



Planning Board

Al Beatty, Chair
Diane Graham, Vice Chair
Beverley Hutchinson, Secretary
Walter Ballard
Robert McMillan
Sean Ryan, Town Planner

In Attendance: Board Members Present: Al Beatty, Chair; Diane Graham, Vice Chair; Beverley Hutchinson, Secretary; Walter Ballard; Robert McMillan

Board Members Absent: Craig Suggs, Ex Officio

Staff: Sean Ryan, Town Planner

Other Attendees: Richard Watson; Kacy Cook, NC Wildlife Commission; Jeffrey Marcus, NC Wildlife Commission; and Mark Zeigler, NC Division of Community Planning

Note: Tape recorder not available for this meeting

Call to Order: The meeting was called to order at 7:34 PM

Approval of Minutes: Mr. Ballard made a motion to approve the minutes. Ms. Graham asked Mr. Ryan to make some corrections that she had found. Ms. Graham seconded the motion. All members voted aye.

New Business

1. **Presentation by the NC Wildlife commission on proposed habitat protection ordinance:** Mr. Beatty told the board that members of the NC Wildlife Commission were going to present a proposal to the board. Mr. Ryan introduced Ms. Cook and Mr. Marcus. Ms. Cook told the board the NC Wildlife commission was in the process of creating a model ordinance for the protection of wildlife habitat in communities around the state. She described the background of the ordinance and the process by which it was created. She stated that it is intended to be a way to protect the habitats of different species while still allowing development to occur. Mr. Marcus discussed in more detail the different parts of the draft ordinance. He stated that the model is intended to be flexible and communities can pick and choose from different approaches to achieve the goals of the ordinance.

Ms. Graham asked why the commission chose Navassa. Ms. Cook stated that the town had a lot of environmentally sensitive areas. Ms. Hutchinson asked if the Town had threatened or endangered species. Mr. Marcus and Ms. Cook listed some of the species existing in the area. Mr. Ryan added that he was approached by Kristen Howell with the Coastal Land Trust asking if the Town would be interested, which is how the Wildlife Commission found Navassa. Mr. Beatty asked about the timeline. Mr. Marcus responded that they would be looking to start within the next month and that they would like to finish the ordinance in a few months time. He said they are not looking for a year long process. Mr. Beatty asked about the cost. Mr. Marcus stated that the only costs involved would be staff time from the Town and from the commission. There would be no out-of-pocket expense for the Town to be involved in this. Mr. Beatty asked who would be responsible for creating development standards for the overlay district. Ms. Cook said it would be entirely up to the Town. The commission will be aiding in the process but that the writing of the ordinance would

be driven by the board. Mr. Ryan asked how much staff time would be required from the Town. Mr. Marcus said he is unable to give an exact answer but that they are not on any deadline. It would be up to staff how fast they moved. Mr. Marcus and Ms. Cook thanked the board.

2. **CAMA Land Use Plan Update**- Mr. Beatty asked to review the Community Planning Survey first. He asked Ms. Hutchinson if the corrections she had for the survey were made. Mr. Ryan said they would discuss the corrections needed to be made to the survey now. Ms. Hutchinson said she would go through the survey and email her corrections. Mr. Ryan asked if the board could discuss how the survey would be distributed. He said it could be mailed to everyone in the Town or that he and Mr. Zeigler could deliver them to each household. He added that the board had previously discussed distribution at the Fall Festival. Mr. Ryan said mail would be very expensive and that the Parks Committee did not have success with their mail survey. Ms. Graham said some people see it as junk mail and will throw it away. Mr. Ryan and Ms. Hutchinson discussed the possibility of doing the survey online to increase participation. Mr. Beatty said he would speak to the council and ask them for ideas on how to distribute the survey. Mr. Zeigler said he would help if the board needs to be at events to hand out surveys.

Mr. Zeigler went through the goals and policies with the board. Members read the policies and goals and made comments on each section.

