too difficult to read and understand. The regulations are scattered among seven ordinances or sets of rules. As a result, there is substantial duplication, inconsistency, and uncoordinated review.

Their first recommendation, and the fundamental basis for the whole project, is to consolidate all these development regulations into a single ordinance.

## Key Issue 1 Improve User-Friendliness

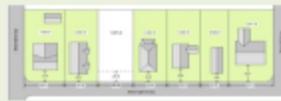
- Add Graphics

- Add tables, flow charts, diagrams, illustrations, photographs, etc. to show typical district development, review procedures, site development standards, & measurement of dimensional standards



- Refine & Update Definitions

- Define all uses (incl. new uses)
- Separate regulations from definitions



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The old adage “A picture is worth a thousand words” is as true with development regulations as with any other document.

The current development regulations make only limited use of tables and no use of flow charts, and contain few graphics.

They recommend the UDO include:

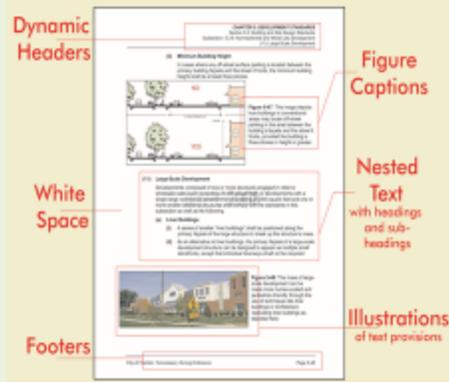
- Photos and diagrams showing the types of development most typical in the various zoning districts and how dimensional standards applicable in the district apply. There’s an example in the Assessment’s appendix (p. 93).
- More tables to show standards with multiple variables – not just to show permitted uses and parking space requirements - but for standards for access management, street and driveway design, signs, and public hearing notice requirements.
- Flow charts to depict all application review procedures in the context of standards review procedures.
- A variety of diagrams, photos, and other graphics that indicate how various development standards apply or how dimensional standards are measured.

## Key Issue 1 Improve User-Friendliness

- Improve Document Formatting & Referencing

- Outline numbering
- Distinctive heading styles
- Create white space
- Referencing headers, footers, & page numbers
- Hyperlinked cross-references
- Multiple tables of contents
- Index

- Make Language Clearer & More Precise



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Most of the current development regulations take the form of text that covers the page from margin to margin.

Headings are often few and far between, with the organization of sections and subsections not always clear and logical. Page numbers are sequential, providing no reference to the content of the page.

They recommend using outline numbering with distinctive headings to indicate the hierarchical relationship between sections, subsections, paragraphs. That enables the use of headers and footers in the top and bottom margins that indicate the article and section found on each page, as well as page numbering that reflects the article.

It also enables the extensive use of hyperlinked cross-references, tables of content, and index that allow users to quickly jump to the particular provisions they seek.

## Key Issue 1 Improve User-Friendliness

- Use Supplemental Administrative Manual(s)
  - Application forms, checklists, fees, review schedules
  - Technical specifications & standard details
- Clarify Review Roles & Responsibilities
  - Formalize a Development Review Committee
- Establish Ordered Review Procedures



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Regulations should ideally minimize the need for interpretation. Where interpretation is required, they will vary among people using the regulations and among Town staff charged with administering the regulations, especially over time.

We will review all carried forward provisions for clarify and make them more precise and more objective wherever possible.

Many development ordinances include provisions addressing detailed application submittal requirements and design and construction specifications.

These kinds of provisions “clutter” up the ordinance and make it difficult to navigate and understand.

They also need to be revised much more frequently than other ordinance regulations due to new technology and best practices, making it very cumbersome to require a text amendment to the ordinance every time you want to change an application submittal requirement or update a standard construction detail.

Furthermore, these kinds of provisions are often subject to variation in respect to particular development sites or proposals. They need to be more flexible than the typical ordinance provision.

We therefore recommend that all such detailed provisions currently in Town development regulations be relocated to an administrative manual, along with other requirements and summary information provided to applicants and citizens.

