



Town Hall: POB 970, 4117 Oak Ridge Road, Summerfield, NC 27358

ph: 336-643-8655 / fax: 336-643-8654 / [www.summerfieldnc.gov](http://www.summerfieldnc.gov)

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## Z O N I N G   B O A R D   A G E N D A

FEBRUARY 25, 2019, SUMMERFIELD TOWN HALL

6:00 PM ZONING BOARD WORK SESSION

1. Call to order
2. Introductions
3. Consent agenda:
  - A. Meeting agenda
  - B. Adoption of 2/11 minutes
4. UDO work session
5. Other business (as needed)
6. Public comments on items related to Agenda Items (*limited to 3 minutes per speaker*)
7. Adjourn



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## Z O N I N G   B O A R D   M I N U T E S

FEBRUARY 11, 2019, 6:00PM, SFD TOWN HALL

### **Planning and Zoning Board**

Richard (Dick) Feulner (absent)  
 George (Jeff) Davis  
 Kathy Rooney (absent)  
 Trudy Whitacre  
 Scott Henson

### **Alternates**

Clint Babcock  
 Clark Doggett  
 Frank Ficca  
 Ryan Moats

### **Staff**

Scott Whitaker, Town Manager

### **Guest**

Richard Smith

It was agreed that, because the only action items for the Board's consideration were the agenda and minutes, that no alternates would be voting members for this meeting, although all would participate in discussion. Next alternate in line: Babcock.

Upon motion by Henson, seconded by Davis and carried unanimously, the agenda and the minutes of the 11/26/18 meeting were approved.

### **PROPOSAL FROM MCGILL ASSOCIATES FOR ASSISTANCE WITH FINALIZATION OF UDO**

Whitaker stated that he had presented a proposal from McGill Associates to assist the Zoning Board with finalization of the UDO at the 1/24 special called Town Council meeting. At that meeting, at the request of Zoning Board representatives, the Council asked that Richard Smith, of McGill Associates, make a presentation to the Zoning Board to obtain input on the proposed services prior to finalization of the contract.

Davis reviewed the progress thus far of the Zoning Board's review of the UDO. Davis stated that he believed the Zoning Board needed more meetings than were contained in the initial proposal from McGill in order to finalize its work, suggesting that two months of work would not be sufficient. The initial proposal included 4 work sessions for the Zoning Board.

Richard Smith responded to questions from members of the Board regarding details of the work involved in the proposal. Whitaker noted that he anticipated there would be two public hearings, one at a Zoning Board meeting and one at a Town Council meeting, both in which the draft UDO would be the sole agenda item. Whitaker stated that, if the Zoning Board wished to allow for additional meetings with Smith, Town Council would likely want to consider a contract with a "not to exceed" amount.



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After discussion, it was the consensus that the Zoning Board needed an additional 6 meetings with the consultant, for a total of 10 work sessions. Whitaker stated that the proposal would be reworked for Town Council's consideration at their 2/12 meeting.

#### OTHER BUSINESS

Whitaker noted that the staff had been researching training opportunities for the Zoning Board and Board of Adjustment and would be in contact regarding scheduling.

By motion, second and unanimous vote, the meeting was adjourned at 7:15pm.

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George (Jeff) Davis, Acting Chair

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Lance G. Heater, Town Clerk

02/19/19 DRAFT