



Town of Beaufort, NC

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Town of Beaufort UDO Steering Committee Meeting 10:00 AM Monday, March 10, 2025 - Town Hall Conference Room

Call to Order

Roll Call

Agenda Approval

Items for Discussion and Consideration

1. UDO Drafting Rules and Style Guide
2. UDO Outline
3. Draft UDO Vision Statement
4. Proposed Resilience Approach

Committee Comments

Staff Comments

Adjourn



Town of Beaufort, NC
Unified Development Ordinance
Drafting Rules & Style Guide

January 2, 2025

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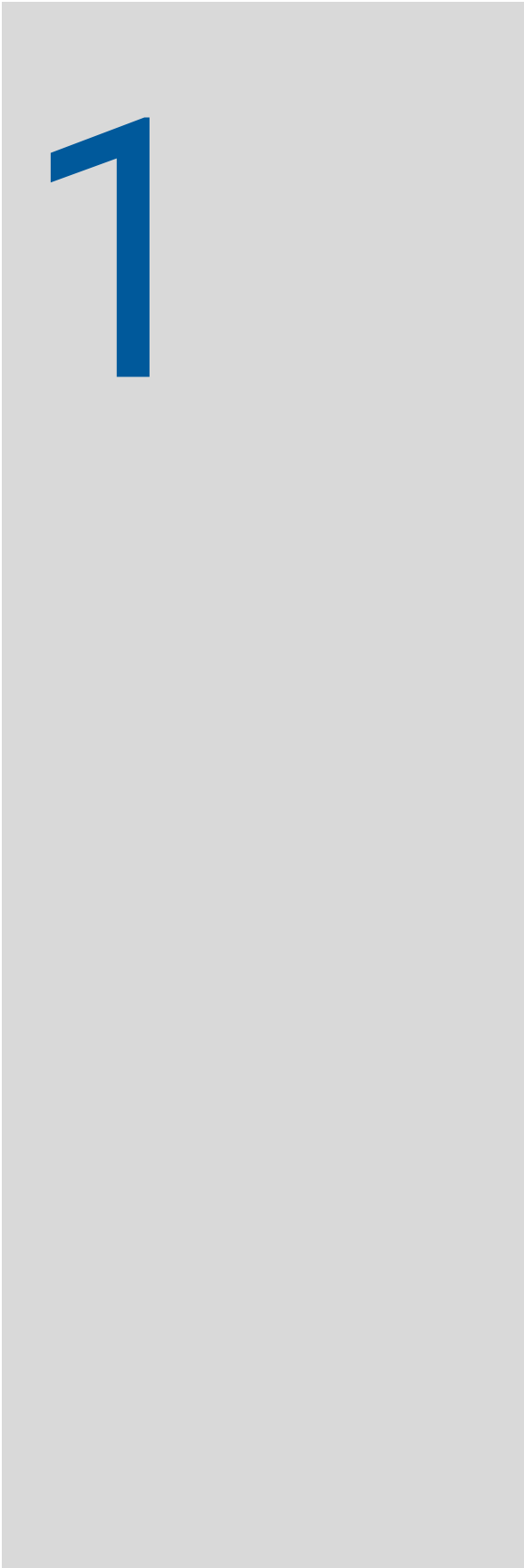
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Article 1: Introduction

1.1. Purpose

This document establishes the drafting rules and styles for use in preparing the new Unified Development Ordinance (UDO). Following these drafting rules will ensure consistent formatting throughout the UDO.

1.2. UDO Template

The revised codes will be drafted in Microsoft Word (“MS Word”) using the template “BNC UDO Template.dotx.” This template is set up with a variety of heading, paragraph, character, table, and list Styles that should be used when editing documents based on this template. In addition to ensuring consistent formatting, this ensures the heading and paragraph numbering and lettering throughout the document is correct. Using the appropriate Heading Styles also will ensure the document navigation feature (View > Sidebar > Navigation) captures all of the headings.

This *Drafting Rules & Style Guide* uses the UDO Template and is drafted according to the conventions described in this document.

1.3. Numbering Scheme

Proposed here and in the UDO Outline is to use a numbering scheme generally based on International Standard ISO 2145¹, where:

- A. Arabic numerals (1, 2, 3, ...) are used for the first four “heading” levels (chapter, article, section, subsection);
- B. The main division (first-level heading or “chapter”) is numbered 152, consistent with the Town’s current Land Development Ordinance;
- C. The main division is divided into subdivisions (second-level headings or “articles”), which are continuously numbered. This is continued for the third and fourth levels of subdivision (“sections” and “subsections”); and
- D. A full stop [“.”] is placed between numbers that designate subdivisions of different levels. However, unlike ISO 2145, a full stop is placed after the number or letter that designates the final subdivision. This results in clearer cross-references (e.g., “2.1.3.A” vs. “2.1.3A”).

¹ Wikipedia, ISO 2145; available: https://en.wikipedia.org/wiki/ISO_2145

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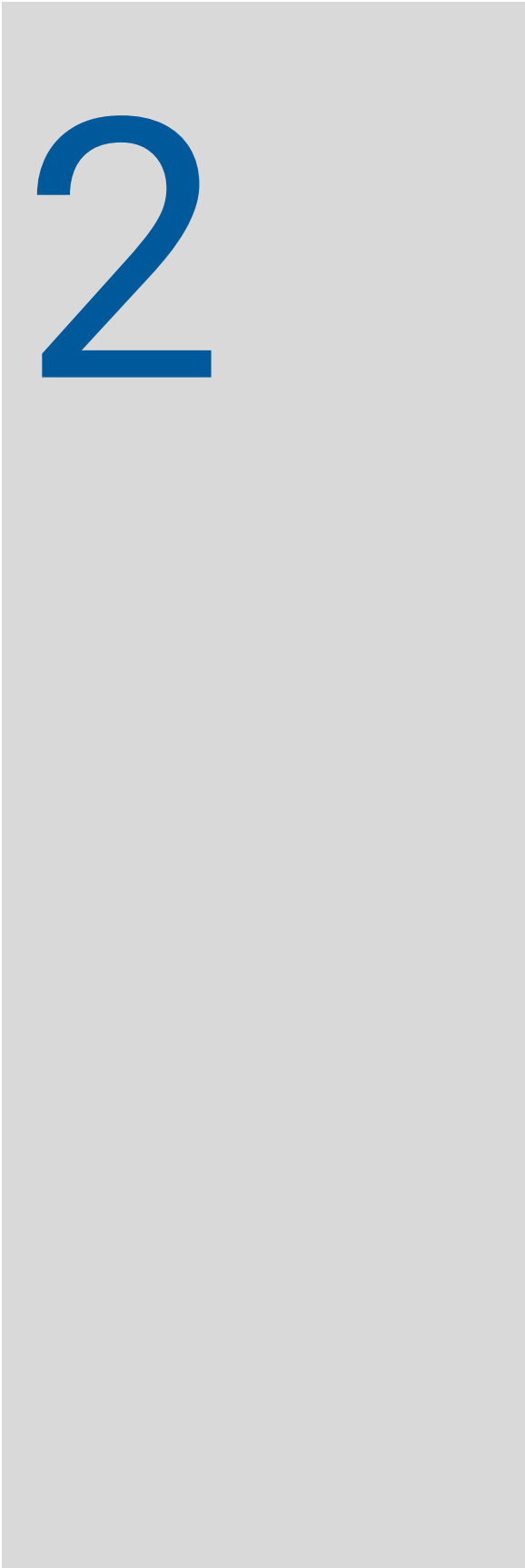
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Article 2: Document Structure

2.1. Headings

2.1.1. Hierarchy

- A. The provisions of the UDO are organized to include the following hierarchical structure:
 - 1. Chapter [MS Word Style “Title”];
 - 2. Articles [MS Word Style “Heading 1”];
 - 3. Sections [MS Word Style “Heading 2”]; and
 - 4. Subsections [MS Word Style “Heading 3”].
- B. All articles have sections, but not all sections have subsections.
- C. All chapters, articles, sections, and subsections have titles.

2.1.2. Chapter

The entire UDO is one chapter (Chapter 152) in the Town Code.

2.1.3. Articles

- A. Articles are sequentially numbered with an Arabic numeral (e.g., Article 2).
- B. In a heading, the word “article” is capitalized and is followed by the article number, a colon, and the article title (e.g., Article 2: Document Structure).
- C. In the text, the word “article” is not capitalized unless referenced in the text as “this Article” or “Article 2: Document Structure.” In these cases, the word “article” is always capitalized.

“Title case”
means each word is capitalized, except for articles (e.g., a, an, the), short conjunctions (e.g., and, or, for), and short prepositions (e.g., by, for, of).

2.1.4. Sections

- A. The word “section” is not used in section titles, but is used when cross-referencing a particular section (e.g., ...as required by Section 3.3: Formatting). This facilitates the use of MS Word Cross-References throughout the document, particularly to create table and figure numbers.

1. For example, as indicated in Sections 3.3: Tables, and 3.4: Figures, table and figure numbers include the section or subsection number.
 2. By excluding the word “section” from the section titles, a MS Word Cross-Reference can be used to create a table or figure title that will automatically update if the section number changes.
- B. The first one or two numerals in a section number, before the first period, identify the article in which the section is located. The next one or two numerals in a section number, following the article number and period, indicate the section number and run sequentially through the entire article.
- C. In a heading, the section number and title are written in bold font. The title of a section is not followed by punctuation (e.g., **3.3. Formatting**). This also facilitates the use of MS Word Cross-References in table and figure titles.
- D. The word “section” is not capitalized in the text unless it is referenced in the text as “this Section” or “Section 3.3: Formatting.” In these cases, the word “section” is always capitalized.

2.1.5. Subsections

- A. The word “subsection” is not used in subsection titles, but is used when cross-referencing a particular subsection (e.g., ...as required by Subsection 2.1.1: Hierarchy). As noted in 2.1.4.A, this facilitates the use of MS Word Cross-References throughout the document, particularly to create table and figure numbers.
- B. Within a section, subsections are sequentially numbered with a one- or two-digit numeral. A subsection number begins with the number of the article in which the subsection is located, followed by a period, then the one- or two-digit section number, followed by another period and the subsection number. Subsection numbers run sequentially through the entire section.
- C. In a heading, the subsection title is written in title case in medium font. The title of a subsection is not followed by punctuation (e.g., **2.1.1. Hierarchy**).
- D. The word “subsection” is not capitalized in the text unless it is referenced in the text as “this Subsection” or “Subsection 2.1.1: Hierarchy.” In these cases, the word “subsection” is always capitalized.

2.2. Paragraphs

2.2.1. Hierarchy

- A. **First-Level Paragraphs.** Paragraphs in a section or subsection are organized in a hierarchy. First-level paragraphs (like this one) use a capital letter followed by a period (MS Word Style “1. 1st level paragraph”).
1. *Second-Level Paragraphs.* Second-level paragraphs use a numeral followed by a period (MS Word Style “A. 2nd level paragraph”).
- (a) Third-level paragraphs use a lowercase letter in parentheses (MS Word Style “(1) 3rd level paragraph”). Third-level paragraphs may include a subtopic in *italic font*, in title case, followed by a period.
- (1) Fourth-level paragraphs use a numeral in parentheses (MS Word Style “(a) 4th level paragraph”).
- i. Fifth-level paragraphs use a Roman numeral followed by a period (MS Word Style “i. 5th level paragraph”). Use of this level should be avoided where possible.

2.2.2. Number of Paragraphs in a Level

- A. Ensure there are always at least two paragraphs in a level (e.g., A. and B., 1. and 2., (a) and (b), etc.). In other words, no “A.” without “B.,” no “(1)” without “(2).” (Note 2.2.1.A above is an example of what not to do.)
- B. Where there is a paragraph in a section or subsection that would otherwise be numbered “A,” except that there is no “B,” the paragraph is not numbered.
- C. Where there is only one first-level paragraph and two or more second-level paragraphs, the first-level paragraph is not lettered and the second-level paragraphs are lettered (i.e., A, B, C) rather than numbered (i.e., 1, 2, 3).

2.2.3. Paragraph Topics & Subtopics

- A. **Topics.** A first-level paragraph may include a topic, which is written in title case and bold font, followed by a period. If one first-level paragraph in a section or subsection includes a topic, all first-level paragraphs in the section or subsection must include a topic.
- B. **Subtopics.** A second-level paragraph may include a subtopic in *italic font*, in title case, followed by a period. If one second-level paragraph in a section or subsection includes a subtopic, all second-level paragraphs in the section or subsection must include a subtopic.

1. A third-level paragraph may include a subtopic, which is formatted the same way as subtopics for second-level paragraphs.
2. Fourth- and fifth-level paragraphs should be used sparingly, and they typically do not include subtopics. However, if used, subtopics are formatted the same way as subtopics for second- and third-level paragraphs.

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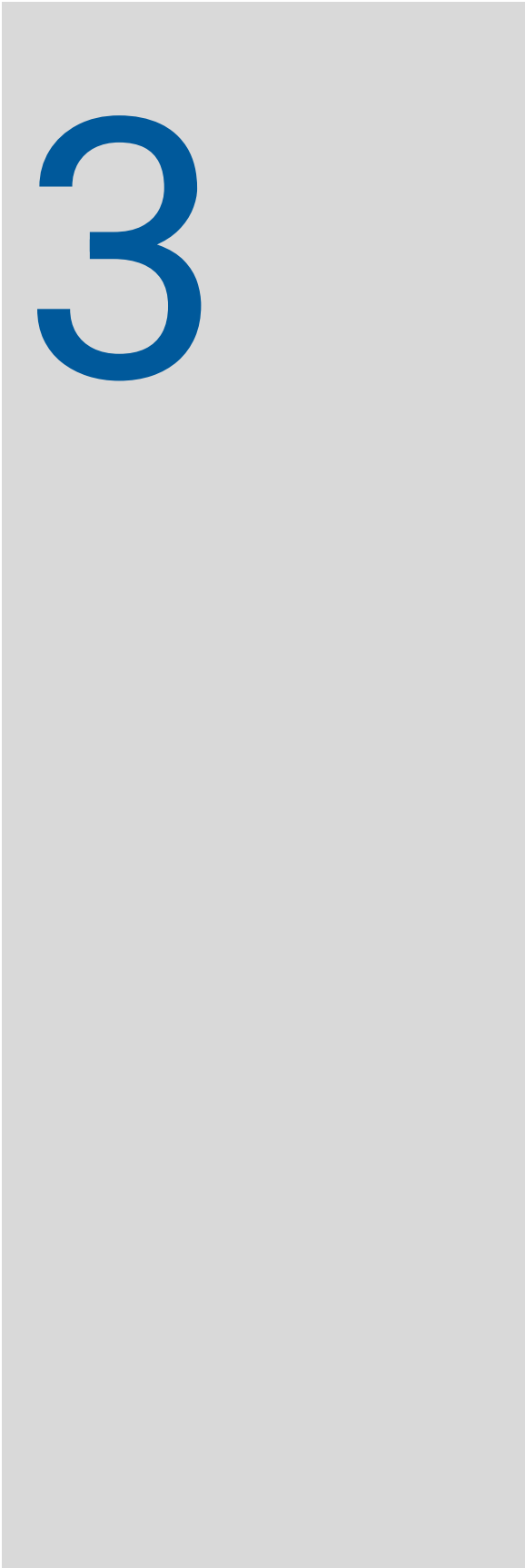
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Article 3: Styles & Formatting

3.1. Font & Colors

- A. **Font.** The UDO uses the font “Roboto” for all text.
- B. **Size.**
 - 1. Font size for headings varies based on the level of hierarchy.
 - 2. Body text and table text use 12-point font.
 - 3. Page headers and footers use 9-point font.
 - 4. Other styles (e.g., table footnotes) may use different font sizes.
- C. **Colors.**
 - 1. Article, section, and subsection text, as well as table and figure numbers and titles, use “Beaufort Blue” (R = 0, G = 89, B = 155).
 - 2. Section titles are bordered in “Beaufort Gold” (R = 255, G = 199, B = 88).
 - 3. The title of the document and the main table of contents use “Beaufort Red” (R = 177, G = 51, B = 37).
 - 4. Page headers and footers use “Beaufort Grey” (R = 180, G = 181, B = 185).

3.2. Text Styles & Formatting

- A. As indicated in Sections 2.1 and 2.2, headings and paragraphs use MS Word Styles built into the document template. All text should be formatted using Styles, rather than direct formatting.
- B. Where paragraph topics in **bold font** are used (see 2.2.1.A), use the MS Word Style “Strong, bold.” The UDO Template includes a keyboard shortcut for this Style (Control+B in Windows; Command+B on a Mac).
- C. Where paragraph subtopics in *italic font* are used (see 2.2.1.A.1), use the MS Word Style “italic.” The UDO Template includes a keyboard shortcut for this Style (Control+I; in Windows; Command+B on a Mac).

3.3. Tables

3.3.1. Table Numbering & Titling

- A. A table number begins with the number of the section or subsection in which it is located, followed by a dash, a numeral, a colon, and the table title (e.g., Table 3.3-1: Example Table).
- B. If there is more than one table within a single section or subsection, the tables are sequentially numbered based on the order in which the tables appear within the section or subsection (e.g., Table 3.2.4-1, Table 3.2.4-2, Table 3.2.4-3, etc.).

3.3.2. Table Formatting

- A. Tables use the MS Word Table Style “BNC Tables.” Text within a table is formatted using the MS Word paragraph Styles “table_heading,” “table_text,” and “table_footnote.”
- B. Alignment of text within tables may change depending on the content. For example, a two-column table may use right alignment in the first column and left alignment in the second column, rather than center alignment.
- C. Table numbers and titles are inserted as “captions” using the following workflow:
 1. Select the table, then right click and select “Insert caption...”
 2. In the “Caption” field (which is automatically populated with the label and number in accordance with the selections below), type a colon (“:”), space, and the table title.
 3. In the “Label” dropdown box, select “Table.”
 4. In the “Position” dropdown box, select “Above selected item.”
 5. Click the “Format...” button next to “Numbering.”
 6. In the “Format” dropdown, select numerals (1, 2, 3).
 7. Ensure “Include chapter number” is checked.
 8. In the “Chapter starts with style” dropdown, select Heading 2 if the table is located in a section (e.g. 3.2) or Heading 3 if the table is located in a subsection (e.g. 3.2.2)
 9. In the “Use separator” dropdown, select “hyphen.”

Captions automatically use the “caption” Style.

10. Click “ok.” Click “ok” again.

3.3.3. Table Key & Footnotes

- A. Whenever abbreviations are used in a table, the last line in the table (before any footnotes) should include a “key” that defines each abbreviation as shown in Table 3.3-1: Example Table.
- B. If a table includes footnotes, these are denoted with numerals in brackets (“[]”) and placed in separate rows below the table key.

3.3.4. Example Table

Table 3.3-1: Example Table shows the formatting and styles described in 3.3.1: Table Numbering & Titling, 3.3.2: Table Formatting, and 3.3.3: Table Key & Footnotes.

Table 3.3-1: Example Table

Table Heading	Table Heading	Table Heading
Table Text	Table Text [1]	Table Text
Table Text	Table Text	Table Text [2]
Table Text	Table Text	Table Text
Key: ac = acre ft = feet du = dwelling unit		
[1] Table footnote		
[2] Table footnote		

3.4. Figures

3.4.1. Figure Numbering & Titling

- A. A figure number begins with the number of the section or subsection in which it is located, followed by a dash, a numeral, a colon, and the figure title (e.g., Figure 3.4.3-1: Example Figure).
- B. If there is more than one figure within a single section or subsection, the figures are sequentially numbered based on the order in which the figures appear within the section or subsection (e.g., Figure 3.3.3-1, Figure 3.3.3-2, Figure 3.3.3-3, etc.).

3.4.2. Figure Formatting

- A. Figures (graphics) are placed in a table, typically with one column and one row.
- B. Figure tables use the MS Word Table Style “BNC Figures.”

C. Figure numbers and titles are inserted as “captions” using the following workflow:

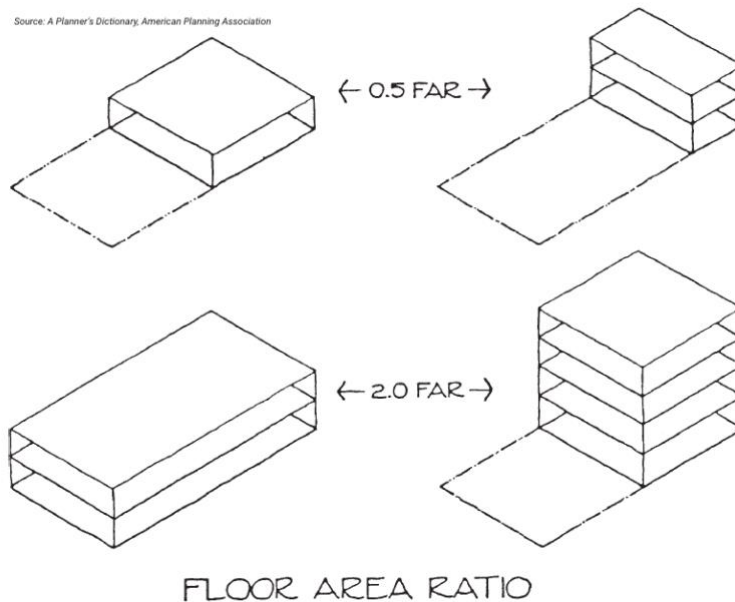
1. Select the table, then right click and select “Insert caption...”
2. In the “Caption” field (which is automatically populated with the label and number in accordance with the selections below), type a colon (“:”), space, and the table title.
3. In the “Label” dropdown box, select “Figure.”
4. In the “Position” dropdown box, select “Above selected item.”
5. Click the “Format...” button next to “Numbering.”
6. In the “Format” dropdown, select numerals (1, 2, 3).
7. Ensure “Include chapter number” is checked.
8. In the “Chapter starts with style” dropdown, select Heading 2 if the table is located in a section (e.g. 3.2) or Heading 3 if the table is located in a subsection (e.g. 3.2.2)
9. In the “Use separator” dropdown, select “hyphen.”
10. Click “ok.” Click “ok” again.

Tip: When inserting a caption, Word inserts a hidden bookmark enclosing the caption number and text. Caption text (e.g., a figure title) may be changed by directly editing the text just as you would other text in the document. However, this may result in some of the text being located outside the bookmark.

The workaround is to place the cursor at the beginning or in the middle of the caption text (after the colon), type the new title, and delete the unwanted text in the caption. This ensures any existing cross-references to the caption will update to include the revised title.

3.4.3. Example Figure

Figure 3.4.3-1: Example Figure shows the formatting and styles described in 3.4.1: Figure Numbering & Titling, and 3.4.2: Figure Formatting.

Figure 3.4.3-1: Example Figure

3.5. Cross-References

3.5.1. Internal Cross-References

Using cross-references to other parts of the UDO can help reduce redundancies.

3.5.2. Formatting

Where an article, section, subsection, table, or figure is referenced in the text, the title is always included (e.g., Article 2: Document Structure; Section 3.1 Text Styles & Formatting; Figure 3.3.3-1: Example Figure).

3.5.3. Punctuation

When used in a sentence, the title of an article, section, subsection, table, or figure is set apart by a colon (":") before the title (e.g., "The requirements of Section 3.1: Text Styles & Formatting apply.").

3.5.4. Paragraph Cross-References

- A. Reference to a specific paragraph uses the section or subsection number, as applicable, followed by a period and the paragraph number/letter (e.g., "Off-street parking lots must be surfaced as specified in 5.7.5.3 below.").

- B. If the cross-referenced paragraph includes a topic, it should be included as well (e.g., “Off-street parking lots must be surfaced as specified in 5.7.5.3: Surfacing and Marking.”).

3.5.5. Assisting Cross-References

A. Internal Cross-References.

1. Where used, cross-references to other portions of the UDO that relate to or help explain a standard are provided in brackets at the end of a sentence, following the period. [See Article 4: Drafting Rules]
2. Internal cross-references are inserted using a MS Word Cross-Reference (see 3.5.6: Automating Cross-Reference Updates).

B. External Cross-References.

1. Where used, cross-references that direct the reader to another part of the Town Code of Ordinances or an external source are provided in brackets at the end of a sentence, following the period. [See [N.C.G.S. Chapter 160D: Local Planning and Development Regulation](#)]
2. If the referenced material is available online, the external reference should be hyperlinked (MS Word Style “hyperlink”).

3.5.6. Automating Cross-Reference Updates

- A. Internal cross-references should be inserted using an MS Word Cross-Reference to anchor the number to the applicable portion of the UDO so if it moves, the number updates when the Cross-References are updated.
- B. In MS Word, the workflow for cross-referencing article, section, and subsection numbers is:
1. Insert > Cross-reference...
 2. For “Reference Type,” select “Heading.”
 3. For “Insert Reference To,” select “Heading number.”
 4. Ensure “Insert as a hyperlink” is selected.
 5. Select the appropriate heading and click “Insert.”
- C. MS Word Cross-References should also be used to:

1. Insert article, section, and subsection titles. The workflow is the same as specified in 3.5.6.B above, except that the reference is to “Heading text” rather than “Heading number;”
 2. Insert paragraph letters and numbers. The workflow is the same as specified in 3.5.6.B above, except that the reference type is “Numbered item” and the reference is to “Paragraph number (full context);” and
 3. Insert table and figure numbers and titles. The workflow is as follows:
 - (a) Insert > Cross-reference...
 - (b) For “Reference Type,” select “Table” or “Figure,” as applicable;
 - (c) For “Insert Reference To,” select “Entire caption.”
 - (d) Ensure “Insert as a hyperlink” is selected.
 - (e) Select the appropriate table or figure and click “Insert.”
- D. Since the UDO initially will be drafted as a series of separate MS Word documents, it will not be possible during drafting to insert MS Word Cross-References for all internal cross-references. This will occur when the UDO documents are consolidated into a single MS Word document.
- E. Any numbers or titles inserted without using a MS Word Cross-Reference should be highlighted in teal to indicate the article, section, subsection, paragraph, table, or figure number and title should be verified and a Cross-Reference added during preparation of the final document.

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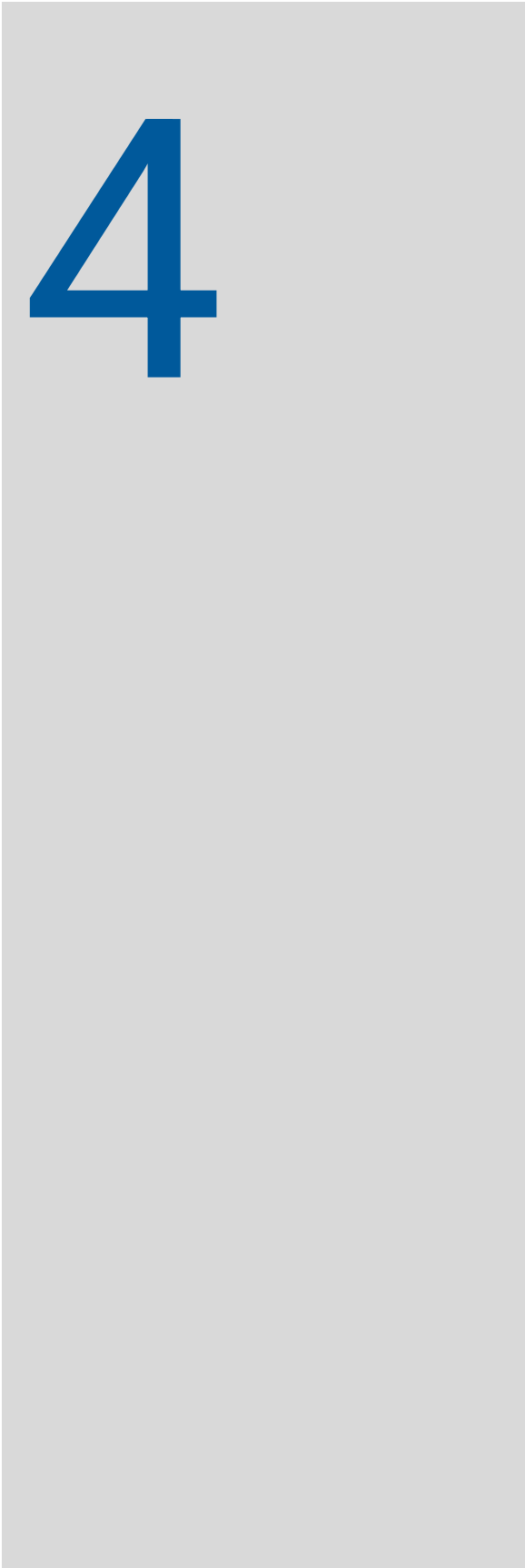
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Article 4: Drafting Rules

4.1. Punctuation & Spacing

4.1.1. Punctuation

- A. **Commas Within the Text.** Use serial commas (also known as Oxford commas) to separate each item in a list (e.g., “Retail, office, and restaurant uses” rather than “Retail, office and restaurant uses”).
- B. **Ordered Lists.**
1. The end of each line of an ordered list containing related content uses a semicolon;
 2. The end of the next to last line of the list uses a semicolon, followed by the term “and” or “or,” and
 3. The list ends with a period.

4.1.2. Spacing

Use single spaces between sentences.

4.1.3. Ampersands

Avoid the use of ampersands (“&”) to replace the word “and” except in headings and tables.

4.2. Capitalization

- A. **Comprehensive Plan and Unified Development Ordinance.** Capitalize these terms when using phrases such as “the Comprehensive Plan,” or “the Unified Development Ordinance,” or “this Ordinance.”
- B. **Development Review Bodies.** Capitalize development review bodies, such as Board of Commissioners, Planning Board, or Zoning Administrator.
- C. **Articles, Sections, and Subsections.** Capitalize all terms of hierarchy within the UDO when the reference is to a specific item (e.g., “this Section” or “Chapter 2: Zoning Districts”).
- D. **Titles.** Within the text (i.e., not in a heading), the titles of each article, section, and subsection, as well as topics and subtopics in first- and second-level paragraphs, are written in title case and italicized.

- E. **Ordered Lists.** Each line in an ordered list begins with a capital letter.

4.3. Acronyms

- A. The first time an acronym is used in an article, it is written out and followed by its acronym in parentheses, as follows: North Carolina Department of Transportation (NCDOT).
- B. A table of acronyms will be included in the UDO.

4.4. Use of Numbers

- A. **Within the Text.** Numbers one through nine are spelled out. Numbers 10, 11, 12, and higher are written in numeral form.
- B. **Within a Table.** Numbers in a table are always written in numeral form.
- C. **Percentages.** Percentages are always written with a numeral and percentage symbol (e.g., 5%, 10%, 35%), except at the beginning of a sentence or ordered list. In this case, they are written out (e.g., "Fifty percent").



Town of Beaufort, NC
Unified Development Ordinance
UDO Outline

January 30, 2025

Introduction to UDO Outline

This document provides an outline to structure Beaufort’s revised zoning and development-related ordinances. The new Unified Development Ordinance (UDO) will consolidate the current Land Development Ordinance (LDO) and Flood Damage Prevention Ordinance (FDPO) into a single document, provide a more user-friendly structure than the existing ordinances, and make key information easier to find and understand.

This Outline also maps current LDO and FDPO provisions to the new UDO sections. This organization may change while drafting, and the UDO sections proposed here may be revised. Some of the current LDO standards will be revised or eliminated during the UDO drafting process, but their inclusion in this document ensures all parts of the current ordinance will be reviewed and considered for inclusion in the UDO.

The principles described in this Introduction guide the outline and UDO drafting.

Organization. The UDO is arranged logically by topic:

- ▮ Similar subjects are arranged together by article—e.g., procedures, development standards, nonconformities—rather than scattered throughout the code, to the extent possible.
- ▮ The more commonly used parts of the code are placed up front.
- ▮ Material of a more technical nature, which is needed to provide effective standards and guidance for applicants and permitting officials, resides towards the rear of the code.

Code Length. Many believe a shorter code is more user-friendly. This may make the UDO quicker to review, but not necessarily easier to use during the development review process. A longer code will answer many of the questions that arise during development review; a shorter code typically leaves questions unanswered—leading to frustration for the applicant and the reviewer.

That said, a development code should not be longer than necessary. The UDO will tame code length by using succinct sentences written in the active voice, consolidating similar requirements where possible, and consolidating long lists of standards into matrices.

The current ordinances often use long paragraphs, which makes them difficult to read and confusing at times. A few sections continue to present numerical standards in sentences (e.g., Section 6A, Allowed Projections Into Required Yards). This format also is difficult to read and can add to the length of the code.

The alternative is a matrix, or table, of development standards. Matrices minimize the length of the code and help readers compare standards side-by-side. The current LDO

use a matrix format to present many numerical standards (e.g., Table 13-1, Table of Parking Requirements; Table 14-1, Spacing of Street Trees; Table 19-1, “Type” A” Screen/Buffer Yard). Where appropriate, matrices will be added to present other standards and requirements.

Cross-References. The UDO will balance the use of cross-references (as opposed to repeating standards throughout) with the goal of keeping like materials together. This reduces text length and minimizes the potential for inconsistencies when the UDO is amended. However, it does require the reader to consult multiple sections of the ordinance.

Right-Sized, Objective Standards. Standards are “right-sized” to regulate only what is needed. This not only reduces volume but also reduces budget and staffing needs. Some code writers use “aspirational” language rather than prescriptive standards (i.e., “should” vs. “shall”). However, this type of standard can be difficult to enforce and can create inconsistencies in how it is administered. The UDO will use clear, objective standards, particularly when administrative (staff) approval is required.

Graphics. Graphics will illustrate the text language. The existing LDO contains a single graphic related to dimensional standards for parking spaces. The UDO will incorporate new graphics where helpful to explain regulatory standards.

Graphics can be very time-consuming to produce, so we typically save most graphics for the final document. Photographs of local examples also could be used to illustrate how a development standard works or what a particular use looks like. Note that graphics also add to code length but improve clarity and usability.

Formatting and Numbering. We will prepare the UDO using Microsoft Word. The *UDO Drafting Rules & Style Guide* establishes drafting rules, including formatting, capitalization, and punctuation. The UDO Style Template (“BNC UDO Template.dotx”) establishes the document’s design, including fonts, headers, footers, and page numbering.

This Outline proposes using a numbering scheme based generally on International Standard ISO 2145¹, where:

1. Arabic numerals (1, 2, 3, ...) are used for the first three “heading” levels (article, section, subsection);
2. The main divisions (first-level headings or “articles”) are numbered continuously starting from 1;

¹ Wikipedia, ISO 2145; available: https://en.wikipedia.org/wiki/ISO_2145

- 3. Each main division is divided further into subdivisions (second-level or “sections”), which are equally continuously numbered. This is continued for a third level of subdivision (“subsections”); and
- 4. A full stop [“.”] is placed between numbers that designate subdivisions of different levels. However, unlike ISO 2145, a full stop is placed after the number or letter that designates the final subdivision. This results in clearer cross-references (e.g., “2.1.3.A” vs. “2.1.3A”).

The Beaufort UDO will be organized as shown in the example below. This numbering system allows for future additions to the UDO without the need to “reserve” section numbers at the end of each article, section, or subsection.

