



Pender County

Agenda

Planning Board Meeting

Tuesday, February 1, 2022 @ 7:00 PM
Pender County Public Assembly Room

	Presenter	Page
1. CALL TO ORDER		
2. ROLL CALL		
3. INVOCATION		
4. PLEDGE OF ALLEGIANCE		
5. ADOPTION OF AGENDA		
6. ADOPTION OF MINUTES		
6.1. Planning Board Meeting Minutes from 01/04/2022 Planning Board - 04 Jan 2022 (4)		3 - 12
7. PUBLIC COMMENT		
8. PUBLIC HEARINGS		
8.1. ZTA 2021-15 (Application Efficiency Improvements) ZTA 2021-15 (Application Efficiency Improvements) - Pdf		13 - 20
9. DISCUSSION		
9.1. Parks and Recreation Master Plan Presentation		
9.2. Unified Development Ordinance Update		
9.3. Planning Board Trainings		
10. NEXT MEETING DATE March 1, 2022 at 6:30 p.m. 805 S. Walker Street Burgaw, NC 28425 BOCC Chambers		
11. ADJOURNMENT		



MINUTES
Planning Board Meeting
Tuesday, January 4, 2022
Pender County Public Assembly Room
7:00 PM

MEMBERS PRESENT: Theatrice McClammy
 Delva Jordan
 Damien Buchanan
 John Gruntfest
 Jeffrey Pitts
 Norman K. (Ken) Teachey

MEMBERS ABSENT: Jeff Beaudoin

OTHERS PRESENT: Travis Henley, Planning Director
 Stephanie Jagoda, Administrative Assistant
 Other Staff and Members of the Public.

1 CALL TO ORDER
Meeting was called to order at 7:06 PM

2 ROLL CALL

3 INVOCATION

4 PLEDGE OF ALLEGIANCE

5 ELECTION OF OFFICERS

- a) Trey Thurman, Pender County Attorney, opened the floor for nominations for Chairman of the Pender County Planning Board.

Damien Buchanan nominated Delva Jordan for Chairman of the Pender County Planning Board. Attorney Thurman called for a vote and board carried unanimously. Which then left the Vice Chairman position vacant and Board Member John Gruntfest nominated Damien Buchanan Attorney Thurman called for a vote and board carried unanimously.

6 ADOPTION OF AGENDA

- a) Motion to adopt agenda.

Moved by Norman K. (Ken) Teachey, seconded by Damien Buchanan

Motion Approved

	For	Against	Abstained	Absent
Theatrice McClammy	x			
Delva Jordan	x			
Jeff Beaudoin				x
Damien Buchanan	x			
John Gruntfest	x			
Jeffrey Pitts	x			
Norman K. (Ken) Teachey	x			
	6	0	0	1

CARRIED.

7 ADOPTION OF MINUTES

- a) Motion to adopt the Planning Board Meeting Minutes from 11/2/2021

Moved by Norman K. (Ken) Teachey, seconded by Damien Buchanan

Motion Approved

	For	Against	Abstained	Absent
Theatrice McClammy	x			
Delva Jordan	x			
Jeff Beaudoin				x
Damien Buchanan	x			
John Gruntfest	x			
Jeffrey Pitts	x			
Norman K. (Ken) Teachey	x			
	6	0	0	1

CARRIED.

8 PUBLIC HEARINGS

- a) REZONE 2021-26 Whispering Pines CZ

Director Henley presented for Sonya and Randall Edens, applicant and owner, are requesting approval of a Conditional Zoning Map Amendment to rezone approximately 3.64 acres of land located on the northern corner of the intersection of NC HWY 210 and Whispering Pines Court from RP, Residential Performance zoning district to GB-CZ4, General Business Conditional Zoning District 4 in order to develop a Recreational Vehicle (RV), Boat, and Trailer Storage Lot. The subject property is located in the Topsail Township and may be further identified by Pender County PIN 3283-10-9257-0000.

