Jackson County

Unified Development Ordinance

Project Kickoff

August 14-15, 2017

J.M. TEAGUE

STEWART

STRONGER BY DESIGN

Kick-off Outline

STEWART

- Introduction
- Project Background
- Work Program
- What is a UDO?
- Project Objectives
- Process Summary
- Questions/Comments/Feedback

Project Background

April – August 2017

- County embarks on UDO process
- Adoption of Comprehensive Plan:

Land Use	LU1		wildlife corridors.
Land Use	LU2	Creation of a Unified Development Ordinance to modernize the County's development regulation framework.	Develop a Unified Development Ordinance to modernize the County's development regulation framework.
		Partner with local and state elected officials to promote sound planning practices and tools for local	Partner with local and state elected officials to promote sound planning

- Stewart engaged for UDO preparation
- Project Initiation/Kickoff

Work Program & Phases

STEWART

- Phase 1 - Project Initiation & Kickoff
- Phase 2 - Assessment Report
- Phase 3 - Draft UDO
- Phase 4 - Public Review & Adoption

Project Initiation

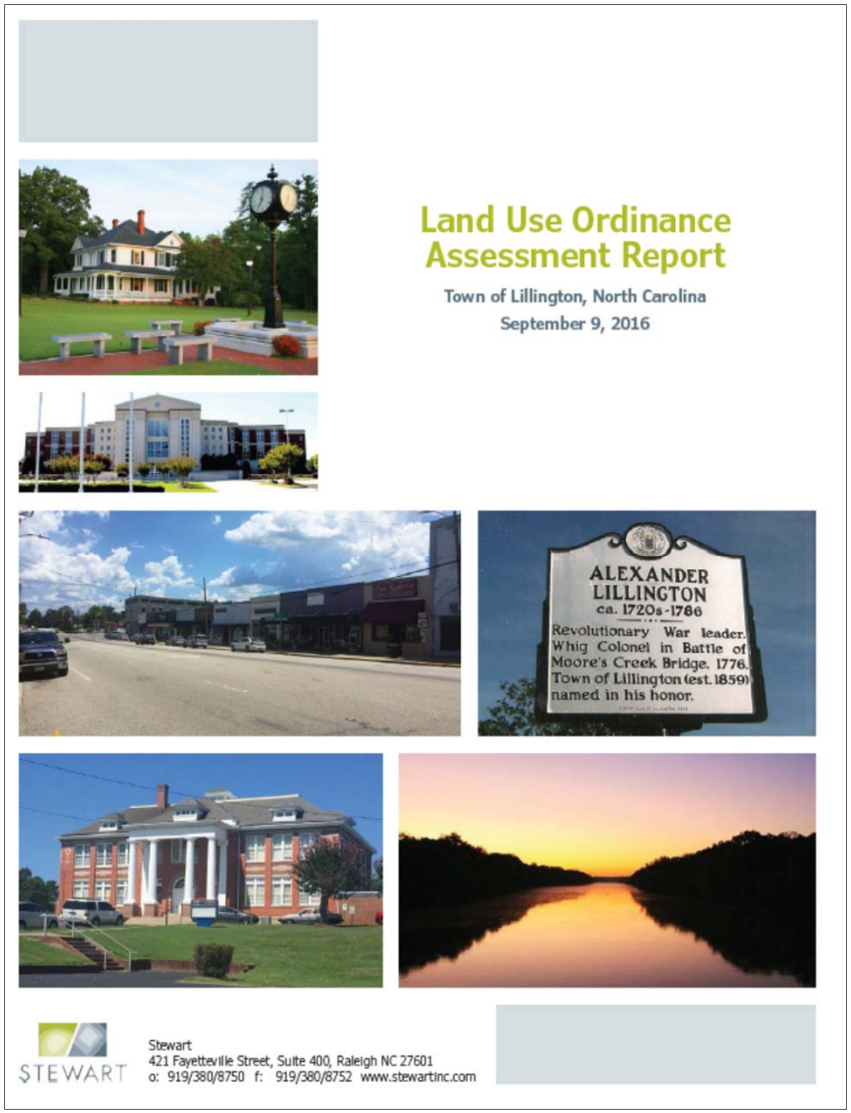
STEWART

- Review Existing Ordinances & Comprehensive Plan
- Staff & Stakeholder Interviews
- Reconnaissance of County
- Public Involvement
  - Planning Boards/Councils
  - Board of Commissioners
  - Press releases & regular project updates
  - Website

