



**TOWN OF PINE LEVEL
MINUTES OF
PINE LEVEL PLANNING BOARD MEETING
MARCH 28, 2024**

MEETING INFORMATION

The Pine Level Planning Board met on Thursday March 28, 2024 at 6:32 p.m. at the Pine Level Town Hall. The meeting was called to order by Chairman Randy Jones.

ROLL CALL

<u>✓</u> Randy Jones	<u>✓</u> Cecelia Joyner	<u>✗</u> Tonia Hill	<u>✗</u> Shane Strickland (alt 1)
<u>✓</u> Kevin Kornegay	<u>✗</u> Randy Holloman (alt 1)	<u>✓</u> Tammy Register	
<u>✗</u> Berry Godwin	<u>✓</u> Terry Rains (alt 2)	<u>✗</u> Greg Johnson	
<u>✓</u> Faye Starling	<u>✓</u> Chuck Hardison (alt 3)	<u>✓</u> Shannan Parrish	

STAFF PRESENT: Zoning Administrator Scottie Hayes and Administrative Assistant Ashley Willoughby.

OTHERS PRESENT: Samuel Heuertz

AGENDA-

Motion to approve the agenda with a correction to Item #4 to remove section b. Downtown District:
Kevin Kornegay
Second: Tammy Register
Vote: Unanimous

MINUTES- FEBRUARY 22, 2024-

Motion to approve the February 2024 minutes: Terry Rains
Second: Cecelia Joyner
Vote: Unanimous

OLD BUSINESS

Zoning Permit Submittal Process

Chairman Randy Jones stated the board members had received a proposed text amendment for section 602.1 Zoning Permit Required in the Unified Development Ordinance which included an addition to said section that was notated in red which read: *"The zoning administrator shall have the authority to require a foundation survey and any other documentation deemed necessary to accompany any applications which requires a site plan and/or plot plan which includes but not limited to poured foundations and all permanent buildings and structures."* He asked to clarify there were no other changes proposed in this section other than the text notated in red. Administrative Assistant Ashley Willoughby stated that was correct. Chairman Jones mentioned

the zoning permit application form included in the packet which Ms. Willoughby stated it was the new proposed application form for zoning permits. Zoning Administrator Scottie Hayes stated the current process requires individuals to come by the Town Hall to fill out a carbon copy form. He stated this new form would be available on the Town's website and allow individuals the option to pre-fill out the forms prior to submitting them in person at the Town Hall. Chairman Jones asked if the Utility Easement Acknowledgement Form was a new form. Zoning Administrator Hayes stated it was. Chuck Hardison made a motion to recommend the approval of the proposal as presented to the Town Board; which was seconded by Tammy Register. Chairman Jones clarified the proposal included the proposed text amendment, Zoning Permit application, and Utility Easement Acknowledgement Form.

Vice- Chairman Kevin Kornegay asked for clarification on the part reading, "*The zoning administrator shall have the authority to require a foundation survey and any other documentation deemed necessary to accompany any applications.*" He asked when the applicant would be required to have the documentation. Ms. Willoughby stated the wording allows the Zoning Administrator to notify the applicants when they submit a zoning permit what documentation would be required with the application. Zoning Administrator Hayes stated he ordered stamps and he would stamp on the application that a foundation survey would be required. Ms. Willoughby stated when the applicant takes the permit to the County's Inspection Office it would notify them to put a hold on the application on their end. This hold would prevent the applicant from moving forward in any inspection process done by the County until the Town sends confirmation that the required documents had been submitted.

Chairman Jones asked for a vote and the motion passed by unanimously.

Motion Recap:

Motion to recommend the approval of the proposal as presented to the Town Board: Chuck Hardison

Second: Tammy Register

Vote: Unanimous

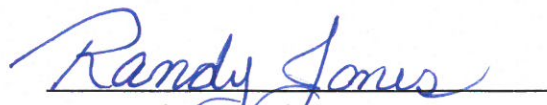
NEW BUSINESS

Zoning Administrator Hayes notified the board members of the Town Board's approval of their request for a traffic study. After some discussion, Shannan Parrish stated the NC DOT requires developers to conduct a Traffic Impact Analysis study or TIA study for subdivisions. Chairman Jones mentioned to the board members about considering making that a new requirement for new developments to include a TIA study as part of the approval process. He asked the Town's staff to look into the Town's ordinance about including a TIA study as a requirement for subdivisions and to present their findings at the next meeting. He wanted to stress the importance of the Stormwater studies and having an engineer reviewing the plans for the Town as well.

MEETING ADJOURNED

There being no further business to discuss, Tammy Register made a motion to adjourn. Faye Starling seconded the motion. Motion passed by unanimous vote. The meeting adjourned at 6:54 p.m.


Ashley Willoughby, Administrative Assistant


Randy Jones, Chairman