

TOWN OF CAROLINA SHORES
Planning Board
Meeting Minutes
July 24, 2017
3:00 p.m.

At 3:00 p.m., Chairperson Mark Brown called the July 24, 2017 Planning Board Meeting to order. The Pledge of Allegiance was recited and there was a moment of silence. The following members attended: Ruth Ann Campbell-Grothe, Kathryn Powell, Greg Hapner, and Alternate Beverly Mayhew. Also, present: Jon Mendenhall, Town Administrator; Commissioner Bill Brennan, Liaison and Nicole Marks, Town Clerk.

Alternate Members in Public Attendance: None

Absent: Member Daniel O'Reilly and Alternate Member Normand Neligon

Approval of Minutes:

MEMBER POWELL MADE A MOTION TO APPROVE THE PLANNING BOARD MEETING MINUTES OF JUNE 26, 2017. MEMBER CAMPBELL-GROTHER SECONDED THE MOTION. CHAIRPERSON BROWN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Administrative Reports:

The Farm at Brunswick– Mr. Mendenhall said they have plan approval for Phases 13, 14, and 15. Mr. Mendenhall said that Phases 16 and 17 have not been before the Planning Board yet. Mr. Mendenhall said they have pulled quite a number of permits there.

Calabash Lakes Phases 4 and 5 – Mr. Mendenhall said they are working in Phase 3. Mr. Mendenhall said we are trying to arrange a pre-construction meeting in regards to Phases 13, 14 and 15 in The Farm and Phases 4 and 5 in Calabash Lakes to figure out just when they anticipate breaking ground and in what order. Mr. Mendenhall said once we have that pre-construction meeting, he will let the Planning Board know. Mr. Mendenhall said the plans have been looked at for Phase 5 and they have been approved by the third party engineer and there are some water and sewer coordination questions they are trying to work through.

Lighthouse Cove – Mr. Mendenhall said Phase 1 has a road dedication package that we thought would be on the August agenda; however they will have to be pushed to September. Mr. Mendenhall said those roads have been paved and the curb and gutter has been repaired. Mr. Mendenhall said we are dodging a lawsuit on bond recovery there. Mr. Mendenhall said we are working with the bank there to try and get them out of the development and turn it over to the HOA. Mr. Mendenhall said the Board of Commissioners has not acted on it as they have not yet received it.

The Village at Calabash – Mr. Mendenhall said there is not a lot going on at The Village pertaining to new construction. Mr. Mendenhall said he thinks there were a couple of new units put in.

Sunfield Drive – Mr. Mendenhall said we are working on a bid project for Sunfield Drive. Mr. Mendenhall said it was bid out and we only received two bids because of statutory requirements, we could not open them. Mr. Mendenhall said we had to rebid and we should have those bids in time for the August Board of Commissioners meeting.

Medical Commerce Park – Mr. Mendenhall said we are initiating a road acceptance package for the cul-de-sac between the vacant lots and the Goodwill store. Mr. Mendenhall said we are moving along fairly decently. Mr. Mendenhall said he is not sure where they are on the inside of Goodwill but they are moving in that direction.

Ocean Forest Neighborhood – Mr. Mendenhall said they have submitted a letter of interest for a non-binding negotiation on annexation and the Town is very pleased to work with them on that, very preliminary. Mr. Mendenhall said we are very transparent and that has been assigned to the Economic Development Commission to meet with them and talk about it. Mr. Mendenhall said there would have to be a study and some statutory requirements that are met and it would have to be a referendum of the people to decide whether or not this development would be included in the corporate limits of the Town but its very, very preliminary. Mr. Mendenhall said we are very pleased that people are interested in joining the Town.

Carolina Shores North Neighborhood – Mr. Mendenhall said the Town has received a letter of interest for a non-binding negotiation on annexation. Mr. Mendenhall said the Economic Development Commission will meet on it and look at it. Mr. Mendenhall said this would be another referendum. Mr. Mendenhall said so we have two neighborhoods that are interested in joining the Town and that speaks well of the Planning Board, the Mayor and Board of Commissioners.

Highway 17 Development – Chairperson Brown asked about any development on Highway 17. Mr. Mendenhall said there has been a rather large development and he doesn't know if anyone has followed it. Mr. Mendenhall said Heather Glen the 1,000 units, they actually have a site plan and rezoning application and maybe a summary page but it is not very in-depth. Mr. Mendenhall said it is a D.R. Horton project, primarily condos and apartments and that would be due south of Carolina Shores North across from Lowes Foods. Mr. Mendenhall said the Town has had no inquiries.