Assessment Report

STEWART

- Diagnosis
  - Identify key issues
  - Analyze current regulations
  - Summarize best practices & recommend
- Annotated Outline
  - Outline new UDO structure
- Public Meetings



Draft UDO

STEWART

- Outline as guide
- Installments
  - Code Layout/Formatting
  - Transfer existing text
  - Draft by similar category
  - Staff/Advisory Committee Review
  - Public review/comments

Public Review & Adoption

STEWART

- Revision & consolidation of installments into single draft
- Provide recommendation on future amendments
- Public meetings
- Public hearing
- Final UDO Revisions & Adoption

Existing Ordinances

STEWART

- 21 separate ordinances
- Need for standardization
- Consistent/consolidated development processes
- Remove Inconsistencies
- Definition Conflicts
- Need of new & updated graphics/illustrations
- General Statute Consistency
- Basic lack of user-friendliness

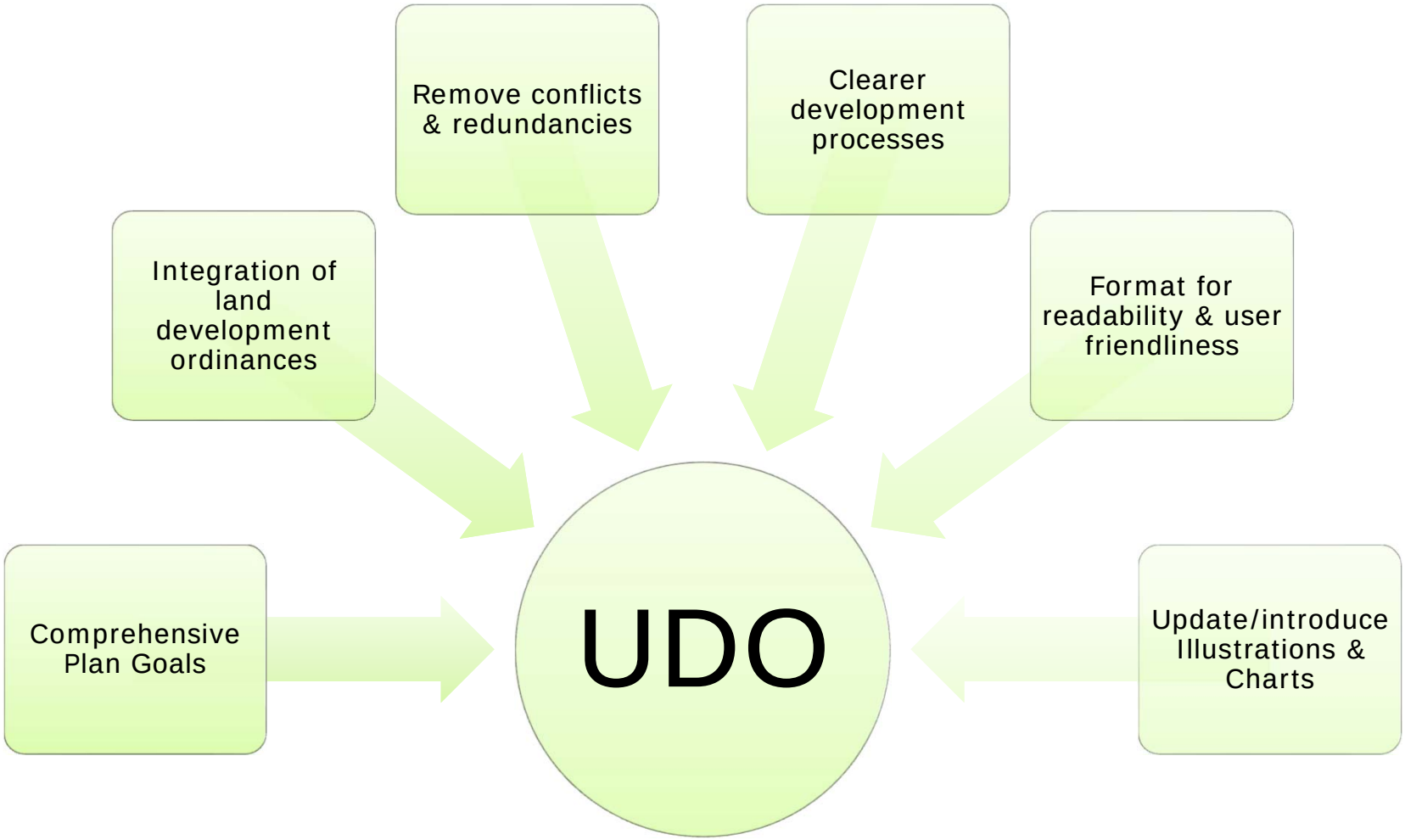
What is a UDO?

