

# Pender County Planning and Community Development

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## MINUTES

**Pender County Planning Board  
Work Session  
Tuesday, March 3, 2015 6:00 p.m.  
Pender County Public Meeting Room  
805 S. Walker Street, Burgaw, North Carolina**

**Call to Order:** Director Breuer called the work session to order at 6:07 pm.  
*Senior Planner and Director Breuer introduced Ron Meredith; Planner I, to the Board members, Board members welcomed Mr. Meredith.*

**Roll Call:** There was not an official roll call due to there not being quorum; the following were present:  
Pender County Planning Board Members:  
Williams: \_\_\_ McClammy: \_\_\_ Baker:  X  Edens: \_\_\_ Fullerton:  X  Marshburn:  X  Nalee: \_\_\_  
*Vice-Chairman McClammy and Chairman Williams arrived after the work session began*

- 1. By-Right and Master Development Plan Zoning Text Amendment (ZTA):** Director Breuer gave background information and reviewed the memorandum provided to the Board explaining the proposed changes for the By-Right Development Review Process. Director Breuer stated that the new process would eliminate the Planning Board holding a public hearing, staff would create a reporting system to keep the Board updated, and notifications would still be sent to adjacent property owners, staff provided the Board with an example of the information that would be included in the notifications. Director Breuer gave an overview of a webpage being created to keep the citizens informed of different projects taking place within the County. Director Breuer asked the Board for direction on placing notification signs on properties since no legal notices would run in the paper and if the Boards' direction was to place notification signs on properties, staff would need to budget for more signs, language would have to be crafted and a time frame would need to be set; it was the Boards' recommendation to place notification signs on the properties, Vice-Chairman McClammy recommended that the notifications sent to adjacent property owners should have added language explaining why they are receiving the notice; Director Breuer responded that staff would prepare a sample notification and sign to present with the text amendment. Director Breuer stated that staff would communicate the recommended changes to the Board of Commissioners at their March 16, 2015 meeting and asked that a Board member to attend, Chairman Williams stated that he would attend.
- 2. Planned Development (PD) Zoning District:** Director Breuer gave background information, reviewed the memorandum provided to the Board explaining the options for the Planned Development Zoning District, and thanked the Chairman and Vice-Chairman for their time and assistance. Director Breuer stated that staff recommended option 1; the Board recommended that staff move forward with option 1. Director Breuer stated that staff would present the draft text to the Board in April.
- 3. Current Permit Figures:** No discussion or information given
- 4. Adjournment: 6:57 pm**