

**MINUTES OF THE JOINT MEETING OF  
SUMMERFIELD TOWN COUNCIL, ZONING BOARD  
AND BOARD OF ADJUSTMENT  
SPECIAL CALL MEETING  
SUMMERFIELD COMMUNITY CENTER  
JULY 25, 2012 6:30 PM**

The meeting was called to order at 6:30 pm by Mark Brown.

Brown thanked the Development Ordinance Advisory Group and consultant Glenn Harbeck for their service to the Town on this project and explained the purpose of the meeting as follows: The meeting intent is not to discuss changes and specific draft content, but for the presentation of the draft to Council and discussion about how to proceed prior to public hearings and adoption.

**PRESENT:**

**Town Council:** Mayor Mark E. Brown, Mayor Pro-Tem Dena Barnes, Alicia Flowers, Dianne Laughlin, Elizabeth McClellan

**Zoning Board:** Chair Nancy Hess, Jeff Davis, Dick Feulner, Scott Henson (Alternate), Kathy Rooney, Trudy Whitacre

**Board of Adjustment:** Chair Jim Brady, Robert Lovell (Alternate), Lewis Nash, Mike Stewart, Ron Willis

**Development Ordinance Advisory Group (DOAG):** Consultant Glenn Harbeck, Dena Barnes, Nancy Hess, Michael Horan, Greg Johns, Paul Milam, Michael Stewart

**Staff:** Manager Scott Whitaker, Planner Carrie Spencer, Clerk Valarie Halvorsen

Laughlin made a motion to formally excuse Wray. The motion was seconded by McClellan and carried unanimously.

**Development Ordinance Rewrite Presentation**

Harbeck thanked the DOAG, saying they were a great group to work with and were diligent and detail oriented. He made a power point presentation (attached) which outlined the public meetings to date, reasons for the rewrite, brief comparison of the current DO to the revised version, improvements, and next steps.

He stated the work of the DOAG was done and they were handing over the revised Development Ordinance to the Town for the next steps, which may include public input and workshops. Harbeck noted this type of document is a living document, meaning it will be fine-tuned and changed as the need arises.

**Development Ordinance Advisory Group Comments**

Greg Johns commended Harbeck, then stated while not everyone will be satisfied with the document it is a good start. He said the committee took a common-sense approach and kept citizens in mind during the process.

Mike Horan stated the new document is more comprehensive and straightforward and while changes and amendments would occur over time, the core will remain the same. He feels the Town will be well served by the revised DO.

Mike Stewart said it is geared to meet the specific needs of the Town and is easier to use, especially for homeowners.

Paul Milam agrees with Horan, stating much in the DO wasn't germane to Summerfield, and the rewrite has much clearer language.

Nancy Hess stated the original DO came from Guilford County and the rewrite is much more comprehensive and applicable to Summerfield.

**Zoning Board Comments**

Jeff Davis stated the rewrite is much easier to use and reference and more thorough, and agrees that the Town will be well served by it.

Dick Feulner feels it is a vast improvement and addresses concerns of the Zoning Board.

Trudy Whitacre feels it reflects the personality of Summerfield.

**Board of Adjustment Comments**

Mike Stewart noted the rewrite cleans up interpretations and will possibly eliminate the need for some Board of Adjustment cases.

Ron Willis agreed, noting the result will be less work for the Board.

**Town Manager Comments**

Scott Whitaker commended the DOAG and Harbeck, stating it was a huge undertaking and they had delivered the core of what is needed, noting some issues need to be addressed further and he would like the new planner, when hired, to review the document prior to soliciting public input. He has also received professional feedback from others and wants to address those specifics.

Greg Johns commended Spencer for her hard work and dedication on the project and does not want months to go by before it is adopted. Johns stated Spencer did an incredible job and he does not want to spend six months re-doing the document.

**Public Comments**

No speakers.

**Town Council Comments**

Brown thanked the DOAG and Harbeck, and agrees with Whitaker that time should be taken to address needed items and to allow the new planner to provide input. He also agrees with Johns that this should be done in a timely manner.

Whitaker clarified that he does not want to redesign, but to "polish" the draft and address the concerns that have been pointed out during review. He stated he wanted a new draft completed prior to putting it before the public.

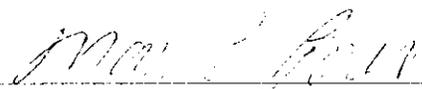
Spencer stated the consulting planner provided a list of suggested improvements that were appropriate ways to correct inconsistencies.

