

Section 9.09 Decision Matrix.

A. Decision Determination

Throughout this UDO, there are requirements for various types of approvals of *development petitions, development plans, waivers, preliminary plans, UDO permits* and other approvals as a pre-requisite to development. All such approvals which have been cross-referenced to Section 9.09 – Decision Matrix of this UDO and shall be determined in the manner specified in Table 9.09 – A: Decision Matrix, below and in the Town of Holly Springs Development Procedures Manual.

B. Decision Matrix

Table 9.09 – A: Decision Matrix that follows, lists the various types of approvals of *development petitions, development plans, waivers, preliminary plans, UDO permits* and other approvals, and indicates the process required to obtain said approvals. The abbreviations contained in Table 9.09 – A: Decision Matrix shall be interpreted as follows:

1. A = Appeal. The *development petition* shall be heard only in the case of an appeal of a determination provided by another board, agency or the *Director*.
2. C = Comment. May provide written review comments for a *development petition*.
3. D = Determination. Authority has been delegated under this UDO to this board, agency or the *Director* to make a final determination for a *development petition*.
4. H = Public Hearing. Action is to be taken after a public hearing for which notice has been sent to all interested parties.
5. J = Joint Public Hearing. Initial petition review is accomplished at a joint public hearing of the *Planning Board* and *Town Council*. [Amended Ordinance #04-06]*
6. M = Public Meeting. Action is to be taken after a meeting which is open to the public to attend and monitor.
7. R = Recommendation. This board, agency or the *Director* has been delegated the responsibility to make a recommendation to another board to assist that board, agency or the *Director* in making a final determination.

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Decision Matrix

Table 9.09 – A: Decision Matrix

	Development Petition	Director	Technical Review Committee	Planning Board	Board of Adjustment	Town Council
(1)	Development Plan for Development Options or Infill Development Options in R-30, R-20, R-15, R-10 and R-8 [Amended Ordinance #15-11]*	C, R	—	R, M	—	D, H
(2)	Development Plan for Architectural and Site Design Reviews in R-MF-8 & R-MF-15	C, R	—	R, M	—	D, H
(3)	Development Plan for Architectural and Site Design Waivers in R-MF-8 & R-MF-15	C, R	—	R, M	—	D, H
(4)	Development Plan for Architectural and Site Design Reviews in TV ((in conjunction with a Special Exception Use or <i>Gross Floor Area</i> > 20,000) [Amended Ordinance #04-11, Ordinance #09-06, Ordinance #09-21, #12-05]*	C, R	—	R, M	—	D, M
(5)	Development Plan for Architectural and Site Design Reviews in TV (<i>Gross Floor Area</i> =/< 20,000 Added Ordinance #09-21]	C, D	—	—	—	A,M
(6)	Development Plan for Architectural and Site Design Waivers in TV (in conjunction with a Special Exception Use or <i>Gross Floor Area</i> > 20,000) [Amended Ordinance #04-11, Ordinances #08-14, 09-06, Ordinance #09-21, #12-05]*	C, R	—	R, M	—	D, M
(7)	Development Plan for Architectural and Site Design Waivers in TV (<i>Gross Floor Area</i> =/< 20,000) [Added Ordinance #09-21]	C, D	—	—	—	A,M

A = Appeal C = Comment D = Determination H = Public Hearing
M = Public Hearing Meeting R = Recommendation
J = Joint Public Hearing with *Town Council* [Amended Ordinance #04-06]

Table 9.09 – A: Decision Matrix (Continued)						
	Development Petition	Director	Technical Review Committee	Planning Board	Board of Adjustment	Town Council
(8)	Development Plan for Non-Gateway Corridor Architectural and Site Design Reviews in LB, CB, OR, GB (in conjunction with a Special Exception Use or Gross Floor Area > 20,000) [Amended Ordinance #09-21, #12-05]*	C, R	D, M	—	—	A, M
(9)	Development Plan for Non-Gateway Corridor Architectural and Site Design Reviews in LB, CB, OR, GB (Gross Floor Area =/< 20,000) [Added Ordinance #09-21]	C, D	—	—	—	A, M
(10)	Development Plan for Non-Gateway Corridor Alternate Compliance with Architectural and Site Design Requirements in LB, CB, OR, GB (in conjunction with a Special Exception Use or Gross Floor Area > 20,000) [Amended Ordinance #08-14, #09-21, #12-05]*	C, R	D, M	—	—	A, M
(11)	Development Plan for Non-Gateway Corridor Alternate Compliance with Architectural and Site Design Requirements in LB, CB, OR, GB (Gross Floor Area =/< 20,000) [Added Ordinance #09-21]	C, D	—	—	—	A, M
(12)	Development Plan for Gateway Corridor Architectural and Site Design Reviews LB, CB, OR, GB (in conjunction with a Special Exception Use or Gross Floor Area > 20,000) [Amended Ordinance #09-21, #12-05]*	C, R	—	R, M	—	D, M

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Table 9.09 – A: Decision Matrix (Continued)

