



**TOWN OF PINE LEVEL
MINUTES OF
PINE LEVEL PLANNING BOARD MEETING
AUGUST 22, 2024**

MEETING INFORMATION

The Pine Level Planning Board met on Thursday, August 22, 2024 at 6:31 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, Administrative Assistant Danielle Lanier, and Interim Town Clerk Ashley Willoughby.

OTHERS PRESENT: Samuel and Debra Heuertz

AGENDA-

Motion to approve the agenda: Berry Godwin

Second: Faye Starling

Vote: Unanimous

MINUTES- APRIL 25, 2024-

Motion to approve the April 2024 minutes: Terry Rains

Second: Shane Strickland

Vote: Unanimous

REVIEW FINAL PLAT- PINECREST SUBDIVISION

Chairman Randy Jones informed the Board members he had a conflict of interest involving financial gain with this development and would be recusing himself from the vote. He stated he would be able to answer any questions the other members had regarding this development and be a part of the discussion. He informed the members that Zoning Administrator Scottie Hayes had reviewed the map and would like to discuss his findings.

The Board members and Zoning Administrator Scottie Hayes reviewed, discussed, and determined the map was missing the following information:

- Name, address, registration number, and seal of the Registered Land Surveyor

They agreed once the mylar was completed this error would be corrected.

- Type of plat

Zoning Administrator Scottie Hayes stated the map did not provide the proper verbiage to identify the map was representing a final plat. Chairman Randy Jones asked if it could be corrected on the mylar. Shane Strickland stated the map should represent what would be shown on the mylar.

- Street maintenance agreement in accordance with Section 405.4 of this ordinance

Zoning Administrator Scottie Hayes stated this is covered in the covenants. Chairman Randy Jones mentioned the Town had not received the covenants yet. He informed the members the covenants were about ninety-nine percent completed along with an HOA and the agreement with the new buyer of the development would finish that process. He stated the current owner of the development had put building requirements in the covenants to protect the integrity of the project. He mentioned the covenants would be provided to the Town prior to the Town Board meeting.

- Acreage in total tract to be subdivided

Zoning Administrator Scottie Hayes stated he could not find it on the map. The Board members determined it was not on the map and would need to be added.

- Linear feet in streets

Shane Strickland stated it was not on the map. Zoning Administrator Scottie Hayes mentioned it was important information to have on the map for dedications and for Powell Bill reporting. Chairman Randy Jones asked if it needs to show the overall total or the individual measurements for each street. Interim Town Clerk Ashley Willoughby and Shane Strickland confirmed it was needed for each street.

- A Stormwater Drainage Plan (valid for 5 years)

Chairman Randy Jones stated this would be on the mylar. Shane Strickland said the Town should have a document from the engineer of the approved drainage plan on file prior to Town Board approval. He mentioned there are items on the map that show the drainage easements that are part of the plan.

- Total number of lots created/ Acreage in the smallest lot in the subdivision

Randy Holloman stated the total number of lots created was not shown on the map. He mentioned the acreage of the smallest lot should be included. Chairman Randy Jones stated he knew the smallest lot on the map was fifteen thousand square feet. He mentioned the smallest lot would be shown on the preliminary plat, but not on the final. Randy Holloman asked if it showed on the preliminary and if not, could it be put on this map. After a brief discussion, the Board members determined the total number of lots created would need to be included on the map.

Later, Vice-Chairman Kevin Kornegay made a motion to recommend the approval of the final plat with the following conditions: to add the survey's seal to the mylar, to add the term final plat to the map, to add a note of the total acreage of the subdivision, they include in the covenants the street maintenance agreement, add a note saying the linear footage of the streets, and a note of the total number of lots; prior to the Mayor signing off or the Town Board meeting.

Tammy Register asked about the smallest lot being included. After a brief discussion, the Board members agreed the map requirements for the preliminary plat and final plat need to be looked over and determine whether updates or amendments to the ordinance are needed.

Berry Godwin seconded the motion made by Vice-Chairman Kevin Kornegay. Shane Strickland asked Randy Jones, as the representative for the development, what the plans were for Lot 48. He mentioned his concerns about majority of the lot within the wetlands. Randy Jones stated the actual footage to build the house is not within the wetland line. Shane Strickland asked if a footprint would fit within the area outside of it. Randy Jones stated that was correct. Shane Strickland mentioned his concern was if someone bought a lot that would not be useful. Berry Godwin asked if the foundation survey would ensure no building in the wetlands. Randy Jones stated it would and informed the Board members the new owners know those surveys would be required.

The vote was called for and without the vote from Randy Jones; the motion passed by unanimously.

Motion Recap:

Motion to recommend the approval of the final plat with the following conditions: to add the survey's seal to the mylar, to add the term final plat to the map, to add a note of the total acreage of the subdivision, they include in the covenants the street maintenance agreement, add a note saying the linear footage of the streets, and a note of the total number of lots; prior to the Mayor signing off or the Town Board meeting. Vice Chairman Kevin Kornegay

Seconded by: Berry Godwin

Vote: unanimous/ Randy Jones-recused

OLD BUSINESS

DOWNTOWN DISTRICT PROPOSAL

Chairman Jones mentioned he would like to thank Vice-Chairman Kevin Kornegay, Secretary Tonia Hill, Tammy Register, Zoning Administrator Scottie Hayes, Shane Strickland, and Ashley Willoughby for being a part of the subcommittee and for their hard work putting together the proposal.

Randy Holloman asked if side setback for single-family dwelling should be ten feet and not twenty feet in the proposed district. The Board members agreed that should be changed to ten feet.

Chairman Randy Jones stated the purpose of this district was to provide areas for offices, services, businesses, and residential apartments within the Downtown areas in Pine Level. He mentioned how the former Triangle J Representative Curtis Lee spoke on creating a dense center of the city limits. He stated to promote that density, would involve creating businesses with apartments on top and allowing residential homes to be turned into businesses like in other towns. He mentioned there are other towns where some homes had been turned into lawyer offices and medical offices. He went over the dimensional requirements proposed within the Main Street District (MS). He asked if the fifty feet height requirement was based on the existing commercial buildings in the area. Vice-Chairman Kevin Kornegay stated the height requirement matched what was required in the commercial district. Ms. Willoughby mentioned she spoke with Mr. Kornegay about the height and they concluded it would be a greater incentive for developers who are more interested in building residential units to leave the height the same. She stated this would allow the Town to promote more commercial base buildings with a max of two floors of residential apartments within the height requirement.

Terry Rains asked how the railroad would affect the residential side. Ms. Willoughby mentioned most of the development within this district would require a special use permit; which would allow the Boards to work with the developers on the lot designs. She stated along with the no minimum setback requirement for commercial uses could help promote additional off-street parking within the area. Chairman Randy Jones wanted to point out how well this district was created and how it was created to be like a living document. He proceeded to ask if there was any difference in the requirements for the Townhomes in this district outside the current requirements. Ms. Willoughby stated the requirements were the same and the reason was to make the commercial base with apartments more enticing to help promote more commercial growth along with residential density within that area. Zoning Administrator Scottie Hayes stated the district would allow the owners to do a little more with their property. Chairman Randy Jones used Vice-Chairman Kevin Kornegay's house which would be within this district as an example. He mentioned Mr. Kornegay would be able to turn his house into a business within this new district, however, he would not be able to live in it. He stated if a home is turned into and used as business outside the what is allowed as a home occupation, it could not be used as a residence. Vice-Chairman Kevin Kornegay stated the property owner would have to submit for a change of use permit.

Chairman Randy Jones wanted to mention there were numbers changed in the ordinance due to adding in this district which was notated in the proposal.

After the Board members reviewed the proposed changes and additions to the Table of Permitted Uses; they requested the following changes to the proposal be made within the MS section:

- Removing the P for Farming (Row Crops)

Once the clerk has confirmed with the attorney regarding the General Statues requirements.

- Removing the P for Commercial plant nurseries and greenhouses
- Adding an S for Community Center
- Removing the S for Nursing homes, clinics, hospitals, except animal hospitals; create a new line item for Clinics, except animal hospitals and add an S.

After a brief discussion, it was determined the area may not be the best place for nursing homes due to the available parking.

- Adding a line for Sweepstakes but not include in any district.

Zoning Administrator Scottie Hayes mentioned the Town had an ordinance regarding sweepstakes and suggested adding a line to the Table of Permitted Uses without including in a district.

- Repair & maintenance shops (other)

After a brief discussion, it was determined that this item was fine as proposed, however, the Board members wanted to clarify this item would not involve or include any automotive repairs and services.

- Removing the S for Restaurant with drive-through
- Change the P to S for Automatic Teller Machine
- Removing the S for Electronic game machines and pinball machines- Accessory
- Change the D to S for Temporary Events

Chairman Randy Jones suggested to the Board members that tent signs should be added to the Ordinance and be included in the MS District. He mentioned removing ground signs being allowed

from the MS District as presented in the proposal. After a brief discussion, the Board members agreed to the suggestion.

Chairman Randy Jones read over the page 20 of the proposal for the Board members.

Vice-Chairman Kevin Kornegay made a motion to recommend to the Town Board the approval of this MS District (Main Street) with the changes that were discussed (above). Chuck Hardison seconded the motion. Berry Godwin asked if the Planning Board members would be able to see the revisions prior it going to Town Board. Ms. Willoughby stated she would send the Board members the revisions once it was completed and it would go before the Town Board at their next meeting. With no further discussion, a vote was called for and the motion passed by unanimous vote.

NEW BUSINESS

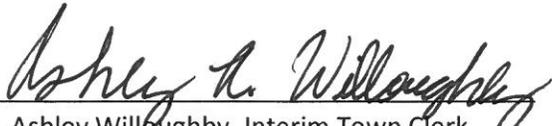
Discussion

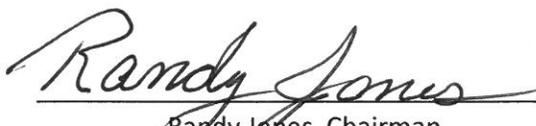
Debra Heuertz, Pine Level resident, mentioned the Town Board would be having a public hearing on September 9th to discuss whether to extend the current moratorium. She asked if the Planning Board members had any discussions on moratorium and if this Board would provide any recommendations to the Town Board. Chairman Randy Jones stated the Planning Board discussed it at the last meeting and determine they did not have the facts to provide a recommendation. He explained the Town Board had the information regarding the town's infrastructure regarding water and sewer capacity and to his knowledge he did not know if any updates have been made. He discussed his concerns about the fact the traffic study has not been completed and the Town's current infrastructure.

Berry Godwin wanted to say something about the Country Store Meadows project. He said prior to his family selling the project it was required that the subdivision have curb, gutter, and sidewalks. He stated the project was recently sold again to another owner. He asked Scottie and Ashley to check to ensure the requirements remain the same; which he was told it was. He wanted to thank Scottie and Ashley for looking into it. Chairman Randy Jones stated the new owners bought the project as it was approved, so if it was required before it be required now.

MEETING ADJOURNED

There being no further business to discuss, Terry Rains made a motion to adjourn. Greg Johnson seconded the motion. Motion passed by unanimous vote. The meeting adjourned at 8:22 p.m.


Ashley Willoughby, Interim Town Clerk


Randy Jones, Chairman