



Town of Navassa
Planning Board Minutes
June 9, 2010
7:30 PM

IN ATTENDENCE:

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

Planning Board Members Absent: None

Staff: Travis Barnes, Town Planner.

Other Attendees: Councilman Craig Suggs and Dorsey Jones Jr.

CALL TO ORDER: Al Beatty called the meeting to order at 7:34 PM.

APPROVAL OF MINUTES: Mr. Walter Ballard made a motion that the May minutes be received and adopted with any necessary corrections. Ms. Graham seconded the motion and it passed unanimously.

Mr. Beatty asked the Planning Board to refer back to Item 3 of the May minutes that deals with the Planning Board responsibilities and applicant criteria that was established. Mr. Beatty reviewed the Planning Board responsibilities and then introduced Ms. Beverley Hutchinson as the new member to the Planning Board.

WELCOME NEW PLANNING BOARD MEMBER: Mr. Beatty introduced Ms. Hutchinson and asked her to provide the board with some background information about herself. Ms. Hutchinson stated that she has lived in Navassa for three years and resides in Lena Springs and she is excited about having an opportunity to move the community forward. Mr. Beatty then asked the rest of the Planning Board members to introduce themselves. Each Planning Board member stated that they are happy to have Ms. Hutchinson aboard.

Mr. Beatty then stated that he is currently Chairman of the Planning Board, but that at next month's meeting the Planning Board will hold new elections to vote on who should be the Chairman, Vice Chairman, and Secretary. The Planning Board will also ask the Town Council to officially appoint each Planning Board member to a specific length of term pursuant to the newly adopted Planning Board Bylaws.

OLD BUSINESS:

1. **Dove Court Replaced by M. Brown Lane:** Mr. Beatty stated that last month the board discussed that 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. Mr. Beatty stated that at last month's meeting the Planning Board requested that staff send out letters notifying the surrounding property owners and giving them an opportunity to comment on the street renaming pursuant to the town's policy. Mr. Barnes stated that he did send out notification letters to the adjacent property owners and talked with Brunswick County and no issues were identified. Mr. Barnes then requested that the Planning Board recommend that the Town Council adopt a formal resolution renaming Dove Court to "M. Brown Lane". Ms. Graham read the proposed resolution aloud for the Board and the public in attendance. **Ms. Graham then made a motion for the Planning Board to recommend that the Town Council to adopt the resolution. Mr. Ballard seconded the motion and it passed unanimously.**

Mr. Beatty asked staff if he sent out the notification letters by registered mail. Mr. Barnes stated that the letters were sent via standard mail and not registered mail. Mr. Barnes said that the State of North Carolina requires some notifications to be sent via registered mail but not in this case. Mr. Beatty requested that staff always send notification letters via registered mail in the future so that the town can have a record of who received the letters. Mr. Beatty said that he would prefer the town to go above and beyond the State requirements in situations where we are notifying the public so as to prevent people from claiming that notification was never sent to them and he asked staff to come up with an estimate of how much this would cost. Mr. Barnes stated that it would be hard to estimate how many letters will be sent in a given year because it is dependent on what items or projects come before the board but that he would try to place additional funding in the Planning Department's budget for the increased cost of utilizing registered mail. Ms. Graham also thought that this would be a good idea due to the notification issues that have arisen in previous years.

Mr. Beatty stated that another side item that will be placed on the agenda next month will be the readdressing of Main Street. Mr. Beatty stated that a few months ago it came to the town's attention that the current addressing system on Main Street and along some other roads is inadequate and is creating problems for new homes that are being constructed. The existing address pattern did not assign addresses to vacant parcels so as the parcels are being developed there is no means of providing the newly constructed homes with proper addresses, which creates a problem for emergency management services such as fire and police calls. Mr. Beatty stated that it will be important for the board to convey the benefits of changing the addressing system and effectively communicate that to the public.

2. **Text Amendments:** Mr. Beatty stated that staff has been working on text amendments and he asked staff for an update. Mr. Barnes stated that he has been continuing to work on the particular aspects of the text amendments but he has some more work to do on establishing a pay in lieu system for tree preservation purposes. Mr. Barnes stated that he has also identified some additional text amendments to Article 6 of the Zoning Ordinance as well. Mr. Barnes stated that he will have new material for the board to review next month.

