



PLANNING BOARD
December 8th, 2014
7:00 PM

AGENDA

- 1. Call Meeting to Order**
- 2. Approval of July 14th, 2014 Minutes**
- 3. Discussion of potential City Code revisions/Input from Board**
- 4. Oath of Office – Larry Pannell and Gene Monday**
- 5. Other Business**
- 6. Adjourn**



Memorandum

From: Shelley Stevens, City Planner
Date: December 4th, 2014
Subject: **December Meeting**

Board Members,

We will hold the regular meeting of the Planning Board on December 8th at 7:00 pm. See the attachment that shows highlighted in red the proposed ordinance revisions. The primary revision is to the Planning Board section of the Zoning Ordinance, regarding number of regular and ETJ members. There are also some minor grammatical revisions in the Watershed Ordinance and some revisions regarding copies of plats in the Subdivision Ordinance.

Doug Barrick discussed with me a policy change on plats – digital copies are now accepted in lieu of copies of the original. I think that our Subdivision Ordinance should reflect that change.

Chairman Smith will also administer the oath of office for Larry Pannell and Gene Monday.

If we feel comfortable with our revisions, we can vote to recommend them to City Council.

If you can't attend, please contact me: shelley.stevens@wpcog.org or 828-485-4238.



**PLANNING BOARD
MINUTES
JULY 14, 2014**

Members Present

Nick Colson
Larry Pannell
Crystal Clark
Rupert Little
Robert Smith
Tyler Sigmon
Todd Setzer

Members Absent

Jeff Barkley

Staff Present

Shelley Stevens, City Planner

Chairman Robert Smith opened with prayer.

Called Meeting to Order & Approval of May 8 BOA & June 9 PB Minutes

Mr. Smith called meeting to order at 7 pm and attended to first item on agenda – approval of May 8 and June 9 minutes. Nick Colson motioned to approve the May and June minutes. Rupert Little seconded, and the group unanimously agreed to approve the minutes.

Discussion of Update to Land Development Plan

A Land Development Plan summary was given by Shelley Stevens. Ms. Stevens gave background on the plan: when the original plan was completed, what each section covers, a review of individual demographic sections and the transportation section (she mentioned that she will discuss with Doug the transit section). Ms. Stevens also mentioned that she will have all maps in the plan updated. She then went over with the group some of the recommendations in the plan and the four goals listed in the plan.

Ms. Stevens discussed how the new 88-unit development fits into the land development plan, which recommends more residential development in Claremont.

Ms. Stevens mentioned that there will probably be a survey conducted for the plan as well as a public input meeting to gather information for the update.

Ms. Stevens reviewed the four goals in the plan. She mentioned that Claremont is starting to see some mixed-use development (goal 1). Goal 2: expansion of water and sewer as an economic development tool was reviewed. Ms. Stevens mentioned that the City has been working toward that goal (for example, with the new 88-unit apartment complex). She mentioned that the appearance committee is tangentially if not directly related to goal 3: promote quality design and stewardship of new and existing development. She then went over goal 4: refine a pedestrian-friendly downtown as a

commercial and civic center of the city and noted that this goal is always healthy for any city. Cities need to be walkable but still have other transportation methods available. Ms. Stevens then gave an example from the conditional use hearing (2014-3) of sidewalks and a bus shelter being built at the site.

Ms. Stevens asked the board if anyone had any input since some board members have been members for many years.

Mr. Smith noted that we will need to update the population table in the old report. In table 7, on page 5 he noted that only percentages are shown and not number of rental units. He said he thinks we should have actual rental unit numbers in that section. Ms. Stevens agrees.

Shelley told the board that she is looking forward to working on the plan, learning throughout the process, and hearing citizen input.

Mr. Smith asked if the regional transportation plan has been updated yet, and Shelley told him that yes, it has been updated.

