



Town of Jamestown
Planning Board

Welcome to the Town of Jamestown Planning Board meeting. We appreciate your interest and we encourage public participation in our meeting. Your comments are important to our decision making process. Please note that there will be opportunities during the meeting for you to address the Board members. The first opportunity will come if there is a public hearing on the agenda, when the Chairman declares the hearing open for comment. The second opportunity to address the Board will come near the end of the agenda when the Chairman will inquire if anyone wishes to address the members of the Board. Anyone addressing the Board will approach the podium; give your first and last name and your complete physical address. Comments may be limited to three minutes.

TO: Planning Board Members

FROM: Matthew Johnson, AICP - Director of Planning

RE: **Regular Meeting**
Monday, July 8, 2019 – 6:30 PM
Jamestown Town Hall, Council Chambers

Items on the agenda:

1. Call to Order – Sarah Glanville, Chair of the Planning Board
2. Roll Call – Matthew Johnson, Director of Planning
3. Approval of minutes from June 10, 2019, meeting – Sarah Glanville, Chair of the Planning Board
4. Discussion: Update on Comprehensive Plan Request for Qualifications (RFQ) – Matthew Johnson, Assistant Town Manager/Director of Planning
5. Selection of four (4) members of the Planning Board (two from the regular membership and two from ETJ membership) who wish to serve on the Comprehensive Plan Update Steering Committee – Sarah Glanville, Chair of the Planning Board

6. Public Hearings:

*Procedure: Staff will present the case to the Board, followed by commentary from the applicant. The Chair will open the public hearing and request to hear from both those in favor and those opposed. If you wish to address the Board during the public hearing, please come to the podium and state your name and address for the record. Speakers may have up to 3 minutes to address the Board. Please note, this is not a time for dialogue or discussion and the Board may or may not engage with you at this time, even if direct questions are asked. **Once the public hearing is closed, no one may speak on the issue unless specifically requested by the Board Chair.***

- a. LDO Text amendment request – Request to amend Article 3 “Definitions” as it relates to the definition of “Limited Agriculture” to permit the keeping of an unlimited number of swine (pigs) up to 300 lbs. and to specifically exclude miniature or potbellied pigs in residentially zoned districts (SFR and R/MST) and agriculturally zoned districts (AG). Request was received from Ms. Lori Herron of 2216 Guilford College Rd. – Matthew Johnson, Assistant Town Manger/Director of Planning
- b. Adoption of the Statement of Consistency is required by the Planning Board – Sarah Glanville, Chair of the Planning Board

7. Public Comment Period:

Procedure: The Board Chair will ask the Town Clerk if anyone has signed up to speak to the Board. It is advisable that if you wish to address the Board that you see the Town Clerk prior to the start of the meeting. Once you have been recognized by the Chair, please come to the podium and state your name and address for the record. Speakers may have up to 3 minutes to address the Board. Please note, this is not a time for dialogue or discussion and the Board may or may not engage with you, even if direct questions are asked.

8. Adjourn

9. Next regularly scheduled meeting will be August 12, 2019, at 6:30pm in the Council Chambers.

WORKING AGENDA

Items on the agenda:

1. CALL TO ORDER

- i. **Welcome to the July 8, 2019, regularly scheduled Planning Board meeting.** In order to allow all attendees to be able to hear Board business, I would ask that at this time, members of the board and the audience please set your cell phones to “SILENT”. As a reminder, there are generally two opportunities for the public to address the Board. One will be during the “PUBLIC COMMENT” portion of the agenda. Speakers during that portion of the meeting will be limited to 3 minutes per speaker and are requested to sign up to speak with the Town Clerk at this time. The other opportunity will be during any “PUBLIC HEARING”. Speakers in a “PUBLIC HEARING” will be asked to keep their comments brief and must speak to the topic being considered. Thank you.

2. ROLL CALL

	Present	Absent
Sarah Glanville	<input type="checkbox"/>	<input type="checkbox"/>
Art Wise	<input type="checkbox"/>	<input type="checkbox"/>
Eddie Oakley	<input type="checkbox"/>	<input type="checkbox"/>
Ed Stafford	<input type="checkbox"/>	<input type="checkbox"/>
Russ Walker	<input type="checkbox"/>	<input type="checkbox"/>
Richard Newbill, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Steve Monroe, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Robert Lichauer, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Sherrie Richmond, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Rebecca Rayborn, Council Rep.	<input type="checkbox"/>	<input type="checkbox"/>

3. Approval of Minutes: June 10, 2019, regular meeting – Sarah Glanville, Chair of the Planning Board

- a. **Request from Staff: Staff requests approval of minutes from June 10, 2019, regular meeting as presented.**

- i. **Motion:**
- ii. **Second:**
- iii. **VOTE:**

4. Discussion: Update on Comprehensive Plan Request for Qualifications (RFQ) – Matthew Johnson, Assistant Town Manager/Director of Planning

5. Selection of four (4) members of the Planning Board (two from the regular membership and two from ETJ membership) who wish to serve on the Comprehensive Plan Update Steering Committee – Sarah Glanville, Chair of the Planning Board
 - a. Request volunteers who are willing to serve on the committee. Service will be approximately 18 months and will require a number of meetings, generally during the day (typically will cover 11am-2pm with provision of lunch by the Town). Some evening meetings will be required as well.

6. Public Hearings
 - a. LDO Text amendment request – Request to amend Article 3 “Definitions” as it relates to the definition of “Limited Agriculture” to permit the keeping of an unlimited number of swine (pigs) up to 300 lbs. and to specifically exclude miniature or potbellied pigs in residentially zoned districts (SFR and R/MST) and agriculturally zoned districts (AG). Request was received from Ms. Lori Herron of 2216 Guilford College Rd. – Matthew Johnson, Assistant Town Manger/Director of Planning
 - i. Board Chair will ****OPEN**** the public hearing and ask the staff to present the case.
 - ii. Staff will present the case.
 - iii. Board Chair will ask the applicant if they would like to present their request to the Board.
 - iv. Board Chair will ask if there are any members of the public who wish to address the Board (reminding them that they must approach the podium and give their name and address and that they have 3 minutes to speak on the subject).
 - v. Once all who wish to address the Board have been heard, the Board Chair will then ****CLOSE**** the public hearing (no further comments are permitted from the audience unless the Board Chair specifically requests such).
 - vi. Board Chair will then ask the Board members for any further discussion. Once discussion is concluded, the Chair will entertain a motion on the item for recommendation to the Town Council.
 - vii. **Request from Staff: Staff requests the Planning Board recommend denial of this request to the Town Council as presented.**
 1. Motion:
 2. Second:
 3. Vote:

 - b. Adoption of the Statement of Consistency is required by the Planning Board – Sarah Glanville, Chair of the Planning Board
 - i. As required by state law, a Statement of Consistency is required to be adopted which states:

1. that the proposed zoning amendment is consistent or inconsistent with the Comprehensive Plan, AND
2. An explanation of why the Board deems the action reasonable and in the public interest.

7. Public Comment

- a. *Reminder from Board Chair to audience: The Board Chair will ask the Town Clerk if anyone has signed up to speak to the Board. It is advisable that if you wish to address the Board that you see the Town Clerk prior to the start of the meeting. Once you have been recognized by the Chair, please come to the podium and state your name and address for the record. Speakers may have up to 3 minutes to address the Board. Please note, this is not a time for dialogue or discussion and the Board may or may not engage with you, even if direct questions are asked.*

8. Adjourn

- a. Motion to adjourn:
- b. Second:
- c. VOTE:

9. Next regularly scheduled meeting will be July 8, 2019, at 6:30pm in the Council Chambers.

Chair
Sarah Glanville

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



Planning Board Members
Art Wise, Vice Chair
Eddie Oakley
Ed Stafford
Russ Walker
Richard Newbill, ETJ
Steve Monroe, ETJ
Robert Lichauer, ETJ
Sherrie Richmond, ETJ
Rebecca Rayborn, Council Representative

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT:

AGENDA ITEM #:

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE:

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT:

CONTACT PERSON:

SUMMARY:

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

DRAFT

**Planning Board Meeting
June 10, 2019
6:30 pm
Council Chambers**

Planning Board Members Present: Sarah Glanville, Chair; Art Wise, Vice Chair; Eddie Oakley, Ed Stafford, Russ Walker, Richard Newbill (ETJ), Robert Lichauer (ETJ), & Sherrie Richmond (ETJ).