STEWART

A Unified Development Ordinance (UDO):

- Combines subdivision regulations, development standards, environmental regulations, etc. into one, easy-to-read reference document.
- Intended to eliminate redundant or conflicting code provisions, help streamline the review and approval process and clarify the steps and requirements with clear illustrations and language.

UDO Objectives



User-friendliness: Page Layout

recommendations. For those projects requiring a conditional use permit, the findings and recommendations of the Design Review Committee shall be used by the planning council.

(Ord. No. O03-04(amended), § 4-5, 10-5-2009)

Sec. 4-6. - Sign permits.

a. *Purpose.* In order to ensure that signs within the Cashiers Commercial area meet the standards set forth in this ordinance, it shall be unlawful to erect or alter any sign or sign structure without obtaining a sign permit.

b. *Application submittal.* An application for a sign permit may be filed by the owner of the property or by a duly authorized agent of the owner. The application for a sign permit shall be filed with the Jackson County Planning Department on a form provided by the department.

c. *Fees.* Any fee, as designated by the Jackson County Board of Commissioners, shall be due and payable upon submittal of the application for a sign permit.

d. *Information required.* Each application for a sign permit shall be accompanied by information including, but not limited to, a site plan and elevation drawings of the proposed sign, a drawing of the building facade indicating the proposed location of the sign, height, dimensions, and square footage of the proposed sign, and any other information helpful in the review of the application.

e. *Staff review.* Provided the application is complete, the Jackson County Planning Department shall review the application to determine if the sign meets the standards set forth in this ordinance within ten working days of its submittal. A sign permit shall be issued only upon finding that the sign or sign structure complies with the requirements of this ordinance.

f. *Variances.* Requests for variances from the requirements for signs set forth in this ordinance shall be heard by the Cashiers Area Community Planning Council under the procedures set forth in section 5-1 of this ordinance.

g. *Appeals.* Appeals of the decisions of the Jackson County Planning Department regarding sign permits shall be heard by the Cashiers Area Community Planning Council under the procedures set forth in section 5-2 of this ordinance.

h. *Permit validity.* A sign permit shall be valid for 60 days. If no work has been initiated within 60 days of the issuance of the sign permit, it shall become null and void. The Jackson County Planning Department may grant a single 30-day extension of the sign permit.

i. *Violations.* Violations of the conditions of a sign permit shall be considered a violation of this ordinance and shall be subject to the enforcement and penalty provisions set forth in Article XIII.

(Ord. No. O03-04(amended), § , 10-5-2009)

Sec 4-7. - Notices

All notices for public hearings required by this chapter shall identify the date, time, and place of the public hearing and the nature of the proposed action and any other information required by statute. Where the hearing involves the rezoning of property, the approval of a variance, the issuance of a conditional use permit, or an administrative appeal, the notice shall also identify the address location of the subject property and the name of the applicant. For any public hearing required by statute, notice shall be provided as required by statute.

(Ord. No. O03-04(amended), § 4-6, 10-5-2009)

ARTICLE V. - VARIANCES AND ADMINISTRATIVE APPEALS

Page 195

2. Interconnectivity (use of a looped road) within the development cannot be achieved or is unreasonable based on the constraints of the property to be developed.

5.11.6 **MINIMUM NUMBER OF ACCESS POINTS TO EXTERNAL STREET NETWORK**

~~The minimum number of points of external street access shall be based on~~ the number of dwelling units in the proposed development as set forth below.

A. Residential developments with fifty (50) or more lots or dwelling units shall have at least two (2) separate points of public road access.

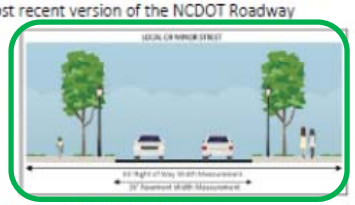
B. Residential developments with one hundred (100) or more lots or dwelling units shall have at least (3) separate points of public road access.