Mr. Smith noted that southern loop has changed since the first iteration of the Land Development Plan. He mentioned the continuation of Centennial Boulevard to the west to help eliminate some of the traffic on Oxford Street. A couple board members noted that DOT projects often take a long time to come to completion. Mr. Little noted that DOT projects require money, which adds to the time.

Mr. Smith noted that this plan will be a lot of work. He also referenced trips to Huntersville and Davidson during the creation of the first iteration and said that there are still some members on the board who went through that first process.

Other Business

The Apple Solar Project and Oxford Crossing were then discussed.

Adjourn

Mr. Smith asked if we had a motion to adjourn the meeting; Nick motioned, and Rupert seconded. The motion was unanimously approved.

Robert Smith, Chairman

Shelley Stevens, Planner

Proposed Code Revisions

Article M: Watershed Protection Rules

Sec. 9-3-222 Buffer areas required.

1. A minimum one hundred (100) foot vegetative buffer is required for all new development activities that exceed the low density option; otherwise, a minimum thirty (30) foot vegetative buffer for development activities is required along the stream bank of all perennial waters indicated on the most recent versions of US GS 1:24,000 (7.5 minute) scale topographic maps or as determined by local government studies. Desirable artificial stream bank or shoreline stabilization is permitted.

2. No new development is allowed in the buffer except for water dependent structures and public projects such as road crossings and greenways where no practical alternative exists. These activities should minimize built-upon surface area, direct runoff away from the surface waters and maximize the utilization of stormwater ~~B~~best ~~M~~management ~~P~~practices. (Ord. of 12-7-04, No. 37-02)

Article O: Planning Board

Sec. 9-3-251 Establishment of Planning Board.

A Planning Board is hereby established as provided in Section 160A-361 of the General Statutes of North Carolina. Said Board shall consist of eight (8) regular members and one (1) alternate member and shall have proportional representation from within the corporate limits and the extraterritorial jurisdiction (ETJ) of the City of Claremont. ~~Six (6)~~ Five (5) regular members and one (1) alternate member shall reside inside city limits and be appointed by the City of Claremont. ~~Two (2)~~ Three (3) regular members shall reside outside city limits but inside the city's ETJ and be appointed by the Catawba County Board of Commissioners. Members shall serve overlapping terms of three (3) years. Initially the City Council and County Commissioners shall appoint two (2) regular members for a three (3) year term, two (2) regular members for a two (2) year term and one (1) alternate member for a one (1) year term. The alternate member of the Planning Board shall be called on to attend only those meetings and hearings at which one (1) or more regular members are absent or are unable to participate in hearing a case (considering a text or zoning amendment) because of an impermissible conflict of interest as set out in N.C.G.S. 160A-388. Except at the election of officers, at no time shall more than eight (8) members participate officially in any meeting or hearing. Should population in either the city or extraterritorial jurisdiction change enough to require an additional member to the Planning Board or the Zoning Board of Adjustment then numbers appointed by the City Council and the Claremont County Board of Commissioners will be changed accordingly. (Ord. of 12-7-04; No. 37-02; Ord. of 8-7-06; No. 18-06)

Article C: Procedure for Review and Approval of Subdivision Plats

Sec. 9-4-34 Procedure for review of minor subdivisions.

(a) Prior to submission of a final plat, the subdivider shall submit to the subdivision administrator three copies of a sketch plan **or a digital copy** of the proposed subdivision containing the following information:

Sec. 9-4-36 Final plat for minor subdivisions.

(c) Three copies of the final plat shall be submitted to the subdivision administrator. One of these shall be on reproducible material, **and** two shall be black or blue line paper prints **or, alternatively, in the form of a digital copy**. Material and drawing medium for the original shall be in accordance with the Manual of Practice for Land Surveying in North Carolina, where applicable, and the requirements of the Catawba County Register of Deeds. In the event of conflict between material and drawing medium for the original as set forth in the Manual of Practice for Land Surveying in North Carolina and the requirements of the Catawba County Register of Deeds, the requirements of the Catawba County Register of Deeds shall control.

