



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Jeremy Hardison, Planning Director

**DEPARTMENT:** Planning &  
Development

**MEETING:** Planning & Zoning Commission – 7/14/2022

**SUBJECT:** Unified Development Ordinance Kickoff Meeting

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### **Background:**

The Cape Fear Council of Governments (CFCOG) will be assisting the town for the creation of the Town of Carolina Beach's Unified Development Ordinance (UDO). The Cape Fear Council of Governments (CFCOG) is one of 16 multi-county regional planning and development agencies established in 1972 to support local governments. They provide a wide array of planning and development management services to local governments.

The UDO project will be divided into two phases. Phase 1 will consist of an audit of the currently adopted development codes and all applicable general codes. Phase 2 will consist of implementing the recommended changes identified in Phase 1 through the creation of a new UDO for the Town. Staff will conduct several facilitated meetings with the Planning and Zoning Commission as part of Phase 1. Once Phase 1 is complete, we will begin the UDO drafting process.

### **PHASE 1**

To complete Phase 1 of the UDO creation process, an audit of the Land Development Code including the zoning, subdivision, and stormwater chapters. Phase 2 will be conducted following the audit and will include drafting language and implementing recommendations that result from Phase 1. As part of the UDO creation process, staff will work with the Planning and Zoning Commission to conduct facilitated meetings for review of the current Land Development Code and any applicable General Code section. We anticipate this task will take three to four meetings. As part of the audit, staff will identify articles and provisions that warrant change, removal, or update. Written findings will be delivered at each meeting with the Planning and Zoning Commission. The following will be included as part of the audit:

1. Identification of potential problems, improvements, and inconsistencies in the Land Development Code chapters and General Code.
2. Detailed review of the administrative and approval procedures, definitions, permitted uses, zoning map, dimensional standards, and key development standards.

### 3. Presentation/written audit of findings.

Once complete, CFCOG will pursue incorporating the agreed upon recommendations and revisions for implementation in Phase 2.

## **PHASE 2**

The Town of Carolina Beach seeks to consolidate its development regulations into a single Unified Development Ordinance (UDO) to enable staff, elected officials, and citizens to better understand and administer the regulatory provisions contained within. Issues identified during Phase 1 will be rectified through revisions to the newly created UDO. Examples of tasks to be completed as part of Phase 2 of the process include:

1. Update ambiguous administrative processes.
2. Update and revise definitions.
3. Update the table of permitted uses where necessary. Limited modifications to the table of uses is anticipated. Potential land use conflict areas will be identified.
4. Review stormwater rules and regulations and update standards to reflect findings of the Code Audit.
5. Incorporate relevant section from the General Code into the draft UDO.
6. Outstanding Legislative Updates and General Code Conformance.
7. Planning and Zoning Commission work sessions and consensus building. We will work with the Planning and Zoning Commission to amend the ordinance to include all changes identified in Phase 1. Staff will guide the Planning and Zoning Commission in reaching consensus on key issues. Amendments and revisions to existing regulations will be made on a per Article basis for consistency and clarity. Once all revisions and updates have been incorporated into the new UDO, then the complete document will be recommended for approval by the Planning and Zoning Commission and referred to the Town Council for adoption.
8. Review applications, forms, and development fees. To conclude the UDO, we will analyze the fee structure for development related permits and ordinance amendments. To further enhance the development approval process, we will work with Town staff to review all applications and forms.