

**Town of Zebulon  
Planning Board  
Minutes  
March 11, 2019**

Present: Joe Moore, Town Manager, Teresa Piner-Planning, Meade Bradshaw-Planning, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Eric Vernon-Attorney

Planning Board Present: Larry Ray, Gene Blount, Stephanie Jenkins, Stan Nowell, David Covington, Laura Johnson

Absent: Shannon Baxter

Others Present: Chad Meadows, CodeWright Planners, LLC

Gene Blount called the meeting to order at 7:00pm.

**AGENDA**

Larry Ray made a motion, second by Laura Johnson to approve the agenda. There was no discussion and the motion passed unanimously.

**OLD BUSINESS**

*A. Unified Development Ordinance – Module I (con't)*

Joe Moore gave a quick recap to the Planning Board explaining the UDO is the rulebook for development in the Town and also the wish book of how you want the town to look in the future in accordance with the strategic plan.

Chad Meadows went over what would be included in each chapter and did a quick overview of module 1 which was the administration module and included the development review procedures in the new UDO. A review of special use permits was given to the Planning Board. The Town had approximately 3,500 parcels with the special use district designation. Special use district zoning was explained to the Board. It was proposed in the new UDO to move away from the two-step special use district process to the one-step conditional rezoning. An explanation and examples of each were given to the Planning Board.

The new UDO proposed planned development as a district and not a use type as it is in the current UDO. Chad Meadows gave a detailed explanation of planned development and conditional zoning. A local example of planned development was given to the Planning Board.

Joe Moore showed a zoning map to the Planning Board. Staff would explore how to address or convert some of the special use districts to simplify the current zoning map. All that was not SUD was considered base districts.

The application processing provisions were explained to the Planning Board. The pre-application conference was a new procedure in the proposed UDO. The process is so applicants know what the rules are for submittals, processes, fees, etc. and the discussion allowed staff to know what the applicant was proposing. It was suggested to follow the public notification rules from the state statute.

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There was review of the measurement and definitions chapter. It was explained how the computation of time was calculated in the UDO. The table of abbreviations was shown to the Planning Board. The rules of measurements section was being drafted and would be finished after the uses and districts were complete. Some examples of measurements were explained to the Planning Board.

The UDO had five different review agencies: Planning Board, Board of Adjustment, Technical Review Committee, Town staff, and Board of Commissioners. The agencies made decisions on development applications under the UDO. Article 10 sets out their powers and duties, composition, and rules of procedure. It was suggested the Planning Board adopt its own rules of procedure.

The next Planning Board meeting was scheduled for March 25 and would cover zoning districts. Chad Meadows prepped the Board for what would be covered at the next meeting. The zoning district translation table gave structure to the district makeup. The Board would need to decide if they wanted to make changes to the zoning map. The districts were set up so that the Board did not have to rezone and could adopt the UDO and translate to the new districts. There are currently six zones in the residential district and it was suggested they were consolidated to four districts. The consolidation of the districts was explained to the Board. The Town currently had five mobile home districts. It was suggested to prohibit new mobile home parks, new mobile homes on individual lots, and manufactured home parks. There was discussion about the proposed manufactured home overlay district.

Commercial neighborhood district, industrial campus district, and mixed use districts were discussed. It was suggested for downtown to have a two district system which would be the core and periphery. To encourage more development to downtown it needed to be easier to develop in that area. There would be less rules and more permissive densities, but would maintain design standards.

Chapter 4 covered the three types of uses: principal, accessory, and temporary and examples of each were given. The current use table would change in the new UDO and a new accessory use section would be added. It was explained due to a recent Court of Appeals case the Town's prohibited uses had to be listed in the new UDO.

The Board was told what to expect at future meetings. The next Planning Board meeting was scheduled for March 25 at 7pm and the April 8 meeting would have five public hearings and would begin at 6pm.

Joe Moore introduced Meade Bradshaw as the Assistant Planning Director. A new Planning Director was in the process of being hired.

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Laura Johnson made a motion, second by Stephanie Jenkins to adjourn the meeting. There was no discussion and the motion passed unanimously.

Adopted this the 25<sup>th</sup> day of March, 2019.



Gene Blount

Lisa M. Markland, CMC—Town Clerk