

Zebulon Board of Commissioners
Work Session
Minutes
January 23, 2019

Present: Robert S. Matheny-Mayor, Don Bumgarner, Dale Beck, Curtis Strickland, Beverly Clark, Annie Moore, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Teresa Piner-Planning, Chris Perry-Fire, Chris Ray-Public Works, Eric Vernon-Attorney

Mayor Matheny called the meeting to order at 7:00pm.

APPROVAL OF AGENDA

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve the agenda. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Planning

1. Unified Development Ordinance – Module 1

Joe Moore gave a brief presentation to the Board setting the stage for Chad Meadows on the UDO and how the Town's Strategic Plan would be a part of making decisions on the UDO standards.

Chad Meadows, from Code Wright Planners, gave a presentation to the Board about Module 1: Administration in three steps 1) regulatory concepts, 2) Module 1 review, and 3) options for Module 2 review. The regulatory concepts included types of decisions, negotiation vs delegation, measureable standards & criteria, safety values, intuitive structure, plain English, and avoiding repetition. Chad Meadows stated there were three types of decisions that every community made which fell into the categories of ministerial, legislative, and quasi-judicial and explained each with examples. It was explained the Board would need to decide on their comfort levels with delegations and negotiations. The regulatory concepts were further explained in depth.

The Grow Zebulon goals were covered 1) implement adopted policy guidance, 2) preserve Zebulon's "small-town" character, 3) revise the Town's zoning district line-up, 4) unify the zoning and subdivision provisions, 5) promote safe and sustainable infrastructure, and 6) ensure a predictable and efficient review process. Chad Meadows began covering Module 1 of the public review draft UDO with the Board. A table of amendments could be added to Module 1 if the Board wanted them.

It was discussed about how developers would receive the latest updates to the UDO.

Eric Vernon asked what would happen if the adopted version was not updated on the website. Chad Meadows explained it was the developer's responsibility to verify the most recent version. The ordinance adopted by the Board of Commissioners took precedence. A disclaimer could be added on the Town's website to inform developers there could be a more recent version.

Chad Meadows continued to go through each article of chapter 1 with the Board. There was discussion regarding the Zoning District Translation and the residential districts being condensed into residential suburban, residential neighborhood and residential urban.

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There was discussion about changing the residential mobile home district to a mobile home overlay district where mobile homes would only be allowed in that district. Commissioner Strickland expressed concerns about affordable housing.

The Board took a five minute recess at 3:55pm.

Chad Meadows gave the Board the option of continuing to work as a group through the modules, form a smaller focus group comprised of three Board members, or the Board could appoint an advisory committee. An advisory committee could be comprised of professionals/developers and would help to get through the process faster and more efficient. Chad Meadows stated the Board would not be able to get through the three remaining chapters during the work session and suggested to skip chapter 2 and go through chapters 9 and 10 or consider a different approach to go through the chapters and have a discussion.

If the Board continued in the process it would take about 18 hours. A focus group could invite a developer or people invested in the process for their input.

Commissioners Bumgarner, Beck, and Strickland wanted to form a focus group. Commissioner Clark wanted to form a focus group if contractors or developers could be invited to offer their expertise. Commissioner Moore asked to wait until the March meeting to make a decision.

The Board made a decision to form a UDO focus group with Mayor Matheny, Commissioner Clark, and Commissioner Strickland, but would take a formal vote at the next Board meeting.

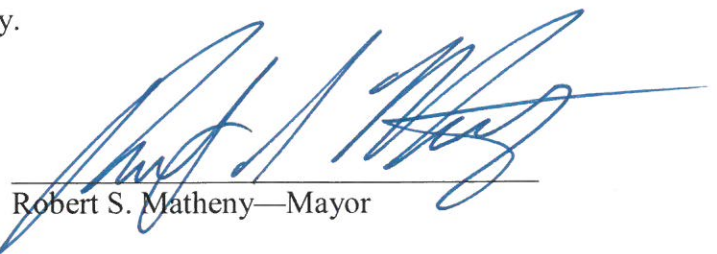
MANAGERS REPORT

Joe Moore wanted to make sure the public knew about the scheduled UDO meetings in advance. The staff report at the February meeting would include the UDO focus group meeting schedule.

Commissioner Moore made a motion, second by Commissioner Bumgarner to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 4th day of February, 2019.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk