



**Uniform Development Ordinance (UDO) rewrite proposal**

*Attachment(s): yes*

MEETING DATE: FEBRUARY 12, 2019

**STAFF COMMENTS / RECOMMENDATION:**

The Zoning Board requested continued assistance with its on-going review of the UDO rewrite project after the Planning Director left the town's employ at the end of November. At a 1/24 special called meeting, a proposal (attached) was presented from Richard Smith of McGill Associates. (Smith had previously worked for the town as an interim planning contractor.) The ZB Chair requested that the ZB be allowed to meet with Mr. Smith at its 2/11 meeting and discuss the proposal in detail prior to Council making a decision. Council agreed and any potential proposal updates will not be available until 2/12.

**NOTES:**

**TOWN COUNCIL COMMENTS / ACTION:**

## SCOPE OF WORK & COST PROPOSAL



To: Scott Whitaker, Town Manager, Town of Summerfield  
From: Richard Smith, McGill Associates  
Date: January 24, 2019  
RE: Finalization of Unified Development Ordinance

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### **Projected Work Summary**

McGill will assist the Town of Summerfield with the remaining steps of reviewing and finalizing the draft Unified Development Ordinance (UDO) that is presently under review. After completing the Comprehensive Plan in 2010, the Town began the process of drafting the UDO as a means to facilitate and regulate growth within the Town's jurisdictional area. The Town subsequently utilized the services of two consulting firms to assist with the UDO. In 2017, the Town appointed a UDO Review Committee to review the UDO document and make recommendations on an ordinance that was tailored to the Town of Summerfield. The Committee finalized their review in 2018 and forwarded their recommendations to the Town's Zoning Board.

The Zoning Board convened on the UDO draft in early 2018 and met regularly to review and make further changes to the ordinance until November 2018. Their efforts were stalled in late 2018 due to staffing changes and now the Town is ready to proceed with finalizing the UDO so that the Zoning Board can finalize their review and make recommendations, and ultimately the Town Council can review this document and consider it for final adoption as Town policy.

### **UDO Overview**

The Zoning Board used a three-step process to review the ordinance article by article. The three steps were as follows:

Step 1: The Town's Planning Director identified article additions/alterations needed to make each individual article compatible with recommendations of the UDO work group. This draft was circulated to all Zoning Board members for review and evaluated in detail at subsequent meetings.

Step 2: The Zoning Board was then provided an updated copy of the article(s) tentatively approved at the previous meeting and individual changes were reviewed and modified if appropriate. The Zoning Board would then vote to move the article to step 3.

Step 3: The goal is that once all articles are completed through step 2, a final draft of the entire development ordinance will be prepared in a consistent format and presented to the Zoning Board for final review and to address and prepare final language to resolve all issues remaining from previous discussions. At the completion of this step, the Zoning Board will vote to accept the entire rewrite of the draft ordinance.



It is our understanding that of the eleven articles contained in the draft UDO, Articles 1, 2, 3, 4, 5, and 7 have completed Step 2. For article 6, subsections A, B, D, E, J and L have completed Step 2. Articles 6 & 7 are the largest sections of the document. All of article 7 is complete through step 2 and most of Article 6 has been completed through step 2.

Based on the previous schedule of the Zoning Board's review process, it will take the Zoning Board six meetings to complete the remaining portions of the UDO in order to recommend their draft for consideration by the Town Council. Town Council will need at least two meetings to finalize the document as policy; one of those meetings would ideally be a work session type meeting in order to consider the draft presented to them as a result of the review by the UDO Committee and the Zoning Board.

It is our understanding that all other Town Committees have provided input on the pending UDO document.

## **SCOPE OF SERVICES**

### **Unified Development Ordinance Finalization Scope of Work**

#### ***1. Zoning Board Review Workshops (continue).***

McGill will meet two consecutive months with the Zoning Board to review the remaining articles and receive input from the Zoning Board. Town Council members will be encouraged to attend or provide a liaison to report back to Town Council.

Action Items:

- Review remaining draft UDO articles with the Zoning Board

Time Frame:

- Two Months

#### ***2. Prepare Final Draft of UDO.***

McGill will prepare a final draft of the UDO based on Zoning Board comments from the review workshops. This final draft will be reviewed by the Zoning Board.

Action Items:

- Prepare Final Draft of UDO
- Review Final Draft of UDO with Zoning Board

Time Frame:

- One Month

#### ***3. Adoption Process for UDO***

McGill will finalize the UDO and formally present it to the Zoning Board for its consideration. The Town Council will review the document at one meeting and hold a public hearing on the UDO at a subsequent meeting. Following its review and consideration, the Town Council may adopt the UDO or, based on citizen input, may request further modifications. Once adopted, the Town will receive digital copies of the UDO and all supporting documents for reproduction and distribution and display on the Town's website.