Development Services
303 1st Street, P.O. Box 1129
New Bern, NC 28563-1129
(252)639-7581

January 3, 2019

TO: New Bern Planning & Zoning Board Members

FROM: Morgan Potts, AICP, City Planner

RE: Regular Meeting of the Planning and Zoning Board

DATE & TIME: January 8, 2018 at 5:30 p.m.

PLACE: Development Services Conference Room, 303 First Street

SPECIAL CALLED MEETING AGENDA

1. Roll Call
2. Approval of Minutes from previous meeting(s)
3. New Business
   A. Consideration of a Planned Unit Development General Plan for John Thomas Engineering/Nolan Commercial Contractors Inc.,"Hardee Farms Phase 2", a proposed 116 lot Planned Unit Development located to the south of Bettye Gresham Road. The properties are further identified in Craven County Parcel Identification Numbers 7-105-17001, 7-105-15000, 7-105-15001. (Ward 3)
   B. Consideration of a request to rezone 2.4+/- acres from R-20 Residential District to C-3 Commercial District by Moffett Enterprises LLC/John Thomas Engineering, located at 4526 US Highway 17 South. The property is further identified in Craven County Parcel Identification Numbers 8-206-079. (Extra Territorial Jurisdiction)
4. Adjourn

Individuals with disabilities requiring special assistance should call 639-7501 no later than 3:00 p.m. on the day of the meeting.

Development Services
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New Bern, NC 28563
(252)639-7581

MEMORANDUM

TO: City of New Bern Planning and Zoning Board

FROM: Morgan Potts, City Planner

DATE: January 3, 2019

SUBJECT: Consideration of Planned Unit Development General Plan, "Hardee Farms Phase 2"

ANALYSIS

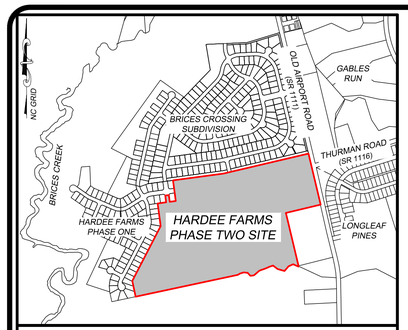
The Planning and Zoning Board is requested by "Thomas Engineering, P.A.", on behalf of "Nolan Commercial Contractors, Inc.,", to consider the general plan for the proposed "Hardee Farms Phase 2", a Planned Unit Development, at its regular meeting on January 8, 2019. All public notification requirements have been met.

The applicant proposes to develop 116 lots on 72.18+/- acres. The zoning district of the parcel has recently been rezoned to R-8 residential. The average lot size is 12,509 +/- square feet with a minimum lot size of 8,629 square feet. All utilities and services will be provided by the City of New Bern. The total length of new streets is 4,783 linear feet. This proposed subdivision is located to the south of Bettye Gresham Road and to the west of Old Airport Road. The parcels are further identified in Craven County Parcel Identification #'s 7-105-17001, 7-105-15001, and 7-105-15000.

RECOMMENDATION

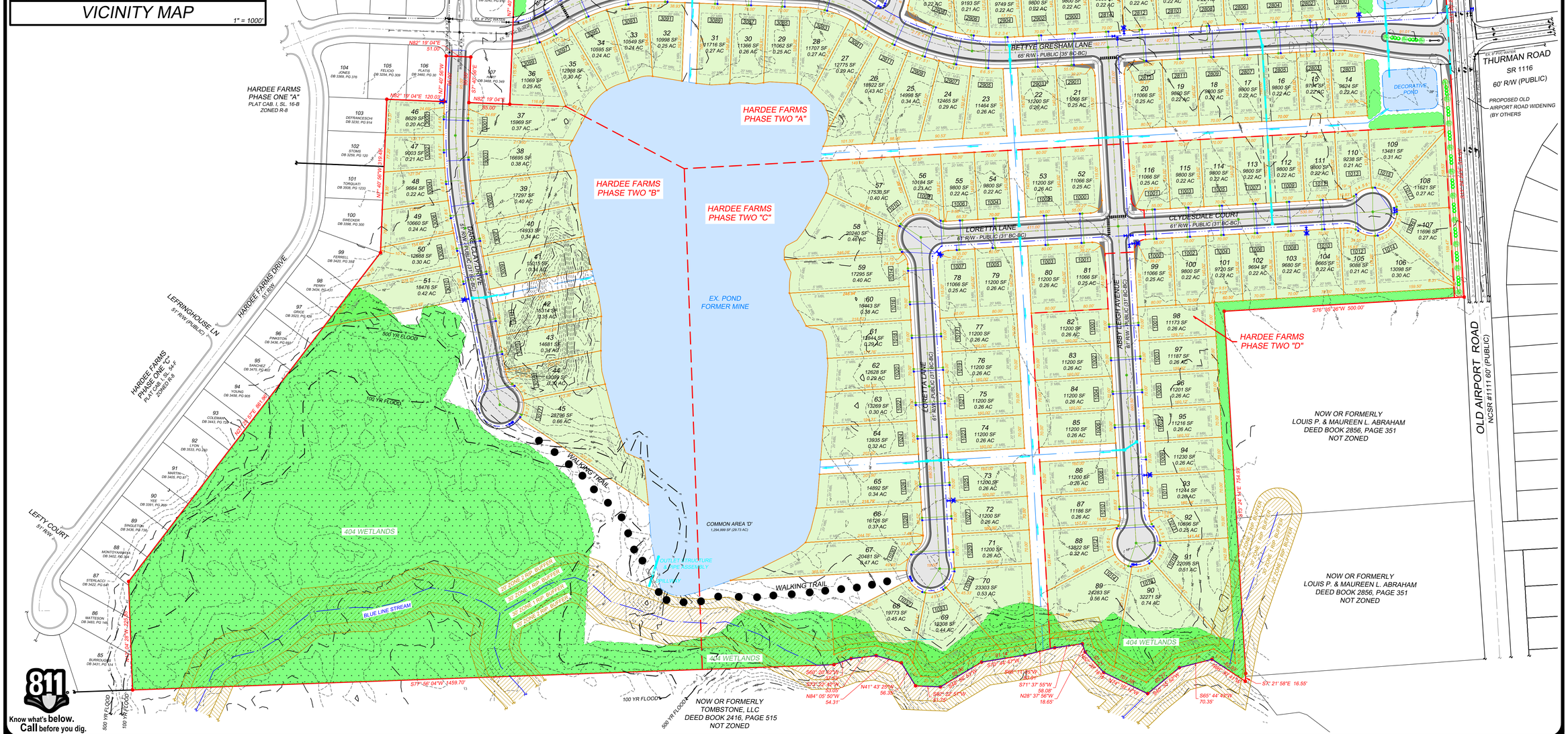
On November 16, 2018, Development Services conducted Departmental Review for the proposed general plan for the Planned Unit Development. City staff recommends approval of the Hardee Farms Phase 2 General Plan as presented.