## Key Issue 2 Improve Procedural Efficiency

- **Delegate Some Decision-Making Authority**
  - Distinguish major and minor developments, with Town staff approval of minor developments
    - Combine site plan & subdivision reviews into major and minor "development plan" reviews
  - Delegate Special Use Permit approval authority to Board of Adjustment

Application Type	Re-Application/Staff Conference	Neighborhood Meeting	Review Authority/Staff										
			Staff					Advisory					Decision Making
			Planning	Development	Public Works	Fire Dept	Police Dept	Health Dept	Board of Health	Board of Adjustment	Board of Selectmen		
<b>Basic Development and Review Procedures</b>													
Preliminary (General) Development Plan Approval (1)	NA	NA		C	C			R	R			D	
Final/Detailed Development Plan Approval (2)					R			D					
Minor/Use Management Permit				C									
Compliance Permit				C									
Building Permit (3)				D				C					
Certificate of Compliance/Occupancy (3)				D				C					
<b>Supplemental Development and Review Procedures</b>													
Special Use Permit	NA	NA		C				R				<D>	
Equation Buffer Development Review	NA	NA						D					
Flagship Development Permit								D					
Sign Permit								D					
Revised Plan Approval								D					
Site-Specific Development Plan Designation								R	(R)			(2)	
<b>Variance and Appeals</b>													
Variance	NA	NA						R				<D>	
Equation Buffer Variance	Major	NA	NA					R	C			<B>(2)	
Minor Variance	Minor	NA	NA					R	C			<D>	
Minor Variance	Major	NA	NA					R				<B>(2)	
Administrative Appeal	Minor	NA	NA					R				<D>	
<b>Other Review Procedures</b>													
General	NA	NA		C				R	(R)			(2)	
Special	NA	NA		C				R	(R)			(2)	
Final	NA	NA		C				R	(R)			(2)	
Text Amendment				C				R	(R)			(2)	

## Key Issue 2 Improve Procedural Efficiency

- **Establish Standard Review Procedures**
  - Pre-Application Staff Conference
    - Require for major applications (Rezoning, Special Use Permit, Preliminary/General Development Plan Approval, Variances)
  - Neighborhood Meeting
    - Require for major applications (Rezoning, Special Use Permit, Preliminary/General Development Plan Approval)
    - Establish procedures (when & where held, notice, summary)
  - Define Application Submittal & Acceptance Procedures
    - Add completeness determination process




## Key Issue 2 Improve Procedural Efficiency

- Establish Standard Review Procedures

- Add Staff Review Procedures
  - Include opportunity for revisions
- Consolidate hearing scheduling & notice requirements
- Expand board review procedures
- Expand hearing procedures
  - Legislative v. quasi-judicial
  - Who may speak/present evidence
  - Order of presentations/responses
  - Chair's authority to limit comments
  - Record of hearing proceedings



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## Key Issue 2 Improve Procedural Efficiency

- Establish Standard Review Procedures

- Authorize approval of equivalent alternative designs
  - Specific dimensional standards (lot dimensions, setbacks, height limits, parking spaces, lighting levels, plant spacing)
  - Specific extent (10-15%)
  - Equivalent achievement of standard
  - Justified by site or development conditions
- Add post-approval procedures
  - Notice of decision; limit submittal of same or similar applications

STANDARD	MAXIMUM ALLOWABLE EXTENT OF ADJUSTMENT
Minimum lot width, minimum lot coverage, and minimum setbacks	15%
Maximum height	15%
Maximum setback encroachment	15%
Minimum required number of off-street parking spaces, loading, or stacking spaces	15%
Maximum number of off-street parking spaces	15%
Minimum planting rate	15%
Minimum perimeter landscaping strip width	15%
Minimum perimeter buffer width	15%
Minimum streetscape planting rate	15%
Minimum screening height	1 ft
Maximum fence height	1 ft
Maximum lighting height	10%
Maximum light levels	10%

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## Key Issue 2 Improve Procedural Efficiency

- Improve the Code Enforcement Process
  - Expand performance & maintenance standards
    - Clarify developer responsibilities re improvements
    - Clarify performance & maintenance guarantees; apply to some required private improvements (e.g., tree replacement, buffers)
    - Add phasing criteria
  - Establish an administrative hearing procedure
  - Identify full range of available remedies & penalties
  - Consolidate civil penalty procedures



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## Key Issue 3 Refine Planned Development Regulations

- Consolidate Planned Development Regulations
  - PDD + MUPD → PD
- Refine Master Plan Requirements to Better Balance Predictability & Flexibility
  - Clearly set out major development & design parameters for master plan
  - Clearly define how subsequent plans may vary from master plan



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## Key Issue 4 Preserve Downtown Character & Establish Gateways

