



MINUTES
Planning Board Meeting
Tuesday, February 1, 2022
Pender County Public Assembly Room
7:00 PM

MEMBERS PRESENT: Delva Jordan
Jeff Beaudoin
Damien Buchanan
Jeffrey Pitts
Norman K. (Ken) Teachey

MEMBERS ABSENT: John Gruntfest

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

1 CALL TO ORDER
Meeting called to order 7:01 PM

2 ROLL CALL

3 INVOCATION

4 PLEDGE OF ALLEGIANCE

5 ADOPTION OF AGENDA

a) Adoption of Agenda

Motion to adopt

Moved by Damien Buchanan, seconded by Jeffrey Pitts

Motion to adopt

	For	Against	Abstained	Absent
Delva Jordan	x			
Jeff Beaudoin	x			
Damien Buchanan	x			

John Gruntfest				x
Jeffrey Pitts	x			
Norman K. (Ken) Teachey	x			
	5	0	0	1

CARRIED.

6 ADOPTION OF MINUTES

- a) Planning Board Meeting Minutes from 01/04/2022

Motion to adopt

Moved by Jeffrey Pitts, seconded by Norman K. (Ken) Teachey

Motion to adopt

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

CARRIED.

7 PUBLIC COMMENT

8 PUBLIC HEARINGS

- a) ZTA 2021-15 (Application Efficiency Improvements)

Long Range Planner, Vanessa Lacer presented for 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 '. This revision is changing the current requirements for pre-submittal

meetings, fees, and waiting periods, in order to improve the efficiency of the application review process. The proposed changes are in compliance with the comprehensive plan and the intention of the amendment again is to increase the efficiency of the application to submit land review process. Ms. Lacer specified the two main area's were language is requested to be changed for the face-to face pre-submittal meetings and the need for a 30-day wait period following the pre-submittal meeting prior to the submission of an application. A detailed description of the proposed change is available in the Pender County Planning and Community Development Department offices.

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

Motion to approve

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

CARRIED.

9 DISCUSSION

- a) Parks and Recreation Master Plan Presentation
- b) Unified Development Ordinance Update
- c) Planning Board Trainings

10 NEXT MEETING DATE

March 1, 2022 at 6:30 p.m.
805 S. Walker Street
Burgaw, NC 28425
BOCC Chambers

- a) Motion to move meeting to Hampstead

Motion to move

Moved by Damien Buchanan, seconded by Jeff Beaudoin

Motion to move

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

CARRIED.

11 ADJOURNMENT
Meeting Adjourned 9:31 PM