

**TOWN OF MIDWAY
PLANNING & ZONING BOARD MINUTES
JULY 30, 2013**

**MINUTES OF MIDWAY PLANNING & ZONING BOARD REGULAR MEETING HELD ON
JULY 13, 2013 AT 5:00 P.M. AT THE MIDWAY FIRE AND RESCUE BUILDING, 228
MIDWAY SCHOOL ROAD, MIDWAY, NORTH CAROLINA**

CALL TO ORDER

Chairperson Charles Waddell called the meeting to order.

Planning & Zoning Board members present were: Jackie Edwards, LeeAnn Thomas, and alternate member Jamie Hester. Absent: Lynn Griggs and Keith Leonard. With the absence of Board members Griggs and Leonard, Alternate member Jamie Hester becomes a voting member on the issues before the Board at this meeting. Town Manager Ryan Ross, Town Clerk Linda A. Hunt, and Town Planner Andy Goodall were present.

Also present were: Mayor Pro Tem Mike McAlpine and Councilor Sue Stephens.

APPROVAL OF MINUTES

On motion by Board member Jackie Edwards, seconded by Board member LeeAnn Thomas, the Board voted unanimously to approve the minutes of the May 28, 2013 meeting as presented.

ADOPT AGENDA

Chairman Charles Waddell asked that the agenda be amended to allow Mayor Pro Tem Mike McAlpine to speak to the Board regarding development of a master plan for the Town's property on Gumtree Road.

On motion by Board member LeeAnn Thomas, seconded by Board member Jamie Hester, the Board voted unanimously to adopt the agenda as amended.

PUBLIC COMMENT PERIOD

There were none.

PLANNING BOARD CASES

There were none.

OTHER BUSINESS

DEVELOPMENT OF MASTER PLAN FOR TOWN PROPERTY LOCATED ON GUMTREE ROAD – MAYOR PRO TEM MIKE MCALPINE

This item was added to the agenda at the time the agenda adopted.

Mayor Pro Tem McAlpine stated the Land Committee was formed by Council to oversee the general maintenance and upkeep of the Town's property on Gumtree Road; however, it is time to begin work on developing a master plan for the property.

Mayor Pro Tem McAlpine said Benchmark CMR, Inc. has submitted a proposal to provide master planning services to the Town to develop a master site development plan, giving the community, as well as the elected and appointed leaders and staff a significant amount of input into the future use and

development of the property. The process proposed by Benchmark for the development of the master plan is to be accomplished in the following four phases: Phase 1: Community Input and Background Research; Phase 2: Community Design Workshop; Phase 3: Master Plan Development; and Phase 4: Final Master Plan. For its role in the project, Benchmark proposed a budget of \$4,000, which is inclusive of all staff time, travel and materials for the completion of the project.

Mayor Pro Tem McAlpine told the Board that after giving more thought to the whole process, he is of the opinion that it would be better to have a broad preliminary plan in place before beginning the community meetings . Once the preliminary plan is ready, residents will have the opportunity to review the plan and to give the Town their input on the plan. Mayor Pro Tem McAlpine said he had spoken with local surveyor, Brad Coe, about the possibility of the Town sub-contracting with Mr. Coe to prepare a broad plan for the property and Mr. Coe advised him that he could prepare the plan as requested for \$1,000. Mayor Pro Tem McAlpine said he wanted the process to be as cost-effective as possible, stating that he felt that the quote of \$1,000 was very reasonable.

Mayor Pro Tem McAlpine said he would still like for Benchmark to facilitate the meetings and he asked Vagn Hansen of Benchmark CMR, Inc. for his opinion on the matter. Mr. Hansen advised that Benchmark could facilitate the meetings and engage the residents in the planning process; however, Benchmark would have to submit a different proposal outlining the services to be provided and Mr. Hansen was unsure of what that cost would be.

Mayor Pro Tem McAlpine reiterated that he believed the best route would be to give residents the concept for the master plan first and then receive the community's input on the plan.

Mayor Pro Tem McAlpine said he would like to see the Planning Board and the Town Council to work hand-in-hand on this project.

Board member Jackie Edwards asked if the Council and the Planning Board could get together to brainstorm ideas. Mayor Pro Tem McAlpine said he wanted Benchmark, Council and the Planning Board to all work together. He said he will be proposing a joint meeting of the Town Council and Planning Board at the next Town Council meeting.

Councilor Stephens added that residents should be made aware that carrying out the master plan would involve long-range planning and the residents should not be promised something and then it not be delivered.

Board member LeeAnn Thomas said she wants the plan first to show that the Council has a vision for the property.

Alternate Board member Jamie Hester asked if alternatives could be included in the plan.

Board member Jackie Edwards stated she would also like to know the concept first.

On motion by Board member LeeAnn Thomas, seconded by Board member Jackie Edwards, the Board voted unanimously to recommend that Council approve proceeding with development of a master site plan by Surveyor Brad Coe and having of joint meeting of the Town Council and the Planning Board to brainstorm ideas for the use of the Town's property on Gumtree Road.

DISCUSSION OF BOARD OF ADJUSTMENT RULES OF PROCEDURE

At the February 26, 2013 Planning Board meeting, the Board adopted a set of Rules of Procedure for the Town of Midway Planning Board. Town Planner Andy Goodall advised the Board that a separate set of Rules of Procedure needs to be adopted for the Board of Adjustment (BOA) since different rules apply only to the BOA regarding: 1) voting, 2) conduct of meetings and 3) and appeals, applications and public hearings. Mr. Goodall reviewed the BOA Rules of Procedure with the Planning Board and discussion followed.

On motion by Board member Jackie Edwards, seconded by Alternate member Jamie Hester, the Board voted unanimously to adopt the Rules of Procedure for the Town of Midway Board of Adjustment as presented.

REPORTS

ZONING ADMINISTRATOR'S REPORT

Town Planner Andy Goodall gave the Board an update on the progress made on complaints received and zoning permits issued. Mr. Goodall stated he would have to contact the State again about the situation at Leisure Time.

TOWN MANAGER'S REPORT

There were none.

REPORTS FROM PLANNING BOARD MEMBERS

There were none.

ADJOURNMENT

On motion by Board member LeeAnn Thomas, seconded by Alternate Board member Jamie Hester, the Board voted unanimously to adjourn the meeting.

Charles Waddell, Chairperson

Linda A. Hunt, Town Clerk