

**Minutes**  
**Special Called Meeting of the**  
**Aberdeen Planning Board**  
**For the Comprehensive Land Use Plan Update**

January 17, 2019  
Thursday, 6:30 pm

Robert N. Page Municipal Building  
Aberdeen, North Carolina

The Aberdeen Planning Board met Thursday, January 17, 2019 at 6:30 p.m. for a Special called meeting to review the Comprehensive Land Use Plan. Members present were Vice Chair Bryan Bowles, Tim Marcham, Bill Prevatte, Roger Bone, Diane Innes, and Janet Peele. Members not present were Chairman Raymond Lee, Brooks Pomeranz, & Heidi Whitescarver. Others in attendance were Planning Director Justin Westbrook, Administrative Assistant Megan Henderson, Senior Planner Kathy Blake, Commissioners Kenneth A. Byrd, Wilma Laney, and Joe Dannelley, reporter for The Pilot Laura Douglass, and consultant Dale Holland of Holland Consulting Partners.

1. Call to Order

Vice Chair Bryan Bowles called the meeting to order at 6:30 p.m.

2. Approval of Minutes

- a. Meeting of November 15, 2018
- b. Meeting of December 20, 2018

A motion was made by Ms. Peele, seconded by Mr. Bone, to approve the minutes from both the November and December meetings in one motion. Motion unanimously carried 6-0.

3. New Business – Public Meeting

- a. Comprehensive Land Use Plan Update – Holland Consulting Planners – Review

Director Westbrook stated at this point in the Comprehensive Land Use Plan (CLUP), staff feels the plan is fairly close, if not done, with regards to the Planning Board making a recommendation to the Board of Commissioners (BOC). Any recommendation from the Board must be made in writing. The meeting tonight is for either a positive or negative recommendation, not adoption. Nevertheless, the CLUP will move forward to the BOC for their January 28th meeting. Staff has identified various minor changes such as typos, which will be compiled altogether and forwarded to Holland Consulting Planners (HCP) to be corrected. Per the Town Manager Paul Sabiston, additional small errors can be addressed even after the Board's recommendation. The goal for tonight is to go over the plan and discuss issues of substance, identify questions for Mr. Holland,

and point out any areas that need to be addressed. Further typos and discrepancies of that nature should be directed to staff in the following days to be added to the running list for HCP. Ultimately, a pdf document highlighting all areas needing revision will be sent to HCP so the final plan may be corrected prior to the BOC meeting on January 28th. Mr. Bowles asked if there would be another public hearing, regardless of what the Board's recommendation may be. Director Westbrook stated the public hearing had already been advertised to the public dated for the BOC meeting on the 28th. Mr. Bowles asked if members were to find more issues, would they be able to bring it to the public hearing. Director Westbrook stated that as Board members are citizens of Aberdeen, they are welcome and encouraged to attend the public hearing with any issues that still remain.

Mr. Holland stated they have already received some comments on the plan, and all of them are important. HCP will respond to the comments collectively. Unfortunately, some comments are referencing point blank errors that were missed, but they will absolutely be corrected. The intent is to send a clean copy to the BOC. The Board is still welcome to make additional changes at the public hearing. One example of a comment received was concerning the Age of Housing/Dwelling Units Table. Mr. Holland stated it has been known that the table has inconsistencies, primarily being 2 main problems: 1) The corporate limit lines changed and 2) The census is imperfect. There were a few comments regarding changing some wording without changing the intent of the sentence. All comments will be responded to and taken care of. If there is anything that HCP does not change, Mr. Holland stated he will respond with a memo to be forwarded on by Director Westbrook, explaining the reasons why it was not changed. Mr. Holland also stated that he had been in discussion with Kacy Cook from the NC Wildlife commission and he believes they are now in sync with her recommended revisions. Their input is important as they have invested \$10,000 into this project. If a recommendation is made tonight to send the plan to the BOC, then Mr. Holland will create a clean copy and send to Kacy Cook one final time prior to submitting.

Mr. Bowles opened the floor for questions from the Commissioners in attendance.

