

**Minutes**  
**Special Called Meeting of the**  
**Aberdeen Planning Board**

November 15, 2018  
Thursday, 6:30 pm

Robert N. Page Municipal Building  
Aberdeen, North Carolina

The Aberdeen Planning Board met Thursday, November 15, 2018 at 6:30 p.m. for a Regular Meeting. Members present were Chairman Raymond Lee, Vice Chair Bryan Bowles, Tim Marcham, Heidi Whitescarver, Bill Prevatte, and Janet Peele. Others in attendance were Planning Director Justin Westbrook, Administrative Assistant Megan Henderson, Senior Planner Kathy Blake, Town Clerk Regina Rosy, and prospective members Brooks Pomeranz, Diane Innes, and Roger Bone.

1. Call to Order

Chairman Lee called the meeting to order at 6:56 p.m.

2. Approval of Agenda

Motion made to approve agenda by Chairman Lee, Seconded by Janet Peele. Motion unanimously carried 6-0.

3. Oath of Office for newly appointed Planning Board Members: Sworn in by Town Clerk, Regina Rosy.

- a. Brooks Pomeranz
- b. Diane Innes, alternate member
- c. Roger Bone, alternate member

4. New Business

- a. UDO Text Amendment #18-14 to amend various sections of the UDO to include the addition of the Downtown Aberdeen Advisory Board and incorporate changes to the Open Space, Streets and Utility Sections.

Director Westbrook stated that the Board of Commissioners (BOC), with Planning Board feedback and staff consideration, has come up with text amendments to clarify muddy areas of the UDO. Such changes must be presented to Planning Board. The public hearing was scheduled as far out as possible to allow Board members ample time to consider the amendments.

5 major goals of UDO text amendment:

(1) Article 13 – Open Space

- a) Stronger language in definition of ‘open space’.
- b) Various changes to help preserve and enhance future development.

(2) Article 3 – Administration

a) §152-34 – Technical Review Committee (TRC)

- i. This section is recommended to be created, filling sections §152-34 through §152-36, otherwise labeled as “Reserved”.
- ii. This addition provides the Technical Review Committee with legitimacy and direction, along with the powers, duties, composition and rules of procedure.

b) § 152-41 – Downtown Aberdeen Advisory Board (DAAB)

- i. This section is recommended to be created, filling sections § 152-41 through §152-44, otherwise labeled as “Reserved”.
- ii. This addition provides the Downtown Aberdeen Advisory Board with legitimacy and direction, along with the powers, duties, composition and rules of procedure.
- iii. This proposed Board is required to maintain the Town’s North Carolina Main Street Program membership from the North Carolina Department of Commerce.
- iv. Initial appointments, once text amendments have been adopted, are effective immediately. Any appointments made at the December 10, 2018 Board of Commissioners meeting will not become effective until January 1, 2019.

c) Appendix M

- i. Proposed map showing proposed Central Business District (CBD), to coincide with proposed DAAB under §152-41.

(3) Article 2 – Definitions

- a) Two additional definitions, nested under “Open Space”, to coincide with proposed changes to Article 13 (Open Space).
  - i. Active Recreation Areas
  - ii. Passive Recreation Areas

(4) Article 14 – Streets and Sidewalks

- a) Various changes to help promote walkability, and set forth higher standards for street design for new developments.

(5) Article 16 – Floodways, Floodplains, Drainage and Erosion

- a) Various changes to enhance development and land disturbance

Director Westbrook reviewed the sections proposed to be amended. Mr. Bowles asked if we have a map of fire districts in the UDO. Planner Blake confirms that we do. Ms. Peele suggested a wording change on page 5 of 46, #45, mentioned that Planning Board members should be referred to as regular members (not full), stated where minutes are to be kept, and suggested that 152-143A should say "...a resident of the Town or of the Town's ETJ". She also suggested there be requirements for trees to be replanted with regards to requiring 50% open space, as it would cause a lot of tree cutting that would not otherwise be had. Mr. Bowles recommended that if a regular seat is vacated, then an alternate member should be appointed to that regular seat. Mr. Bowles pointed out that the DAAB will be the only Board in Aberdeen that only serves 2 year terms. Chairman Lee recommended staggering terms like the Board of Adjustment does to avoid everyone leaving the Board at once. Ms. Peele stated that she was under the impression that the section regarding sidewalks and planting strips had already been amended, but it doesn't appear to show up in the current draft text. Mr. Bowles stated that Fire Code Appendix D states that if 30 or more homes are in a subdivision, then there are to be 2 points of access. Mr. Bowles stated that in order for that to be enforced, the BOC has to approve it and he would like to see Fire Code Appendix D inserted into the Code of Ordinances at some point. The Planning Board requests a draft of an amendment regarding entrances to subdivisions by the meeting in January of 2019, contingent upon the approval of Town Manager, Paul Sabiston.


A motion was made by Chairman Lee to recommend approval of the text amendments as discussed with the attached memo, seconded by Mr. Prevatte. Motion unanimously carried 7-0.

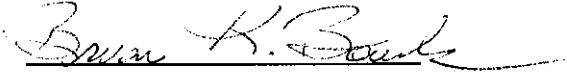
The Planning Board agreed to meet as regularly scheduled on December 20<sup>th</sup>, 2018 for the next Comprehensive Land Use update.

Director Westbrook reminded everyone that the Volunteer Board Appreciation Event is scheduled for December 3<sup>rd</sup>, 2018, hosted at the Postmaster's House.

5. Adjournment

A motion was made by Mr. Bowles, seconded by Chairman Lee, to adjourn the meeting at 9:10 p.m.

  
Megan Henderson, Administrative Asst.  
Minutes were completed in  
Draft form on January 3, 2019.

  
Bryan Bowles, Vice Chair  
Minutes were approved on  
January 17, 2019.