- Establish a Downtown District with Form Standards
  - Address forms defining desired character of downtown
  - Use participatory process to develop form standards
- Establish a Framework Gateway Overlay District
  - Apply to gateway areas identified in LUP
  - Use to implement small area plans



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## Key Issue 5 Modernize Zoning District & District-Related Standards

- Modify the District Line-Up to Better Accommodate Smart Growth Policies
  - Add a small-lot/higher-density residential district
  - Add a multifamily residential district
  - Consolidate the R-12 & R-10 districts (R-10)
  - Convert the C-1 & C-2 Districts into mixed-use activity center districts (NAC & CAC)
  - Convert the O-I District into a mixed-use office/institutional district (MUOI)
  - Make the RA-5 District more of an agricultural-forestry district (AF)



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# Key Issue 5

## Modernize Zoning District & District-Related Standards

Suggested Zoning District Transitions	
Current Zoning District	Proposed Zoning District
Rural Base Districts	
Residential-Agricultural (5 acres) (RA-5)	Agricultural-Forestry (AF)
Residential-Agricultural (2 acres) (RA-2)	Rural-Agricultural-2 (RA-2)
Residential-Agricultural (RA)	Rural-Agricultural-1 (RA-1)
Residential Base Districts	
Low Density Residential (R-1S)	R-1S Residential (R-1S)
Medium Density Residential and Mobile Home Park (R-12M)	Residential Manufactured Home Park-12 (R-12M)
Medium Density Residential (R-12)	Residential-10 (R-10)
High Density Residential (R-10)	Residential-5 (R-5) (NEW)
	Multifamily Residential (MR) (NEW)
Mixed-Use and Nonresidential Base Districts	
Office and Institutional (O-I)	Mixed-Use Office and Institutional (MUO)
Neighborhood Commercial (C-1)	Neighborhood Activity Center (NAC)
Highway Commercial (C-2)	Community Activity Center (CAC)
Central Business District (C-4)	Downtown (D)
Light Industrial (IM-1)	Light Industrial (LI)
Heavy Industrial (IM-2)	Heavy Industrial (HI)
Planned Development Districts	
Planned Development (PDD)	Planned Development (PD)
Mixed Use Planned Development (MUPD)	
Overlay Districts	
Major Transportation Corridor Overlay (MTCO)	Gateway Overlay (GO) (NEW)
Watershed Overlay Critical Area (WSIV-CA)	Major Transportation Corridor Overlay (MTCO)
Watershed Overlay Protected Area (WSIV-PA)	Watershed Critical Area Overlay (WCCO)
	Watershed Protected Area Overlay (WPCO)
	Natural Resource Conservation Overlay (NRCCO) (NEW)

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# Key Issue 5

## Modernize Zoning District & District-Related Standards

- Reduce Reliance on Special Use Permits
  - Convert some current Special Uses to permitted uses subject to new or expanded use-specific standards
- Reorganize Use Standards for Greater Understanding & Flexibility
  - Organize principal uses with a hierarchical use classification system
  - Rely on broader use types
  - Establish procedure for addressing unlisted uses
  - Distinguish principal, accessory, & temporary uses

USE CLASSIFICATION	USE TYPE	MADE OR MADE OR ALLOWED USE										PERMITTED USES			
		ZONING DISTRICT													
		RA-5	RA-2	RA	CC	AC	IM-1	IM-2	LI	HI	PD				
RESIDENTIAL USE	Multi-Family Dwelling			P											
	Single-Family Detached	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Two-Family Dwelling	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Condominium			P											
GROUP DWG	Residential and care center/dormitory			P											
	Residential Care Homes	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Group Day Care Homes	P	P	P	P	P	P	P	P	P	P	P	P	P	P
INDUSTRIAL USE	Light Industrial	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Heavy Industrial	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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## Key Issue 5

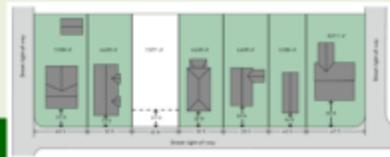
### Modernize Zoning District & District-Related Standards

- **Modify Use Standards to Encourage Desired Uses & Development Forms**

- Agriculture- & forestry-supportive uses (feed stores, pick-your-own, agritourism)
- Urban agriculture & supportive uses (community gardens, farmers' markets, food cooperatives)
- Artist & artisan supportive uses (studios, galleries, live/work units, festivals)
- Small-scale energy production (solar, wind, geothermal systems)
- Outdoor dining & special events
- Water-conserving structures (cisterns, green roofs, etc.)