- a. **Environment:** Mr. Beatty asked what incentives would be available for encouraging Low Impact Development. Mr. Zeigler said this was a policy that Travis had wanted to pursue. Mr. Ryan said it could be something such as a reduction in the amount of stormwater retention needed. Mr. Marcus said many communities give density bonuses for using low impact development. Mr. Beatty asked for further research from staff.
- b. **Parks:** Mr. Ryan suggested that a policy be added stating the Town will pursue park grants in order to help with PARTF grants this year and in the future. Mr. Beatty said he would like to see something added that states the Town wants new developments to have parks.
- c. **Economic development; commercial and industrial:** Mr. Beatty asked how the Town would undertake economic development. Mr. Ryan said the County currently does this for the Town. Mr. Beatty said that he does not want any policies that would increase the need for additional staff, which would raise taxes. Mr. Zeigler suggested changing “undertake economic recruitment” to “promote economic recruitment.” Mr. Ryan suggested that, for uniformity, the word “industry” be changed to “clean industry” as was done in previous goals and policies.
- d. **Education:** Mr. Beatty said the Town is already doing many of the listed policies.
- e. **General government:** Mr. Zeigler suggested removing “work with the postal service for a Post Office” because he believes, given the current situation with the Post Office, that it would not be possible. Mr. Beatty said he would like to see it changed to reflect the Town’s desire for its own zip code. Ms. Hutchinson said that the Town could look into ways to bring more postal services to residents, such as having them available in convenience stores.
- f. **Health services:** Mr. Beatty said he would like to see some policy on street addressing since the Town has had issues and it is effecting emergency response times. Ms. Hutchinson asked how long it took for new addresses to be updated on GPS systems. Mr. Ryan said that EMS uses the County GIS database which is always updated once new homes are addressed or streets platted.

- g. **Historic and cultural resources:** Mr. Beatty requested policies be written for historical buildings and cemeteries.
- h. **Housing and population:** Mr. Ryan said the Town does not have a Minimum Housing Code and that the reference to it should be removed from the policies. He added the County has a policy and, in the future, the Town could look into adopting it and asking the County to enforce it in the Town. Mr. Beatty said he was not sure if they could, but told Mr. Ryan to look into a code. Mr. Beatty also asked that a reference to the County Inspections Department be changed to the Town's Inspections Department since the Town is no longer using the County's inspection services.
- i. **Land use:** Mr. Beatty said he did not like the wording of the policy on commercial development. He asked that the statement read "provide for only as much commercial land as the Town can afford to service at any given time." Ms. Hutchinson suggested removing the word "afford." Mr. Zeigler said the purpose of this policy was to discourage strip center development through the town and providing services only as they are needed. Under the mixed-use district policy, Mr. Beatty said the Town already had a mixed use district and the policy was not necessary. Mr. Ryan said the town does not have a zoning district for mixed use but that mixed use can be built in PUD districts or conditional districts. Mr. Beatty said the policy was not needed. Mr. Zeigler said, concerning the annexation policy, that he did not think it would be easy to annex additional lands in the future. Mr. Beatty suggested a cost/benefit analysis may be needed to determine if the Town pursues any annexation in the future. The policy will be reworded to make it clearer.

Old Business: No old business

Staff Report: Mr. Ryan said there have been no zoning compliance applications approved since the last meeting. He updated the board on the status of the potential industrial building on Mount Misery Road.

Chair's Report: Mr. Beatty said the next Planning Board meeting will be Wednesday, October 12, 2011 at 7:30 PM.

Member Comments: None

Mr. Beatty told the board he thought that the NC Wildlife project would be good for the Town. He said he wanted the rest of the state to know of the Town of Navassa and wanted the Town to be number one. The board members agreed. Mr. Beatty asked for a motion from the board to work with the commission to bring to the Town Council. Ms. Hutchinson made a motion for the Board to work with the NC Wildlife Commission on the Draft Wildlife Habitat Protection Overlay District. Mr. Ballard seconded the motion. All members voted aye.

Adjourn: The Meeting was adjourned at 8:52 pm.

Minutes prepared by Sean Ryan, Town Planner, on Thursday, September 15, 2011