1 Title (“Article”)

1.1 Title (“Section”)

1.1.1 Subtitle (“Subsection”)

A. **Topic** and text (“paragraph”)

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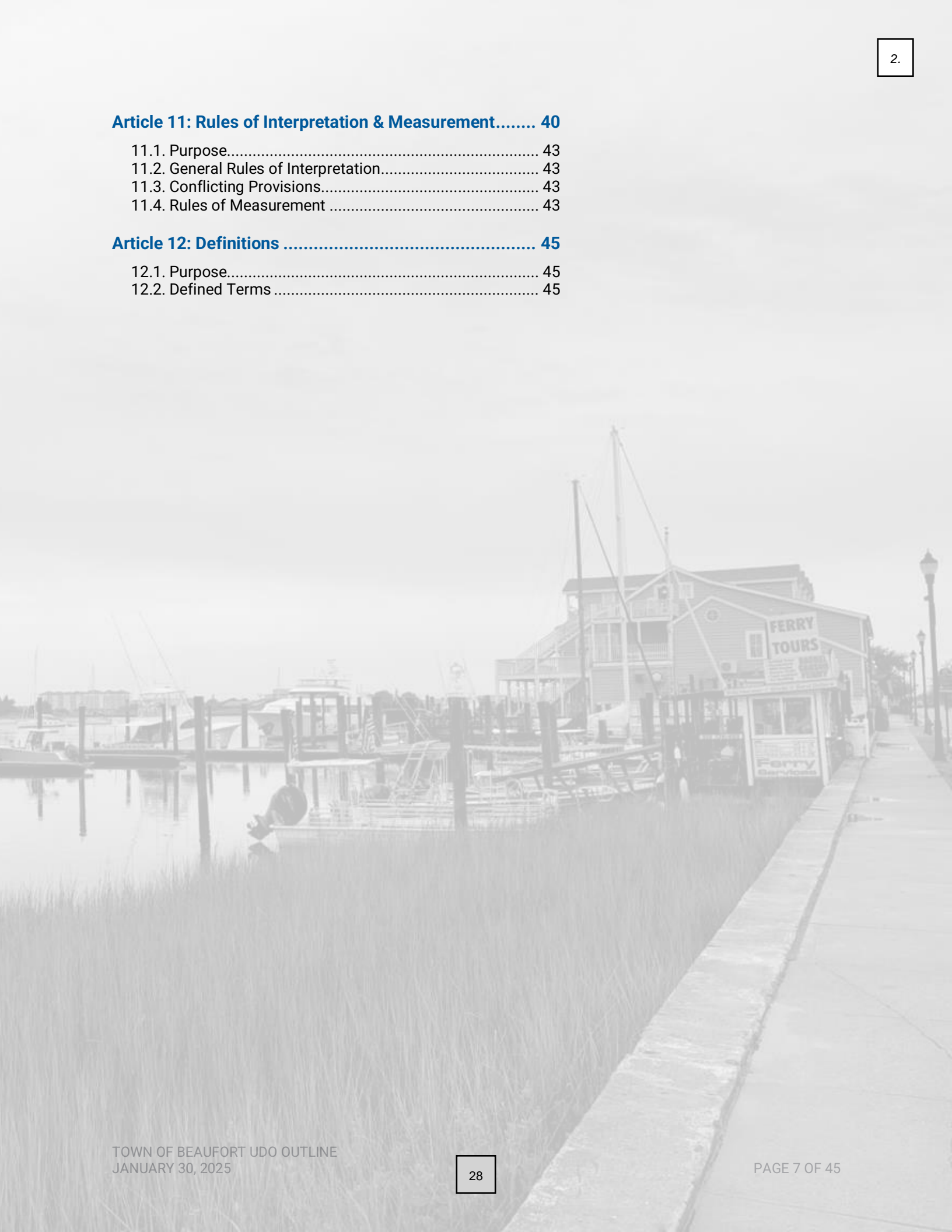
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LDO Section 31.D, Appeals of Administrative Decisions

7.5.3. Certificates of Appropriateness

LDO Section 23, Historic Preservation Commission:

23.C, Certificate of Appropriateness Required

23.E, Procedures of the BHPC

23.F, Approval by the BHPC

23.G, Appeals

23.H, Certain Changes Not Prohibited

23.I, Applicability to State and Other Government Properties

23.J, Demolition of Buildings

23.L, Deadlines for Applications to the Commission

7.5.4. Certificates of Occupancy

LDO Section 24, Certificate of Occupancy

7.5.5. Comprehensive Plan Adoption

7.5.6. Comprehensive Plan Amendments

7.5.7. Rezoning—Conventional Districts

LDO Section 3, General Provisions for Amendment Procedure

LDO Section 22, Planning Board:

22.F, Public Notice of Hearings of the Board

22.G, Deadlines for Applications to the Board

7.5.8. Rezoning—Conditional Districts

LDO Section 3, General Provisions for Amendment Procedure

LDO Section 22, Planning Board:

22.F, Public Notice of Hearings of the Board

22.G, Deadlines for Applications to the Board

LDO Section 27, Conditional Zoning

7.5.9. Rezoning—Planned Unit Developments

LDO Section 34.J, Planned Unit Development

7.5.10. Site Plan Review

LDO Section 8.D.6.b, Site Plan Submission (CS-MU)

LDO Section 8.D.6.d, Landscaping (CS-MU)

LDO Section 18, Site Plan Standards for Commercial and Residential Structures with over 5,000 square feet

7.5.11. Special Use Permits

LDO Section 22, Planning Board:

22.F, Public Notice of Hearings of the Board

*22.G, Deadlines for Applications to the Board**LDO Section 20, Special Use Permits:**20.A, General**20.B, Special Use Permit Application Procedures**20.C, Quasi-Judicial Proceeding Notification Requirements**20.D, Procedures on Special Use Applications**20.E, Required Findings***7.5.12. Subdivision—Minor****7.5.13. Subdivision—Sketch Plan***LDO Section 2.I, Approval of Plats**LDO Section 34.G.2, Sketch Design Plan**LDO Section 34.H.4, Name of Subdivision**LDO Section 34.D.1, Approvals and Disapprovals***7.5.14. Subdivision—Preliminary Plat***LDO Section 34.G.3, Preliminary Plat**LDO Section 34.D.1, Approvals and Disapprovals***7.5.15. Subdivision—Final Plat***LDO Section 34.G.4, Final Plat**LDO Section 34.D.1, Approvals and Disapprovals***7.5.16. UDO Interpretations***LDO Section 21, Board of Adjustment:**21.G, Public Notice of Hearings of the Board**21.J, Interpretations**21.K, Burden of Proof in Appeals, Interpretations, and Variances**21.M, Review of Board's Decisions*

*21.N, Deadlines for Applications to the Board**LDO Section 31.A, Zoning Administrative Approval Process (third sentence)***7.5.17. UDO Text Amendments***LDO Section 3, General Provisions for Amendment Procedure**LDO Section 22, Planning Board:**22.F, Public Notice of Hearings of the Board**22.G, Deadlines for Applications to the Board**LDO Section 34.D.7, Amendments***7.5.18. Variances***LDO Section 6.C, Board Action**LDO Section 21, Board of Adjustment:**21.G, Public Notice of Hearings of the Board**21.I, Variances**21.K, Burden of Proof in Appeals, Interpretations, and Variances**21.L, Board Action on Appeals and Variances**21.M, Review of Board's Decisions**21.N, Deadlines for Applications to the Board**LDO Section 34.D.6, Variances***7.5.19. Zoning Certificates³***LDO Section 1.F, Zoning Certificate**LDO Section 31.B.4, Expiration of Zoning Certificate*

³ The Town doesn't currently use the Zoning Certificate process. Zoning review is done as a component of building permit review. During drafting, we will consider whether to implement a Zoning Certificate procedure or revise the regulations to reflect that zoning review is part of the permitting process.

