Town of Indian Trail

P.O. Box 2430
Indian Trail, North Carolina 28079
Telephone 704-821-5401
Fax 704-821-9045

PLANNING AND NEIGHBORHOOD SERVICES DEPARTMENT
PLANNING BOARD MINUTES
August 19, 2014
06:30 P.M.

CALL TO ORDER

Chair Patricia Cowan called the meeting to order

ROLL CALL

The following members of the governing body were present:

Board Members:	Patricia Cowan, Larry Miller, Jan Brown, Kelly D'Onofrio, Alan Rosenberg, Steve Long (voting through Appointments) Jorge Aponte, Dr Shamir Ally (voting after exit of member Long)
sent:	Cathi Higgins, and Sidney Sandy.
Staff Members:	Shelley DeHart- Planning Director, Pam Good- Board Secretary, and Rox Burhans- Assistant Planning Director, and Lindze Flowers, GIS Tech/Planner 1.

SWEARING IN OF NEW MEMBERS

Newly appointed board members Jorge Aponte, Dr. Shamir Ally were sworn in as board alternates and Steve Long was sworn in to a regular seat on the board.

APPOINTMENT OF CHAIR AND VICE CHAIR

Larry Miller made a motion to nominate Patricia Cowan as Chair, motion seconded by Steve Long. Board voted unanimously in favor of the motion.

Patricia Cowan made a motion to nominate Larry Miller to Vice Chair, motion seconded by Alan Rosenberg. Board voted unanimously in favor of the motion.

APPROVAL OF MINUTES- JULY 15, 2014

Larry Miller made a motion to approve the minutes as written. Motion seconded by Kelly D'Onofrio. Board voted unanimously in favor of the motion.

PUBLIC ITEMS- none

HER BUSINESS

A. Review and Discussion of June 16 Planning Board Community Tour

Staff member Rox Burhans presented a follow up review and discussion from a Planning Board and Staff Community Tour in neighboring communities that had taken place June 16th 2014 to broaden our knowledge base and to view some of the current best management practices on residential and commercial development. A power point presentation was shown with a verbal review of the various stops and developments on the tour. The accompanying power point slides are attached.

Blakeney Greens Neighborhood

Blakeney Apartments

Chair Cowan mentioned that the apartments were laid out similarly to a pinwheel which the doors were staggered with their own sidewalk and porch which she thought was amazing for the layout.

Ardrey Neighborhod

Chair Cowan told the group she had the opportunity to see the inside of several homes in the Ardrey neighborhood. It had a full basement. She was also impressed with the sleeping porch. The home was made of gorgeous materials but had a lot of steps. Chair Cowan stated that she had spoken to some homeowners who love that it is very close, setbacks were not an issue. It was what they were used to before so wasn't a big transition for them. She noted that there were very few signs of vacant homes.

Cedar Walk Mixed Use

Chair Cowen mentioned that the entrances and exists were far back from the intersection and wasn't previously aware that live/work units were part of the area.

Hawfield Farms

Member Kelly D'Onofrio questioned which came first in the Blakeney Greens area, the homes or the retail. Staff Burhans replied the single family homes started. Then the commercial area followed, then the apartments. There was a master development plan to ensure there was some consistency between the different elements.

Atkins Circle

McCullough Mixed Use

The Village at Carolina Place- Continuing Care Facility

Baxter Village

Vice Chair Larry Miller mentioned on the last tour he was a part of, what caught his eye were the pocket parks of Baxter Village. Chair Cowan stated other areas also had incorporated pocket parks. She didn't know developers were in favor of such. She observed that people were taking full advantage of the parks. She liked that much of Baxter Village was done in brick. She also liked the fixtures; describing them as almost subway lighting outdoor. She observed that, on the tour, she was noting that the lighting near the sidewalks was positioned low. Chair Cowan noted the number of steps, and felt like there weren't enough ramps and sidewalks. On a positive note, the sidewalks were wide and there were choices for other routes in sidewalk traffic flow.

Chair Cowan questioned if all the parking was in the back of the retail area as there wasn't much on street parking. Staff Burhans spoke about what he described as parking pods that were created for the Baxter Village retail area. Chair Cowan mentioned the amount of pedestrian traffic was greater than vehicle traffic as observed at the Starbucks in the area. Staff Burhans closed the review of the community tour with the comment that further discussion would be welcomed and another tour could be arranged, if requested.

Questions from various board members were as follows:

Chair Cowan asked about the setbacks as she had observed they were smaller than some and it was good to physically see them. Staff Burhans stated that front setbacks can range from 5 feet to upwards of 20 feet. A number of factors affect that, such as buried utilities, but this design has been to incorporate the front porch affect. Member D'Onofrio asked about the parking for the units. Staff Burhans described alleys behind and typically a one or two car garage, but there would be some street parking.

B. Planning Board Training

Planning Director Shelley DeHart presented a training outline for the Planning Board members giving a power point presentation that included the IT Comprehensive Plan which is like a long range road map, as well as speaking about zoning and the Unified Development Ordinance, the regulations that implement the long range vision of the Comprehensive Plan. She spoke about all the partners that Plannners partner with and the zoning classifications on the zoning map that is being updated. She did state the most important tool is the general public and we have an extensive notification requirement and state mandated regulations to follow in keeping the public informed of various projects and invite the public to come. She presented a variety of ways the public can get involved and the various boards and committees that can be served on and how important Staff relies on public input and feedback to make sure we are going in the right direction. Each plan ends up with the Town Council for final adoption.

Chair Patricia Cowan asked Planning Director DeHart to explain "stakeholders". Ms. DeHart said that stakeholders are people who are in a project area that would typically most affected by the project. She further explained the process of meetings and steps involved as a potential plan is handled.

Director DeHart gave a wide range of volunteer opportunities and recommended that the general public should also stay informed on the planning issues. She advised the Planning Board the importance taking their position seriously as representatives the public, as well as explaining that people are entitled to certain safeguards in how the business is conducted. The public has the ability to come up and present their position. It's an open forum and a very public process. Director DeHart closed the larger picture review of boards and committees of Indian Trail.

Assistant Planning Director Rox Burhans continued the board training with a Rezoning Presentation Outline. Chair Cowan asked Director DeHart to explain the perimeters of the public meeting law so members would understand what constitutes a quorum if they were together or wanted to discuss board business unless properly advertised and open to the public. He walked the board through the Conditional Rezoning process as seen on the attached power point copies and used the example of Trails Miniature Golf and the steps from initial plans to final, refined plan.

PLANNING REPORT- none

Chair Cowan had a question about the Harris Teeter Distribution Center expansion. Director DeHart had no details at this time but mentioned that Town Manager Joe Fivas, and Kelly Barnhart are working with Union County Economic Development.

Chair Cowan also asked about the new park being open in time for Trunk or Treat. Staff DeHart replied she didn't have the memo but would find out the information regarding the Chestnut Square Park and email the board.

ADJOURN

Alan Rosenberg made a motion to adjourn, motion seconded by Dr Ally.
Board voted unanimously in favor of the motion.

Chairman: Patricia S. Cowan

Secretary: Pamela L Dowd