



**Town Council
Regular Meeting
August 15, 2023, at 9:30 a.m.**

**THIS MEETING WILL BE HELD ELECTRONICALLY AND IN PERSON
Please visit www.laurelpark.org for more information**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Comment**
- 4. Approval of the Agenda**
- 5. Consent Agenda**
 - A. July Monthly Report
 - B. Minutes for the July 13, 2023 Work Session
 - C. Minutes for the July 18, 2023 Regular Meeting
 - D. Constitution Week Proclamation
- 6. Old Business**
 - A. Culvert and Paving Update
- 7. New Business**
 - A. Board of Adjustment Elections
 - 1) Ronald Bajakian
 - 2) Paul D. Bell
 - 3) Travis Bonnema
 - 4) Donald T. McIntyre
 - B. Public Hearing- UDOTA- 1-23
 - C. ADU Presentation/Information
- 8. Town Manager's Report**
- 9. Department Head's Reports**
 - A. Public Works
 - B. Fire Department
 - C. Police
 - D. Administration
- 10. Mayor and Commissioner Comments**
- 11. Adjournment**



TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY

Title of Item: Consent Agenda

Presenter: Mayor J. Carey O’Cain

Attachment(s): Yes/No

- Monthly Report
- Constitution Week Proclamation

Summary of Item:

The monthly financial and zoning report from July 2023 and the Constitution Week Proclamation are attached.

Council Action Requested:

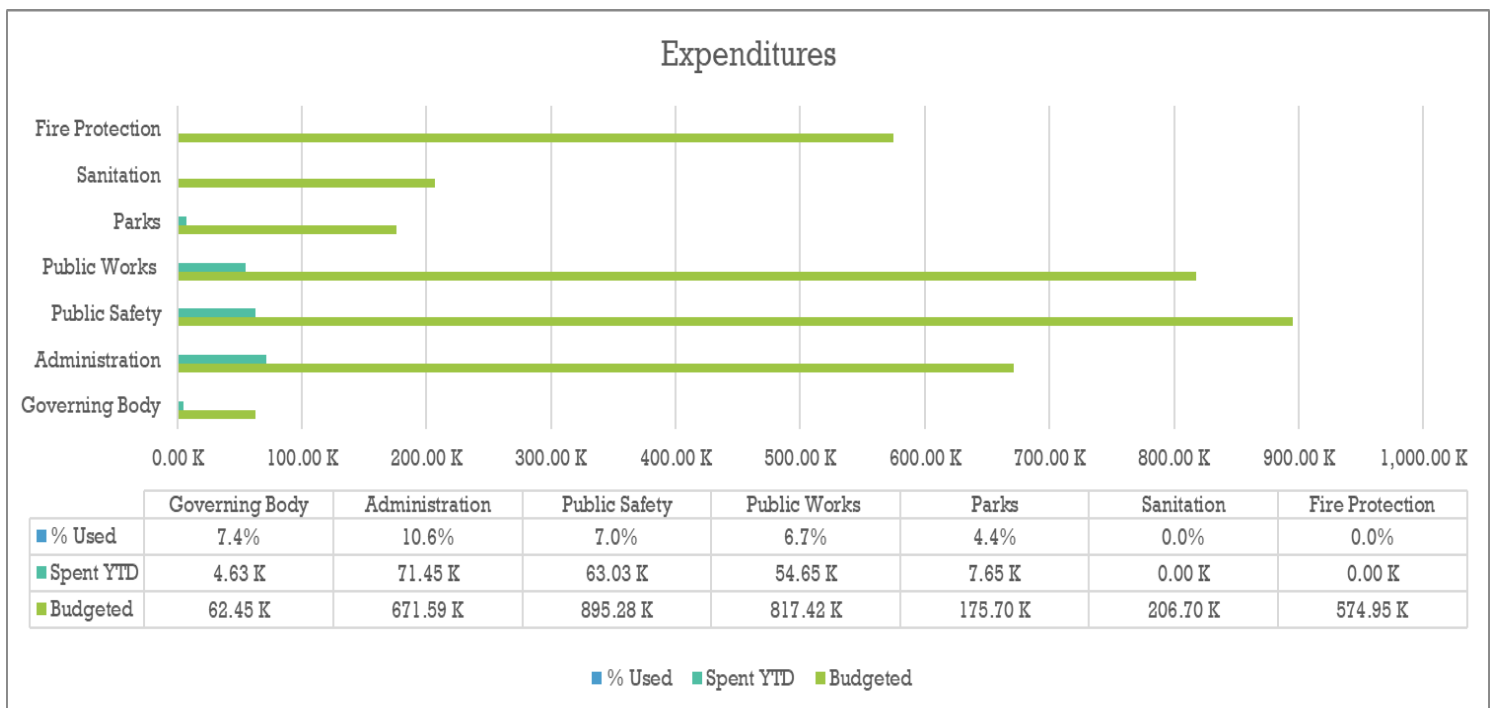
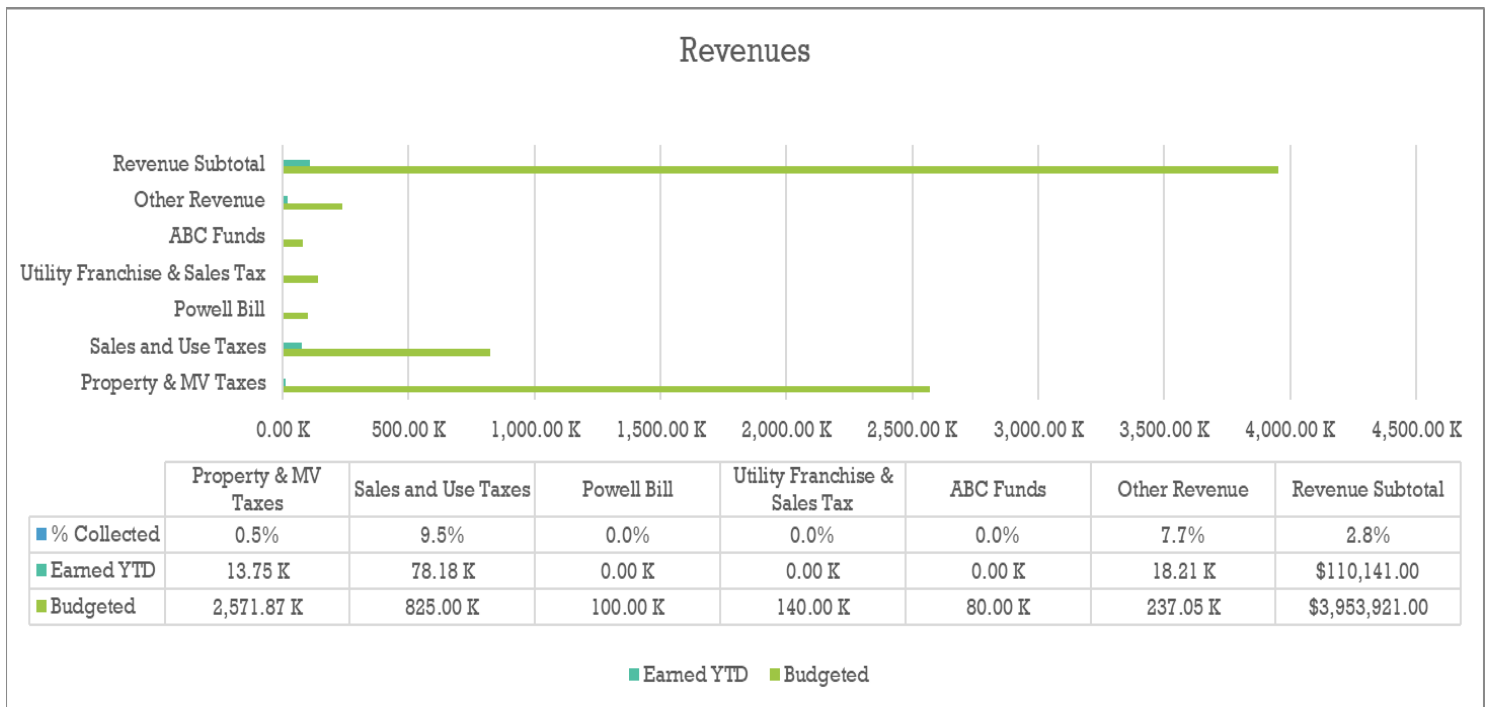
Staff requests the Town Council review the consent agenda.

Suggested Motion:

Move to approve the consent agenda.



July Monthly Report



Tax Collector's Report (July 31, 2023)

For prior year taxes, a total of \$33,556.59 remains outstanding. The Town received \$2,589.92 from Henderson County for property taxes collected for August and a total of \$2,589.92 since the 2023 bills were mailed. The 2023 tax levy is \$704.70. The Town currently has a collection rate of 29.630%.



Planning & Zoning

Status of Single Family Residential Dwellings (SFRD)

PERMIT #	ADDRESS/LOT #/ZONE	OWNER/BUILDER	STATUS
2021-13	3149 LP Hwy	Sigfrid Della Valle	NC
2021-19	212 Beechwood	Jennifer Yost	UC
2021-40	276 Roberts Dr.	Chris Miller	NC
2022-23	74 Indian Woods Trl	Jon Skillman	UC
2022-31	10 Fawn Turn Ln	Sigfrid Della Valle	UC
2022-38	209 Ficker Cir.	Sarah Adams	HCBP
2022-44	945 Somersby Pkwy.	Matt Padula	HCBP
2023-4	200 Rowland Dr.	Loyd Alexander	LPZCP
2023-5	PIN# 9548467175/Clays Cv.	Josh Youngblood	LPZCP

Status Legend

LPZCP = Laurel Park Zoning Compliance Permit

HCBP = Henderson County Building Permit

UC = Under Construction

NC = Nearly Complete

Monthly Permits Other Than SFRD

Deck	0
Sign	0
Fence	0
Additions or Remodel	2
Accessory Use or Structure	0
Total for July	2

Proclamation

Constitution Week 2023

Whereas, September 17, 2023 marks the two hundred and thirty sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

Whereas, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

Whereas, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as constitution week:

NOW, THEREFORE, I, Mayor of Laurel Park of the state of North Carolina do hereby proclaim September 17 through 23, 2023 to be

CONSTITUTION WEEK

in Laurel Park and urge all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Laurel Park, North Carolina, on this fifteenth day of August in the year of our Lord two thousand twenty-three.

