



## PLANNING

**To:** Planning & Zoning Commission **Item No. 4**

**From:** Suzanne Porter, AICP, Planning Manager

**Through:** David Hoover, AICP, Director of Development Services

**Re:** Consideration of the Unified Development Code

**Meeting:** October 7, 2025

---

**Agenda Item:**

Conduct a Public Hearing to consider the adoption of a Unified Development Code, which encompasses amendments to Building Regulations, Business Regulations, Fire Prevention and Protection codes, Health and Sanitation codes, the Subdivision Regulation, Utilities standards, the Zoning Ordinance, Engineering Design Standards, and Definitions. (ZONE-25-0014)

**Description of Agenda Item:**

Throughout the past year, Town staff has worked with a consultant, Freese and Nichols, to review current standards and codes related to development. They will be updated and consolidated into a Unified Development Code (UDC). A draft is available on the Town's website, and the consultant is working on addressing comments related to this document. Staff recommends tabling this item so that the updates can be made and distributed for the Commission and Council's review. The following schedule is proposed:

October 14<sup>th</sup> – Town Council Work Session to discuss the UDC.

October 21<sup>st</sup> – Planning & Zoning Commission meeting for recommendation of the UDC.

October 28<sup>th</sup> – Town Council meeting to consider the adoption of the UDC.

**Legal Obligations and Review:**

Notification was provided as required by the Zoning Ordinance and State law. Staff has not received any response to the proposed amendments to date.

**Attachments:**

There are no attachments to this item.

**Town Staff Recommendation:**

Town Staff recommends the Planning & Zoning Commission table this item and continue the Public Hearing to their meeting on October 21, 2025.