



# Reidsville UDO

*Public Forum Two – Annotated Outline*  
4.17.24



# Overview

1. Project Background  
Goals, Code Assessment
2. Annotated Outline  
Purpose, Contents
3. Outline Overview  
10 Articles
4. Q&A  
Discussion
5. Next Steps  
Where we go from here





# Project Goals

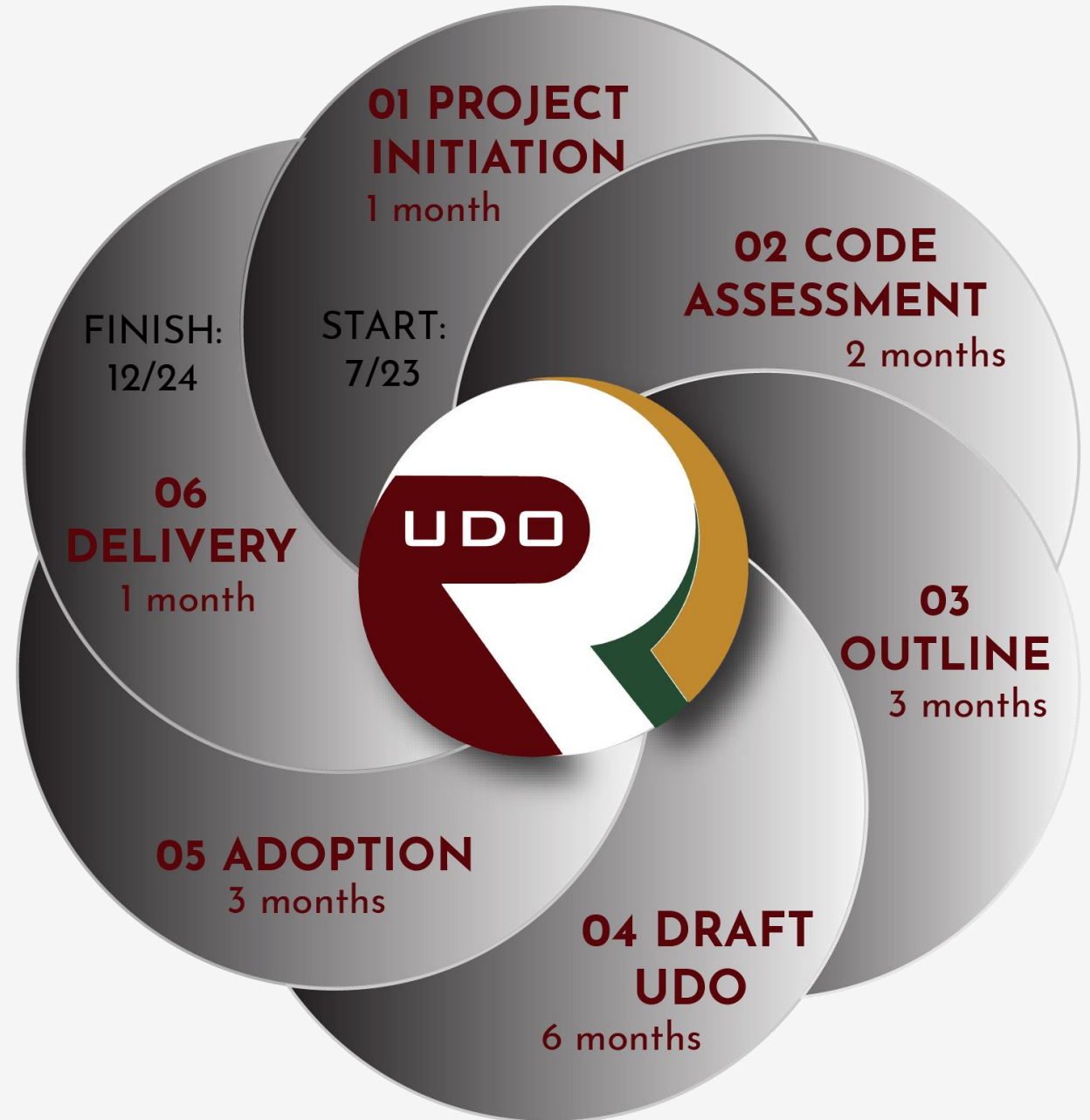
1. Make the UDO user-friendly
2. Focus on increasing prosperity
3. Implement adopted policy guidance
4. Broaden housing options
5. Make it easier to develop in Downtown
6. Ensure consistency with laws and court precedent