5.11.7 **RESERVE STRIPS**

Reserve strips adjoining street rights-of-way for the purpose of preventing access to adjacent property shall not be permitted under any condition.

5.11.8 **STREET DESIGN CRITERIA**

All streets shall be constructed in accordance with any local standards or the standards contained in the most recent version of the NCDOT Roadway Design Manual or NCDOT Subdivision Roads Minimum Construction Standards as appropriate. The illustration to the right is a sample cross-section of a local or minor street.



A. **Right-of-way widths.**
Right-of-way widths shall not be less than the following:

Street Type	Right-of-Way Width
Arterial or Major	80-100 feet
Collector	66-80 feet
Local or Minor	60 feet
Cul-de-sac	50 feet (100 feet diameter turnaround)
Marginal Access	66 feet
Alley	20 feet

B. **Pavement widths.** Pavement widths or graded widths shall be as follows:

Street Type	Streets with Curb & Gutter (measured face to face of curb)	Streets without Curb and Gutter
Arterial or Major	48 feet	44 feet
Collector	40 feet	36 feet
Local or Minor	26 feet	24 feet
Cul-de-sac	26 feet	24 feet
Marginal Access	26 feet	24 feet
Alley	18 feet	16 feet

Town of Lillington, NC Unified Development Ordinance V-8

Prominent article & section titles

Consistent numbering system

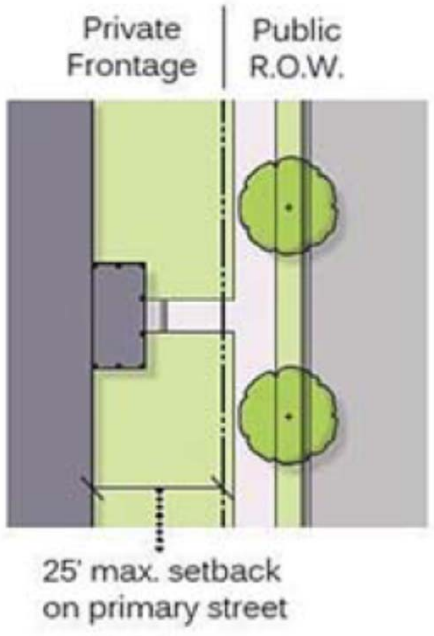
Bold regulation description for ease in locating

Headers & Footers with page Numbers

Graphics & illustrations

User-friendliness: Organization

- Flow charts for processes
- Use of tables & graphics (flow chart, table, illustrations)
- Grouping of similar topics
- Clear definitions
- Consolidated review standards
- Consistency



Development Permit/Process	Existing Conditions Map	Sketch Plan	Master Plan	Construction Plan	Final Plat	Building Elevations	As-Built Drawings
Conditional Districts	•		•				
Conditional Use Permit	•		•				
Design Review		•				•	
Final Plat					•		•*
Floodplain Development Permit	•			•			•
Major Site Plan	•		•				
Major Subdivision Preliminary Plat	•		•				
Minor Subdivision					•		
Construction Plans	•			•			•*
Temporary Use/Special Event Permit		•*					
Vested Right			•				
Zoning Permit		•*					

