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MOREHEAD CITY

Steering Committee Meeting One
2.12.24



1 TEAM

2 OBJECTIVES

3 WORK PROGRAM

4 COMMITTEE ROLE

5 DISCUSSION

CONSULTING TEAM



**CHAD
MEADOWS**

Project
Manager;
Drafting Lead



**ANGIE
MANNING**

Code Drafting



**ANDREW
AUSEL**

Engagement;
& Drafting
Support



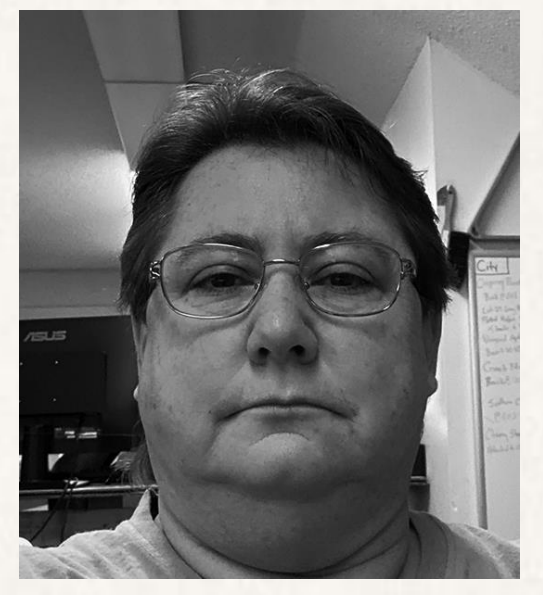
**HUNTER
FREEMAN**

Stormwater,
Sustainability
Lead



**AL
BENSHOFF**

Land Use
Attorney



**KIM
WHALEY**

Zoning Map
Lead

OBJECTIVES

Policy Implementation

Implement the recommendations in the Morehead City Plan 2032, including future land use designations

Procedural Efficiency

Ensure the UDO includes all required procedures and permit types under State law, addition of review criteria for each procedure, common review procedures, vested rights

Protect the Environment

Add new incentives for environmental and water quality protection, incorporate green stormwater infrastructure requirements

User-Friendly Code

Restructuring into a logical format, new numbering, graphics, tables, charts, replacement of obsolete language, specificity regarding calculation & measurement

Modernize Uses

Ensure modern residential, non-residential, and mixed-use developments are properly represented, accessory & temporary uses, and conform use standards to best practices

Update Standards

Update landscaping & screening standards, parking ratios, open space provision, sidewalks

