

JACKSON COUNTY PLANNING OFFICE

401 Grindstaff Cove Road
Suite A-258
Sylva, N.C. 28779



Michael Poston
Planning Director
michaelposton@jacksonnc.org
Phone: (828) 631-2255

MEMO

To: Jackson County Board of Commissioners
Cc: Don Adams, County Manager
From: Michael Poston, Planning Director
Date: July 10, 2017

RE: UDO Consultant Selection

Jackson County manages development through the use of 21 standalone ordinances regulating activities including three zoning ordinances, subdivisions, outdoor lighting, signs, Mountain and Hillside Development, and Telecommunications. While these ordinances have assisted the County in addressing development concerns, we have come to the point where managing all 21 documents has become unsustainable. In addition to duplicating language with regard to administrative authority, definitions, and enforcement procedures, in some cases we have two or more ordinances that have conflicting regulations.

In order to create a more sustainable ordinance management model, the Planning Staff has recommended and budgeted for the creation of a Unified Development Ordinance (UDO). A UDO is a framework document that will combine the common elements of our ordinances (administration, definitions, enforcement, appeals) thus creating a more sustainable administrative document. As a part of this process, we will be able to resolve conflicts between ordinances and make any changes necessary to bring our regulations in compliance with any recent changes in State Statutes or case law.

To begin the project Staff solicited bids through a RFP process. Included in the scope of services was to assist the County with merging our Development Ordinances, providing technical updates based on current State Statutes and case law, attendance at four Board of Commissioners meeting, attendance at our Planning Board and Planning Council meetings, and public engagement. We received three responses and interviewed all three respondents. The interviews were conducted by a Selection Committee made up of the Planning Director, Senior Planner, Planner 1, County Attorney, Inspections and Code Enforcement Director, and Planning Board Chair.

The Selection Committee found that all three respondents were qualified for the work, but recommended the County select Stewart Inc. out of Raleigh, NC. They have partnered locally with JM Teague from Waynesville to assist with the project. Their proposal and contract outline a 14 month project timeline that includes the board engagement and public engagement that we believe is essential to this project. The compensation for services is \$66,000.

This project is also consistent with our recently adopted Comprehensive Land Use Plan. Land Use Goal 2 states that we want to ensure that development regulations meet existing and future challenges and opportunities. The second objective recommends the creation of a Unified Development Ordinance to modernize the County's development regulation framework. It is also listed as a short term goal in the Action Plan.

I am requesting that the Board of Commissioners approve the contract with Stewart Inc. in the amount of \$66,000 for the creation of a Jackson County UDO.