Comprehensive Plan Update – Mr. Dale Holland of Holland Consulting Planners gave the update. Mr. Holland said he wanted to be sure that no one had any questions or comments about Section 4 of the proposed plan. Mr. Holland reviewed Section 5. Goals and Strategies with the Planning Board. Mr. Holland said nothing is finished until you send it on to the Board of Commissioners for their approval. Mr. Holland said we will ask the Board of Commissioners for their approval to send the plan onto Coastal Management for certification and that will take about 45-60 days. Mr. Holland explained the review and approval process. Mr. Holland said it would be at least December before we could have a Public Hearing on the document. Mr. Holland said Ms. Marks gave him a marked up copy of Section 5 and he is good with all of those comments. Mr. Holland said on page 5-7, we had statement in the next to last paragraph “(to be completed)” and that is not an oversight, we just haven't done it yet. Mr. Holland said on page 5-7 where you see“(Priority to be added following meeting on 6/26/17)”, he will have an assignment for the Planning Board which he will explain later on in the meeting. List of Section 5 changes or comments:

- Page 5-10, item #13 will change to capital improvements plan.

- Page 5-10, item #12 - should this be removed? Mr. Holland will delete and change numbering.
- Page 5-11, item # 26 – wording should be “The Town supports development projects that incorporate best management practices for regulating stormwater in an effort to reduce non-point source runoff throughout the town.”.
- Pages 5-10 and 5-8 under Planning Objectives – Add “Ensure” policies....Mr. Holland said this wording comes directly from the CAMA guide and if we deviate from those very much, they are not going to be happy about it. It was the consensus of the Planning to leave the wording as it was on all pages under Management Goal and Planning Objectives.
- Page 5-8, under Planning Objective, the Planning Board took out the word to but it was the consensus of the Planning Board to not change the wording.
- Page 5-1, 4th bullet up from the bottom, the last sentence should read: “Town staff and Planning Board should be involved at all levels from planning to implementation.”.
- Should “infill” be in-fill throughout the document as it shows both ways and Mr. Holland said it should be “in-fill” and they will make that change throughout the document.
- Page 5-11, “Carolina Shores Fire Department” should be Calabash Fire Department.
- There was discussion on the percentages. Some of the questions have more than one answer and the percentage may not be 100%. Mr. Holland said he will go back and recheck all of the percentages and he thinks they are fine.
- On the “Other Categories” on the chart pages, on question 3 for example under other, there is a little r, Member Campbell-Grothe said she was going through correcting them and then she realized that perhaps that’s how the response was given. Mr. Holland said we just copied them from the way people wrote them verbatim. It was the consensus to leave the answers the way they were written but just note that the responses are verbatim from the survey.
- On the chart pages, is there some way to expand it so you can see the whole title – Mr. Holland said let me check that because he thinks we have a spacing problem. It was the consensus of the Planning to change it if possible without making the font smaller.
- Member Hapner said he has a question on Section 4, page 4-5 where it says map to be completed at May meeting. Mr. Holland said that was the bicycle and pedestrian map. Mr. Holland said that Langdon brought a map to leave with you and you were going to have a special meeting to talk about it and unfortunately Langdon walked out of the office and picked up a map of Angier and brought it to Jon. Mr. Holland said so you did not have a map to look at for bicycle and pedestrian preferences but this is a map. Mr. Holland said look at this map and mark it up. Mr. Holland said what we would like you to do is mark the areas where you would like to see a bicycle path in green or pedestrian trail and mark it in yellow or where you would like to see both mark it with a double line in yellow and green. Mr. Holland said at this point it might be easier for us to work with Mr. Mendenhall and give you a copy of it and the Planning Board agreed. Mr. Mendenhall said the Board of Commissioners has already been working on the Greenway Trail.
- Member Campbell-Grothe said on Question 10 of the survey, there is some type of score and we didn’t know what that was. Mr. Holland said he will check on it and confirm what it is. Mr. Holland wanted to thank the Town staff for getting the word out about the surveys and he feels we have good survey information with some good backing. Mr. Holland said we checked all of the IP addresses on the survey and we only had a couple of surveys that came in from the same IP address, so it is not someone sitting all day at the computer sending the surveys.
- Page 5-7 – Mr. Holland discussed the last paragraph, 3rd sentence in regards to the policy statement. Mr. Holland said what we would like you to do is to ask you to look at the print of what is in the draft plan starting on page 5-8 items 1 thru 49 and list the priorities as either high,

medium, low or continuing. Mr. Holland said we will provide you with the packet and asked that they be turned in to Ms. Marks by August 4, 2017. Mr. Holland said then we will code all these items before you get the draft back. Mr. Holland said the Town every two years is going to have to submit a report to Coastal Management on what you have or haven't done.

Mr. Holland said we took Map 9 which is Local Floodplain Map which shows the three areas in the Town, two in the Carolina Shores Subdivision and the other Cedar Tree that repeatedly flood. Mr. Holland said we did an overlay on that map, the other map in here that shows the wetland areas. Mr. Holland said if you look at Map 9 with the wetlands overlay on it, all of your flooding is in the wetland areas. Mr. Holland said my point in saying that is, when you move forward with this plan and the adoption and you are considering things to approve or not approve as far as development, look at these individual maps because they are a resource. Mr. Holland said so when future development occurs, use not just the Future Land Use Map but use all these other maps that are in here as a resource to decide where things should or should not be located. Mr. Holland explained wetlands and the importance of them.

