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**CITY OF KANNPOLIS, NC
PLANNING AND ZONING COMMISSION**

**Minutes of Regular Meeting
February 5, 2020**

The Kannapolis Planning and Zoning Commission met on Wednesday, February 5, 2020 at 6:00 PM at City Hall, 401 Laureate Way, Kannapolis, North Carolina.

Commission Members Present: David Steele, Chairman
Chris Puckett, Vice-Chairman
Alan Overcash
Jeff Parker
Larry Ensley
Paula Severt
Scott Trott
William Cranford

Commission Members Absent: None

Visitors: Carrie DeJaco
David Miller
Ron Locatis
Tim Richards
Craig Richardson

Staff Present: Zac Gordon, AICP, Planning Director
Gretchen Coperine, AICP, Senior Planner
Ryan Lipp, Senior Planner
David Hancock, IT

CALL TO ORDER

Chairman Steele called the meeting to order at 6:00 P.M.

ROLL CALL AND RECOGNITION OF QUORUM

Recording Secretary Pam Scaggs called the roll. The presence of a quorum was recognized.

APPROVAL OF AGENDA

Chairman Steele asked for a motion to approve the Agenda which was made by Vice-Chairman Puckett, seconded by Mr. Trott and the motion was unanimously approved.

APPROVAL/CORRECTION OF MINUTES

Chairman Steele asked for a motion to approve the January 8, 2020 minutes which was made by Mr. Ensley, seconded by Mr. Parker and the motion was unanimously approved.

UNIFIED DEVELOPMENT ORDINANCE (UDO) REWRITE UPDATE

Planning Director, Zac Gordon provided an overview of the UDO rewrite process and introduced Tim Richards and Craig Richardson with Clarion Associates to provide their presentation on the first draft of Module 1 of the rewrite.

1 Craig Richardson provided a review of the project timeline and stated that in completing the rewrite, Clarion
2 Associates focused on making the regulations more user-friendly, implementing the *Move Kannapolis*
3 *Forward 2030 Comprehensive Plan* and updating and modernizing the regulations through the use of
4 graphics and tables. He indicated that he and Mr. Richards will be reviewing development review
5 procedures and development standards which include Article 1 (General Provisions), Article 2
6 (Administration), Article 5 (Development Standards), Article 6 (Subdivision Standards), Article 8
7 (Enforcement), Article 10 (Definitions) and Appendix A (Supplemental Landscaping Requirements).

8
9 Mr. Richardson stated that Article 1 provides information on the authority which allows the City to have
10 Ordinances, and also includes general purpose statements, to whom the ordinance applies, and rules dealing
11 with City, State and Federal buildings, etc. He noted that Article 1 also includes a “transitional” provision
12 that will allow applicants to choose which Ordinance to utilize when plans were submitted before the new
13 Ordinance became effective.

14
15 Mr. Richardson indicated that Article 2 is a consolidation of the current development review procedures.
16 He stated that a summary table outlining the various development applications, the review boards
17 responsible for reviewing those applications and their responsibilities, has been included to remove the
18 guesswork for applicants. Mr. Richardson provided further detail regarding the summary table and
19 subsequent sections. He reviewed the “notable” changes made indicating that previous procedures were
20 updated, modernized and streamlined.

21
22 Tim Richards provided an overview of Articles 5, 6, 8, 10 and Appendix A. Mr. Richards indicated that
23 Article 5 is the result of consolidating several development standards from the current UDO. He detailed
24 the updates to Article 5 stating that the requirements for mobility, off-street parking, landscaping, open
25 space, fences, lighting, form & design, neighborhood compatibility, signs, stormwater, and sustainable and
26 green building practices have been streamlined and/or added along with graphics to better help the applicant
27 understand all that is required when submitting applications.

28
29 Mr. Richards stated that Article 6 provides updates to subdivision standards with most of the current
30 standards carrying forward into the new ordinance with refinements to cluster subdivisions and references
31 to the new Land Development Standards Manual (LDSM). He indicated that Article 8 is a consolidation of
32 the current code enforcement provisions and addresses the actions which can result in a violation of the
33 zoning ordinance. He added that further clarification regarding who will be held responsible for violations;
34 the person or department enforcing the ordinance; the procedures used, and the remedies & penalties
35 available to the City have been added.

36
37 Mr. Richards stated that Article 10 contains refinement to existing definition of terms and that more terms
38 will be added during Module 2. He indicated that Appendix A provides further detailed landscaping
39 requirements and provided examples of those requirements (e.g. acceptable versus prohibited plant/tree
40 species, etc.)

41
42 Mr. Richards concluded his presentation by providing tips to the Commission for navigating Module 1. He
43 reiterated the next steps in the rewrite process and made himself available for questions.

44
45 Both Mr. Richards and Mr. Richardson, as well as staff, responded to the Commission’s questions
46 regarding affordable housing, standards for scooters/rental bikes (motorized vehicles), parking with
47 electrical charging stations, connectivity standards, stormwater pond fencing, protected trees, permits
48 approved under old UDO, and the involvement of developers in the rewrite process.

49
50 Chairman Steele thanked Clarion Associates for their work on the UDO rewrite.
51

1 **PLANNING DIRECTOR UPDATE**

2 Planning Director, Zac Gordon, provided details regarding the Cannon Boulevard kickoff meeting.
3

4 **OTHER BUSINESS**

5 Mr. Gordon talked about the January permit report and the expected trends for the remainder of the year.
6 He stated that the baseball stadium has been named the Atrium Health Ballpark and reminded the
7 Commission of the stadium tour next week.
8

9 **ADJOURN**

10 There being no further business, questions or comments, Mr. Ensley made the motion to adjourn which was
11 seconded by Vice-Chairman Puckett.
12

13 The meeting adjourned at 7:14 PM on Wednesday February 5, 2020.
14

15 
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17 David Steele, Chairman
18 Planning and Zoning Commission

19 
20 _____

21 Pam Scaggs, Recording Secretary