Please contact me at 639-7583 prior to the meeting should you have questions or need additional information.



VICINITY MAP

1" = 1000'



P. O. Box 1309, New Bern, NC 28563
www.ThomasEngineeringPA.com
Office: 252.637.2727 Fax: 252.636.2448

THOMAS ENGINEERING, PA
civil engineering•land development•project management
est 1983

LEGEND

SYMBOL	DESCRIPTION		
	Property Boundary Lines		Existing & Proposed Contours
	Lot Lines & Corner Nodes		Proposed 8", 6", 2" Water Lines
	Roadway Centerlines		Proposed Water Valve & Box
	Property Minimum Building Lines		Proposed Fire Hydrant Assembly
	404 Wetlands		Proposed End of Line Blowoff
	10' X 70' Sight Triangle		Proposed Water Service
			Proposed Sewer Service
			Proposed Sewer Manhole
			Proposed Gravity Sanitary Sewer Main
			Proposed Storm Pipes
			Proposed Pipe Flared End Section
			Proposed Swales/Ditches
			Pond & Open Water Areas
			Blue-Line Stream Buffers

PROJECT REVISIONS

NO.	DESCRIPTION	BY	DATE
1	NB DEPT. REVIEW COMMENTS	JGT	11.16.18

OWNER / DEVELOPER
NOLAN COMMERCIAL CONTRACTORS, INC.
PO BOX 7227
JACKSONVILLE, NC 28540

CONSULTING ENGINEER / SURVEYOR
THOMAS ENGINEERING, P.A.
P.O. BOX 1309 - 1316-B COMMERCE DRIVE
NEW BERN, NORTH CAROLINA 28563
OFFICE: (252) 637-2727 FAX: (252) 636-2448

PRELIMINARY PLAT
NOT FOR RECORDATION, CONVEYANCES, OR SALES

THOMAS ENGINEERING, P.A. CORPORATE SEAL C-438 NORTH CAROLINA 1983

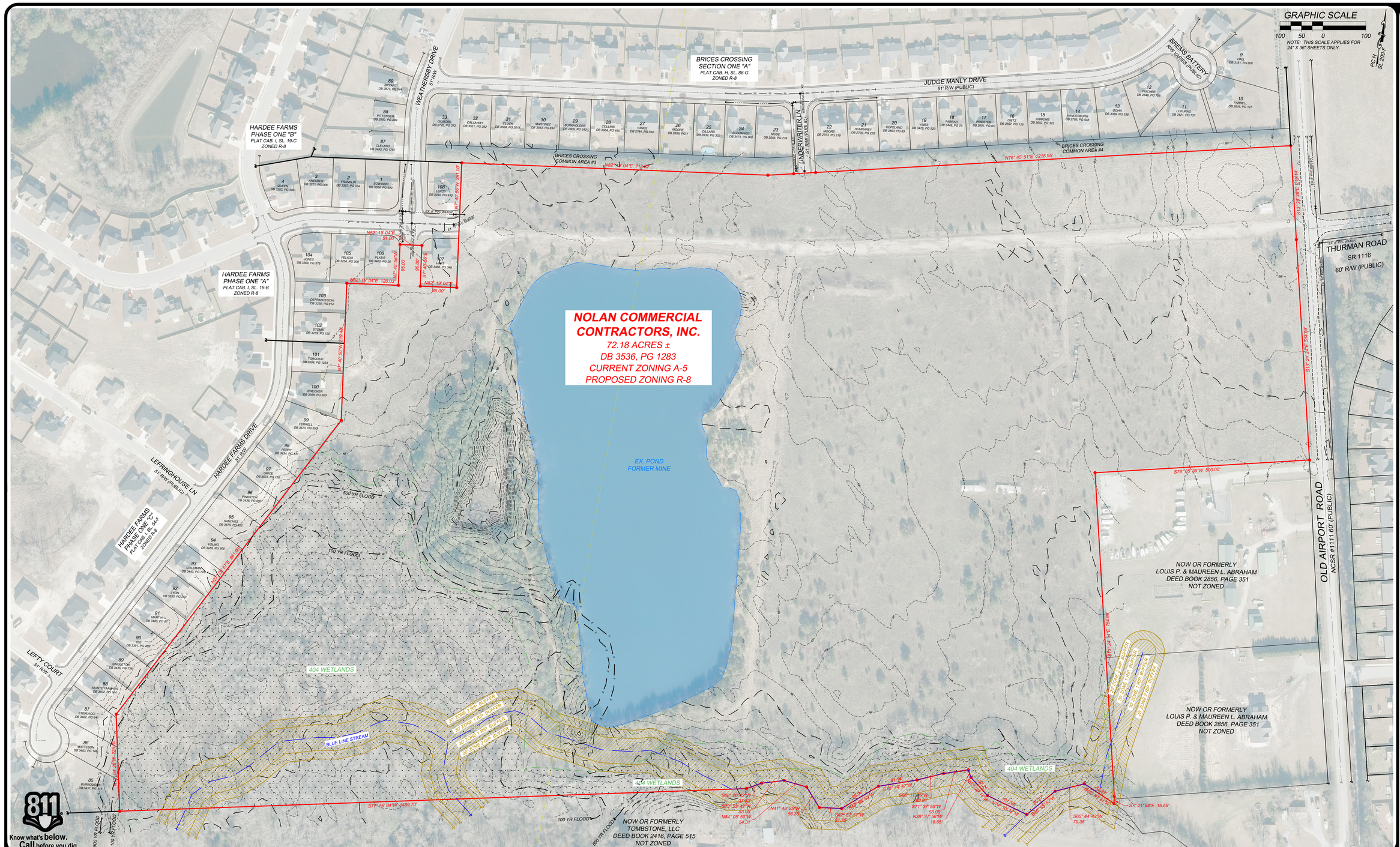
NORTH CAROLINA PROFESSIONAL SEAL 10147 ENGINEER JOHN G. THOMAS

GENERAL PLAN

HARDEE FARMS
PHASE TWO
"A PLANNED UNIT DEVELOPMENT"