# Project Tasks

- Task 1 completed
- Task 2 completed
- Task 3 almost complete

We are about 2 months behind schedule



# Task 2. Code Assessment

- Gap Analysis: City's land use policy guidance vs current development rules
- Framework for discussion
- Suggestions about how to implement land use policies
- 46 recommendations for improvement





# REBOOT REIDSVILLE

Code Assessment

Public Draft 11.15.23



1. Implement the City's Adopted Policy Guidance
2. Create an Easy-to-Use Document
3. Ensure Efficient and Predictable Review Procedures
4. Incorporate Incentives and Greater Flexibility
5. Revitalize Downtown
6. Modernize the Districts and Uses
7. Broaden the Range of Housing Options



# Task 3

## Annotated Outline



- Refinement of concepts discussed in Code Assessment (Task 2)
- UDO document format
- Article & Section organization
- Procedures, Districts, Uses
- Exploration of proposed development standards





# Document Basics

1. Administration
2. Applications
3. Configuration
4. Districts
5. Land Uses
6. Measurement
7. Nonconformities
8. Violations
9. Word Usage
10. Appendices



## 1 1:HEADING 1

§ 11-1 Heading 2

§ 11-1.1 Heading 3

The following two pages provide a unified example of the heading and sub-heading formatting characteristics. This information is provided only in the Annotated Outline, and will not be included in the initial or adopted drafts of the UDO.

## 1 1:HEADING 1

Body Text 1

### § 11-1 HEADING 2

Body Text 2

#### § 11-1.1 HEADING 3

Body Text 3

#### A: HEADING 4

Body Text 4

#### 1: HEADING 5

Body Text 5

#### a. HEADING 6

Body Text 6

#### i. Heading 7

Body Text 7

#### § 11-1.2 List 3

#### A: List 4

#### 1: List 5

#### a. List 6

#### i. List 7

## GENERIC HEADING

GENERIC SUBHEADING

FIGURE HEADING

DEFINITIONS

EDITORS NOTE  
EDITORS NOTE SMALL

Footnote<sup>27</sup>

<sup>27</sup> This is footnote text.



## 1 2:ORDINANCE CONVENTIONS

§ 11-1 Heading 2

§ 11-1.1 Heading 3

The following two pages provide a summary of the text, language, and punctuation conventions to be used in the new UDO.

## 1 2:ORDINANCE CONVENTIONS

### UNIFIED DEVELOPMENT ORDINANCE CONVENTIONS

TOPIC GROUP	CONVENTION
Document Numbering	- Use chapter-based numbering (e.g., 1, 2, 3, etc.)
	- Main sections use two-digit numbers; Main sub-sections use three-digit numbers
	- Every sub-section, illustration, & table has its own unique number
	- Discontinue use of a period after each heading number
Text Numbering	- Use sequential page numbering – do not use chapter-based prefixes for page numbering
	- Spell out numbers one through ten (one, two, three, etc.)
Capitalization	- Use the numeric version of numbers starting at 11 (and higher)
	- This Ordinance, not 'this ordinance'
	- City, not 'city'
	- City Council, Planning & Community Development Director
	- Official Zoning Map
	- Single-Family, not 'Single-family'
	- (see Section 123) not (See Section 123)
	- special use permit, not 'Special Use Permit'
Hyphenation	- applicant, not 'Applicant'
	- Single-family
	- Multi-family
Abbreviations	- Mixed-use
	- Okay to use abbreviations and acronyms like UDO, RUR, CZD, etc.
	- Use %, not 'percent'



# ABOUT THIS UDO

This document is an Annotated Outline of Reidsville's draft Unified Development Ordinance (or "UDO"), which is being developed as part of the City's Reboot Reidsville process ([www.rebootreidsville.com](http://www.rebootreidsville.com)).

