



**Planning Board Meeting Minutes
ZOOM Remote
December 16, 2021
6:00 P.M.**

Members Present: Tish Hatem, Will Hewett, Scott Jones, Christopher Jones, Dick Sloan
Gustavo Mibelli, Maureen Meehan, and Sue Hodgins.

Members Absent: Donnie Joyner

Staff Present: Thomas Lloyd, Development Services Director
Tanya Shannon, Deputy Clerk

Board of Aldermen Liaisons: Karen Mosteller and John Allen

1. Chairman Tish Hatem called the meeting to order at 6:00 p.m.
2. The Invocation was led by Mr. Scott Jones.
3. The Pledge of Allegiance was led by Chairman Hatem.
4. Motion to approve the November 18, 2021, regular meeting minutes by Mr. Scott Jones, and second by Ms. Maureen Meehan. ***Unanimous vote; motion carried.***
5. Motion to approve the agenda by Mr. Will Hewett, and second by Mr. Gustavo Mibelli. ***Unanimous vote; motion carried.***
6. Public Comment: None
7. **Old Business:**

A. Land Swap Consideration: St. Philips Episcopal Church

Development Services Director, Mr. Thomas Lloyd went over the proposed land swap with St. Philips Episcopal Church. The Church has a sidewalk that is encroaching on the City's property located at the Old City Hall. The Church propositioned the City to consider an exchange of 491 sf of their property for 491 sf of the City's property.

Mr. Scott Jones, Ms. Sue Hodgins, and Mr. Christopher Jones volunteered for the Review Committee and met with representatives from the Church's Building Committee on November 29th to discuss the proposed exchange in more detail. The Church Committee said that they would like to utilize this portion of property to surround the area with a fence for outdoor storage, but mainly for their recycling and garbage bins.

The Members of the Review Committee discussed some concerns about the Land Swap. Their main apprehension was that the City may need this portion of property for future use. The Committee also had concerns regarding certain access to the building if the land was

swapped. They felt that this portion of property may be needed for handicapped accessibility, or for work vehicles and equipment to restore the existing City building.

It was the consensus of the Review Committee not to recommend the Land Swap to the Board of Aldermen at the current time. The Committee agreed that the proposed exchange could be revisited after more concrete information is known regarding the future of the building.

Mr. Scott Jones made a motion not to recommend approval of the Land Swap with St. Phillips Episcopal Church to the Board of Aldermen until the plans for the City property at this location are concluded, and second by Mr. Will Hewett. ***Unanimous vote; motion carried.***

B. Major Site Plan: Osprey Landing Amenity Center, submitted by Paramounte Engineering on behalf of Bill Clark Homes.

Mr. Lloyd gave an overview of the proposed Major Site Plan. He said the Amenity Center is proposed to include a 400-sf building, 500 sf covered patio, and a 2,100 sf pool. The Community Amenity Center is not to be used for commercial activities. The proposed plan provides 32 spaces out of 23 required parking spaces. The plans show 40 ft of Open Space between the pool area and the perimeter of the property.

The Parking Facility Landscape shows that each island includes Dwarf Yaupon Shrubs and Live Oak Trees. Some of the landscape islands incorporate existing trees including two Live Oaks. There are 6 additional trees requested to be removed in addition to the prior approved plan due to the location of the pool being shifted. There will be 7 3" Live Oaks planted in the parking area, and 10 Live Oaks and 12 Magnolia trees being planted in the area around the pool in addition to the existing trees. The foundation plantings consist of 168 sf of Yew Pines and Dwarf Yaupon Hollies. The plan shows the dumpster being screened by the Yew Pines.

A Review Committee was established that consisted of Ms. Sue Hodgkin and Mr. Christopher Jones to review the plan in more details. The Committee along with Staff and the Project Manager Mr. Mike Nichols met on December 9th. The Committee appreciated how the plan is buffered from the adjacent neighborhood. The Committee did make a request to add in a few more trees if possible. Mr. Nichols said that he should be able to fit 3 or 4 additional trees in that area. The project manager stated that they reoriented the location of the pool based on the feedback from the Planning Board to be further away from the property line. To do this he said they had to take out additional trees that they weren't planning to remove, but they are now in mitigation to replace those trees. Mr. Nichols said that they are incorporating an existing 16" Live Oak and 20" Live Oak into the parking facility landscaping. The Review Committee recommended a larger dumpster enclosure to add additional room for waste and recycling bins. Mr. Nichols said that this could be done. The Committee also discussed the cluster mailbox kiosk and how the circulation would flow in the parking lot for the mailbox for the 196 units. Mr. Nichols explained that 23 of the provided spaces are for the pool and the other 9 are provided for the mailbox kiosk, and he explained that residents will not typically collect mail at the same time. The Committee agreed that this should be more than enough spaces for most days and times. It was the consensus of the Review Committee to recommend approval of the Major Site Plan for the Amenity Center.