NEW BERN - CRAVEN COUNTY - NORTH CAROLINA

SCALE: 1" : 100'	DATE: 10.16.18
PROJECT #: 2018-023	SHEET: 01 of 03



LEGEND

SYMBOL	DESCRIPTION				
	Property Boundary Lines		Existing & Proposed Contours		Proposed Sewer Manhole
	Lot Lines & Corner Nodes		Proposed 8", 6", 2" Water Lines	SS	Proposed Gravity Sanitary Sewer Main
	Roadway Centerlines		Proposed Water Valve & Box		Proposed Storm Pipes
	Property Minimum Building Lines		Proposed Fire Hydrant Assembly		Proposed Pipe Flared End Section
W	404 Wetlands		Proposed End of Line Blowoff		Proposed Swales/Ditches
	10' X 70' Sight Triangle		Proposed Water Service		Pond & Open Water Areas
			Proposed Sewer Service		Blue-Line Stream Buffers

PROJECT REVISIONS

NO.	DESCRIPTION	BY	DATE
1	NB DEPT. REVIEW COMMENTS	JGT	11.16.18

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THOMAS ENGINEERING P.A. CORPORATE SEAL C-438 NORTH CAROLINA 1983

NORTH CAROLINA PROFESSIONAL SEAL 10147 ENGINEER JOHN G. THOMAS 11/16/18

EXISTING SITE

HARDEE FARMS
PHASE TWO
"A PLANNED UNIT DEVELOPMENT"

NEW BERN - CRAVEN COUNTY - NORTH CAROLINA

SCALE: 1" : 100'	DATE: 10.16.18
PROJECT #: 2018-023	SHEET: 02 of 03

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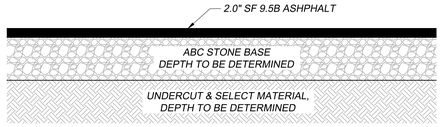
GENERAL NOTES AND SITE DATA

1. BOUNDARY INFORMATION SHOWN IS AS PROVIDED IN DEED BOOK 3536, PG 1283.
2. DEED REFERENCE: DB 3536, PG 1283.
3. PARCEL# 7-105-17001.
4. LOT ADDRESSES ARE AS SHOWN.
5. CURRENT PROPERTY ZONING IS A-5.
6. PROPOSED PROPERTY ZONING IS R-8.
7. TOTAL PROJECT ACREAGE IS 72.12 AC ±.
8. THE EXISTING SITE IS GENERALLY OPEN, FORMERLY AGRICULTURAL USE AND FARMLAND.
9. ALL COMMON AREAS AS SHOWN ARE TO BE DEDICATED TO THE HOMEOWNER'S ASSOCIATION.
10. ELEVATIONS ARE BASED ON NAVD 88.
11. EXISTING CONTOUR INTERVALS SHOWN ARE AT ONE FOOT.
12. PROPOSED PROJECT IS LOW DENSITY WITH LESS THAN 24% OF IMPERVIOUS GROUND COVER.
13. PORTIONS OF THIS PROJECT SCALE WITHIN ZONE "X" AND ZONE "AE" AS PER FLOOD INSURANCE RATE MAPS 3720548700J AND 3720549700J, DATED JULY 02, 2004 AND AS ESTABLISHED BY FEMA. THIS REPORT IN NO WAY SUPERCEDES THE ABOVE MENTIONED FIRM.
14. BASE FLOOD ELEVATION DOWNSTREAM OF THIS PROJECT IS 8.0'.
15. THERE IS ONE BLUE-LINE STREAM ALONG THE SOUTHERN BOUNDARY OF THIS TRACT AND AS SHOWN. THIS STREAM AND IT'S ASSOCIATED BUFFERS WILL NOT BE IMPACTED AS A PART OF THIS WORK.
16. SECTION 404 WETLANDS EXIST ON THIS TRACT AND ARE AS SHOWN. WETLANDS WILL NOT BE IMPACTED AS A PART OF THIS WORK.
17. THIS PROJECT IS NOT IN AN AREA OF ENVIRONMENTAL CONCERN.
18. RECEIVING STREAM FOR THIS PROJECT IS AN UNNAMED TRIBUTARY TO BRICES CREEK.
19. DRAINAGE AND UTILITY EASEMENTS ARE AS FOLLOWS:
    A. 10 FOOT EASEMENTS ALONG RIGHTS-OF-WAY
    B. 10 FOOT EASEMENTS CENTERED ALONG ALL SIDE LOT LINES
    C. 10 FOOT EASEMENTS CENTERED ALONG ALL REAR LOT LINES
    D. OTHER EASEMENTS AS SHOWN OR NOTED
20. TYPICAL MINIMUM BUILDING SETBACKS ARE AS FOLLOWS:
    A. 20 FOOT FRONT SETBACKS
    B. 5 FOOT SIDE SETBACKS
    C. 20 FOOT REAR SETBACKS
    D. OTHER SETBACKS AS NOTED
21. PLOT PLANS FOR ANY GIVEN LOT ARE REQUIRED BY THE CITY OF NEW BERN.
22. THE TOTAL NUMBER OF LOTS IN HARDEE FARMS PHASE TWO IS 116.
23. THE AVERAGE LOT SIZE IN HARDEE FARMS PHASE TWO IS 12,509 SF ±.
24. THE MINIMUM LOT SIZE IN HARDEE FARMS PHASE TWO IS 8,629 SF.
25. THE TOTAL LENGTH OF STREETS IS 4,783 LF ±.
26. SITE TABULATION:

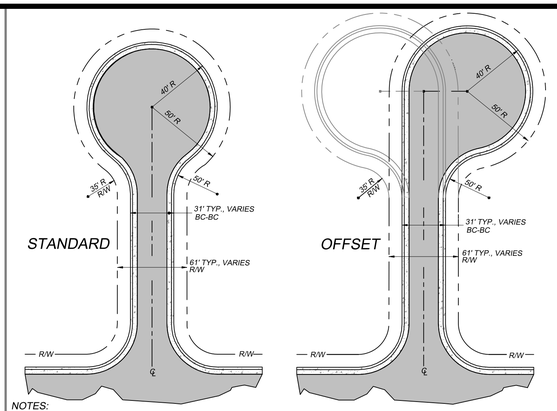
LOTS	33.31 ACRES
RIGHTS OF WAY:	8.20 ACRES
COMMON AREA:	30.67 ACRES
TOTALS	72.18 ACRES