Planning Board Members Absent: Steve Monroe (ETJ)

Town Council Representative: Rebecca Mann Rayborn

Staff Present: Kenny Cole, Matthew Johnson, & Katie McBride

Visitors Present: John Capes & Carol Brooks

1. **Call to Order-** Glanville called the meeting to order.
2. **Roll Call-** Johnson took roll call as follows:

Sarah Glanville- Present
Art Wise- Present
Eddie Oakley- Present
Ed Stafford- Present
Russ Walker- Present
Richard Newbill- Present
Steve Monroe- Absent
Robert Lichauer- Present
Sherrie Richmond- Present

Council Member Rayborn- Present

3. **Approval of minutes from the January 14, 2019 meeting-** Glanville asked the Members if they had any corrections to make to the minutes. McBride stated that she had noticed a mistake. She noted that Russ Walker had been listed as absent in the minutes, but he was present at the meeting.

Wise made a motion to approve the minutes with the correction. Newbill made a second to the motion. The motion passed by unanimous vote.

4. **Discussion: Making Plans for the Changing Landscape of the Main Street Business District-** Glanville stated that she wanted to have a discussion about the changing landscape of Main Street and the potential impacts of the new bypass. She spoke about the possibility of conducting a traffic study and decreasing the speed limit on Main Street.

There was discussion between Lichauer and Stafford about construction being done on Penny Road.

Oakley mentioned the need for beautification on West Main Street. Richmond spoke about increasing the amount of trees planted in the area. She believed that improving the landscape in the area would be beneficial.

Glanville stated that a walkability or traffic study might make Main Street more pedestrian friendly. She said that it may be a good idea to make a recommendation to Council to get the process started.

Glanville spoke about the need to improve the connectivity between West Main Street and the rest of the Town of Jamestown. Planning Board Members discussed ideas to improve connectivity.

Planning Board Members also discussed ways to make the Town more bike friendly.

Glanville said that it would be beneficial for Paul Blanchard, Director of Public Services, to give a presentation to the Planning Board about the construction of the bypass. The Planning Board Members agreed that having more information would be helpful.

- 5. Discussion: Reflecting upon the Implementation for the current Comprehensive Land Development Plan and preparing for an update to the Comprehensive Land Development Plan-** Glanville stated that she had spoken with staff and had learned that there was money set aside in the budget for updating the Comprehensive Land Development Plan. She thought that it might be useful to discuss future priorities and reflect on some of the ideas that had been included in the previous plan. She spoke about the Planning Board Members' involvement in the update. She stated that it would be good for the Planning Board Members to familiarize themselves with the current plan and determine what might need to be included in the update.

There was discussion amongst Planning Board Members about the construction of traffic circles in Town in order to address increased growth.

Glanville stated that she would meet with staff and hopefully present more information on the topics that had been discussed at the next meeting.

- 6. Public Comment-** Nobody signed up.
- 7. Other Business-** Oakley spoke about the need to increase the amount of handicapped parking spaces throughout Town.

Planning Board Members also discussed the need to decrease the speed limit throughout Town.

- 8. Adjournment-** Lichauer made a motion to adjourn. Stafford made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 7:16 pm.

Chair
Sarah Glanville

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



Planning Board Members
Art Wise, Vice Chair
Eddie Oakley
Ed Stafford
Russ Walker
Richard Newbill, ETJ
Steve Monroe, ETJ
Robert Lichauer, ETJ
Sherrie Richmond, ETJ
Rebecca Rayborn, Council Representative

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT:

AGENDA ITEM #:

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE:

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT:

CONTACT PERSON:

SUMMARY:

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:



**Comprehensive Plan Update
Jamestown, North Carolina
Request for Qualifications (RFQ)**

Issued By:

Town of Jamestown

Planning Department

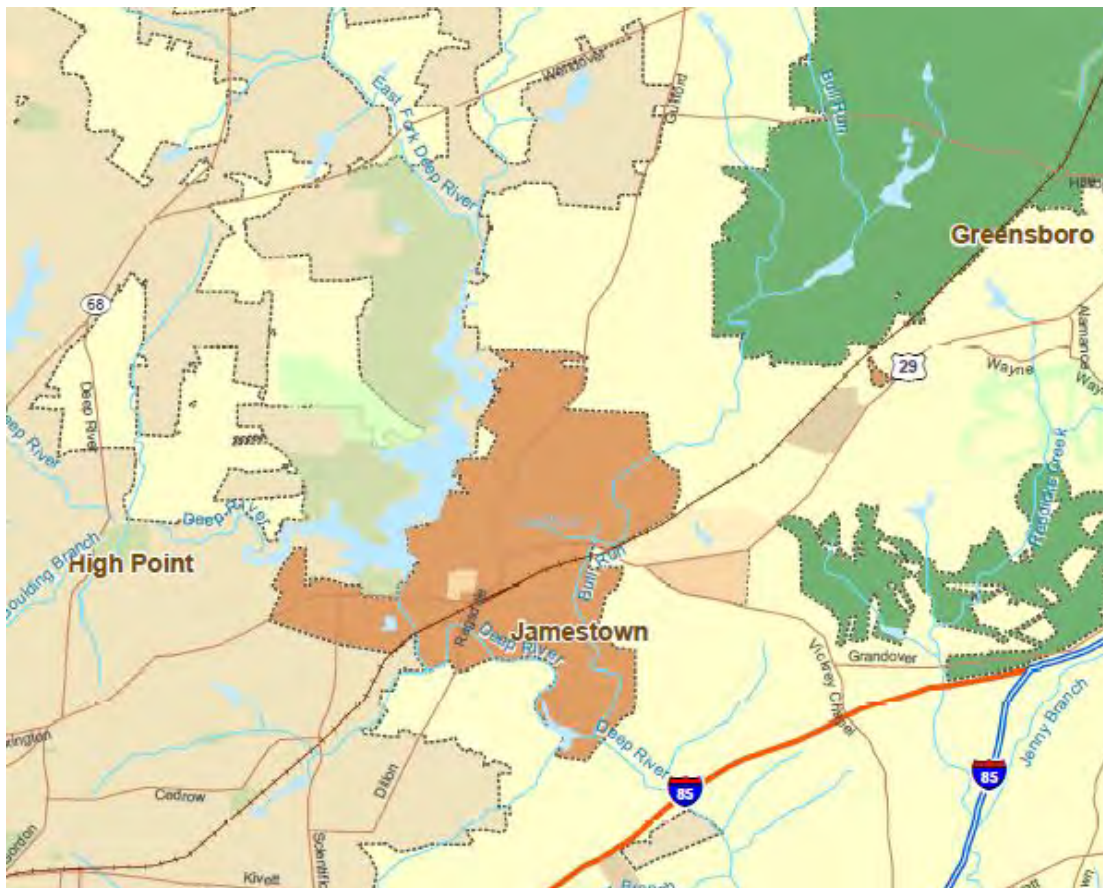
Issued: July 15, 2019

Proposals Due: August 30, 2019, 4:00 PM EST

1. Introduction

The Town of Jamestown is excited to announce the beginning of its Comprehensive Plan Update process. With the support of elected leadership and Town staff, the process will be guided by a commitment to public engagement; emphasizing the Town's strong sense of community and mission to provide a high quality of life for all residents. This planning process presents a special opportunity to engage residents on all aspects of community life and government, to celebrate past and present accomplishments, and to look towards the future.

This document represents the Town of Jamestown's official request for submittals from qualified planning professionals (individual firms or teams of consultants) for the development of its Comprehensive Plan, to be undertaken beginning in the Summer of 2019 with anticipated completion in the Fall of 2020. The Comprehensive Plan will become the primary policy guide for future land use development, capital investments, and growth management decisions over the next decade and beyond. The Plan will provide clearly stated strategies for development that prioritize key projects for implementation by both the public and private sectors. These strategies should be clearly outlined in an implementation matrix that will guide the annual budgeting process, including public investments consistent with the plan's vision. The following information describes the plan's context, envisioned purposes, scope of work, budget, schedule, organization, submittal requirements, and selection criteria.



2. Community Background

The Town of Jamestown is part of the Piedmont Triad region and is located in Guilford County. Jamestown shares a border with both the Town of High Point and the Town of Greensboro. Jamestown is uniquely situated near I-85 Business and I-73 and only 10 miles southeast of Piedmont Triad International Airport.

