



FOCUS Technical Committee Meeting Documents

June 9, 2017

Meeting Agenda

Meeting Notes

PowerPoint Presentation



Joint Meeting
FOCUS Technical Committee & Planning Board
June 9, 2017

Meeting Agenda

- | | |
|----------|---|
| 10:00 am | Welcome
Introductions
Ground Rules |
| 10:15 am | Citizen Participation Plan

Relationship of the Comprehensive Plan to the Unified
Development Ordinance

Comprehensive Plan Key Concerns |
| 10:45 am | Discussion |
| 11:15 am | Meeting Adjourn |





**FOCUS Technical Committee
Meeting Notes
June 8, 2017**

Attendees: Ben Cahoon, Marvin Demers, Barbara Ayars, Bob Brown, Tom Thomason, Mark Cornwell, Dale Holland, Andy Garman, Holly White, Kelly Wyatt

The FOCUS Technical Committee convened at 10:00 am. The purpose of the meeting was to provide the Technical Committee and Planning Board with an overview of the process to update the town's code of ordinances. After brief introductions, staff and consultant Dale Holland provided a presentation on the citizen participation plan that will be used to involve the public during this phase of the project. A copy of this document was also recently presented to the Board of Commissioners and will be posted on the project website, www.focusnagshead.com. At the beginning of the presentation, Mr. Holland emphasized that it is of utmost importance for the committee members to be engaged in the process and communicate with friends, neighbors and colleagues about what is happening in order to get more feedback into the process. The code will be reviewed by the committee in three phases. The consultant will draft each phase and meet with the committee to present each set of articles. Approximately three weeks after the committee has received the articles, the consultant will return to discuss and collect comments from the committee. The consultant mentioned he would never expect the committee to discuss any materials that have not been provided well in advance of a meeting. Mr. Holland elaborated on the citizen participation plan with the following points:

- Information will be available on the website
- Notices of meetings posted at town hall
- The project team can email civic groups of notification of meetings
- Dissemination of information to the committee-
 - Copies of information will be available at the meeting
 - Draft information will be available on the website
 - Committee will have first opportunity to view
 - Public comment period will be available during committee meetings

Following the discussion of the citizen participation plan, Mr. Holland reviewed with the committee the project schedule:



Task	Timeframe
Phase I: Evaluate the Existing Ordinances	May to June 2017
Phase II: Identify Potential Solutions and Approaches	June to July 2017
Phase III: Develop Draft Unified Development Ordinance Schedule for delivery of the draft sections of the UDO: - Deliver Articles 1-5 to the Town staff for review by 7/31/17 - HCP to receive staff comments by 8/17/17 - Present Articles 1-5 to the Technical Committee by 8/30/17 - Deliver Articles 6-8 to the Town staff for review by 10/16/17 - HCP to receive staff comments by 10/31/17 - Present Articles 6-8 to the Technical Committee by 11/16/17 - Deliver Articles 9-10 to the Town staff for review by 2/1/18 - HCP to receive staff comments by 2/16/18 - Present Articles 9-10 to the Technical Committee by 3/9/18	July 2017 to April 2018
Phase IV: Present UDO for Board of Commissioners Consideration	May 2018 to June 2018

It was emphasized to the committee that the project schedule is tight and will need to be focused. It is anticipated that there will be seven regular meetings with the Technical Committee over the course of a year however additional meetings may be necessary to address special topic areas.

There will be a mid-project community meeting to gain public feedback which will be an open house style format.

