

Chair
Rodney Cheek
Planning Director
Libby Hodges



Commissioner's Meeting Room
124 W. Elm Street
Graham, NC 27253
April 12, 2018 at 7:00 PM

ALAMANCE COUNTY PLANNING BOARD AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF PLANNING BOARD MINUTES

1. January 11, 2018

IV. PUBLIC COMMENTS*

V. BOARD/COMMISSIONER RESPONSES

VI. NEW BUSINESS

1. Planning Board Membership Applications:
 - Melissa Enoch-DeBerry, Haw River Township, for a term ending December 31, 2020.
 - David Wyatt, Melville Township, for a term ending December 31, 2020.

VII. OLD BUSINESS

VIII. ANNOUNCEMENTS/DISCUSSION

1. Planning Budget, FY18-19 (this has been moved to a discussion item from the March, 2018 Agenda)
 - Fee Restructuring, New Fees
 - General budget request
2. Jordan Lake Stream Buffer response issued (this has been updated since the March, 2018 Agenda)
3. Update on the Planner and Intern Positions, Unified Development Ordinance and Comprehensive Plan

IX. ADJOURNMENT

**Meeting Notes:*

1. *Those wishing to make public comments should sign-in prior to the meeting.*
2. *In order to be fair and ensure that all citizens wishing to speak may be heard, the Chair may place time limits on public comments.*
3. *Any further discussion by the public on a given agenda item is subject to the discretion of the Chair of the Planning Board*

ALAMANCE COUNTY PLANNING BOARD
REGULAR MEETING MINUTES

Thursday, January 11, 2018

7:00 p.m., Board of County Commissioners Room, 124 W. Elm St, Graham, NC 27253

Members Present

Rodney Cheek
Gene Brooks
Edgar Pritchett
Ann Meletzke
Debra Hyder
Lee Isley
Arthur Hall
Ray Cobb
Amy Galey

Members Absent

David Spruill
Ashley Harris

Staff Present

Libby Hodges,
Planning
Director

CALL TO ORDER (Planning Director)

The Planning Director called the meeting to order at 7pm.

ELECTION OF OFFICERS

The Planning Director opened the floor for nominations for Chair.
Mr. Cobb nominated Mr. Cheek.
Second: Brooks
Vote: Unanimous

Mr. Cheek opened the floor for nominations for Vice-Chair.
Mr. Isley nominated Mr. Brooks for Vice Chair.
Second: Cobb
Vote: Unanimous

APPROVAL OF PLANNING BOARD MINUTES

November 9, 2017. Mr. Brooks moved to approve the minute with correction.
Motion: Books
Second: Cobb
Vote: Unanimous

PUBLIC COMMENTS*

There were no public comments.

BOARD/COMMISSIONER RESPONSES

There were no comments/responses.

NEW BUSINESS

Staff presented the recommended Planning Board Calendar for 2018. The Board adopted the calendar.

Vision: The Planning Board works to provide prudent guidance in land planning issues to reflect the values of the community.

Mission: The Mission of the Alamance County Planning Board is to respond to needs of its citizens by providing leadership and guidance for the comprehensive, thoughtful, and orderly growth and development of our land based upon respect for our rich history, culture, and fairness to our citizens.

Motion: Isley
Second: Meletzke
Vote: Unanimous

Staff presented a Planning Board Membership Application for Mr. Ryan M. Edwards, Patterson Township, ending December 31, 2020. The Board did not make a motion.

Staff explained that we still have two openings on the Board and we do not have representation in the following Townships: Albright, Boone Station, Coble, Haw River, Melville, Pleasant Grove, and Graham.

Staff also announced that the Planning Department office is moving to Graham.

ADJOURNMENT

The Board moved to adjourn the meeting at approximately 7:09pm.

Motion: Brooks
Second: Isley
Vote: Unanimous

Vision: The Planning Board works to provide prudent guidance in land planning issues to reflect the values of the community.

Mission: The Mission of the Alamance County Planning Board is to respond to needs of its citizens by providing leadership and guidance for the comprehensive, thoughtful, and orderly growth and development of our land based upon respect for our rich history, culture, and fairness to our citizens.