WORK PROGRAM

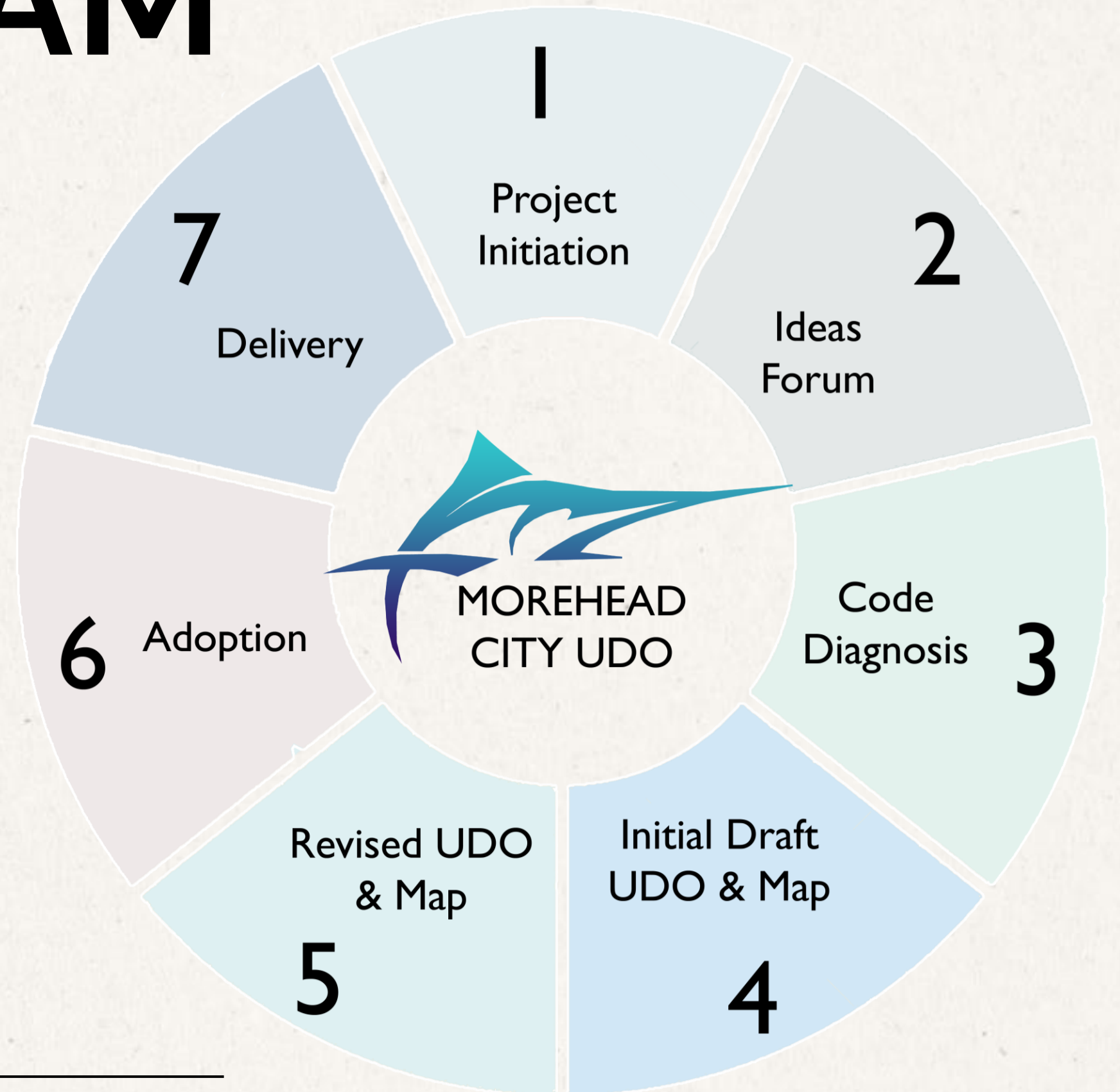
7 TASKS

19 MONTHS –

(COMPLETION IN JULY 2025)

9 TEAM TRIPS

6 COMMITTEE MEETINGS



TASK 2: IDEAS FORUM



3-day trip – April 14–16 (4/14 = Sunday)

- **3 Public Forums**




Project Introduction (night 1)

Zoning Map (night 2)

Housing Options (day 3)

- **Meeting with Development Community**
- **Steering Committee Meeting 2**
- **City Council Meeting 2**
- **Office Hours**

- **July 2024**
- **Review of current UDO**
- **Explores gap between policy goals and current regulations**
- **Provides a series of recommendations**
- **UDO page layout/numbering**
- **Process:**
 - Staff review, discussion, revision
 - Posting on project webpage
 - Steering Committee Review (day 1)
 - Public Forum (#4) (night 1)
 - City Council Meeting (#3) (night 2)

<p>KEY THEMES FOR IMPROVEMENT - #2. Implement the Town's Adopted Policy Guidance</p>																																		
																																		
