

# 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](http://www.pendercountync.gov)

## MINUTES

### Pender County Planning Board Work Session

Tuesday, December 1, 2015 6:00 p.m.  
Pender County Hampstead Annex Meeting Room 102  
15060 US HWY 17 N., Hampstead North Carolina

**Call to Order:** Chairman Williams called the Work Session to order at 6:40 pm

**Roll Call:** Chairman Williams

Pender County Planning Board Members:

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

*Director Breuer requested to add the adoption of the 2016 Meeting Dates calendar to the Agenda.*

- 1. Adoption of the Agenda:** Board member Fullerton made the motion to adopt the agenda as presented and to add Director Breuer's request; seconded by Board member Edens. The vote was unanimous.
- 2. Adoption of the Minutes: (Planning Board Meeting on November 4, 2015)** Board member Edens made the motion to adopt the minutes; seconded by Board member Nalee. The vote was three (3) in favor with Board members Fullerton and Baker abstaining from voting due to their absence from the meeting.
- 3. Adoption of the 2016 Meeting Dates Calendar:** Director Breuer presented the calendar to the Board and explained that the calendar was consistent with what the Board had approved in the past and that at this time no meetings were schedule to be held in Hampstead, but once the Pender County IT Department confirmed the audio and video equipment was completed at the Hampstead Annex, scheduled meetings could be held at that location.

Board member Edens made the motion to adopt the 2016 Meeting Dates Calendar as presented; seconded by Board member Fullerton. The vote was unanimous.

**4. Public Comment:** None

### **5. Items for Discussion**

- i. Collector Street Plan: Director Breuer reviewed the memo provided to the Board, highlighting survey results, proposed collector street plan network, cross sections for future collector roadways, policies regarding legal entities responsible for the maintenance of sidewalks and multiuse paths, and road maintenance agreements would be reviewed at the December 3, 2015 Steering Committee meeting. Chairman Williams asked if the Department of Transportation's Complete Street Plan conflicts with the proposed Collector Street Plan; Director Breuer stated that he would discuss the plans with the Department of Transportation and make sure that the plans are cohesive.

- ii. Comprehensive Land Use Plan: Director Breuer reviewed the memo provided to the Board and thanked the Board for their participation during the consultant interview process and stated that it is anticipated a contract with the chosen consulting firm Stantec will be presented to the Pender County Board of Commissioners in January. Board members stated that they liked Stantec's proposal for community involvement. Chairman Williams asked if the Collector Street Plan would be completed prior to the Comprehensive Land Use Plan; staff answered yes, the Collector Street Plan should be adopted by February 2016.
- iii. Cul-De-Sac Radius: Director Breuer reviewed the memo and figures for a short cul-de-sac, long cul-de-sac, and alternative design that were provided to the Board. Director Breuer stated that staff proposed a thousand (1,000) foot maximum for the length of a cul-de-sac and that the school officials and Fire Marshall agreed with staff's proposal. Board members discussed the need to limit the option of alternative designs for cul-de-sacs and that cul-de-sac reviews and recommendations should be site specific. Director Breuer stated that staff would relook at the proposal to include standards or conditions for alternative designs and present the item to the Board for additional discussion.
- iv. Announcements: Director Breuer announced the following; the Board would hold elections for the Chairman and Vice-Chairman at the January meeting, Board members whose terms will expire in January will receive an email with instruction on what to do if they wish to serve another term, Board member Marshburn has served the maximum allowed terms so he will not be able to apply, staff will be working on reformatting the staff report and would like to have any suggestions that the Board might have. Chairman Williams suggested that something needed to be incorporated to educate the citizens; Director Breuer stated that staff could look at incorporating language based on the type of case being heard, at the beginning of the staff report and the Chairman could read it prior to the public hearing. Board member Fullerton stated that staff already presents the materials well. Director Breuer also stated that staff could look into adding additional language to the legal mailings; Board member Nalee suggested that the notification area be extended beyond the adjacent properties.
- v. Board Members: Board member Edens asked if staff could provide her with a hard copy of the current Pender County Unified Development Ordinance; staff answered yes. Board member Baker asked if anything is ever given to the Commissioners regarding increases of school needs; Director Breuer answered yes, the tax office gives projections of yearly taxes and they are given various projections from other Departments for budgeting purposes.

**6. Next Meeting:** January 5, 2016

**7. Adjournment:** 7:50 pm