

**CITY OF ELIZABETH CITY
PLANNING COMMISSION
REGULAR MEETING
Wednesday, July 5, 2017
4:00pm**

MEMBERS PRESENT

Sonny DiGirolamo
Gary White
Johnson Biggs
Suzanne Stallings
Carlton O'Neal

Also present were Matthew Schelly, Community Development Director; Kaitlen Alcock, Planner; Yvette Chamblee, Secretary to the Board; members of the audience.

Vice Chairman DiGirolamo called the meeting to order at approximately 4:01pm and stated there was a quorum. Vice Chairman DiGirolamo asked for a motion to approve the agenda as presented. Mr. Schelly asked for the agenda to be amended by adding the Albemarle Regional Bicycle Planner as a topic on the agenda. Mr. White made a motion to **APPROVE** the amended agenda as presented. Mr. Johnson Biggs seconded the motion. **ALL IN FAVOR: WHITE, DIGIROLAMO, O'NEAL, STALLINGS, AND BIGGS. NONE OPPOSED. MOTION TO APPROVE CARRIED.**

Vice Chairman DiGirolamo asked for a motion to approve the minutes from the May 2, 2017 meeting. Mr. White made a motion to **APPROVE** the minutes from the May 2, 2017 meeting. Mr. Biggs seconded the motion. **ALL IN FAVOR: WHITE, DIGIROLAMO, O'NEAL, STALLINGS, AND BIGGS. NONE OPPOSED. MOTION TO APPROVE CARRIED.**

Vice Chairman DiGirolamo asked for Ms. Chamblee to read the statement of Disclosure as follows: Elizabeth City Code of Ethics provides that public officials and employees be independent, impartial, and responsible to the public; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals and in keeping with the ethical standards of conduct for city public officials and its employees, disclosure of interest in legislative action must be stated for public record, as per City of Elizabeth City Code of Ordinances Section 32.04. Any official act or action before the Planning Commission shall be publicly disclose on the record of the Commission the nature and extent of such interest and the Commissioner shall withdraw from any consideration of the matter if excused by the Commission pursuant to G.S. 160A-75.

New Business is CASE NO.: SUB 02-17 submitted by Eddie Hyman on behalf of VGEC, LLC for property located at 1409 West Ehringhaus Street also known as Southgate Mall. The applicant is submitting a Sketch Plan Application and a Preliminary Plat Application for Southgate Mall in order to subdivide outparcels numbers one through five. The total acreage for the Southgate Mall property is 32.70 acres and is zoned General Business (GB). Acreage for the five outparcels equals 3.55 acres.

Ms. Kaitlen Alcock presented the following report:

The case before you this afternoon is SUB 02-17 submitted by Eddie Hyman of E. T. Hyman Surveying on behalf of VGEC, LLC for property located at 1409 West Ehringhaus Street better known as Southgate Mall. The Preliminary Plat under review tonight would divide the 32.7 acre site into six (6) commercial lots with Lots 1-5 being the existing outparcels which include the former Kangaroo gas station, Wells Fargo, PNC Bank, and the former Captain D's. The reminder residual parcel will include the Mall itself. The plat was reviewed by the Technical Review Committee on May 23 and approved unanimously with minor conditions. Such conditions included the addition of access easements to insure adequate access to all outparcels through creation of an owners association to ensure continued maintenance and responsibility for the private water and sewer lines on-site and redrawing the lines slightly to ensure the main shopping center sign was included on the residual parcel. The updated plat before you this afternoon reflects the first and last of Staff concerns. The property owners are in the process of creating an owners association, which will need to be done prior to final approval. If the Commission recommends approval, Staff suggested the following conditions:

1. Prior to being heard by the City Council:
 - a. Any and all TRC and Planning Commission comments must be satisfactorily addressed
2. Prior to final plat approval:
 - a. An owners association shall be formed to ensure perpetual maintenance of the existing water and sewer lines, a copy of the associations covenants and restrictions shall be submitted to the Planning Division for review

This concluded Ms. Alcock's report.

Applicant Eddie Hyman was present and came forth representing E. T. Hyman Surveying and addressed the Planning Commission in reference to SUB 02-17.

Discussions or comments pertained to the following: any parcels that may become demolished or redeveloped into new businesses that are within the General Business zoning area would have to be conformed to the UDO standards and go through the Site Plans review process; two parcels have leased

buildings on them; there's a possible interest in the former Captain D's building; and portions of the Southgate Mall will be revitalized.

Mr. Biggs made a motion to **APPROVE** Case No.: SUB 02-17 as presented with any recommendations from the Technical Review Committee and Staff. Motion was seconded by Mr. White. **ALL IN FAVOR: BIGGS, STALLINGS, DIGIROLAMO, O'NEAL, AND WHITE. NONE OPPOSED. MOTION TO APPROVE CARRIED.**

STAFF REPORTS:

Staff reports were given as follows: Introduction of the new secretary, Yvette M. Chamblee, to the Planning Commission Board; two Special Use Permits (SUB 01-17 and SUP 02-17) are coming up for review in August 2017; former secretary, Dawn Harris, of the Planning Commission Board is now writing grants for the City of Elizabeth City; and Planning Commissioner Suzanne Stallings will be absent from the August 1, 2017 Planning Commission Board meeting.

Mr. Schelly presented the Albemarle Regional Bicycle Plan to the Planning Commission and explained how this plan would possibly affect the Planning Commission Board in the near future. The Albemarle Regional Bicycle Plan topics that were discussed were:

- A. Study Area & SUBREGIONS (1-3); Vision Statements & Goals (1-4)
- B. Supporting Programs or Organizations of the Albemarle Regional Bicycle Plan (page 2-14)
- C. Related Plans or Policies (page 2-16); State Policies (page 2-19)
- D. Elizabeth City Existing (page 3-7); Opportunities or Barriers (page 3-10)
- E. Facility Types (page 4-4)
- F. North of Sound Proposed Network (page 4-12); EC Proposed (page 4-13)
- G. Church Street - Bike Boulevard (page 5-11); Ehringhaus Corridor Improvements (page 5-13)
- H. Bicycle Needs Checklist (page 6-7); Rural Bicycle Tourism Opportunity Analysis (page 6-8)
- I. Automated Speed Enforcement Devices and Systems (page 6-17)
- J. Camden County, North Carolina Unified Development Ordinance Review (page 6-27)
- K. Chapter Seven: Implementation (page 7-2)

Chairperson's Report

Extra time spent at meetings would allow for training or workshops in the near future.

No **Member's Concern** was given.

Mr. Biggs made a motion to **ADJOURN** the meeting. Mr. White seconded the motion. **ALL IN FAVOR: BIGGS, WHITE, O'NEAL, STALLING, AND DIGIROLAMO. NONE OPPOSED. MOTION TO ADJOURN CARRIED.**