Following the review and comments by the Technical Committee, the ordinance will receive Planning Board and Board of Commissioners review prior to adoption. It is important for the Planning Board to follow the meetings by reviewing articles and meeting notes on the project website. Planning Board members on the committee should work to keep the other Planning Board members involved by providing updates at regular Planning Board meetings. Planning Board members will be invited to attend Technical Committee meetings and are encouraged to be there. After some discussion about the schedule and order of meetings as well as public hearing requirements, the schedule was revised as follows:

- Meetings
 - Technical Committee meetings – 7 meetings
 - Mid-project public review meeting
 - Joint Technical Review/Planning Board meeting
 - Open house meeting
 - Planning Board
 - Board of Commissioners meeting
 - Public hearing
 - Adoption

After discussion of the citizen participation plan and project schedule, additional background was provided for development of the UDO. First, staff and the consultant reviewed the relationship to the comprehensive plan. The comprehensive plan is the primary guiding document for developing the UDO and the final ordinance should reflect the policies of the plan. The comprehensive plan provides the vision for at least a

20 year time horizon. The plan is not as detailed as the ordinance and serves as a policy tool for land use planning and decision-making. It will be important for the Technical Committee and the Planning Board to read and become familiar with the Comprehensive Plan. Staff proceeded to discuss the Vision Statement in the Comprehensive Plan as well as the goals and key themes:

1) Vision

- Good place to live
- Good place to visit
- Protect Nags Head character
- Uphold Town legacy
- Small town character
- Sustainable local economy
- Historic architecture and culture
- Excellent public services
- Well-maintained recreational amenities
- Access to well-protected natural coastal environment
- Transparent decision making process

2) Goals

- Preserve our community's distinctive heritage and unique lifestyle
- Protect our critical natural resources and coastal ecosystem
- Build and promote a sustainable economy that supports residents and visitors
- Plan for orderly and sustainable growth and redevelopment
- Maintain a well-run and efficient government that provides high quality and cost effective services

3) Key Themes

- Architectural integrity
- Beach Road vs. Bypass
- Protecting conversion of commercial property to residential
- Shopping centers and large format development
- Character areas
- Oceanfront
- Preservation of existing business
- Greater diversity in housing and accommodations
- Connectivity
- Healthy small, local business economy
- Arts and cultural resources
- Environmental quality

After the staff review, several questions were asked –

1. Is the project simply capturing what is in the current code or are we creating new sections?

The project involves a bit of both. One goal of the project is to implement portions of the comprehensive plan however we will need to decide how much can be accomplished and prioritize accordingly. The phase I report should help to articulate this.

2. What is the vision for a year round community?

Diversity of housing, actions that encourage broader base of year round residents, by improving quality of life, access to services, and options for

employment. Also need to focus on preserving a sense of place and what makes us unique.

The group then had a discussion regarding how some of the goals of comprehensive plan would be implemented in terms of corridors (beach road vs. bypass) and character areas. The group discussed several ideas including writing new zoning districts into the code and mapping at a later date, create additional overlay districts to address nodal areas, or modifying development standards and allowable uses in current set of districts. The final ordinance could involve a combination of all of these approaches.

The discussion concluded with next steps – staff would like to schedule a date in late July/early August to provide an overview of current ordinances to the committee in preparation for receiving first set of articles in late August. Staff agreed to communicate via email on scheduling these dates. Staff and Mr. Holland thanked the committee for their time. The meeting adjourned at 11:30 am.



Unified Development Ordinance

Joint Meeting
Technical Committee & Planning Board Meeting

June 9, 2017



Topics of Discussion

- Ground Rules
- Citizen participation plan/process
- Relationship of Comprehensive Plan to Unified Development Ordinance
- Comprehensive Plan key concerns



Ground Rules

- Be prepared and attend meetings
- Stay on topic
- Only one person speaks at a time
- Respect others' points of view
- No side conversations
- Keep your constituencies informed



Citizen Participation Plan

- Responsibility
- Meetings
 - Technical Committee meetings – 7 meetings
 - Mid-project public review meeting
 - Joint Technical Review/Planning Board meeting
 - Open house meeting
 - Board of Commissioners meeting
 - Public hearing
- Public Notification
- Dissemination of Information
- Public Comment