7.6. Submittal Requirements

7.6.1. Purpose

7.6.2. Format of Applications

7.6.3. Authorization of Agent

7.6.4. Application Checklists

LDO Section 34.D.2, Statement by Owner

LDO Section 34.G.2.01 through 2.05 (Sketch Plans)

LDO Section 34.G.3.01 through 3.05 (Preliminary Plats)

LDO Section 34.G.4.05 through 4.10 (Final Plats)

7.6.5. Permits Required by Other Agencies

7.6.6. Fees

LDO Section 1.M, Fees

7.6.7. Environmental Impact Assessments

7.6.8. Traffic Impact Assessments

Article 8: Nonconformities & Vested Rights

8.1. General Provisions

8.1.1. Purpose

LDO Section 11.A, Intent

8.1.2. Applicability

LDO Section 11.B, Application

8.2. Nonconforming Lots

LDO Section 11.C.1, Nonconforming Lots of Record

LDO Section 11.C.2, Adjoining Lots

8.3. Nonconforming Site Elements

LDO Section 16.Q, Nonconforming Signs (if not included in Section 4.8)

8.4. Nonconforming Structures

LDO Section 11.D, Nonconforming Structure

8.5. Nonconforming Uses

LDO Section 11.E, Nonconforming Uses

8.6. Permit Choice & Vested Rights

LDO Section 30 Permit Choice and Vested Rights

Article 9: Violations & Enforcement

9.1. Purpose

9.2. Violations

LDO Section 23.K, Penalties and Remedies (Historic Preservation Commission)

LDO Section 28.A, Notice of Violation

LDO Section 28.F, Persons Liable

LDO Section 34.D.4, Penalties for Violation

9.3. Enforcement Procedures

LDO Section 28.B, Stop Work Order

LDO Section 28.D, Inspections

LDO Section 28.G, Abatement by Town

LDO Section 31.A, Zoning Administrative Approval Process (second and fourth sentences)

9.4. Remedies & Penalties

LDO Section 28.C, Revocation

LDO Section 28.E, Additional Remedies for Violations of Subdivision Regulations

LDO Section 28.H, Payment of Costs

LDO Section 28.I, Civil Penalties and Criminal Action

Article 10: Minimum Housing Standards

10.1. Purpose

LDO Section 36.C, Finding; purpose

10.2. Minimum Standards of Fitness

10.2.1. Generally

LDO Section 36.D, Minimum standards of fitness for dwellings, dwelling units

10.2.2. Sanitary Facilities

LDO Section 36.E, Sanitary facilities

10.2.3. Food Preparation & Refuse Disposal

LDO Section 36.F, Food preparation; refuse disposal

10.2.4. Space & Security

LDO Section 36.G, Space and security

10.2.5. Structure & Materials

LDO Section 36.H, Structure and materials

10.2.6. Thermal Environment

LDO Section 36.I, Thermal environment

10.2.7. Electrical Systems

LDO Section 36.J, Electrical systems

10.2.8. Care of Premises

LDO Section 36.K, Care of premises

10.2.9. Water Supply

LDO Section 36.L, Water supply

10.2.10. Lead-Based Paint

LDO Section 36.M, Lead-based paint

10.2.11. Access

LDO Section 36.N, Access

10.2.12. Extermination

LDO Section 36.O, Extermination

10.2.13. Congregate Housing

LDO Section 36.P, Congregate housing

10.3. Inspections

LDO Section 36.Q, Duties of inspector

LDO Section 36.R, Powers of inspector

LDO Section 36.S, Inspections; duty of owners and occupants

10.4. Violations & Enforcement

LDO Section 36: Minimum Housing Standards:

36.B, Violations; penalty

36.T, Procedure for enforcement

36.U, Complaints; orders

36.W, Costs; lien on premises

36.X, Alternative remedies

36.Y, Enforcement by action in the nature of summary ejectment

10.5. Appeals

LDO Section 36.V, Appeals

10.6. Definitions⁴

LDO Section 36.A, Definitions

⁴ These may be consolidated with all other definitions in Article 12, although some definitions should remain in this article if they conflict with the general zoning definition of the term.

Article 11: Rules of Interpretation & Measurement

11.1. Purpose

11.2. General Rules of Interpretation

LDO Section 1.B.3, Authority; Approval Required Before Development

LDO Section 1.H, Application of Zoning District Regulations (first sentence)

LDO Section 1.O, Computation of Time

LDO Section 26 Interpretation, etc., of the Ordinance

LDO Section 34.D.10, Word Interpretation

11.3. Conflicting Provisions

LDO Section 1.V, Conflict with Other Laws or Covenants

LDO Section 23.M, Conflict with Other Laws (Historic Preservation Commission)

LDO Section 34.D.8, Abrogation

LDO Section 36.Z, Conflict with other provisions (Minimum Housing Code)

11.4. Rules of Measurement

11.4.1. Density

11.4.2. Gross Floor Area

11.4.3. Height

LDO Section 6.D, Height Restrictions

LDO Section 6.E, Exemptions

11.4.4. Lot Area

11.4.5. Lot Depth

11.4.6. Lot Width

11.4.7. Setbacks

LDO Section 1.S, Minimum Yards

LDO Section 2.C, Encroachments Permitted into Required Yard Setbacks

LDO Section 2.D, Encroachments in Street Rights-of-Way in National Register Historic District

LDO Section 6.A, Allowed Projections into Required Yards

LDO Section 6.B, Vacant Lot Exceptions

LDO Section 6.F, Canopies

11.4.8. Use Separation

Article 12: Definitions

12.1. Purpose

LDO Section 4, Definitions

LDO Section 34.D.1, Standards

12.2. Defined Terms

LDO Section 4, Definitions

LDO Section 4, Acronyms

LDO Section 34.E.2, "Subdivision" Defined

LDO Section 34.E.3, Other Definitions

Vision for Growth

A future that reflects the history and potential of Beaufort's neighborhoods, natural resources, and its people.

Goals of the Town's New Unified Development Ordinance

- Alignment of future growth with the availability of the infrastructure with the carrying capacity to serve it.
- Increased housing options attainable to those living and working in Beaufort, in particular year-round residents.
- Protection of the character of residential neighborhoods by limiting short-term rentals and allowing only limited and compatible non-residential uses.
- Ensuring quality development and redevelopment of commercial and mixed-use areas in all areas of the Town.
- Facilitating growth and building design that reduces impacts on natural resources and habitats, including forests, streams, wetlands and marshes, rivers, and creeks.
- Locating new infrastructure and expansion of existing infrastructure outside of floodplain areas and the Non-Intensification Zone.
- Including building standards and locations that will mitigate damage and facilitate recovery from storms.
- Recognition of the changing shorelines that are predicted over time due to sea level rise.
- Protection of the historic and cultural fabric of the Town including, but not limited to, the historic downtown neighborhoods and vulnerable communities.
- Administrative processes that are as efficient as possible for those using the UDO, including homeowners and small and local businesses, while also achieving important Town objectives and its Vision.
- Zoning and subdivision techniques that encourage efficient development patterns and modes of transportation directed to areas with existing infrastructure or areas in which existing infrastructure can be readily and economically expanded.