A UDO is the legal document the City uses to protect public's health, safety, and welfare with respect to the use of land and the establishment of development in the City. A UDO establishes what kinds of land uses may be permitted in which locations, the process the City will use to consider applications for the establishment of new land uses, and how land uses/sites should be operated to protect public safety, foster prosperity, and advance the City's adopted goals for its future. The UDO applies to land located within the City's corporate limits as well as its extraterritorial jurisdiction.

This Annotated Outline is an abbreviated or summary version of the proposed UDO. It identifies the "look and feel" of the forthcoming UDO document. It illustrates the proposed numbering scheme, text attributes, and page layout. It also identifies the article names and their sequence. It lists the main sections and sub-sections within each article and the appendix. In addition, it provides a brief summary of the contents of each main section and sub-section in the document.

The contents of this Annotated Outline will be modified and expanded during the Reboot Reidsville process to become the City's new UDO. The new UDO, if adopted by the City Council, will replace the City's current development regulations found in various different documents, including:

- The Zoning Ordinance (see <https://www.reidsvillenc.gov/city-document-center>);
- The Subdivision Regulations;
- The Flood Damage Prevention Ordinance;
- The following sections of the City Code of Ordinances:
  - Article 4 of Chapter 10 pertaining to stormwater;
  - Articles 2 & 3 of Chapter 15 pertaining to the Planning Board and Appearance Commission;
  - Article 4 of Chapter 16 pertaining to driveways;
  - Article 6 of Chapter 16 pertaining to the renaming of streets; and
  - Portions of Articles 7 and 8 of Chapter 16 pertaining to streets and street lighting.

This Annotated Outline of Reidsville's new UDO organizes the draft development regulations into 10 articles that are listed in alphabetic order. Each article of the UDO is designed to consolidate similar kinds of standards into one place - like consolidating all the review procedures, zoning district requirements, and use standards into one place. The first page of each article includes a table of contents for the article.

The top of almost every page of this UDO Annotated Outline identifies the article name and number, the main section name and number, and the sub-section found on that particular page. This allows readers to quickly thumb through the document using only the page tops as navigation aids. Page numbers are included on page features, and are sequential. Each page footer also bears the date that the document was last updated.

All of the material included in this UDO Annotated Outline is based upon the Code Assessment, which was produced in Task 2 of the Reboot Reidsville project that was finalized in January 2024. The Code Assessment may be reviewed on the project website at [www.rebootreidsville.com](http://www.rebootreidsville.com).

# UDO AMENDMENTS

Below is a sample table showing a possible method for the City to record amendments to the UDO text following adoption. The table lists amending ordinance numbers and adoption dates. It also provides a short description of each amendment. This table, if included, is updated as part of any proposed UDO text amendment. In addition to this table, amended sections of the UDO text are appended with an editor's note indicating the date the section was amended and the applicable ordinance number. The City should also make historical text amendment ordinances available for public review so readers can easily see how the UDO language has evolved over time. One other important aspect is the "last updated" date at the bottom of each page. This is the control method the City and applicants can use to ensure they are using the latest version of the UDO.