Mr. Byrd asked if HCP habitually does an executive summary on their projects. Mr. Holland stated they do not habitually, but occasionally. He will create one if it is so desired. Mr. Byrd stated he would like an executive summary and also thinks that page 6-18 is highly important and should be placed in the front of the plan, so as not to be lost during reading of the plan. Mr. Holland stated the executive summary would normally be done after the plan's approval. Mr. Byrd stated he would like it done before the public hearing. Ms. Laney asked if there would be another work session prior to the public hearing for the BOC to discuss

and go over the plan. Director Westbrook stated that the public hearing on the 28th would be the BOC's opportunity to do so. It was staff's thought that combining those 2 meetings would be more appropriate based on time constraints, however, if the Board prefers a separate work session prior to the public hearing, that can be arranged. As of now, the current meeting scheduled for January 28th will be both the work session and the public hearing. Director Westbrook stated that since this process has taken longer than expected, it was recommended to combine the two. Mr. Bowles suggested adding a separate agenda item for that meeting to give the BOC a chance to discuss the plan at the meeting, but prior to the public hearing. Mr. Holland stated that both options are feasible, however if there is another special called meeting, it would require advertisement, and that may be difficult given the time constraints at hand. Mr. Holland stated that it is the Town's decision on whether the plan gets adopted this month or next, however it is the Town Manager's preference that it be done sooner rather than later. Mr. Byrd stated he will discuss options with Mr. Sabiston to decide if it should be a separate work session or an added agenda item for January's meeting.

Commissioner Joe Dannelley arrived to the meeting at 6:49 p.m., thus creating a quorum of BOC members. Director Westbrook stated that no decisions can be made at this moment as it was not advertised to the public as a joint meeting. Mr. Bowles and Mr. Holland briefly summarized to Mr. Dannelley what had been discussed thus far.

Director Westbrook opened the floor for questions and comments and stated that if anyone had any questions/comments outside of this meeting, they are welcome to ask him at any time.

Ms. Laney left the meeting at 6:55 p.m., thus no further quorum.

Mr. Byrd stated he had read the report and liked what he has seen, apart from the typos. Mr. Dannelley agreed that what he had read was a lot of historical information, numbers, and facts. The only thing he sees missing is what the challenge will be to us as a municipality to move forward. He also questioned the Town's vision statement, stating it was slightly different than what is currently in place. Mr. Dannelley stated he agrees with Mr. Byrd in the need for an executive summary. Mr. Holland stated if that is what the BOC wants, then it will happen, given there is political will to do so. Mr. Dannelley stated he appreciated the various maps included and the ability to easily read through it as a citizen desiring to connect with the Town. He stated everything else was straightforward and the data was relevant, given that we include the most recent census data. Mr. Holland stated that HCP tried to stick as closely to what had been drafted in the 2013 Comp. Plan as possible. Mr. Byrd and Mr. Dannelley left the meeting at 7:00 p.m.

Mr. Bone stated that he is a very 'Goals and Objectives' focused person. He asked if the entire document was driven towards page 6-3, being the plan's twelve (12) goals and asked if page 6-3 would be the premise for the executive summary. Mr. Holland agreed that it will be the basis for the executive summary, and it will be in the front of the plan, per Mr. Byrd's request. Mr. Bowles encouraged Mr. Bone and Ms. Innes to really look at the plan and bring any questions to Director Westbrook, as they came onto the Board somewhat late in the process of creating the plan. Mr. Holland reiterated that Director Westbrook would coordinate with him on any questions and comments received to allow HCP to handle them collectively. Mr. Bone stated the target objectives are more important than picking apart the document for typos and how it is written. He stated the goals were very clear to him and he thinks it is a critical section of the document. Mr. Holland stated he understands, but he thinks it is actually very important for everything to be correct, including typos, as this is something the Town is paying for.

Ms. Peele stated there is no reference to historical preservation in the goals, and that it had been discussed to have that included. Mr. Bone pointed out that it is written under the Implementing Strategies section. Director Westbrook asked if that was something Ms. Peele would like added as an additional goal. Mr. Bowles reminded everyone that there should not be too many goals, as they lose their effectiveness and suggested adding it to Goal four (4). Ms. Peele said Goal 4 only references the Downtown area, and that there are other historical areas outside of that. Director Westbrook suggested rewording Goal 4 to include "...other areas of historical interest." Director Westbrook asked Mr. Holland if it was possible to include that statement. Mr. Holland stated the goal can be reworded to include not only the downtown historic district, but other historic areas as well.