<p>The Town's Adopted Policy Guidance consists of the adopted plans, studies, and policy statements that direct and inform day-to-day decision making on land use matters (like rezoning applications) and capital improvement projects. The adopted policy guidance establishes and promotes the Town's vision for its future and how that vision can best be realized. It describes the Town's desired development patterns and its future configuration. The Town's adopted policy guidance includes the 2045 Comprehensive Growth Plan, the Johnston County Comprehensive Transportation Plan, the Parks and Recreation Plan Update, the draft Clayton Pedestrian Plan, the Comprehensive Bicycle Plan, the Downtown Master Plan and the JCMH/NC 42 West Small Area Plan. This is a considerable amount of policy guidance.</p>																																		
<p>The table below provides a detailed review of the Town of Clayton's current Unified Development Code (UDC) as effective 2.15.22. The table below summarizes each major section in the UDC and provides a recommendation (or indication for further discussion, if appropriate) for how the material could best be configured in the updated UDC. This information will be used to form the recommendations in the Diagnosis Report and helps to clarify the structure in the Annotated Outline of the new UDC.</p> <p>2045 COMPREHENSIVE GROWTH PLAN POLICY, STRATEGY & ACTION Land Use and Housing</p> <p>LU 1.1.2: Support vary in density based on the Future Land Use Map</p> <p>LU 1.1.3: Review and update the UDC (and the 2006 General Ordinance Guidelines)</p> <p>LU 1.2.1: Encourage high density design in commercial and industrial development</p>	<p>APPENDIX - REVIEW OF CURRENT UDC</p> <p>CLAYTON UNIFIED DEVELOPMENT CODE (effective 2.15.22)</p> <table border="1"> <thead> <tr> <th>\$155.# / NAME DESCRIPTION</th><th>POTENTIAL DISPOSITION IN NEW UDC</th></tr> </thead> <tbody> <tr> <td colspan="2">ARTICLE 1: GENERAL PROVISIONS</td></tr> <tr> <td>100 Title</td><td></td></tr> <tr> <td>Sets out the title of the UDC</td><td>Change title to Unified Development Ordinance (UDO) and supplement with language identifying the Official Zoning Map</td></tr> <tr> <td>101 Authority & Purpose</td><td></td></tr> <tr> <td>Identifies the statutory provisions allowing the Town to regulate land uses</td><td></td></tr> <tr> <td>102 Purpose</td><td></td></tr> <tr> <td>Repeats the basic purpose statements for zoning and land development and police power from the General Statutes</td><td></td></tr> <tr> <td>103 Effective Date</td><td></td></tr> <tr> <td>Identifies the effective date for the UDC</td><td></td></tr> <tr> <td>104 Jurisdiction</td><td></td></tr> <tr> <td>Discusses the Official Zoning Map, the Future Land Use Map from the Comprehensive Plan, and other maps</td><td></td></tr> <tr> <td>105 Legal Status</td><td></td></tr> </tbody> </table>	\$155.# / NAME DESCRIPTION	POTENTIAL DISPOSITION IN NEW UDC	ARTICLE 1: GENERAL PROVISIONS		100 Title		Sets out the title of the UDC	Change title to Unified Development Ordinance (UDO) and supplement with language identifying the Official Zoning Map	101 Authority & Purpose		Identifies the statutory provisions allowing the Town to regulate land uses		102 Purpose		Repeats the basic purpose statements for zoning and land development and police power from the General Statutes		103 Effective Date		Identifies the effective date for the UDC		104 Jurisdiction		Discusses the Official Zoning Map, the Future Land Use Map from the Comprehensive Plan, and other maps		105 Legal Status								
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	<p>APPENDIX - STAKEHOLDER INPUT SUMMARY</p> <p>Task 1, Initiation, of the Codify Clayton project includes a series of 10 interviews with 20 different project stakeholders, including members of the development community, Town officials, and other interested parties. This summary report details the input collected during these interviews. The table below identifies the various interview dates and stakeholders who provided comments:</p> <table border="1"> <thead> <tr> <th>INTERVIEW DATE</th><th>STAKEHOLDER GROUP</th><th>PARTICIPANTS</th></tr> </thead> <tbody> <tr> <td>4.27.22</td><td>Engineering Community</td><td>Donnie Adams - Adams & Hodge Richard Brown - Kimley-Horn Austin Roland - Kimley-Horn Spencer Meekins - McGill Assoc.