UDO AMENDMENTS		
ORDINANCE NUMBER	ADOPTION DATE	DESCRIPTION
T 2024-00	13.23.24	A short description listing the main sections modified and an abbreviated summary of the changes Section 1.1: added language Section 3.5: section deleted Section 4.2: Some other change, etc.
T 2024-100	14.2.24	Another description and summary from a subsequent round of text amendments



# 1:ADMINISTRATION

§ 1-1 APPLICABILITY .....	18
§ 1-2 AUTHORITY .....	19
§ 1-3 CONFLICT .....	19
§ 1-4 CONSISTENCY WITH ADOPTED POLICY GUIDANCE .....	21
§ 1-5 DOCUMENT TITLE .....	21
§ 1-6 EFFECTIVE DATE .....	21
§ 1-7 PURPOSE AND INTENT OF ORDINANCE .....	22
§ 1-8 REVIEW AUTHORITIES .....	22
§ 1-9 SEVERABILITY .....	27
§ 1-10 TRANSITIONAL PROVISIONS .....	27
§ 1-11 VESTED RIGHTS .....	28

## ARTICLE 1: ADMINISTRATION KEY CHANGES IN NEW UDO

[placeholder to be completed as part of the initial UDO draft]



## 2:APPLICATIONS

### § 2-3 Application Types

#### § 2-3.1 Administrative Adjustment

### § 2-3 APPLICATION TYPES

This section of the UDO includes each of the 33 application types included in the Ordinance, and is proposed to replace numerous sections in the Zoning Ordinance and Subdivision Regulations. Each application has a standardized structure with specified review criteria. The Administrative Adjustment procedure sets out the proposed structure for discussion. While there is discussion of each of the other 32 procedures included here, completion of the other application subsections will take place during the code drafting effort.

#### § 2-3.1 ADMINISTRATIVE ADJUSTMENT<sup>10</sup>

##### A: PURPOSE AND INTENT

The purpose for this section is to establish a clear procedure and measurable review criteria for the administrative consideration of requests for minor deviations to certain numeric standards in this Ordinance (like zoning district dimensional standards, but not density). The intent of the procedure is to provide relief from practical difficulties in complying with the standards of this Ordinance. Administrative adjustments shall only be granted when the proposed development complies with all applicable requirements, including advancement of the purposes of this Ordinance as described in Section <>, Purpose and Intent of Ordinance.

##### B: APPLICABILITY

- 1: Except where otherwise prohibited, an administrative adjustment may be requested for a modification or deviation to any of the following:
  - a. A zoning district dimensional standard in Chapter 4, Districts.
  - b. A numeric use-specific standard in Chapter 5, Land Uses.
  - c. A numeric requirement in Chapter 3, Configuration.
- 2: In no instance shall an administrative adjustment application seek to reduce any of the following:
  - a. The maximum allowable residential density on a lot;
  - b. The minimum required separation distance between two use types;
  - c. The requirements specified in a transportation impact analysis;
  - d. Reductions to the standards pertaining to flood damage prevention, water supply watershed protection, or riparian buffer protection; or
  - e. Reductions to required infrastructure standards, including streets, potable water, or wastewater system requirements.
- 3: Applications seeking a variance shall not also be subject to a simultaneous administrative adjustment application.

##### C: AMOUNT OF ADJUSTMENT

An administrative adjustment may allow a deviation from a numeric standard in this Ordinance in accordance with the amount specified in Table <>, Maximum Adjustment Amount.

FIGURE <>: ADMINISTRATIVE ADJUSTMENT PROCEDURE

STEP	ACTION
1	<b>Pre-Application Conference</b> (optional)
2	<b>File Application</b> (may be filed alone or with another application)
3	<b>Completeness Determination</b>
4	<b>Staff Review</b>
5	<b>Decision</b> (if submitted with another application, decision on an administrative adjustment is rendered first)
6	<b>Written Notice of Decision</b>
7	<b>Review of Associated Applications</b> (if applicable)

<sup>10</sup> This is a new procedure. This sub-section provides the full text of the proposed procedure as it would look in the UDO to enable reviewers to better understand the proposed uniform structure of each application procedure.