- **Add Contextual Dimensional Standards**



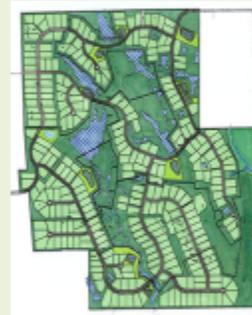
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## Key Issue 5

### Modernize Zoning District & District-Related Standards

- **Encourage Cluster Development & Simplify Relevant Standards**

- Consolidate WSW cluster development & pocket neighborhood standards; incorporate conservation subdivision standards
- Make cluster development the preferred type of residential development in NRCO, AF, RA-2, & RA districts
- Tailor open space use to location (urban, rural, NRCO)

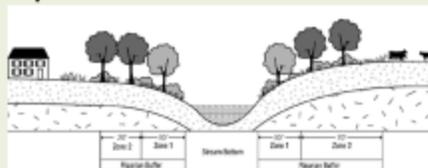


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## Key Issue 6

### Promote Conservation of Natural Resources

- Establish a Natural Resources Conservation Overlay District
  - Apply to areas containing significant natural resources
  - Require new residential development to be cluster development with substantial open space
  - Require new development to conserve most significant natural resource areas & limit impervious surface
- Consolidate & Strengthen Riparian Buffer Standards
  - Consolidate WSW, Jordan Lake watershed, & Chatham County riparian buffer standards

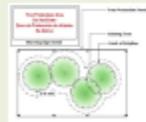


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## Key Issue 6

### Promote Conservation of Natural Resources

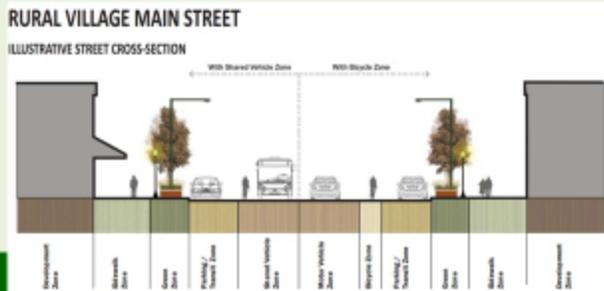
- Add Tree Preservation Standards
  - Retain/provide minimum tree canopy
  - Retain special trees
  - Replace or pay for removed tree canopy or special trees
  - Protect required tree protection areas during construction
- Promote Low Impact Development
  - Integrate green space, native landscaping, natural hydrologic functions, etc. to minimize concentrated stormwater flows (Ex: rain gardens, roof gardens, vegetated swales, filter strips, rain barrels & cisterns, permeable pavers)



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## Key Issue 7 Improve Development Quality

- Incorporate “Complete Streets” Principles into Access/Circulation Standards
  - Address multimodal (vehicle, bicycle, pedestrian, transit) access & circulation
  - Promote connectivity
  - Modernize design standards and relate to area context



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## Key Issue 7 Improve Development Quality

- Modernize Parking & Loading Standards
  - Modernize parking space requirements
    - Add a maximum parking space requirement for some uses
  - Allow alternative parking arrangements (shared, valet/tandem, deferred, on-street parking)
  - Add bicycle parking requirements for targeted areas or uses
  - Add compact vehicle parking space standards
  - Discourage or break up large parking lots

Use Category/Use Type	Minimum Number of Parking Spaces 1000	
	Off Street	At-Center Streets
Office Building	1.0	1.0
Manufacturing	1.0	1.0
Warehouse	1.0	1.0
Retail	1.0	1.0
Restaurants	1.0	1.0
Hotels	1.0	1.0
Public Buildings	1.0	1.0
Medical Office Buildings	1.0	1.0
Government	1.0	1.0
Other	1.0	1.0
Minimum Number of Spaces	100	100



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## Key Issue 7 Improve Development Quality

- Expand Open Space & Recreation Area Standards

- Require common open space of all major developments
- Tailor open space standards to use classifications & districts
- Incorporate recreation area requirements
- Include context sensitive priorities & standards
- Add standards for ownership & maintenance responsibilities
- Allow options to on-site provision



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## Key Issue 7 Improve Development Quality