The Planning Board considered this application at the November 2, 2021 meeting. At the meeting, the Planning Board tabled the request (5-1) for the applicant to provide additional information and detail regarding the landscaping, buffering, and fencing around the perimeter of the proposed RV, Boat, and Trailer Storage lot. In addition, the Board requested the applicant improve the current condition of Whispering Pines Court. As a result of the discussion at this hearing, the applicant has obtained the requested information to present to the Board and has agreed to 8 conditions of approval:

1. The property owner shall construct a 10-foot-tall fence and install fencing slats along all property lines.
2. The property owner shall construct a 4- to 6-foot-tall berm in addition to the required buffer along the property line adjacent to NC HWY 210.
3. The property owner shall maintain, and keep in good condition, the fencing and landscaping along all sides of the RV, Boat, and Trailer Storage Lot.
4. All light fixtures located on site shall only cast light onto areas designated for storage and shall not cast light onto any neighboring properties. All light fixtures shall be shown on Major Site Development Plan application and shall be reviewed for conformance with the Unified Development Ordinance and this condition at the point of final zoning review prior to the opening of the site to the public.
5. No occupancy of vehicles, RVs, trailers, boats, or trucks shall be permitted on the site.
6. Prior final zoning approval, the applicant shall improve the portion of Whispering Pines Court adjacent to the site and have a 3rd party engineer certify the road was built to a higher level of standard than its current state.
7. Vehicles taller than 12 feet in height shall be stored within the inner two storage areas of the site. No vehicles greater than 12 feet in height shall be parked in the exterior storage areas along the perimeter of the site. Measurement shall be taken from the established grade to the highest point of the boat or vehicle, excluding any antennas.
8. The two gates providing access into the site shall be remote activated.

Sonya Edens, 15226 US HWY 17, also the applicant spoke regarding the conditions of approval: fencing, lighting, and traffic. A 10 foot chain link fence with privacy slats will be constructed and lighting will be cast straight down. Whispering Winds Court will be widened by 2 feet using asphalt millings.

Randall Edens, 15226 US HWY 17, declined to speak.

Vice Chairman Buchanan appreciated the efforts of the applicant and is in favor of approval along with the agreed upon conditions.

Board Member K. Teachey voiced his concerns about rezoning in this area as it is residential. Board Member J. Gruntfest stated that this property had limited uses without the property being rezoned. Vice Chairman Buchanan stated this area is changing with the construction of the bypass. Board Member McClammy appreciated the concerns of spot rezoning. Board Member Pitts sees this as an asset to the community.

Moved by Jeffrey Pitts, seconded by Damien Buchanan

Motion Approved

	For	Against	Abstained	Absent
Theatrice McClammy	x			
Delva Jordan	x			
Jeff Beaudoin				x
Damien Buchanan	x			
John Gruntfest	x			
Jeffrey Pitts	x			
Norman K. (Ken) Teachey		x		
	5	1	0	1

CARRIED.

b) REZONE 2021-24B Sonya Edens HWY 17

Director Henley presented for the applicant. The request being submitted is to rezone a single parcel (PIN 4214-09-8902-0000) from GB (General Business) to RP (Residential Performance). The parcel is noted as "AREA" on the submitted survey. The parcel is located on US 17 N in Hampstead directly across US 17 from Union Bethel Road. The parcel is 0.23 acres in size and is currently vacant. The parcel has recently been combined with PIN 4215-00-6231-0000 which was

rezoned from RA to RP in August 2021. The request to rezone is driven by desire to place affordable housing on the parcel similar to the adjacent parcels. The parcel is located along a stretch of US 17 that is primarily residential. There is a mix of RA, RP and GB zoned parcels around the subject site. The current use of all adjacent parcels is currently residential. The range of uses permitted in the RP zoning district are appropriate for these parcels as it is surrounded by residential uses. The change of zoning shall not provide any additional burden on the public facilities and services that currently serves the parcel. The proposed change is consistent with the Future Land Use Map which shows Low Density Residential in the area. Rezoning of the parcel would allow for better use of the parcel and provide some affordable housing in the eastern Pender County area.

Sonya Edens, 15226 US HWY 17, declined to speak.
Randall Edens, 15226 US HWY 17, declined to speak.

