

**Special Called Meeting
of the Zebulon Board of Commissioners
and Planning Board
Minutes
October 16, 2019**

Present: Robert S. Matheny, Dale Beck, Curtis Strickland, Don Bumgarner, Beverly Clark, Annie Moore, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Michael Clark-Planning, Meade Bradshaw-Planning, Sam Slater-Attorney

Planning Board Present: Gene Blount, Jessica Luther, Shannon Baxter, Laura Johnson, Larry Ray, Gene Blount, Stan Nowell, Stephanie Jenkins

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

APPROVAL OF AGENDA

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

OLD BUSINESS

A. Draft Unified Development Ordinance

Michael Clark explained the meeting would be an open dialogue between the Board of Commissioners and Planning Board to ask questions and give suggestions for the final draft of the UDO. Chad Meadows from CodeWright stated he received comments and would prepare a summary sheet of recommended changes to the Planning Board at the October 21 meeting and the Board of Commissioners at the November 4 meeting. Chad Meadows stated the UDO was developer friendly, and easy to understand.

Mayor Matheny expressed concerns about standards to put older buildings into use. It was explained Section 7.4 addressed nonconforming sites and how much compliance would be necessary to put them into use. Changes in use would require full compliance to the regulations. However, an addition or extension would not require full compliance and the level of compliance would depend on the renovation. A change of use with lesser or equivalent intensity may not require full compliance. Mayor Matheny wanted to make it easier to occupy buildings in the community. Staff would explore the suggestion and return with recommended language.

It was explained the Town would work with applicants by letting them know the existing zoning requirements and encourage business owners to work with property owners so they understood the expectations and the expense of rehabilitation of an older structure. It was also explained that some requirements were from the state building code and the Town had no control over those requirements.

New subdivisions were required to have access and improvements to the streets before they began construction. There was a discussion and concern expressed about the three foot side yard setback. Both Boards discussed their desires to change the side yard setback from three feet to five feet. It was decided that would be changed prior to adoption.

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There was discussion about including church schools and church daycares/preschools in the definition of schools. It was explained that staff added the terms religious institutions which included preschool, child daycare center and supplement the term school with elementary, middle and high.

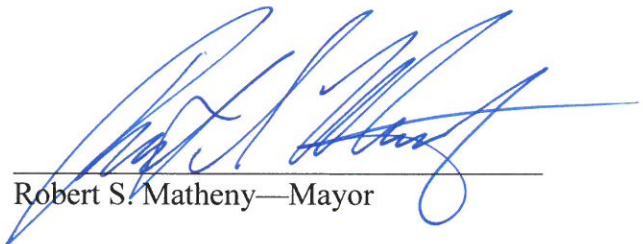
There was discussion about perimeter buffers. The UDO could include language requiring faster growing plants. There was discussion about size, maintenance requirements and material standards on fences.

Open space was discussed and what the requirements were for residential and non-residential developments. A residential development would require open space to be active such as playgrounds or ball fields and non-residential development required passive open space. Wetlands were credited as open space in non-residential. There was concern about homes being close together and requiring sprinklers in townhomes, but it was stated that was a building code issue and the Town could not require sprinklers. The UDO required any development served by public water system had to include fire hydrants.

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

Adopted this the 2nd day of December, 2019.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk