

# MINUTES

Lowell Planning Board

Regular Meeting

Thursday, November 4, 2021, 6:00 P.M.

## I. CALL TO ORDER

Chairperson Vieta Benson called the meeting to order at 6:00 p.m. Those attending in-person were: Planning Board members John Cantrell, Mike Harris, Travis Smith, and Troy Roberts. Staff members present were: City Clerk Beverly Harris, Planning Director Alex Blackburn, and City Manager Scott Attaway.

## II. DETERMINATION OF QUORUM

A quorum was determined for the meeting.

## III. PLEDGE OF ALLEGIANCE

The chairperson lead everyone in the Pledge of Allegiance.

## IV. CHANGES TO AND APPROVAL OF AGENDA

Alex Blackburn stated staff added a few support documents for agenda item 8 (*examples from Asheville and Elizabeth City*) to the meeting agenda packet. Mike Harris made a motion to approve the amended agenda, followed by a second from John Cantrell. The vote was unanimously in favor.

## V. ADMINISTRATION OF OATH TO TROY ROBERTS

Beverly Harris, City Clerk, administered the oath of office for Planning Board/Board of Adjustment to Troy Roberts.

## VI. APPROVAL OF MINUTES FROM OCTOBER 5, 2021 MEETING

John Cantrell made a motion to approve the minutes from the October 5, 2021 meeting, followed by a second from Mike Harris. The vote was unanimously in favor.

## VII. CONSIDERATION OF TEXT AMENDMENT TO LOWELL DEVELOPMENT ORDINANCE ARTICLE 5, SECTION 5.3-1(B)

- a. **To remove Neighborhood Meeting requirements from Zoning Map Amendment process for all but Special Use Permit Requests and Conditional Zoning Requests.**

Alex Blackburn asked the Planning Board to consider the text amendment to the Lowell Development Ordinance Article 5, Section 5.3-1(B). (See attached for specific wording amendment.)

Scott Attaway discussed the outcomes of recent neighborhood meetings.

Mike Harris made a motion to approve the text amendment as presented to the Lowell Development Ordinance Article 5, Section 5.3-1(B), followed by a second from John Cantrell. The vote was unanimously in favor.

### **VIII. DISCUSSION OF STORMWATER FEE CREDITS AND EXEMPTIONS**

Alex Blackburn stated this discussion is part of the Stormwater fee program. The fee credits and exemptions will be a part of this program in the future as the program further develops. Mr. Blackburn stated if businesses are built in Lowell in the future and put in stormwater retention ponds, etc. The fee credits will be implemented for that business. Mr. Blackburn gave examples of how the City of Asheville, or the City of Elizabeth City are currently handling fee credits/exemptions.

Scott Attaway gave the board further information on how the stormwater program will develop in the future. He stated in the Stormwater Ordinance there is a place that discusses how the Planning Board will also be the Stormwater Utility Committee. Mr. Attaway stated this will not start for a couple more months. He also gave examples of credits as they will pertain to current businesses in Lowell. Mr. Attaway also went over the approved budget line items and expenditures for the Stormwater program. He discussed what will be needed to continue to maintain this program and meet State requirements.


### **IX. OVERVIEW OF QUASI-JUDICIAL PROCESSES**

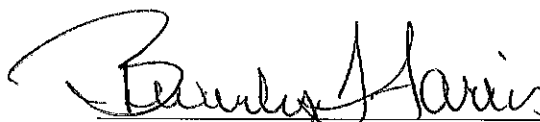
Alex Blackburn showed two educational videos to the board on the quasi-judicial process. There was further discussion on this process. Mr. Blackburn stated there will be more training at future meetings.

### **X. ADJOURN**

John Cantrell made a motion to adjourn the meeting, followed by a second from Troy Roberts. The vote was unanimously in favor. The meeting ended at 7:00 pm.

AFFIRM:

  
\_\_\_\_\_  
Chairperson, Vieta Benson

  
\_\_\_\_\_  
City Clerk, Beverly Harris

**Current:**

**5.3 Amendment Process**

5.3-1 Initial Application Process

(B) Neighborhood meeting. It is required that the applicant for a zoning map amendment (rezoning) meet with representatives and/or landowners of the neighborhood in which the property for which the proposed map amendment (rezoning) is located as authorized by G.S. 160d-602(e). The applicant shall coordinate the time and date of the meeting to enable the *Planning, Zoning & Subdivision Administrator* to attend and address procedural questions that arise. the neighborhood meeting shall be conducted prior to the date of the legislative hearing at which comments on the application will be heard. This meeting may be held either before or after, but not on, the date of the meeting at which the Planning Board review and recommendation is scheduled.

**Proposed**

**5.3 Amendment Process**

5.3-1 Initial Application Process. (Amended December 14, 2021)

(B) Neighborhood meeting. **For Special Use and Conditional Zoning**, it is required that the applicant meet with representatives and/or landowners of the neighborhood in which the property for which the proposed map amendment (rezoning) is located as authorized by G.S. 160d-602(e). The applicant shall coordinate the time and date of the meeting to enable the *Planning, Zoning & Subdivision Administrator* to attend and address procedural questions that arise. the neighborhood meeting shall be conducted prior to the date of the legislative hearing at which comments on the application will be heard. This meeting may be held either before or after, but not on, the date of the meeting at which the Planning Board review and recommendation is scheduled.