

**ORANGE COUNTY
BOARD OF COUNTY COMMISSIONERS
ACTION AGENDA ITEM ABSTRACT
Meeting Date: May 24, 2010**

**Action Agenda
Item No. E.1**

SUBJECT: UPDATE - Unified Development Ordinance (UDO)

DEPARTMENT: Planning and Inspections

PUBLIC HEARING: (Y/N)

No

ATTACHMENT(S):

INFORMATION CONTACT:

1. Revised Timetable

Michael D. Harvey, Planner III	245-2597
Craig Benedict, Director	245-2592

PURPOSE: To receive an update and a proposed revised schedule for completion on the Unified Development Ordinance (UDO).

BACKGROUND: At the August 24, 2009 Quarterly Public Hearing, staff was authorized to begin development of a UDO.

In the last eight (8) months, the following tasks have been completed:

- Internal peer review is on-going on existing sections of the Zoning Ordinance being revised as part of the UDO (i.e. parking, signage, stream buffers, outdoor lighting, Conditional Use),
- The Planning Board began reviewing draft sections of the UDO in February of 2010,
- Specific sections of the UDO were forwarded to various advisory boards for review and comment in March of 2010 including, Commission for the Environment, Economic Development Commission, Parks and Recreation, and OUTBoard,
- Staff has met with the consultant to review formatting and organizational issues. The consultant has made several recommendations proposing to modify the organizational framework of the UDO,
- Additional outreach meetings have been conducted with local groups; most notably the North West Triangle Chapter of the North Carolina Society of Surveyors and Orange County/Hillsborough Chamber of Commerce, to discuss the project. An outreach meeting has tentatively been scheduled for June 2010 with the Home Builders Association. Additional outreach is also scheduled in mid-June.

SCHEDULE: Based on the consultant's recommendations, the UDO format is being altered to address organizational and formatting concerns. These changes will modify the draft table of contents originally reviewed and approved by the BOCC in December of 2009.

Staff and the consultant have further concluded that additional review time will be necessary to ensure all reviewing entities are able to offer comments on the initial draft of the UDO.

With this in mind, the following modifications to the UDO project schedule are proposed:

1. Community Outreach Meetings, originally scheduled for March and April, shall occur in **June of 2010** on the revised sections of the UDO already reviewed by staff, the Planning Board, and other County advisory boards,
2. In **July of 2010** staff will distribute the initial draft of the UDO to the BOCC and local advisory boards including:
 - a. Planning Board,
 - b. Commission for the Environment,
 - c. Economic Development Commission, and
 - d. OUTBoard.
3. Courtesy review of this initial draft shall occur from July through August of 2010,
4. The final two (2) community outreach meetings on the complete first draft of the UDO will be held in **August of 2010**,
5. The **August 23, 2010** Quarterly Public Hearing shall be utilized as a work session between the BOCC and Planning Board to review, discuss, and provide feedback on the draft UDO distributed in July. Prior to the final draft noted in 6 below and the formal Public Hearing in November, the Planning Board will have concluded their primary input.
6. The consultant will be expected to submit the final UDO public hearing draft, as well as the policy implementation bridge outlining possible future modifications, in **October of 2010**,
7. The BOCC and Planning Board shall hold a public hearing to review the UDO on **November 22, 2010** with a decision on the final document occurring sometime in **February 2011**. This timeline will allow the BOCC to set priorities (from Planning Board Comprehensive Plan Strategy Implementation input) for the upcoming year.

Please refer to Attachment One (1) for a revised timetable for the project. Staff believes that the modified schedule will address concerns over allowing sufficient time for BOCC and advisory board members to review the draft UDO and allow time for the incorporation of the consultant's suggested formatting and organizational changes.

FINANCIAL IMPACT: The BOCC has provided \$32,600 in this year's 2009-2010 budget, Departmental Contract Services Account, to complete this BOCC priority. The costs of consulting services, as outlined in the executed contract, are not to exceed \$30,000. The additional \$2,600 was budgeted for advertising, copying and printing expenses.

RECOMMENDATION: The Manager recommends the Board:

1. Accept the update from staff regarding the UDO,
2. Approve the proposed modifications to the timeline for the project as recommended.

Unified Development Ordinance (UDO) Revised Timetable

	Process Task	2009					2010					2011								
		a	s	o	n	d	j	f	m	a	m	j	j	a	s	o	n	d	j	f
	Task 1																			
<input checked="" type="checkbox"/>	1. <u>BOCC Adoption of Process</u>	X																		
<input checked="" type="checkbox"/>	2. <u>Draft UDO Outline</u>		X																	
<input checked="" type="checkbox"/>	3. <u>Outreach - Countywide Mtgs. (2)</u>			X																
<input checked="" type="checkbox"/>	4. <u>Joint Board Mtg.</u>				X															
<input checked="" type="checkbox"/>	5. <u>Consultant RFP Process</u>			X	X	X	X	X												
<input checked="" type="checkbox"/>	6. <u>BOCC Update - Approve UDO Outline</u>					X														
	Task 2																			
<input checked="" type="checkbox"/>	7. <u>Draft Sections of UDO - New Regulations</u>					X	X													
<input checked="" type="checkbox"/>	8. <u>Courtesy Review</u>								X	X										
	9. <u>Staff/Consultant Coordination - Graphics</u>								X	X										
	10. <u>Outreach - Countywide Mtgs. (2) on partial draft (6/14-6/18)</u>								X	X	X									
<input checked="" type="checkbox"/>	11. <u>Planning Board (PB) Review</u>					X	X	X	X											
<input checked="" type="checkbox"/>	12. <u>BOCC - Staff Report (Consultant Contract)</u>								X											
	Task 3																			
	13. <u>BOCC - Staff Report (Revised Schedule)</u>										X									
	14. <u>Complete/Distribute 1st Draft UDO</u>								X	X		X								
	15. <u>Outreach - Countywide Mtgs. (2) on full draft (8/9-8/13)</u>										X		X							
	16. <u>Courtesy Review</u>								X	X	X	X	X							
	17. <u>Planning Board Review & Pre-Recommendation</u>								X	X	X	X	X							
	17. <u>Consultant Deliverables for Public Hearing (UDO & Implement. Bridge)</u>											X								
	18. <u>BOCC - Staff Rpt. Work Session for its Comments</u>										X		X							
	19. <u>Joint BOCC/PB Public Hearing</u>											X								
	20. <u>Consultant Final Deliverables</u>																X			
	19. <u>Revise First Draft UDO</u>												X							
	20. <u>Consultant Deliverables for Public Hearing (UDO & Implement. Bridge)</u>													X						
	21. <u>Public Hearing Draft UDO Avail. to Public (11/1)</u>																X			
	22. <u>BOCC Legal Ad Approval (11/4)</u>																X			
	23. <u>Joint BOCC/PB Public Hearing (11/22)</u>																X			
	24. <u>Planning Board Recommendation</u>																	X		
	25. <u>BOCC Adoption</u>																		X	X
	26. <u>Consultant Final Deliverables</u>																			X

