

**SUMMARY NOTES**  
**ORANGE COUNTY PLANNING BOARD**  
**JULY 2, 2014**  
**ORDINANCE REVIEW COMMITTEE**

NOTE: A quorum is not required for Ordinance Review Committee meetings.

**MEMBERS PRESENT:** Peter Hallenbeck (Chair), Cheeks Township Representative; Lisa Stuckey, Chapel Hill Township Representative; Paul Guthrie, At-Large, Chapel Hill Township; Tony Blake, Bingham Township Representative; Laura Nicholson, Eno Township Representative; Bryant Warren, Hillsborough Township Representative;

**STAFF PRESENT:** Craig Benedict, Planning Director; Michael Harvey, Current Planning Supervisor; Perdita Holtz, Planning Systems Coordinator; Tina Love, Administrative Assistant II

**AGENDA ITEM 1:       CALL TO ORDER AND ROLL CALL**

**AGENDA ITEM 2:       UNIFIED DEVELOPMENT ORDINANCE (UDO) TEXT AMENDMENTS – NEIGHBORHOOD INFORMATION MEETING FOR SPECIAL USE PERMITS**

To review and comment upon proposed revisions to the UDO to require that a neighborhood information meeting be held at least 30 days prior to the public hearing for a Class A or Class B Special Use Permit.

**Presenter:** Michael Harvey, Current Planning Supervisor

Michael Harvey: Reviewed abstract.

Paul Guthrie: Based on the fact that the Commissioners asked you to do this, do you have any inherent questions about whether or not this is a problem?

Michael Harvey: It's going to increase the timeline for the process.

Paul Guthrie: And aside from that, is it going to increase costs?

Michael Harvey: The applicant will bear the cost. We'll have to build it into the process.

Tony Blake: This is specific to telecommunication towers?

Paul Guthrie: Based on the fact that the Commissioners asked you to do this, do you have any inherent questions about whether or not this is a problem?

Michael Harvey: It's all Special Use Permits Class A or Class B. Remember the County has two processes; Class B is reviewed by the Board of Adjustment and Class A is reviewed by the elected officials.

Paul Guthrie: Who would chair that meeting?

Michael Harvey: Staff chairs the neighborhood meeting. We present the rough overview of the project, we explain the process.

Paul Guthrie: The chair/staff would have the responsibility to essentially say the information is not sufficient that it needs to be, what you just said.

54 Michael Harvey: The neighborhood meeting is just to present that here is the process, here's the procedure. You  
55 as an adjacent property owner could meet with the applicant and discuss your concerns.  
56  
57 Paul Guthrie: What I am getting at is that are you just going to listen to the comments or at some point will the chair  
58 say, now thank you very much but in this proceeding there needs to be documentation that is sufficient to be  
59 entered into the record.  
60  
61 Craig Benedict: We will not be ruling on what they are talking about, we won't be making any ruling there. We're  
62 just going to say, here's an example of evidence and here's an example of what evidence is not.  
63  
64 Michael Harvey: We're going to be providing what represents competent materials and substantial evidence but  
65 we're not going to be telling people...  
66  
67 Paul Guthrie: What I'm thinking is maybe that ought to be the introduction for a statement in the call of the meeting  
68 something to this effect so that people have, so you don't end up having to be the bad guy sometime down the  
69 road.  
70  
71 Lisa Stuckey: It's an informational meeting, right and the County Commissioner are the judges ultimately?  
72  
73 Michael Harvey: Yes, the neighborhood meeting is just informational. It is just for us to explain process and the  
74 applicant to outline the project.  
75  
76 Pete Hallenbeck: My read on this is there are a number of things going on. One is getting people familiar with  
77 process and terminology so we aren't discovering it at the quarterly public hearing. One is certainly meeting some  
78 of the players and another one, hopefully, that everyone can sit down.  
79  
80 Michael Harvey: Just as a reminder, we currently hold neighborhood information meetings for all major  
81 subdivisions at the concept plan stage before the Planning Board sees it. We hold neighborhood meetings now for  
82 any government project. It has to be held typically by the applicant with coordination with staff before an application  
83 is acted upon by staff. This is just adding that same process and procedure to this particular permitting.  
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85 Lisa Stuckey: This will add 30 days, how often do you think it is helpful to have a neighborhood meeting and how  
86 often does it happen that nobody shows up and it just is going to add 30 days?  
87  
88 Michael Harvey: I think there are projects where we will get raked over the coals and projects that are no-brainers.  
89 It is 50/50. It probably benefits the Board of Adjustment more than the elected officials but 50% of the time it would  
90 probably save the Board of Adjustment several hours. It is going to add time, it depends on what happens at the  
91 neighborhood meetings. Our goal is to try to incorporate the meeting within the existing timeframe and a lot of it is  
92 not going to be reasonable or realistic. It adds another layer of complexity to the process.  
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95 **AGENDA ITEM 3: ADJOURNMENT**

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97 Meeting was adjourned  
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Pete Hallenbeck, Chair