While it is estimated that over two million people reside within a 50-mile radius of Jamestown; the Town contains approximately 4,300 residents. With a “think regionally, act locally” approach, Jamestown is active in the development of the Triad region and is positioned for expected future growth. The Town works closely with local government agencies throughout the region to improve transportation networks and facilitate economic development. The region’s economic base is transitioning from traditional manufacturing and textiles to technology, logistics, healthcare, and advanced manufacturing. Jamestown’s advantageous location near the interstate system, low taxes, and available water and sewer utilities show it is primed for future development.

Jamestown continues to grow and modernize while maintaining a small-town feel. The Town has been successful in expanding its Town Core commercial offerings while seamlessly integrating open spaces, parks and recreation opportunities, and attractive residential neighborhoods. Within walking distance of many neighborhoods, the Town Core offers a community park with amphitheater, restaurants and shops and other service related offerings. The Jamestown Public Library is also located adjacent to the Town Core and is a destination location for many in the surrounding community. Guilford Technical Community College (Jamestown Campus), Ragsdale High School, Millis Road Elementary School and Jamestown Elementary School are all located in Jamestown, while Jamestown Middle School and Haynes-Inman Education Center are located within the Town’s ETJ. These civic institutions and public spaces anchor the community by instilling a sense of pride and encouraging meaningful contact between citizens. Jamestown’s commitment to fostering a high quality of life for its increasingly diverse population will define the Town’s growth for years to come.

3. Project Background

Since its incorporation in 1948, Jamestown has taken advantage of its favorable location to become an attractive bedroom community for larger cities of the Piedmont Triad. The 2020 Land Development Plan (2007) established a vision for how to channel the Town’s anticipated growth in ways that improve, rather than diminish, Jamestown’s quality of life. Community participation helped produce a blueprint for how Jamestown could evolve from its history as a bedroom community. The 2020 Land Development Plan outlined goals and strategies focused on establishing a more balanced economy, providing quality of life assets and recreational amenities, and developing a stronger sense of place.

Stemming from the 2020 LDP planning process, the Town updated their Land Development Ordinances in 2009. Key points in the Ordinance update included a focus on flexibility to encourage development in the downtown commercial district (Town Core). In addition, the Town used the lull in development activity centered on the national economic downturn in 2008-2012 to complete other planning initiatives such as the Comprehensive Pedestrian Transportation Plan, and grant requests to complete several key pedestrian network projects, as well as Parks & Recreation grants to build a community park adjacent to Town Hall and the Town Core.

Currently, the Town is working on a Comprehensive Parks & Recreation Master Plan update which seeks to identify proposed additional locations for future parks and recreation facilities and programming opportunities. The Jamestown Parks & Recreation Master Plan will offer recommendations for prioritization, funding, and implementing high- quality infrastructure, high-impact programs, and supportive policies for parks and recreation for the future.

The Town of Jamestown continues to develop plans to preserve and enhance a high quality of life for all residents to enjoy. As a part of this Comprehensive Plan update, Town staff wish for the consultants to assist the Town in identifying strategies and actions to support economic diversification, growth management, and creating an even greater sense of place.

This Comprehensive Planning process will review and consolidate all of Jamestown's long-range planning documents and policies and evaluate the progress of the 2020 Land Development Plan. Many of the goals articulated in previous planning initiatives have been achieved, but there has been inadequate progress in several key areas. Jamestown has been unable to adequately provide for historic preservation and several key properties are suffering from neglect without a clear direction or participation from absentee landowners. In addition, several key residential neighborhoods are experiencing a shift to rental-based properties and there is a general consensus among Town elected leaders that this trend should be studied to avoid any aesthetic or nuisance issues that may result. This unique Comprehensive Planning process presents an opportunity to address key strategic goals that remain unaccomplished and give specific attention to enhancing the overall visual appearance and character of a Town looking to capitalize on its assets into the future.

Several comprehensive and small area planning documents have been completed between 2006-2019 which have long- range planning implications for Jamestown. A thorough review of these plans should occur, with relevant policies and goals from these plans incorporated into the Comprehensive Plan, wherever possible, consistent with the Town’s vision for the future growth and development of Jamestown and its extra-territorial jurisdiction.

Town Adopted Plans and Policies

- | | |
|--|----------------|
| • Town of Jamestown Land Development Ordinance | 2008 - Present |
| • Town of Jamestown 2020 Land Development Plan | 2007 |
| • Town of Jamestown Comprehensive Pedestrian Plan | 2010 |
| • Town of Jamestown Downtown Market Assessment | 2008 |
| • Town of Jamestown Parks & Recreation Master Plan | 2007** |
| • Town of Jamestown Deep River Trail Plan | 2010 |
| • Town of Jamestown UDAT Plan (pre-cursor to 2020 LDP) | 1996 |

**To be updated in 2019

It is expected that the Comprehensive Plan will consolidate and update all the above plans into a master policy document. It is the hope of the Town that the plan will tie together land use and transportation policies into a document that would be updated concurrently in the future.

State Transportation Improvement Program (STIP) is a 10-year State and Federal-mandated plan that identifies the construction funding for and scheduling of transportation projects throughout North Carolina. The following NCDOT STIP Projects, located in Jamestown, are scheduled to let between 2020 and 2021.

Current NCDOT STIP Projects

- **U-2412:** The proposed project involves a major bypass around Jamestown – tying together W. Gate City Blvd. in Greensboro with US 311 in High Point.
- **C-5700:** Extend sidewalk along Oakdale Rd. from E. Main St. to Chimney Ct.
- **C-5609F:** Extend sidewalk along Oakdale Rd. from Chimney Ct. to Jamestown Oaks Dr.
- **EB-5889:** Extend sidewalk along W. Main St. and Penny Rd. (Design proposed for FY 21).
- **EB-5517:** Extend sidewalk E. Fork Rd. (including pedestrian bridge over City Lake)
- **EB-5519:** Extend sidewalk along E. Main St. between Jamestown United Methodist Church and Yorkleigh Ln.

4. Project Description

The Town of Jamestown seeks qualified consultants to assist in the creation of a Comprehensive Plan. The Plan will analyze current trends to develop a practical and holistic plan to ensure Jamestown remains a community that embraces the future by promoting a progressive environment for families, businesses, and civic organizations to prosper. The plan must be innovative, concise, and illustrative - addressing issues that are unique to Jamestown. It will develop economic development strategies and tools to leverage public investments. The plan should also align zoning regulations and capital improvement planning with its policies and goals. The document will include actionable strategies that support the preservation of historic spaces, enhancement of commercial uses, and conservation of residential property values while enhancing sense of place. Town staff and elected leaders expect the Plan to include a full implementation and budgeting matrix.

5. Scope of Work

The following Scope of Work is intended to guide preparation of the Comprehensive Plan while allowing for flexibility in terms of project approach. The Town expects that the Final Scope of Work for the plan will be modified to reflect suggestions by the chosen consultant/team.

PHASE I

- Background Research and Analysis – Develop a Community Snapshot Report through data collection and analysis of key socioeconomic and geographic data, including population, housing, commercial and industrial development, land use, natural resources, transportation, utilities, public (including recreation) facilities, and historic assets. Review and assess all previous long-range plans (prepared by the Town and other agencies) and prepare a summary document detailing relevance and applicability of the previous plans. Review development ordinances and zoning map. **Deliverables:** *Summary Report and mapping of data; summary report of prior applicable studies, plans, and development regulations.*
- Public Engagement – ***Town staff cannot express enough the importance that this plan be community-based.*** The consultant team will be asked to draw on their experience with proven techniques and to devise as well as execute new approaches based on evolving conditions. The Town desires an aggressive, creative, and far-reaching public input strategy, including, but not limited to, stakeholder meetings, social media, and other creative input mechanisms. Develop a comprehensive public engagement strategy in coordination with Town staff to solicit input from a broad cross-section of Town residents, business owners, and other stakeholders (including Town Council, Town staff, and citizen boards and commissions) to inform the comprehensive planning process and serve to identify specific “Focus Areas”, which will guide the plan’s preparation. **Deliverables:** *Multi-faceted public engagement process utilizing social media, surveys, or other means of community outreach to insure a comprehensive and robust level of public input, which will serve to guide development of the plan’s vision and goals.*

