MINUTES
BREVARD PLANNING BOARD
November 18, 2014

Brevard Planning Board met for a regular meeting on Tuesday, November 18, 2014, at 7:00 PM in Council Chambers of City Hall.

Members Present:	Gary Daniel, Chair Demi Loftis Katie Thompson Kimsey Jackson Jimmy Perkins Seyl Park
Staff Present:	Daniel Cobb, Assistant Planning Director – Long Range Planning Aaron Bland - Planner Janice H. Pinson, Board Secretary

I. Welcome and Introduction of Planning Board Members -

At 7:00 PM Chair, Gary Daniel, called the meeting to order. The Chair called for a moment of silent reflection.

Approval of Minutes –

The Board requested that the Minutes of the October 21, 2014 meeting be revised to reflect their discussion about proposed changes to the permitting process including approval processes, checklists, flowing and measuring the process, so that customers can be told how long the process will take and to not bring items before the Board before all of the requirements have been met.

K. Thompson suggested that the Board take the initiative in the future to state when they would like a summary of a discussion reflected in the minutes.

II. New Business –

A. Proposed Text Amendment to Unified Development Ordinance – Chapter 3 – Drive-Thru Stacking Spaces & Buffering from Residential Uses.

D. Cobb explained to the Board that Aaron Bland would be presenting another Text Amendment in a continued effort to make the Unified Development Ordinance clearer and up to date.

G. Daniel stated that he was on the Board when the Unified Development Ordinance was adopted and that it was meant to be a work in progress and that he is happy to see this happening. K. Jackson agreed that the UDO was meant to be a work in progress knowing that with careful thought and consideration changes would be made as necessary.

D. Cobb responded that he was glad to get the feedback from the Board and that the division of the Planning Department into Long Range Planning and Permitting/ Code Enforcement would hopefully allow more time to focus on updates to the UDO .

A. Bland presented his Staff Report which is labeled “Exhibit A” and incorporated herein by reference. He explained that the current ordinance requires that drive- thru stacking spaces allow for a 100 foot buffer from residential properties. He further explained that currently the only zoning district where drive thru windows are permitted “by-right” is Corridor Mixed Use (CMX) and further, most CMX districts abut General Residential (GR) zoned parcels to the rear.

An analysis of CMX-zoned parcels using GIS revealed that of the 104 CMX-zoned parcels, 58 are affected by the current 100-foot distance requirement in that they are within 100’ of a GR zoning district. Also, he further explained that 24.93% of the total square footage of CMX land in the City is unavailable for drive-thru lanes, windows, or equipment.

Reducing the requirement to 50 feet would result in a reduction of the affected portion to 9.97% of all CMX square footage. Reducing this setback requirement will open up additional properties in the CMX zoning district for more types of commercial development.

Staff conducted a brief presentation illustrating the concepts above with examples of existing businesses and properties.

Further, by adding a minimum dimensional standard of (9’ X 18’) to the stacking spaces required for drive-thru service lanes it would avoid any confusion about the minimum space required for stacking spaces.

The Board had a discussion with Staff about current properties with drive thru stacking spaces and how they would be affected and also a lengthy discussion about noise concerns and the current ordinance.

S. Park made a motion to approve the Text Amendment to Unified Development Ordinance as presented with the addition of a reference to the noise ordinance. Motion was seconded by D. Loftis and unanimously passed.

III. Old Business – None.

IV. Other Business –

A. Discussion of Meeting Schedule.

G. Daniel, Chair, recommended that the Board not hold a December meeting.

K. Thompson moved that the Board agree to Staff’s request and move their regularly scheduled meetings to the fourth (4^{th}) Tuesday of each month beginning in January, seconded by K. Jackson and upon vote was passed.

K. Thompson asked Staff when the Board could expect to receive updates on the Planned Development District process and also for deadlines for the Brevard Place project.

D. Cobb explained that based on the current work load that it would probably be spring at the earliest before the Board would see any updates on the PDD process. He further informed the Board that the Bojangles has been approved and that they are just waiting on NCDOT driveway permits to begin construction. The rest of the Brevard Place project is not approved and they will have a five (5) year period in which to complete the build out or they would have to start the permitting process over again. He stated that it is his understanding that the developers of Brevard Place are in the process of redesigning their project.

K. Jackson asked Staff if the Comprehensive Plan is approved what would the impact be on the UDO. D. Cobb explained that the rewriting of Chapter 5 Architectural Standards and Chapter 12 Signs was approved by Council in this year's budget but that based on the recent decision to make changes to the Planned Development District process and the effect it would have on these chapters, the rewrite will need to be postponed.

VI. Adjourn-

There being no further business, J. Perkins made a Motion to adjourn, seconded by K. Jackson, the Board voted unanimously to adjourn at 7:59 PM.

____
Gary Daniel, Chair

____
Janice H. Pinson, Board Secretary