



**Town of Navassa
Planning Board Minutes**

May 12, 2010

7:30 PM

IN ATTENDENCE:

Planning Board Members: Al Beatty, Diane Graham, Walter Ballard, Robert McMillan

Planning Board Members Absent: None

Staff: Travis Barnes, Town Planner.

Other Attendees: Dorsey Jones Jr.

Call to Order: Al Beatty called the meeting to order at 7:35 PM.

Approval of Minutes: Mr. Walter Ballard made a motion that the April minutes be received and adopted with any necessary corrections. Ms. Graham seconded the motion and it passed unanimously.

OLD BUSINESS:

1. **Text Amendments (See Attachment):** Mr. Barnes stated that he is still working on researching and drafting language regarding the proposed text amendments designed to address existing deficiencies within the town's Zoning Ordinance including:
 - a) Solar Systems
 - b) Tree Preservation
 - c) Electronic Gaming/Sweepstakes/Internet Cafes

Mr. Barnes stated that he has been in contact with Alternative Energy Concepts, who is a Wilmington company that installs solar panels for residential and commercial properties. Alternative Energy Concepts has been very helpful at providing useful information regarding the proposed requirements for installing solar systems. Mr. Barnes stated that he has made substantial progress on the tree preservation article of the Zoning Ordinance but he is still researching language for the pay in lieu mechanisms that will be established for tree preservation. Mr. Barnes said that he trying to pay special attention to how all of the town's ordinances relate to one another when consider any proposed text amendments so that the Stormwater Ordinance, the Subdivision Ordinance, and the Zoning Ordinances are consistent in regards to tree preservation.

Mr. Beatty stated that he has been talking with staff regarding the draft Stormwater Ordinance and that he would like the Planning Board to review it at a special meeting. Mr. Barnes said that he would forward a copy of the draft ordinance for the Planning Board to review and then we could set up a special meeting for the Planning Board to provide comments on the stormwater ordinance. Mr. Beatty stated that he would like to staff to forward the draft ordinance as soon as possible and also stated that we will discuss the text amendments at next month's meeting.

NEW BUSINESS:

1. **Dove Court Replaced by M. Brown Lane:** Mr. Barnes asked the Planning Board members to refer to the map included in their agenda packets. As part of the CDBG, M. Brown Lane is being paved and extended to intersect with Church Street. The M. Brown Lane extension will eliminate the need for Dove Court seeing that it will be the same roadway. Dove Court currently does not have a street sign and there are no structures that have been built on the cul-de-sac so none of the adjacent parcels have been assigned addresses. Mr. Barnes stated that the existing address system on M. Brown Lane will be utilized on the extension of M. Brown Lane. Mr. Barnes stated that the Dove Court name originated from the Quail Meadows subdivision that was approved in 1981 before being in the town limits. Staff request's that the Planning Board recommend that the Town Council adopt a formal resolution renaming Dove Court to "M. Brown Lane." Mr. Beatty asked how the town's policy for renaming streets affects this and he suggested that we notify the adjacent property owners. Ms. Graham agreed that the property owners need to be made aware of the situation to eliminate any confusion that may arise. Mr. Barnes stated that he would send out written notification to the adjacent property owners.

2. **Sustainable Communities Planning Grant:** Mr. Barnes stated that the U.S. Department of Housing and Urban Development (HUD) recently appropriated \$100 million for regional planning grants. Small metropolitan or rural areas with a population of not more than 499,999 are eligible for grants up to \$2 million. In cooperation with other regional planning bodies and the Cape Fear Council of Governments, the Town of Navassa has been asked to seek funds to craft a Regional Plan for Sustainable Development. Staff has attended one meeting and is looking for input from the board on whether Navassa should participate. Mr. Barnes stated that this could be a good opportunity for the town but at this time he did not know enough about the grant to determine how much staff time it would require. Mr. Barnes stated that there were some disagreements over who should be stakeholders on the grant at the initial meeting and that these issues would need to be resolved before he would be willing to participate. Don Eggert with the Cape Fear Council of Governments would like for the regional plan to include Pender to Columbus County and many others felt that this geographical area is too large to develop a useful plan, and staff agrees with that argument. Mr. Beatty stated that he would like staff to continue to participate in the grant for now in order to determine whether or not it is a good opportunity for Navassa.

3. **Planning Board Applicant Criteria:** The Town Council has asked the Planning Board to develop an informal list of criteria for selecting future Planning Board members so that the council will be better able to appoint the best candidate to fill the vacancy. Mr. Beatty stated that he met with staff and came up with the following ideas, but that he would like the Planning Board to provide input as well:
 - Desire for improvement of the town and increased civic engagement
 - Regular attendance at meetings
 - Ability to communicate the thoughts and ideas of the community
 - Willingness to learn new ideas and concepts
 - Prior experience with planning or development is preferred, but not required

Mr. Barnes stated that six individuals have expressed interest in wanting to be on the Planning Board, however he has only received personal statements from two of those interested. Mr. Beatty stated that once the Planning Board vacancy is filled then the Town Council would appoint all of the Planning Board members to new terms, although they have the power to replace members of the board if they desire to do so. Ms. Graham stated that this is an informal list of requirements so they are not actually requirements. Mr. Barnes said that these are informal in nature and that they are designed to help the Town Council think about what would make a good planning board member. No Planning Board member added any criteria to the list.

STAFF REPORT:

1. **Development Summary:** There were 6 zoning compliance applications approved since the last board meeting: 1 for Roosevelt Toomer to construct a wooden walkway to his gazebo at 116 N. Navassa Road; 1 for Doretha Powell to place a manufactured home on her property at 1642 Cedar Hill Road; 1 for Louis Brown to place an accessory building at the CDC property located at 1183 Old Mill Road; 1 for Kristina Lazzari to construct a 6ft wooden shadowbox fence at 815 Waddell Street; 1 for Andrews Real Estate to construct a new single-family home at the newly created address of 819 Waddell Street; and 1 for Quintin Butler to construct a new single-family home at the newly created address of 1694 M. Brown Lane.

2. The CRC is reviewing the approved CAMA text amendments this month.

3. Laing Trail street renaming to “Buddy and Nita’s Way” public hearing will be held at the next Town Council meeting on May 20th.

4. **Update on Items from Town Council:**
 - a) *Planning Board Vacancy*- Carol Moore of 9519 Magnolia Drive; Ruby Brown of 220 Broadway Road; John Wells of 919 Bobby Brown Circle; Andre Andrews of Forest Hills Drive; Ms. Beverly Hutchinson of 1510 Everett Spring Drive in Lena Springs; and Dorsey Jones Jr. have expressed interest in the position and we have asked each of them to provide a personal statement to the Town Council for review
 - b) *Code Enforcement*- Still waiting on policy direction from the council
 - c) *SafeBuilt Inc*- Still waiting on policy direction from the council
 - d) *Town Attorney*- no update

CHAIR'S REPORT: Next Planning Board meeting will be Wednesday, June 9, 2010.

MEMBER COMMENTS:

ADJOURNMENT

Mr. Beatty entertains the motion for adjournment. Mrs. Graham seconds the motion for adjournment and the meeting was closed at 8:45 PM.

Minutes prepared by Travis Barnes, May 17, 2010.