

**FORSYTH COUNTY**  
**BOARD OF COMMISSIONERS**

**BRIEFING  
DRAFT**

MEETING DATE: November 12, 2020 AGENDA ITEM NUMBER: 2

**SUBJECT:**

- A. PUBLIC HEARING ON AN ORDINANCE AMENDMENT PROPOSED BY PLANNING AND DEVELOPMENT SERVICES STAFF TO AMEND SECTION 3.2.2 OF THE UNIFIED DEVELOPMENT ORDINANCES PERTAINING TO CERTIFICATES OF APPROPRIATENESS (UDO-CC5)**
  
- B. ORDINANCE AMENDMENT TO AMEND SECTION 3.2.2 OF THE UNIFIED DEVELOPMENT ORDINANCES PERTAINING TO CERTIFICATES OF APPROPRIATENESS**

**COUNTYMANAGER'S RECOMMENDATION OR COMMENTS:**

**SUMMARY OF INFORMATION:**

See attached staff report. After consideration, the Planning Board recommended approval of the zoning text amendment.

ATTACHMENTS:-  X  YES      NO

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UDO-CC5**

**AN ORDINANCE AMENDING SECTION 3.2.2 OF THE *UNIFIED DEVELOPMENT ORDINANCES*(UDO) RELATING TO CERTIFICATES OF APPROPRIATENESS**

Be it ordained by the \_\_\_\_\_, that the Unified Development Ordinances are amended as follows:

**Section 1.** Chapter 3, Section 3.2.2 of the UDO is amended as follows:

**3-2.2. CERTIFICATE OF APPROPRIATENESS**

**D. PROCEDURES**

**5. TIME FOR ACTION**

- a. The Commission shall act upon complete applications within one hundred eighty (180)~~twenty (120)~~ calendar days after the filing, unless an extension of time has been mutually agreed upon between the Commission and the applicant.
- b. Otherwise, failure to act upon a complete application shall be deemed to constitute approval and a Certificate of Appropriateness shall be issued.”

**Section 2.** This Ordinance shall be effective upon adoption.

Note: Items to be added are indicated in red with an underscore; items to deleted are indicated in red with a ~~strikethrough~~.

**CITY-COUNTY PLANNING BOARD  
STAFF REPORT**

**DOCKET:** UDO-CC5

**STAFF:** [David Reed](#)

**REQUEST**

This text amendment is proposed by Planning and Development Services staff to amend the Unified Development Ordinances (UDO) to extend the timeframe in which the Historic Resources Commission (HRC) shall act upon complete applications for certificates of appropriateness (COAs).

**BACKGROUND**

For many years, the UDO has required the HRC to act on complete COA applications within 120 days of submission. Failure to act within that timeframe would constitute automatic approval of the COA. The HRC has never had any problem holding the required quasi-judicial public hearing on a COA application within the aforementioned timeframe, however.

Unfortunately, the emergence of COVID-19 has greatly limited the HRC's ability to hold regular, in-person meetings. Additionally, the State Legislature recently enacted a new rule requiring that all parties with standing to speak on a quasi-judicial matter agree to holding the public hearing for that matter virtually. In some cases, the number of parties with standing to speak on various COA items could be in the hundreds, and it would therefore be unrealistic to think staff could get agreement from all parties to hold such a public hearing virtually. In many cases, holding an in-person hearing would be the only realistic option for the HRC, although finding an appropriate venue for such a meeting may take longer than usual, depending upon the number of participants expected to attend. As a result of these factors, the Commission and staff are proposing extending the timeframe for acting upon COA applications to 180 days.

The NC General Statutes already allow Historic Resources Commissions up to 180 days to review COA applications, as described in NCGS 160A-400.9 (d): *"All applications for certificates of appropriateness shall be reviewed and acted upon within a reasonable time, not to exceed 180 days from the date the application for a certificate of appropriateness is filed, as defined by the ordinance or the commission's rules of procedure"*.

**ANALYSIS**

As a consequence of several HRC meeting cancellations related to COVID-19, two COA applications have already crossed the 120 day approval threshold and were automatically approved in June. While these applications would likely have received approval from the HRC if public hearings were held on them, the current ordinance provision prevented the Commission from giving citizens an opportunity to speak on the cases. The pandemic has demonstrated the need to provide as much flexibility as possible for handling unexpected situations, and changing the UDO to reflect the 180 day COA approval timeframe allowed by the NCGS would give the

HRC additional time to hold a public hearing, thereby ensuring stakeholders have the opportunity to participate in the COA review process. As such, staff recommends approval of this amendment.

**RECOMMENDATION: APPROVAL**

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**CITY-COUNTY PLANNING BOARD  
PUBLIC HEARING  
MINUTES FOR UDO-CC5  
AUGUST 13, 2020**

David Reed presented the staff report.

Jack recommended that staff not use the 180-day period as standard practice but use it in emergency situations only, such as this time dealing with COVID.

**PUBLIC HEARING**

FOR: None

AGAINST: None

**WORK SESSION**

MOTION: Clarence Lambe recommended approval of the ordinance amendment.

SECOND: George Bryan

VOTE:

FOR: George Bryan, MelyndaDunigan, Jason Grubbs, Tommy Hicks, Clarence Lambe,  
Chris Leak, Brenda Smith, Jack Steelman

AGAINST: None

EXCUSED: None

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Aaron King  
Director of Planning and Development Services

(For publication in the WS Journal Legal Section on  
October 30, 2020 and November 6, 2020)

### NOTICE OF PUBLIC HEARING

NOTICE is hereby given that the Board of Commissioners will hold a public hearing on Thursday, November 12, 2020. The public hearing will be conducted remotely, as allowed by the Board's Remote Participation Policy during this state of emergency.

1. Public hearing on an ordinance amendment proposed by Planning and Development Services staff to revise the principal uses in the Limited Industrial (LI) and General Industrial (GI) zoning districts, outdoor storage area requirements for the use Manufacturing B, and to consolidate the city and county definitions of the uses Manufacturing A and Manufacturing B into one countywide definition for each use of the Unified Development Ordinances (UDO-CC4)
2. Public hearing on an ordinance amendment proposed by Planning and Development Services staff to amend section 3.2.2 of the Unified Development Ordinances pertaining to certificates of appropriateness (UDO-CC5)

There will be no meeting place where members of the public can be physically present. The Meeting will be broadcast live at 2:00 p.m. on local cable channel WSTV 13-The Government Channel, [http://winston-salem.granicus.com/MediaPlayer.php?publish\\_id=29](http://winston-salem.granicus.com/MediaPlayer.php?publish_id=29) and <https://vimeo.com/forsythcountync>.

All persons interested in the proposed amendments are invited by the Board of Commissioners to present their views. If you wish to submit a written comment, please email to [sloopam@forsyth.cc](mailto:sloopam@forsyth.cc) by Friday, November 13, 2020.

FORSYTH COUNTY BOARD OF COMMISSIONERS  
Ashleigh M. Sloop, Clerk to the Board