27. ALL PROPOSED CORNERS ARE TO BE MARKED WITH IRON PIPES.
28. UPON APPROVAL OF THE GENERAL PLAN, SUBMISSION OF CONSTRUCTION DRAWINGS AND PERMIT APPLICATIONS WILL BE SUBMITTED TO THE APPROPRIATE AGENCIES FOR REVIEW AND APPROVAL.
29. ALL ROOF DRAINS TO BE DIRECTED INTO THE ON-SITE STORMWATER SYSTEM.
30. COMMON AREAS SHALL BE MAINTAINED BY THE DEVELOPER UNTIL SUCH TIME AS THEY ARE DEEDED TO THE PROPERTY OWNERS ASSOCIATION.
31. EXISTING AND PROPOSED WATER SERVICE OWNER IS THE CITY OF NEW BERN.
32. EXISTING AND PROPOSED SEWER SERVICE OWNER IS THE CITY OF NEW BERN.
31. PROPOSED WATER AND SEWER SERVICE LOCATIONS ARE AS SHOWN.
32. REFUSE SERVICE TO BE PROVIDED BY THE CITY OF NEW BERN (INDIVIDUAL CONTAINERS).
33. EXISTING AND PROPOSED ELECTRIC SERVICE IS BY THE CITY OF NEW BERN.
34. ELECTRICAL TO BE DESIGNED AND PROVIDED BY THE CITY OF NEW BERN.
35. ALL PROPOSED ELECTRICAL, CABLE, TELEPHONE, AND OTHER COMMUNICATION WIRING SHALL BE INSTALLED UNDERGROUND.
36. DESIGN OF ELECTRICAL, CABLE, TELEPHONE, GAS, ETC. UTILITIES SHALL BE BY OTHERS.
37. PROPOSED GRADING AND TOPOGRAPHY TO BE SHOWN ON FULL CONSTRUCTION PLAN AND PROFILE DRAWINGS.
38. SEDIMENTATION AND EROSION CONTROL PERMIT REQUIRED.
39. STATE AND CITY OF NEW BERN STORMWATER PERMITS ARE REQUIRED.
40. PUBLIC WATER SUPPLY (PWS) PERMIT IS REQUIRED.
41. SEWER EXTENSION PERMIT IS REQUIRED.
42. CITY OF NEW BERN DRIVEWAY PERMIT REQUIRED.
43. DESIGN OF ROADWAY PAVEMENT SECTION IS REQUIRED AND TO BE SUBMITTED TO THE CITY OF NEW BERN PUBLIC WORKS DEPARTMENT FOR REVIEW AND APPROVAL.
44. PROPOSED STORM DRAINAGE SHALL BE REINFORCED CONCRETE PIPES. SIZE OF STORM DRAINAGE AND UTILITY PIPING IS TO BE DETERMINED.
45. ALL REQUIRED IMPROVEMENTS SHALL CONFORM TO THE CITY OF NEW BERN DESIGN MANUAL.
46. UPON APPROVAL OF THE GENERAL PLAN, SUBMISSION OF CONSTRUCTION DRAWINGS AND PERMIT APPLICATIONS WILL BE SUBMITTED TO THE APPROPRIATE AGENCIES FOR REVIEW AND APPROVAL.
47. STREET SIGNS ARE TO BE ADDED TO THE STREETS UPON SITE WORK COMPLETION.
48. TREES ALONG STREETS SHALL COMPLY WITH SECTION 15-382 OF THE CITY OF NEW BERN LAND USE ORDINANCE. SUGGESTED TREE TYPE: PIN OAK, SAWTOOTH OAK, WITH OAK, & SHUMARD OAK MIX. TREES SHALL BE SPACED SUCH THAT THERE ARE NO LESS THAN 3 TREES PER 100' OF ROAD FRONTAGE.



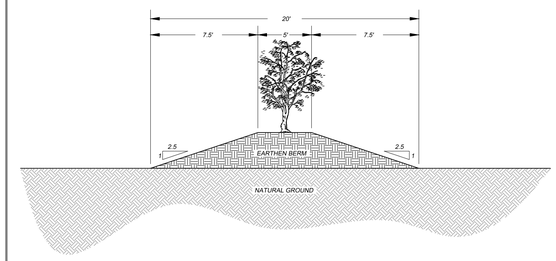
NOTE
CRUSHED AGGREGATE BASE COARSE AND SELECT BACKFILL DEPTHS TO BE DETERMINED BASED ON SOILS TESTING. TYPICAL SECTION DESIGN TO FOLLOW.

TYPICAL PAVEMENT CROSS-SECTION

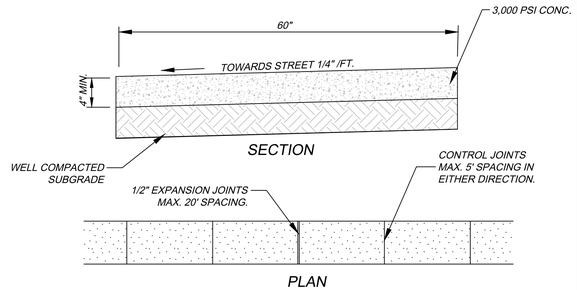


NOTES:
1. THIS DETAIL IS FOR ROADWAY DIMENSION PURPOSES ONLY.
2. REFER TO TYPICAL SECTIONS AND CURB & GUTTER DETAILS FOR ROADWAY DETAILS.