CAMA Grant – Mr. Holland said the Town applied for a CAMA grant to help assess what could or could not be done in these three problem areas in the Town and to hopefully make constructive suggestions for the problems to the property owners that are located in these areas about what they may or may not be able to do. Mr. Holland said the grant has been approved and the Town is waiting on the grant agreement. Mr. Holland said he thinks the Town is going to move forward with that analysis as quickly as they can as soon as they get the grant agreement. Mr. Holland said hopefully it will be in the next week to two and a half weeks. Mr. Holland said he thinks it is \$70,500.00 in CAMA funds which the Town will have to match about \$4,500.00 in local funds. Mr. Mendenhall said Mr. Holland may be our contractor in this grant process and asked Mr. Holland how long it will take. Mr. Holland said he would hope that it wouldn't take more than 4-6 months. Mr. Holland said hopefully we will be the contractor but we also will be working with the Town engineer and as we have to have engineer input, especially in this case because your engineer has already done a lot of drainage work analysis in the Town. Mr. Holland said if you drive down Northwest Drive, the road is a good 4 to 5 feet above Northwest Drive and there are no major drainage ditches in there, between Northwest Drive and the road. Mr. Holland said so when we have a downpour, 3 to 4 inches of rain, we have all that stretch of hard surface on that highway that is running off into Northwest Drive. Mr. Holland said so some of the problems we create and in this case DOT built the road. Mr. Holland said it is a manmade problem and it exacerbated the problem those folks already had. Mr. Holland said that is another reason for paying attention to all of these maps that are in this plan, so we don't get more areas in Carolina Shores that are flooding. Mr. Holland said hopefully there will be some positive direction coming out of that effort.

Caw Caw – Member Campbell-Grothe asked if the County started the de-mucking of the Caw Caw July 1st. Mr. Mendenhall said he doesn't know if they started that yet. Mr. Mendenhall said the County said they would do the de-mucking and they will let us know, but he has not seen it being done.

Land Use Map – Mr. Mendenhall said he knows we made some mark-ups on the Land Use Map and he thinks we were going to look at the Zoning Map to make sure everything sort of met eye to eye. Mr. Mendenhall said he doesn't know if we did that and asked if that is something Mr. Holland wanted to do today. Mr. Holland said that everything is not going to match up eye to eye with the Zoning Map because in your Zoning Ordinance right now, you don't have anything addressed as Mixed Use. Mr. Holland said he hopes for the residential areas they pretty much have everything matched up.

Mr. Holland said one thing he said we showed the general location of your park. Mr. Holland said the Town is also talking about doing a Parks & Recreation plan. Mr. Holland said this location was based on the workshop where we did the public input section and the survey results. Mr. Holland said before we put a final stamp on this plan, we need to make sure we want to show that location. Mr. Mendenhall said he thinks that they talked to Langdon about removing that location, the property owner is not real pleased and he thinks we have a new map that actually shows that. Mr. Mendenhall said there has been talk along Shingletree and how that could look for the future. Mr. Mendenhall said he has a number of marked up areas around the Town and how does that need to be transmitted and asked how to transmit those. Mr. Mendenhall said there are about twenty markups. Mr. Holland said it would be helpful for Mr. Mendenhall to transmit it to them and let us look at putting it in on a revised Future Land Use Map.

Schedule - Mr. Mendenhall said the Economic Development Commission which is comprised of the Board of Commissioners has been following behind this body and reviewing just about everything that the Planning Board has received. Mr. Mendenhall said they have stayed very much caught up. Mr. Mendenhall said so when you get the draft, it won't be a surprise. Mr. Mendenhall said what do you think about a joint meeting with the Planning Board and EDC because you all work well together. Mr. Mendenhall said you can talk about shared goals and where you are on this plan to get it to CAMA review. The Planning Board and Mr. Holland was agreeable to that, possibly in September. Chairperson Brown said everyone works so well together. Mr. Holland said lets make sure we are done with it before we schedule the meeting and the Planning Board agreed. Mr. Holland said how it normally would work is the Planning Board would recommend the plan to the Board of Commissioners, then you would have a joint meeting and then send it on to CAMA. Mr. Holland said unless there was something catastrophic it normally would not come back to the Planning Board, the plan would just go directly to the Board of Commissioners. Mr. Holland said it does require a Public Hearing in front of the Board of Commissioners. Mr. Holland said we have to comply with the statutory requirement. There was discussion on the exercise the Planning Board is going to complete and Mr. Holland said the alternates should participate. The Planning Board thanked Mr. Holland.

New Business:

None

Public Comment:

None

Adjourn:

MEMBER POWELL MADE A MOTION TO ADJOURN THE JULY 24, 2017 PLANNING BOARD MEETING AT 4:15 P.M. MEMBER CAMPBELL-GROTHER SECONDED THE MOTION. CHAIRPERSON BROWN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Chairperson

Submitted by:
Nicole L. Marks, Town Clerk