Pender County
Planning and Community Development

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MINUTES

Pender County Planning Board Meeting
Tuesday, January 5, 2016 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 7:02 pm

Roll Call: Chairman Williams
Pender County Planning Board Members:
Williams: X McClammy: X Baker: _ Edens: X Fullerton: X Marshburn: X Nalee: X

1. **Service Award Presentation: (Bill Marshburn)** Chairman Williams presented Board member Marshburn a service award on behalf of the Planning Board and staff, for his ten (10) years of service to Pender County, as a Planning Board member.

2. **Election of Officers: (Chairman/Vice-Chairman)** Chairman Williams turned the meeting over to Director Breuer; Director Breuer explained the policy and procedure for electing officers and opened the floor for nominations for Chairman of the Planning Board. Board member McClammy nominated Board member Williams to serve as the 2016 Planning Board Chairman; and stated that due to his new responsibilities with other commitments he would prefer to continue serving on the Planning Board as a regular board member and respectfully requested not to be nominated for Vice-Chairman. Board member Fullerton made a motion to elect Board member Williams as the 2016 Planning Board Chairman; seconded by Board member Edens. The vote was unanimous. Director Breuer opened the floor for nominations for Vice-Chairman of the Planning Board. Board member Fullerton nominated Board member Edens to serve as the 2016 Planning Board Vice-Chairman, Board member Edens commented that she would prefer to serve as a regular board member. Board member Edens nominated Board member Fullerton to serve as the 2016 Planning Board Vice-Chairman, Board member Fullerton commented that he would not feel comfortable serving in that position since he was fairly new to the Board and that it was still a learning curve for him. Director Breuer stated that there were two nominations so therefore the Board would vote for each nominee and the one with the most votes would serve has the Vice-Chairman. Board member Fullerton made a motion to elect Board member Edens as the 2016 Planning Board Vice-Chairman; seconded by Board member McClammy. The vote was one in favor of the motion and 6 opposed. Board member McClammy made a motion to elect Board member Fullerton as the 2016 Planning Board Vice-Chairman; seconded by Board member Edens. The vote was unanimous.

3. **Adoption of the Agenda:** Vice-Chairman Fullerton made the motion to adopt the agenda as presented; seconded by Board member Edens. The vote was unanimous.

4. **Adoption of the Minutes: (December 1, 2015)** Vice-Chairman Fullerton made the motion to adopt the minutes; seconded by Board member Edens. The vote was five (5) in favor with Board member McClammy abstaining from voting due to his absence from the December work session.

5. **Public Comment:** No sign-ups for public comment.

(Public Hearings Open)

6. **Zoning Text Amendment:**
Tracy Lange, applicant, requested the approval of a Zoning Text Amendment to the Pender County Unified Development Ordinance (UDO) to further clarify requirements for Pet Care Services (NAICS 812910) by delineating Pet Grooming Establishments. The proposal includes adding use standards specific to Pet Grooming Establishments in Section 5.3.11 and including a definition within Appendix A – Definitions. Senior Planner O'Hare presented and gave background information for agenda item six (6). Tracy Lange, applicant, thanked staff for their assistance and stated that she felt there was a need for pet grooming services in Pender County so residents would not have to get those services from other counties. Board member Edens asked the applicant if the only desire was grooming; Ms. Lange answered yes, there would be no type of boarding services provided and explained her experiences and business plan. Board member McClammy asked if the Zoning Text Amendment was approved would it allow this type of service in a residential area; Senior Planner O'Hare explained the zoning districts that the service would be allowed in and stated that it would not be a home occupation that is allowed in the Residential Performance (RP) district. There was a brief discussion regarding the types of residential districts and the close proximity of General Business (GB) zone properties to residential zoned properties. Vice-Chairman Fullerton asked if there were any licensing agencies for pet grooming services; Ms. Lange answered not currently. Vice-Chairman Fullerton asked staff why they were proposing the name "Pet Care Services", Director Breuer stated that the proposed name was consistent with the NAICS codes. There were no further questions for staff or the applicant.

Board member Edens made a motion to approve the requested Zoning Text Amendment as presented; seconded by Vice-Chairman Fullerton. The vote was unanimous. Director Breuer stated that the request would be presented to the Pender County Board of Commissioners at their February 16, 2016 meeting.
(Public Hearings Closed)

7. **Discussion Items:**
    a. **Planning Staff Items:**
        i. Collector Street and Comprehensive Land Use Plans Update: Director Breuer stated that there would be a Public meeting for the Collector Street Plan on January 21, 2016 at the Hampstead Annex, it would be the final public meeting for the project and hoped the Board members could attend. Direct Breuer stated that staff would give the Pender County Board of Commissioners an update on the plan at their January 19, 2016 meeting and would present the plan for adoption in February 2016. Director Breuer also invited the Board members to attend the steering committee meeting that would take place prior to the public meeting. Director Breuer mentioned the flyer staff had provided to the Board and stated that staff could supply extra copies of the flyer if any Board member would like to post them at their place of business. Director Breuer stated that staff was given revised alignments for collector streets which would be presented at the public meeting. Senior Planner O'Hare advised the Board that she would send them the revised roadway alignments via email.

            Director Breuer explained that in regards to the Comprehensive Land Use Plan, the county is currently working on a contract and scope of agreed upon work with

Stantec, that the quoted fee was more than what was budgeted for, but this was normal, feels confident that there will be an agreement, and a contract can be presented to the Pender County Board of Commissioners at their second meeting in February for approval. Director Breuer stated that staff had met with NC Wildlife representatives and the final contract with them was complete.

b. Planning Board Members Items:

Board member Edens asked for an update on Pluris as to when they would be going live. Director Breuer stated that he had asked for an update also and received an invitation for lunch and to tour the Pluris plant, that he and Ms. O'Hare would be going for that tour and would update the Board afterwards via an email; there was a brief discussion regarding the proposed live date, projects that had already been approved with the intent to use Pluris, and the construction progress. Director Breuer extended the invitation to tour the plant to the Board, Board member Edens stated that she would like to go on the tour. Discussion ensued regarding the process of connecting to Pluris's main lines.

Board member Nalee stated that she remembered that unlike the other consultants, Stantec never submitted a dollar amount only hours during the bid process, Director Breuer responded that she was correct and that it was normal for consulting firms to do that, but he was confident their price could be reduced to match what was budgeted.

Chairman Williams asked when the Technical Review Committee met; Senior Planner O'Hare answered that the meeting date had been changed to the first Tuesday of each month from 2:00 pm until 4:00 pm in the Board of Commissioners' meeting room, unless otherwise posted. Chairman Williams stated that he responded by email his desire to be reappointed to the Planning Board, but had not heard anything, Board member Nalee committed that she had not heard anything either; Director Breuer stated that he would follow up with the Clerk and send an email to the Board with an update.

8. **Next Meeting:** February 2, 2016

9. **Adjournment:** 8:00 pm

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