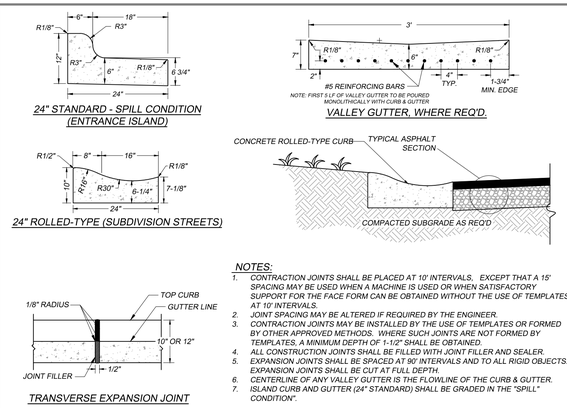
TYPICAL CUL DE SAC DIMENSIONS



LANDSCAPED BERM



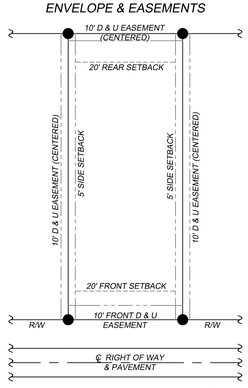
TYPICAL CONCRETE SIDEWALK



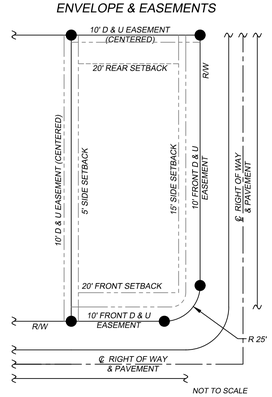
NOTES:
1. CONTRACTION JOINTS SHALL BE PLACED AT 10' INTERVALS. EXCEPT THAT A 15' SPACING MAY BE USED WHEN A MACHINE IS USED OR WHEN SATISFACTORY SUPPORT FOR THE FACE FORM CAN BE OBTAINED WITHOUT THE USE OF TEMPLATES AT 10' INTERVALS.
2. JOINT SPACING MAY BE ALTERED IF REQUIRED BY THE ENGINEER.
3. CONTRACTION JOINTS MAY BE INSTALLED BY THE USE OF TEMPLATES OR FORMED BY OTHER APPROVED METHODS. WHERE SUCH JOINTS ARE NOT FORMED BY TEMPLATES, A MINIMUM DEPTH OF 1-1/2" SHALL BE OBTAINED.
4. ALL CONSTRUCTION JOINTS SHALL BE FILLED WITH JOINT FILLER AND SEALER.
5. EXPANSION JOINTS SHALL BE SPACED AT 90' INTERVALS AND TO ALL RIGID OBJECTS. EXPANSION JOINTS SHALL BE CUT AT FULL DEPTH.
6. CENTERLINE OF ANY VALLEY GUTTER IS THE FLOWLINE OF THE CURB & GUTTER.
7. ISLAND CURB AND GUTTER (24" STANDARD) SHALL BE GRADED IN THE "SPILL" CONDITION".

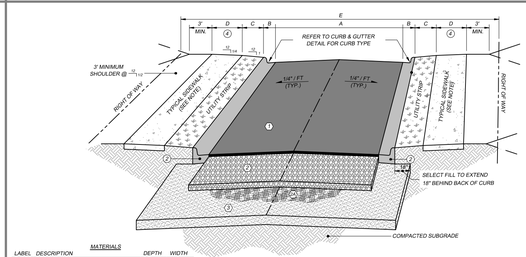
TYPICAL ROLLED-TYPE CURB DESIGN

TYPICAL LOT ENVELOPE & EASEMENTS



TYPICAL CORNER LOT ENVELOPE & EASEMENTS





MATERIALS

LABEL	DESCRIPTION	DEPTH	WIDTH
1	SF 9.5B ASPHALT SURFACE COARSE	2"	27'
2	CRUSHED AGGREGATE BASE COARSE	TBD*	27'/31' **
3/4	**ALTERNATE: TENSAR GEOGRID # ___	---	---
5	SELECT BACKFILL	TBD*	34'/38' ***

NOTES:
*CRUSHED AGGREGATE BASE COARSE AND SELECT BACKFILL DEPTHS TO BE DETERMINED BASED ON SOILS TESTING. TYPICAL SECTION DESIGN TO FOLLOW.
** BETTYE GRESHAM LANE TO BE 31'; ALL OTHER ROADS TO BE 27'.
*** BETTYE GRESHAM LANE TO BE 38'; ALL OTHER ROADS TO BE 34'.

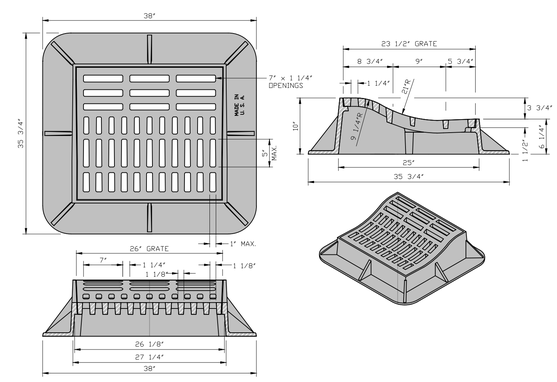
DIMENSIONS

LABEL	DESCRIPTION	WIDTH
A	FACE OF CURB TO FACE OF CURB	27'/31'*
B	CURB AND GUTTER (ROLLED-TYPE)	2'
C	UTILITY STRIP	2'
D	SIDEWALK	5'
E	RIGHT OF WAY (TOTAL)	61'/60' **

NOTES:
* BETTYE GRESHAM LANE TO BE 31'; ALL OTHER ROADS TO BE 27'.
** BETTYE GRESHAM LANE TO BE 65'; ALL OTHER ROADS TO BE 61'.

NOTES:
1. PAVEMENT WIDTHS, RIGHT OF WAYS, ROADWAY DIMENSIONS, AND PAVEMENT DESIGNS SHALL BE AS SHOWN HEREIN UNLESS OTHERWISE SPECIFIED. WHERE DISCREPANCIES OCCUR, IF ANY, CONTACT THE ENGINEER FOR DIRECTION.
2. SEE CURB AND GUTTER DETAIL FOR CURB DIMENSIONS AND TYPE. CURB AS SHOWN HEREIN IS AS TYPICAL.
3. SIDEWALK SHALL BE LOCATED ON ONE SIDE ONLY. REFER TO THE PLAN FOR SIDEWALK LOCATIONS. SIDEWALK IS SHOWN HERE FOR REPRESENTATION ONLY.
4. ALL SUBGRADE SHALL BE FIELD COMPACTED, PROOFROLLED, AND/OR TESTED FOR DENSITY AS PROVIDED IN THE SPECIFICATIONS PRIOR TO PLACEMENT OF ANY PAVEMENT SECTION MATERIALS OR CURB AND GUTTER.
5. TYPICAL SIDEWALK WIDTH IS 5' UNLESS OTHERWISE SPECIFIED.
6. TYPICAL CUT AND FILL SLOPES AS SHOWN ARE MAXIMUMS.