J. Carey O’Cain, Mayor

ATTEST:

Tamara M. Amin, CMC, NCCMC

Town Clerk



TOWN OF LAUREL PARK AGENDA ITEM SUMMARY

Title of Item: Culvert and Paving Update

Presenter: Will Buie, P.E.

Attachment(s): Yes/No

- Paving Contract Adjustments 8-11-23
- Additional Paving and Drainage Work 2023-2024 8-9-23

Summary of Item:

In the FY24 budget the Council approved a fund balance transfer of \$590,359.70 to the Roads and Powell Bill Fund. This was in addition to the \$1,082,360.36. Council directed staff and WGLA to seek pricing on the next set of paving priorities. Pricing for those priorities exceeded the \$590,359.70 allocated this year.

Will Buie of WGLA Engineering will present a status update on the culverts and paving projects, including requested minor adjustments, and will seek feedback on funding priorities for the current year's budget.

Council Action Requested:

Review and discuss Culverts and Roads Update.

Suggested Motion:



WGLA Engineering, PLLC
724 5th Avenue West
Hendersonville, NC 28739
(828) 687-7177 wgl.com

August 9, 2023

Mr. Alex Carmichael, Town Manager
Town of Laurel Park
441 White Pine Drive
Laurel Park, NC 28739

RE: Town of Laurel Park 2022/2023 Paving Project
Proposed Contract Adjustments

Dear Mr. Carmichael:

As discussed, Tarheel Paving is planning to mobilize late the week of August 14th to begin paving work in Town. Our staff met with Tarheel to review the scope of work that will be completed during this initial mobilization. There are a couple of adjustments to the scope that we would recommend to provide the best product possible. Below is a summary of the suggested changes:

-Fairway Drive

The original scope of paving contemplated beginning the improvements on Fairway Drive just west of the intersection of Fairway Drive with Ransier Drive. Based on our field visit with Tarheel, we would recommend extending the improvements through the intersection which would add approximately 110 SY of addition pavement repairs and resurfacing.

-Orchard Circle

Similar to the condition described above, the original scope of paving was contemplated to end in the vicinity of 521 Orchard Circle. By extending the paving approximately 105 feet, the new paving would end at a joint from previous pavement repairs.

-Sunny Ridge Road

The scope of pavement repairs on Sunny Ridge Road was to extend from the intersection with Rowland Drive to the intersection with Silk Tree Road. A portion of this section of Sunny Ridge Road was repair/resurfaced within the last 5 – 7 years. Based on our field review with Tarheel Paving, we recommend removing this section of road resurfacing from the contract.

Also on Sunny Ridge Road, several homeowners have constructed an asphalt curb to divert water away from their property. This section of Sunny Ridge will involve the removal and replacement of all the pavement, so the asphalt curb will have to be removed. We would request that the Town Council consider whether to replace the curbing or require that the homeowners replace the curbing at their cost.

-Silk Tree Road

On Silt Tree Road, a homeowner has modified the pavement at their driveway to divert water away from their house. Based on our field review, we would recommend recreating this low spot or swale to prevent a potential drainage problem.

Please find attached with this letter a summary of the estimated cost changes associated with the work described above. You can see all of this work would result in an estimated increase in cost of approximately \$900.00. Since a contingency fund has not yet been established for this contract, we would recommend that the Town Council accept the proposed changes as described above and provide direction on the asphalt curbing. All changes will be drafted into a change order to be executed with Tarheel Paving.

If you have any questions, don't hesitate to contact our office.

Sincerely,
WGLA Engineering, PLLC

William R. Buie

William R. Buie, P.E.

Town of Laurel Park
2022-2023 Pavement Repairs and Roadway Resurfacing Project

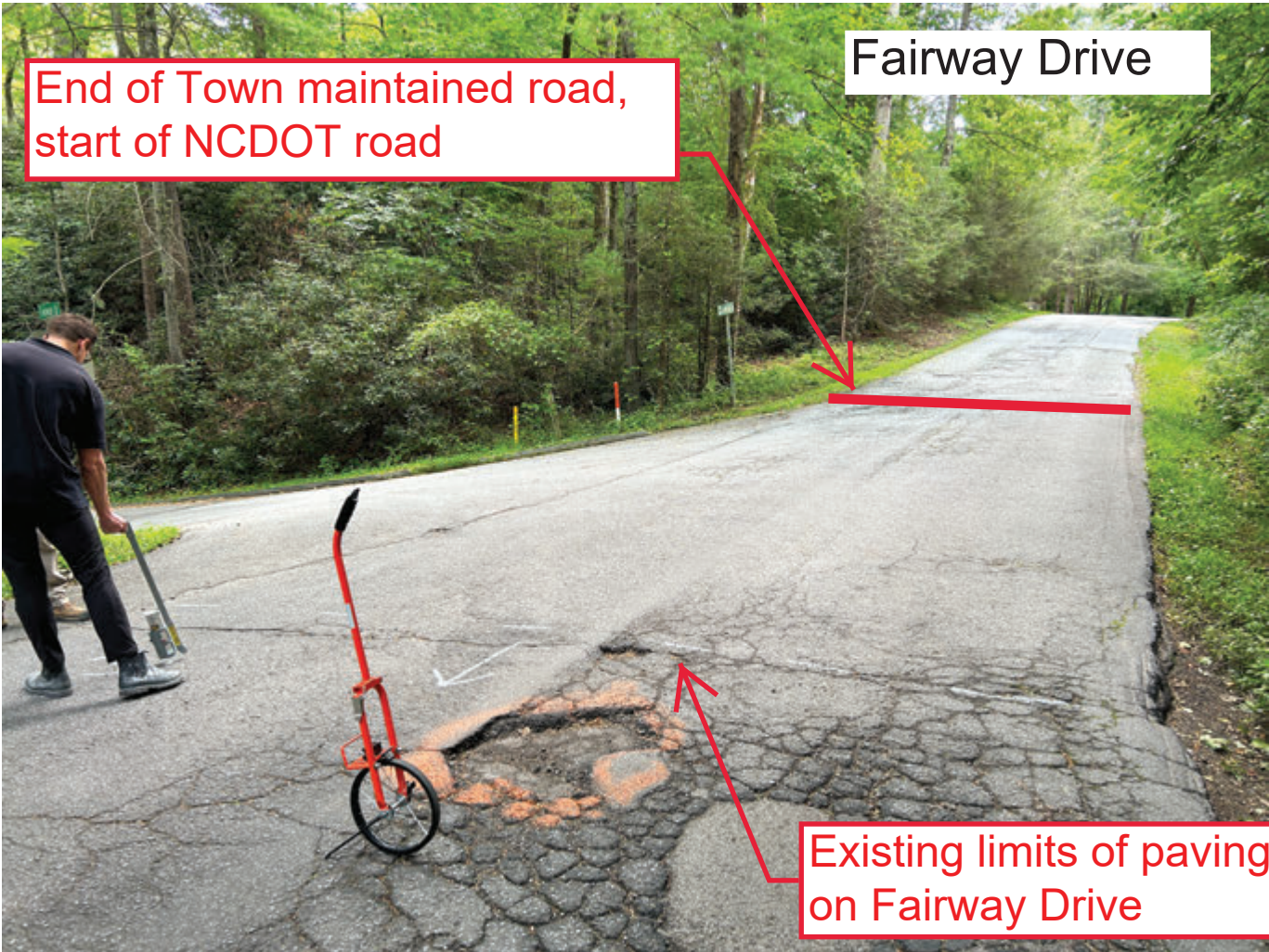
ESTIMATED COST
PAVEMENT REPAIRS & RESURFACING

Suggested Changes to Paving Scope

Location	Description	Quantity	Unit	Unit Price	Total
3 Fairway Drive					
From Hebron Road to Ransier Drive					
	Full depth pavement removal	110	SY	\$ 1.89	\$ 207.90
	Recondition stone subgrade	110	SY	\$ 1.30	\$ 143.00
	2" Asphalt Paving (S9.5C)	110	SY	\$ 12.00	\$ 1,320.00
	Asphalt Striping	1	LS		
				SUBTOTAL	\$ 1,670.90
Location	Description	Quantity	Unit	Unit Price	Total
4 Sunny Ridge Road					
From Rowland Drive to Silk Tree Road					
	Remove Asphalt Overlay from Scope of Work	700	SY	\$ 10.64	\$ (7,448.00)
	Remove and Replace Existing Asphalt Curb	225	LF	\$ 11.50	\$ 2,587.50
				SUBTOTAL	\$ (4,860.50)
Location	Description	Quantity	Unit	Unit Price	Total
5 Silk Tree Rd					
From Sunny Ridge Road to Cul-de-Sac					
	Asphalt Flume at Driveway	1	LS	\$ 1,000.00	\$ 1,000.00
				SUBTOTAL	
Location	Description	Quantity	Unit	Unit Price	Total
12 Orchard Circle					
From Laurel Park Highway to 527 Orchard Circle					
	Full depth pavement removal	200	SY	\$ 1.89	\$ 378.00
	Recondition stone subgrade	200	SY	\$ 1.30	\$ 260.00
	2" Asphalt Paving (S9.5C)	200	SY	\$ 12.00	\$ 2,400.00
	Asphalt Striping	1	LS		
				SUBTOTAL	\$ 3,038.00
				TOTAL	\$ 848.40