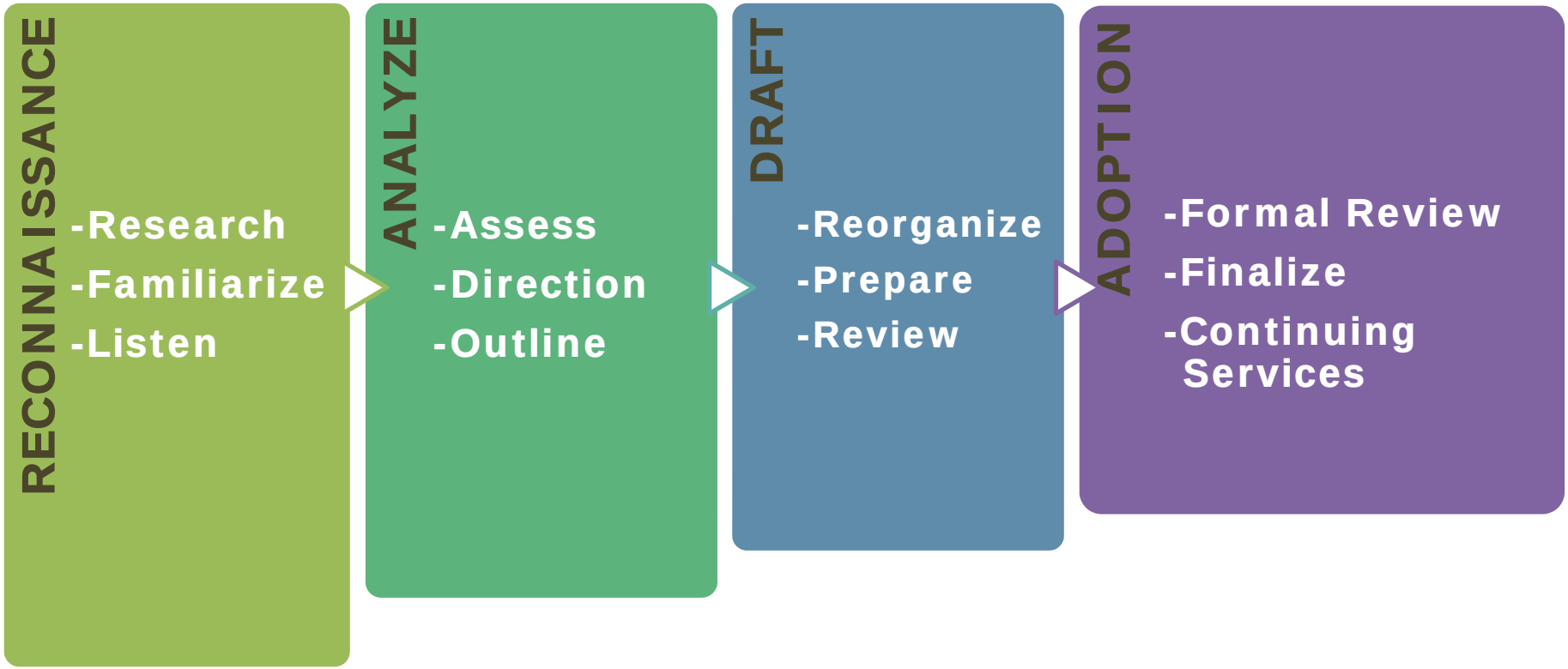
Schedule

STEWART

KEY PHASES	ANTICIPATED DATE
Phase 1.0: Project Initiation / Kickoff	**July - October 2017**
1.1 - Project Initiation & Discuss with County Staff	July-17
1.2 - Gather data, site visit, interviews with staff & research	July-August 2017
1.3 - Kickoff meetings with Advisory Board (2) and Board of Commissioners (1)	August - September 2017
1.4 - Conduct Stakeholder Interviews	August - September 2017
1.5 - Existing Ordinance Review & Analysis	July - August 2017
1.6 - State Law Changes & Analysis	July - August 2017
1.7 - Comprehensive Plan Review & Analysis	July-August 2017
1.8 - Create Outline for new Unified Development Ordinance	September-17
1.9 - Finalize Code Assessment Report	September-17
1.10 - Provide Final Report to Planning Department	September - October 2017
1.11 - 1st Steering Committee Meeting & Public Workshop #1	September - October 2017
Phase 2.0: UDO Document Preparation	**October 2017 - July 2018**
2.1 - New UDO Page Layout	October - November 2017
2.2 - Existing Code Formatting & Reorganization	October - November 2017
2.3 - Determine Schedule of Draft Chapter Submissions	October - November 2017
2.4 - 2nd Committee Meeting (Presentation & Review of Draft Chapters)	November - December 2017

Summary

STEWART



July – Sept. 2017 | Sept. – Oct. 2017 | Nov. – August 2018 | August – Sept. 2018

Your Thoughts

STEWART

We have provided a comments sheet for you to write down thoughts on what is important to you:

1. The Jackson County Comprehensive Plan was recently adopted. What do you consider to be the top five priorities of the plan?

2. How can the UDO improve the development review process?

3. What specific issues related to development or development standards need to be addressed in the UDO project?

4. What has been your experience with development review under the current development regulations? Too time consuming? Adequate? Can you provide specific examples?

5. What are your biggest struggles as an advisory board/elected official regarding land development/existing ordinances?

6. Name one project/development that you are most proud of (list & why)?

7. Name one project/development that you feel could have been done better (list & why)?

8. Other thoughts and suggestions?

Questions or Comments?