



Town of Navassa
Planning Board Meeting Minutes
January 12, 2011
7:30 PM

IN ATTENDANCE:

Committee Members Present: Al Beatty, Diane Graham, Robert McMillan, Walter Ballard,

Committee Members Absent: Beverley Hutchinson

Staff: Travis Barnes, Town Planner

Other Attendees: Councilman Craig Suggs and Norwood Blanchard, Town Attorney

CALL TO ORDER: Chairman Beatty called meeting to order at 7:39 PM. Mr. Beatty stated that the town's new attorney was present at the meeting and he asked Mr. Blanchard to introduce himself to the Planning Board. Mr. Blanchard stated that most of his experience deals with litigation involving municipalities. Mr. Blanchard said that he does not have a lot of direct experience with planning related cases, but that he is looking forward to working with the town. Mr. Beatty thanked Mr. Blanchard for attending the meeting.

APPROVAL OF MINUTES: Mr. Ballard made a motion to accept the minutes with any necessary corrections. Ms. Graham seconded the motion. Minutes passed unanimously.

OLD BUSINESS: None

NEW BUSINESS:

1. **Amend Development Services Fee Schedule:** Mr. Beatty reminded the board that the town adopted a new building permits and inspections fee schedule last August, when the town entered into a contract with SAFEbuilt Inc. Mr. Barnes said that he asked David Illgen, Navassa Planning Intern, to research the fee schedules of nearby municipalities so that we can compare Navassa's fees with that of our benchmark municipalities. Mr. Barnes said that it is important for the board to remember that when we are comparing the various planning and zoning fees that we are not always comparing "apples to apples" because of the fact that each municipalities might have a different review process or different review criteria. For example one town might have different standards for determining if a subdivision is a major or minor subdivision. Mr. Barnes said that it is also important that the fees that are charged are accurate and reflective of the cost that the Planning Department incurs due to staff time, printing, mailing notices, and publishing costs, etc. For example, Mr. Barnes said that whenever there is a rezoning request the town has to pay to publish a notice of the required public hearings and that these publishing costs average about \$215 for each rezoning. Mr. Barnes then went through each separate fee that the Planning Department currently charges, and along with the board, compared these fees with the fees charged by other local municipalities. Mr. Beatty asked staff to clarify what types of projects would need a Zoning Compliance Permit. Mr. Barnes stated that a Zoning Compliance Permit is technically required for any outside work to a home that involves structural alterations or new additions, such as a fence or a shed. Mr. Barnes said that the town is currently lenient with Zoning Compliance Permits compared to some other jurisdictions because Navassa does not charge for some things that other places charge. For example, Navassa does not require a Zoning Compliance Permit to change out an air conditioning unit, however some places do. Mr. Barnes said that since the town administers our own building permitting and inspections then the

applicant would have to pay for a mechanical permit to make sure that the air conditioning unit is properly installed, but not a Zoning Compliance Permit.

Mr. Beatty asked if we have the town's fee schedule set up so that new construction has to pay a higher Zoning Compliance fee, but that an addition to an existing home would be able to be charged our current zoning compliance fee. Mr. Barnes said that he thought it would be possible for the town to do this and he would look into information for the next meeting. Mr. Beatty said that he would like to have a two tiered fee structure for new development versus repairs to existing homes.

Mr. Beatty asked if Navassa currently charges a fee for site plan review. Mr. Barnes said that the only site plan review that he does is currently related to a Zoning Compliance Application and that the town does not have a separate site plan review fee, although some other jurisdiction's do. Mr. Beatty stated that he would like staff to look at what other town's are requiring for their commercial site plan reviews.

Mr. Beatty stated that he would like to have the information that was provided to the board in a spreadsheet to be put in a more concise and presentable format because the existing table is hard for the board to review. Mr. Barnes said that he would make sure to verify David's research and reformat the information into a table that is easier to read. Mr. Beatty also asked staff to do more research regarding the proposed stormwater fees and to find out exactly how much of the fees charged will go to the town versus the third party engineer that is assisting in the stormwater review.

2. **Round 3 Text Amendments:** Mr. Barnes handed out a section of the Subdivision Ordinance that deals with open space requirements. Mr. Barnes said that he was unable to finish his recommendation regarding the third round of text amendments, but that one of the main concerns is in regards to the open space requirement that 50% of all open space in subdivisions be "active" open space. Mr. Barnes said that active open space is considered to be ball fields, tennis courts, etc. Mr. Barnes said that from what he has seen from other jurisdictions thus far the 50% requirement is really high. Mr. Barnes said that he also has some concerns about the multi-family requirements, because he feels that the current language makes it very difficult to construct multi-family housing within the town. Mr. Barnes said that he would provide more information at the February meeting but that he would like the board to familiarize themselves with the current language in the town's ordinance.
3. **Update CAMA Land Use Plan:** Mr. Barnes said that he has had David Illgen, Navassa Planning Intern, updating some of the tables and charts that are required within the CAMA Land Use Plan and that in the upcoming months they would be presented to the Planning Board for review. Mr. Barnes said that he was in contact with the CAMA District Planner and that the town will be able to utilize much of the language found in the current draft without having to start from scratch.

Staff Report

1. ***Development Summary:*** There was 1 zoning compliance permit approved since the last Planning Board meeting: 1 for Roosevelt Toomer to construct a lean-to roof off of his accessory structure at 116 North Navassa Road.
2. Mr. Barnes gave an update on the drafting of the Parks and Recreation Master Plan. Mr. Barnes continued to explain the current vision for parks and recreation in the town and said that a needs

assessment must be done, demographic profiles, public input, economic constraints and a community survey. Mr. Barnes said that a parks and recreation survey has been sent out into the community and he asked each of the Planning Board members to complete a survey. Mr. Barnes also described the goals the town has for the Master Plan and for the future of parks in the town. Council will need to form a Parks and Recreation Committee. Four public input meetings will be held at Town Hall at 7:00: Tuesday January 18, Wednesday January 19, Monday January 24, and Wednesday January 26. There is also a meeting with Phoenix Park committee members at 7pm Wednesday December 15 in the Town Hall to discuss the proposed survey. Mr. Beatty asked if the Master Plan would include any information on the potential new developments within the town, and Mr. Barnes said that future developments would be included.

Chair's Report

1. The next Planning Board meeting will be **Wednesday, February 9, 2011 at 7:30 PM.**
2. Mr. Beatty said that he has asked staff to contact the University of North Carolina at Wilmington in regards to securing the Planning Internship Program so that the town can start to have an ongoing relationship with the university to have qualified assistance from their students. Mr. Barnes said that he talked with Dr. Mark Imperial, who is the Director of the UNCW Master in Public Administration Program, and since we have already had successful interns from UNCW then all we need to do to get future interns is to simply post the position openings with the UNCW system so they can be advertised. Mr. Barnes said that he needs to ask the Town Council to get approval for another intern once David leaves in February.
3. Mr. Beatty asked Mr. Barnes to contact NCDENR regarding the stormwater ponds in Lena Springs and Mr. Barnes said that he would do that.

Member Comments: None

Public Comment

Mr. Suggs stated that he would like the Planning Board to start looking into privilege license fees because the town does not currently require privilege licenses and we are missing out on a lot of potential revenue.

Adjournment

Mr. Ballard made a motion to adjourn. Ms. Graham seconded the motion and the meeting closed at 8:30PM

Minutes prepared by Travis Barnes, Town Planner, on January 24, 2011.