</td></tr> <tr> <td>4.27.22</td><td>Archer Lodge</td><td>Mike Gordon, Manager Julie Maybee, Planning Director</td></tr> <tr> <td>5.3.22</td><td>Developer Representatives</td><td>Kent Alexander</td></tr> <tr> <td>5.3.22</td><td>Developer Representatives</td><td>Dave DeYoung - Hearth Pointe Haley Hogg - Hearth Pointe Emily Beddingfield - James Lipscomb</td></tr> <tr> <td>5.5.22</td><td>Developer Representatives</td><td>Trey Adams - Atlas Stark</td></tr> <tr> <td>5.5.22</td><td>Economic Development</td><td>Patrick Pierce - Clayton Economic Development Dana Wooten - Clayton Chamber of Commerce Paul Auclair - Owner, Deep River Brewing Co.</td></tr> <tr> <td>5.6.22</td><td>Town Officials</td><td>Andria Archer - Town Council Avery Everette - Town Council</td></tr> <tr> <td>5.12.22</td><td>Developer Representatives</td><td>*</td></tr> <tr> <td>5.23.22</td><td>Town Officials</td><td>Jason Thompson - Mayor Pro Tem Porter Casey - Town Council</td></tr> <tr> <td>5.23.22</td><td>Town Officials</td><td>Jody McLeod - Mayor Michael Sims - Town Council</td></tr> </tbody> </table> <p>* No attendees. Twelve developer representatives were identified and contacted about attending one of the four interviews. A total of five developer representatives participated in the stakeholder interviews (a participation rate of 42%).</p> <p>The next pages provide a summary of the input collected from the 20 stakeholders interviewed. Individual responses are held in confidence, but the following pages provide a summary of comments, organized by ten different topic areas.</p>	INTERVIEW DATE	STAKEHOLDER GROUP	PARTICIPANTS	4.27.22	Engineering Community	Donnie Adams - Adams & Hodge Richard Brown - Kimley-Horn Austin Roland - Kimley-Horn Spencer Meekins - McGill Assoc.	4.27.22	Archer Lodge	Mike Gordon, Manager Julie Maybee, Planning Director	5.3.22	Developer Representatives	Kent Alexander	5.3.22	Developer Representatives	Dave DeYoung - Hearth Pointe Haley Hogg - Hearth Pointe Emily Beddingfield - James Lipscomb	5.5.22	Developer Representatives	Trey Adams - Atlas Stark	5.5.22	Economic Development	Patrick Pierce - Clayton Economic Development Dana Wooten - Clayton Chamber of Commerce Paul Auclair - Owner, Deep River Brewing Co.	5.6.22	Town Officials	Andria Archer - Town Council Avery Everette - Town Council	5.12.22	Developer Representatives	*	5.23.22	Town Officials	Jason Thompson - Mayor Pro Tem Porter Casey - Town Council	5.23.22	Town Officials	Jody McLeod - Mayor Michael Sims - Town Council
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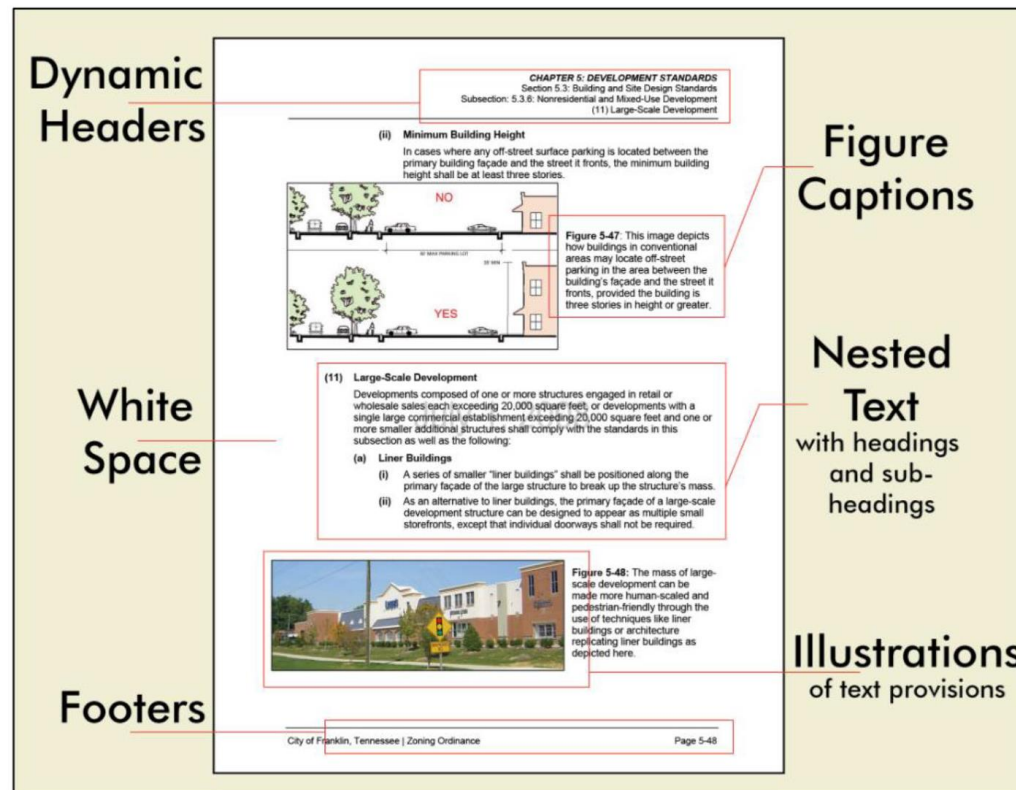
TASK 3: CODE DIAGNOSIS