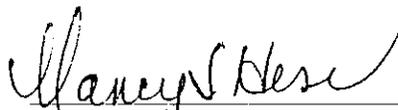
Flowers, Laughlin, and McClellan each expressed agreement with Whitaker.

Barnes noted DOAG members were very knowledgeable and put in considerable time and effort on the project. She is appreciative of Whitaker's views but wants to proceed in a timely manner.

Spencer thanked Harbeck, noting he has acted as an extension of Town staff for years through his start working on the Comprehensive Plan. The entire planning process has been branded, which is robust and sophisticated for a small town. She is very proud of leaving behind such a great tool for the Town to use for many years to come.

With no further business for the joint meeting, McClellan made a motion to adjourn at 7:21 pm. The motion was seconded by Flowers and carried unanimously.

  
Mark E. Brown, Mayor

  
Nancy Hess, Zoning Board Chair

  
Jim Brady, Board of Adjustment Chair

  
Valarie Halvorsen, Town Clerk



Summerfield Comprehensive  
Planning Program  
**Development  
Ordinance Rewrite**  
**Presentation Draft**

July 25, 2012



Our Town  
Our Plan 

Summerfield Development Ordinance Rewrite  
**Presentation Outline**

1. Public meetings to date.
2. Reasons for rewriting.
3. Comparing old to new.
4. Improvements.
5. Next steps.

Summerfield Comprehensive Planning Program

Our Town  
Our Plan 

## Public Meetings to Date

November 2010  
Joint Kick-Off Meeting

January 2011 to May 2012  
D.O. Advisory Group met 19 times.

July 2012 (Today)  
Deliver the Draft Ordinance.

Summerfield Comprehensive Planning Program

Our Town  
Our Plan 

## Joint Meeting

November 16, 2010

- Town Council, Zoning Board, Board of Adjustment, & Advisory Group
- Reviewed Project Handbook
- Identified Priorities for the New Ordinance

Summerfield Comprehensive Planning Program

Our Town  
Our Plan 

## Advisory Group Meetings

January 2011 to May 2012

- Met 19 times at Town Hall
- All meetings open to the public
- Reviewed, discussed, and made changes to drafts of each Article

Summerfield Comprehensive Planning Program

Our Town  
Our Plan 

## Reasons for Rewriting the Ordinance

1. Implement the Comprehensive Plan.
2. Bring it up to date.
3. Tailor it to Summerfield.
4. Make it easier to use.
5. Clarify responsibilities.

Summerfield Comprehensive Planning Program

Our Town  
Our Plan 

## Comparing Old to New

### Current Ordinance

- 1 Purpose and Authority
- 2 Definitions
- 3 Permits and Procedures
- 4 Zoning
- 5 Subdivision Procedures & Stnds
- 6 Development Standards
- 7 Environmental Regulations
- 8 Enforcement
- 9 Administration

### New Ordinance

- 1 General Provisions
- 2 Administration
- 3 Permits and Procedures
- 4 Zoning
- 5 Use-Specific Standards
- 6 General Development Stnds
- 7 Subdivision Standards
- 8 Nonconformities
- 9 Environmental Regulations
- 10 Enforcement
- 11 Definitions

## New Ordinance has more pages. Why?

1. To accurately reflect policy intent.\*
2. To set forth clear review processes.\*
3. To include new state environmental standards.
4. To make it easier to use: better hierarchy, page format, legibility.

\*A strong policy foundation and due process help avoid legal entanglements.

## Improvements (A few examples)

Planning Board	Zoning Board is now referred to as the Planning Board.	Page 2-3
Process Flow Charts	A simple process flow chart for each type of decision.	Article 3
Admin. Adjustments	Town Manager can approve <u>minor</u> changes to plans	Page 2-68
Mixed Use Open Space	New OSMU district complements OSRD district	Pages 4-5, 42
System to Categorize Uses	To interpret where new uses should be allowed	Page 4-11
Floor Area, Commercial Uses	Maximums reflect scale desired for SFD	Page 4-44
Standards for Specific Uses	Standards provided for uses not addressed	Article 4
Rural Character Roadside Buffers	Developers get credit for roadside buffers	Page 4-34
Watershed Area Standards	Watershed standards simplified for ease of use	Page 4-11, 15

## Where do we go from here?

### Questions, Answers, and Discussion