- Plan vision and goals – Oversee and manage “visioning” process to develop overall vision statement for the Town of Jamestown Comprehensive Plan, including vision statements for each of the plan elements along with goals to guide implementation. As a starting point, the Town requests that the plan address the following “Focus Areas”, in addition to any others identified during the public engagement process:
1. **Economic Diversification:** Encourage a diverse variety of businesses and development that adds to the character and economic health of the Town.
 - a. Develop public policies, studies, and strategies that promote a healthy mix of Commercial, Industrial, and Service-Oriented businesses.
 - b. Conduct a new market assessment similar to the one prepared in 2008 along with business enhancement recommendations.
 2. **Growth Management:** Capitalize on opportunities presented by new development by mitigating negative consequences of growth and ensuring the Town remains an attractive and desirable location for residents, businesses, and visitors.
 - a. Develop a plan for what the citizens of Jamestown want the community to look like in the future in relation to appearance, intensity and character of development, traffic patterns, and other physical design characteristics.
 3. **Create a Sense of Place:** Create an inviting community with greenspaces, small businesses, and other attractions that is unique and sets the Town apart, where residents can gather as a community and people want to visit.
 - a. Create a well-defined brand that differentiates Jamestown from other communities with the intent of promoting its unique qualities and making Jamestown a more desirable location, to work, live, and visit.

Deliverables: *Vision statement for Comprehensive Plan and individual plan elements, along with goals for each plan element.*

PHASE II

- Draft Plan – Based on the public engagement process (under guidance of planning staff) prepare a Draft Plan that shall include, at a minimum, an executive summary, introduction, vision, goals and objectives, along with policy recommendations to guide land use development, environmental protection, and preservation of historic and cultural resources for each of the plan elements. The Plan should address recommendations for regulatory changes, including Zoning Ordinance content, as well as suggested modifications to the development plan review/entitlement process. The Plan shall also include charts, tables, illustrative drawings, graphics, maps, and other supporting documentation, including population projections, build out scenario, and preferred land development pattern. **Deliverables:** *Draft Comprehensive Plan.*
- Plan Implementation Strategy – Comprehensive implementation strategy shall be developed to guide implementation of Comprehensive Plan. The strategy will identify staff and capital resources necessary to implement the plan, along with a timetable and prioritization ranking. The Implementation Plan will directly inform or become substantially integrated with the Town’s Capital Improvement Plan (CIP). **Deliverables:** *Plan Implementation Strategy.*

- **Final Plan** – Preparation of Final Plan document, including appendices and maps in hard-copy and digital formats. The document must be inviting, readable, and visually appealing. As our Town’s chief policy statement on governance, the Comprehensive Plan is meant to inform major decisions made by the Town. **Deliverables:** *Final Plan (hard copy & digital formats) along with all electronic files.*

6. Coordination with Town Staff

Oversight and guidance for preparation of the Comprehensive Plan will be provided by Planning Department staff, under the direction of the Planning Board and Town Council.

7. Time Frame

The Town anticipates the following timetable for completion of the Comprehensive Plan, with key dates noted below. A final schedule will be adopted as part of the contract between the Town and consultant chosen to prepare the plan.

Preliminary Comprehensive Plan Schedule:

Action	Date
RFQ Issued	July 2019
RFQ Responses Due	08/30/2019 4:00 PM
Firms Short-listed	September 2019
Firm Interviews	October 2019
Selection of Firm	November 15, 2019
Contract Approval by Town Council	November 19, 2019
Project Start	December 2019
Project Completion (Plan Adoption by Town)	Fall 2020

8. Funding

The Comprehensive Plan project will cover two (2) fiscal years (2019-20 & 2020-21). Funding for the plan is intended to span both fiscal years. The Town Council has approved \$75,000 for FY 2019-20. Funding to complete the plan will be finalized as part of the FY 2020-21 budget approval process.

9. Request for Clarification & Additional Information

Any request for clarification or additional information of a technical nature regarding this RFQ shall be submitted and directed to:

Matthew Johnson, AICP

Assistant Town Manager/Planning Director

301 E. Main St.

P.O. Box 848

Jamestown, NC 27282

T: 336.454.7386

F: 336.886.3504

E: mjohnson@jamestown-nc.gov

W: www.jamestown-nc.gov

10. Submittal Format and Content

The Statement of Qualifications should be presented in the following general format:

- 1) *Transmittal Letter:* Designate contact person with address and telephone number.
- 2) *Project Manager:* Identify project manager and describe their experience related to this project. Provide client references for projects similar in scope. Discuss the experience of this project manager with other members of the project team.
- 3) *Project Team and Sub-Consultants:* Identify other team members and sub consultants and their relative experience. Discuss the role of key team members. Specify the percentage and type of work that will be performed by each team member and any sub-consultants. This information may become part of the contract with the selected firm.
- 4) *Firm Qualifications:* Discuss the firm's work on projects similar in size and complexity. Quality assurance should be addressed. Indicate firm's history of meeting established schedules. In addition:
 - Consultant's office must have appropriate support staff for a project of this size and complexity; please identify the office size and number of staff and percentage of time to be devoted to project. Consultant should identify a team matrix of all personnel working on project, including office location and specialty.
 - Consultant should demonstrate experience on at least (3) similar projects, preferably within the past five (5) years.
 - Consultant shall discuss their experience and strategy with public engagement and outreach to the community during the Project.
 - A concise narrative that presents the services a firm would provide detailing the approach, methodology, deliverables, and client meetings.
 - A summary of any suggested innovative approaches the Town should consider for this effort.
 - A timeline for the preparation and implementation of the tasks/activities being proposed per the **Scope of Work** detailed in this RFQ.

11. Evaluation of Statements of Qualifications

Responses submitted by consultant firms will be evaluated based on the following criteria:

1. Experience of firm(s) with projects of a similar scope and scale;
2. Qualification and experience of the proposed team and location of team members;
3. Current workload and firm workload capacity;
4. Responsiveness to RFQ and quality of the submittal;
5. Proposed approach to project and schedule for completion;
6. Performance assessments and/or references on past work efforts;
7. Knowledge of the Town of Jamestown and surrounding region;
8. Any other experience or criteria deemed applicable to the projects.

12. Short-List, Interviews and Selection

The Town will review Qualification Statements and prepare a short list of candidates to interview. The short-listed firms will be notified by phone and/or email by September 30, 2019, with interviews scheduled before the end of October 2019. Notification may not be sent to firms not short-listed. After selection by the Town, a final contract will be negotiated with the selected

firm(s). It is anticipated that a final contract will be signed no later than the end of November 2019.

13. Negotiating Offers

If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm.

14. Submission Requirements

Firm(s) interested in being considered for this project should submit three (3) bound copies and one (1) electronic (PDF file) version via email of their Statement of Qualifications no later than 4:00 p.m. on August 30, 2019.

15. Delivery of Proposals

Proposals are due no later than 4:00 pm EST on August 30, 2019. Proposals should be delivered to the attention of:

Matthew Johnson, AICP

Assistant Town Manager/Planning Director

301 E. Main St.

P.O. Box 848

Jamestown, NC 27282

T: 336.454.7386

F: 336.886.3504

E: mjohnson@jamestown-nc.gov

W: www.jamestown-nc.gov

Chair
Sarah Glanville

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Rebecca Rayborn, Council Representative

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT:

AGENDA ITEM #:

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE:

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT:

CONTACT PERSON:

SUMMARY:

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

Comprehensive Plan Update Steering Committee

Voting Membership:

1. Two members from Planning Board's regular membership.
2. Two members from Planning Board's ETJ membership.
3. Five members as recommended and appointed by Town Council.

Staff Membership (non-voting):

1. Town Manager
2. Planning Director
3. Town Clerk



CITIZEN APPLICATION FOR ADVISORY BOARDS AND COMMITTEES

Name: _____

Home address: _____

***Must reside within the Town limits of Jamestown**

Email address: _____

Telephone number: Home _____ Mobile: _____

Gender: Male Female Birthdate: _____

How long have you been a resident of Jamestown? _____

Current Occupation/Title: _____

Employer/Business Name: _____

Business Address and Zip: _____

Education: High School College Graduate School Other

Degree/Subject of Study: _____

School/Name Years Attended: _____

BOARD/COMMITTEE APPLYING FOR (list all that you may be interested in): _____

List any Board or Committee on which you currently serve and your term expiration date:

What are your qualifications for serving on the Board/Committee for which you are applying? _____

Please submit a copy of your resume with this application

AFFIRMATION OF ELIGIBILITY

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes _____ No _____ if yes, explain complete disposition. _____

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee to a Board/Committee?