TASK 4: INITIAL DRAFT



- **New UDO (drafted in 2 modules)**
Module 1: districts, uses, standards
Module 2: procedures, definitions
- **New Zoning Map**
- **Process:**
Staff review, discussion, revision, posting, presentation in early December
- **Steer. Committee Meeting 4** (UDO text)
- **Steer. Committee Meeting 5** (new Map)
- **Public Forum 5**
(day-long workshop for text & map)

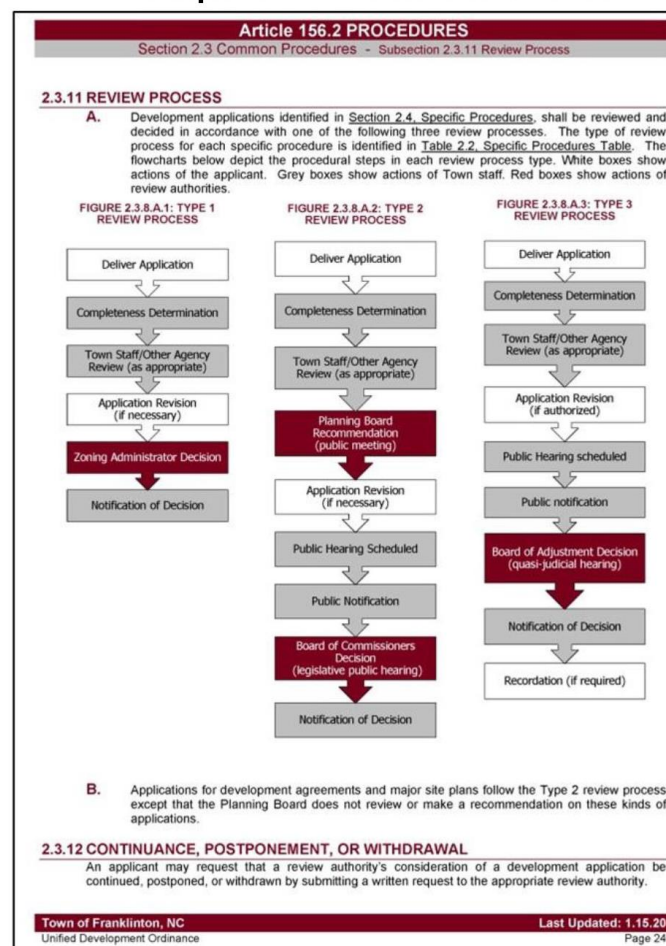
Example Page Layout Elements



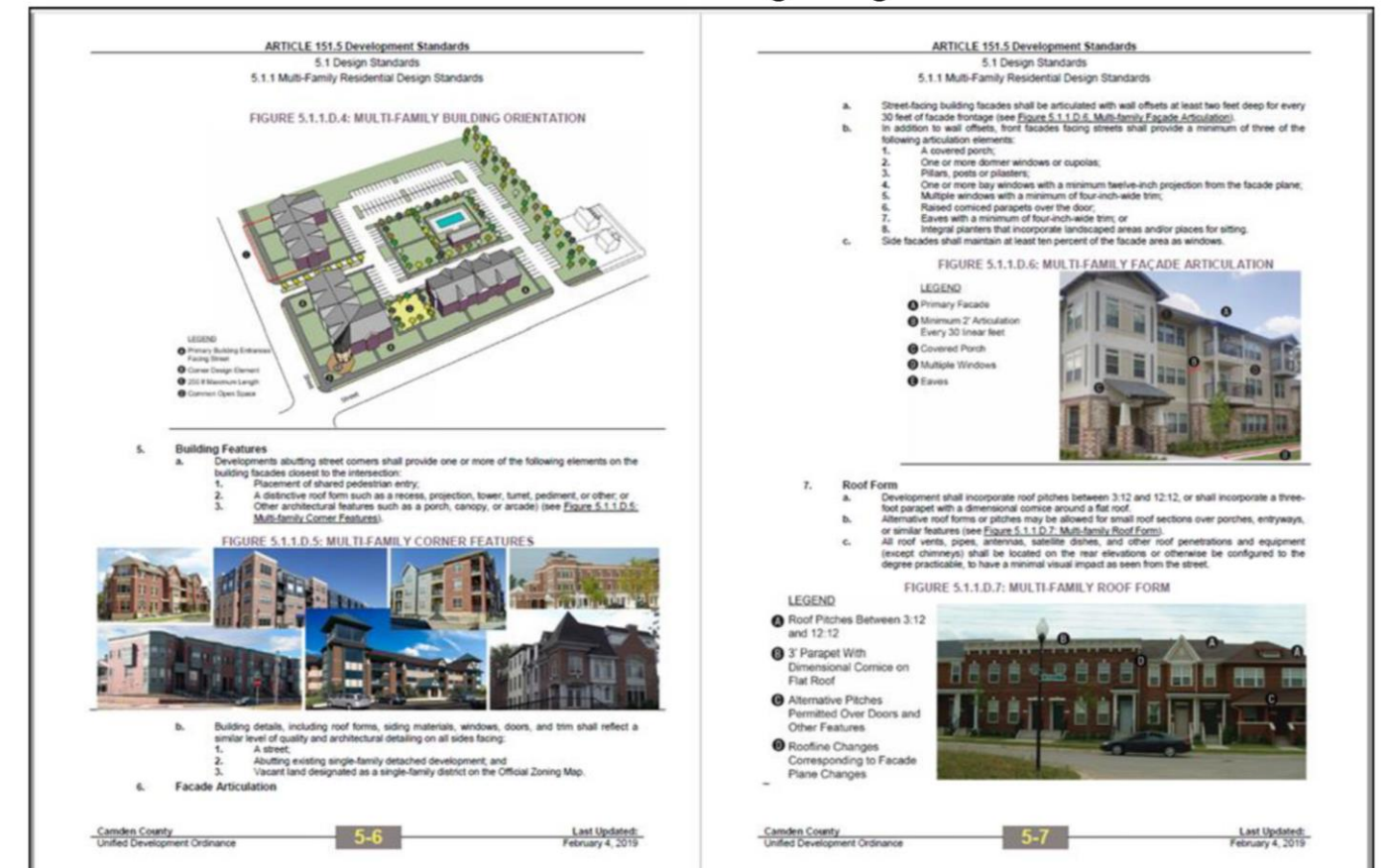
Example Illustrations



Example Procedure Flowcharts



Annotated Photos Illustrating Design Standards



Sign Standards Organized as Summary Tables

Section 5.6 Signage CHAPTER 5

TABLE 5.6.1: SIGN STANDARDS BY SIGN TYPE

7. Political Signs

LEGEND

- Maximum Height = 60" Above Adjacent Grade When on an Individual Lot; 42" Above Pavement of Adjacent Roadway when in a Street Right-of-Way
- Maximum Sign Face Area within ROW = 6 sf
- Maximum Sign Face Area on a Lot = 32 sf
- No Min. Setback from Lot Line

a. Definition

Any sign that advocates for a particular political candidate, party, position, or political action that is made available for view by the public before and during the portion of a calendar year when elections are underway as described in Section 136-32 of the North Carolina General Statutes. Political signs are also referred to as "campaign," "election," "signs." Signs of a political nature that are placed on private property outside the period of time when elections are underway shall be considered an incidental sign.

b. Zoning Districts Where Permitted

Residential & CEs	HX & PD	OI & COI	NBx	GB & CBx	CBD & PDD	Industrial & CEs
Yes*	Yes*	Yes*	Yes*	Yes*	Yes*	Yes*

c. Dimensional Standards

Maximum Number of Political Signs Per Lot	6 [1]
Maximum Height	<div>In right-of-way: 42 inches above the top of the pavement of the adjacent roadway</div> <div>On an individual lot: 60 inches above adjacent grade</div>
Maximum Sign Face Area	<div>In right-of-way: 6 square foot per sign</div> <div>On an individual lot: 32 square foot per sign</div>