Moved by Norman K. (Ken) Teachey, seconded by Damien Buchanan

Motion Approved

	For	Against	Abstained	Absent
Theatrice McClammy	x			
Delva Jordan	x			
Jeff Beaudoin				x
Damien Buchanan	x			
John Gruntfest	x			
Jeffrey Pitts	x			
Norman K. (Ken) Teachey	x			
	6	0	0	1

CARRIED.

c) MDP 2021-35 Silo Ridge

Director T. Henley presented for Sidbury Development I, LLC, applicant and owner, is requesting approval of a revision to the Silo Ridge Master Development Plan which currently has approval for a total of 316 lots/units (175 single-family homes and 141 townhomes). The proposed revision will retain the maximum allowable lots/units (316) but modify the Master Development Plan to add duplex units to the permitted housing type and remove the exact proportions of housing type throughout the development. The subject property is within the PD, Planned Development zoning district, consists of approximately 74.52 acres, and

is located on the northern side of Sidbury Road, approximately 0.2 miles west of US HWY 17 in the Topsail Township. The subject property may be further identified by Pender County PIN 3271-12-6568-0000.

Chairman Jordan asked to hear the conditions. Director Henley read the conditions as follows:

1. Crosswalks shall be provided at all appropriate locations where a sidewalk would cross a street and shall be demonstrated on all Preliminary Plats associated with this Master Development Plans.
2. The applicant shall be required to design their stormwater management system for 50- year storm events to mitigate post storm event runoff.
3. The applicant shall be required to construct a multi-use path along Sidbury Road (SR 1572) to increase pedestrian connectivity within the development and outside the development for future residents of Pender County to utilize.
4. Currently, the northern property line requires an A Buffer as the adjacent tract is vacant. However, a collector street, Huggins Road, will be built along the shared property line. This would require a change in buffering standards from a Buffer A to a Buffer B. The applicant has chosen to place a Buffer C along the shared property line, which is a denser buffer standard than either Buffer A or Buffer B. Therefore, the developer shall be required to construct a C Buffer along the shared property line with the future Huggins Road.
5. The applicant shall be required to construct a C-1 buffer with an eight (8) foot fence along the Sidbury A easement.
6. The applicant shall be required to construct a C-1 Buffer with an eight (8) foot fence along parcels: 3271-11-0760-0000 and 3271-11-2651-0000.

Board Member Gruntfest asked about the wording of multi-use path versus sidewalk and Director Henley explained that a multi-use path is wider and used for biking and walking.

Vice Chairman Buchanan asked if the conditions were what the county required. Director Henley explained the first 4 conditions that at the time there was a cap of 5 units per acre. But the county no longer has that cap and conditions 5 and 6 were due to meeting with the public.

Grady Gordon, McAdams Homes, 6626-C Gordon Road, Wilmington, NC stated he would answer any specific questions the Board might have.

Gary Pape, GSP Consulting, 6626-C Gordon Road, Wilmington, NC Declined to speak.

Vice Chairman Buchanan asked Director Henley to explain the PD (Planned Development) process. Also, Vice Chairman Buchanan stated his concerns about the need for single family homes. Chairman Jordon asked if the number of units can change? Director Henley stated that it would stay the same.

Moved by Jeffrey Pitts, seconded by Damien Buchanan

Motion Approved

	For	Against	Abstained	Absent
Theatrice McClammy	x			
Delva Jordan	x			
Jeff Beaudoin				x
Damien Buchanan	x			
John Gruntfest	x			
Jeffrey Pitts	x			
Norman K. (Ken) Teachey	x			
	6	0	0	1

CARRIED.

d) MDP 2021-34 Sneedan - Oak Ridge

Planner Greg Feldman presented for Oak Ridge Properties at Olde Point, LLC, applicant and owner, is requesting approval of a revision to the Oak Ridge at Olde Point Master Development Plan, which currently has approval for 4 commercial buildings to be developed in phases. Phase 1 of the approved Master Development Plan consists of a Wilmington Health facility and is the only portion constructed to date. The proposed revision would add limited service eating places to the permitted uses within the approved commercial buildings and relocate the proposed driveway on Country Club Road further east from the intersection of US HWY 17. The subject properties are within the PD, Planned Development zoning district. The subject properties consist of 6 tracts of land totaling approximately 6.83 acres and are located on the eastern side of US HWY 17 between its intersections of Country Club Drive to the south and Ravenswood Road to the north in the Topsail Township. The subject properties may be further identified by the following Pender County PINs: 3293- 75-6761-0000, 3293-75-8990-0000, 3293-86-0069-0000, 3293-85-1925-0000, 3293-85- 2836-0000, and 3293-85-3750-0000.

