

**CITY OF ELIZABETH CITY  
PLANNING COMMISSION  
REGULAR MEETING  
Tuesday, December 05, 2017**

**MEMBERS PRESENT**

Ernest Sutton, Chairman (Absent)  
Johnson Biggs  
Carlton O'Neal  
Suzanne Stallings  
Gary White

Also present were Matthew Schelly, Community Development Director; Cheryl Eggar, Planner; Kaitlen Alcock, Planner; and members of the audience.

Mr. Schelly called the Planning Commission meeting to order at approximately 4:00pm.

Mr. Schelly called for a motion to amend and approve the agenda. Mr. Biggs made a motion to **AMEND** and **APPROVE** the agenda to allow a temporary chairman to preside over tonight's Planning Commission's meeting due to Chairman Ernest Sutton being out of town and Vice Chairman Sonny DiGirolamo is deceased. Mr. White seconded the motion. **ALL IN FAVOR: BIGGS, STALLINGS, WHITE, AND O'NEAL. NONE OPPOSED. MOTION CARRIED.**

Mr. Schelly opened the floor for nominations of a temporary chairman. Ms. Stallings nominated Mr. Johnson Biggs. Mr. O'Neal seconded the nomination. Mr. Johnson Biggs accepted the nomination as the temporary chairman for tonight's meeting. No other nominations were given. **ALL IN FAVOR: BIGGS, STALLINGS, O'NEAL, AND WHITE. NONE OPPOSED. MOTION CARRIED.**

Temp Chairman Biggs called for a **Moment of Silence** due to the passing of the Planning Commission's Vice Chairman Sonny DiGirolamo.

Temp Chairman Biggs called for a motion to approve the Tuesday, November 7, 2017 Planning Commission minutes. Mr. White made a motion to **APPROVE** the Tuesday, November 7, 2017 Planning Commission minutes. Ms. Stallings seconded the motion. **ALL IN FAVOR: O'NEAL, WHITE, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

Temp Chairman asked for the **Statement of Disclosure** to be read 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.: SUB-07-17** submitted by Eastern Carolina Engineering, PC for Tanglewood Pavilions Phase 2 by TGW 1 North, LLC and Liberty Warehouse II, LLC located north of Halstead Blvd on the west side of Mt. Everest North. The applicant is requesting approval of a 45 acre subdivision with four commercial lots and a residual parcel of approximately 25 acres.

Mr. Schelly presented the following report:

Second Phase of Tanglewood Pavilions a 72 acre commercial development is located at Halstead and Mount Everest North in the Halstead Blvd. Extension Overlay, which is zoned General Business.

1st phase - 10 commercial lots on about 21 acres with a residual I  
2nd Phase – Total of approx. 45 acres; Divided into 3 out-lots (a 13 acre shopping center lot and a 25 ac. residual lot); lots to be individually developed  
2 entry points – Tanglewood Pkwy & North Mount Everest  
Interconnectivity

Satellite annexation was done in September 2007 on the southern portion of 180 acre site.

**Overlay requirements:**

- Arch. Standards
- Streetscaping
- Encourage pedestrian traffic
- Detention ponds required to have amenities

**Sketch Plan**

Sketch plan approved 7/21/09 as Tanglewood Plaza

## **Preliminary plat**

October 2017 Technical Review Committee meeting

### **Streets**

- Conlon Way realigned and improved with curb and gutter
- Mt. Everest Drive to be widened with additional lanes
- Extension of bike path signage for path to be added
- Police Dept. - Concern with conflict of bike path and vehicular traffic  
Need for traffic control at Conlon Way and Mt. Everest North.
- NCDOT requesting relocation of traffic signal poles

### **Drainage**

- Stormwater system designed to manage 10 and 25 year, 24 hour storm events
- Pond designed to receive run-off from the three out-lots in addition to run-off from Conlon Way and Mt. Everest Dr.
- Designed to overflow into regional detention pond
- Discussion - Public Utilities is restricting additional discharge into the regional pond
- Discussed location of overflow discharge to the roadside ditch

### **Utilities**

City water and sewer is available to site

County H2O down Halstead Blvd.

City provides H2O by a purchase agreement with County

City electricity to site

Outside 100 year flood zone

### **Land Use Plan**

The Joint Elizabeth City and Pasquotank County Land Use Plan designates the subject property as General Commercial. The General Commercial classification delineates lands that can accommodate a wide range of retail, wholesale, office, business services, and personal services. Generally, the density of commercial development is projected to average one commercial establishment per acre.

## **RECOMMENDATIONS:**

Staff recommends approval with the following conditions:

1. Prior to be being heard by the City Council:
  - Any and all TRC and Planning Commission comments to be satisfactorily addressed
  - All required state permits shall be secured: authorization to construct water and sewer improvements, stormwater and erosion control permits
  - Corrected plans shall be submitted reflecting all TRC comments

This concluded Mr. Schelly's report.

Ms. Kim Hamby, Eastern Engineering, PC, came forth and addressed the Planning Commission. Ms. Hamby informed the Planning Commission about revised plans had been submitted back to the Planning Department on Wednesday, November 22, 2017 and those plans had incorporated the comments made by the Technical Review Committee. Ms. Hamby has applied for Stormwater permits and a Water Main Extension permit. The Department of Transportation did not need the traffic signal light poles relocated but, there is a need to modify the curb line. Ms. Hamby commented on the following:

- Working out details with Public Works in regards to sewer usage;
- Spoken with Kaitlen Alcock, planner, about needing a streetscape design submitted;
- Adding a sign easement on the southeast corner of Lot 9;
- Stormwater pond is in a temporary situation due to only receiving runoff from the out lots and the roads;
- Signage issues have been addressed; and
- Crossing for the Halstead Trail has been moved further from Halstead Blvd.

Temp Chairman Biggs called for comments from the Planning Commission. No comments were given.

Mr. White made a motion to **APPROVE** SUB 07-17. Ms. Stallings seconded the motion. **ALL IN FAVOR: WHITE, O'NEAL, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

No **STAFF REPORTS** were given.

No **MEMBERS' CONCERNS** were given.

Mr. White made a motion to **ADJOURN** the Tuesday, December 5, 2017 meeting. Mr. O'Neal seconded the motion. **ALL IN FAVOR: WHITE, O'NEAL, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

Planning Commission meeting adjourned at 5:15pm.