Minimum Setback from any Lot Line	None
Minimum Separation between Political Signs	2'

NOTES:

- [1] There is no limit on the number of political signs that may be placed within the right-of-way in front of a lot during the portion of the year when elections are underway provided the owner of the sign obtains the consent of the lot's owner to place the sign in front of the lot.
- [2] No political sign may be placed in any manner that obstructs other signage views.

d. Additional Standards

- i. Political signs shall not be placed within the required sight distance triangles or in locations that obstruct the safe movement of vehicles and pedestrians.
- ii. Political signs may not be placed on utility poles or traffic control signal poles.
- iii. Political signs may be placed in the right-of-way only during the portion of the year when elections are underway as identified in Section 136-32 of the North Carolina General Statutes.
- iv. Political signs may not be illuminated.
- v. Political signs found to be in violation of these standards or the applicable standard in Section 136-32 of the North Carolina General Statutes may be removed by the Zoning Subdivision Administrator.

Page Break

City of Burlington Unified Development Ordinance

Last updated 12.3.20

5-101-0

CHAPTER 5 Section 5.6 Signage

TABLE 5.6.1: SIGN STANDARDS BY SIGN TYPE

8. Projecting Signs

LEGEND

- Max. Height: Wall on Which Sign is Mounted
- Min. Clearance Over Sidewalk or Vehicular Access: 9'
- Max. Sign Face Area: 40 sf
- Max. Encroachment into Required Yard: 6'
- Max. Projection into Right-of-Way: 36"
- Minimum Distance from Back of Curb: 2'

a. Definition

Any sign that projects outward from a building's exterior wall where the sign face area is not parallel to the building wall upon which is mounted. Projecting signs are also referred to as "freestanding signs." Signs mounted for a building wall with sign face area that are parallel to the building wall are considered "wall" signs. A sign comprised of fabric or similar material is a "flag" or a "banner" sign.