Fairway Drive

End of Town maintained road,
start of NCDOT road



Existing limits of paving
on Fairway Drive



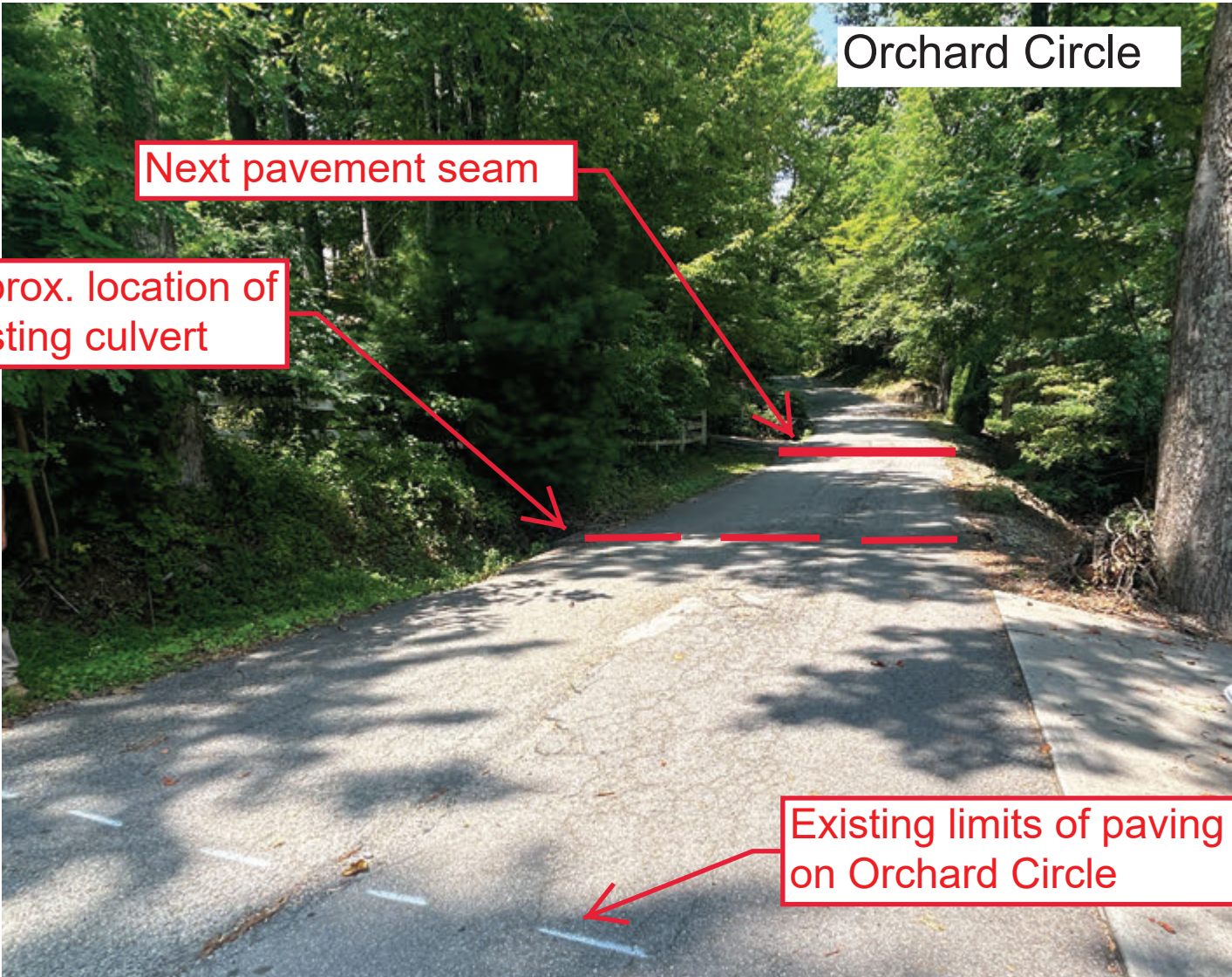
Asphalt Curbing on Sunny Ridge Road



Asphalt Curbing on Sunny Ridge Road

Asphalt Ditch at driveway
on Silk Tree Road





Orchard Circle

Next pavement seam

Approx. location of existing culvert

Existing limits of paving on Orchard Circle



Orchard Circle Culvert



WGLA Engineering, PLLC
724 5th Avenue West
Hendersonville, NC 28739
(828) 687-7177 wgl.com

August 9, 2023

Mr. Alex Carmichael, Town Manager
Town of Laurel Park
441 White Pine Drive
Laurel Park, NC 28739

RE: Town of Laurel Park 2023/2024 Paving and Drainage Improvements
Summary of Pricing for Additional Work

Dear Mr. Carmichael:

We have received pricing from Austin Construction (drainage) and Tarheel Paving (paving) for the 2023/2024 improvements that were discussed at the Council meeting July. Attached is a combined cost spreadsheet that provides the general construction costs and a road by road cost for the project.

The total combined cost for the improvements is \$886,435.10. This is obviously higher than the funds allocated for the additional work by the Town. We will plan on being at the Council meeting on Tuesday, August 15th to discuss options and alternatives for reducing the project scope to match the available budget.

One additional item that we would recommend the Council address is establishing a formal contingency budget for the current Tarheel contract for paving. The current contract is \$1,160,738.95. Based on this contract amount, we would recommend establishing a contingency budget of \$60,000.00 (approximately 5% of the contract amount). This contingency budget would be used to address unforeseen field conditions upon approval of Town Staff.

Finally, we have engaged with ECS to provide materials testing on an as-needed basis. They would provide density testing of asphalt placement and potentially taking core samples following resurfacing. Since this work would be completed on an as-needed basis, we would recommend established a budget of \$15,000.00 for these tasks.

If you have any questions about this information, don't hesitate to contact our office. We look forward to discussing further at the Council meeting.

Sincerely,
WGLA Engineering, PLLC

William R. Buie

William R. Buie, P.E.

**Town of Laurel Park
2023-2024 Drainage Improvements**

Note:
 -Drainage pricing provided by Austin Construction.
 -Paving costs provided by Tarheel Paving.

**SUPPLEMENTAL WORK - BID FORM
COMBINED COSTS**

DRAINAGE MOBILIZATION

1	Mobilization, Insurance, and Construction Staking	I	LS	\$ 9,100.00		\$9,100.00
2	Clearing and Grubbing (As Necessary)	I	LS	\$ 12,900.00		\$12,900.00
3	Restoration of Surfaces	I	LS	\$ 12,900.00		\$12,900.00

PAVING MOBILIZATION

1	Escalation	I	LS	\$ 25,000.00		\$25,000.00
2	Mobilization, Bonds, and Insurance	I	LS	\$ 20,000.00		\$20,000.00



COST PER ROAD

1	Arbutus Lane (White Pine Drive to Rainbow Lake Drive)					
	Drainage Work					\$0.00
	Paving Work					\$36,852.50
				SUBTOTAL =		\$36,852.50
2	Lake Drive (Rustic Drive to Kermit Edney Drive)					
	Drainage Work					\$52,945.00
	Paving Work					\$51,424.50
				SUBTOTAL =		\$104,369.50
3	Sabine Drive (Apple Lane to 458 Sabine Drive)					
	Drainage Work					\$0.00
	Paving Work					\$83,307.60
				SUBTOTAL =		\$83,307.60
4	Orchard Circle (East Ramp to Sky Village Lane)					
	Drainage Work					\$0.00
	Paving Work					\$25,134.00
				SUBTOTAL =		\$25,134.00

5	West Ramp (Nimbus Lane to Toms Drive)		
	Drainage Work	\$0.00	
	Paving Work	<u>\$16,545.50</u>	
			SUBTOTAL = <u>\$16,545.50</u>
6	Laurel Park Highway (McCarson Drive to Indian Woods Trail)		
	Drainage Work	\$13,020.00	
	Paving Work	<u>\$27,382.50</u>	
			SUBTOTAL = <u>\$40,402.50</u>
7	Laurel Park Highway (Roberts Drive to Brekenridge Court)		
	Drainage Work	\$64,285.00	
	Paving Work (From Paving Add-Alternates)	<u>\$0.00</u>	
			SUBTOTAL = <u>\$64,285.00</u>
8	Beechwood Circle (Inkberry Road to Winter Holly Lane)		
	Drainage Work	\$27,110.00	
	Paving Work	<u>\$99,288.00</u>	
			SUBTOTAL = <u>\$126,398.00</u>
9	Timbercreek Road (Hebron Road to Finley Cove Road)		
	Drainage Work	\$15,165.00	
	Paving Work	<u>\$294,075.50</u>	
			SUBTOTAL = <u>\$309,240.50</u>
			GRAND TOTAL = <u>\$886,435.10</u>