Yes _____ No _____, if yes, explain _____

I understand this application is public record, and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement or conduct will be cause for my removal from any Board or Committee.

Signature of Applicant: _____ Date: _____

**Applications will be kept on file for two (2) years and then purged.

RETURN COMPLETED FORM

TO:

Town Clerk, PO Box 848, Jamestown, NC 27282 Telephone: (336) 454-1138 Fax: (336) 886-3508

Email: kmcbride@jamestown-nc.gov

Chair
Sarah Glanville

Town Manager
Kenneth C. Cole

Town Attorney
Beth Koonce



Planning Board Members
Art Wise, Vice Chair
Eddie Oakley
Ed Stafford
Russ Walker
Richard Newbill, ETJ
Steve Monroe, ETJ
Robert Lichauer, ETJ
Sherrie Richmond, ETJ
Rebecca Rayborn, Council Representative

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT:

AGENDA ITEM #:

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE:

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT:

CONTACT PERSON:

SUMMARY:

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED:

BUDGETARY IMPACT:

SUGGESTED MOTION:

FOLLOW UP ACTION NEEDED:

TOWN OF JAMESTOWN, NC
CASH RECEIPT

Printed 18:56:33 - 06/10/19

Batch:20742
Transaction:11

Reference Number:

Name: LORI HERRON

Address: 2216 GUILFORD COLLEGE RD
[JAMESTOWN NC 27282]

Item(s) Description:

PLANNING & DEVELOPMENT 300.00
FEES-GENERAL

Check # 300.00

Cash Paid 300.00

Credit Paid ()

Less Change Given ()

TOTAL: 300.00

Comments:

application for zoning ammendment



The following items must be submitted with this form before the application may be processed.
Please bring the following items with you when submitting your application form:

1. Copy of survey plat(s) and/or deed(s) or map to the parcel(s) requested for rezoning.
2. Completed *Adjoining Property Owner(s) List* form.
3. Completed *Project Questionnaire* included on page three of the application.
4. A site plan/development plan outlining features of the proposed use of the property (if new construction is proposed). The following items should be included on the plan:
 - Title, preparer, and date of plan
 - Property lines and dimensions
 - Easements affecting the property
 - Physical features such as flood plains
 - Setbacks, dimensions, floor area, and height of all existing and proposed buildings
 - Dimensions and locations of existing and proposed roads, driveways, entrances/exits, and parking areas (please label number of parking spaces on plan)
 - Location and description of site features such as landscaping, lighting, and signage (if proposed).

(\$ 300.00)

Additional Notes:

- Following approval of the rezoning application, your project may require additional permits. Please contact the Planning Department to discuss permits that may be required for the construction of your project at (336) 454-1138.
- BY SIGNING THIS FORM, YOU ARE GRANTING PERMISSION FOR MEMBERS OF THE STAFF OR ANY APPOINTED OR ELECTED BOARD THE RIGHT TO ACCESS YOUR PROPERTY.
- You (or a designated representative) are strongly encouraged to attend all public hearings for your project. Failure to appear may result in the delay of the application.

Applicant Information

Applicant Name: Lori Herron
2216 Guilford College Road Jamestown NC 27282
 Street Address or P.O. Box City/State/Zip Code
336-294-4440 336-382-7061 Lori@groupus.com
 Home/Work Phone Number Mobile Number Email

Is the applicant the owner of the parcel(s) to be rezoned? Yes No

Owner Information

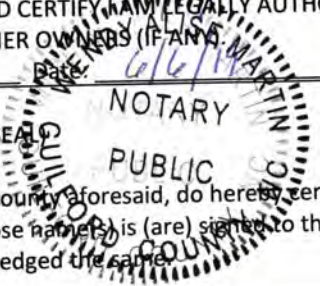
Owner Name: Same as above
 Street Address or P.O. Box City/State/Zip Code
 Home/Work Phone Number Mobile Number Email

Applicant and Owner Certification and Signature

(If Applicant and Owner are different individuals, both must sign. If Applicant and Owner are the same, please sign as Owner.)
 Applicant Signature: Lori Herron Date: 6/6/19
 I, THE UNDERSIGNED, AM AN OWNER OF THE ABOVE-DESCRIBED PARCEL(S) AND CERTIFY I AM LEGALLY AUTHORIZED TO MAKE THIS APPLICATION FOR REZONING, HAVING THE PERMISSION OF ALL OTHER OWNERS (IF ANY).
 Owner Signature: Lori Herron Date: 6/6/19

NOTARY STATEMENT:

State of North Carolina, County of Guilford to wit: (SEAL)
Wendy Martin a notary public in and for the state and county aforesaid, do hereby certify that
Lori Herron whose name(s) is (are) signed to the foregoing
 statement, personally appeared before me in my state and county and acknowledged the same.
 My commission expires May 20th 2020
 Given under my hand this 6th Day of June, 2019
 Notary Signature Wendy Martin Printed Name of Notary:



Permit Information

Owner Requests Rezoning of the Following Parcel(s):

Parcel #1: _____ Parcel Size: _____
 Tax Map ID _____ Acres/Square Ft _____ Street Address _____

Current Parcel Zoning: _____ Request to Rezone to: _____

Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused

Owner Requests Rezoning of the Following Parcel(s):

Parcel #2: _____ Parcel Size: _____
 Tax Map ID _____ Acres/Square Ft _____ Street Address _____

Current Parcel Zoning: _____ Request to Rezone to: _____

Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused

Owner Requests Rezoning of the Following Parcel(s):

Parcel #3: _____ Parcel Size: _____
 Tax Map ID _____ Acres/Square Ft _____ Street Address _____

Current Parcel Zoning: _____ Request to Rezone to: _____

Current Parcel Use: Agricultural Commercial Industrial Residential Vacant/Unused

If you are requesting a Zoning Text Amendment, please provide proposed new language or uses below. Add additional sheets if necessary.

Limited agriculture does not permit livestock, animals used for food or fiber, such as horses, cows, llamas, sheep, swine over 300 pounds, or the like, not to include miniature or pot bellied pigs that are kept as and considered to be pets.

Adjoining Property Owner(s)		Tax Map Numbers
Please list ALL property owner(s) and street address(es) of parcel(s) immediately adjoining AND directly across street(s), road(s), and highway(s) from parcel(s) requested for rezoning.		
Galover Investments, LLC	2214 Guilford College Rd.	Parcel 159171 PIN 7822453312
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	Parcel 159169
Virginia Gonzalez	2218 Guilford College Rd.	PIN 7822541859
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	Parcel 159144
William P. Johnson/T/c Johnson Bebe B.	2221 Guilford College Rd.	PIN 7822644692
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	Parcel 159106
Wm. P/T/c, Bebe B. Johnson	2207 Guilford College Rd.	PIN 7822749997
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	
Adjoining Property Owner	Street Address of Adjoining Property (if none, list 'Vacant')	

Project Questionnaire

Rezoning requests involve analysis by Town staff, Planning Board, and Town Council members. The information provided below will help staff members review the application for compliance with town regulations. The questionnaire will also serve as an introduction to the Planning Board, as a copy of the application will be included in information delivered to each member prior to the meeting date. Please use additional sheets and attach photographs if necessary.

Why are you requesting this rezoning?

Amending ordinance, not rezoning. We want our pets to be classified as pets, especially as they are therapy animals

Please provide a description of the site before and after development (if construction is proposed).

No changes. We probably will construct a privacy fence around their area to add to curb appeal

Please describe the operation proposed including number of employees and hours of operation, if applicable.

N/A

Please describe how the properties around your site are used (residential, churches, business, schools) and how the proposed project may impact the surrounding area (e.g. noise, traffic, light, impact on environmental or other unique features).

N/A

Please describe potential impacts on public facilities and infrastructure such as the water/wastewater system, public schools, and roads.

N/A

Will your project require a permit from other licensing agencies (e.g. NCDENR, NC Department of Transportation, US Army Corps of Engineers, etc). Yes No If yes, please explain.