Board Member John Gruntfest questioned the driveway shift. Director Henley offered some background on the original approval under the old comprehensive plan.

Matt Nichols 3205 Randall Parkway, Ste 104, Wilmington, NC represents the owner/applicant has a brief presentation. While asking for DOT driveway permits, DOT requested that the access be moved east further away from the intersection and the addition of another lane. The 2 existing turn lanes will be left turn lanes and his client will be require in put in an additional third lane which will go straight or right at his cost.

Mike Gallant, 286 Cocker Street, Surf City, NC did not speak.

Board Member Gruntfest asked when this was initially approved, Director Henley said 2015. Board Member Gruntfest then asked "What has taking so long in the development of this property." Mr. Sneed indicated that originally this site was going to be a Walgreens store and the recession came and the property just sat. We have received renewed interest to add coffee shops and restaurants. Vice Chairman Buchanan agreed the traffic changes will help the area. Chairman Jordan asked about a turning land and Mr. Sneed said there will be a deceleration lane.

Beth Butler, 113 Coots Trail, Stressed her concern for safety with the traffic. Mr. Sneed stated that he had no shared property but agreed to speak with Olde Pointe and possibly come up with some sort of controlled pedestrian crossing at that intersection.

Moved by John Gruntfest, seconded by Damien Buchanan

Motion Approved

	For	Against	Abstained	Absent
Theatrice McClammy	x			
Delva Jordan	x			
Jeff Beaudoin				x
Damien Buchanan	x			
John Gruntfest	x			
Jeffrey Pitts	x			
Norman K. (Ken) Teachey	x			
	6	0	0	1

CARRIED.

e) ZTA 2021-15

Director Henley asked to continue this item until next meeting.

Moved by Norman K. (Ken) Teachey, seconded by Damien Buchanan

Motion to Table

	For	Against	Abstained	Absent
Theatrice McClammy	x			
Delva Jordan	x			
Jeff Beaudoin				x
Damien Buchanan	x			
John Gruntfest	x			
Jeffrey Pitts	x			
Norman K. (Ken) Teachey	x			
	6	0	0	1

CARRIED.

9 PUBLIC COMMENT

There were signups for Public Comment:

Joseph Cina, 310 Quarter Horse Lane, Hampstead, NC - Introduced himself to the board and thanked former Chairman McClammy for his service. He wanted to stress the idea of healthy growth.

10 ADOPTION OF 2022 MEETING SCHEDULE

a) Motion to adopt the 2022 Planning Board Meeting Schedule

Director Henley added work sessions to the meeting schedule for the months of March, June, September and December 2022. Work sessions begin at 6:30 p.m.

Moved by Theatrice McClammy, seconded by Jeffrey Pitts

Motion Approved

	For	Against	Abstained	Absent
Theatrice McClammy	x			
Delva Jordan	x			
Jeff Beaudoin				x

Damien Buchanan	x			
John Gruntfest	x			
Jeffrey Pitts	x			
Norman K. (Ken) Teachey	x			
	6	0	0	1

CARRIED.

11 DISCUSSION

Attorney Thurman stated that the lawsuit with Evolve Acquisitions LLC in regards to MDP 2021-30 has been dropped. Chairman Jordan thanked Attorney Thurman for the update.

12 NEXT MEETING DATE

February 1, 2022
805 S. Walker Str.
Burgaw, NC 28425
BOCC Chambers

13 ADJOURNMENT

Meeting adjourned 9:04pm



Pender County ZTA 2021-15 (Application Efficiency Improvements)

TO: County Commissioners
FROM: Travis Henley
DATE: February 1, 2022
SUBJECT: ZTA 2021-15 (Application Efficiency Improvements)

SUMMARY:

Pender County, applicant, is requesting the approval of a Zoning Text Amendment to the Pender County Unified Development Ordinance. Specifically, the request is to amend Article 3, Section 3.1.1 'Pre-Submittal Meeting with Staff,' Section 3.1.2 'Application Requirements,' 3.5.3 'Pre Application Conference,' 3.5.4 'Review,' 3.9.2 'Pre Application Conference,' 3.9.3 'Review,' 3.10.2 'Pre Application Conference,' and Section 3.14.3 'Pre-Application Conference' and various workflow figures within Article 3 'Review Procedures' to ensure conformance with updated ordinance language, revising the current requirements for pre-submittal meetings, fees and waiting periods in order to improve the efficiency of the application review process.

