



MINUTES OF  
CITY OF CREEDMOOR  
**PLANNING BOARD REGULAR  
MEETING**  
JUNE 13, 2013  
7:00 P.M.

**PRESENT**

Mildred Goss, Neena Nowell, Chairperson David Forsythe, Steve Faucette, Ed Gleason. Also present were Michael S. Frangos, Assistant Planning, Zoning and Subdivision Administrator; Robin Reif, Deputy City Clerk; and Lori Dutra, City Attorney

**ABSENT**

Faye Ray, Mike Allen, Dennis Lester

**CALL TO ORDER**

The meeting was called to order by Chairman Forsythe and a quorum was recognized.

**APPROVAL OF AGENDA**

Moved by Board Member Goss to approve the agenda; seconded by Board Member Gleason. Motion received a unanimous vote.

**APPROVAL OF MINUTES**

Moved by Board Member Gleason to approve the minutes of May 9, 2013; seconded by Board Member Nowell. Motion received a unanimous vote.

**PUBLIC COMMENT**

None

**ORDINANCE STREAMLINING AMENDMENTS**

Discussion was held regarding the following Planning Board procedures outlined in the Creedmoor Development Ordinance (CDO) which may benefit from being streamlined. Input from the board was sought as the current board was instrumental during the creation of the CDO.

Article 5.3-3 Being that this procedure is duplicated by the governing board, the recommendation is that this article be revised to read that the Planning Board hold a public "meeting" and provide an open forum for comment rather than a public "hearing" thus lessening redundancies and notification requirements. It was suggested that the Planning Board agenda be posted on the City of Creedmoor website prior to the meeting.

Article 6.2-5: Appeals. A. should be removed.

Article 7.7-1: Large site development review process. Recommendation is that the language contained in this article remains the same. The example used was of the pending Walgreens construction. This article provides additional information to the public well ahead of permitting or construction.

Article 7.8-5: Conditional Use Approval. Recommended that hearing by both is duplicitous therefore should be removed.

Article 7.11-1: Major Subdivisions. Recommendation is that the language contained in this article remains the same.

City Attorney Dutra clarified that changes in the language would be in the form of “hearing” changed to “meeting” thereby changing the notification provisions while all other text remained intact.

Moved by Board Member Gleason to accept staff recommendations and forward to the Board of Commissioners for consideration; seconded by Board Member Goss. Motion received a unanimous vote.

#### **STAFF REPORT OF DEPARTMENTAL ACTIVITY**

*Assistant Planning, Zoning and Subdivision Administrator Mike Frangos reported on the following:*

1. The Pawn Shops in Main Street District zoning amendment was approved by the Board of Commissioners.
2. Two public hearings are expected for the July 11<sup>th</sup> Planning Board meeting:
  - a. ZTA-2013-03: *CDO Streamlining*
  - b. Creedmoor Business Park proposed zoning amendment from IND (Industrial) to C-56 (Commercial)
3. Walgreens update: An agreement has been reached on the extension of Mack Street.
- 4.

#### **REPORT FROM THE CHAIR**

None

Steve Faucette announced that he will not be in attendance during the July 11th meeting. In preparation of two pending public hearings, Chairman Forsythe asked the clerk to conduct an attendance projection ahead of the next meeting to ensure a quorum could be recognized.

#### **ADJOURN**

There being no further business before the Board, moved by Board Member Goss to adjourn; seconded by Board Member Faucette. The motion received a unanimous vote. The meeting adjourned at 7:50 p.m.