b. Zoning Districts Where Permitted

Residential & CEs	HX & PD	OI & COI	NBx	GB & CBx	CBD & PDD	Industrial & CEs
Yes*	Yes*	Yes*	Yes*	Yes*	Yes*	Yes*

c. Dimensional Standards

Maximum Number of Projecting Signs Per Lot	One per building facade*
Maximum Height	A projecting sign shall not project above the height of the wall it is mounted to [1]
Maximum Sign Face Area	40 square feet [2]
Minimum Setback from any Lot Line	A projecting sign shall not encroach into a required yard by more than 6 feet [2]

NOTES:

- [1] Any projecting sign that projects into a right-of-way or that projects over a sidewalk or vehicular access way shall maintain a minimum clearance of at least 10 feet above grade.
- [2] Projecting signs with 3 sides may have up to 80 square feet of sign area.
- [3] Any projecting sign shall not project into a right-of-way by more than 36 inches, and shall maintain a minimum of two feet of horizontal distance from the back of the curb.

d. Additional Standards

- i. Projecting sign (1) square feet in total sign area or less shall be considered an incidental sign.
- ii. Any electrical wiring shall be located within the sign or the wall it is affixed to.
- iii. Signage may be subject to additional standards identified in Section 2.18.D, Gateway Corridor Overlay (GCO) District.

Page Break

City of Burlington Unified Development Ordinance

Last updated 12.3.20

5-102-0

- **Mid-April 2025**
- **Consolidated UDO**
(based on Task 4 comments)
- **Updated Zoning Map**
- **Office Hours**
- **Steering Committee Meeting 6**
(final meeting)
- **Public Forum 6**
(day-long workshop for text & map)



TASK 5: REVISED DRAFT

TASK 6: ADOPTION

- **Adoption versions of UDO and Map**
- **Public Meeting with Planning Board**
6/17/25 (+/-)
- **Public Hearing with City Council**
7/8/25 (+/-)

- **Digital versions of UDO**
(Word, pdf)
- **Digital version of Map**
(ArcGIS shapefiles)
- **Illustrations**
(native & jpeg formats)
- **Document maintenance training**
- **40 hours of pro bono assistance**

TASK 7: DELIVERY

TASK	2024												2025						
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
I. PROJECT INITIATION																			
1.A Steering Committee Meeting 1		◆	2.12.24																
1.B Stakeholder Interviews (8-10)		⦿	2.13.24																
1.C City Council Meeting 1		✱	2.13.24																
2. IDEAS FORUM																			
2.A Public Forums 1, 2 (Map, Housing)				⦿	4.7, 4.8.24														
2.B Development Community				⦿	4.9.24														
2.C Steering Committee Meeting 2				◆	4.8.24														
2.D City Council Meeting 2				✱	4.9.24														
3. CODE DIAGNOSIS																			
3.A Staff Review & Comment																			
3.B Steering Committee Meeting 3							◆	7.8.24											
3.C Public Forum 3							⦿	7.8.24											
3.D City Council Meeting 3							✱	7.9.24											
4. INITIAL DRAFT UDO & MAP																			
4.A Draft/Review Module 1																			
4.B Draft/Review of Module 2																			
4.C Draft/Review Zoning Map 1																			
4.D Steering Committee Meetings 4,5												◆	12.10.24						
4.E Public Forum 4												⦿	12.11.24						
5. REVISED UDO & MAP																			
5.A Draft/Review UDO																			
5.B Draft/Review Zoning Map 2																			
5.C Steering Committee Meeting 6																◆	Mid-April		
5.D Public Forum 5 (Day-long)																⦿	Mid-April		
6. ADOPTION																			
6.A Adoption Versions , UDO & Map																			
6.B. Planning Board Meeting																			
6.C City Council Public Hearing																			
7. DELIVERY																			

COMMITTEE ROLE

- **Technical Experts**
- **Sounding Board**
- **“First Blush” Reactions**
- **Not a Voting Body**
- **Inform Constituencies about
Project status**
- **Does Not Make a Recommendation**

DISCUSSION