ACTION REQUESTED:

Approval of Text Amendment

ATTACHMENTS:

ZTA 2021-15 Staff Report PB 2.1.22
ZTA 2021-15 Attachment 1-2.1.22
ZTA 2021-15 Application

STAFF REPORT FOR ZTA 2021-15 ZONING TEXT AMENDMENT APPLICATION

APPLICATION SUMMARY	
Case Number	ZTA 2021-15
Hearing Dates	February 1, 2022 Planning Board February 22, 2022 Board of Commissioners
Applicant	Pender County

ZONING TEXT AMENDMENT PROPOSAL
Pender County, applicant, is requesting the approval of a Zoning Text Amendment to the Pender County Unified Development Ordinance. Specifically, the request is to amend Article 3, Sections 3.1.1 'Pre-Submittal Meeting with Staff,' 3.1.2 'Application Requirements,' 3.5.3 'Pre Application Conference,' 3.5.4 'Review,' 3.9.2 'Pre Application Conference,' 3.9.3 'Review,' 3.10.2 'Pre Application Conference,' and 3.14.3 'Pre-Application Conference' and various workflow figures within Article 3 'Review Procedures' to ensure conformance with updated ordinance language. This request revises the current requirements for pre-submittal meetings, fees and waiting periods in order to improve the efficiency of the application review process. A detailed description of the proposed change is available in the Pender County Planning and Community Development Department offices.

AMENDMENT DESCRIPTION

The proposed Zoning Text Amendment to the Pender County Unified Development Ordinance seeks to increase efficiency in the application submittal and review process and provide opportunity for technological updates to the application process without necessitating a need for further Ordinance amendments.

The applicant requests to remove the requirement in Section 3.1.1, specifically 3.1.1.B and 3.1.1.C, for face-to-face pre-submittal meetings and a thirty (30) day wait period following the pre-submittal meeting, prior to submission of an application. Staff have found applicants are often well-versed in application requirements and the review process, sometimes rendering a pre-submittal meeting unnecessary. Removing the requirement for a pre-submittal meeting would simplify the application process for experienced applicants and increase efficiency for all parties involved, including Staff and applicants, as only necessary meetings would be conducted. For applications where a pre-submittal meeting is necessary, advances in virtual communication technology, such as Microsoft Teams or Zoom, easily replace face-to-face meetings. A virtual or conference call option reduces barriers for applicants such as mobility or distance while providing the same level of service as a face-to-face meeting.

Furthermore, with the removal of the pre-submittal meeting as a requirement, the required thirty-day waiting period between pre-submittal meeting and application submission is no longer logical to enforce. County staff have and will continue to encourage pre-submittal meetings whenever necessary and make themselves available to meet within any potential applicant at their convenience. However, requiring a thirty-day waiting period following a pre-submittal meeting

when the meeting itself is not required effectively punishes potential applicants who chose to meet with Staff and is contrary to the intention of this Zoning Text Amendment and the general approach of the Department.

The applicant also requests to amend Article 3, Sections 3.5.4 'Review and' 3.9.3 'Review,' to reflect the revision of Section 3.1.1 'Pre-Submittal Meetings' which adjusts the application review workflow allowing applicants to submit applications first and then receive an invoice through the PORT, after which they would proceed with payment of any required fees. The requirement in sections 3.5.4 'Review' and 3.9.3 'Review' for payment at time of application submission is superfluous given the amendment of Section 3.1.1 'Pre-Submittal Meetings' and is therefore no longer needed within these sections.

The applicant further requests the revision of Sections 3.5.3 'Pre Application Conference,' 3.9.2 'Pre Application Conference,' 3.10.2 'Pre Application Conference,' and 3.14.3 'Pre Application Conference,' which discuss pre-submittal meetings in the specific context of Master Development Plans, residential site development plans, major subdivision site plan, and Variance applications, respectively. The requirement of a pre application conference in these sections is superfluous given the amendment of Section 3.1.1 'Pre-Submittal Meetings' and is therefore no longer needed within these sections.

Finally, the applicant requests the revision of Figures 1-3 in Article 3 to reflect the amendment of Section 3.1.1. The requirement of a pre application conference in these graphics is superfluous given the amendment of Section 3.1.1 'Pre-Submittal Meetings' and is therefore no longer needed within these sections.