Sec. 9-4-37 Certifications to be depicted on final plat.

(a) The final plat shall meet the specifications in section 9-4-42. The following signed certificates shall appear on all three copies of the final plat **or the digital plat and original**:



I, Larry Pannell, do swear that I will well and truly execute the duties as a member of the Planning Board and Board of Adjustment of the City of Claremont to the best of my skill and ability, according to law, so help me God. (G.S 11-11)

This, the 8th day of December, 2014.

Larry Pannell

Robert Smith, Notary

My commission expires



I, Gene Monday, do swear that I will well and truly execute the duties as an ETJ member of the Planning Board and Board of Adjustment of the City of Claremont to the best of my skill and ability, according to law, so help me God. (G.S 11-11)

This, the 8th day of December, 2014.

Gene Monday

Robert Smith, Notary

My commission expires



Application for City of Claremont Planning Board/Board of Adjustment Member

The Claremont Planning Board/Board of Adjustment is a volunteer Board serving the City of Claremont that meets the second Monday of each month at 7:00pm at the Claremont City Hall. Each member serves a three year term and is appointed by City Council, or the Catawba County Commissioners in the case of out Extra-Territorial Jurisdictional members.

Name: Larry Pannell

Address: 2893 Dogwood Dr, Claremont, NC 28610

Phone number(s): 828-404-7727

Email Address: larrypannell@bellsouth.net

1) Place of current Employment:

Retired

2) What are your interests in serving on the Planning Board/Board of Adjustment?

To maintain proper zoning

3) What qualities do you feel you would bring to the Board?

Experience of the last 20 years

4) List any other employment, committee boards served on – past or present, personal or professional accomplishments that may benefit the board.

5) Are there any conflicts that may inhibit you from attending regular monthly meetings the 2nd Monday each month?

No

Thank you for your interest in serving the City of Claremont.



Memorandum

From: Shelley Stevens, City Planner
Date: November 18th, 2014
To: Mike McLaurin, City Manager
Subject: **Reappointment of Larry Pannell to Planning Board/Board of Adjustment**

Mr. McLaurin,

Larry Pannell has been recommended by the Claremont Planning Board/Board of Adjustment Chair, Robert Smith, for reappointment to the Board.

Please see Mr. Pannell's Planning Board/Board of Adjustment application for further details.

Upon City Council's approval, Mr. Pannell may serve as a member of the Board.

Please let me know if you have any questions.

Thank you,
Shelley Stevens



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Name: Gene Monday

Address: PO Box 790, Claremont, NC

Phone number(s): 828-459-7440

Email Address: gemonday@gmail.com

1) Place of current Employment:

Claremont Self Storage

2) What are your interests in serving on the Planning Board/Board of Adjustment?

To help the citizens and businesses of Claremont

3) What qualities do you feel you would bring to the Board?

Own and run a business in Claremont

4) List any other employment, committee boards served on – past or present, personal or professional accomplishments that may benefit the board.

Engineer for CommScope for 10 years

5) Are there any conflicts that may inhibit you from attending regular monthly meetings the 2nd Monday each month?

No

Thank you for your interest in serving the City of Claremont.



Memorandum

From: Shelley Stevens, City Planner
Date: November 18th, 2014
To: Mike McLaurin, City Manager
Subject: **Appointment of Gene Monday to Planning Board/Board of Adjustment**

Mr. McLaurin,

Gene Monday has been recommended by the Claremont Planning Board/Board of Adjustment Chair, Robert Smith, for appointment to the Board as an Extraterritorial Jurisdiction (ETJ) member. Mr. Monday resides within Claremont's ETJ.

Please see Mr. Monday's Planning Board/Board of Adjustment application for further details.

Upon City Council's recommendation, and upon appointment by Catawba County Board of Commissioners, Mr. Monday may serve as a member of the Board.

Please let me know if you have any questions.

Thank you,
Shelley Stevens