# Article 1. Administration

Prefatory information; Legal ‘boilerplate’;  
Review authorities; Transitional standards;  
Vested rights

- 1-1 APPLICABILITY
- 1-2 AUTHORITY
- 1-3 CONFLICT
- 1-4 CONSISTENCY WITH ADOPTED POLICY  
GUIDANCE
- 1-5 DOCUMENT TITLE
- 1-6 EFFECTIVE DATE
- 1-7 PURPOSE AND INTENT OF ORDINANCE
- 1-8 REVIEW AUTHORITIES
- 1-9 SEVERABILITY
- 1-10 TRANSITIONAL PROVISIONS
- 1-11 VESTED RIGHTS



## § 2-1 ARTICLE INTRODUCTION

This new section outlines how the Applications Article is organized into a summary table, a set of 35 different application types, and a set of basic or standardized review procedures the City will follow when processing applications. It also explains the uniform structure of each application section and provides a key to the symbols and colors in each application's procedural flow chart.

§ 2-2 APPLICATION SUMMARY TABLE<sup>8</sup>

The application summary table identifies the type of development applications, review authorities for each application type, a cross-reference to the relevant UDO section, and whether a pre-application conference is required or optional. This table clarifies who hears appeals of certain decisions and indicates which decisions follow the legislative or evidentiary hearing process. It includes the subdivision procedures from the City's Subdivision Regulations and the application review procedures from the City's Flood Damage Prevention Provisions.<sup>9</sup>

TABLE &lt;&gt;: APPLICATION SUMMARY TABLE

Type of Action: C = Comment; R = Recommendation; D = Decision; A = Appeal; • = Not Applicable  
Pre-Application Conference: M = Mandatory; O = Optional; N/A = Not Applicable  
Type of Public Hearing: ( ) = Legislative; | | = Evidentiary  
[#] = Table Notes (included at bottom of table)

PROCEDURE	UDO SECTION	PRE-APP. CONFERENCE	TECH. REVIEW COMMITTEE	BUILDING INSPECTOR [1]	CITY ENGINEER [1]	PLANNING & COMMUNITY DEVELOPMENT DIR. [1]	PLANNING BOARD	HISTORIC PRES. COMMISSION	CITY COUNCIL	BOARD OF ADJUSTMENT	SUPERIOR COURT
Administrative Adjustment [2]	<>	O	•	•	D	D	•	•	•	A	•
Annexation	<>	O	C	•	•	R	•	•	(D)	•	A
Appeal	<>	O	•	•	•	•	•	•	•	D	A
Building Permit	<>	O	•	D	•	•	•	•	•	[3]	•
Certificate of Appropriateness	<>	O	•	•	•	D [4]	•	D	•	•	A
Certificate of Occupancy [5]	<>	O	•	D	•	•	•	•	•	[3]	•
Conditional Rezoning [6]	<>	M	C	•	•	R	R	•	(D)	•	A

<sup>8</sup> NOTE TO STAFF: Additional discussion about the role of the Appearance Commission is needed.

<sup>9</sup> This is a new summary table that identifies 17 new or newly-codified procedures, such as the Administrative Adjustment, Annexation, Conservation Subdivisions, Determination, and Vested Rights Certificates. The table also codifies a series of practices the City is already executing, but they are not formally codified, like Appeals, Construction Drawings, Development Agreements, Exempt Subdivisions, Fee-in-Lieu, Limited Subdivisions, Performance Guarantees, Sign Permits, Street Closure, Street Renaming, Transportation Impact Analysis, and a Tree Clearing Certificate.



# Article 2. Applications

2-1 Article Introduction

2-2 Application Summary Table

2-3 Application Types

2-4 Application Review Procedures

# Article 3. Configuration

The 'Development Standards'

- 3-1 ARTICLE INTRODUCTION
- 3-2 ACCESS AND CIRCULATION
- 3-3 DESIGN STANDARDS
- 3-4 EXTERIOR LIGHTING
- 3-5 FENCES AND WALLS
- 3-6 INFRASTRUCTURE
- 3-7 LANDSCAPING AND SCREENING
- 3-8 OPEN SPACE



# Article 3. Configuration

The 'Development Standards'