EVALUATION

As prescribed in Section 3.18.5 of the Pender County Unified Development Ordinance, in evaluating any proposed Ordinance text amendment, the Planning Board and the County Commissioners shall consider the following:

- 1) The extent to which the proposed text amendment is consistent with the remainder of the Ordinance, including, specifically, any purpose and intent statements;
- 2) The extent to which the proposed text amendment represents a new idea not considered in the existing Ordinance, or represents a revision necessitated by changing circumstances over time;
- 3) Whether or not the proposed text amendment corrects an error in the Ordinance; and
- 4) Whether or not the proposed text amendment revises the Ordinance to comply with state or federal statutes or case law.

In deciding whether to adopt a proposed Zoning Text Amendments, the central issue before the Planning Board and County Commissioners is whether the proposed amendment advances the public health, safety or welfare and is consistent with any adopted County Land Use Plan documents and the specific intent of this Ordinance.

PENDER 2.0 COMPREHENSIVE LAND USE PLAN COMPLIANCE

The proposed changes allow for a reduction of barriers, increased efficiency, and an opportunity for technological updates to the application process. These changes provide flexibility while maintaining consistency with the spirit and intent of the Unified Development Ordinance and Comprehensive Land Use Plan.

The Amendment is supported by one policy in the Comprehensive Land Use Plan:

Policy 5.I.G: Development Review: The County supports an efficient, transparent, and predictable development review and approval process. The intention of the Amendment is to increase the efficiency of the application submittal and review process.

There are no conflicting policies within the Pender 2.0 Comprehensive Land Use Plan or any adopted land use documents for the proposed Zoning Text Amendment. The proposed Zoning Text Amendment is consistent with the spirit, purpose, and intent of the Pender 2.0 Comprehensive Land Use Plan and with the Pender County Unified Development Ordinance.

RECOMMENDATION

The Administrator respectfully recommends approval of the Zoning Text Amendment to the Unified Development Ordinance as described in this report, as the amendments are consistent with the Pender County Unified Development Ordinance and with the Pender 2.0 Comprehensive Land Use Plan.

PLANNING BOARD CONSISTENCY STATEMENT:

TO APPROVE:

Motion to approve the Zoning Text Amendment and to make a finding that the approval is consistent with the Pender 2.0 Comprehensive Land Use Plan.

The amendment of Sections 3.1.1, 3.1.2, 3.5.3, 3.5.4, 3.9.2, 3.9.3, 3.10.2 and 3.14.3, increases the efficiency of the application review process and is supported by one policy within the Pender 2.0 Comprehensive Land Use Plan:

- Policy 5.I.G: Development Review

There are no specific policies that conflict with the proposal. The proposed Zoning Text Amendment is consistent with the spirit, purpose, and intent of the Pender 2.0 Comprehensive Land Use Plan and with the Pender County Unified Development Ordinance.

TO DENY:

Motion to deny the Zoning Text Amendment and to make a finding that proposal is not consistent with the Pender 2.0 Comprehensive Land Use Plan, said denial is reasonable and in the public interest and does not further the goals of the Pender 2.0 Comprehensive Land Use because [INSERT REASONING].

**PLANNING BOARD ACTION FOR ZONING TEXT AMENDMENT
JANUARY 4, 2022**

MOTION	SECONDED

APPROVED	DENIED	UNANIMOUS

McClammy	Jordan	Beaudoin	Buchanan	Gruntfest	Pitts	Teachey

Amendment Key	
Inserted text in <u>green</u> .	Stricken text crossed-out in red .

ARTICLE 3 REVIEW PROCEDURES**3.1.1 Pre-Submittal Meeting with Staff**

A. Before submitting an application for development approval, each applicant is encouraged to schedule a pre-submittal meeting with the Administrator to discuss the procedures, standards and regulations required for development approval in accordance with this Ordinance.