TYPICAL ROADWAY SECTION



ROLL-TYPE CATCH BASIN ASSEMBLY FRAME AND GRATE (24")

LEGEND

SYMBOL	DESCRIPTION		
	Existing & Proposed Contours		Proposed Sewer Manhole
	Property Boundary Lines		Proposed 8", 6", 2" Water Lines
	Lot Lines & Corner Nodes		Proposed Gravity Sanitary Sewer Main
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	404 Wetlands		Proposed Water Service
	Pond & Open Water Areas		
	10' X 70' Sight Triangle		Proposed Sewer Service
	Blue-Line Stream Buffers		

PROJECT REVISIONS

NO.	DESCRIPTION	BY	DATE
1	NB DEPT. REVIEW COMMENTS	JGT	11.16.18

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THOMAS ENGINEERING, P.A. CORPORATE SEAL C-438 NORTH CAROLINA ★1983★

NORTH CAROLINA PROFESSIONAL SEAL 10147 ENGINEER JOHN G. THOMAS 11/16/2018

NOTES, DETAILS, & SECTIONS

HARDEE FARMS
PHASE TWO
"A PLANNED UNIT DEVELOPMENT"

NEW BERN - CRAVEN COUNTY - NORTH CAROLINA

SCALE: N. T. S.	DATE: 10.16.18
PROJECT #: 2018-023	SHEET: 03 of 03

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PLANNING & ZONING BOARD — GENERAL SUBDIVISION PLAN APPLICATION
Fee: $161.00 per subdivision or $11.00 per lot (whichever is greater)

NEW BERN
NORTH CAROLINA
Everything comes together here

Morgan Jethro
(252) 639-7583
jethrom@newbern-nc.org
Fax: (252) 636-2146

Date Submitted: November 19, 2018 Planning & Zoning Meeting Date: December 4, 2018

Applicant Name (please print): Nolan Commercial Contractors, Inc.

Development Name: Hardee Farms Phase Two

Address: P. O. Box 7122, Jacksonville, NC 28540 Phone Number: 910-455-6956

Email: closings@nc-mi.com Fax Number: 910-939-2802

REQUIREMENTS:
Submit **12 approved sets** of folded plans no later than twenty-one (21) days prior to the regularly scheduled meeting of the Planning and Zoning Board. **Application fee is $161 per subdivision review or $11 per lot (whichever is greater) must be submitted with plans.** Proposed General Plans must receive Departmental Subdivision Plan Review and approval prior to submission for Planning & Zoning Board consideration.

Drawing scale: 1" = 100' or longer Drawing sheet size: 18" x 24" or larger

The general plan shall contain the following information:

✓ 1. Title, date, north point and graphic scale

✓ 2. Name of owner, surveyor and/or planner

✓ 3. Sketch vicinity plan including surrounding street system

✓ 4. Boundaries of tract to be subdivided showing bearings and distances

✓ 5. Zoning classifications of tract to be subdivided and adjoining properties

✓ 6. Names of all adjoining property owners

✓ 7. Proposed minimum setback lines

✓ 8. Existing and platted property lines, streets, buildings, watercourses, sewers, water mains (existing and proposed), transmission lines, bridges, culverts and easements (both public and private)

✓ 9. Site plan of existing conditions including wooded areas, marshes, wetlands, etc.

✓ 10. Other proposed rights-of-way easements

✓ 11. Proposed lot lines, lot numbers, building envelopes in the case of PUD's and approximate

✓ 12. Contour map—one foot intervals based on sea level data

✓ 13. Proposed plantings mini-parks, school sites, public open space, if applicable

✓ 14. Provisions for the maintenance of open space and parks including draft of conservation easement, if applicable

** 15. Profiles showing grade of streets, sewers, water lines, etc. (See comment for Item 15 below)

** 16. Plans for proposed utilities, including water, gas, sanitary sewer, storm drainage, electric, tele phone, cable, etc. (See comment for Item 16 below)

✓ 17. Proposed planting plan, including type and details of required screening

✓ 18. Postal enumeration of each lot in subdivision

** 19. Verification of submission of stormwater management and sedimentation erosion control plans, if applicable (See comment for Item 19 below)

✓ 20. Statement by developer that wetlands are not present on site or that appropriate permits are being sought (See comment for Item 20 below)

✓ 21. Site data chart containing:

a. Acreage in tract;
b. Acreage in open space, parks or schools;
c. Average lot size;
d. Total number of lots, and
e. Linear feet in streets.

Additional information may be required based on the results of staff plan review as set forth in Section 15-49 of the New Bern Land Use Ordinance.

For landscaping information, please refer to:
http://www.newbern-nc.org/departments/development/forms-documents/
Forms & Documents:

1. **Plant plan sample and**
2. **Plant list & symbols**

Item # 15. Request that this item be submitted to the City of New Bern Engineering and Public Works Departments for review at a later date after the Departmental Review and once the comments are received from Development Services.

Item # 16. Request that this item be submitted to the City of New Bern Engineering and Public Works Departments, as well as other affected utility companies for review at a later date after the Departmental Review and once the comments are received from Development Services.

Item # 19. Request that this item be submitted to the City of New Bern Engineering and Public Works Departments, as well as the required State and Federal agencies for review and permitting at a later date after the Departmental Review and once the comments are received from Development Services.

Item # 20. 404 wetlands exist within this project area. No impacts to the wetlands are planned; therefore, no permits will be required.

CITY OF NEW BERN DEVELOPMENT SERVICES DEPARTMENT REVIEW

SITE PLAN REVIEW: ***Hardee Farms Phase Two***
ADDRESS: ***Old Airport Road***
DATE/TIME: ***November 16th, 2018 - 9:00 AM***
OWNER/FIRM: ***Applicant: Nolan Commercial Contractors, Inc. (closing@mc.mi.com)***

DRAFT

DEVELOPMENT SERVICES:

1. Please submit cul-de-sac lengths.
2. Please indicate flood zones on site plan.
3. Submit revised plans (with revision dates) and address all written comments to Development Services Staff (Brad Sceviour, sceviourb@newbernnc.gov). 3 paper sets and a digital copy of both the plans and the written response should be provided.

WATER RESOURCES/ENGINEERING:

1. Two complete sets of utility construction plans must be submitted to the Department of Public Utilities (Water Resources Administration) for a complete review of the water & sewer systems.
2. This project will involve an extension of the City's water and sanitary sewer systems and each extension will need to be permitted through the appropriate state agencies.
3. All proposed Water & Sewer Lines shall be located within public street rights-of-way or recorded utility easements, as water and sewer utilities will be maintained by the City of New Bern.

PUBLIC WORKS:

1. City of New Bern Driveway Permit is required for connecting into Old Airport Road.
2. City of New Bern stormwater permit is required.
3. Design data for the subgrade and asphalt pavement is required before acceptance. Please refer to the City of New Bern Street Design Standards for additional information.

