MINUTES
Planning Board Meeting
Tuesday, December 6, 2022
805 S. Walker Street/BOCC Meeting Room
7:00 PM

MEMBERS PRESENT: Delva Jordan, Chairman
Damien Buchanan, Vice-Chairman
Norman "Ken" Teachey
Jeffrey Pitts
Margaret Mosca
Jeff Beaudoin

MEMBERS ABSENT: John Gruntfest

OTHERS PRESENT: Justin Brantley, Interim Planning Director
Trey Thurman, County Attorney
Donna Sayre, Administrative Specialist

1 CALL TO ORDER

Chairman Delva Jordan called the meeting to order at 7:02 pm

2 ROLL CALL

3 INVOCATION

4 PLEDGE OF ALLEGIANCE

5 ADOPTION OF AGENDA

Motion to approve agenda as presented made by Jeffrey Pitts, seconded by Norman "Ken" Teachey. Vote was unanimous.

Motion to approve

	For	Against	Abstained	Absent
Delva Jordan	X			
Damien Buchanan	X			
Jeffrey Pitts	X			
Margaret Mosca	X			

John Gruntfest				X
Jeff Beaudoin	X			
Norman (Ken) Teachey	X			
	6	0	0	1

CARRIED.

6 NEW BUSINESS

6.1 Assign County Attorney Trey Thurman as Moderator

Mr. Jordan stated that Mr. Thurman has been assigned as the Moderator.

6.2 Nomination and Selection of Chairman and Vice-Chairman

Mr. Thurman informed the Board that he will open the floor for nominations and that the Board members can nominate a member or themselves. A second to the motion is not needed and a a vote will be taken.

Mr. Thurman opened the floor for the nomination of Chairman. Mr. Buchanan nominated Mr.Jordan, Mr. Beaudoin seconded the motion and the vote was unanimous.

The floor was opened by Mr. Thurman for the nomination of Vice-Chairman. Mr. Pitts nominated Mr. Buchanan. Mr. Jordan seconded the motion and the vote was unanimous.

6.3 Adoption of Pender County Planning Board 2023 Meeting Calendar

Mr. Brantley presented the Board members with a tentative 2023 calendar for their review.

Mr. Jordan asked if this calendar does not indicate the meetings that will take place in the Hampstead Annex. Mr. Brantley stated this calendar indicates dates only.

Mr. Teachey asked if certain meeting dates were assigned to be held in the Hampstead Annex. Mr. Jordan stated that in the past, certain meeting dates were designated to be held in Hampstead.

Mr. Buchanan stated that he feels that if an application is filed, especially a Rezoning or Conditional Rezoning, with the property being in the Hampstead area, then the Planning Department and the Board should consider having the meeting take place in Hampstead.

Mr. Brantley suggested that instead of designating certain meetings to be held in Hampstead in advance, the Planning Department can contact the Chairman before the hearing to discuss the meeting being held in Hampstead. Mr. Brantley stated that if the notice is run in the newspaper and the mailers state that the meeting will be held in Hampstead then that is considered proper notice.

Mr. Thurman stated that with a few exceptions as to how the days fall on The calendar, there should not be an issue with having enough time for proper notice. It would be up to the Board's pleasure as to whether the meeting is held in the Hampstead or Burgaw location.

Mr. Jordan questioned the availability of the Hampstead Annex. He stated that he feels that the building should be available on a Tuesday evening. Mr. Brantley stated that the Planning staff can contact the Department that handles the scheduling of the Annex and inquire as to availability prior to running the notice in the newspaper and mailing out the notices.

Mr. Jordan asked if the Annex was unavailable the night of a scheduled Board meeting, could the meeting be moved to another evening. He then stated that if the Planning staff knows in advance that a large crowd will likely have a large crowd show up, that the meeting should be held in Hampstead.

Mr. Thurman stated that at the Board's request, the Annex can be reserved for the first Tuesday of every month by default. He stated one of reasons the County has the Annex building is the availability of having meetings held in the auditorium. The Planning staff can release any reserved date if they see that the meeting will be held in Burgaw which will allow the auditorium to be available for other purposes.

Mr. Buchanan asked the other members of the Board if they had any concerns about the dates listed.

Mr. Teachey stated his concern is to make sure a meeting is not held on The Fourth of July. Mr. Brantley stated that most of the meeting dates are scheduled for the first Tuesday of the month but some of the dates had to be adjusted due to holidays.

Mr. Jordan stated that it appears that January, July, and September have been adjusted due to how a holiday falls. Mr. Brantley stated that September's date was moved to the 6^{th} due to the first Tuesday being on the 5^{th} and that is the first day after the office being closed for Labor Day. The extra day will give the Planning staff additional time for preparation.

Mr. Jordan asked if the July meeting could be moved to the following week on Tuesday, which would be the 11th. He asked the other Board members if they found any conflict with the proposed date. No members had known conflicts.

Mr. Buchanan stated that he feels that the November date should be changed due to it falling on Election Day, the 7th. He feels this would be a conflict and should be held on a different date, such as the 14th. Mr. Jordan asked if there was a Board of Commissioners meeting scheduled for the 14th. Mr. Thurman stated that the BOCC will be meeting on the 20th and not the 14th.

Jeffrey Pitts made a Motion to approve the 2023 except for the July and November dates. The July date is changed to the 11th and the November date is changed to the 14th. The Motion was seconded by Damien Buchanan and the vote was unanimous.