TOWN OF LAUREL PARK NORTH CAROLINA

Town of Laurel Park
Paving Project
2023-2024

 2022 ADD/ALTERNATE WITH CULVERT REPLACEMENTS
 NEXT PRIORITY ROADS

WGLA
Engineering

WGLA ENGINEERING, PLLC
724 5th AVENUE WEST
HENDERSONVILLE, NC 28739
(828) 687-7177
WGLA.COM
NC LICENSE P-1342

2023-2024 PAVING PRIORITIES WITH DRAINAGE

LAUREL PARK
HENDERSON COUNTY
NORTH CAROLINA

**Preliminary
Not For
Construction**

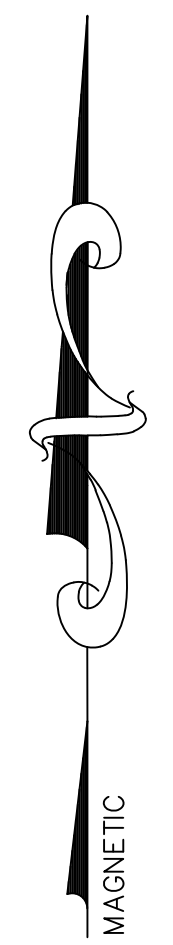
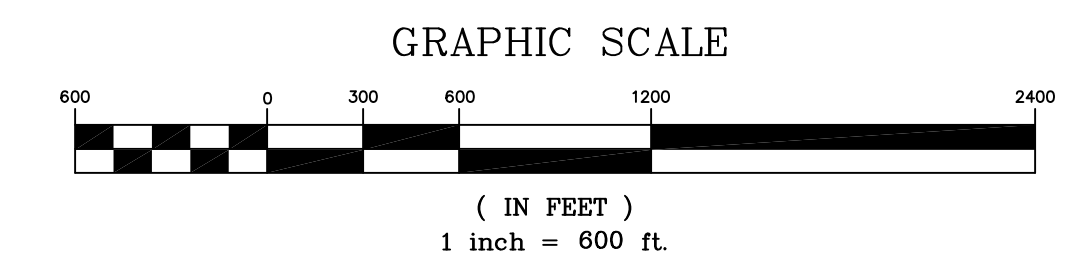
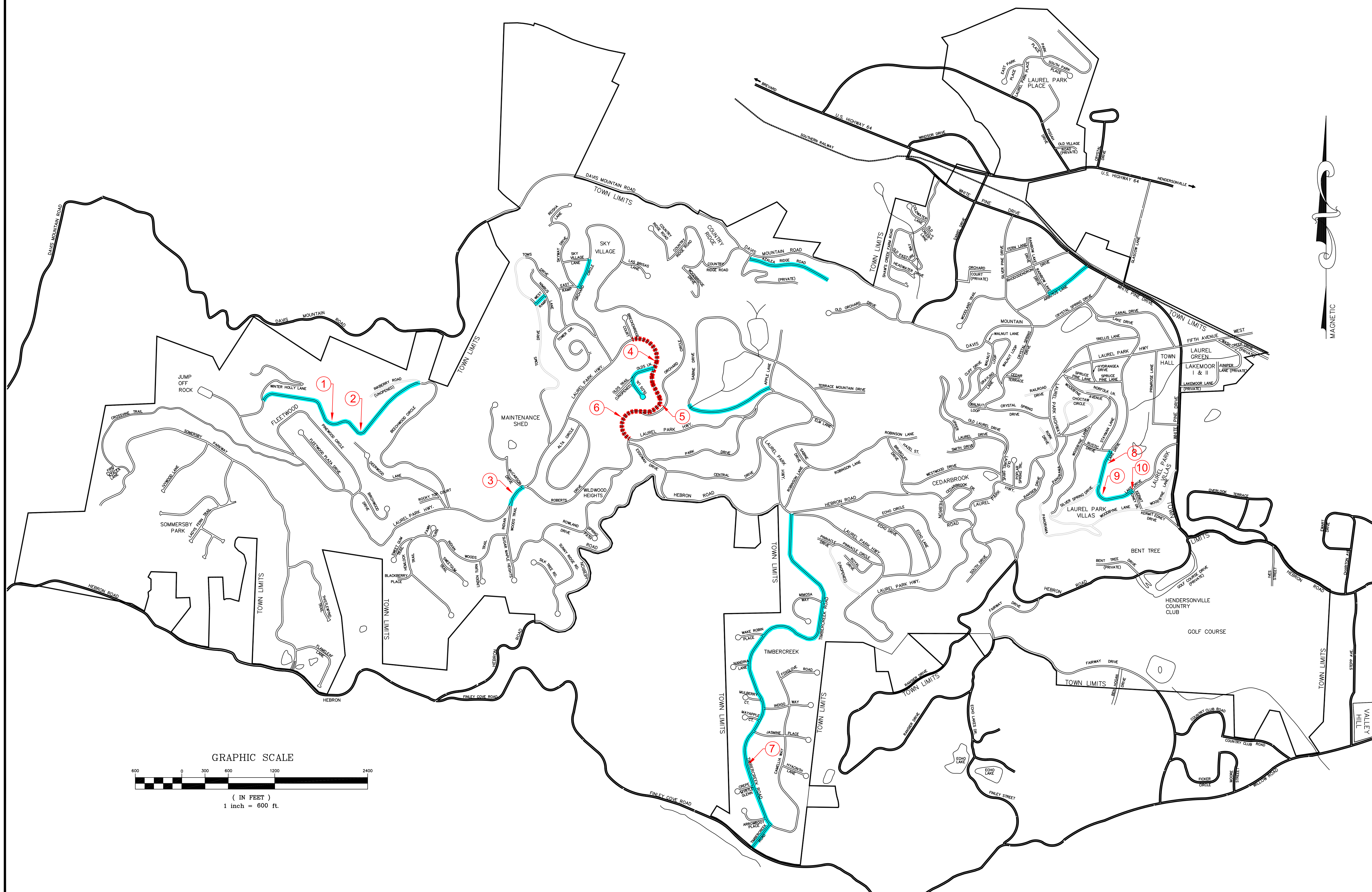
REVISIONS	
DATE	DESCRIPTION



PROJECT NUMBER: 22170
DATE: 6/23
DRAWN BY: CRB
CHECKED BY: WRB

PAVEMENT REPAIRS AND DRAINAGE IMPROVEMENTS

C-100
SCALE: 1"=600'





**TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY**

Title of Item: Board of Adjustment Elections

Presenter: Town Manager Alex Carmichael

Attachment(s): Yes/No

- Paul D. Bell Application
- Travis Bonnema Application
- Donald T. McIntyre Application

Summary of Item:

Council appoints volunteers to serve on the four (4) standing advisory boards, and any other boards and commissions as needed. Current members may be reappointed, or new applicants appointed.

Town Staff has solicited the public for applications for the Board of Adjustment in the Town Facebook page and Town Website. We have received 4 applications for the Board of Adjustments, due to a vacancy.

At the July 18, 2023, Board of Adjustment meeting (prior to receiving other applicants) it was recommended that Mr. Bajakian step into the role of Regular Member and the Alternate position open up.

Board of Adjustments- 1 positions – 3-year term – Term ending December 31, 2023

1. John Crook (does not wish to complete his term)

Council Action Requested:

Review the applications.

Suggested Motion:

Move to appoint _____ for the Board of Adjustment as a _____, for a term ending December 31, 2023.

Town of Laurel Park

BOARDS AND COMMISSIONS APPLICATION

Name Paul D. Bell Date 7-31-2023

Mailing Address 198 Birchwood Dr Street Address 198 Birchwood Dr
Laurel Park NC Laurel Park NC
28739 28739

Home/Cell Phone 917-232-9015 Work Phone NONE

Email Address paulbell55@gmail.com

I Am Interested In Serving On:

- Planning Board ABC Board As Needed
 Board of Adjustment Parks and Greenways Board

PERSONAL INFORMATION

Spouse Name: Colleen Whitt Bell

High School: Ramapo H.S. Franklin Lakes NJ

College: UNC Greensboro Degree B.A. Political Science and History

College: Univ Maryland Degree MPA

Employer: Retired : Dow Jones & Co, Inc & iHeartMedia

Job Title: VP / General Manager

PRIOR PUBLIC SERVICE

Board/Commission/Civic Org.	From	To
<u>Lake George (NY) Land Conservancy</u>	<u>Current</u>	<u>incoming Board chair</u>
<u>Hypocent Valley Education Foundation</u>	<u>2014-2017</u>	
<u>Pennington (NJ) Planning Board</u>	<u>1995-2005</u>	
<u>Silver Bay YMCA Board</u>	<u>{ 2018 - current }</u>	<u>{ 2004 - 2015 }</u>

COMMENT (Statement of why you want to serve on this Board)

profile available on linked in. Happy to contribute time and commitment to my adopted home town
Interest in land use, conservation, environmental stewardship. I do have time available to make a contribution.

Attach additional information as needed

Town of Laurel Park

BOARDS AND COMMISSIONS APPLICATION

Name Travis Bonnema Date 7/26/2023

Mailing Address 2849 Laurel Park Hwy Street Address 2965 Laurel Park Hwy

Home/Cell Phone 320.905.3870 Work Phone 828.693.9626

Email Address frontdesk@echoinn.com

I Am Interested In Serving On:

Planning Board ABC Board As Needed

Board of Adjustment Parks and Greenways Board

PERSONAL INFORMATION

Spouse Name: Rebecca Bonnema

High School: Central Minnesota Christian

College: Dordt College Degree B.S. Computer Science

College: _____ Degree _____

Employer: Echo Mountain Inn

Job Title: owner

PRIOR PUBLIC SERVICE

Board/Commission/Civic Org.	From	To
<u>Mendota County TNA</u>	<u>7/2022</u>	<u>Present</u>
<u>Kendryck County Broadband Committee</u>	<u>2010</u>	<u>2018</u>
_____	_____	_____
_____	_____	_____

COMMENT (Statement of why you want to serve on this Board)

I enjoy contributing to and actively participating in my community any way that I can.