ELECTRICAL:

1. Power to the site shall be supplied by the City of New Bern.
2. City of New Bern will supply standard street lights in the subdivision. Developer responsible for the cost of materials of any desired special order/"non-standard" lights. Developer shall pay for power to the lights until the NBPW accepts maintenance of the street. At that time the charges will roll over to the city's street light account.
3. Developer shall install road corssing, which will be noted on plans per electric utilities power design. Conduit shall be provided by the City of New Bern Electrical and installation detail
4. Water and sewer meters shall stop at edge of right of way. Electric utilities will be installed behind these meters. Additional easements may be needed.
5. Before electric construction can begin, area must be within 6" of final grade and easements cleared and free of debris.

6. Will need to contact Dustin Cayton at 252-639-2826 to meet on site once project is ready to be scheduled.
7. Contact Samuel Batton at battons@newbernnc.gov (252-639-2824) with any questions about electric service.

INSPECTIONS:

1. No comments at this time.

FIRE:

1. No additional requirements at this time.

POLICE/COMM:

1. Just want to bring attention to the possibility of traffic congestion on Landscape Drive from the elementary school during dismissal (2:45pm – 3:15pm) on Landscape Drive at the entrance to Creekside elementary. There is a traffic island which prevents vehicles from passing on the left. The school was asked to double stack veichiles onto the parking lot which addressed the issue for residents in the surrounding area. This can become a problem again with additional vehicular traffic in the area.

CRAVEN COUNTY HEALTH DEPARTMENT

1. No comments at this time.

NC DEPARTMENT OF TRANSPORTATION

1. No comments at this time.

NORTH CAROLINA RAILROAD COMPANY

1. No comments at this time.

Special instructions to the developer:

In the event an application for a building permit is not submitted within six months, another departmental review committee meeting is required.

THOMAS ENGINEERING, PA est 1983
civil engineering•land surveying•project management

HAND DELIVERED

November 19, 2018

To: City of New Bern
Department of Development Services
303 First Street
New Bern, NC 28560

Attn: Morgan Potts
Planner

Re: Hardee Farms Phase Two
A Planned Unit Development
Subdivision General Plan Submittal

Dear Morgan;

Please find attached the "Planning & Zoning Board - General Subdivision Plan Application" and supporting documents (12 sets of the General Plan including CD) for the referenced development for consideration at the December 4, 2018 regularly scheduled meeting of the New Bern Planning & Zoning Board.

Also attached is check # 13769 in the amount of $1276.00 for the application fee (116 lots @ $11.00 per lot).

Also, I have attached the City of New Bern Development Services Department Review comments dated November 16, 2018 that were forwarded to me and offer the following comments thereto. The Department comments are in *red italic print*, and our responses follow each noted comment.

DEVELOPMENT SERVICES:

1. *Please submit cul-de-sac lengths.* Complied with.
2. *Please indicate flood zones on site plan.* Complied with.
3. *Submit revised plans (with revision dates) and address all written comments to Development Services Staff (Brad Sceviour, sceviourb@newbernnc.gov). 3 paper sets and a digital copy of both the plans and the written response should be provided.* Complied with.

WATER RESOURCES/ENGINEERING:

1. *Two complete sets of utility construction plans must be submitted to the Department of Public Utilities (Water Resources Administration) for a complete review of the water & sewer systems.* Noted.
2. *This project will involve an extension of the City's water and sanitary sewer systems and each extension will need to be permitted through the appropriate state agencies.* Noted.

1316-B Commerce Drive•P.O. Box 1309•New Bern, NC 28563
Phone: (252)637-2727•Fax: (252)636-2448•Website: ThomasEngineeringPA.com

3. *All proposed Water & Sewer Lines shall be located within public street rights-of-way or recorded utility easements, as water and sewer utilities will be maintained by the City of New Bern.* Noted.

PUBLIC WORKS:

1. *City of New Bern Driveway Permit is required for connecting into Old Airport Road.* Noted.
2. *City of New Bern stormwater permit is required.* Noted.
3. *Design data for the subgrade and asphalt pavement is required before acceptance. Please refer to the City of New Bern Street Design Standards for additional information.* Noted.

ELECTRICAL:

1. *Power to the site shall be supplied by the City of New Bern.* Noted.
2. *City of New Bern will supply standard street lights in the subdivision. Developer responsible for the cost of materials of any desired special order/"non-standard" lights. Developer shall pay for power to the lights until the NBPW accepts maintenance of the street. At that time the charges will roll over to the city's street light account.* Noted.
3. *Developer shall install road corssing, which will be noted on plans per electric utilities power design. Conduit shall be provided by the City of New Bern Electrical and installation detail* Noted.
4. *Water and sewer meters shall stop at edge of right of way. Electric utilities will be installed behind these meters. Additional easements may be needed.* Noted.
5. *Before electric construction can begin, area must be within 6" of final grade and easements cleared and free of debris.* Noted.
6. *Will need to contact Dustin Cayton at 252-639-2826 to meet on site once project is ready to be scheduled.* Noted.
7. *Contact Samuel Batton at battons@newbernnc.gov (252-639-2824) with any questions about electric service.* Noted.

INSPECTIONS:

1. *No comments at this time.* Noted.

FIRE:

1. *No additional requirements at this time.* Noted.

POLICE/COMM:

1. *Just want to bring attention to the possibility of traffic congestion on Landscape Drive from the elementary school during dismissal (2:45pm – 3:15pm) on Landscape Drive at the entrance to Creekside elementary. There is a traffic island which prevents vehicles from passing on the left. The school was asked to double stack veichiles onto the parking lot which addressed the issue for residents in the surrounding area. This can become a problem again with additional vehicular traffic in the area.* Noted.

THOMAS ENGINEERING, PA est 1983
civil engineering•land surveying•project management

CRAVEN COUNTY HEALTH DEPARTMENT

1. *No comments at this time.* Noted.

NC DEPARTMENT OF TRANSPORTATION

1. *No comments at this time.* Noted.

NORTH CAROLINA RAILROAD COMPANY

1. *No comments at this time.* Noted.

If you have any questions or comments, please do not hesitate to call.

Sincerely;

John G. Thomas, PE
President
Email: johnthomas@thomasengineeringpa.com

Encls.

1316-B Commerce Drive•P.O. Box 1309•New Bern, NC 28563
Phone: (252)637-2727•Fax: (252)636-2448•Website: ThomasEngineeringPA.com

NEW BERN
NORTH CAROLINA
Development Services
303 First Street, P.O. Box 1129
New Bern, NC 28560
(252)639-7581

November 27, 2018

NOTICE TO ADJACENT PROPERTY OWNERS AND APPLICANT

TAKE NOTICE that the Planning and Zoning Board of the City of New Bern will review the following proposed subdivision general plan at its December 4, 2018 meeting at 5:30 p.m. in the City Hall Courtroom. All interested parties will be given an opportunity to be heard.

