

Pender County Planning and Community Development

Planning Division

805 S. Walker Street
PO Box 1519
Burgaw, NC 28425



Phone: 910-259-1202
Fax: 910-259-1295
www.pendercountync.gov

MINUTES

**Pender County Planning Board Meeting
Tuesday, August 4, 2015 7:00 p.m.
Pender County Public Meeting Room
805 S. Walker Street, Burgaw, North Carolina**

Call to Order: Chairman Williams called the meeting to order at 6:58 pm

Roll Call: Chairman Williams

Pender County Planning Board Members:

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

- 1. Adoption of the Agenda:** Board member Fullerton made the motion to adopt the agenda; seconded by Vice-Chairman McClammy. Director Breuer requested to change the order of the discussion items to discuss item ii. Collector Street and Comprehensive Land Use Plans Update, first. The vote was unanimous.
- 2. Adoption of the Minutes: (July 8, 2015)** Board member Marshburn made the motion to adopt the minutes; seconded by Board member Fullerton. The vote was unanimous.
- 3. Public Comment:** No sign-ups for public comment.
- 4. Discussion Items:**
 - a. Planning Staff Items:**
 - i. Collector Street and Comprehensive Land Use Plans Update: Planner Christy reviewed the memo provided to the Board commenting that staff would provide monthly updates on the plans to the Board during their meeting. Planner Christy stated that the Collector Street Steering Committee members were appointed at the July 7, 2015 Board of Commissioners' meeting, the names of the seventeen (17) members were listed in the memo which included Chairman Williams and Board member Edens, Planner Christy commented that staff believed that there was good representation on the committee. Planner Christy announced the kick-off meeting would be held at the Hampstead Annex on Thursday, August 13, 2015 at 10:00 am, the goal of the first meeting will be to set a solid timeline. Planner Christy moved on to the Comprehensive Land Use Plan update stating that staff thought it would be important to have Allen Serkin provide his presentation prior to staff selecting a consultant. Planner Christy gave an overview on what staff had been working on and praised Taylor Hyatt, Planning Intern, for all of her hard work on establishing some ground work for the project. Planner Christy stated that staff would like to have any feedback regarding the draft version of the Request for Qualifications (RFQ) provided to the Board in their packet; discussion ensued between the Board members and staff regarding the RFQ and the selection process. Director Breuer

invited the Board members to be a part of the interview process if anyone wished to. Board member Fullerton commented that it would be of high importance to gather as much public input as possible. Vice-Chairman McClammy asked for clarification on the highlighted deadline dates in the memo; Planner Christy explained that the deadlines provided in the memo were fairly arbitrary and that staff was capturing milestones in the RFQ delivery and responses. Chairman Williams expressed his interest in attending the interviews and asked staff to keep the Board informed of upcoming dates regarding the plans timelines.

- ii. Development Update: Director Breuer reviewed the memo provided to the Board by Senior Planner O'Hare; commenting that there were twelve (12) cases reviewed in this quarter; a chart and maps were attached to the memo detailing where each project was located. Director Breuer advised the Board that the next TRC meeting would be presented by Pat O'Mahony and Ron Meredith, Current Planners, that Senior Planner O'Hare and himself would be in work session working on the new permitting software. Board member Edens asked would there be an opportunity for public training on how to use the new software; Director Breuer replied that once the software is available for public use, there would be the opportunity for training.
- iii. Buffer Update: Planner Christy reviewed the memo provided in the Board's packet, stating that the draft text was created from the Board's recommendations at the prior meeting. The Board held a discussion with staff regarding the proposed text and made the following comments and recommendations; for staff to keep in mind what happens to buffer requirements when a tract is subdivided; consider removing proposed text amendment language regarding the 1000' distance buffer; when the limit of disturbance is expanded on site, make sure the buffer is expanded; and ensure the definition of disturbance/development is captured within the UDO. Planner Christy stated that he would revise the draft with the Board's comments and recommendations and would present the item as a Zoning Text Amendment at the next Planning Board meeting.
- iv. Director Breuer updated the Board regarding the new division within the Planning Department stating that as of July 1, 2015, the GIS Department was moved under the Planning Department and staff would be bringing a text amendment before the Board to reflect the change to the Road Naming and Addressing Ordinances.

b. Planning Board Members Items: None

5. Next Meeting: September 1, 2015

6. Adjournment: 8:00 pm

The entire recording of the Planning Board Meeting is on file with the permanent records in the Planning Department office.