Attach additional information as needed

Town of Laurel Park

RECEIVED

MAR 22 2023

TOWN OF
LAUREL PARK

BOARDS AND COMMISSIONS APPLICATION

Name Donald T. McIntyre

Date March 20, 2023

Mailing Address

Street Address

121 Timber Creek Rd.

121 Timber Creek Rd.

Laurel Park NC 28739

Laurel Park NC 28739

Home/Cell Phone 828-6943813 Work Phone _____

Email Address mcintyre.sandoni@gmail.com

I Am Interested In Serving On:

Planning Board

ABC Board

As Needed

Board of Adjustment

Parks and Greenways Board

PERSONAL INFORMATION

Spouse Name: Sandra McIntyre

High School: North Catholic, Pittsburgh PA

College: Penn State University Degree BS - Biological Sciences

College: _____ Degree _____

Employer: Retired - Formely Sandoni Inc / Nabisco Brands

Job Title: Owner / VP / VP Manufacturing

PRIOR PUBLIC SERVICE

Board/Commission/Civic Org.	From	To
<u>LP - Parks + Greenways</u>	<u>2009</u>	<u>2022</u>
<u>Timber Creek P.O.A.</u>	<u>2008</u>	<u>Present</u>
<u>Laurel Park Civic Association</u>	<u>2010</u>	<u>2017</u>
<u>Wrens Club</u>	<u>2008</u>	<u>2022</u>

COMMENT (Statement of why you want to serve on this Board) It is important to bring

in a diverse point of view, or to be one to ask tough
questions. I want to be there because I value the
community and to help make sure everything is
done in the best way possible.

Attach additional information as needed



TOWN OF LAUREL PARK AGENDA ITEM SUMMARY

Title of Item: Public Hearing- UDOTA- 1-23

Presenter: Chad Meadows, Code Write Planners

Attachment(s): Yes/No

- UDOTA- 1-23 PowerPoint presentation

Summary of Item:

At the July 11, 2023 Planning Board meeting, the Board reviewed text amendments to the UDO. After discussion seven of those amendments were recommended to the Council. The amendments include:

1. Clarify Sediment Removal Responsibility
2. Park & Greenway Board Reviews
3. Timing of Variance Review (relative to site plan)
4. Remove References to Temporary COs
5. Add Standard Driveway Culvert Size
6. Clarify Average Slope Measurement
7. Clarify Fence Height Measurement

Council Action Requested:

Hold a public hearing on the proposed amendments to the UDO. Review and Discuss recommendations.

Suggested Motion:

Move to approve UDO text amendments as presented.

UNIFIED DEVELOPMENT ORDINANCE

Town of Laurel Park

Adopted: June 15, 2021

Effective Date: August 18, 2021

Last Amended: ~~December 15, 2022~~ August 15, 2023

LAUREL PARK, NC

UDO Text Amendment
(UDOTA-1-23)

Town Council Public Hearing
8.15.23



OVERVIEW



- 5th amendment to UDO text
- Current UDO pages with proposed amendments provided
- Proposed amendments provided in tracked changes format
- Planning Board reviewed on 7.11.23

AMENDMENTS



1. Clarify Sediment Removal Responsibility
2. Park & Greenway Board Reviews
3. Timing of Variance Review (relative to site plan)
4. Remove References to Temporary COs
5. Add Standard Driveway Culvert Size
6. Clarify Average Slope Measurement
7. Clarify Fence Height Measurement

Sediment Removal Responsibility (p. 87)

3.2: SOIL EROSION AND SEDIMENTATION CONTROL

3.2.1: GENERALLY

All land disturbing activities in the Town of Laurel Park shall comply with the Henderson County Soil Erosion and Sedimentation Control Ordinance, codified as Article 8, Subpart E of Chapter 42 of the Henderson County Code of Ordinances, as amended, and the following:

3.2.2: Henderson County shall enforce all soil erosion and sedimentation control regulations.

3.2.3: Henderson County shall determine which law to follow where there is conflict with another law.

3.2.4: Appeals under the County Ordinance shall be heard by the appropriate County appellate board.

3.2.5: Any criminal or civil penalties or injunctive relief under the soil erosion and sedimentation provisions will be undertaken by Henderson County.

3.2.6: DEVELOPMENT ON STEEP SLOPES OR SITES WITH GEOLOGIC HAZARDS

Land disturbing activities taking place on a lot or site subject to the standards in Section 3.1: Sites with Slopes or Geologic Hazards, shall comply with the standards in this section and the standards in Section 3.1.5:L: Erosion and Sedimentation Control. In the event of conflict between these two sets of standards, the more restrictive standards shall apply. **(AMENDED 11-16-21 UDOTA1-21)**

3.2.7: WITHIN ROADSIDE SWALES AND DITCHES DURING AND AFTER LAND DISTURBANCE

A: New development and land disturbing activity taking place within the Town's planning jurisdiction shall ensure that no sediment or other site materials or debris collect within roadside swales and ditches adjacent to the lot or development site.

B: In the event new development or land disturbing activity results in the deposition or accumulation of sediment or other development-related materials within a roadside swale or ditch, the responsible party shall ensure that the roadside ditch or swale has been returned to its pre-construction or land disturbance condition along the full frontage of the lot.

A:C: Failure to remove sediment or other development or land disturbance-related debris from the full frontage of the lot or development site shall be a violation of this Ordinance.

B:D: Any repairs to a roadside swale or ditch shall be accomplished in accordance with the Town's standards.

- Fee-in-Lieu (181)
- Performance Guarantee (188)
- Planned Development (192)
- Preliminary Plat (196)
- Rezoning (198)
- Site Plan (200)
- Text Amendment (207)

6.3.9: FEE-IN-LIEU

A: PURPOSE AND INTENT

The purpose for this section is to establish a procedure and standards for instances where the Town accepts a fee paid by an applicant in-lieu of providing land dedication, public infrastructure, or private site features in cases where an applicant and the Town agree that an applicant's payment of a fee-in-lieu is appropriate and in closer alignment with the Town's adopted policy guidance.

B: APPLICABILITY

Payment of a fee-in-lieu may be approved by the Town only for the following forms of development:

1: LAND DEDICATION

Payment of a fee-in-lieu of dedication of the land to the Town for the following features:

- a: Public street right-of-way land, including land needed for sidewalks, bike lanes, on-street parking, turn lanes, and ingress or egress into a site;
- b: Park land;
- c: Greenway, sidewalk, or trail right-of-way land; and
- d: Land necessary for street drainage infrastructure.

2: PUBLIC INFRASTRUCTURE

Payment of a fee-in-lieu of construction of the following public infrastructure features:

- a: Streets;
- b: Curb and gutter;
- c: Sidewalks, trails, or greenways; and
- d: Street drainage facilities.

3: PRIVATE SITE FEATURES

Payment of a fee-in-lieu of inclusion of the following private site features:

- a: Required open space set-aside.

C: APPLICATION

Fee-in-lieu proposals may be submitted as part of or subsequent to an application for development. Applications for fee-in-lieu shall identify the following:

- 1: The purpose(s) for the fee-in-lieu;
- 2: The rationale for why a fee-in-lieu is in closer alignment with the purpose and intent of this Ordinance;
- 3: The items or site features being replaced by the proposed fee-in-lieu;
- 4: The amount of the proposed fee-in-lieu; and
- 5: How the fee amount was determined.

FIGURE 6.3.9: FEE-IN-LIEU PROCEDURE (APPLICANT-REQUESTED)

STEP	ACTION
1	Pre-Application Conference Optional See Section 6.2.4: Pre-Application Conference
2	File Application See Section 6.2.6: Application Filing and Acceptance
3	Completeness Determination See Section 6.2.6: Determination of Application Completeness
4	Staff Review and Recommendation See Section 6.2.8: Staff Review and Action Includes review of fee amount
5	Parks and Greenways Board Review and Comment For impacts on tree retention, parks, and greenways
5	Town Council Review and Decision See Section 6.2.10: Public Meetings and Hearings May be decided as part of another application
6	Written Notification of Decision See Section 6.2.12: Written Notice of Decision
7	Payment of Fee

6.3.16: SITE PLAN

A: PURPOSE AND INTENT

The purpose for the site plan procedure is to establish a consistent and predictable process for the review of proposed development, through a graphical representation of the proposed development. Site plan review is an analysis to ensure that allowable development is configured in accordance with the standards in this Ordinance and all other applicable regulations, not a consideration of whether or not a proposed development is allowed.

B: APPLICABILITY

Except for development exempted from site plan review in accordance with [Section 6.3.16:C: Exemptions](#), all forms of development that involve construction, moving, or significant alteration of a building or habitable structure, that result in the increase in the amount of impervious surface on a lot, or that involve the provision of landscaping, off-street parking, stormwater control mechanisms, or similar site features shall be subject to site plan review in accordance with this section. In cases where a site plan requires approval of a variance or administrative adjustment, the variance or administrative adjustment shall be reviewed and decided prior to review of the site plan.

C: EXEMPTIONS

1: The following forms of development are exempted from site plan review:

Variance Timing (p. 200, 209)

6.3.20: VARIANCE

A: PURPOSE AND INTENT

The purpose of this section is to allow deviations from certain standards of this Ordinance when the landowner demonstrates that, owing to special circumstances or conditions beyond the landowner's control (such as topographical conditions, narrowness, shallowness, or shape of a specific parcel of land), a literal application of the standards would result in undue and unique hardship to the landowner and the deviation would not be contrary to the public interest. This section also includes variance provisions for reasonable accommodation of persons with physical disabilities and variances pertaining to the Town's special flood hazard area requirements, water supply watershed protection standards, and stormwater provisions.