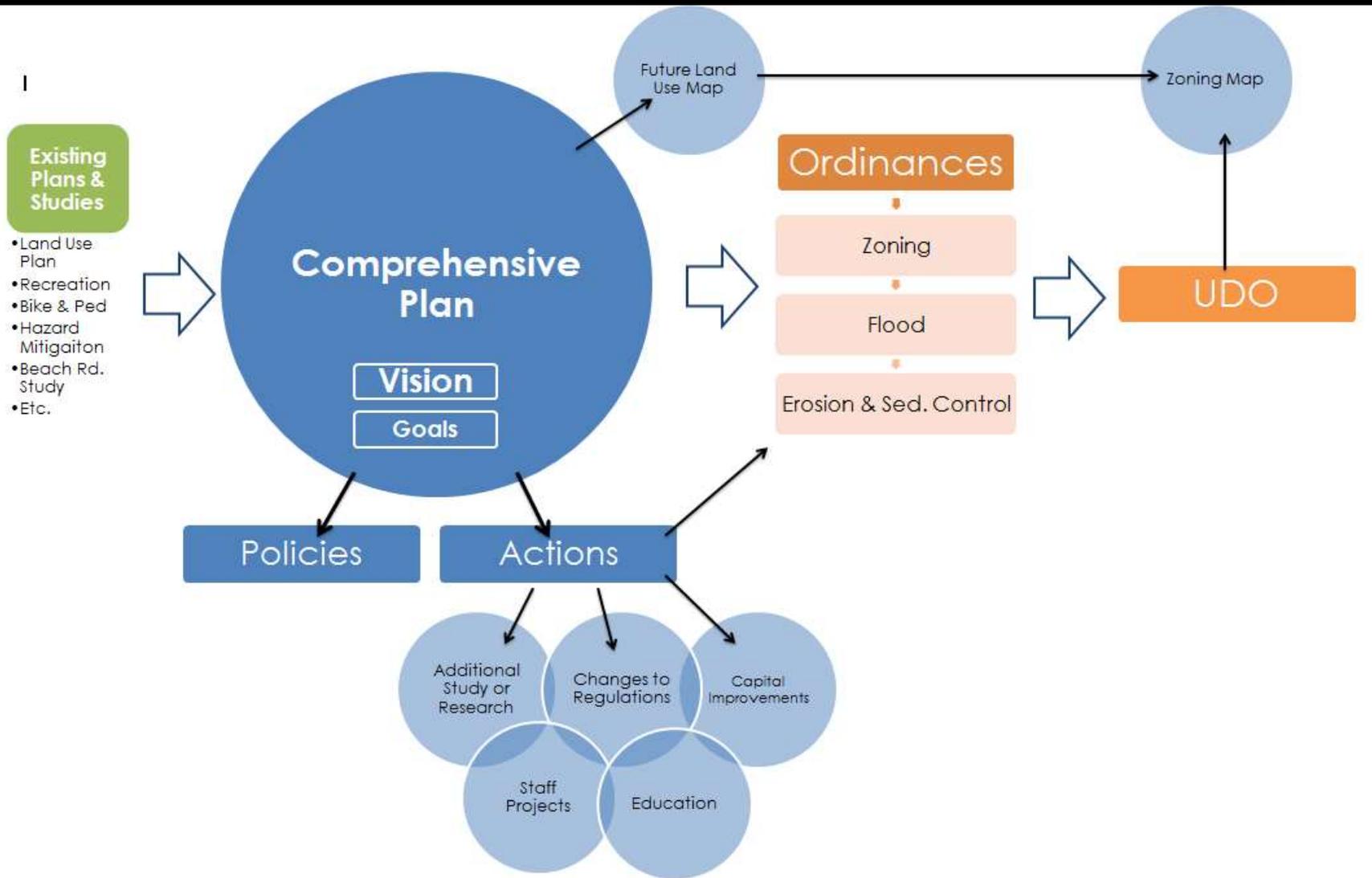


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Relationship of Plan to the UDO



Vision

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Comprehensive Plan Key Themes

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