

MINUTES
Planning Board Regular Meeting
E.S. Douglass Community Center, 1185 W. Pennsylvania Avenue
Thursday, June 22, 2023 at 6:00 PM

Chair Westbrook called the meeting to order at 6:00 PM.

Chair Diane Westbrook, Vice Chair Kim Wade, Matthew Walden, John Earp and Jennifer Garner were present. Andy Bleggi and Monica Harvey were absent.

John Earp made a motion, which was seconded by Kim Wade, to approve the Minutes of the May 18, 2023 regular meeting. The motion carried.

The oath of office was administered to new Board member Jennifer Garner.

PUBLIC HEARING:

OA-01-23: Text Amendments to the Unified Development Ordinance; Petitioner: Town of Southern Pines Planning Department

The proposed amendments are as follows, listed with reference to applicable section(s) of the UDO proposed for amendment:

1. Amend Exhibit 2-1 Review Process Overview to clarify different review procedures for Architectural Compliance Permits. Projects that are non-compliant with architectural standards in UDO §4.10 and/or greater than or equal to 15,000 square feet gross floor area will be reviewed by Town Council. Projects that are compliant with architectural standards in UDO §4.10 and less than 15,000 square feet gross floor area, will be reviewed administratively.
2. Amend UDO §2.26 with changes to efficiency of Architectural Compliance Permit review for commercial structures that meet the town's architectural standards. Changes include:
 - Increase the size of commercial structures that qualify for administrative review of Architectural Compliance Permits from 3,500 square feet or more Gross Floor Area to 15,000 square feet or more Gross Floor Area.
 - Clarify that an application for an Architectural Compliance Permit must provide a dimensioned site plan, elevation drawings and color renderings.
 - Remove two subjective criteria for review of Architectural Compliance Permits that are not consistent with state statutes regarding the effect of comprehensive plans or with the use of administrative, more objective permit review.

- Remove the entire subsection UDO §2.26.8 regarding amendments because many of the changes listed have nothing to do with architecture and because Architectural Compliance Permits are a type of Development Approval and amendments to Development Approvals are covered broadly under UDO §2.8.4.

Kim Wade made a motion, which was seconded by Matthew Walden, to open the public hearing. The motion carried.

Senior Planner Alaina Mallette provided a detailed overview of the proposed amendments accompanied by a Power Point presentation and stated that the goal of the amendments is to incentivize developers and applicants to comply with the architectural standards resulting in a shorter review period and a more efficient process.

John Earp inquired about the basis for the 14,999 square foot threshold for administrative approval.

Ms. Mallette responded that the Town Council made that determination based on the size of different projects that have been built in the area.

Chair Westbrook asked Ms. Mallette if there were any downsides to these text amendments and Ms. Mallette responded that nothing came to mind at that time.

Matthew Walden made a motion, which was seconded by Kim Wade, to close the public hearing. The motion carried.

Matthew Walden made a motion, which was seconded by Kim Wade, that after reviewing the proposed amendments to the UDO and considering the criteria for approval of text amendments to the UDO found in UDO §2.17.10, the proposed amendments are consistent with the Comprehensive Long Range Plan for the reasons set forth in Attachment A of staff report OA-01-23 and therefore to recommend approval of OA-01-23 to the Town Council. The motion carried by a vote of 5-0.

UNFINISHED BUSINESS:

A brief discussion ensued regarding a timeline for the release of a draft of the Comprehensive Long Range Plan.

NEW BUSINESS:

Chair Westbrook suggested that any Board member visits to a subject property in advance of a preliminary forum or public hearing be disclosed in the future.

Ms. Mallette responded that it is good practice to disclose that information but she would consult the Town Attorney regarding proper procedure.

Matthew Walden made a motion, which was seconded by John Earp, to adjourn the meeting. The motion carried.

The meeting adjourned at 6:36 PM.

Respectfully submitted:

Cindy Williams
Secretary to the Planning Board