

**MINUTES
BREVARD PLANNING BOARD MEETING
DECEMBER 18, 2018**

Brevard Planning Board met for a regular meeting, Tuesday, December 18, 2018, at 6:00 PM in Council Chambers of City Hall.

Members Present: Jimmy Perkins, Chair
Keenan Smith
Chris Strassner
John Folger
Molly Jenkins

Members Absent: Demi Loftis, Vice Chair
Stephanie Smith

Staff Present: Daniel Cobb, Planning Director
Aaron Bland, Planner
Janice Pinson, Clerk to the Board

Others: Tore Borhaug, Applicant

I. Welcome

At 6:00 PM, Chair, Jimmy Perkins, called the meeting to order.

II. Introduction of Planning Board Members

Board members and Staff introduced themselves.

III. Certification of Quorum

Chair, Jimmy Perkins confirmed with the Clerk to the Board that a quorum of the board was present.

IV. Approval of Agenda

Motion to amend the agenda to move New Business, a. to the beginning of agenda to accommodate Mr. Borhaug who is present by C. Strassner, seconded by K. Smith, unanimously carried.

V. Approval of Minutes

a. Minutes of the October 16, 2018 meeting, motion was made to approve by M. Jenkins, seconded by K. Smith, unanimously carried.

VI. Public Comment – None.

VII. New Business

a. Consideration of Application by Michael Goforth, Agent for Tore Borhaug, Text Amendment, TXT-18-018 to Amend Unified Development Ordinance Chapter 16.4 & 19.3 Expiration of Permit.

Daniel Cobb, Planning Director presented his staff report and explained the permitting process. He stated that staff recommends changes to UDO Chapter 16 as outlined in the staff report, but does not believe it necessary to make revisions to the definition for “start of construction” in UDO Chapter 19.

T. Borhaug, Applicant, explained his reasons for requesting the text amendment, explaining that he is acting as his own contractor; that financing and engineering require more than six months. He explained the reason for his project is to provide workforce housing for his employees because they cannot afford to live in Brevard.

After further discussion between, Staff, the Board and Mr. Borhaug.

M. Jenkins moved to approve staff’s recommended changes to UDO Chapter 16.4, with the revision allowing the Planning Director to grant an extension of up to one year instead of six months as follows:

16.4. - Revocation/invalidation of land development permit.

A. *Expiration of permit:* Unless otherwise specified in this ordinance, any land development permit issued in accordance with this ordinance will lapse and become invalid unless the work for which it was issued is started within **six months 365 days** of the date of issue, or if the work authorized by it is suspended or abandoned for a period of at least **one year 365 days**.

The Planning Director may grant one extension per permit of the above time periods of up to six months (changed to one year) upon submittal of a written request by the applicant prior to a permit’s expiration date. Such a request must detail unusual and unique circumstances to justify an extension.

And further, moved to approve staff’s recommended changes to UDO Chapter 19.3. Definitions. *Start of Construction* with the additional language to be added to include, **the excavation for, and installation of, public utilities, or the installation of public streets and/or sidewalks** and further noting the Board’s support of the Statement of Consistency, attached hereto and labeled, Exhibit “A”.

Motion seconded by C. Strassner and unanimously carried.

Daniel Cobb stated that he would make the recommended changes and to make sure he is clear, would forward to the Board and Mr. Borhaug.

Tore Borhaug thanked the Board, stating that Planning Staff and the Planning Board are listening and responding, and that it is a huge change for the City.

VIII. Unfinished Business

a. Continuation of Consideration of Text Amendment TXT-18-004 Steep Slopes

Daniel Cobb, Planning Director, presented his staff report.

After discussion, C. Strassner moved to approve as presented and referenced the Board's support of the Statement of Consistency which is attached and labeled, Exhibit "B". M. Jenkins seconded and unanimously carried.

There was a discussion started by Mr. Borhaug that the text amendment 18-018 be made retroactive so it would include his current permit.

D. Cobb questioned the legality of this, stating that he would need to discuss the matter with the City Attorney.

New Business

b. Board Retreat

The Board determined that their retreat will be held on February 12, 2019 at 1 PM. Daniel Cobb stated that he would bring a primer of Council's January Retreat Discussion.

There was a brief discussion of the Planning Board putting a statement together in reference to the Gallimore Road project, and it was decided to discuss the matter at the Board's next meeting.

c. Project Update – Friends of Brevard Area Trails

D. Cobb presented his staff report which a portion is included herewith:

Conserving Carolina has been assisting the City with options for the maintenance, operation, stewardship, and construction of additional trails within Brevard for the past several months. The conversation stemmed from discussions regarding additional trails within the Bracken Preserve.

The mission of Conserving Carolina "[is] dedicated to protecting and stewarding land and water resources vital to our natural heritage and quality of life and to fostering appreciation and understanding of the natural world."

The city has received several requests from the community to be involved with the city's bike path and trail system over the last decade. Oftentimes the desire is to help with the maintenance, and more recently with the Bracken Preserve, to actually build trails.

Staff is neither equipped nor has the manpower to manage such an endeavor. Partnering with an agency such as Conserving Carolina allows the city to tap into an existing pool of volunteers with the needed expertise to manage work days and build trails.

In October of this year the Brevard City Council formally created the *Friends of Brevard Area Trails* group. This group will be managed by the staff of Conserving Carolina to

Promote inclusive use of greenways, trails, and blueways by all visitors and all residents alike, to create opportunities for public health and well-being, to promote the trails system as a place for enjoyment, exercise, transportation, wellness, community, and Peace.

d. Meeting Calendar

The 2019 Brevard Planning Board Meeting Schedule was amended to add the February 12, 2019 at 1 PM Retreat Meeting, M. Jenkins moved to approve as amended, seconded by C. Strassner and unanimously carried.

IX. Discussion - None

X. Remarks – None

XI. Adjourn –

There being no further business, K. Smith moved to adjourn, seconded by C. Strassner, unanimously carried, and the meeting adjourned at 8:06 PM.

Jimmy Perkins, Chair

Janice H. Pinson, Board Clerk