- 3-9 OWNERS' ASSOCIATIONS
- 3-10 PARKING AND LOADING
- 3-11 PEDESTRIAN FACILITIES
- 3-12 RIPARIAN BUFFERS
- 3-13 SIGNAGE
- 3-14 STORMWATER
- 3-15 SUBDIVISION DESIGN
- 3-16 SUSTAINABILITY INCENTIVES





TABLE &lt;&gt;: ZONING DISTRICTS ESTABLISHED

FORMER ZONING DISTRICTS (FROM THE PRIOR ZONING ORDINANCE)		ZONING DISTRICTS IN THIS ORDINANCE	
RA-20	Residential Agricultural	RUR	Rural
R-20	Residential, Low Density	RLD	Residential Low Density
RS-12	Residential, Low Density	RMD	Residential Medium Density
R-12	Residential, Medium Density		
R-6	Residential, High Density	RHD	Residential High Density
CONVENTIONAL NON-RESIDENTIAL DISTRICTS			
B-C	Business, Central	DTC	Downtown Core
		DTP	Downtown Periphery
B-N	Business, Neighborhood	MXL	Low Intensity Mixed-Use
B-G	Business, General	MXM	Medium Intensity Mixed-Use
B-H	Business, Highway	MXH	High Intensity Mixed-Use
O & I	Office and Institutional	OFI	Office Institutional
(NEW)		PUB	Public Facilities
I-1	Light Industrial	LIN	Light Industrial
I-2	Heavy Industrial	MIN	Medium Industrial
I-3	Heavy Industrial	HIN	Heavy Industrial
CONSERVATION DISTRICT			
C	Conservation	CON	Conservation
CONDITIONAL DISTRICTS [1]			
CZ RS-12	Residential, Medium Density	CZR	Conditional Residential
CZ R-12	Residential, Medium Density		
CZ R-6	Residential, High Density		
CZ B-C	Business, Central	CZD	Conditional Downtown
CZ B-G	Business, General	CZM	Conditional Mixed-Use
CZ B-N	Business, Neighborhood		
CZ B-H	Business, Highway		
CZ O & I	Office and Institutional		
CZ I-1	Light Industrial	CZI	Conditional Industrial
CZ I-2	Heavy Industrial		
CZ I-3	Heavy Industrial		
TND	Traditional Neighborhood Development	CTD	Conditional Traditional Neighborhood
OVERLAY DISTRICTS			
(NEW)		LHO	Local Historic Overlay
(NEW)		FPO	Floodplain Protection Overlay
(NEW)		WPO	Watershed Protection Overlay
NOTES: [1] A conditional zoning district may be either Type 1, Limited Use (C__-LU); Type 2, Limited Standards (C__-LS); or Type 3, Unlimited (C__-UN).			

# Article 4. Districts

4-1 Article Introduction

4-2 Conventional Zoning Districts

4-3 Conditional Zoning Districts

4-4 Overlay Zoning Districts

4-5 General Dimensional Standards

4-6 Incentives and Alternatives

4-7 Zoning Map

# Article 5. Land Uses

- 5-1 Article Introduction
- 5-2 Principal Uses
- 5-3 Prohibited Uses
- 5-4 Secondary Uses
- 5-5 Temporary Uses
- 5-6 Unlisted Uses



TABLE <>: LISTING OF COMMON PRINCIPAL USES

P = Permitted, subject to a Zoning Permit & applicable use standards  
 S = Permitted, subject to a Special Use Permit & applicable use standards  
 C = Permitted within a conditional zoning district, subject to applicable use standards  
 "\*" = Prohibited  
 [#] = Table note (see end of table)