Ms. Maureen Meehan questioned how close the Amenity Center is to the subdivision's main entrance. Mr. Nichols answered that it is approximately 396 ft from the entrance at Robert Ruark Drive to the first crosswalk going to the Amenity Center. Ms. Meehan said in her opinion she thought that distance was a little short and that at certain times the intersection could be really congested. Mr. Nichols explained that there is a slight taper in the road

between the landscape medians where cars could go around other vehicles to enter the amenity center without holding up traffic. He said given 23 ft per vehicle, up to 17 vehicles could be stacked at any time at the entrance. He said there could be a potential unknown wait to enter if there is also a large amount of vehicles existing too. He said he understands the concern, but he feels the plan is adequate.

Mr. Christopher Jones wanted to clarify if the tree mitigation plan had changed from the initial design plan that was previously approved, and if there was a plan to remove additional trees to mitigate again. Mr. Nichols said that the tree plan that was submitted for the project and that was previously approved has been mitigated to include the removal of 6 additional trees. He said the current plan that is being reviewed has accounted for replacing those 6 trees.

A motion was made by Ms. Maureen Meehan to approve the Major Site Plan for the Osprey Landing Amenity Center, and second by Mr. Will Hewett. ***Unanimous vote; motion carried.***

C. Major Subdivision Preliminary Plat: Lookout Point Subdivision, submitted by Kenneth Knott on behalf of Gordon Armstrong.

Mr. Lloyd gave a description of the proposed subdivision. He said the property is located on 2.45 acres at the end of Lookout Point Drive. The owner is requesting to subdivide the property into two lots. Both lots are proposed to have over 100 ft of frontage on the cul-de-sac. This subdivision does not qualify as a minor subdivision because it includes a new ROW dedication to get the minimum requirements for the frontage of the lots. The cul-de-sac will be a private ROW and maintained by the property owners. The water and sewer will be connected to the existing infrastructure and no Open Space dedication will be required because it is on only 2 lots.

A Review Committee was established at the November meeting that consisted of Ms. Sue Hodgins, Mr. Dick Sloan, and Mr. Will Hewett. The Review Committee, Staff and the applicants representative Mr. Cothran Harris met on December 6th to discuss the plans in more detail. Mr. Harris explained the plan for the subdivision and how they would like to proceed with the project. He said without constructing a cul-de-sac and extending the ROW, each lot would not have the required amount of frontage per the ordinance regulations and thus create unusual setbacks. With the addition of the cul-de-sac, the lots would have adequate frontage and would be able to have more of the traditional setbacks. The Committee discussed the surrounding wetlands and drainage on the site. Mr. Hewett mentioned how the property at this location drains around much of the surrounding land. Mr. Harris stated that they are aware of the of that and they are designing the buildable area of the lots to be outside of the wetlands. He said the structures will have to be built to VE Flood Zone design standards since they are in a Coastal A Flood Zone. Mr. Harris also mentioned they would also need to construct more bulkheads around some of those wetlands. Mr. Lloyd said that they will need to pull permits with NC DCM and the Corp of Engineers for that. Depending on how close the home is to an Area of Environmental Concern (AEC) the City may be able to issue minor permits. However, if the AEC is comprised of 30% impervious surfaces, the City would need an engineered stormwater plan before the CAMA permit is issued. It was the consensus of the Review Committee to recommend approval of the preliminary plat.

Mr. Christopher Jones asked if Lookout Point Drive is a private road, and if the subdivision would be an extension to the Landing. Mr. Lloyd said that Lookout Point Drive it is a City maintained ROW as well as all the streets connecting. He said that the proposed subdivision Lookout Point is a separate subdivision from the Landing, but with a shared road. Ms. Sue Hodgins noted there was also discussion in the Review Committee Meeting regarding the

accessibility for fire suppression needs. She said the property owners want to ensure that in case of a fire there will be sufficient access to water and other safety precautions. Mr. Lloyd said that he would consult the Fire Chief, Mr. Charles Drew.

Mr. Cothran Harris thanked Mr. Lloyd and the Board for working with him and the property owners thru the consideration process.

Mr. Will Hewett made a motion to approve the Major Subdivision Preliminary Plat: Lookout Point, and second by Mr. Gustavo Mibelli. ***Unanimous vote; motion carried.***

D. Other Business: None

E. Announcements:

Chairman Hatem wished Everyone a Merry Christmas
and a Happy New Year !

Adjourn:

There being no further questions or comments Ms. Maureen Meehan made a motion to adjourn, and second by Mr. Will Hewett. ***Unanimous vote; motion carried.***

Meeting adjourned at approximately 6:50 P.M.

Chairman, Tish Hatem

Deputy Clerk, Tanya Shannon