

November 10, 2009

**City of Raleigh  
UDO Advisory Group**

**Roles and Responsibilities**

1. The Advisory Group shall consist of thirteen members to be appointed by the City Council.
2. The role of the Advisory Group is to provide guidance to the City of Raleigh as they revise the zoning, site plan and subdivision ordinances into a Unified Development Ordinance (UDO). Guidance shall consist of working with the Planning Department to review and discuss concepts, recommendations and working drafts of the UDO.
3. The Advisory Group shall review the consultant's scope of work that was approved by the City Council. The City of Raleigh is contractually obligated to adhere to the scope of work. The scope of work has tasks, milestones and deliverables that cannot be changed without modifying the contract and fee by mutual consent by the consultant and City Council.
4. The Advisory Group represents a diversity of community and stakeholder groups who are willing to engage in a candid and thoughtful discussion in executing this task.
5. The Advisory Group was not part of the original scope of work. City staff will work with the consultants to confirm the number of meetings, the key milestones to hold a meeting as well as the month the meetings will be held.
6. The Advisory Group will be convened at least seven times between December 2009 and January 2011. However, more meetings may be needed to allow the Advisory Group time to review and offer comments on key elements of the UDO. Key milestones for Advisory Group to meet include (tentative):
  - Orientation, Review Scope of Work (1 meeting)
  - Diagnostic Report (1 meeting)
  - Confirmation of Direction (1 meeting)
  - Draft Modules and Form Based Code Testing (3 meetings)
  - Public Review Draft (1 meetings)
7. The City of Raleigh will provide the Advisory Group with the necessary background documents.
8. The City of Raleigh has retained Code Studio as the lead consultant. Advisory Group members will communicate directly with City staff and not with the lead consultant unless specifically coordinated.
9. The Advisory Group is part of a broader public outreach strategy that includes meetings with Boards and Commissions, community meetings, stakeholder meetings and small group discussions.

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10. Advisory Group members will engage in open dialogue, which allows for the voicing of different opinions and recognition that everyone in the room is responsible for the process.
11. Advisory Group members participate as individuals. It is recognized that some members of the Advisory Group represent or work with groups or constituencies and were selected because of their role in these groups. These members should take care in delineating their personal views from organizational interests in Advisory Group deliberations.
12. When speaking with others outside the Advisory Group (such as the media), Advisory Group members should indicate that they are not speaking on behalf of the Advisory Group. They should present only their own views. They should conscientiously refrain from expressing, characterizing or judging the views of others.
13. Each member of the Advisory Group takes responsibility for attending meetings, reading distributed materials, and participating in Advisory Group meetings. To the extent possible, members should not send "alternates" to represent them in the event they are unable to attend.
14. The Advisory Group shall acknowledge that the Planning Commission is the City's official body as stated in the City Charter Section 6.38 to offer recommendations (called a Certified Recommendation) on zoning and land use matters. The City Council, as the legislative body, will make the final determination on the adoption of the UDO. A joint City Council and Planning Commission public hearing will be held. After the public hearing, the City Council will refer the UDO to the Planning Commission to issue a Certified Recommendation. Upon receiving the Planning Commission's recommendation, the City Council will make a final determination to adopt the UDO, not to adopt or refer the matter back to the Planning Commission.
15. The City of Raleigh shall work towards consensus with the Advisory Group in producing the recommendations. Advisory Group must keep in mind that the final product is an ordinance that must meet legal standards. On issues where consensus or common ground cannot be found, differences of opinion shall be documented in meeting minutes and, as needed, in the staff report accompanying transmittal of the final UDO to the Planning Commission and City Council.
16. Advisory Group members will be aware of the limited time in the meetings and will therefore express themselves succinctly to allow time for others to share their thoughts and opinions.