Application for Committee Membership

Submission Date	02-07-2018 14:35:23
Date of Application	2/7/18
Name of Applicant	Melissa Enoch-DeBerry
Are you 18 years of age or older?	Yes
Mailing Address	PO Box 584 Haw River NC 27258
Home Address	[REDACTED]
City	Burlington
ZIP Code	27217
Home Phone Number	[REDACTED]
Employer	Trinity Counseling Services LLC
Employer Address	508 Holly Hill Ln Ste 102e Burlington NC 27215
Work Phone Number	335-270-4053
E-mail Address	Melissatrinitycounseling@gmail.com
Fax Number	336-270-4053
Have you ever been convicted of a felony?	No
Are you a registered voter in Alamance County?	Yes
Educational Background	Masters of Business Administration
Are you currently serving on any other boards or committees in Alamance County?	No
Please list any qualifications that you possess that would assist your service on this board or committee	Masters of Business Administration, Lifetime resident, spent some years in Mecklenburg County
Please list any volunteer or civic activities that you are involved in	Burlington Artists Gallery, Women of Strength

What impact do you hope to have by serving on this board or committee?	Help with the growth of the community
Ethnicity	Black
Gender (Required by State)	Female
Number of Years as an Alamance County resident	46
Residence located in which area of county (Township / City / Area)	Green Level
Board Applied For:	Alamance County Planning Board
Date / Time	02/07/2018 2:29 PM

Application for Committee Membership

Submission Date	02-16-2018 15:56:49
Date of Application	2-16-2018
Name of Applicant	David L Wyatt
Are you 18 years of age or older?	Yes
Mailing Address	[REDACTED]
Home Address	[REDACTED]
City	Mebane
ZIP Code	27302
Home Phone Number	[REDACTED]
Employer	American National Bank
Employer Address	1008 Mebane Oaks Rd, Mebane, NC
Work Phone Number	336-213-2975
E-mail Address	wyattd@amnb.com
Fax Number	919-563-0014
Have you ever been convicted of a felony?	No
Are you a registered voter in Alamance County?	Yes
Educational Background	Four degree from Elon, Business Mgmt
Are you currently serving on any other boards or committees in Alamance County?	Yes
If Yes, Please List	Little Pink Houses of Hope Board Member (Cancer Patient Programs)
Please list any qualifications that you possess that would assist your service on this board or committee	Long-term resident of Alamance County, been in a banking commercial lending roll for 19 years in Burlington/Mebane area. I have enjoyed working with a wide variety of business types and owners. Mainly target small business owners, this is the foundation for growth in Alamance County. Also worked with many rural fire departments that are county tax funded.
Please list any volunteer or civic activities that you are involved in	Active member at First Baptist Church of Mebane, served many rolls, active with Stewardship currently. Also, member of Mebane Rotary Club, Mebane Business Association, and Alamance Chamber.

What impact do you hope to have by serving on this board or committee?	I'm now age 51, I have witnessed Alamance County grow over the years, especially living in the Mebane area. I hope to bring value to the board with past experience of various banking customers and being an involved citizen.
Ethnicity	White
Gender (Required by State)	Male
Number of Years as an Alamance County resident	51
Residence located in which area of county (Township / City / Area)	Melville
Additional Comments	My father in law Jimmy Linens served the Graham City Council for 12 years. Living and working in Mebane, very familiar with Mebane City Council members and city mgr David Cheek and asst mgr Chris Rollins.
Board Applied For:	Alamance County Planning Board
Date / Time	02/16/2018 3:30 PM