For Town Use Only

Date Application Received:

Town of Jamestown, North Carolina
301 E. Main St.
Jamestown, NC 27282
(336) 454-1138



Frequently Asked Questions

What is a rezoning? A rezoning is required if the proposed use of your property is not permitted by right or with a Special Use Permit.

What is the process? Applicants submit an application for rezoning to the Planning Department by the second Monday of the month to meet the deadline for the following month's Planning Board meeting. Applications are then considered at a public hearing before the Planning Board which makes a recommendation for consideration by the Town Council.

How long does the process take? The process typically takes 2 to 3 months to complete from beginning to end. This time frame can vary if an application requires additional time for review by the Planning Board or Town Council.

What happens during a public hearing? All rezoning applications require two public hearings, one by the Planning Board and one by the Town Council. The NC General Statutes requires that a notice of public hearing be placed in the newspaper. Generally, all property owners within a 500 ft. radius of your property will receive a notice of the date, time and nature of the public hearing and are invited to attend to make public comments.

What can I expect during the meetings? At the time of your public hearing, the meeting chairperson will introduce the item by reading the case summary from the meeting agenda. The Chair will then ask town staff to provide a summary of the application. The applicant and those attendees in support and opposed to the project are then invited to speak.

Why is it important for the applicant to attend both public hearings?

During the public hearing, you (or your representative) will have the opportunity to present your project and respond to questions from Planning Board members and Interested parties in the audience.

Typical Timeline

Step 1. Meet with town staff to discuss your proposed project. Staff members can assist you with the application and answer any questions you may have about the rezoning process.

Step 2. Applications are always due on the second Monday of the month. A non-refundable application fee is due upon submittal.

Step 3. Your application is reviewed by town staff for completeness. Applicants are notified if there are any deficiencies.

Step 4. Complete applications are advertised for public hearing.

Step 5. The Planning Board meeting is held on the 2nd Monday of every month.

Step 6. The Town Council public hearing is scheduled, generally, for the 3rd Tuesday in the following month.

Step 7. Approved applications may proceed with the building permit application process.

Contact Information

You may find the following numbers helpful during your application process:

Planning Department	336-454-1138
Town Manager	336-454-1138
Public Services Department	336-454-1138
Guilford County Health Department	336-641-7777
NC Department of Transportation	336-487-0000
NC Department of Environmental Quality	336-641-3334
NC Department of Motor Vehicles	336-884-1003
NorthState Telecom	336-886-3600
Duke Energy	800-777-9898
Piedmont Natural Gas	800-752-7504
Time Warner Cable	800-892-4357
Utility Location Services	811

Planning Board Members

Eddie Oakley	336-454-1552
Ed Stafford	336-669-5106
Sarah Glanville	336-209-1712
Art Wise	336-884-1099
Russ Walker	336-454-4405
Richard Newbill**	336-688-2134
Steve Monroe**	336-454-2881
Robert Lichauer**	
Sherrie Richmond**	

**Denotes ETJ member



Planning Board Meeting Date: July 8, 2019

BACKGROUND:

The Town of Jamestown Planning Department received a phone call on February 26, 2019, with an anonymous complaint regarding “trash and odors” coming from the property at 2216 Guilford College Rd. Upon an inspection of the property from the street right-of-way, it was determined that there as a large pile of rubbish in the yard on the property. As is typical, the Planning Director attempted to knock on the door to speak to the residents of the home. However, the route to the door was blocked by a fence which enclosed a pen housing several pigs.

The Planning Director made a phone call to the phone number associated with the utility billing for this address and spoke to Mr. Michael Young (spouse of owner), requesting a meeting to discuss these issues. Mr. Young confirmed that he would be able to meet the next morning (Feb. 27th) at 9am, but then had his employee call back on the 27th to inform the Town that he would not make that meeting. Unable to reach the door and having been told that the owners were not willing to meet, the Planning Director sent a notice on February 27, 2019, which outlined several violations on the property – 1) the rubbish in the yard, and 2) the keeping of pigs (swine) in a residential neighborhood. The Town requested that the trash be removed within 10 days and gave the owners 30 days to remedy the keeping of pigs.

The debris (old plumbing fixtures) were removed within the allotted time. Ms. Herron (owner of the property) requested additional time to comply with the request to rehome the pigs and the Town Manager sent a letter on March 21, 2019, giving Ms. Herron an additional 60 days to comply, moving the date for compliance to May 27, 2019. Ms. Herron appeared at the May 21, 2019, Council meeting and requested that the Council allow her to keep her pigs on her property. The Council indicated that they would suggest Ms. Herron file a request for a text amendment with the Planning Department (to be heard by Planning Board first, then Town Council), which is the normal course of action for citizens to request changes to the Ordinances. That request was received on June 10, 2019, and is included in this packet.

REQUEST:

Per the text amendment request from Ms. Herron, she wishes the Land Development Ordinance to alter the language found in Article 3 “Definitions” of the LDO related to “Limited Agriculture” to read:

Current language:

LIMITED AGRICULTURE. The keeping of gardens and animals for non-commercial domestic use. Such agriculture generally refers to, but is not limited to, domestic fowl such as chickens, turkeys, ducks and geese, bees, and other small animals (ex – rabbits). Limited agriculture does not permit livestock such as horses, cows, llamas, sheep, swine or the like.

Proposed language:

LIMITED AGRICULTURE. The keeping of gardens and animals for non-commercial domestic use. Such agriculture generally refers to, but is not limited to, domestic fowl such as chickens, turkeys, ducks and geese, bees, and other small animals (ex – rabbits). Limited agriculture does not permit livestock, **animals used for food or fiber,** such as horses, cows, llamas, sheep, swine **over 300 pounds,** or the like, **not to include miniature or potbellied pigs that are kept as and considered to be pets.** (Proposed changes in red)

RECOMMENDATIONS OF THE 2020 LAND DEVELOPMENT PLAN:

2019-01

The 2020 LDP (Comp Plan) encourages us to carefully manage growth and to make smart decisions that maintain and enhance Jamestown's community characteristics and heritage. Having clear directions for property owners regarding land uses which are permitted or not permitted is the key purpose of the Land Development Ordinances. Specifically, the following Land Development Goals and Policies may apply:

Growth Management:

GOALS:

- A. Carefully manage growth, making smart growth decisions that maintain and enhance Jamestown's special community characteristics and heritage.
- B. Strategically locate new land development in the most appropriate places.
- C. Use infrastructure investments as efficiently as possible.
- D. Attract new businesses and jobs and a more diverse tax base.
- E. Preserve our natural, cultural & historic resources and open space as we grow.

Policies:

- 1.5 - Carefully manage land development patterns along existing and planned major roads (e.g. Guilford College Road, High Point Road, future Bypass) to maintain their safety and function and create welcoming, aesthetically pleasing entranceways that reflect our small-town character.
- 1.11 - Continue to value, preserve and enhance existing residential uses and neighborhoods, to maintain the unique small-town character of Jamestown. Infill development is encouraged to efficiently use existing infrastructure, however, new buildings and the renovation of existing buildings should fit the scale and character and add value to existing neighborhoods.
- 1.15 - Carefully balance individual property rights with the good of the whole community by expecting new development to use the best design features of our favorite existing areas and by providing adequate buffers between incompatible uses.

Community Appearance:

GOALS:

Carefully preserve and enhance Jamestown's small-town character and community appearance as it grows.

Policies:

- 3.3 Maintain a strong sense of place and community pride as each new land use fits into our vision for the future – adding quality and value and enhancing our community character and quality of life.

(Remainder of this page left intentionally blank)

SUMMARY:

2019-01

The current ordinance language under Article 2 “Definitions” includes the following italicized wording:

LIMITED AGRICULTURE. The keeping of gardens and animals for non-commercial domestic use. Such agriculture generally refers to, but is not limited to, domestic fowl such as chickens, turkeys, ducks and geese, bees, and other small animals (ex – rabbits). Limited agriculture does not permit livestock such as horses, cows, llamas, sheep, swine or the like.

As proposed, the language suggested by Ms. Herron *excludes* miniature or potbellied pigs and would allow an **unlimited** number of such pigs to be kept on a residentially zoned property. As written, the text amendment would actually allow an unlimited number of pigs up to 300 lbs. in size on all residentially zoned property, as well as in areas zoned for agriculture and in the residential/main street transitional-zoned areas. History has shown us that previous Planning Boards and Town Council members have been keenly aware of the potential nuisances which accompany livestock, more especially pigs, in zoning districts which include or are adjacent to residentially zoned areas. Past rezoning cases have seen even those properties which have been requested to be zoned as “Agriculture” have conditions placed upon it by Council which **prevents** the keeping of swine. It seems unreasonable to staff that citizens in a residential neighborhood might wind up with an unlimited number of pigs as neighbors. The purpose of the Town’s zoning texts are to help prevent dissimilar land uses from becoming an issue to the greatest extent possible.