	Development Petition	Director	Technical Review Committee	Planning Board	Board of Adjustment	Town Council
(13)	Development Plan for <i>Gateway Corridor</i> Architectural and Site Design Reviews LB, CB, OR, GB (<i>Gross Floor Area</i> \leq / $<$ 20,000) [Added Ordinance #09-21]	C, D	—	—	—	A, M
(14)	Development Plan for <i>Gateway Corridor</i> Alternate Compliance with Architectural and Site Design Requirements in LB, CB, OR, GB (in conjunction with a Special Exception Use or <i>Gross Floor Area</i> $>$ 20,000) [Amended Ordinance #08-14, #09-21, #12-05]	C, R	—	R, M	—	D, M
(15)	Development Plan for <i>Gateway Corridor</i> Alternate Compliance with Architectural and Site Design Requirements in LB, CB, OR, GB (<i>Gross Floor Area</i> \leq / $<$ 20,000) [Added Ordinance #09-21]	C, D	—	—	—	A, M
(16)	Development Plan for <i>Non-Gateway Corridor</i> Architectural and Site Design Reviews in BT, RT, IT (in conjunction with a Special Exception Use or <i>Gross Floor Area</i> $>$ 20,000) [Amended Ordinance #09-21, 11-03, 12-05]*	C, R	D, M	—	—	A, M
(17)	Development Plan for <i>Non-Gateway Corridor</i> Architectural and Site Design Reviews in BT, RT, IT (<i>Gross Floor Area</i> \leq / $<$ 20,000) [Added Ordinance #09-21, Amended Ordinance #11-03]*	C, D	—	—	—	A, M

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Table 9.09 – A: Decision Matrix (Continued)

	Development Petition	Director	Technical Review Committee	Planning Board	Board of Adjustment	Town Council
(18)	Development Plan for Non-Gateway Corridor Alternate Compliance with Architectural and Site Design Requirements in BT, RT, IT (in conjunction with a Special Exception Use or <i>Gross Floor Area</i> > 20,000) [Amended Ordinance #09-04, #09-21, 11-03, 12-05]*	C, R	D, M	—	—	A, M
(19)	Development Plan for Non-Gateway Corridor Alternate Compliance with Architectural and Site Design Requirements in BT, RT, IT (<i>Gross Floor Area</i> =/< 20,000) [Added Ordinance #09-21, Amended Ordinance #11-03]*	C, D	—	—	—	A, M
(20)	Development Plan for Gateway Corridor Architectural and Site Design Reviews BT, RT, IT (in conjunction with a Special Exception Use or <i>Gross Floor Area</i> > 20,000) [Amended Ordinance #09-21, 11-03, 12-05]*	C, R	—	R, M	—	D, M
(21)	Development Plan for Gateway Corridor Architectural and Site Design Reviews BT, RT, IT (<i>Gross Floor Area</i> =/< 20,000) [Added Ordinance #09-21, Amended Ordinance #11-03]*	C, D	—	—	—	A, M
(22)	Development Plan for Gateway Corridor Alternate Compliance with Architectural and Site Design Requirements in WD, LI & GI (in conjunction with a Special Exception Use or <i>Gross Floor Area</i> > 20,000) [Amended Ordinance #09-04, #09-21, 11-03, 12-05]*	C, R	—	R, M	—	D, M

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Table 9.09 – A: Decision Matrix (Continued)						
	Development Petition	Director	Technical Review Committee	Planning Board	Board of Adjustment	Town Council
(23)	Development Plan for <i>Gateway Corridor</i> Alternate Compliance with Architectural and Site Design Requirements in BT, RT, IT (<i>Gross Floor Area</i> =< 20,000) [Added Ordinance #09-21, Amended Ordinance #11-03]*	C, D	—	—	—	A, M
(24)	Development Plan for Architectural and Site Design Review and/or Waivers or Alternate Compliance for Town Projects (in conjunction with a Special Exception Use or <i>Gross Floor Area</i> > 20,000) [Added Ordinance #09-06, Amended Ordinance #09-21, #12-05]	C, R	—	—	—	D, M
(25)	Development Plan for Architectural and Site Design Review and/or Waivers or Alternate Compliance for Town Projects (<i>Gross Floor Area</i> =< 20,000) [Added Ordinance #09-21]	C, D	—	—	—	A, M
(26)	Minor Amendments to Development Plans	D*	—	—	—	—
(27)	Zoning Map Change	C, R	—	R, M	—	D, H
(28)	Zoning Map Change for Conditional Use District/Permit [Added Ordinance #07-18]	C, R	—	R, M	—	D, H
(29)	Zoning Vested Rights [Added Ordinance #07-18]	C, R	—	—	—	D, H

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*Note: Appeals shall be heard by the body authorized to determine the initial *development plan* pursuant to this Table 9.09 – A

