MINUTES
BREVARD PLANNING BOARD REGULAR MEETING
JANUARY 23, 2024
CITY COUNCIL CHAMBERS

Brevard Planning Board met for a regular meeting, Tuesday, January 23, 2024, at 5:30 PM, in Council Chambers at City Hall.

Members Present:	Greg Hunter, Chair Reid Wood, Vice Chair Peter Chaveas John Schommer Molly Jenkins Alan Mercaldo
Members Absent:	James Carli
Staff Present:	Aaron Bland, Assistant Planning Director Emily Brewer, Senior Planner Janice H. Pinson, Board Clerk

I. Welcome

At 5:30 PM, Greg Hunter, Chair called the meeting to order.

II. Introduction of Planning Board Members

The Board introduced themselves.

III. Certification of Quorum

G. Hunter, Chair confirmed with the Board Clerk that a quorum of the Board was present.

IV. Approval of Agenda

Motion to approve the agenda A. Mercaldo, second P. Chaveas, unanimously carried.

V. Approval of Minutes

Motion to approve the December 12, 2023, minutes by M. Jenkins, second by P. Chaveas, unanimously carried.

VI. Public Comment – None.

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VII. New Business

a. UDO Chapter 16 Legislative Changes –

Aaron Bland, Assistant Planning Director presented his staff report as follows:

Background During the process of expanding the Downtown Development Overlay District it was discovered that the Unified Development Ordinance does not authorize the Planning Board to forward a recommendation to City Council regarding a zoning map amendment that enlarges the area of the proposed change. Council instructed Planning Staff to initiate a text amendment that would provide the Board with such authority.
Discussion The concern with allowing the area of a proposed zoning change to be expanded is that often the property owners in the expanded area would not know that their property has become included in the proposal. Often, a property owner is the one who has initiated the rezoning process and therefore is aware of the potential change. Neighboring property owners that become involved due to an increase in the area for a zoning change need to be made aware of their inclusion. To this end, Staff has included a provision that if the Board wants to recommend an increase in the rezoning area, then a second meeting must be held and the newly included property owners sent a letter by the Planning Department inviting them to the meeting. At the second meeting, the Board could then hear from the newly affected property owners and make their final recommendation to Council considering their feedback. This amendment also includes a new provision that if the City initiates a rezoning, then the property owners are to be sent a letter giving notice of the proposal and the Planning Board meeting. Currently, the only required mailed notice is for the public hearing by City Council; that notice requirement would remain unchanged. The intent of these changes is to ensure that anyone who has a property proposed for a rezoning is given the opportunity to engage in the process at the Planning Board stage.
Policy Analysis Increasing City communication about and citizen participation in the rezoning process falls well within action item LUH-19 of the *Building Brevard* comprehensive land use plan, which states "Enhance communication of land use planning efforts, policy development, approvals and processes."
Fiscal Impact The new requirement for additional notification mailings will result in slightly increased printing and postage costs for the Planning Department. This is expected to be negligible.

Draft Amendment and Consistency Statement are attached and labeled, Exhibit “A”.

After a brief discussion, P. Chaveas moved to approve as presented with reference to the Consistency Statement, seconded by A Mercaldo.

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b. Group Development Work Session-

Emily Brewer, Senior Planner, presented her staff report, a portion of which follows and gave a presentation, "Introduction to Subdivision Regulations", which is attached hereto and labeled, "Exhibit B".

Background & Discussion In October 2023, Staff introduced Planning Board to subdivision regulations and opportunities for improvement in the current ordinance. Under NCGS, a "subdivision" is the division of a "tract or parcel of land into two or more lots, building sites, or other divisions." Subdivision regulations are one of the ways that a government can provide for orderly growth, facilitate adequate provision of public services, and maintain the necessary conditions for public health, safety and general welfare. The *Building Brevard 2030* Comprehensive Land Use plan calls for "a development pattern that respects Brevard's sense of place and prioritizes livable communities." When launching the comprehensive review of subdivision regulations, Staff considered when the regulations should encourage subdivision of land and when subdivision wouldn't be necessary. The Unified Development Ordinance identifies "group developments" as any development with more than one principal structure (i.e., apartment complexes, summer camps, school campuses and hospitals, shopping centers, industrial parks, etc.). Staff will lead a discussion with Planning Board to introduce a new framework for group developments and subdivisions to allow for creative ways to increase density while still ensuring health, safety, and welfare is achieved. **Policy Analysis** The *Building Brevard 2030* Comprehensive Land Use Plan includes goals and actions related to how a city can grow and support development that is appropriate within the development context:
Goals
GOAL 2: *Encourage a* ***development pattern*** *that respects Brevard's sense of place and prioritizes* ***livable communities****.*
GOAL 7: *Support economic vitality and* ***grow the tax base****, cultivate local businesses, and attract sustainable industry.*
GOAL 8: *Plan* ***for efficient, equitable, and resilient infrastructure*** *and services that maintain and improve quality of life throughout the city.*

There was discussion that Group Developments include manufactured homes in the "Cluster Homes" category and the exploring possible map amendments to allow manufactured homes in more areas of the city.

Emily Brewer explained that she is hoping to bring the amendments before the Board in sections starting with their next meeting, and that there is a lot of work to be done because the subdivision regulations touch so many places in the UDO.

VIII. Unfinished Business - None

IX. Remarks-

Greg Hunter thanked the board for the nomination and vote.

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X. Adjournment

There being no further business, M. Jenkins made a motion to adjourn seconded by P. Chaveas, the motion carried unanimously, and the meeting adjourned 6:30 PM.

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Greg Hunter, Chair

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Janice H. Pinson, Board Clerk

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