

Zebulon Board of Commissioners
Work Session
Minutes
November 14, 2018

Present: Robert S. Matheny-Mayor, Curtis Strickland, Don Bumgarner, Beverly Clark, Annie Moore, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Mark Hetrick-Planning, Bobby Fitts-Finance, Chris Perry-Fire, Chris Ray-Public Works, Eric Vernon-Attorney

Mayor Matheny called the meeting to order at 7:03pm.

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 explained the meeting was to give the Board an update on the Unified Development process and the next steps coming up at future meetings.

Mark Hetrick introduced Chad Meadows, from CodeWright Planners, LLC, who offered an update on the Unified Development Ordinance (“UDO”). The project website was www.growZebulon.com and included all the project-related materials. It was explained Module 1 would be uploaded to the website. The six project goals were 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 showed the Board a table with the zoning district translations. There would be changes to the district structure and some districts would be changed or re-named under the new UDO. Next, the Application Review Procedures table was briefly explained to the Board covering the review authorities of the planning director, Technical Review Committee, Planning Board, Board of Commissioners, and Board of Adjustment. Chad Meadows reminded the Board to go to www.growzebulon.com to obtain copies of Module 1. The next step was to draft the remaining six chapters. The next Board of Commissioners work session on January 23, 2019 was planned for another check-in and to discuss the project schedule. A more detailed review of the provisions would be scheduled at a later date.

Mayor Matheny inquired about R-30 and R-20 residential districts being combined to R2 residential suburban and if the lot size and setback standards had been developed. Chad Meadows explained the standards had been sorted out, but not drafted. When districts were consolidated, to avoid non-conformities, the development standards from the more intense districts were used to ensure growth was managed and a wider range of housing options were available. The goal was to ensure the project would not create non-conformity.

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Mayor Matheny asked about the combination of the Planning Board and the Board of Adjustment. The Board could reconstitute the Board of Adjustment to the Board of Commissioners, but would be required to convene as the Board of Adjustment.

Commissioner Strickland inquired about the timeframe to have the Unified Development Ordinance adopted. Chad Meadows explained he would discuss the timeframe with the Board at the January work session and felt that any potential developers would wait for the UDO to be adopted because it gave builders more flexibility and a predictable path for approval.

Mayor Matheny asked if the Board had any more questions. There were none.

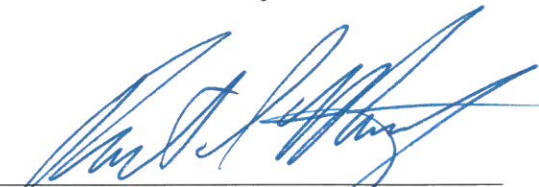
MANAGERS REPORT

There were no comments.

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

Adopted this the 7th day of January, 2019.




Robert S. Matheny—Mayor


Lisa M. Markland, CMC—Town Clerk