B: APPLICABILITY

- 1: Development that would otherwise be subject to undue and unique hardship from the applications of the standards in this Ordinance may seek relief from the standards in accordance with this section.
- 2: No variance may be sought that increases development density (e.g., units per acre) beyond that allowed in a base zoning district, or that would permit a use not allowed in a zoning district.
- 3: Applications seeking variance from the watershed protection standards applicable in the WPO districts shall be filed and considered in accordance with this section and [Section 2.12.2:L: Variance from Watershed Standards](#).

C: DECISION

- 1: In cases where a development application (e.g., a site plan) requires approval of a variance, the variance shall be reviewed and decided prior to review of other aspects of the development application.
- 2: The Board of Adjustment, after the conclusion of a quasi-judicial public hearing, shall decide the application for a variance.
- 3: The decision shall be based on the competent, material, and

Removal of Temporary CO (for landscaping) (p. 281)

7.4.14: TIME OF INSTALLATION

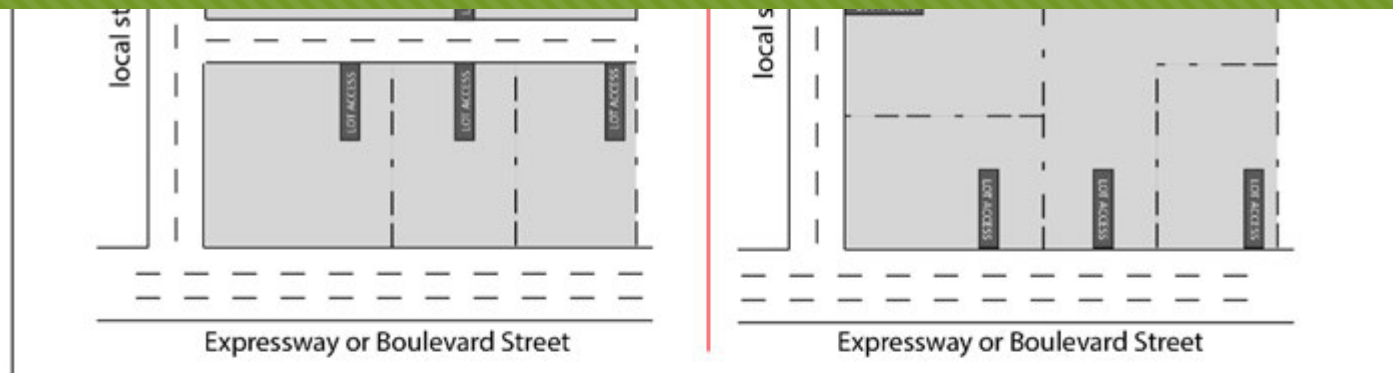
- A:** A certificate of occupancy shall not be issued, until all required plant materials have been placed in accordance with the approved site plan and requirements of this section.
- ~~**B:** In cases where all required landscaping cannot be installed prior to issuance of a final certificate of zoning compliance, the applicant shall submit a request for a performance guarantee for required landscaping in accordance with Section 6.3.12: Performance Guarantee. A temporary certificate of occupancy may be issued for a period of 180 days under circumstances that would affect the seeding and planting of the site, or until the proper planting season is reached to complete the landscaping requirements, and may be extended up to 90 days upon request to the Town Manager.~~
- ~~**C:** In cases where a temporary certificate of occupancy is requested, the applicant shall furnish the following:~~
- ~~**1:** A signed contract for the installation of all required landscape materials; and~~
 - ~~**2:** **B:** _____ A performance guarantee for the amount of the contract configured in accordance with the standards in Section 6.3.12: Performance Guarantee.~~

7.4.15: REQUIRED MAINTENANCE

A: RESPONSIBILITY

- 1:** The responsibility for maintenance of required landscaping areas shall remain with the owner of the property, their successors, heirs, assignees or any consenting grantee.
- 2:** Maintenance is required in order to ensure the proper functioning of the plantings as a landscaped area which reduces or eliminates nuisance and/or conflict.

Minimum Driveway culvert Size (p. 325)



D: DRIVEWAY CULVERTS OR PIPES

Driveways proposed along streets that do not include curb and gutter shall include driveway pipes or culverts with a minimum inside diameter of 15 inches configured in accordance with the standards in 19A NCAC 02D .0421 or in accordance with other applicable NCDOT standards, if applicable. Culverts or driveway pipes shall ensure conveyance of stormwater.

8.2.6: MONUMENTS

Monuments shall be included as part of any subdivision, and shall be configured in accordance with *The Standards of Practice for Land Surveying in North Carolina*, as adopted by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors, and the following:

- A:** Prior to the approval of the final plat, permanent reference points shall have been established in accordance with the standards in this section.
- B:** At least one corner of the subdivision shall be designated by course and distance (tie) from a readily discernible reference marker.
- C:** If a corner is within 2,000 feet of a U.S. Geodetic Survey or NC Grid System coordinated monument, then this corner shall be marked with a monument so designated by computed X and Y coordinates which shall appear on the map with a statement identifying this monument to an accuracy of at least one to 10,000.
- D:** When a monument is not available, the tie shall be made to some pertinent and readily recognizable landmark or identifiable point, physical object, or structure. However, if in the opinion of the Town Manager, a subdivision is of a small size, or if there is an existing tie within a reasonable distance of the subdivision, this

Average Slope Measurement (P. 373, 374)

10.2.9: SLOPE AND ELEVATION

A: AVERAGE SLOPE

The degree of deviation of the ground surface from a flat, horizontal elevation, usually expressed in percent or degrees of deviation from horizontal (see Figure 10.2.9: Slope). The average slope of a lot may shall be determined using the following approach:

1: DETERMINING AVERAGE SLOPE BASED ON TOPOGRAPHIC CONTOURS

- a: Identify the elevation (in AMSL) of the highest point of the lot and the lowest point of the lot (using a USGS 7.5 Minute Quadrangle Map or other recognized source of topographic contour lines).
- b: Subtract the lowest elevation number from the highest elevation number.
- c: Determine the distance (in feet) between the lowest and highest points on the lot. Exact locations for highest and lowest points along topographic contour lines shall be taken from the two points that are farthest away from one another while still maintaining the highest and lowest elevations.
- d: Divide the difference in elevation by the distance between the highest and lowest points.
- e: Multiply the quotient by 100 to derive the percentage slope of the lot.
- f: Disregard negative numbers.

Example:

A hypothetical lot has a high point at 3,500 feet AMSL and a low point of 3,400 AMSL. There is 300 linear feet between the highest point of the lot and the lowest point of the lot. The slope of the lot is:

$$3,500 - 3,400 = 100$$

$$100/300 = 0.33$$

$$0.33 \times 100 = 33\% \text{ slope}$$

B: STEEP SLOPE

~~The portion of a~~ lot, tract, or site that has a natural or man-made average slope exceeding 15 percent but less than 25 percent shall be considered to have a steep slope. ~~If any portion of a lot has a pre-development slope between 15 percent and 24.99 percent, the entire lot shall be considered as a lot with a steep slope.~~

C: VERY STEEP SLOPE

~~The portion of a~~ lot, tract, or site that has a natural or man-made average slope of 25 percent or more shall be considered to have a very steep slope. ~~If any portion of a lot has a pre-development slope of 25 percent or more, the entire lot shall be considered as a lot with a very steep slope.~~

D: BASE FLOOD ELEVATION (BFE)

Clarifying Fence/Wall Height Measurement (p. 381)

10.2.15: FENCE AND WALL HEIGHT

A: MEASUREMENT LOCATION

- 1: In cases where a fence or wall is located within a required setback or required yard, fence height shall be determined along the grade of the adjacent lot or street.
- 2: ~~In cases where a fence or wall is located outside a required setback or yard, the height shall be determined based from on the finished grade at the base of the adjacent fence or wall.~~
- 3: ~~2:~~ In cases where a fence or wall is placed on a berm, the ~~maximum~~ fence or wall height shall include the height of the berm, as measured from the toe of the slope.
- 4: Fence height shall be measured at the highest point above grade (not including columns or fence posts) on the portion of the fence nearest an abutting or adjacent lot or street right-of-way.

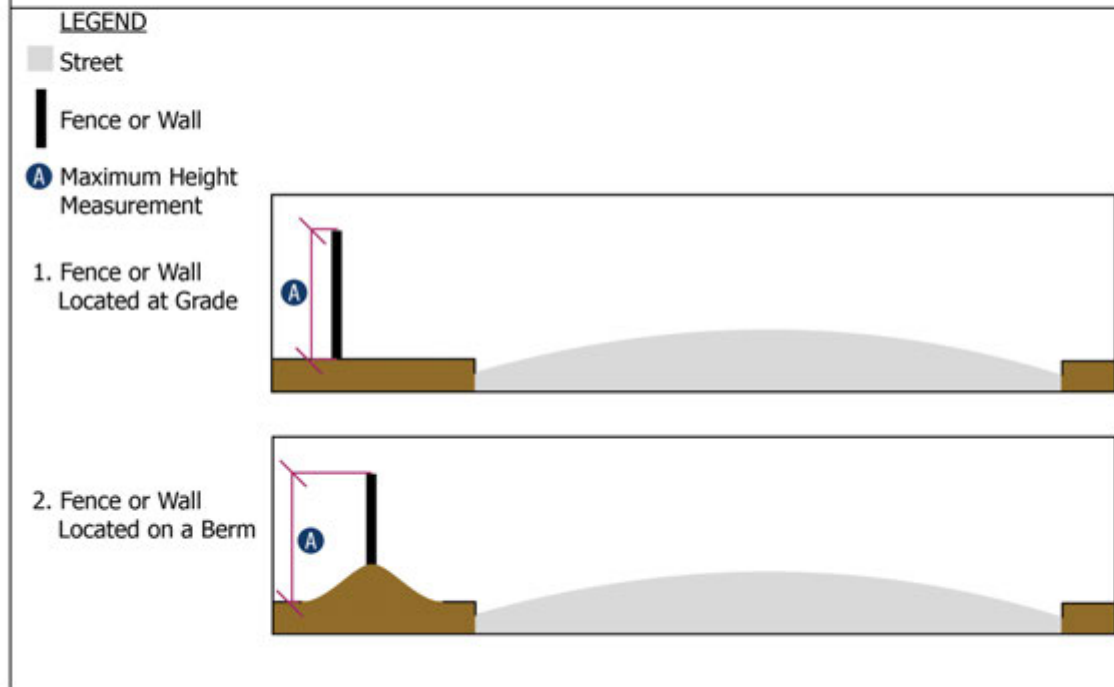
B: COLUMN AND POST HEIGHT

Columns or posts shall not exceed a height 18 inches above the built height of the fence.

