

# Pender County Planning and Community Development

## Planning Division

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## MEMORANDUM

**To:** Pender County Planning Board

**From:** Megan O'Hare, Senior Planner

**Date:** September 1, 2015

**RE:** Addressing Ordinance Changes

The Geographic Information System (GIS) Division is a new division within the Planning and Community Development Department. Within the GIS Division addressing services are provided. Two Ordinances administered by the Addressing Coordinator in coordination with Emergency Services are; the Addressing and Display Ordinance and the Road Naming Ordinance. As these positions work closely with Planning Staff toward compliance on various development proposals there are several updates to the Pender County Unified Development Ordinance which will improve customer service and more clearly identify steps for approval.

One amendment proposed is to include the Addressing Coordinator as a required signatory on a residential subdivision Final Plat for recordation at the Register of Deeds. By formally including the Addressing Coordinator in this approval, all roadway arrangements, connections and road names are finalized with Emergency Services. The Addressing Coordinator is a part of the TRC to provide comments to the applicant in the preliminary development phases and a required signature on the Preliminary Plat. An additional signature line on the Final Plat will provide assurance that road names have been reviewed and are in compliance limiting potential safety issues in the future mainly by eliminating the potential for duplicate road names to be issued. This addition will be in Appendix D; Typical Forms and Surveyor Notes.

### Reviewed and Approved by the Addressing Coordinator

Addressing Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

The second amendment proposed would be to add the definition of Addressing Coordinator to the Unified Development Ordinance. The Road Naming Ordinance defines Addressing Coordinator as; the official charged with administration of this ordinance including their authorized representatives. Planning Staff shall devise a new definition of this position and the

role in the Planning and Community Development Department in coordination with Emergency Services. This amendment would be required in Appendix A; Definitions.

A third amendment proposal is to allow for clusterboxes to be identified as a permitted use in dedicated open space within a development. After meeting with representatives from the US Postal Services, individual mailbox locations at residences and commercial office parks are no longer permissible in an effort to increase efficiency. Pender County Planning Staff proposes to amend the Unified Development Ordinance to allow for these structures to be designed in open space and outside of the identified NCDOT right of way. This portion of the text amendment would allow developers to design clusterbox locations, especially for ingress and egress at the preliminary development stages rather than as they are working with the Postal Service for mail services after the development is finalized. This amendment would be incorporated into the Open Space text in Section 7.6 of the Pender County Unified Development Ordinance.

In an effort to provide efficient customer service and development approvals, Staff is proposing to present the three items discussed as a text amendment for the Planning Board's review in October.