Use Category	CON	Residential Districts					Non-Residential Districts										Conditional Districts					Use Stds.
Use Type		RUR	RLD	RMD	RHD	DTC	DTP	LMX	MMX	HMX	O&I	PUB	LIN	MIN	HIN	CZR	CZD	CZM	CZI	CTD		
Current Districts & Uses (in yellow rows)		RA-20	R-220	RS-12/R-12	R-6	B-C	B-C	B-N	B-G	B-H	O&I		I-1	I-2	I-3							
AGRICULTURAL USE CLASSIFICATION																						
Agricultural Production																						
Agritourism		P																				
Horticulture	•	P	•	•	•	•	•	•	•	•	•	•	P	•	•	C	•	•	C	•	<>	
Plant Nursery (retail or wholesale)	•	P	•	•	•	•	•	•	•	P	•	•	•	•	•	C	•	C	•	•	<>	
Nursery stock, greenhouses, (growing, cultivation)		P									P											
Viticulture (including a winery or vineyard, but excluding event venues)	•	P	•	•	•	•	•	•	•	•	•	•	•	•	•	C	•	•	•	•	<>	
Agricultural uses, truck farms, excluding raising poultry or other livestock so as to create a nuisance to surrounding property owners		P																				
Livestock Related																						
Animal Processing	•	S	•	•	•	•	•	•	•	•	•	•	•	S	•	•	•	•	C	•	<>	
Food and dairy processing (excluding slaughter of animals)													P	P								
Livestock sales barns														P								
Equestrian Facility	•	P	•	•	•	•	•	•	•	•	•	•	•	•	•	C	•	•	•	•	<>	
Boarding, training and riding facility for horses		S																				
COMMERCIAL USE CLASSIFICATION																						
Animal Related																						
Animal Shelter	•	•	•	•	•	•	•	•	P	P	•	•	P	P	P	•	•	C	C	•	<>	
Boarding, Indoor Only	•	P	•	•	•	P	P	P	P	P	•	•	P	•	•	•	C	C	C	C	<>	
Boarding Indoor and Outdoor	•	P	•	•	•	•	•	•	P	P	•	•	P	•	•	•	•	C	C	•	<>	
Grooming	•	P	•	•	•	P	P	P	P	P	•	•	P	•	•	C	C	C	C	C	<>	

- 6-1 ARTICLE INTRODUCTION
- 6-2 AIM
- 6-3 BASIC MEASUREMENT
- 6-4 MEASUREMENT OF STANDARDS
  - Building Wall determination
  - Exterior Lighting
  - Fence and Wall Hight
  - Landscaping
  - Off-Street Parking
  - Signage

# Article 6. Measurement

How measurement is accomplished

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# Article 7. Nonconformities

Lots, uses, and structures that were lawful, but no longer conform

7-1 ARTICLE INTRODUCTION

7-2 NONCONFORMING LOTS OF RECORD

7-3 NONCONFORMING SIGNS

7-4 NONCONFORMING SITE FEATURES

7-5 NONCONFORMING STRUCTURES

7-6 NONCONFORMING USES



- 8-1 AIM
- 8-2 COMPLIANCE REQUIRED
- 8-3 DESCRIPTION OF VIOLATIONS
- 8-4 ENFORCEMENT PROCEDURE
- 8-5 ENTITY RESPONSIBLE
- 8-6 REMEDIES
- 8-7 STATUTE OF LIMITATIONS
- 8-8 ASSESSMENT OF CIVIL  
PENALTIES

