

**DRAFT**

**To:** Southern Shores Town Council (Hal Denny, Jodi Hess, George Kowalski, Jim Pfizenmayer, Kevin Stroud)

**Copies:** Interim Town Manager (Chief David Kole)

Town Attorney (Ben Gallop)

Town Staff (Pat Forrester, Carrie Gordon, Alvin Rountree, Merrie Smith, Bonnie Swain)

Planning Board (Mike Florez, Bill Gleason, Larry Lawhon, Bob Palombo, Jay Russell, Nancy Wendt, Sam Williams and ETJ Rep, Ed Overton)

**From:** Wes Haskett, Town Planner

**Date:** March 10, 2010

**Re:** Recap, PAG Working Session March 1, 2010

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**PB / PAG RECOMMENDED ACTIONS FOR THE TOWN COUNCIL - None**

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**PAG MEETING RECAP MATCH 1, 2010**

The Planning Advisory Group working session convened at 6:55 pm. Planning Board Members Nancy Wendt, Bob Palombo, Sam Williams, Mike Florez, Jay Russell, alternate member Larry Lawhon, alternate member Bill Gleason, Project Lead Ross Mitchell, Code Enforcement Administrator Alvin Rountree, and Town Planner Wes Haskett were present.

Planned Agenda items for the meeting included:

1. Discuss Transportation Infrastructure Plan presentation to be made to Town Council
2. March 15<sup>th</sup> Planning Board meeting
3. Stormwater Management Plan
4. Parks and Recreation Plan
5. Project progress reviews

Nancy Wendt asked for any additions or changes to the agenda. There were none.

**TRANSPORTATION INFRASTRUCTURE PLAN PRESENTATION**

Bob Palombo reported that he will be giving a presentation to the Town Council in April which will address the PAG's recommendation to adopt a Transportation Infrastructure Resolution. The presentation will outline the objective and goals to be addressed whenever changes are proposed to the Town's transportation infrastructure as well as why the resolution is needed and the elements that need to be considered. The requested resolution also includes the following components as required elements in transportation infrastructure change considerations:

1. Construction, design, and performance standards for all Town owned roads shall be defined and evaluated according to the previously adopted three-tier road classification system.
2. The comprehensive draft map which identifies all Town roads and bridges, State roads, and community owned pathways shall be the official map for transportation infrastructure modifications. Each road is identified according to its specific class based on the function it serves within the transportation system and the defined design standards.
3. A review process for all proposed transportation infrastructure changes.
4. Performance measures and tools/action items to be applied to transportation system goals.

Bill Gleason questioned how the required elements would apply to currently identified road projects and who would be responsible for making sure that they are followed. It was noted that the requirements may not apply to a road project if a decision has already been made to move forward (the choice is up to the Town Council) and that the enforcement of the requirements would be a collaborative effort which includes the Public Works Department, the Code Enforcement Department, engineers, and the Town Manager.

### **MARCH 15<sup>TH</sup> PLANNING BOARD MEETING**

Nancy Wendt noted that a Conditional Use Permit request and Zoning Text Amendment request are on the March 15<sup>th</sup> Planning Board agenda and reviewed the procedures to follow and the criteria to be considered. She also noted that she will not be attending the upcoming meeting and that there is a possibility that at least one other board member will be absent for the March application review meeting. Alternate members are assigned to fill in for absent members on a rotational basis. Alternate Larry Lawhon will be assigned to the first open seat and Bill Gleason to the second open seat if another member is unable to make the meeting. Jay Russell will chair the meeting if he is present. Otherwise, Bob Palombo the next most senior board member will chair the meeting.

### **STORMWATER MANAGEMENT PLAN**

Nancy Wendt noted that at the last meeting, the PAG asked Wes Haskett to meet with Town Engineer, Joe Anlauf to research the Emerald Isle Stormwater Ordinance to see if it could be used as a model for the Town of Southern Shores and discuss their findings with the group. She also noted that it would be advantageous for Wes and Joe to have some guidance in researching and preparing recommendations. The PAG discussed possible policies and action items based on the current draft CAMA Land Use Plan and various completed studies and agreed on the items addressed in the attached document.

### **PARKS AND RECREATION PLAN**

Nancy Wendt noted that she invited Mr. Ross Mitchell, Vice President of the Southern Shores Civic Association to the meeting in order for him to see how the PAG works and the processes it follows with respect to long range planning projects. Mr. Ross has volunteered to lead the LR Parks and Recreation Plan. The next step is to draft a statement of work for this project.

### **WIND GENERATION PLAN (Mike Florez)**

Mike Florez reported that the Wind Committee is currently developing a draft Wind Ordinance which was drafted by Wes Haskett. At the last meeting, the Committee reviewed and commented on the draft which will be revised and reviewed again at the next Committee meeting on March 11, 2010.

**LAND USE PLAN UPDATE (Sam Williams)**

Sam Williams reported that Wes Haskett has revised the maps as much as possible and that a few revisions are still needed with respect to the text in the document which should be completed within two weeks.

**CITIZEN COMMUNICATION PLAN (Larry Lawhon)**

Larry Lawhon reported that the Statement of Work for the project has not changed and that the project is still a work in progress.

**UPCOMING MEETINGS & PROPOSED AGENDA ITEMS**

1. Planning Board Application Review meeting March 15, 2010.
2. Planning Board PAG working session March 15, 2010.
  - Project progress reviews.
3. Planning Board PAG working session April 5, 2010
  - Project progress reviews.

**ADJOURNMENT**

The PAG meeting adjourned at 9:05 pm.