



FOCUS Technical Committee Meeting Documents

December 6, 2018

Meeting Agenda

Draft Meeting Notes



FOCUS Technical Committee Meeting December 6, 2018 ~ 10:00 am

Meeting Agenda

10:00 am – 10:10 am	Welcome & Update
10:10 am – 10:30 am	Discussion of Draft UDO and Process of Review
10:30 am – 11:50 am	Discussion of Draft Definitions
11:50 am – 12:00 pm	Recap & Next Steps
12:00 pm	Meeting Adjourn

*More information on this project as well as meeting materials are available at
www.focusnagshead.com*





Draft

FOCUS Technical Committee

Meeting Notes

December 6, 2018; 10:00 am

Attendees: Mayor Ben Cahoon; Marvin Demers; Barbara Ayars; Mark Cornwell; David Elder; Deputy Town Manager Andy Garman; Planner Holly White; and Michelle Gray

All handouts are available on the Town's website www.focusnagshead.com

Welcome - Planner Holly White welcomed and thanked all for attending.

Update – Ms. White provided an update on the progress staff has made since the last meeting. The table of contents was distributed for review and discussion. Article 1 to Article 11 will be given to the Board of Commissioners by

Discussion of Draft UDO and Process of Review - Ms. White explained that staff has been working with the consultant to make the necessary changes to create the final draft. The goal is to finalize the draft with the intent of distributing a draft document to the Technical Committee, Planning Board, and Board of Commissioners the week of December 17th. The Technical Committee reviewed the changes that will be incorporated in the draft.

The draft UDO will be given to the Board of Commissioners on Tuesday, December 18, 2018. The below dates were tentatively scheduled for follow-up for the committee to work through comments from the Board of Commissioners.

January 14, 2019	Technical Committee meeting
January 15, 2019	Planning Board meeting
January 24-25, 2019	Board of Commissioners Retreat
February, 2019	Joint Workshop (Planning Bd w/Board of Commissioners)

New Planning Board members could meet with staff individually to be brought up to speed with the new UDO.

Discussion of Draft Definitions – The draft definitions were discussed by staff and the committee in preparation of presenting the draft UDO to the Board of Commissioners.

After reviewing the final draft, the committee could send their most important condensed, bullet point list to Ms. White by January 10, 2019 and she will compile them for the meeting on January 14, 2019.

Adjournment – the meeting adjourned at 12:10 p.m.