Alamance County

PLANNING DEPARTMENT
201 W. Elm St.
Graham, NC 27253
Tel. (336) 570-4053

MEMORANDUM

TO: Mr. Rodney Cheek, Planning Board Chair
Alamance County Planning Board

FROM: Libby Hodges, Planning Director

DATE: February 23, 2018

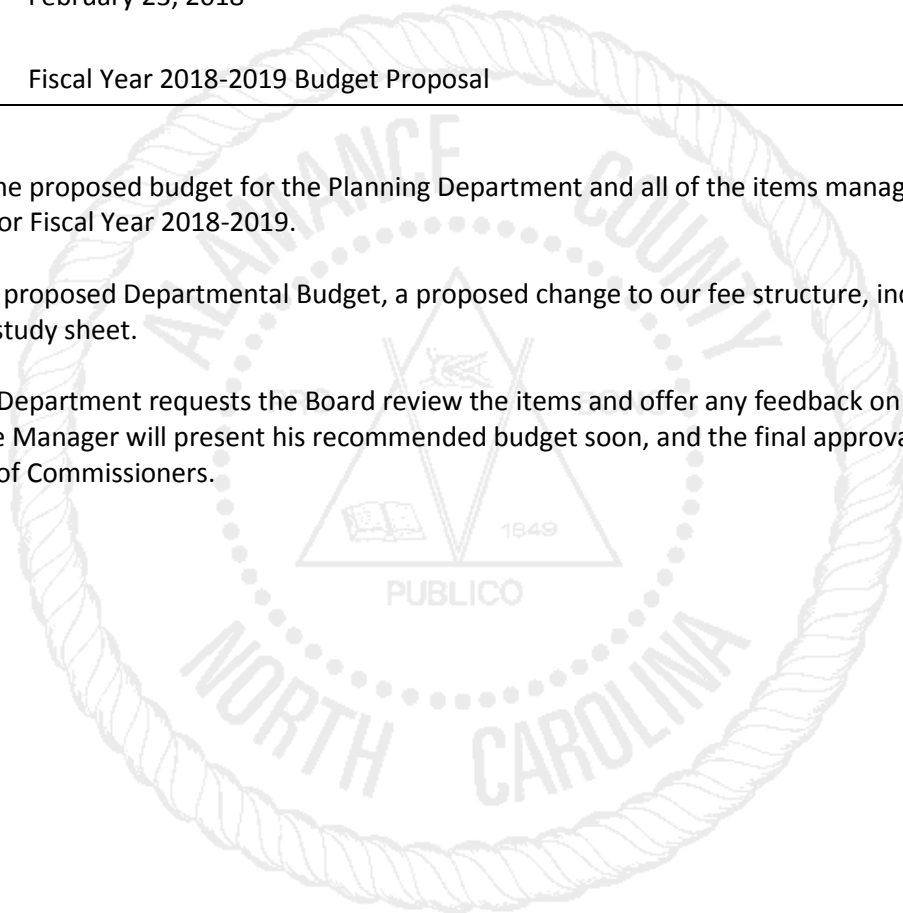
SUBJECT: Fiscal Year 2018-2019 Budget Proposal

Following is the proposed budget for the Planning Department and all of the items managed by the Department for Fiscal Year 2018-2019.

Following is a proposed Departmental Budget, a proposed change to our fee structure, including a printing cost study sheet.

The Planning Department requests the Board review the items and offer any feedback on the program as shown. The Manager will present his recommended budget soon, and the final approval will be given by the Board of Commissioners.

Thank you.



Column1	Column2	Column3	Column4	Column5	Column7	Column8
ALAMANCE COUNTY PLANNING DEPARTMENT						
2018-2019 BUDGET REQUEST						
		ACTUAL	ACTUAL	ADOPTED	DEPARTMEN	
		EXPENDITURE	EXPENDITURE	BUDGET	T REQUEST	
1104121 ADMINISTRATIVE SERVICES/PLANNING		FYE 6/30/17	S 12/31/17	FYE 6/30/18	FYE 6/30/2019	% Increase
ACCOUNT DESCRIPTION						
412000	SALARIES & WAGES	105,614.50	51,109.12	108,211.00	108,211.00	0%
412200	VACATION LEAVE PAY-OUT	0.00	2,589.42	0.00	0.00	0%
412600	NON-PERMANENT SALARIES	0.00	0.00	12,100.00	12,100.00	0%
418000	INSURANCE FICA RETIREMENT	31,498.41	17,103.38	36,063.00	37,797.00	5%
418600	WORKER'S COMPENSATION PROJECTION	274.00	136.98	274.00	353	22%
419000	PROFESSIONAL SERVICES	4,313.73	4,000.00	6,000.00	9,000.00	33%
419001	PROFESSIONAL SERVICES-STRATEGIC PLAN	-156.57	0.00	0.00	0.00	0%
425000	SUPPLIES-AUTOMOTIVE	0.00	58.77	1,500.00	1,000.00	-50%
426000	SUPPLIES-DEPARTMENT	1,026.42	280.00	1,950.00	1950	0%
	HPC TRAINING EXPENSE				500	100%
	HPC SUPPLIES, POSTAGE AND PRINTING				1000	100%
431100	CONF/SCH/SEM/TRAINING EXPENSE	2,324.73	877.50	3,650.00	3,650.00	0%
431200	DAILY TRAVEL	49.22	66.87	200.00	200.00	0%
432100	TELEPHONE & POSTAGE	2,978.29	1,000.94	3,000.00	3,500.00	14%
434000	PRINTING	0.00	16.24	0.00	500.00	100%
435300	MAINT & REPAIR VEHICLES	0.00	0.00	2,000.00	2,000.00	0%
437000	ADVERTISING	653.48	2,581.65	2,000.00	3,000.00	33%
444300	COMPUTER/COPIER LEASE	5,544.00	0.00	6,000.00	6,500.00	8%
449100	DUES & SUBSCRIPTIONS	593.00	0.00	1,050.00	1,000.00	-5%
471500	PERFORMANCE MANAGEMENT SPENDING	9,972.84	930.64	0.00	0.00	0%
DEPARTMENT TOTAL		164,686.05	80,751.51	183,998.00	192,261.00	
					% Increase:	4%
WISH LIST:						
Professional Services: Join "Stormwater Smart" with PTRC (not to continue membership with Piedmont Triad Water Quality Partnership); keep additional funds for potential need with Jordan Lake Rules and other professional needs or studies.						
\$50k for updates to Comprehensive, Land Use and Transportation Plans; this would be used only as matching funds and would NOT cover the entire cost. If this is too much, request will be to bank some amount to use later.						
Request to keep Intern position.						
OTHER ITEMS TO NOTE:						
Revenues: ~ \$ 51,400						
Planner Position to remain Planner I (had been reclassified)						
HPC Items are just relocated, it is not an actual increase in funds. (Real decrease by \$500)						
PERFORMANCE GOALS:						
Continue tracking workload measures						
Comprehensive Plan						
Continue tracking Development for ABSS						
Finalize UDO						
Coordinate joint GIS/Planning Retreat for all County GIS/Planning groups						

