



Town of Angier Planning Board

Training Workshop #1

June 12, 2018

Training Workshop Curriculum

Meeting 1: Planning Board Basics

- ▶ N.C. G.S. Organizational Requirements
- ▶ Statutory Authority & Responsibility
- ▶ Open Meetings Law - Closed Sessions?
- ▶ What Is A Public Record?
- ▶ Zoning & The Unified Development Ordinance
- ▶ UDO Administrator - Definition And Authority
- ▶ Angier's Planning Board Responsibilities

Training Workshop Curriculum

Meeting 2: The Role of Angier's Planning Board

- ▶ The Guiding Document - 2017 Comprehensive Land Use Plan
- ▶ Reviewing Proposed Text Amendments
- ▶ Reviewing Rezoning Applications
- ▶ Conditional Zoning And Special Use Permits
- ▶ The Board Of Adjustment And Their Responsibilities
- ▶ Where Do Applicants Go After The Planning Board?
- ▶ If An Application Is Denied, What Is The Appeal Process?
- ▶ Subdivision And Site Plan Review Process
- ▶ Putting All The Parts Together - Describe Cases From Beginning To End

Training Workshop Curriculum

Meeting 3: UDO Overview

- ▶ Current Land Use Regulations - Zoning Requirements
- ▶ UDO Permitted Use Table - What Uses Are Allowed Where?
- ▶ Subdivision And Site Plan Requirements
- ▶ Potential Amendments
- ▶ Direct Staff To Initiate Draft Amendments

Training Workshop Curriculum

Meeting 4: Identifying UDO Amendments

- ▶ Staff Presents Rough Draft Of Amendments
- ▶ Discussion Of Potential UDO Changes
- ▶ Direct Staff To Revise And / Or Add To Amendments

Training Workshop Curriculum

Meeting 5: UDO Amendment Discussion

- ▶ Refine Drafted Text Amendments
- ▶ Table Items Needing Further Discussion
- ▶ Forward Finalized Amendments To Town Board For Adoption

Planning Board Basics

- ▶ N.C. G.S. Organizational Requirements
- ▶ Statutory Authority & Responsibility
- ▶ Zoning & The Unified Development Ordinance
- ▶ UDO Administrator - Definition And Authority
- ▶ Angier's Planning Board Responsibilities
- ▶ The Board Of Adjustment And Their Responsibilities
- ▶ Open Meetings Law - Closed Sessions?
- ▶ What Is A Public Record?

North Carolina Statutory Requirements

Authority to Create a Planning Board per N.C.G.S. 160A-361:

- (a) Any city may by ordinance create or designate one or more boards or commissions...*
- (b) A board or commission created or designated pursuant to this section may include, but shall not be limited to, one or more of the following:*
 - (1) A planning board or commission of any size...*

North Carolina Statutory Requirements

Planning Board Organizational Requirements per G.S. 160A-361 & 362:

- ▶ Planning Board must have at least 3 members
- ▶ If a City has an Extraterritorial Jurisdiction, it must provide proportional representation on the Planning Board
- ▶ Municipalities may set their own requirements in addition to State Law
 - ▶ Angier's Town Code Section 12-67 requires 7 members - 4 in Town, 3 ETJ

North Carolina Statutory Requirements

Planning Board Responsibilities per G.S. 160A-383:

- ▶ The Planning Board shall advise and comment on whether the proposed Zoning Amendment is consistent with any Comprehensive Plan that has been adopted and any other officially adopted plan.

Why is this Important?

- ▶ The Planning Board upholds the integrity of the Comprehensive Plan and other adopted Plans.
- ▶ Analyzing proposed development regulation changes is a crucial step in guiding the direction of a Town.
- ▶ Governing Boards rely on the recommendations of the Planning Board to make important decisions regarding future development.

Open Meetings & Public Notice

- ▶ All Planning Board Meetings are open to the public
- ▶ N.C. General Statutes do NOT require public notice prior to Planning Board meetings
- ▶ Once the Planning Board has made its recommendation to the Board of Commissioners, a Public Hearing is set for the next Commissioner's meeting
- ▶ N.C.G.S. requires notice of the Public Hearing to be between 10 & 25 days prior to the hearing
- ▶ Rezoning requests require: Newspaper notification, Notice by mail to adjacent property owners and posting of the property in question
- ▶ Ordinance Text Amendment requests require: Newspaper notification

Public Records

N.C.G.S. 132-1

- ▶ *"Public record" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions.*
- ▶ Development/Project related public records include: Copies of Rezoning, Text Amendment and Special Use Permit applications, Site Plans, Subdivision Plats, Voluntary Annexation Petitions, etc.