- Add Neighborhood Compatibility Standards

- Modify building massing, height, & setbacks to match or transition to that in abutting single-family development/zoning
- Locate & orient service areas, large parking lots, & outdoor activity areas away from abutting single-family development/zoning
- Reduce outdoor lighting levels next to single-family development/zoning
- Impose time limits on outdoor noise-generating activities next to single-family development/zoning

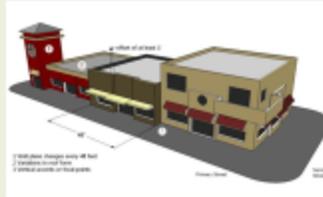


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## Key Issue 7 Improve Development Quality

### • Add Commercial Design Standards

- Orient building entrances toward streets, interior drives, or open spaces & distinguish them with arcades, awnings, canopies, etc.
- Break up long street-facing building facades with windows, doors, recesses, projections, roof form changes, etc.
- Use compatible design with outbuildings
- Limit parking in front of buildings in targeted areas
- Design “big box” retail development with limited building footprint, parking broken up into modules, & pedestrian walkways



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## Key Issue 7 Improve Development Quality

### • Add Incentives for Green Development

- Ensure that standards promote or incorporate sustainable development practices
- Add a point- and menu-based standard providing incentives (e.g., bonus intensity/height, reduced parking) for incorporation of green development certifications (e.g., LEED) & practices (e.g., green roof, solar energy systems, water conservation)

**Table 5.17.4: Menu of Green Development Provisions**

Sustainable Development Practice	Points Awarded
<b>LEED Certification</b>	
The development is designed to qualify for a LEED Gold certification level	40
The development is designed to qualify for a LEED Silver certification level	20
The development is designed to qualify for a LEED Certified certification level	10
<b>Green Building Practices</b>	
All buildings are designed to qualify for a GreenSource or GreenSource certification level	10
The development is designed to qualify for a GreenSource Gold certification level	20
The development is designed to qualify for a GreenSource Silver certification level	10
<b>GreenSource Certification</b>	
The development is designed to qualify for a GreenSource Gold certification level	40
The development is designed to qualify for a GreenSource Silver certification level	20
The development is designed to qualify for a GreenSource Bronze certification level	10
<b>ENERGY STAR</b>	
All new 100,000 sq ft or larger commercial buildings are designed to qualify for ENERGY STAR certification	10
The development is designed to qualify for an ENERGY STAR Platinum award	20
The development is designed to qualify for an ENERGY STAR Gold award	10
<b>GreenSource Energy 4</b>	
The development is designed to qualify for a GreenSource Energy 4 award	10
The development is designed to qualify for a GreenSource Energy 3 award	5
The development is designed to qualify for a GreenSource Energy 2 award	5
The development is designed to qualify for a GreenSource Energy 1 award	5



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## Annotated Outline

### 1. General Provisions

### 2. Zoning Districts & District Regulations

- Base Districts (Agricultural/Rural, Residential, Mixed-Use & Nonresidential)
- Planned Development District
- Overlay Districts (Gateway, Major Transportation, Natural Resource Conservation, watershed Critical Area, Watershed Protection Area)



### 3. Use Standards

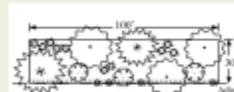
- Principal Uses (use table, use-specific standards)
- Accessory Uses/Structures (general standards, use table, use-specific standards)
- Temporary Uses/Structures (use table, use-specific standards)

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## Annotated Outline

### 4. Environmental & Open Space Standards

- Tree Preservation
  - Tree canopy, special trees, replacement trees
- Open Space & Recreation Area
  - Required open space/recreation area, open space/recreation area design, open space/recreation area activities, ownership/management
- Riparian Buffers
  - Riparian buffer width & zones, diffuse flow requirements, buffer activities, mitigation
- Floodplain Management
  - Floodways, non-encroachment areas, special flood hazard areas
- Perimeter Buffers
  - Required buffer type, buffer type standards, buffer location, buffer activities
- Stormwater Management
  - Design manual, standards
- Green Development Incentives
  - Eligibility point requirements, menu of green development certifications & practices