Table 9.09 – A: Decision Matrix (Continued)							
	Development Petition	Director	Technical Review Committee	Planning Board	Environmental Appeal Committee	Board of Adjustment	Town Council
(30)	Zoning Map Change for PUD (including initial PUD Master Plans)	C, R	—	J, R, M	—	—	D, H
(31)	Planned Unit Development – Minor Modifications	D	—	A, M	—	—	—
(32)	Planned Unit Development – Master Plan Approval (after expiration)	C, R	—	D, M	—	—	A, M
(33)	Administrative Appeal	C, R	—	—	—	D, H [Supplement #9-corrected typographical error]	—
(34)	Variance of Development Standards	C, R	—	—	—	D, H [Supplement #9-corrected typographical error]	—
(35)	Environmental Appeal [Added Ordinance #10-11]*	C, D	—	—	A, M	A, H	—
(36)	Environmental Variance [Added Ordinance #10-11]	C, R	—	—	D, M	A, H	—
(37)	Riparian Buffer Waiver [Added Ordinance #13-09]	C, D	—	—	A, M	A, H	—
(38)	Riparian Buffer Appeal [Added Ordinance #13-09]*	C, R	—	—	D, M	A, H	—

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* Amended Supplement #14

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Table 9.09 – A: Decision Matrix (Continued)

	Development Petition	Director	Technical Review	Planning Board	Board of Adjustment	Town Council
(39)	Special Exception Uses	C, R	—	R, M	—	D, H
(40)	Special Exception Uses for Town Projects	C, R	—	—	—	D, H
(41)	Master Plan / Preliminary Plan [Amended Ordinance #09-06]	C, R	—	J (PUD Master)	—	D, M
(42)	Minor Amendment to Master Plan/Preliminary Plan [Added Ordinance #09-06]	D*	—	—	—	—
(43)	Final Plat [Amended Ordinance #09-06]	D	—	—	—	A, M
(44)	Master Sign Plan without waivers of sign regulations [Added Ordinance 13-07]*	D	—	—	—	A, M
(45)	Master Sign Plan with waivers of sign regulations [Added Ordinance 13-07]*	C, R	—	R, M	—	D, M
(46)	Amendment to Master Sign Plan without waivers of sign regulations [Added Ordinance 13-07]*	D	—	—	—	—
(47)	Amendments to Master Sign Plan with waivers of sign regulations [Added Ordinance 13-07]*	C	—	—	D, H	—

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Table 9.09 – A: Decision Matrix (Continued)

	Development Petition	Director	Technical Review Committee	Planning Board	Board of Adjustment	Town Council
(48)	Waivers of <i>Off-Street Parking Regulations</i> -Section 7.04, E., 4. In All <i>Districts</i> (except as specified in 49 or in conjunction with a Special Exception Use) [Added Ordinance #07-12, Table Line Reference Modified Ordinance #13-07; Amended Ordinance #09-21, #12-05]*	C, R	—	R, M	—	D, M
(49)	Waivers of <i>Off-Street Parking Regulations</i> -Section 7.04, E., 4. In the LB, TV, OR, CB, GB, BT, RT, IT <i>District</i> Associated with a Development Plan with a <i>Gross Floor Area</i> =/ <20,000 sq. ft. [Added Ordinance #09-21; Amended Ordinance #11-03]*	C, D	—	—	—	A, M
(50)	Waiver of <i>Off-Street Loading Regulations</i> -Section 7.05, In All <i>Districts</i> (except as specified in 51 or in conjunction with a Special Exception Use) [Added Ordinance #14-07]*	C, R	—	R, M	—	D, M
(51)	Waivers of <i>Off-Street Loading Regulations</i> -Section 7.05, in the LB, TV, OR, CB, GB, BT, RT & IT <i>District</i> associated with a Development Plan with a <i>Gross Floor Area</i> =/ <20,000 sq. ft. [Added Ordinance #14-07]*	C, D	—	—	—	A, M
(52)	Waivers of Layout, Design and Procedure Regulations of Section 7.06, 7.07, 7.08 or 9.05, B [Supplement #6 corrected typographical error]	C, R	—	—	—	D, M
(53)	Waiver of Pedestrian Circulation and Vehicular Area Design in All <i>Districts</i> (except as specified in 54 or in conjunction with a Special Exception Use or) [Amended Ordinance #09-21, 12-05; Table Line Reference Modified Ordinance #13-07, 14-07]*	C, R	—	R, M	—	D, M

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Table 9.09 – A: Decision Matrix (Continued)

	Development Petition	Director	Technical Review Committee	Planning Board	Board of Adjustment	Town Council
(54)	Waiver of Pedestrian Circulation and Vehicular Area Design in the LB, TV, OR, CB, GB, BT, RT, & IT District associated with a Development Plan with a <i>Gross Floor Area</i> =/ <20,000 sq. ft. [Added ordinance #09-21; Amended Ordinance #11-03]	C, D	—	—	—	A, M
(55)	Incentives for the Preservation, Rehabilitation, or Adaptive Reuse of Historic Structures [Added Ordinance 18-11]*	C, R	—	R, M	—	D, M
(56)	UDO Permits [Renumbered Ordinance 18-11]*	D	—	—	A, H	—

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H = Public Hearing