Zoning

Zoning - The process of dividing land into zones in which certain land uses are permitted or prohibited. These guidelines are set in order to guide business and development.

- ▶ The Zoning classification determines whether a municipality grants permission for a given land use, business or development.

N.C.G.S. 160A-381:

A zoning ordinance may regulate and restrict the height, number of stories and size of buildings and other structures, the percentage of lots that may be occupied, the size of yards, courts and other open spaces, the density of population, the location and use of buildings, structures and land.

- ▶ Municipalities are authorized to create an Official Zoning Map and draft a Zoning Ordinance that regulates the zoning districts shown on that map

The Unified Development Ordinance

Municipal Ordinances - Laws that are enacted and enforced by a Village, Town, City or County government.

N.C.G.S. 160A-381:

(a) For the purpose of promoting health, safety, morals, or the general welfare of the community, any city may adopt zoning and development regulation ordinances. These ordinances may be adopted as part of a unified development ordinance or as a separate ordinance.

Unified Development Ordinance (UDO) - A local government regulatory document that combines **zoning** and subdivision regulations, along with other city regulations such as building design guidelines, sign regulations, and floodplain and stormwater management.

- Angier's current UDO was adopted in 2010, and contains all of our business and development related standards and regulations.

Permitted Use Table

UDO Section 3.3

Residential Uses	Use Group	OSR	RA-30	R-15	R-10	R-6	O&I	CB	GC	CP	SR	Parking
Apartments	2					S		S			4.2.9	1.5 per bedroom plus 1 per bedroom over 2
Condos	2		S	S	S	S		S			4.2.9	1.5 per bedroom plus 1 per bedroom over 2
Townhomes	2		S	S	S	S		S			4.2.9	1.5 per bedroom plus 1 per bedroom over 2
Single-family	1		P	P	P	P						3 per dwelling
Temporary emergency residences	1		P	P	P	P	P	P	P		4.2.10	2 per dwelling
Duplexes	1		P	P	P	P					4.2.11	1.5 per bedroom plus 1 per bedroom over 2

UDO Administrator

Section 15.1.1. - Administrator.

- ▶ A. The Town Manager shall appoint a Unified Development Ordinance administrator to enforce the provisions of this ordinance. The assistance of such other persons may be provided as the Town Board or Town Manager may direct.
- ▶ The administrator may also be referred to as "Administrator", "Zoning Administrator", "Subdivision Administrator", "Floodplain Administrator", or "Planning Director".
- ▶ The provisions found in the UDO shall be administered by the Administrator and designated Staff.
- ▶ Administrator Duties - To carry out and enforce this ordinance, remedy violations of this ordinance, follow the development approval processes of this ordinance, and issue permits in compliance with this ordinance.
- ▶ The administrator shall maintain a record of all Zoning Permits, development approvals, Special Use Permits, Variances, Text Amendments, & Map Amendments on file at his office, and copies shall be made available on request to interested parties.

UDO Administrator Authority

15.1.1 Power and duties of the administrator.

- ▶ Administrative Variances - May be issued for encroachments of a principal building into any required yard up to a maximum of ten percent of the applicable required yard setback.
- ▶ Administrative Approval - The administrator shall have the authority to approve the following: Site Plans, Subdivision Plats, Engineering Drawings
- ▶ Pre-Application Meetings - Any property owner or applicant to meet with Town Staff prior to making official application with the town may schedule a pre-application meeting. Sketch Plan review provided is a courtesy and shall not constitute vested rights or plan approval.
- ▶ Zoning Inspections - Prior the issuance of a Certificate of Occupancy by the Building Inspector, the Administrator or his designee shall conduct a final zoning inspection to ensure that the approved plan has been followed and all required improvements have been installed to Town standards.

Angier Planning Board Responsibility

14.4.1 Planning Board Action.

- *The planning board shall consider and make recommendations to the Board of Commissioners concerning each proposed Zoning Amendment.*

Zoning Amendment: Any amendment to the adopted Zoning Ordinance or Zoning Map

→ Rezoning Requests & Proposed Text Amendments

Board Decisions

Planning Board - Reviews Rezoning requests and Ordinance Text Amendment requests, Make recommendation to Board of Commissioners

Board of Commissioners - Make all final Rezoning, Text Amendment and Voluntary Annexation decisions among others

Board of Adjustment - Reviews Special Use Permit requests, Variances, Administrative Appeals; All final decisions