



**Town of Fairview
Planning Board Meeting
September 16, 2025**

1. Roll Call and Determination of Quorum --- Chairman Buchanan

The following Planning Board members were present: Chrisie Black, Doug Buchanan, Sharon Clontz, Josh Presley, Fred Rogers, Bill Thomas, Alex Karakosta (Alt.), and Rodney Stephens (Alt.). Absent: Mike Medlin

Others present: Ed Humphries, Land Use Administrator/Deputy Clerk; Teresa Gregorius, Town Clerk and Spencer Cox, Administrative Assistant

2. Approval of Minutes:

Fred Rogers made a motion to approve May 20, 2025, minutes. Ron Stephens seconded the motion. Board members Black, Buchanan, Clontz, Presley, Rogers, Thomas, and Stephens (Alt) voted yes (7-0).

3. Items of Business:

3.A. Michael Harvey, Vice President of NFocus and Community Planner – Present procedures for updating the town’s Unified Development Ordinance (UDO)

Ed Humphries provided an introduction, explaining that the Town Council had included funding in this year's budget to update the town's 20–25-year-old ordinance. They had hired NFocus to assist with this process, and Michael Harvey would be guiding the Planning Board through the update process.

Michael Harvey introduced himself and explained that the process would be somewhat fun, though there would likely be limitations due to state law requirements. He outlined the goal of the ordinance update, which was primarily to ensure consistency with state law. He noted that NFocus was also working with the town to update the comprehensive land use plan, which serves as the blueprint for community growth, while the land development ordinance is the implementation tool for that plan.

Harvey presented the current future land use map, explaining that it shows the town's vision for development, with most of the community designated as residential with

specific areas identified for commercial development. He emphasized that the zoning ordinance must implement the comprehensive plan.

Harvey explained the project timeline:

- Planning Board members would receive chapters of the updated code
- He would present each chapter at a Planning Board meeting
- Members would then have 30 days to review and provide comments
- The comprehensive plan would follow a similar process
- After reviewing all chapters, the full ordinance would be presented for recommendation

Harvey emphasized that NFocus was not dictating how the town should look or grow, but rather providing a framework consistent with state law while incorporating the town's vision. He noted there would be areas where state law left little flexibility.

Harvey then presented the first three articles of the draft ordinance:

Article 1 - Purpose and Authority:

- Consolidates scattered elements of the current ordinance into one section
- Establishes the ordinance's enactment and repeal of existing regulations
- Clarifies the relationship to the comprehensive plan
- Defines jurisdiction (noting the town doesn't have ETJ)
- Addresses bona fide farm regulations
- Expands authority sections to reference all applicable state laws
- Updates flood damage prevention requirements to match FEMA standards
- Addresses conflict with other laws and severability
- Provides rules for ordinance interpretation
- Includes provisions for state of emergency situations

Article 2 - Administration and Boards:

- Consolidates administrative functions and board functions
- Defines town council, planning board, and board of adjustment authorities
- Updates conflict of interest requirements
- Clarifies oath requirements for staff and board members
- Defines administrator roles for planning, zoning, subdivision, floodplain, and watershed
- Explains the technical review committee concept
- Establishes rules for meetings and hearings\

Article 3 - Permits and Procedures:

- Consolidates all permit standards into one document
- Creates a table showing who reviews and approves different applications
- Updates application filing procedures
- Addresses timely processing of applications
- Includes pre-application conference options
- Defines application completeness standards

- Includes neighborhood meeting provisions
- Incorporates permit choice and ordinance choice rules
- Provides detailed procedures for each permit type

Harvey addressed several questions from board members:

- Explained the recent changes to conflict of interest requirements
- Clarified standing requirements for board of adjustment hearings
- Discussed the challenge of "down zoning" properties under state law
- Addressed concerns about state-imposed application processing timeframes
- Explained watershed versus floodplain regulations
- Discussed potential new state legislation that might impact local zoning authority

Harvey concluded by explaining that next month they would review Article 4 (Districts) and begin discussing the comprehensive plan update, including survey results and demographic data. He noted that 68 community surveys had been returned so far. He also mentioned that NFocus provides a two-year warranty period after ordinance adoption to address any issues that arise.

4. Public Comments: NONE

5. Adjournment

Fred Rogers made a motion to adjourn the meeting. Ron Stephens seconded the motion. Board members Black, Buchanan, Clontz, Presley, Rogers, Thomas, and Stephens (Alt) voted yes (7-0).

Respectfully submitted,

Teresa Gregorius
Town Clerk

Doug Buchanan
Chairman

Approved this 21st day of October 2025