



**TOWN OF HARRISBURG, NORTH CAROLINA
HARRISBURG TOWN HALL
PLANNING AND ZONING BOARD MEETING**

**January 19, 2021
6:00 PM**

AGENDA

1. THIS WILL BE A TELECONFERENCED MEETING VIA THE ZOOM PLATFORM.

- A. Please click this URL to
join: <https://us02web.zoom.us/j/84235035984?pwd=QVN0Sjlmb05GNUlOUeHqanVTTEdLQT09>
Passcode: 21148

Or join by phone:
Dial: 312 626 6799
929 205 6099

Webinar ID: 842 3503 5984

2. CALL TO ORDER

A. AGENDA ADOPTION

1. Oath of Office for New Members appointed to the Planning and Zoning Board and the Board of Adjustment.

B. SPECIAL PRESENTATIONS

- C. PUBLIC COMMENT - Anyone wishing to address the Board may do so during the Public Comment section. Please state your name and address for the record, be courteous and do not repeat what has already been said. Please keep your comments about the subject and not personal in nature.

3. CONSENT AGENDA

- A. Consider the meeting minutes of August 18, 2020 Planning and Zoning Board meeting.

4. OLD BUSINESS

5. NEW BUSINESS

- A. Election of Officers for Planning and Zoning Board and the Board of Adjustments for the current annual term ending on June 30, 2021

6. STAFF UPDATES/INFORMATION

7. ADJOURNMENT

Town of Harrisburg's Vision Statement

Harrisburg will be the best small town in North Carolina based on low density housing, excellent economic opportunities, a safe living environment, and efficient and effective municipal services. Amenities such as excellent recreational programs, adequate open space, attractive shopping opportunities, a diversity of restaurants, and a connected system of roadways, sidewalks, greenways, and bicycle lanes will continue to enhance the quality of life of the Town. These services and amenities will be provided while retaining reasonable tax rates and debt levels.



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consider the meeting minutes of August 18, 2020 Planning and Zoning Board meeting.

Presenting Personnel:

Suggested Motion or Action:

Motion to approve the meeting minutes of August 18, 2020 Planning and Zoning Board meeting.

Description/Background:

Recommendation:

Fiscal Impact:

Attachments:

1. PZ MINS AUG 18 2020

**TOWN OF HARRISBURG, NORTH CAROLINA
PLANNING & ZONING ADVISORY BOARD MEETING
TUESDAY, AUGUST 18, 2020
6:00 PM**

MINUTES

**1.
CALL TO ORDER**

Andy Rathke called the meeting to order.

PRESENT: Andy Rathke, Lloyd Quay, John Overcash, Jacob Carpenter, Rodney Garner, Thelma Thorne-Chapman, Kevin Schaffner

**A.
AGENDA ADOPTION**

MOTION

Lloyd Quay made a motion to adopt the agenda as presented. Second was made by John Overcash. **The motion passed 7-0.**

**B.
SPECIAL PRESENTATIONS**

**C.
PUBLIC COMMENT**

**2.
CONSENT AGENDA**

A. Planning Board meeting minutes from July 21, 2020 Planning and Zoning Board meeting.

MOTION:

Jacob Carpenter made a motion to approve the Consent Agenda. Second was made by Thelma Thorne-Chapman. **The motion passed 7-0.**

**3.
OLD BUSINESS**

A

Planning and Zoning Board Sub-Committee Recommendations on New Appointments to the Planning and Zoning Board. There are three (3) positions on the Planning and Zoning Board whose appointment terms expired on June 30, 2020, Town Council extended those expiring terms by 60 days (August 31, 2020). The board vacancy application was posted on the Town's website and social media on May 21st and applications were accepted until June 15, 2020. A total of eight (8) applications were received, including the three (3) incumbents who wanted to continue serving on the Planning and Zoning (P&Z) Board. The Planning and Zoning Board sub-committee (Lloyd Quay, Rodney Garner and John Overcash) interviewed 7 applicants, one of the applicants (Elizabeth Barber) no longer wanted to be considered for the position. The subcommittee will make their recommendations at the meeting which will then be presented to Town Council at their September meeting. New appointing will start their term starting September 15, 2020 Planning and Zoning Board meeting.

After some discussion about the project, they then took the following action:

MOTION:

Lloyd Quay made a motion to recommend the following three candidates for the Planning and Zoning Board: Andy Rathke, Thelma Thorne-Chapman, and Jake Carpenter, and send it on to Town Council for their consideration with a second from Kevin Schaffner. **The motion passed 7-0.**

4.

NEW BUSINESS

A

H2020-1-(S) Calloway Subdivision Preliminary Plat. Stanley Martin Homes has submitted a Preliminary Plat application for 73 age-restricted (55+ only) single family homes, located on the Southeast corner of Robinson Church Road and Rocky River Road.. The site pin is 5506-84-1758- 0000 and 5506-84-9524-0000 and consists a total area of 30.21 acres. The subject property was rezoned in 2018 (Case #H-2017-11-(R)) to CZ-RC to allow for 81 age-restricted single-family homes. A rezoning condition #7, originally approved a part of the rezoning has been modified to read as noted below: 7. Applicant agrees to dedicate a fee-in-lieu of pedestrian access easement rights originally intended in the rezoning condition, in the amount of \$40,236.30. All fee-in-lieu dedications shall be made to the Town prior to final plat approval. (Original: Applicant agrees that easements obtained for the sewer line connection to Reedy Creek will include pedestrian access rights to accommodate a future pedestrian access to Reedy Creek Greenway). Staff has reviewed the submitted preliminary plat, and has found it to be consistent with the approved conditional zoning site plan (H-2017-11-R), the Harrisburg Area Land Use Plan (HALUP) and the standards of the UDO for CZ-RC districts. Staff recommends that the Planning and Zoning Board recommend approval of the proposed preliminary plat to the Town Council, with the inclusion of the conditions of the approved conditional rezoning plan.

1. Applicant agrees to obtain any and all applicable local, state, and federal permits required for development before any development activity can take place.
2. Applicant agrees to dedicate a fee-in-lieu of Public Open Space dedication for the 2.4 acres of required Public Open Space, in the amount of \$34,390 per acre, for a total of \$83,857. All fee-in-lieu of dedications shall be made to the Town prior to final plat approval.
3. Applicant agrees to restrict cladding materials for all buildings to masonry products; vinyl siding will not be used.
4. Applicant agrees that during the preliminary plat process, if the RSOD buffers are revised to reflect the slope of the land adjacent to the stream bisecting the property, that any lots containing RSOD buffers be revised, removed, or redesigned so that no lots contain any RSOD buffer.
5. Applicant agrees that the area labeled as “Proposed Future Roadway Connection to the East” on the site plan will be dedicated as street ROW during final platting.
6. Applicant agrees to obtain a Driveway Permit from NCDOT subdivision access road providing access to Robinson Church Road. Furthermore, the applicant agrees to revise the site plan to show the future ROW dedication area on both sides of the subdivision access road, and to dimension the future ROW from the current road.
7. Applicant agrees to dedicate a fee-in-lieu of pedestrian access easement rights originally intended in the rezoning condition, in the amount of \$40,236.30. All fee-in-lieu dedications shall be made to the Town prior to final plat approval. (Original condition was revised and approved by Parks and Recreation Advisory Board)

After some discussion about the project, they then took the following action:

MOTION:

Lloyd Quay made a motion to recommend approval of H2020-1-(S) with the following conditions and send it on to Town Council for their consideration with a second from Thelma Thorne-Chapman. **The motion passed 7-0.**

B

H2020-02-(S) Brookdale Village Town Homes Preliminary Plat. Brookdale Partners LLC, on behalf of the Property Owner and Developer, has submitted a Preliminary Plat application for 50 town homes on Section 3 & 4 of the original plat, located east side of Plaza Road Extension, at the Stafford Road intersection. The site pin is 5506-21-2703-0000 and consists a total area of 5.58 acres. The Preliminary Plat for these 50 town homes was previously approved in 2016 (Case #H-2016-01-(S)). As stated in Article 6 - Subdivision Regulations of the Harrisburg Unified Development Ordinance (UDO), the Subdivision Final Plat is to be recorded within two (2) years of Preliminary Plat approval. As such, the previously approved Preliminary Plat is expired and need to be reviewed and re-approved to allow for Construction of these town homes. The revised Preliminary Plat is enhanced to include required buffer areas and added amenities to the common area - both of these elements were missing from previous approval. Staff has reviewed the submitted preliminary plat, and has found it to be consistent with the previously approved Preliminary Plat (H-2016-01-S), the Harrisburg Area Land Use Plan (HALUP) and the standards of the UDO for PUD districts.

Staff recommends that the Planning and Zoning Board recommend approval of the proposed preliminary plat to the Town Council, with the inclusion of the conditions of the approved conditional rezoning plan.

1. Applicant agrees to obtain any and all applicable local, state, and federal permits required for development before any development activity can take place.
2. Stormwater Phase II requirements will be required in Section 4 of the development

After some discussion about the project, they then took the following action:

MOTION:

Kevin Schaffner made a motion to recommend approval of H2020-02-(S) with the following conditions and send it on to Town Council for their consideration with a second from Thelma Thorne-Chapman. **The motion passed 7-0.**

5.

STAFF UPDATES/INFORMATION

- I will be forwarding you all a copy of the updated project list that staff has been working on, this will keep you updated with all the current projects or any projects that we have in the works so you can stay updated on the projects.

6.

ADJOURNMENT

MOTION:

There being no further business, Andy Rathke made a motion to adjourn, with a second from Jake Carpenter. **The motion passed 7-0.**

Andy Rathke, Chairman

Carly Bedgood, Secretary



TOWN OF HARRISBURG

Agenda Item Details

Title:

Election of Officers for Planning and Zoning Board and the Board of Adjustments for the current annual term ending on June 30, 2021

Presenting Personnel:

Sushil Nepal, Planning & Economic Development Director

Suggested Motion or Action:

Motion to elect a Chair and Vice-Chair of the Planning and Zoning Board and the Board of Adjustment for the current annual term ending on June 30, 2021.

Description/Background:

The adopted by-laws of the Planning and Zoning Board and the Board of Adjustment call for appointment of Chair and Vice Chair annually. The Planning and Zoning Board members appointed by the Town Council also serve as the Town's Board of Adjustments members. With delayed appointments of Planning and Zoning Board members, we are now asking the Board to appoint its officers to serve the remainder of the annual term ending in June 30, 2021.

Below are the description for each positions, as described in the by-laws.

Planning and Zoning Board:

- **Chair:** The Chairman shall preside at all meetings of the Planning & Zoning Board. In order to address the Board, a member must be recognized by the Chairman. The Chairman is entitled to vote on all matters and shall be considered a member for all purposes, including the determination of whether a quorum is present. In addition to participating as a member, the Chairman shall have the following duties:

- I. To rule motions in or out of order, including any motion patently offered for obstruction or dilatory purposes;
- II. To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
- III. To call a brief recess at any time;
- IV. To adjourn in an emergency, and
- V. To appoint, as needed, special committees from among the members.

- **Vice-Chair:** A Board member who serves as Vice Chairman shall be entitled to vote on all matters and shall be considered a member for all purposes, including the determination of whether a quorum is present. In the Chairman's absence, the Vice Chairman shall preside, and when presiding, shall have the right to vote upon all questions

Board of Adjustment:

- The **Chairman** shall decide upon all points of order and procedure subject to these Rules unless directed otherwise by a majority of the Board in session at the time. The **Vice Chairman** shall serve as acting Chairman in the absence of the Chairman, and at such times, he shall have the same powers and duties as the Chairman. In the event of the absence of both the Chairman and the Vice Chairman from a Board of Adjustment meeting, the Regular members present may elect a temporary Chairman for that meeting and proceed with the order of the business. The Chairman, or any member acting as Chairman is authorized to administer oaths to witnesses (who may either swear or affirm) in any matter coming before the Board.

Recommendation:

Staff recommends the Board discuss the election of officers, seek nominations and elect Chair and Vice-Chair for each Board.

Fiscal Impact:

None.

Attachments:

None