

**May 5, 2009**

The Union County Planning Board met in regular session on Tuesday, May 5, 2009, at 7:00 p.m. in the Union County Board of Commissioner's Board Room, located on the First Floor of the Union County Government Center, 500 North Main Street, Monroe, NC, 28112.

**PRESENT:** Kathy Broom, Mark DiBiasio, Patricia Freeman, Scott Heslink, Jim King, Jerry Nolan, Thomas Steffen, Jeff Gerber

**ABSENT:** John Darsey

**ALSO PRESENT:** Richard Black, Roger Horton, and Pam Rivers

**ITEM NUMBER ONE**

Call to Order

Mr. Richard Black called the meeting to order at 7:00 p.m.

**ITEM NUMBER TWO**

Introductions

All new appointed Planning Board members introduced themselves.

**ITEM NUMBER THREE**

Oath of Office

The Honorable Lanny Openshaw, Chairman of the Union County Board of Commissioners administered the Oath of Office to the Union County Planning Board members.

**ITEM NUMBER FOUR**

Election of Officers

Motion was made by Mark DiBiasio and seconded by Jerry Nolan to nominate Jim King to be Chairman of the Planning Board with there being no further nominations, a motion was made by Mark DiBiasio and seconded by Jerry Nolan for nominations to be closed. The motion passed unanimously. Mr. Black called for a vote on the nomination of Mr. King. The vote was unanimous.

Motion was made by Jeff Gerber and seconded by Scott Heslink to nominate Mark DiBiasio as Vice-Chairman of the Planning Board with there being no further nominations, a motion was made by Jerry Nolan and seconded by Scott Heslink for nominations to be closed. The motion passed unanimously. Chairman King called for a vote on the nomination of Mr. DiBiasio. The vote was unanimous.

Patricia Freeman was made a voting member.

**ITEM NUMBER FIVE**

Election of MUMPO Representative

Richard Black discussed with the board about MUMPO. Mark DiBiasio volunteered to be MUMPO Representative. Thomas Steffen volunteered to be alternate for MUMPO.

**ITEM NUMBER SIX**

Additions and/or Deletions to the Agenda

There were no additions or deletions to the agenda.

**ITEM NUMBER SEVEN**

Approval of the Agenda

Motion was made by Jeff Gerber and seconded by Patricia Freeman to approve the agenda. The vote was 7 to 0.

**ITEM NUMBER EIGHT**

Approval of the March 5, 2009 minutes

Chairman Jim King read a statement to the board from former chairman Robert Allen that the minutes from March 5, 2009 appear to be accurate.

Motion was made by Mark DiBiasio and seconded by Jerry Nolan to approve the March 5, 2009 minutes. The vote was 7 to 0.

**ITEM NUMBER NINE**

Planning Board Training Schedule

Mr. Black went over with the board about the training sessions coming up May 19, & May 21, 2009 at 6:30 p.m. and gave a brief Planning Board Orientation.

**Planning Board Orientation**

**May 5, 2009**

**Existing Conditions and Trends**

- Since 2000, one of the fastest-growing counties in the country.
- 2000 population was 123,677.
- 2008 population estimated at 191,233.
- Average population growth rate, 1970-2006, was 3.05%.
- Highest population growth rate, 2000-2006, was 4.53%.
- 88.3 % of County lands are zoned Agricultural Residential (RA-40 and RA-20).
- 10.07 % of County lands are zoned Residential (R-40 and R-20).

- Existing Land Use: Agricultural 61.0%, Residential 30.7%, Non-Residential 2.2%, and Other (Civic, Institutional, Vacant, Parks) 6.2%.
- 2000-2007, 98.1% of residential building permits were single family.
- State's 4<sup>th</sup> highest agricultural producer in 2002.
- 2006 ranked 2<sup>nd</sup> in state for wheat production and 3<sup>rd</sup> in soybeans.
- Nearly half of all workers travel outside County for work.
- Federally Endangered species: Carolina Heelsplitter and Schweinitz's Sunflower.
- Home to fourteen municipalities.

### **Planning Board Duties**

- Recommend to BOCC plans, goals, and objectives related to land development.
- Recommend to BOCC policies, ordinances, and procedures to carry out plans.
- Recommendations to BOCC concerning proposed zoning map and text changes.
- Decide applications for major development permits (Preliminary Plats & PUD Permits).
- Perform other duties assigned by the BOCC.