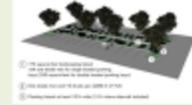


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## Annotated Outline

### 5. Development Standards

- Access & Circulation (vehicular/transit/bicycle/pedestrian; connectivity, access management, accessway design)
- General Site Layout & Design
- Commercial Development Design (parking location, building orientation, facade articulation, entrances, large retail establishments)
- Parking & Loading (parking/loading space requirements, general standards, arrangement & design, bicycle parking, alternatives)
- Utilities (water, sewer, other utilities, easements, solid waste)
- Landscaping (General standards, street landscaping, parking lot landscaping)
- Screening, Fences, & Walls
- Outdoor Lighting (general standards, standards for specific areas)
- Plat Reference Points (subdivision monuments & markers)
- Signage (prohibited signs, temporary signs, outdoor advertising signs, table of sign standards)



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## Annotated Outline

### 6. Nonconformities

- Nonconforming Lots, Uses, Structures, Signs, Lighting, Site Features
  - Require major expansion/remodeling on sites with nonconforming site features (buffer, access & circulation, parking, landscaping) to proportionally upgrade towards compliance



### 7. Administration & Review Authorities

- Town Staff, Planning Board, Board of Adjustment, Board of Commissioners



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# Annotated Outline

## 8. Development Review Procedures

- Summary Table
- Application-Specific Procedures

- Standard Review Procedures
  - Pre-Application Conference
  - Neighborhood Meeting
  - Application Submittal & Acceptance
  - Staff Review & Action
  - Scheduling & Public Notice of Hearings
  - Planning Board Review & Recommendation
  - Board of Adjustment/Commissioners Review & Decision
  - Hearing Procedures
  - Equivalent Alternative Design
  - Post-Decision Actions & Limitations

**Summary of Suggested Development Review Procedures**  
C = Review and Comment    B = Review and Recommendation    R = Review and Decision  
 ( ) = Public Comment Session    [ ] = Standard Public Hearing    \* = Quick Judicial Public Hearing    M = Mandatory

Application Type	Pre-Application Conference	Neighborhood Meeting	Application Submittal & Acceptance	Staff Review	Review Authority			Public Hearing	Board of Adjustment	Commissioners
					Staff	Advisors	Decision-Making			
<b>Basic Development Review Procedures</b>										
Permitting/General Development Plan Approval (1)	M	M		C	C	B				
Final/Conditional Development Plan Approval (2)							C	[ ]		
Minor Use Subdevelopment Permit										
Comprehensive Permit							C	[ ]		
Residential (1)							C	[ ]		
Commercial/Community (2)							C	[ ]		
<b>Subdevelopment Review Procedures</b>										
General Use Approval	M	M								[ ]
Special-Use Development/Use							B	[ ]		
Minor-Use Development Permit							C	[ ]		
Sign Permit										
Use and Plat Approval							C	[ ]		
Site-Specific Development Plan Emergence								[ ]		[ ]
<b>Violations and Penalties</b>										
Minor	M	M								[ ]
Repeat/Buffer Violation	Major	M	M				B	[ ]		[ ]
Unauthorized Violation	Major	M	M				B	[ ]		[ ]
Adversely Affecting Approval	Major	M	M				B	[ ]		[ ]
<b>Indemnity Arrangements</b>										
Contract	M	M						[ ]		[ ]
Conditional	M	M						[ ]		[ ]
Planned Development	M	M						[ ]		[ ]
Use Amendment								[ ]		[ ]

# Annotated Outline

## 9. Enforcement

- Performance (phasing, inspections, as-builts, performance guarantees, payment in lieu of street construction)
- Maintenance (general requirement, maintenance guarantees)
- Violations & Responsible Persons
- Enforcement Responsibility & Procedures
  - Notice of violation, administrative hearing, emergency enforcement, repeat violations
- Civil Remedies & Penalties
  - Stop work orders, permit revocation, citations, injunctions, orders of abatement
- Criminal Penalties

## 10. Interpretation & Definitions

- Interpretation of Zoning Map Boundaries
- Use Classifications & Interpretation
- Measurement, Exceptions, & Variations of Intensity & Dimensional Standards
- Definitions

## NEXT STEPS

### Drafting the Unified Development Ordinance

**Module 1: Administration; Procedures; Zoning Districts; Use Standards;**

**Module 2: Form-Based District(s); Environmental, Open Space, & Development Standards; Definitions**

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After discussion/comments a motion was made by Commissioner Fiocco seconded by Commissioner Baldwin to adjourn at 9:12 P.M.

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William G. Terry, Mayor

ATTEST:

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Alice F. Lloyd, CMC, NCCMC  
Town Clerk