Planning staff believes that the Planning Board and Town Council should give staff direction and more clearly define what types, numbers, and conditions (buffers required, etc.) should be for animals kept within the Town’s zoning jurisdiction. cursory research shows that most jurisdictions in North Carolina (and throughout the United States as a whole) generally limit “potbellied” or “miniature” pigs to a maximum of two, for example. Also, ordinances generally define limits related to height and weight for such animals and some even define requirements for living spaces, buffers from adjacent properties and the like. In addition, the Town could benefit from a clearer definition of the expectations of Council on the keeping of other types of animals such as dogs, cats, etc.

STAFF RECOMMENDATION:

The Planning staff respectfully recommends that the Planning Board and the Town Council deny this text amendment as written. Furthermore, the Planning staff recommend that the Town Council direct the Planning staff to research and suggest an ordinance update which would better define the requirements for keeping “miniature” or “potbellied” pigs in residentially zoned areas, as well as guidelines for limitations on the keeping of other animals (cats, dogs, exotic pets, etc.) including numbers and conditions for each.

WRITTEN RECOMMENDATION ADDRESSING COMPREHENSIVE LAND USE PLAN CONSISTENCY:

Effective October 1, 2017, state law has changed regarding the adoption of “consistency statements” when amending zoning ordinances. I have put some of the pertinent information below in a bulleted format:

- Boards are not required to take action that is consistent with an adopted Land Development Plan (aka – Comprehensive Plan or “Comp” Plan). They only need to consider what it says.
- The Council and Planning Board **must** adopt a statement that addresses plan consistency when considering zoning ordinance amendments.
- The adopted statement **may not be** something simple like “we find the request to be consistent/inconsistent with adopted policies”. Rather, it must say **how/why** the Council feels as it does.
- The consistency statement must include some modest discussion and explanation about the Planning Board and Council’s feelings on their actions. In other words, the statement should not be crafted beforehand by staff.
- The new law states that the Council must make their statement conform to one of three forms:
 - A statement approving the proposed zoning amendment and describing its consistency with the plan;
 - A statement rejecting the proposed zoning amendment and describing its inconsistency with the plan; or
 - A statement approving the proposed amendment and declaring that this also amends the plan, along with an explanation of the change in conditions to meet the development needs of the community that were taken into account in the zoning amendment.
- Each consistency statement **must** include an **explanation of why the board deems the action to be reasonable and in the public interest.**

All amendments must now follow this approach:

- 1) Consideration of the proposed zoning amendment and public hearing.
- 2) Deliberation by the Board.
- 3) Motion on consistency/inconsistency with the Land Development Plan (Comp Plan).
 - a. ***If the Board finds that the proposed amendment is inconsistent with the Comp Plan, but wishes to approve the amendment, it must also make a motion (separately) to amend the Comp Plan to conform to the amendment.*** The same is true if the Board finds that a proposed amendment is consistent with the Plan, yet wishes to deny the amendment.
- 4) Motion to approve/deny the zoning amendment.

A sample format is provided on the following pages.

MOTION

FINDING PROPOSED AMENDMENT CONSISTENT WITH COMP PLAN

I make a motion that the proposed zoning amendment **be approved** based on the following:

1. *The proposed zoning amendment is consistent with the adopted comprehensive plan of the Town of Jamestown.* The Planning Board further finds that the proposed zoning amendment is consistent with the comprehensive plan because:_____.

AND

2. *The proposed zoning amendment is reasonable.* The Planning Board considers the proposed zoning amendment to be reasonable because:

A. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.

B. The Planning Board further finds that the proposed zoning amendment is reasonable because:_____.

AND

3. *The proposed zoning amendment is in the public interest.* The Planning Board considers the proposed zoning amendment to be in the public interest because:

A. The report of the Town staff finding the proposed zoning amendment to be in the public interest is adopted by reference.

B. The Planning Board further finds that the proposed zoning amendment is in the public interest because:_____.

[Call for second etc .]

MOTION

FINDING PROPOSED AMENDMENT INCONSISTENT WITH COMP PLAN

I make a motion that the proposed zoning amendment **be rejected** based on the following:

1. *The proposed zoning amendment is not consistent with the adopted comprehensive plan of the Town of Jamestown.* The Planning Board finds that the proposed zoning amendment is inconsistent with the comprehensive plan because:_____.

AND/OR

2. *The proposed zoning amendment is not reasonable.* The Planning Board considers the proposed zoning amendment to be unreasonable because:

A. The report of the Town staff finding the proposed zoning amendment to be unreasonable is adopted by reference.

B. The Board further finds that the proposed zoning amendment is unreasonable because:_____.

AND/OR

3. *The proposed zoning amendment is in the public interest.* The Board considers the proposed zoning amendment to be against the public interest because:

A. The report of the Town staff finding the proposed zoning amendment to be against the public interest is adopted by reference.

B. The Board further finds that the proposed zoning amendment is against the public interest because:_____.

[Call for second etc .]

MOTION
TO APPROVE
ZONING AMENDMENT
(EVEN IF INCONSISTENT WITH COMP PLAN)

I make a motion that the proposed zoning amendment **be approved** based on the following:

1. *Even though the proposed zoning amendment is inconsistent with the adopted comprehensive plan of the Town of Jamestown, a change in conditions in meeting the development needs of the community has occurred since plan adoption.* These changes include:

_____.

Furthermore, the Board finds that the proposed zoning amendment meets the development needs of the community because:_____

AND

2. *The proposed zoning amendment is reasonable.* The Board considers the proposed zoning amendment to be reasonable because:

A. The report of the Town staff finding the proposed zoning amendment to be reasonable is adopted by reference.

B. The Board further finds that the proposed zoning amendment is reasonable because:_____.

AND

3. *The proposed zoning amendment is in the public interest.* The Council considers the proposed zoning amendment to be in the public interest because:

A. The report of the Town staff finding the proposed zoning amendment to be in the public interest is adopted by reference.

B. The Board further finds that the proposed zoning amendment is in the public interest because:_____.

AND

4. By approving this motion, the Board also recommends that the Town Council also hereby amend s the Town of Jamestown Land Development Plan (comprehensive plan) to reflect the approved zoning amendment.

[Call for second etc .]









Settled 1752
JAMESTOWN
NORTH CAROLINA

February 27, 2019

Lori Herron
2216 Guilford College Rd.
Jamestown, NC 27282

To Whom It May Concern:

The Town of Jamestown is requesting that you remove the rubbish and debris, which is located on your property at 2216 Guilford College Rd. in Jamestown, NC. This includes the garbage near the house, around the front and back yard, as well as the water heaters, pipes, plumbing equipment and other debris located on the property.

According to the Town of Jamestown Ordinance, Article 24.5-1 and Ordinance with Respect to Public Nuisances, the collection and storage of any garbage, debris, or any other items outside the home is not permissible. These articles further state that the Town shall give you ten (10) days notice to remedy the nuisance or the Town of Jamestown shall have the work completed and bill the property owner for the amount of the work. If the invoice is not paid within 30 days of said notice, the amount of the bill shall become a lien upon the subject property and shall be collected in the same manner provided for the collection of delinquent taxes.

Additionally, the Town of Jamestown Ordinances do not permit the keeping of livestock on residential properties. During a visit on February 26th, it was observed that you are keeping several swine on the property. This is a violation of the ordinance and the livestock must be removed within 30 days or the Town will contact Guilford County Animal Control and have them removed. Failure to comply with this section of the ordinance could also result in a civil penalty of five-hundred dollars for each day that the violation continues.

This issue is easily remedied by removing the waste and rubbish from the yard and by relocating the livestock to a property which is outside of the Town of Jamestown's jurisdiction.

The Town of Jamestown does request that the refuse be removed no later than March 13, 2019, and the livestock shall be removed no later than March 27, 2019.

If you have any questions please feel free to call me at Town Hall, 336-454-1138.