Motion to approve

	For	**Against**	**Abstained**	**Absent**
Delva Jordan	X			
Damien Buchanan	X			
Jeffrey Pitts	X			
Margaret Mosca	X			
John Gruntfest				X
Jeff Beaudoin	X			
Norman (Ken) Teachey	X			
	6	0	0	1

CARRIED.

Mr. Buchanan stated that the previous Planning Director was working on a request made by Mr. Gruntfest concerning agenda meetings, especially on bigger or controversial items. Mr. Buchanan stated that the Board has never heard anything back from the Planning staff about this matter.

Mr. Thurman stated that the Board can hold agenda meetings, but they would need to be open to the public. If the majority of the Board meets for any reason pertaining to the Planning Board, then the meeting must be open to the public. Mr. Thurman stated that even though it is open to the public does not mean there has to be public participation. He stated that agenda meetings can be useful if the Board members have questions that are presented at the agenda meeting which allows the Planning staff time to research and present a response.

Mr. Buchanan stated that updating the Unified Development Ordinance has been a challenge since he became a Board member three years ago. He asked as a body, should the Planning Board make a recommendation to the Board of Commissioners on how to pursue. Mr. Buchanan stated that hiring a consultant could be a possible recommendation to the Commissioners. He is inquiring as to the status of Planning Staff's progress on this matter. Mr. Brantley stated that he cannot speak on what happened in the past under different management.

Mr. Brantley discussed the need for the Future Land Use Plan and UDO to be updated. Mr. Buchanan stated that was the next subject he wanted to speak of since the County is growing and changing every day. There are future topics the Board needs to be aware of but there are also situations that have already occurred that have not been addressed yet.

Mr. Jordan asked Mr. Thurman what the best way would be to present the Board of Commissioners with a resolution to require updating the UDO and Future Land Use Plan a priority. Mr. Thurman stated that the Board could give feedback then a resolution could be worked on.

Mr. Buchanan stated that the Future Land Use maps are important. He feels that if the County does not handle these issues now, it will only cause more issues in the future.

Mr. Thurman stated that this also needs to be a part of the budget process since this is above a regular request. This would be considered a special project. He stated that he feels if the needed money is not approved during budget planning, then it could not be allocated during the fiscal year. Mr. Thurman stated to allow budgeting, the resolution should go before the Board of Commissioners at the beginning of January.

Mr. Jordan asked if the Board had time to have it placed on the agenda for the meeting being held in January. Mr. Brantley stated that he would work on getting this request satisfied.

Mr. Buchanan stated that he feels a Motion should be made so that this topic of discussion is not just another conversation. He stated it would give direction to the Planning Staff and would be considered a full recommendation.

Damien Buchanan made a Motion that the Board develop recommendations and a resolution to present to the Board of Commissioners within the next thirty days. The recommendations and resolution should include the Future Land Use Plan and the Unified Development Ordinance. Norman (Ken) Teachey seconded the Motion, and the vote was unanimous.

Motion to approve

	For	Against	Abstained	Absent
Delva Jordan	X			
Damien Buchanan	X			
Jeffrey Pitts	X			
Margaret Mosca	X			
John Gruntfest				X
Jeff Beaudoin	X			
Norman (Ken) Teachey	X			
	6	0	0	1

CARRIED.

ADOPTION OF MINUTES

Motion to approve the November 1, 2022, Planning Board minutes made by Jeffrey Pitts, seconded by Damien Buchanan. Motion to approve the November 15, 2022, Planning Board minutes made by Margaret Mosca, seconded by Damien Buchanan.

Motion to approve

	For	Against	Abstained	Absent
Delva Jordan	X			
Damien Buchanan	X			
Jeffrey Pitts	X			
Margaret Mosca	X			
John Gruntfest				X
Jeff Beaudoin	X			
Norman (Ken) Teachey	X			
	6	0	0	1

CARRIED.

8. PRESENTATIONS

There were no presentations.

9 PUBLIC COMMENT

Mr. Brantley stated that there is currently a Bicycle and Pedestrian survey located online and he encouraged the Board members to complete the survey and to inform others of the survey. Mr. Jordan asked if the link could be emailed to the Board members and Mr. Brantley responded affirmatively.

10 PUBLIC HEARINGS

There were no public hearings.

11 DISCUSSION

Mr. Thurman requested a closed session meeting with the Board. Jeffrey Pitts made a Motion for the Board to enter a closed session with Mr. Thurman which was seconded by Damien Buchanan. The vote was unanimous.

Motion to approve

	For	Against	Abstained	Absent
Delva Jordan	X			
Damien Buchanan	X			
Jeffrey Pitts	X			
Margaret Mosca	X			
John Gruntfest				X
Jeff Beaudoin	X			
Norman (Ken) Teachey	X			
	6	0	0	1

CARRIED.

12 NEXT MEETING DATE

January 4, 2023, at 7:00 p.m.
Pender County Administration Building
805 S. Walker Street
Burgaw, NC 28425

13 ADJOURNMENT

Mr. Pitts made a Motion to adjourn with Ms. Mosca seconding the Motion. The vote was unanimous.

Motion to approve

	For	Against	Abstained	Absent
Delva Jordan	X			
Damien Buchanan	X			
Jeffrey Pitts	X			
Margaret Mosca	X			
John Gruntfest				X
Jeff Beaudoin	X			
Norman K. Teachey	X			
	6	0	0	1

CARRIED.

Meeting adjourned at 8:17 p.m.