DRAFT Alamance County Planning Fee Schedule FY 2018-19

Subdivision Review

Preliminary Plat Review	\$150.00
Technical Review Committee Submittal	\$300.00
Final Plat Review	\$150.00 + \$30 per lot
Exempt Plat Review	\$50.00
Plat Recording (per sheet)	\$21.00 per sheet
Subdivision Ordinance Waiver (per item)	\$300.00

Wireless Communication Facilities

Cell Tower Application Fee	\$2,500.00
Collocation Permit	\$50.00

Floodplain, Watershed and Streams

Floodplain Development Permit	\$100.00
Floodplain Variance	\$300.00
Watershed Site Plan Review	\$100.00
Floodplain Waiver Review	\$5.00
Watershed Ordinance Variance	\$300.00

On-Site Stream Determination	\$50.00
No Practical Alternative Determination	\$50.00

Sexually Oriented Businesses

Sexually Oriented Business Owner	\$500.00
SOB Owner's License-Renewal (yearly)	\$250.00
Sexually Oriented Business Manager's License	\$100.00
SOB Manager's License-Renewal (yearly)	\$50.00

Heavy Industrial Development Ordinance

Heavy Industrial Intent to Construct Permit	\$500.00
Heavy Industrial Operations Permit	\$50.00
Heavy Industrial Development Variance	\$300.00

Maps & Copies

	Old Price	% Increase
8.5x11, black and white	\$0.15 per page	0%
8.5x11, color	\$0.50 per page	0%
11x17, black and white	\$1.00 per page	0%
11x17, color	\$1.50 per page	50%
18x24, black and white	\$ 3.00 per page	20%
18x24, color	\$5.00 per page	0%
24x36, black and white	\$ 8 per page	60%
24x36, color	\$ 10 per page	33%
36x48, black and white	\$ 18 per page	260%
36x48, color	\$20 per page	60%
Custom GIS Maps - over 15 minutes Analyst time	\$25.00 per hour	0%
Any Ordinance (8 1/2x11, black and white, per page)	\$0.15	Depends on Ordinance

Misc. Items

Appeal of Administrative Decision	\$150.00		
Road Signs	\$140.00	\$130	8%
Use Verification Letter	\$25.00		
Existing Non-Conforming Private Road Determination	\$50.00		

Prices reconfigured with some increases as noted. Based on study (see following sheets)

These fees added due to anticipated effects of Jordan Lake Audit

New/changed fees from last year

Increase due to increased cost

Cost per SF Study

		per sf (assuming 6000sf)		
36" paper x 500'	1500			
*4	6000	0.04		
Plotter 1	5000			
Plotter 2	5000			
	10000	1.67		
		1.71		
		cost per sf	sq ft per print	Total
	18*24	1.71	3	\$5.13
	24*36	1.71	6	\$10.26
	36*48	1.71	12	\$20.52
		*does not include cost of labor		