NEW BUSINESS:

1. **Potential Collector Street Plan with Belville, Leland, and Navassa:** Mr. Beatty stated that he has talked with staff about the opportunity to work with Leland and Belville to update the town's collector street plans into a single collector street plan. Mr. Beatty said that he thought it would be a good idea to work with the surrounding communities to develop a plan for local collector streets so that we can ensure the road network functions properly. Ms. Graham and Mr. MacMillan stated that they thought it would be a good idea to work with the neighboring towns as well to make sure the roads connected properly. Mr. MacMillan asked who came up with the idea to work together. Mr. Barnes stated that the Leland Planning Department originally contacted him with the idea of working together for a single collector street plan and that the Leland Planning Department has also has some early discussion with the Wilmington Metropolitan Planning Organization to seek their assistance. The MPO stated that there is not currently funding for this, but that there might be grant funding they could help the towns locate. Ms. Graham asked when our last plan was adopted and Mr. Barnes stated it was adopted in 2004. Mr. Beatty stated that he would entertain a motion to recommend that the Town Council appoint a representative to work with staff on this particular issue. **Ms. Graham made a motion for the Planning Board to recommend that the Town Council appoint a representative to work with the town's staff and the town's of Leland and Belville on a future Collector Street Plan and that they keep the Planning Board informed of the work they will be doing. Mr. Ballard seconded the motion and it passed unanimously.**
2. **Stormwater Ordinance (Added):** Mr. Beatty directed the board to review the draft Stormwater Ordinance that was given out tonight by staff. Mr. Beatty stated that the Environmental and Stormwater Advisory Committee and staff have been working on this draft ordinance for a few months now and then he asked staff to explain the ordinance. Mr. Barnes stated the Town of Navassa was issued a NPDES Phase II Stormwater Permit and that the permit requires the town to start implementing a stormwater program and to adopt a Stormwater Ordinance that will enable the town to issue their own stormwater permits to new development and redevelopment in Navassa. Mr. Barnes stated that the draft Stormwater Ordinance is a state requirement and that the Environmental and Stormwater Advisory Committee has been working on drafting the ordinance since August of 2009. Mr. Barnes stated that the majority of the language in the ordinance is derived from a state model ordinance and the Town of Leland. Mr. Barnes told the board that he would like them to familiarize themselves with the contents of the ordinance because it will affect development review for new development projects in the town and they need to have an understanding of what the ordinance requires. Mr. Barnes stated that he would be glad to accept comments from the Planning Board, but that the EVS committee has put in a lot of work and feels confident about the current draft. Mr. Beatty asked the Planning Board to review the materials and let staff know if there are any questions.

STAFF REPORT:

1. **Development Summary:** Staff stated that there were 6 zoning compliance applications approved since the last board meeting: 1 for Clifton Ballard to construct a wooden carport at 2539 Old Cedar Loop Road; 1 for Lena McNeil to construct a deck around her pool at 2320 Cedar Hill Road; 1 for Roosevelt Toomer to construct an addition to his home at 116 N. Navassa Road; 1 for Pauline Briant to construct a wooden gazebo

at 327 Main Street; 1 for Jamie Taylor to place an accessory storage shed at her home at 1424 Forest Hill Drive; and 1 for Marshall Malpass to operate a part-time home occupation to repair used lawn mowers and small engines at their home at 1168 Ivestor Court.

2. The Coastal Resource Commission approved the marina text amendments to the Navassa CAMA Land Use Plan
3. Laing Trail street renaming to “Buddy and Nita’s Way” was approved by council.
4. **Update on Items from Town Council:**
 - a) Code Enforcement- Still waiting on policy direction from the council
 - b) SafeBuilt Inc- Council moved to start contract negotiations with SafeBuilt, Inc. so we need to set up a meeting to review the draft contract
 - c) Town Attorney- No update, but Claudia Bray, Navassa Town Administrator, is working on this.

CHAIR’S REPORT: Next Planning Board meeting will be Wednesday, July 14, 2010.

MEMBER COMMENTS:

PUBLIC COMMENTS: Councilman Suggs stated that at the Town Council’s budget meeting they included additional funding for a lawyer.

ADJOURNMENT

Mr. Ballard made a motion for adjournment. Mrs. Graham seconds the motion for adjournment and the meeting was closed at 8:30 PM.

Minutes prepared by Travis Barnes, June 10, 2010.