

Pender County Planning and Community Development

Planning Division

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MINUTES

**Pender County Planning Board Meeting
Wednesday April 8, 2015 7:00 p.m.
Pender County Public Meeting Room
805 S. Walker Street, Burgaw, North Carolina**

Call to Order: Chairman Williams at 7:06 pm.

Roll Call: Chairman Williams

Pender County Planning Board Members:

Williams: McClammy: Baker: Edens: Fullerton: Marshburn: Nalee:

- 1. Adoption of the Agenda:** Board member Marshburn made the motion to adopt the agenda; seconded by Board member Edens. The vote was unanimous.
- 2. Adoption of the Minutes: (March 3, 2015)** Board member Baker made the motion to adopt the minutes; seconded by Board member Marshburn. The vote was unanimous.
- 3. Public Comment:** No sign-ups for public comment. Hiram Williams stated that he would like to go on record and congratulate Attorney Thurman on the Duke Blue Devils winning the championship.

(Public Hearings Open)

Director Breuer Thanked Chairman Williams for attending the March 16, 2015 Board of Commissioners' meeting.

4. Zoning Text Amendment:

Pender County, applicant, is requesting the approval of a Zoning Text Amendment to the Pender County Unified Development Ordinance. The request is to clarify requirements for the Planned Development zoning district by amending Sections 4.8, 4.14, and 6.1 and to revise the review procedures for by-right development review by amending Sections 2.3, 2.5, 2.9, 2.11, 3.4, 3.5, 3.7, 3.8, 3.9, 3.10, and 6.1. Director Breuer presented the requested Zoning Text Amendment in two (2) parts, part one (1) of Director Breuer's presentation was the request to revise the review procedures for by-right development; Director Breuer gave a very detailed presentation of the proposed revisions, which included the changes within the Unified Development Ordinance, the process of review, and approval authority. Staff also presented the Board with a revised flow chart of the Master Development Plan process, an example of the interactive project chart that would be available on the Pender County website, an example letter that would be sent to adjacent property owners of proposed projects, that would include a site map with details regarding the project; and an example of the information that would be on signs posted on the proposed site. Director Breuer concluded part one (1) of the Zoning Text Amendment request by asking the Board if they had any questions or comments. Board member Baker made the following comments; his request for the Planning Board minutes be provided to the Board of Commissioners was supported by the statement included on the first page of the Text Amendment application, which stated that *"Before taking action on a text amendment, the County Commissioners shall consider the recommendations of the Planning Board"*, letters sent to adjacent property owners needed to be dated, and an expiration date for comments

needed to be stated in the letter and on the posted sign. Director Breuer noted Board member Baker's comments and stated that the purpose of the letters and the posted signs was to inform the public and give contact information for anyone that may want additional information but if the Board felt such a date was needed staff could align a closed comment date with the Technical Review Committee meeting date. Board member Baker asked when projects would be posted on the website; Director Breuer replied immediately after a complete application was submitted. Chairman Williams commented that he would prefer no dates on any notices be tied to the Technical Review Committee meeting, that it was a public meeting and anyone could attend but, the purpose of the meeting could get interrupted if the public came to voice their comments or concerns. Board member Nalee suggested that language explaining what By-right means should be included on the website, Director Breuer noted Board member Nalee's suggestion and stated that the definition was included in the proposed notification letter.

Director Breuer presented part two (2) of the Zoning Text Amendment, to clarify requirements for the Planned Development zoning district. Director Breuer gave a very detailed presentation of the proposed revisions, which included the changes within the Unified Development Ordinance. Director Breuer concluded part two (2) of the Zoning Text Amendment request by asking the Board if they had any questions or comments. Board member Edens commented that the text amendment was a step in the right direction. Chairman Williams asked if current Master Development plans in the Planned Development District be effected by the proposed amendment; Director Breuer answered no.

Board member Edens made a motion to approve the requested Zoning Text Amendment as presented; seconded by Board member Nalee. The vote was unanimous.

(Public Hearings Closed)

5. Discussion Items:

a. Planning Staff Items:

- i. **Collector Street Plan Steering Committee Makeup:** Director Breuer reviewed the memorandum provided to the board and stated that the process of selecting a consultant would take about nine (9) months, and asked if any of the Board members would be interested in serving on the Steering Committee. Board member Edens asked what type of commitment it would be; Director Breuer stated that there would be four (4) meetings over a nine (9) month period. Chairman Williams and Board member Edens volunteered to serve on the Collector Street Plan Steering Committee.
- ii. **Comprehensive Plan Update – Draft Schedule:** Director Breuer reviewed the memorandum provided to the board and stated that the update would depend on budget approval, if approved a consultant would be hired and the process of selecting a consultant would take about eighteen (18) months.
- iii. **MPO Meeting:** Director Breuer encouraged the Board to attend the MPO open house meeting being held on April 23, 2015 at the Hampstead Annex. Chairman Williams also recommended that the Board members attend the meeting.
- iv. **Senior Planner O'Hare** gave the Board a brief update on the Technical Review Committee meeting agenda. Chairman Williams stated that he would be in attendance.

b. Planning Board Members Items:

Chairman Williams asked Director Breuer to explain the outcome of the previous Zoning Text Amendment case the Planning Board denied; Director Breuer explained that in February the Board denied Four Points Recycling's request for the approval of a Zoning Text Amendment to the Pender County Unified Development Ordinance, to amend Section 5.2.3 to add a Solid Waste Compost Facilities as a permitted use in the GB, General Business zoning district; the Zoning Text Amendment was presented to the Board of Commissioners at their March 16, 2015 meeting where they voted unanimously to pass a motion to approve the Zoning Text Amendment request, specifically to amend Section 5.2.3 to allow for Other Nonhazardous Waste Treatment and Disposal permitted by Special Use in the GB, General Business zoning district. The change from the originally requested permitted by-right in the GB, General Business zoning district was agreed upon by the applicant at the time of the public hearing with the Board of County Commissioners. The Board held a brief discussion on their thoughts of the outcome.

6. Next Meeting: May 5, 2015, Chairman Williams announced that he would not be able to attend the meeting in May and asked that Vice-Chairman McClammy be advised.

7. Adjournment: 8:30 pm