

TOWN OF BEAUFORT
PLANNING BOARD
MONDAY, NOVEMBER 16, 2009, 6:00 P.M.
TRAIN DEPOT, 614 BROAD STREET, BEAUFORT, N.C.

The Town of Beaufort Planning Board held its regularly scheduled meeting on Monday, November 16, 2009, in the Train Depot located at 614 Broad Street, Beaufort, N.C. Chairman Doug Doubleday presided at the meeting and those in attendance were:

Members Present:
Doug Doubleday, Chair
Ryan Neve, Vice Chair
Ann Carter
Bob Safrit
Gray Sabiston
Jeanette Holland

Staff Members Present:
Kyle Garner, Town Planner
Debbie Graham, Board Secretary

Members Absent:
Steve Valentine

I. CALL TO ORDER

Chairman Doubleday called the meeting to order at 6:01 p.m. and asked all those in attendance to please stand and join in the Pledge of Allegiance. Chairman Doubleday acknowledged in attendance Town Manager Charlie Burgess and thanked him for attending.

II. AGENDA APPROVAL

Chairman Doubleday asked the Board if there were any additions to the Agenda. Member Holland made the motion to approve the agenda as presented. Member Carter seconded the motion and the vote was unanimous to approve the Agenda.

III. APPROVAL OF MINUTES

Member Carter made a motion to approve the October 19, 2009 Minutes. Member Holland seconded and the vote was unanimous to approve the Minutes.

IV. PUBLIC COMMENT

Chairman Doubleday asked if anyone would like to speak on any topic other than what was on the meeting agenda and being there were no comments, he closed this portion of the meeting.

V. ITEMS OF CONSIDERATION

1. A preliminary plat request to subdivide a tract at 141 Howland Parkway into three residential lots.

Chairman Doubleday called on Kyle Garner, Town Planner, to give the Staff Report. Mr. Garner began by saying this is a unique request in that we have both the Preliminary and Final Plat requests tonight. He said this is a request to subdivide a 4.28 acre tract into three lots and Mr. Jimmy Powell, Surveyor, is here

to represent the applicant and Mr. Powell prepared the survey that is in the Board packet. He said the location is on Howland Parkway which is in the Town's ETJ (extra territorial jurisdiction); owned by William and Bettina Gilchrist; the zoning is R-20; and the request is to subdivide a 4.28 acre tract into three lots with an average size of 1.42 acres each lot or 62,193 square feet each. He said the open space requirement is covered under the original subdivision (plat); existing land use is single family residential and undeveloped; and the adjoining land use is residential and undeveloped. He specifically noted under "Special Information" in the Staff Report, the site is in the town's ETJ and will not be served by any Town of Beaufort services other than fire protection, planning, and building inspections as the infrastructure is in place to serve these proposed sites.

Mr. Garner said that the Town does not have criteria for a "minor" subdivision ordinance in which something of this nature could be approved on the staff level because the infrastructure is already in place and the lots are subdivided. He said staff recommends approval based on what has been submitted; the infrastructure is in, and the lots meet or exceed the Town subdivision ordinance standards.

PUBLIC COMMENT

Chairman Doubleday asked Jimmy Powell, representative for the applicant, if he would like to make any comments. Mr. Powell said he had nothing to add but would take any questions of the Board. Being there were no comments, Chairman Doubleday closed this portion of the meeting.

BOARD DISCUSSION

Being that there were no comments, Chairman Doubleday closed the Board Discussion.

BOARD RECOMMENDATION

A motion was called for by the Chairman; Member Carter made a motion to approve the Preliminary Plat application to subdivide a tract at 141 Howland Parkway into three residential lots. Member Sabiston seconded the motion. The motion to approve the Preliminary Plat request was unanimous.

2. A final plat request to subdivide a tract at 141 Howland Parkway into three residential lots.

Chairman Doubleday called on Kyle Garner, Town Planner, to give the Staff Report. Mr. Garner said the language is specific to address that each lot have a separate septic permit and Mr. Powell has provided the individual septic tank permits. He stated this meets or exceeds all standards of the Town's subdivision ordinance and staff recommends this request.

PUBLIC COMMENT

Being there were no comments, Chairman Doubleday closed this portion of the meeting.

BOARD DISCUSSION

Member Neve wanted to know if adjoining property owners had to be notified of this request and Mr. Garner stated they did not. Being that there were no further comments, Chairman Doubleday closed the Board Discussion.

BOARD RECOMMENDATION

A motion was called for by the Chairman and he made the motion to approve the Final Plat application to subdivide a tract at 141 Howland Parkway into three residential lots. Member Neve seconded the motion. The motion to approve the Final Plat request was unanimous.

Member Holland wanted to know what the Board had to do to give staff the ability to approve “minor” subdivision requests. Mr. Garner said he and the Town Manager had discussed this and when other projects get completed, and he can dive back in to the subdivision and zoning ordinance rewrite and this issue will be taken care of. Member Safrit stated he thought there was something in the Town Ordinance. Member Carter said it was only when two lots are involved. Mr. Garner said the Town has nothing for a “minor” subdivision. He said he has seen in the past where five acres or less or no more than four to six lots which don’t require utilities (are considered “minor” subdivision). He said there are exceptions for subdivisions under State law for example a piece of property two acres or less can be subdivided into three lots with no Board approval; and a property in excess of 20 acres subdivided into properties of 10 acres or larger. He said there are some exceptions and he and Mr. Powell tried everything they could not to have to proceed in this way. Chairman Doubleday said there is some effort being expended to improve the situation.

