

## STAFF REPORT

**DOCKET #** UDO-241

**STAFF:** [Aaron King](#)

### **REQUEST**

Zoning text amendment proposed by the City-County Planning Staff to amend Chapter B of the *Unified Development Ordinances* to revise the requirements for property descriptions submitted with zoning map amendments (UDO-241).

### **BACKGROUND**

When a rezoning request is submitted to the Planning Department for review, the subject property of the rezoning must be adequately described. For rezoning requests that involve only whole tax lots, the property can be described on the rezoning application and ordinance by simply listing the Parcel Identification Numbers (PINs). When a rezoning request includes a portion of a tax lot, the UDO requires that a metes and bounds description of the property be included in order to accurately depict where new zoning lines might be located.

Rezoning requests that include portions of tax lots are often more difficult for the applicant and staff. For the applicant, the current UDO requires them to obtain a survey of the property and then have the survey data transformed into the written metes and bounds property description. For staff, the property description has to be manually entered into the GIS zoning layer. This process is usually time consuming and often ends with multiple revisions to the property description being required.

### **ANALYSIS**

Over the past few years, staff has received feedback from customers and surveyors regarding how partial lot rezonings are processed. Staff believes this text amendment will: (1) make the application process easier and less expensive for applicants, and (2) reduce the staff time involved in mapping these requests.

This text amendment essentially deletes the requirement for a written metes and bounds property description. In lieu of the written description, a survey of the property will be satisfactory in order to describe the property being rezoned. Planning staff is confident that the survey data will be easier to work with than a written property description. Whether UDO-241 is approved or not, partial lot rezonings require a survey of the subject property. The difference is- if UDO-241 is approved, the applicant no longer has to pay an attorney or surveyor to take the survey data and transform it into a written metes and bounds description.

Staff believes UDO-241 will make the rezoning process less expensive and easier for future applicants to navigate. It will also reduce the amount of staff time dedicated to mapping these types of requests.

**RECOMMENDATION**

**APPROVAL**

## UDO-241

### A UDO TEXT AMENDMENT PROPOSED BY CITY-COUNTY PLANNING BOARD STAFF TO AMEND CHAPTER B OF THE *UNIFIED DEVELOPMENT ORDINANCES* TO REVISE THE REQUIREMENTS FOR PROPERTY DESCRIPTIONS SUBMITTED WITH ZONING MAP AMENDMENTS

Be it ordained by the City-County Planning Board of Winston-Salem/Forsyth County, North Carolina, that the *Unified Development Ordinances* is hereby amended as follows:

**Section 1.** Chapter B, Zoning Ordinance, Section 6-2.1(K) of the UDO is amended as follows:

## Chapter B – Zoning Ordinance

### 6-2 ORDINANCE AMENDMENTS: ZONING TEXT AND OFFICIAL ZONING MAPS

#### 6-2.1 GENERAL USE DISTRICTS

##### (K) Property Description

A description of the property for which rezoning is requested shall be included with the petition. Such description shall be by reference to the latest available parcel identifier as maintained by the Forsyth County Tax Assessor's GIS database, and shall include reference to a recorded plat if available. If a portion of a lot(s) is included in the petition, ~~a written metes or bounds description from a field survey or computed description no older than 5 years from the date of submittal shall be submitted; said description shall be based on 1983 North American Datum (NAD) and shall define a closed polygon~~ a sealed survey clearly depicting the property included in the rezoning request shall be submitted. A copy of the most current deed of the property to be rezoned shall also be submitted.

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