C: RAILINGS NOT INCLUDED

Safety railings required by the North Carolina Building Code shall not be included in wall height measurements.

FIGURE 10.2.15: FENCE HEIGHT



Planning Board Review

7-11-23



- Removal of special purpose lots proposal (in favor of variance/administrative adjustment)
- Minor wording changes/simplification (sedimentation, culverts)
- Concern expressed about use of average slope methodology
- Unanimous approval of UDOTA1-23 text, as modified

Next Steps...

- Conduct public hearing
- Decide the text amendment
- Update the UDO, if approved

UNIFIED DEVELOPMENT ORDINANCE

Town of Laurel Park

Adopted: June 15, 2021

Effective Date: August 18, 2021

Last Amended: ~~December 15, 2022~~ August 15, 2023

2023 Legislative Changes



- SL2023-63 Farm Signs
- SB600/SL2022-11 90° degree parking stall size
- SB488 (vetoed) Pre-emption of triplex/quadplex design control
- SB675 (pending) ETJ boundary freeze
- HB579 (pending) Pre-emption of local sedimentation control
- HB409 (pending) ADU pre-emption



**TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY**

Title of Item: ADU Presentation/Information

Presenter: Town Manager Alex Carmichael

Attachment(s): Yes/No

- ADU PowerPoint presentation

Summary of Item:

Commissioner Dunn requested that Chad Meadows of Code Write Planners provide an overview of Accessory Dwelling Units in town planning.

Council Action Requested:

Review and discuss presentation.

Suggested Motion:

N/A



Accessory Dwelling Units

Town Council Discussion

8.15.23



OVERVIEW

01. Introduction

What is an Accessory Dwelling Unit?

Benefits & Concerns

03. Pending Legislation

HB409

02. Background

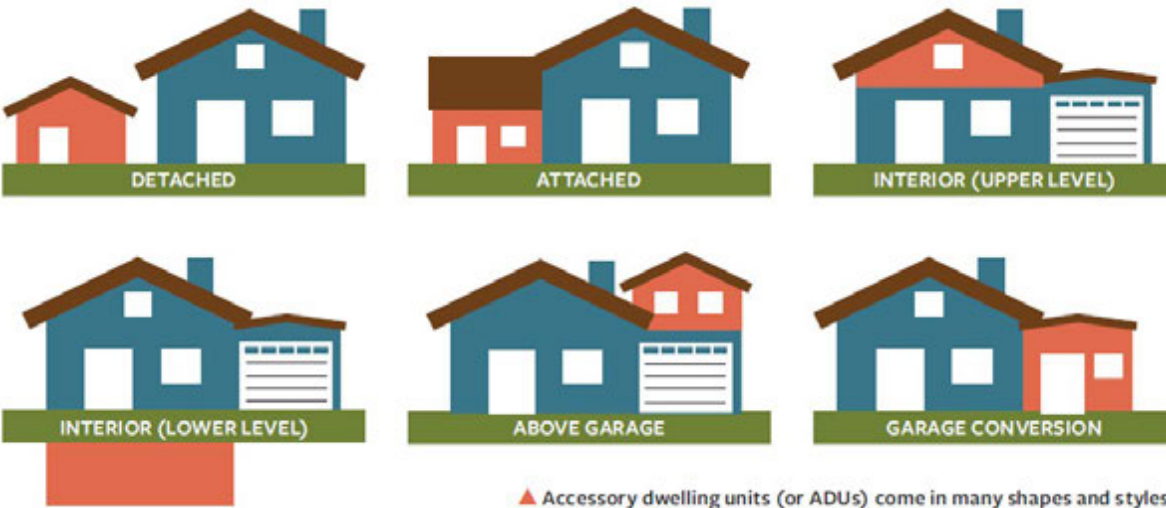
Current Standards

04. Discussion

Where we go from Here



What is an Accessory Dwelling Unit?



- An independent and self-contained residential dwelling
- It provides spaces for cooking, sanitation, and sleeping
- Typically located on a lot containing an existing single-family detached dwelling
- It is subordinate in size, function, and impact to the principal
- It can be detached, attached, or interior to the single-family dwelling

Benefits of Accessory Dwelling Units



- Wider housing options for residents
- Accommodate needs of family members
- Ability to age in place
- Passive revenue stream to homeowners
- Increases re-sale value of a property
- Efficient use of land - helps conserve land in the community
- Helps ensure full employment
- Helps keep rental costs affordable



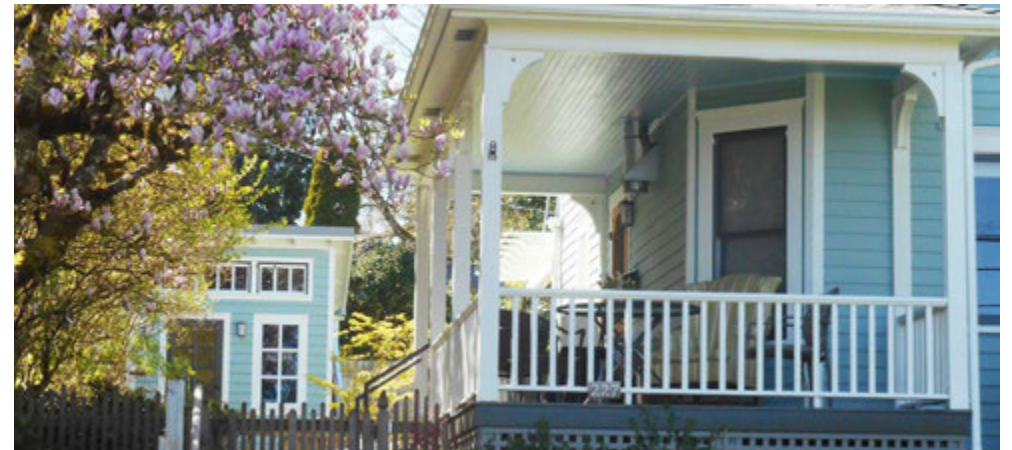
Potential Concerns with Accessory Dwelling Units



- Potential for use as a short-term rental
- Additional traffic/parking in neighborhoods
- Noisy neighbors/loss of privacy
- Increased stormwater runoff
- Infrastructure capacity concerns
- Lack of design control
- Loss of yard space
- Enforcement challenges



Development regulations for ADUs seek to balance the benefits against the potential concerns



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Current ADU Standards

1. Definitions
2. Districts Where Permitted
3. Applicable Standards

UNIFIED DEVELOPMENT ORDINANCE

Town of Laurel Park

Adopted: June 15, 2021
Effective Date: August 18, 2021
Last Amended: December 15, 2022



Definitions

Detached Accessory Dwelling Unit

Internal Accessory Dwelling Unit

CHAPTER 10: WORD USAGE

SECTION 10.3: DEFINITIONS

10.3: DEFINITIONS

This section includes definitions of terms used throughout this Ordinance. Some multi-word terms may include commas or be structured differently than used in the text of the Ordinance.

A	
ABANDONMENT	The relinquishment of property or a cessation of the use of the property for a continuous period.
ABROGATE	To abolish or annul.
ABUTTING	See Section 10.2.2:E: Abutting versus Adjacent.
ACCELERATED EROSION	Any increase over the rate of natural erosion as a result of land disturbing activities.
ACCENT	The use of an alternate material or color to a detail that is emphasized by contrasting with its surroundings.
ACCESS EASEMENT	An easement which grants the right to cross land.
ACCESSIBLE PARKING SPACE	An off-street parking space provided for the exclusive use of vehicles serving disabled persons.
ACCESSORY BUILDING OR STRUCTURE	A use or structure that is clearly incidental and customarily found in connection with a principal building or use, is located on the same parcel and serves a principal building or use, and is subordinate in area, extent and purpose to the principal building or principal use served.
ACCESSORY DWELLING UNIT, DETACHED	A secondary dwelling unit established in conjunction with and clearly subordinate to a principal dwelling unit but located in a detached structure on the same lot.
ACCESSORY DWELLING UNIT, INTERNAL	A secondary dwelling unit established in conjunction with and clearly subordinate to a principal dwelling unit but located within the same structure as the principal dwelling unit.
ACCESSORY USE	See "Use, Accessory."
ACCESSWAY	A paved or unpaved travel way intended to serve vehicles for the purposes of obtaining ingress, egress, or circulation around a lot or site. Subdivisions