Kinko's/FedEx: \$ 7.25 per SF

18*24 = \$22.00

24*36 = \$43.50

36*48 = \$87.00

Alamance County

PLANNING DEPARTMENT
201 W. Elm St.
Graham, North Carolina 27253
Tel. (336) 570-4053

March 26, 2018

Shelton Sullivan, Environmental Senior Specialist
401 & Buffer Permitting Branch
Division of Water Resources
North Carolina Department of Environmental Quality
1617 Mail Service Center
Raleigh, NC 27699-1617

RE: Jordan Lake Riparian Buffer Protection Audit Response

Mr. Sullivan,

We are submitting this letter to provide a timeline concerning Alamance County's response to the Division's concerns regarding the Jordan Lake Rules stream buffer regulation in Alamance County.

After an initial review on Monday, March 19, 2018, the Alamance County Board of Commissioners generally agrees to the following response and timeline regarding the items outlined in the response from your department dated January 12, 2018.

1. Proposed changes to the Alamance County Watershed Protection Ordinance are shown in Appendix A (attached). We request that your office provide an initial review and indication if these items are sufficient to address ordinance-related findings.

It is our understanding that the Environmental Management Commission will not be required to review changes to the Ordinance and that proposed changes will be reviewed by the NC Department of Environmental Quality. Any changes to the ordinances will require the review and approval of the Planning Board and Board of Commissioners. The overall timeline for review and approval will require at least three months due to submittal deadlines as well as agenda constraints as we enter budget season.

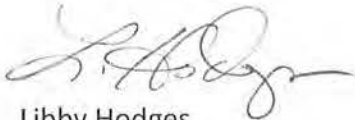
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2. The County is proceeding with approval of our GIS system maps through the NC Department of Information Technology. We have not received a timeline for approval from that department at this time. We will update you as the approval progresses.
3. Item addressed.
4. We have requested additional information from your office on this item, as it remains unclear how to meet this requirement and we were unable to find information on your website on how to comply with this item. We request that we be provided with a submittal date required, to whom the report should be submitted and what information should be provided with the submittal.
5. Please see the attached outline of items that will be amended in the Alamance County Watershed Protection Ordinance as discussed in item 1.

We will await your response prior to proceeding with the proposed Ordinance changes.

Thank you,



Libby Hodges
Planning Director

cc. Bryan Hagood, Alamance County Manager
Sherry Hook, Assistant County Manager/HR Director
Clyde Albright, Alamance County Attorney
Sue Homewood, NC DWR, WSRO, Sue.Homewood@ncdenr.gov

Attachment.

Alamance County

PLANNING DEPARTMENT
215 N. Graham Hopedale Rd.
Burlington, North Carolina 27217
Tel. (336) 570-4053

ATTACHMENT A: DRAFT ORDINANCE CHANGES

Proposed Revisions – *New Text is Highlighted/Italicized*

Section 102. Exceptions to Applicability.

- A. Nothing contained herein shall repeal, modify, or amend any Federal or State law or regulation, or any Ordinance or regulation pertaining thereto except any Ordinance which this Ordinance specifically replaces.
- B. It is not intended that this Ordinance interfere with any easement, covenants or other agreements between parties. However, if the provisions of this Ordinance impose greater restrictions or higher standards for the use of a building or land, then the provisions of this Ordinance shall control.
- C. Existing development, as defined in this Ordinance, is regulated under the provisions as stated in **Section 211**.
- D. A nonconforming lot of record shall not be subject to the development restrictions of this Ordinance if it is developed for single-family residential purposes, except as specified in **Section 203**. Any lot or parcel created as part of any other type of subdivision that is exempt from a local subdivision ordinance shall be subject to the land use requirements (including impervious surface requirements) of these rules, except that such a lot or parcel must meet the minimum buffer requirements to the maximum extent practicable.
- E. The division of property among heirs for the sole purpose of settling an active estate shall be exempt from the minimum lot size requirements of this ordinance.
- F. Exemptions listed in this section shall not apply to the requirement of riparian buffers as set forth in Section 204 of this Ordinance.*

Section 204. Stream and Pond Buffer.

The riparian buffer protection rules of written for the Jordan Lake Riparian Buffer Rules apply to all lands regulated by this Ordinance as required by 15A NCAC 02B .0295 as modified by Session Law 2013-395, Section 2, Session Law 2015-246, House Bill 44, G.S. 143-214.23A and Session Law 2017-209, House Bill 56 Section 9 and any successive revisions to these rules.

Agricultural Ponds are exempt per Session Law 2013-413, Section 52.