### **Planning Department**

- Planning and zoning jurisdiction within the unincorporated areas of the county.
- Plus the Towns of Hemby Bridge and Lake Park
- 73 % of the County is unincorporated.
- Four member staff
- Provide staff support for Board of Adjustment and Planning Board
- Programs – Comprehensive Plan, Land Use Ordinance, Adequate Public Facilities, Subdivision/Site Plan Review, Rezoning Process, Land Use Planning, Census Support, and Addressing.

### **Comprehensive Plan**

- Where are we today? Where do we want to be in the future? How do we get there?
- Guide to decision-making on a variety of community issues: land use, transportation, utilities, parks, economic development, and natural resources.
- The Official policy guide for development of the County.
- A policy guide to rezoning, public investment, and development decisions.

### **Land Use Ordinance**

- Zoning Ordinance
  1. Creates a number of different districts.
  2. Specifying land uses permitted in each district.
  3. Sets detailed standards on how permitted uses may be carried out.
  4. Standards such as minimum distance buildings should be set back from the street and property lines.
  5. Other standards may include standard lot sizes, building heights and landscaping requirements.
- Subdivision Ordinance
  1. Regulates the creation of new lots or separates parcels of land.
  2. Facilities record keeping regarding land ownership by setting standards for surveying lots and recording plat maps with register of deeds.
  3. Sets standards on the size and shape of new lots.
  4. Sets standards regarding provision of common improvements, such as roads and utilities, and how they are to be laid out and constructed.
  5. Major and Minor Subdivisions

6. Sketch Plan, Preliminary Plat, and Final Plat.
7. Technical Review Committee (Planning, Environmental Health, Public Works, Stormwater, NCDOT, and NCDENR Land and Water Quality).
  - Flood Damage Prevention (Floodplain) Ordinance
  - Drainage and Stormwater Management Ordinance
  - Adequate Public Facilities Ordinance
  - Sign Ordinance
  - Screening and Tree Ordinance
  - Recreation Facilities and Open Space Ordinance

### **Rezoning Process**

- Customer applies for rezoning
- Planning staff mails notices to adjacent property owners.
- Planning staff conducts a comprehensive analysis. (Zoning Amendment Checklist)
- Planning Board Hearing
- Public Comments, Other Department Comments, and Staff recommendation.
- Planning Board Recommendation.
- BOCC Public Hearing
- BOCC Decision

### **Rules of Procedure Principles**

- The Board must act as a body.
- The Board should proceed in the most efficient manner possible.
- The Board must act by at least the majority.
- Every member must have an equal opportunity to participate in the decision making.
- The Board's rules of procedure must be followed consistently.
- The Board's action should be the result of a decision on the merits and not a manipulation of the procedural rules.

There was discussion about the draft of the Union County Comprehensive Plan and that it was sent to be reviewed by the Board of County Commissioners. The draft will be on the commissioners May 18, 2009 agenda to be discussed.

At this time the Rules of Procedure were discussed with the Planning Board.

### **ITEM NUMBER TEN**

Planning Staff Report (Work in Progress)

Mr. Black discussed with the board about working on the update of the Land Use Ordinance and hoped that it could be done since the budget was really going to be tight and would like to have some work sessions for the Land Use Ordinance.

The Planning Department has established a Technical Review Committee (TRC) to review major subdivisions when they are turned in for processing. The TRC includes several county departments involved in land development, plus NCDOT and NCDENR.

**ITEM NUMBER ELEVEN**

Brief Comments

Thomas Steffen	Looking forward to working with the board.
Patricia Freeman	Thank You for the opportunity to be on this board.
Scott Heslink	This was a very well run meeting.
Mark DiBiasio	I am real excited about this board. Very good to have members with municipal experience. It takes a lot of commitment to work on issues within the county.
Jeff Gerber	Very glad to be appointed to this board. I have a lot of respect for the Board of County Commissioners a board that is dedicated to citizens of Union County and not special interest groups. We may not always agree with one another but hopefully will be able to work out our differences amongst ourselves. Look forward to working with this board.
Kathy Broom	Happy to be on this board and serve the people of Union County.
Jim King	Appreciate your vote and having faith in me.
Jerry Nolan	Look forward to making Union County a better place to live.

**ITEM NUMBER TWELVE**

Adjournment

The meeting adjourned at 8:35 p.m.