~~B. Except as defined in part C below, the pre-submittal meeting does not necessarily have to be a face-to-face meeting. Phone calls and e-mail exchanges may qualify as a pre-submittal meeting. C. A face-to-face pre-submittal meeting with the Administrator shall be required for the following approvals:~~

- ~~1) Rezoning;~~
- ~~2) Conditional Rezoning;~~
- ~~3) Master Development Plan;~~
- ~~4) Preliminary Plat;~~
- ~~5) Special Use Permit;~~
- ~~6) Major Site Development Plan;~~

~~The applicant shall be required to schedule this pre-submittal meeting with the Administrator at least thirty (30) days prior to submission of an application.~~

3.1.2 Application Requirements

B. Fees: Fees are established and approved by the Board of Commissioners. ~~Before any permit shall be issued or application review initiated, a fee~~ Application fees in ~~the an~~ amount fixed by the Board of County Commissioners shall be paid in accordance with Department and County policy.

3.5.3 Pre Application Conference

A. Prior to submission of a Master Development Plan for approval, the applicant ~~shall~~ may request a pre-application review conference with the Administrator.

3.5.4 Review

B. Application form and materials must be completed ~~and fee paid~~ at the time of submission.

3.9.2 Pre-Application Conference

A. Applicants who are proposing a residential site development plan ~~shall~~ may request a pre-application conference with the Administrator prior to submitting the documents for review.

3.9.3 Review

A. Application form and materials must be completed ~~and fee paid~~ at the time of submission.

3.10.2 Pre-Application Conference

A. Applicants proposing a major subdivision site plan ~~shall~~ **may** request a pre-application conference with the Administrator prior to submitting the documents for review.

3.14.3 Pre-Application Conference

All applicants seeking a variance ~~shall~~ **may** schedule a pre-application conference with the Administrator to discuss the procedures, standards, and regulations required for variance approval.

Figure 1

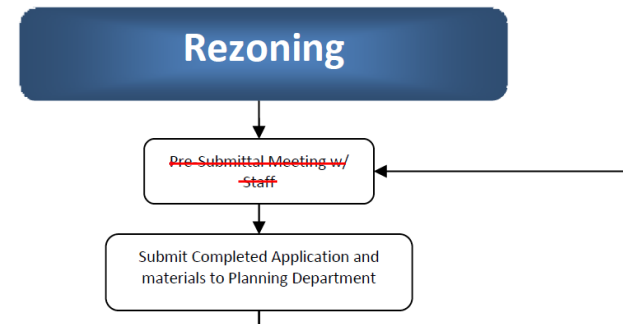


Figure 2



Figure 3



APPLICATION FOR TEXT AMENDMENT

<u>THIS SECTION FOR OFFICE USE</u>			
Application No.	ZTA 2021-15	Date	12/15/2021
Application Fee	\$ N/A	Receipt No.	N/A
Pre-Application Conference	N/A	Hearing Date	PB- 1/2/22, BOCC- 1/18/22
SECTION 1: APPLICANT INFORMATION			
Applicant's Name:	Pender County		
Applicant's Address:	805 South Walker St		
City, State, & Zip	Burgaw, NC 28425		
Phone Number:	910-259-1202		
Email Address:	vlacer@pendercountync.gov		
SECTION 2: UDO TEXT TO BE AMENDED			
Current Text to be Amended (Please site accurate Article number referenced):			
Article 3: Sections 3.1.1, 3.1.2, 3.5.3, 3.5.4, 3.9.2, 3.9.3, 3.10.2, 3.14.3, and various workflow figures in Article 3			
Proposed Text to be added:			
SECTION 3: SIGNATURE			
Applicant's Signature	Vanessa Lacer	Date:	12/15/2021
<u>NOTICE TO APPLICANT</u>			
If the applicant makes significant changes to the application for a text amendment after the Planning Board has made its recommendation, the Administrator may refer the modified request back to the Planning Board for an additional public hearing.			
<u>TEXT AMENDMENT CHECKLIST</u>			
☒	Signed application form		
☒	Application fee		
☒	A letter describing, in detail the intent and purpose of the amendment presented, meeting the approval criteria set forth in Section 3.18.5 of the Pender County UDO (shown on page 1 of this application		
<u>Office Use Only</u>			
☒ ZTA Fees: \$250		N/A	
Payment Method:	Cash : ☐ \$ _____	Credit Card: ☐ Master Card ☐ Visa	Check: ☐ Check # _____
Application Received By: Vanessa Lacer		Date: 12/15/21	
Application completeness approved by: Vanessa Lacer		Date:	
Dates Scheduled for Public Hearings:		☒ Planning Board: PB 1/4/22	☐ BOC: BOCC 1/18/22