

**Town of Zebulon  
Planning Board  
Minutes  
February 25, 2019**

Present: Larry Ray, Gene Blount, Stephanie Jenkins, Stan Nowell Joe Moore, Town Manager, Teresa Piner-Planning, Meade Bradshaw-Planning, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Sam Slater-Attorney  
Absent: Shannon Baxter, Laura Johnson, David Covington

Others Present: Chad Meadows, CodeWright Planners, LLC

Gene Blount called the meeting to order at 7:06pm.

**AGENDA**

Stephanie Jenkins made a motion, second by Stan Nowell to approve the agenda. There was no discussion and the motion passed unanimously.

**MINUTES**

Stan Nowell made a motion, second by Stephanie Jenkins to approve the November 13, 2018 minutes. There was no discussion and the motion passed unanimously.

**NEW BUSINESS**

A. Review of Unified Development Ordinance – Module 1

Joe Moore thanked the Planning Board for their service and went on to explain the importance of the UDO and the Board's role in its creation. Joe Moore offered some of Zebulon's historical background to the Board to support the importance of a UDO with a PowerPoint presentation.

Joe Moore introduced Chad Meadows from CodeWright Planners, LLC. Chad Meadows gave detail about the procedures proposed in Module 1 and how they changed from what the Town had currently. Each section in Article 1 had a summary of the key changes in the document, footnotes were at the bottom of most pages which gave a sense of that was new, why it was there, and what changes had been made.

Each procedure, district, and development standard had a purpose and intent statement. The statements were important to ensure the Town's regulations were legally defensible. The procedures manual gave specifics on submittal requirements an applicant needed to submit an application to have it processed.

Transitional provisions, Section 1.10, explained how filed applications would be handled during the UDO process. Once the UDO was adopted, the old document would not apply and transitional provisions would show how the new rules applied.

The zoning district translation table compared current zoning districts to new zoning districts. Some were renamed to be more intuitive, consolidated, and added new districts the Town did not currently have, such as park recreation district.

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Stephanie Jenkins asked for an explanation of the zoning table. Chad Meadows gave details of the table and examples of how the districts were changing including mixed-use neighborhoods. Examples were given of how some towns were eliminating single family residential zoning and moving more toward a mixed-use neighborhood district to offer more affordable housing.

Stan Nowell inquired if the proposed zoning districts were in line with Wake County's zoning districts. Chad Meadow stated the districts were similar. The planned development district was new and would be desirable to the large scale developers because that district would give them maximum flexibility and ability to negotiate what was built in that district and gave the Town the ability to negotiate.

It was explained that the Town was poised to have a major development growth in the next 10 years. Now was the time to set regulations to push the envelope, increase quality, and set goals and clear expectations.

The table on page 2.2 was discussed with the Board. Larry Ray inquired about conservation subdivisions. Chad Meadows explained it was preferred to set aside the usual dimensional standards because the goal was to cluster all development in one part of a parcel away from the protected resources such as streams, agricultural land, and hardwoods. Conservation subdivisions were encouraged to protect farmland.

Temporary use permits limited seasonal sales for such items as Christmas trees or pumpkins. Vested rights were explained and was stated it was not mandatory.

Zoning compliance permits were for fences or small accessory structures, and the last check to make sure any proposed development conformed with requirements before a building permit was issued.

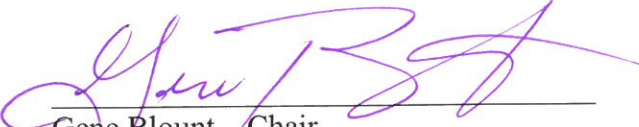
The next Planning Board meeting was scheduled for March 25, 2019. Joe Moore requested the Board to go back over the information that was covered at the meeting. The March 25 meeting would pick up where the Board left off and would continue on until the Board was ready to stop. There would not be a Joint Public Hearing for March.

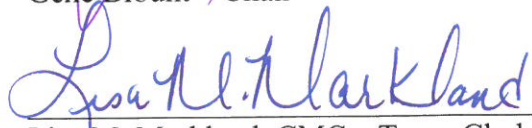
Gene Blount suggested having two meetings in March. Chad Meadows said he would look at his schedule to see if he was available on March 11.

Stan Nowell made a motion, second by Larry Ray to adjourn the meeting. There was no discussion and the motion passed unanimously.

Adopted this the 10<sup>th</sup> day of June, 2019.



  
Gene Blount—Chair

  
Lisa M. Markland, CMC—Town Clerk