Ms. Innes asked about the wording of the document in regards to the new elementary school saying "considered" instead of "built". Director Westbrook stated that concern is being addressed and is part of the list of changes that will be sent to Mr. Holland to fix. Ms. Innes asked about the neighborhood parks and recreation and the commitment to create and preserve those areas. Director Westbrook stated those things, including green space, were included on page 4-4. Mr. Bowles stated that some of the items previously discussed may not directly apply to the CLUP, but may be more applicable to the reworking of the UDO, such as green space and open space definitions. Mr. Holland stated that many of the highlighted comments on wildlife place a lot of attention on green and open space, wildlife habitat, connectors and quarters. The Future Demands section on parks and recreation reflects the input received from the Parks and Recreation Director Adam Crocker on the Town's current plans for recreation development. Director Westbrook clarified that Ms. Innes is referencing undisturbed passive area as well as active area. Mr. Holland stated page 6-13 has a lot of verbiage

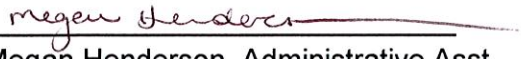
about open and passive areas, as well as habitats being left in their natural state. He stated it is difficult to do within Aberdeen's corporate limits as we are running out of open space currently, and that need should be reflected in the UDO. Director Westbrook asked the Board if this plan is adequately indicative of what the Board would like to see in the UDO when it does change. Mr. Holland reminded the Board that the plan is an umbrella and its content sets a base for the details of the UDO. Ms. Innes stated she is okay with the content, as long as it is something being worked on for the UDO change. Director Westbrook asked Ms. Innes if there is anything presently there that she would like to see changed to be more reflective of her goals for the Town. She stated she is worried about using the Town's entire available inventory for houses and as long as there is work being done to preserve that, then she is okay with it. Ms. Peele stated if we can focus on working on the UDO and defining those fine lines, then the Board can be alright with the wording of the plan. Mr. Bone stated that the plan is the strategy and the UDO sets the rules, so the plan should not be so complex that it disencumbers the UDO document. Director Westbrook reminded the Board that a UDO rewrite is on the horizon with more substantial regulations to incorporate all of these changes, and more in-depth conversations on that will be held at a later date. Ms. Innes asked about the border discrepancy on the map that had been previously discussed. Director Westbrook stated that item was also already in discussion with HCP to ensure the maps are more representative. Ms. Innes asked about Board member Heidi Whitescarver's desire for the wording to say "nicotine delivery systems". Director Westbrook stated that was already brought to his attention and would be rectified in the document. Mr. Bowles seconded Ms. Whitescarver's suggestions from a previous meeting of making the overall document have more of a positive tone as opposed to a negative one. Ms. Innes asked about the 2011 and 2012 bicycle plans shown on page 4-12, stating it had been suggested that those be updated. Mr. Holland stated that item can be left as a strategy. Director Westbrook asked if the Board would like to reword it to say, "While these plans are dated and in need of review, they are generally consistent with the 2018 Moore County Comprehensive Plan and the overall Town's goal to increase pedestrian and bicycle amenities". Ms. Innes agreed with that suggestion.


The Board had no further questions. Director Westbrook stated he had talked with Mr. Holland separately about various items that need clarification or revising. Mr. Holland assured the Board that they will all be taken care of.

A motion was made by Ms. Peele, seconded by Mr. Prevatte, for the Board to recommend approval for adoption to the BOC, subject to the changes discussed here tonight and with a written statement of recommendation. Motion unanimously carried 6-0.

4. Adjournment

A motion was made by Ms. Peele, seconded by Mr. Bone, to adjourn the meeting. Motion unanimously carried 6-0. Meeting adjourned at 7:40 p.m.

  
Megan Henderson, Administrative Asst.  
Minutes were completed in  
Draft form on January 18, 2019

  
Bryan Bowles, Vice Chair  
Minutes were approved on  
February 21, 2019