VI. BOARD COMMENTS

Chairman Doubleday wanted to say thank you to Ann Carter and wish her the best as she moves on to a new and familiar position. He also added to those members whose terms will expire soon, to get the reappointment paper work filled out as soon as possible. Member Sabiston said he had filled out the paperwork two or three weeks ago and left it with Lorraine. Mr. Garner said the only other member was Member Safrit and Member Safrit did not know this until this time. Member Safrit said he would fill out the required paperwork.

Vice Chair Neve want to thank Member Carter as well and congratulate her on her election to the Board of Commissioners. On another topic, Member Neve said he misspoke at the BOC meeting last week regarding the O & I rezoning on Live Oak Street. The BOC had a question regarding the property at 97 Campen Road (the dentist office) and Member Neve said everyone agreed this property should be rezoned thinking the only disagreement was for the Dominos property. Now he thinks that might not be the case and he apologized to the Board. He also stated that it was nice to see all of the projects this Board had worked on go through to the BOC. He said he thought there was going to be more rezoning issues to look at on Live Oak Street (from the BOC meeting) and the implementation of the RS-5 District was going to require that a lot of letters be sent out.

Member Carter said she will be leaving the Planning Board with some regret as it has been a most enjoyable experience and this is a very good caliber of people to work with.

Member Safrit – None.

Member Sabiston wanted to thank Ms. Ann and say that he’s sure she will do a good job with the BOC.

Member Holland – None.

Being there were no additional comments, Chairman Doubleday closed this portion of the meeting.

VII. COMMITTEE REPORTS

Affordable Housing (Ann Carter): She had a meeting with the mayor, town manager, and planner. She said the mayor is interested in moving forward with a Work Force Housing Ordinance. They have come up with a proposal, which is a compromise as it does not have everything she would have liked. She stated it will come to the Planning Board in December and should be a step in the right direction.

Sign Committee (Grey Sabiston): He said there is nothing going on however, he has done some internet research looking for directional type signs to go on the sides of buildings for the buildings on Front Street. He said Charleston and Savannah have interesting signs so far.

School Neighborhood Committee (Ryan Neve): He is eagerly awaiting direction.

Water Access Committee (Doug Doubleday): Chairman Doubleday stated there has been some activity to get funding for items needed at Fishermen's Park, such as a trash can and a bike rack. He said that he, Grey, and Kyle would be scheduling a meeting for after Thanksgiving.

Being there were no further reports, Chairman Doubleday closed this portion of the meeting.

VIII. PLANNER'S REPORT

Kyle Garner, Town Planner, began his report by stating he had a few promised items for the Board.

- Sidewalk Plan - In our last meeting, Member Neve wanted to know why the sidewalk situation with the school or multipurpose facility had gone from \$75,000 to \$200,000. He said the existing storm water permit for the school will have to be redone and the calculations will go through the review process and they would have to expand the storm water facility. He said there are crossings which will have to be approved by CAMA and they would have to put swales which weren't considered because of the storm water. He said all of this has caused the engineering fee to shoot up \$125,000. Member Neve wanted to know about the sidewalk project for the east side of Campen Road in the Town right-of-way. Mr. Garner said that sidewalk project was a town project and the other was to get kids to school safely. He said there was consideration about a Professional Park access to get to school without going on a major road. He said there will be a pedestrian stop light on the other side of Campen Road and soon he will meet with Public Works to see when the project could be started and completed. He said they haven't broached the school regarding the new funding.
- Work Force Housing – There is a discussion going on regarding Work Force Housing and this is not a hot topic but a “going to be” topic. He said this Board will receive the draft ordinance or first iteration and there will be several revisions but we don't have to work every small detail out now. He said we have been directed to get a proposal to the BOC for their January meeting.
- Kudos – He wanted to extend kudos to this Board for getting everything (excluding one) on your February 09 “To Do” list to the Board of Commissioners.
- Holiday Dinner –Members of other boards are not interested in putting together a Holiday Dinner as you have had in the past. He did say that he still wants to try to get some cross training with other boards after the holidays.

- RS-5 – The BOC has asked for the Planning Board to work with staff to outline or find areas for consideration of the new RS-5 District. He said he and Chairman Doubleday had discussed forming a small subcommittee of two members to work with him and wants to have those folks selected next month for work to begin in January.
- Rezoning Live Oak – The BOC is looking at zoning issues for the property north of Sinclair Motors in an area of transition as the Town has purchased property adjacent to the Food Lion (for possible Police and Fire Departments). He stated this is not a hot topic at the moment.
- 2010 Calendar – The Board would be adopting the 2010 meeting schedule calendar at the next meeting.
- Corridor Planning – We will be taking a look at the new corridor and corridor planning, i.e., items such as landscaping, signage, etc. and that could possibly be on the Planning Board spring agenda.
- Homework – Last month he asked everyone to consider items for this Board to share with the BOC. He said he would like to compile a list of three or four ranked items to take to management and the BOC at the joint meeting in February. He said members should write down their top five items (and no more) and bring them to the December meeting.
- Sign Committee – The Planning Board will have a draft of the new ordinance in December. He said the draft is almost complete.
- Lastly – The Planning Board would have a draft of Work Force Housing and the new Sign Ordinance. He wants members to have their list of projects ready for the BOC.
- Ann Carter – It has been a pleasure to work with her on this group. He said it was also nice to have the support and presence of the Town Manager.

IX. ADJOURNMENT

As there was no further business, Chairman Doubleday called for a motion for adjournment. Member Neve moved to adjourn the meeting with Chairman Doubleday seconding the motion. All were in favor. The meeting adjourned at 6:34 p.m.

Planning Board minutes submitted for approval by Debbie Graham on November 18, 2009.

Doug Doubleday, Chairman

Debbie Graham, Board Secretary