Sincerely,

Matthew Johnson, AICP
Planning Director

PO Box 848
Jamestown, NC 27282

<http://www.jamestown-nc.gov/>

Tel: (336) 454-1138
Fax: (336) 886-3504



Settled 1752
JAMESTOWN
NORTH CAROLINA

March 21, 2019

Lori Herron
2216 Guilford College Rd.
Jamestown, NC 27282

Lori:

I am writing to confirm our telephone conversation today, March 21, 2019, regarding the notice of violation that you received regarding two issues at your property located at 2216 Guilford College Rd. in Jamestown. That notice, dated February 27, 2019, cited the following issues:

- 1) According to the Town of Jamestown Ordinance, Article 24.5-1 and Ordinance with Respect to Public Nuisances, the collection and storage of any garbage, debris, or any other items outside the home is not permissible. We have noticed that you have cleaned up the majority of the debris and consider this matter resolved.
- 2) Town of Jamestown Land Development Ordinances do not permit the keeping of livestock on residential properties. As discussed, I am offering you an extension of time up to 90 days from the date of the original notice of violation to find new homes for the pigs on your property. You will have until May 27, 2019, to comply with the ordinance.

Additionally, per our conversation today, I will be arranging a time for you to meet with the Town Attorney and myself to discuss your situation.

If you have any questions please feel free to call me at Town Hall, 336-454-1138.

Sincerely,

Kenny Cole, PE, ICMA-CM
Town Manager

PO Box 848
Jamestown, NC 27282

<http://www.jamestown-nc.gov/>

Tel: (336) 454-1138
Fax: (336) 886-3504



Talent • Teamwork • Tradition

May 23, 2019

Ms. Lori Herron
2216 Guilford College Road
Jamestown, NC 27282

Dear Ms. Herron:

At the May 21, 2019 Jamestown Town Council Meeting, you asked that the Town Council consider amending the Land Development Ordinance to allow minipigs/swine in residential areas. The Council indicated that the members would be willing to consider an amendment concerning the type of animals allowed to be kept in residential zoning districts.

The procedure for proposing such an amendment is set forth in Section 5.3 of the Land Development Ordinance. The first step is to schedule a meeting with Matthew Johnson, the Town's Planning Director, for the purpose of discussing a possible amendment, and becoming familiar with the approval process requirements and procedures. If you then choose to file a petition requesting an amendment, then you will file it with the Planning Department, and the filing fee (currently \$300.00) must be paid.

As you know, the Town granted you an extension of time to give you the opportunity to come into compliance with the provisions of our current Land Development Ordinance concerning the keeping of swine in a residentially zoned district. This extension expires on May 27, 2019. We therefore must require that, if you wish to proceed with a petition for a possible text amendment, you must schedule your initial meeting with the Planning Director on or before June 7, 2019. If you do in fact file a petition seeking a text amendment, we will not take any enforcement action on the Code Violation until a hearing on the petition has been held before our Planning Board and Town Council, and a decision on the petition has been rendered by the Council. If you do not schedule the meeting with the Planning Director by June 7, 2019, then the Town will have no choice but to proceed with enforcement of our Land Development Ordinance.

Please contact Matthew Johnson if you have any questions concerning this letter.

Very truly yours,

A handwritten signature in cursive script that reads 'Elizabeth M. Koonce'.

Elizabeth M. Koonce, Attorney

Attorneys & Counselors at Law

300 North Main Street, Suite 300 • High Point, NC 27260 | PO Box 1550 • High Point, NC 27261 | Tel: 336-889-8733 • Fax: 336-885-1280 | www.rhrlaw.com

From: [Lori Herron](#)
To: [Matthew Johnson](#)
Cc: [Kenny Cole](#)
Subject: RE: Amendment
Date: Tuesday, June 11, 2019 4:10:58 PM
Attachments: [image002.png](#)

I wanted to mention – we decided just to make an amendment to get their status confirmed as pets and not livestock. If the Town wants to have an ordinance created or amended to limit the number of pets that residents can have, probably better if that is drafted by the town attorney and put into public forum for all residents to have input. We do appreciate your feedback and the sample ordinances you'd looked up.

Thanks!

From: Matthew Johnson <mjohnson@jamestown-nc.gov>
Sent: Monday, June 10, 2019 10:39 AM
To: Lori Herron <lori@groupus.com>
Cc: Kenny Cole <kcole@jamestown-nc.gov>
Subject: RE: Amendment

Thank you.

Matthew Johnson, AICP

Assistant Town Manager/Director of Planning, Town of Jamestown

336.454.7386 | mjohnson@jamestown-nc.gov |
www.jamestown-nc.gov |
301 E. Main St. (PO BOX 848) Jamestown, NC 27282

"Pursuant to North Carolina General Statutes, Ch. 132, Public Records, this electronic mail message and any attachments to it, as well as any electronic mail message(s) sent in response to it may be considered public records and therefore are subject to public records requests for review and copying under the Public Records Law."

From: Lori Herron <lori@groupus.com>
Sent: Monday, June 10, 2019 10:38 AM
To: Matthew Johnson <mjohnson@jamestown-nc.gov>
Cc: Kenny Cole <kcole@jamestown-nc.gov>
Subject: Amendment

Good morning,

We'll be coming by this afternoon to bring that form in. We'd wanted to do it last week, but didn't have the \$300. Just wanted to let you know.

Article 3.

Livestock Law.

§ 68-15. Term "livestock" defined.

The word "livestock" in this Chapter shall include, but shall not be limited to, equine animals, bovine animals, sheep, goats, llamas, and swine. (Code, s. 2822; Rev., s. 1681; C.S., s. 1841; 1971, c. 741, s. 1; 1997-84, s. 2.)



NOTICE OF PUBLIC HEARING Planning Board

ZONING CASE 2019-01

A request for a zoning text amendment has been filed with the Town of Jamestown Planning Department. The request is described below:

Proposal: Request for a text amendment as follows:

Current language:

LIMITED AGRICULTURE. The keeping of gardens and animals for non-commercial domestic use. Such agriculture generally refers to, but is not limited to, domestic fowl such as chickens, turkeys, ducks and geese, bees, and other small animals (ex – rabbits). Limited agriculture does not permit livestock such as horses, cows, llamas, sheep, swine or the like.

Proposed language:

LIMITED AGRICULTURE. The keeping of gardens and animals for non-commercial domestic use. Such agriculture generally refers to, but is not limited to, domestic fowl such as chickens, turkeys, ducks and geese, bees, and other small animals (ex – rabbits). Limited agriculture does not permit livestock, **animals used for food or fiber**, such as horses, cows, llamas, sheep, swine **over 300 pounds**, or the like, **not to include miniature or potbellied pigs that are kept as and considered to be pets**. (Proposed changes in red)

Summary: This would have the effect of permitting the keeping of an unlimited number of pigs up to a maximum of 300 lbs. each in residential, agriculture and residential/main street transitional zoning districts. It also excludes miniature or potbellied pigs from zoning regulations.

Location: This would affect all properties zoned as agriculture (AG), single-family residential (SFR) and residential/main street transitional (R/MST)

Applicant: Lori Herron; 2216 Guilford College Rd.; Jamestown, NC 27282

Applicant's
Contact: Lori Herron; 336-294-4440 or 336-382-7061

You are receiving this notice because public records indicate that you own property adjacent to, and within 500 feet, of the location of the property owner requesting this text amendment, which has been scheduled for a public hearing. Recipients of this notice may wish to share it with their neighbors whose property is nearby the above noted zoning proposal.

The purpose of the public hearing is to allow citizens to comment regarding potential impacts the proposed development would have on their properties or on the area in general, and to identify issues or concerns related to the appropriateness of the request.

The public hearing is not the appropriate setting to learn about a zoning proposal for the first time. It is difficult to gain understanding of a proposal and offer well thought out comments during the relatively short time of a public hearing. The staff recommend that you contact the applicant or the Town of Jamestown prior to the meeting to learn more about the proposal.

PUBLIC HEARING

PUBLIC HEARING DATE: Monday, July 8, 2019

TIME: 6:30 PM

LOCATION: Town of Jamestown Town Hall, 301 E. Main St., **COUNCIL CHAMBERS**

The meeting facilities of the Town of Jamestown are accessible to people with disabilities. Anyone needing special accommodations should call (336) 454-1138. Notice of public hearing shall also be published in the Jamestown News.

Mailed: Monday, June 24, 2019