# Article 8. Violations

How the UDO is enforced

21



# Article 9. Word Usage

Defined terms, rules of language  
construction, abbreviations

- 9-1 ABBREVIATIONS
- 9-2 LANGUAGE CONSTRUCTION
- 9-3 TERMS DEFINED



- 10-1 PLAN & PLAT REQUIREMENTS
- 10-2 CONDITIONAL REZONING  
MASTER PLANS
- 10-3 CERTIFICATES AND  
DECLARATIONS

# APPENDICES

Supplemental material that is not  
codified, but is related to the UDO



# Q&A

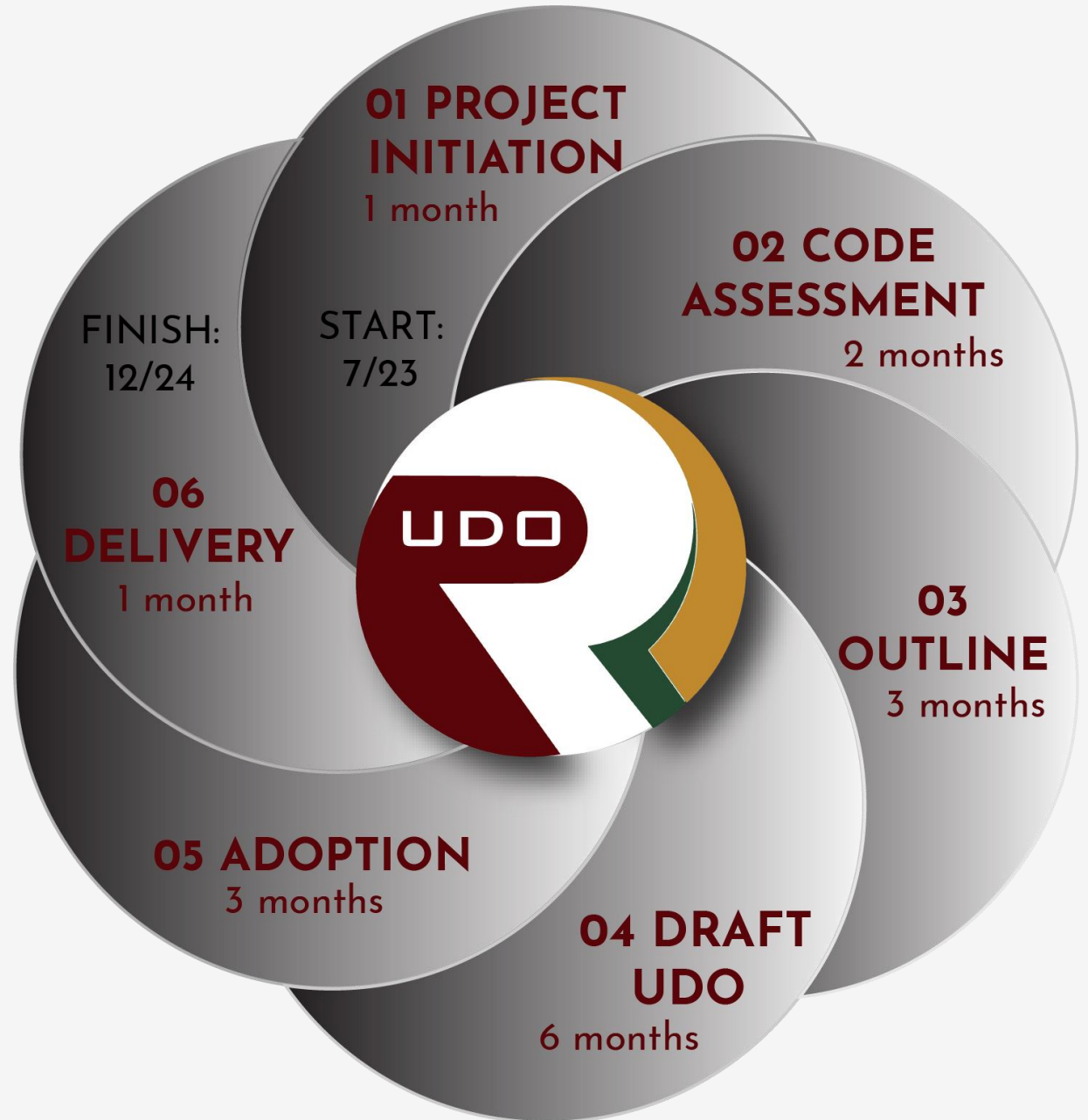






# Next Steps

Task 4, Draft UDO



# Task 4. Draft UDO

## 4A. Internal Draft

April & May 2024

## 4B. Staff Review

June 2024

## 4C. Public Draft + Review

July 2024

## 4D. Steering Committee Review

2 meetings in August