Districts Where Permitted

CHAPTER 4: LAND USES

SECTION 4.5: ACCESSORY USES AND STRUCTURES

TABLE 4.5.4: COMMON ACCESSORY USE TABLE

"A" = Allowed if included in a PD master plan or terms and conditions statement

"P" = Permitted, subject to any applicable accessory use-specific standards

"S" Permitted, subject to Section 6.3.17: Special Use Permit, and any applicable accessory use-specific standards

"X" = Prohibited

COMMON ACCESSORY USE OR STRUCTURE	ZONING DISTRICT							ACC. USE- SPECIFIC STANDARD
	R-20	R-30	OI	I-1	MM	TC	PD	
Accessory Dwelling Unit, Detached	X	X	X	X	S	S	A	4.5.5:A:
Accessory Dwelling Unit, Internal	X	X	X	X	P	P	A	4.5.5:B:
Amateur Communications Equipment	P	P	X	X	P	P	A	4.5.5:C:
Automated Teller Machine	X	X	X	X	P	P	A	4.5.5:D:
Childcare, Incidental	P	P	X	X	P	S	A	4.5.5:E:
Detached Craft, Hobby Shop or Studio	P	P	X	X	P	P	A	
Detached Garage or Carport	P	P	P	P	P	P	A	4.5.5:F:
Dish Antennas	P	P	P	P	P	P	A	4.5.5:G:
Drive-Through	X	X	S	S	S	S	A	4.5.5:H:
Family Health Care Structure	P	P	V	V	P	V	A	4.5.5:I:



General Accessory Use Standards

1. Only established after a principal use
2. On the same lot as a principal use
3. Clearly incidental and subordinate to the principal use
4. Must obtain development approvals as specified in UDO
5. Must follow district setbacks for accessory structures
6. Subject to design standards/guidelines
7. Must comply with floodplain rules

CHAPTER 4: LAND USES
SECTION 4.5: ACCESSORY USES AND STRUCTURES

4.5: ACCESSORY USES AND STRUCTURES

4.5.1: PURPOSE
This section authorizes the establishment of accessory uses and structures that are incidental and subordinate to principal uses. The purpose of this section is to allow a broad range of accessory uses and structures, provided they comply with the standards set forth in this section in order to reduce potentially adverse impacts on surrounding lands.

4.5.2: PROCEDURE FOR ESTABLISHMENT

A: Accessory uses or structures may be approved in conjunction with the approval of the principal use or subsequently following the establishment of the principal use through the approval of a zoning compliance permit or special use permit, as appropriate. No accessory use or structure shall be approved, established, or constructed before a principal use is approved in accordance with this Ordinance.

B: Applications to establish a planned development shall be supplemented by a site plan showing proposed accessory uses or by a written list of proposed accessory uses which shall be attached to the application approval along with other conditions of approval.

C: Table 4.5.4: Common Accessory Use Table, may not be inclusive of all possible accessory uses, and in the event an accessory use is proposed that is not listed in the table, the Town Manager shall consult Table 4.2.6: Principal Land Use Table, to determine if the proposed accessory use corresponds to a listed principal use. Any permitted principal use in a zoning district is also permitted as an accessory use. In no instance shall an accessory use be permitted in a zoning district where it is prohibited as a principal use.

D: In the event a proposed accessory use is not listed in Table 4.5.4: Common Accessory Use Table, and there is no corresponding principal use, the Town Manager shall determine how to treat the accessory use in accordance with Section 4.1.4: Procedure for Classification of Unlisted Use Types.

4.5.3: GENERAL STANDARDS FOR ALL ACCESSORY USES AND STRUCTURES

A: PERMITTED ACCESSORY USES AND STRUCTURES
Permitted accessory uses and structures shall comply with the following:

- 1: Are clearly incidental to an allowed principal use or structure;
- 2: Are subordinate to and serve an allowed principal use or structure;
- 3: Are subordinate in area, extent, and purpose to the principal use or structure; and
- 4: Contribute to the comfort, convenience, or needs of occupants associated with the principal use or structure.

B: LOCATION OF ACCESSORY USES AND STRUCTURES

- 1: **WITHIN REQUIRED LANDSCAPING BUFFERS**
Except for fences and walls contributing to the screening function of a landscaping buffer, no accessory structure shall be located within a required landscaping buffer except in accordance with Section 7.4: Landscaping, or Section 7.5: Screening.
- 2: **WITHIN A REQUIRED SETBACK**
No accessory use or structure may be located in a required setback except as permitted by Table 2.4.B: Allowable Encroachments into Setbacks.
- 3: **WITHIN OTHER AREAS ON A SITE**
 - a: No accessory use or structure shall:
 - i: Be within five feet of a lot line, except as authorized by Table 2.4.B: Allowable Encroachments into Setbacks.

Town of Laurel Park | **PAGE 127** | **Unified Development Ordinance**
Effective Date: 8.18.21 | | Last Amended: 12.15.22



Detached ADU Standards

1. Limited to MM, TC, PD districts
2. Requires a special use permit or rezoning
3. Max. of 1 per lot
4. Size capped at 35% of principal use
5. Max. of one story (but can be above a garage/shed)
6. Two off-street parking spaces required
7. Must use same driveway unless accessed from different street
8. Same mailbox as principal use



Internal ADU Standards

1. Limited to MM, TC, PD districts
2. Permitted by-right in mm & TC
3. Max. of 1 per lot
4. Must be fully within principal use
5. Size capped at 35% of principal use
6. Two off-street parking spaces required
7. Must use same driveway as principal use
8. Same mailbox as principal use



ADUs Distinguished

How does an ADU differ from other kinds of residential uses?

An ADU is not a...	...Because
Principal dwelling	It may only be established on a lot after a single-family detached dwelling is established
Multi-family unit	It may only be established as an accessory use to a single-family detached dwelling
Condo or townhouse	It may not be on its own lot or sold apart from the principal house
Home occupation	It is not a commercial occupation, profession, or activity
Duplex	It may not be on its own lot, must be smaller than principal house, and may not be sold separately
Boardinghouse or Bed & Breakfast room	A boardinghouse or bed and breakfast room is not a complete residential dwelling or housekeeping unit



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House Bill 409 - Regulation of Accessory Dwelling Units

<https://www.ncleg.gov/Sessions/2023/Bills/House/PDF/H409v3.pdf>

Bill is under consideration by the
General Assembly

Passed the House 106-7 on
4/25/23

Becomes law if passed by Senate
& signed by Governor



Short Title: Regulation of Accessory Dwelling Units.

(Public)

Sponsors:

Referred to:

March 20, 2023

1 A BILL TO BE ENTITLED
2 AN ACT TO INCREASE AFFORDABLE HOUSING BY ALLOWING FOR THE
3 CONSTRUCTION OR SITING OF ACCESSORY DWELLING UNITS.
4 The General Assembly of North Carolina enacts:
5 SECTION 1.(a) Part 1 of Article 9 of Chapter 160D of the General Statutes is
6 amended by adding a new section to read:
7 "§ 160D-917. Accessory dwelling units.
8 (a) A local government shall allow the development of at least one accessory dwelling
9 unit which conforms to the North Carolina Residential Code for One- and Two-Family
10 Dwellings, including applicable provisions from fire prevention codes, for each single-family
11 detached dwelling in areas zoned for residential use that allow for development of single-family
12 detached dwellings. An accessory dwelling unit may be built or sited at any time before,
13 concurrently, or after the primary single-family detached dwelling has been constructed or sited.
14 Nothing in this section shall prohibit a local government from permitting accessory dwelling
15 units in any area not otherwise required under this section.
16 (b) In permitting accessory dwelling units under this section, a local government shall
17 not do any of the following:
18 (1) Require owner-occupancy of the accessory dwelling unit.
19 (2) Require placement in a conditional zoning district.
20 (3) Establish minimum parking requirements or other parking restrictions,
21 including imposition of additional parking requirements where an existing
22 structure is converted for use as an accessory dwelling unit.
23 (4) Prohibit the connection of the accessory dwelling unit to existing utilities
24 systems serving the primary single-family detached dwelling unit, provided
25 the utility service to that primary single-family detached dwelling unit has
26 capacity to serve both dwellings.
27 (5) Charge any fees in excess of those charged for the permitting of a
28 single-family detached dwelling similar in nature.
29 (c) A local government may impose a setback minimum for accessory dwelling units of
30 10 feet or the setback minimum imposed generally upon lots in the same zoning classification,
31 whichever is less.
32 (d) Except as otherwise provided in this section, a local government may regulate
33 accessory dwelling units pursuant to this Chapter and nothing in this section shall be construed
34 to impair the authority of a local government to adopt and enforce ordinances pursuant to Part 2



House Bill 409 – Regulation of Accessory Dwelling Units

<https://www.ncleg.gov/Sessions/2023/Bills/House/PDF/H409v3.pdf>

- At least one ADU must be allowed for each single-family detached dwelling on every lot zoned for single-family detached dwellings
- ADU may be built before, during, or after the principal house
- May not require owner occupancy
- May not allow solely through conditional rezoning (e.g., PD districts)
- May not apply any parking requirements
- May not require deeper setbacks for accessory dwelling units, nor a setback more than 10 feet from any lot line
- Unclear if size thresholds may still be applied (ADU must simply be smaller)
- Bill does not invalidate covenants against ADUs



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Next Steps – Where we go from here

Current standards do not permit ADUs within the R-30 and R-20 districts

Even internal units are prohibited in these districts

There is a pre-emption bill in the General Assembly

This is the second session with such a bill, and likely will not be the last

There is a housing crisis – at least for the foreseeable future

NC needs 347,275 affordable housing units, but only has 182,643

<https://ced.sog.unc.edu/2021/04/how-should-we-measure-north-carolinas-affordable-housing-crisis/>