Principles Guiding the Development of the UDO

- Consistency with the *Comprehensive and CAMA Land Use Plan* and other adopted Town plans.

- Effectuating relevant aspects of the *CAMA Plan's* 8 Community Goals and the Character Areas drawn on the Future Land Use Map.
- Outreach and opportunities are inclusive of all community members, businesses, and industries, including members of the development community.
- Development of standards that recognize and give equal measure to all communities and areas within the Town's jurisdiction.
- Discussions and opportunities for participation reflect minority representation consistent with the Town's demographics.
- Standards and regulations consistent with the Town's authority under North Carolina law.
- Policy options and standards generate community support and balance multiple aspects relevant to each subject area.
- A format within the final, adopted UDO that is readily accessible to all users, including in hardcopy form as well as online.



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Memorandum

To: Town of Beaufort UDO Steering Committee
From: Kelly Cousino, AICP
Date: March 5, 2025
Subj: Proposed Resilience Approach
Attachment: Resilience Approach_UDO STR CMTE REVIEW DRAFT 03-05-25.pdf

In preparation for the UDO Steering Committee's next meeting on March 10, 2025, staff and the consultant team have prepared a proposed approach to comprehensively address resilience in the new UDO. The proposed approach includes an overlay zoning district and a resilience point system. This approach illustrates one possible framework, and we would like the Committee's input on the appropriateness of this approach for Beaufort.

At a minimum, the overlay district will cover the Non-Intensification Zone (NIZ). As outlined in the proposed approach, the overlay could also include subdistricts tied to the boundary of other floodplain areas (i.e., Shaded X and X Zones). The most restrictive standards would apply in the NIZ, with less restrictive standards in the other subdistricts.

If the overlay instead covers only the NIZ, some of the proposed development standards (e.g., stormwater retrofit) would be relocated to another part of the UDO since the standards should apply to more areas than just the NIZ.

The resilience point system could be required or voluntary. If required, each type of development subject to the system would have to achieve a certain number of "points" by incorporating resilience features into the development. The UDO would provide a menu of options to provide flexibility in achieving the required points. If the system is voluntary, the UDO will establish incentives for incorporating resilience features into the development.

We look forward to discussing this proposed approach with you next week.

Proposed Resilience Approach

UDO Steering Committee Review Draft | March 5, 2025



Coastal Resilience Overlay District (CRO)

Generally

- Overlay district could cover just the Non-Intensification Zone (NIZ), or it could cover additional areas (see Subdistricts, below)
- For discussion purposes, this document assumes three subdistricts, with boundaries that align with FEMA floodplain lines/zones

Subdistricts

- The CRO could include only the NIZ, or it could include the NIZ and additional subdistricts. For example:
 - Non-Intensification Zone (NIZ) Subdistrict (CRO-NIZ)
 - Coterminal with the NIZ/SFHAs
 - Moderate Hazard Subdistrict (CRO-M)
 - Coterminal with the 500-year floodplain (Shaded X Zone)
 - Low Hazard Subdistrict (CRO-L)
 - Outside the 500-year floodplain (X Zone)
- Using three subdistricts (as in the example above) means the entirety of the town would be in the overlay district

Standards

- See Table 1: Applicability of CRO Development Standards, below
- Allowed uses
 - CRO-NIZ: Prohibit/limit critical facilities
 - CRO-M, CRO-L: Per base zoning district
- Impervious surface coverage
 - CRO-NIZ: Most restrictive (i.e., low maximum coverage)
 - CRO-M: Less restrictive than CRO-NIZ, but more restrictive than the current base zoning district standard
 - CRO-L: Less restrictive than CRO-M, but more restrictive than the current base zoning district standard
- Low impact development/green stormwater infrastructure
 - Required in all three subdistricts
 - Could include a limitation on clearing of native vegetation and/or preservation of a natural buffer along the shoreline

- Stormwater retrofit
 - Requires development sites that are nonconforming with respect to stormwater management requirements to incrementally increase compliance
 - Techniques could include:
 - Impervious surface disconnection
 - Replacement of impervious surfaces with pervious surfaces
 - Removal of curbing to route stormwater into vegetated areas
 - Installation of bioswales/rain gardens
 - Installation of rainwater harvesting features
 - Adding vegetation to existing retention/detention areas
- Increased construction standards
 - CRO-NIZ: Required
 - CRO-M: Required
 - CRO-L: Incentivized
 - Potential standards could include:
 - Additional freeboard (may be more appropriate in the UDO Article 7, Flood Damage Prevention, than in the CRO)
 - Increased wind load design requirements
 - Impact-resistant roofs
 - Impact-resistant windows
 - Operable storm shutters
 - Buildings wired for generators
 - These increased construction standards may be better applied as a generally applicable development standard than through the overlay district, since the wind load and potential impacts are independent of the flood zone
- Shoreline management
 - Mainly applies in CRO-NIZ because it's the primary CRO subdistrict along the shoreline
 - Allow existing hardened shorelines to remain, but prohibit conversion of natural shorelines to hardened (pending completion of a shoreline management plan as recommended in the CAMA Land Use Plan)

Table 2: Applicability of CRO Development Standards

	CRO-NIZ	CRO-M	CRO-L
Allowed Uses	New critical facilities prohibited	Per base zoning district	Per base zoning district
Impervious Surface Coverage	Most restrictive	Less restrictive	Least restrictive
Low Impact Development	Required	Required	Required
Stormwater Retrofit	Required (strictest threshold)	Required	Required

	CRO-NIZ	CRO-M	CRO-L
Increased Construction Standards	Required	Required	Incentivized
Shoreline Management	Required	Required	Required

Resilience Point System

Generally

- Applicable Town-wide
- Requires all development (with some limited exceptions) to achieve a certain “score” using the menu of options
 - OR could be entirely voluntary (incentive-driven)

Categories of Eligible Activities

- Flood resilience, e.g.:
 - Increased structure elevation (beyond FDPO requirement)
 - Increased open space
 - Increased tree protection
 - Increased tree planting
- Energy resilience, e.g.:
 - Solar-ready buildings
 - EV infrastructure
 - Orient buildings for solar access
- Water resilience, e.g.:
 - Structures include the installation of a gray water reuse system
 - Structures include installation of a permanent concrete cistern (with a certain minimum capacity)
- Environmental sustainability, e.g.:
 - Structures designed and certified to the standards of a sustainable building rating or national model green building code
- Environmental justice, e.g., development provides:
 - Publicly accessible parks and recreation areas
 - Childcare centers
 - Broadband access

Potential Incentives for a Voluntary Program

- Incentives should be related to the eligible activity
 - For example, an increase in overall structure height could be an incentive for increased freeboard but not for installation of a grey water reuse system
- Increased density
- Increased height
- Reduced parking
- Alternative road design and construction standards
- Expedited permitting
- Waived permitting fees