The City of New Bern Planning and Zoning Board will meet at 5:30 P.M. on Tuesday, December 4, 2018, in City Hall, second floor, 300 Pollock Street, for the consideration of Hardee Farms Phase Two, a proposed 116 lot Planned Unit Development for Nolan Commercial Contractors, Inc./Thomas Engineering, P.A., located on 72.18+/- acres. The property is located to the west of Old Airport Road and to the south of Bettye Gresham Lane. The property is further identified as a portion of Craven County Parcel Identification #'s 7-105-17001, 7-105-15001, and 7-105-15000. The public is invited to attend.

If granted, Planning and Zoning Board approval of the proposed subdivision will give the owner the right to begin developing the site. No sale of lots can occur until final plan approval is granted by the Planning & Zoning Board.

A copy of the proposed subdivision plan is available for public review during regular business hours in the Development Services office at 303 First Street. For further information contact the City of New Bern Development Services Department at (252) 639-7583.

Morgan J. Potts, AICP, CFM
City Planner

Individuals with disabilities requiring special assistance should call (252) 639 - 7501 no later than 3:00 p.m. the date of the meeting.

NEW BERN
NORTH CAROLINA
Development Services
303 First Street, P.O. Box 1129
New Bern, NC 28560
(252)639-7581

November 21, 2018

PUBLIC NOTICE

The City of New Bern Planning and Zoning Board will meet at 5:30 P.M. on Tuesday, December 4, 2018, in City Hall, second floor, 300 Pollock Street, for the consideration of Hardee Farms Phase Two, a proposed 116 lot Planned Unit Development for Nolan Commercial Contractors, Inc./Thomas Engineering, P.A., located on 72.18+/- acres. The property is located to the west of Old Airport Road and to the south of Bettye Gresham Lane. The property is further identified as a portion of Craven County Parcel Identification #'s 7-105-17001, 7-105-15001, and 7-105-15000. The public is invited to attend.

Note to Sun Journal:

Please run (legal classified notice) on November 24th, 2018.

BY: _____

TIME: _____

Please confirm by email and send tear sheet to Morgan Potts; pottsm@newbernnc.gov

NEW BERN
NORTH CAROLINA
Development Services
303 First Street, P.O. Box 1129
New Bern, NC 28563
(252) 639-7581

November 21, 2018

TO: Andrew Schneider
Street Department

FROM: Morgan Potts
City Planner

SUBJECT: Posting for Public Hearing & Rezoning

The Planning & Zoning Board will review a request for a Hardee Farms Phase Two, a Planned Unit Development, located near the intersection of Old Airport Road and Bettye Gresham Road, on Tuesday, December 4, 2018 at 5:30 pm at in the City Hall Courtroom, 300 Pollock St. Please post the following information by Monday, November 26, 2018 by 5:00 p.m. at the below noted locations and the attached map. **Per the Land Use Ordinance, we are required to use colored signage.** Thank you in advance for your assistance and if you have any questions please call me at ext. 7583.

NOTICE OF PUBLIC HEARING

(**Post sign #1** at the intersection of Old Airport Road & Bettye Gresham as shown on map)

WHERE: City Hall Courtroom
WHEN: Tuesday, December 4, 2018, 5:30 P.M.
PURPOSE: To consider a 116 lot PUD at this site.

(**Post sign #2** at the intersection of Underwriter Lane & Bettye Gresham as shown on map)

WHERE: City Hall Courtroom
WHEN: Tuesday, December 4, 2018, 5:30 P.M.
PURPOSE: To consider a 116 lot PUD at this site.

NEW BERN
NORTH CAROLINA
Development Services
303 First Street, P.O. Box 1129
New Bern, NC 28563
(252) 639-7581

(**Post sign #3** 400 feet south of the intersection of Old Airport Road and Thurman Road as shown on map

WHERE: City Hall Courtroom
WHEN: Tuesday, December 4, 2018, 5:30 P.M.
PURPOSE: To consider a 116 lot PUD at this site.

Please refer to the attached map for approximate locations of signage.

Morgan Potts, City Planner

Development Services
248 Craven Street, P.O. Box 1129
New Bern, NC 28563
(252)639-7581

MEMORANDUM

TO: City of New Bern Planning and Zoning Board

FROM: Morgan J. Potts, AICP
City Planner

DATE: January 4, 2019

SUBJECT: Request to Rezone 4526 US Highway 17 South

John Thomas Engineering/Moffett Enterprises, LLC has requested consideration of their application to rezone 2.40 +/- acres from R-20 Residential District to C-3 Commercial District, located at 4526 US Highway 17 South. The property is further identified as Craven County Parcel Identification Numbers 8-206-079.

All public notice requirements have been fulfilled. City staff advises the Planning & Zoning Board to recommend approval of the rezoning request to the Board of Aldermen. Please contact me at 639-7583 prior to the meeting should you have questions or need additional information.

Development Services
303 First Street, P.O. Box 1129
New Bern, NC 28563
(252) 639-7581

City of New Bern
4526 US Highway 17 South Rezoning Request Analysis

Applicant: John Thomas Engineering/Moffett Enterprises LLC

Requested Change:

Existing: R-20 (20,000 sq. ft. lots) & U.S. 17 Corridor Overlay
Proposed: C-3 Commercial District (1,500 sq. ft. lots)

Location:

The parcels are located at 4526 US Highway 17 South in the City's Extraterritorial Jurisdiction.

Size:

The property covers an area of approximately 2.4+/- acres.

Reason for Change:

The purpose of the proposed re-zoning request is to permit the construction of an office for a staffing agency.

History/Background:

This tract is vacant/woodland.

Present Land Use:

Vacant

Surrounding Land Uses and Zoning:

North: R-20 Residential
South: A-5 Agricultural
West: R-20 Residential/C-3 Commercial (spilt zoned)
East: C-3 Commercial

City Provided Utilities and Services:

City water is provided. Duke Electric will provide electricity and a septic tank will be required.

Comprehensive Plan:

2011 CAMA Regional Land Use Plan

The existing land use is classified as Vacant/Undeveloped. Additionally, the land suitability analysis concludes the site has high suitability for development, therefore zoning the site for C-3 commercial use would be the highest and best use of the property. The Future Land Use Map classifies this area as a "Developed" area.

Thoroughfare Plan/Traffic

This area is outside of the scope of existing thoroughfare planning efforts.

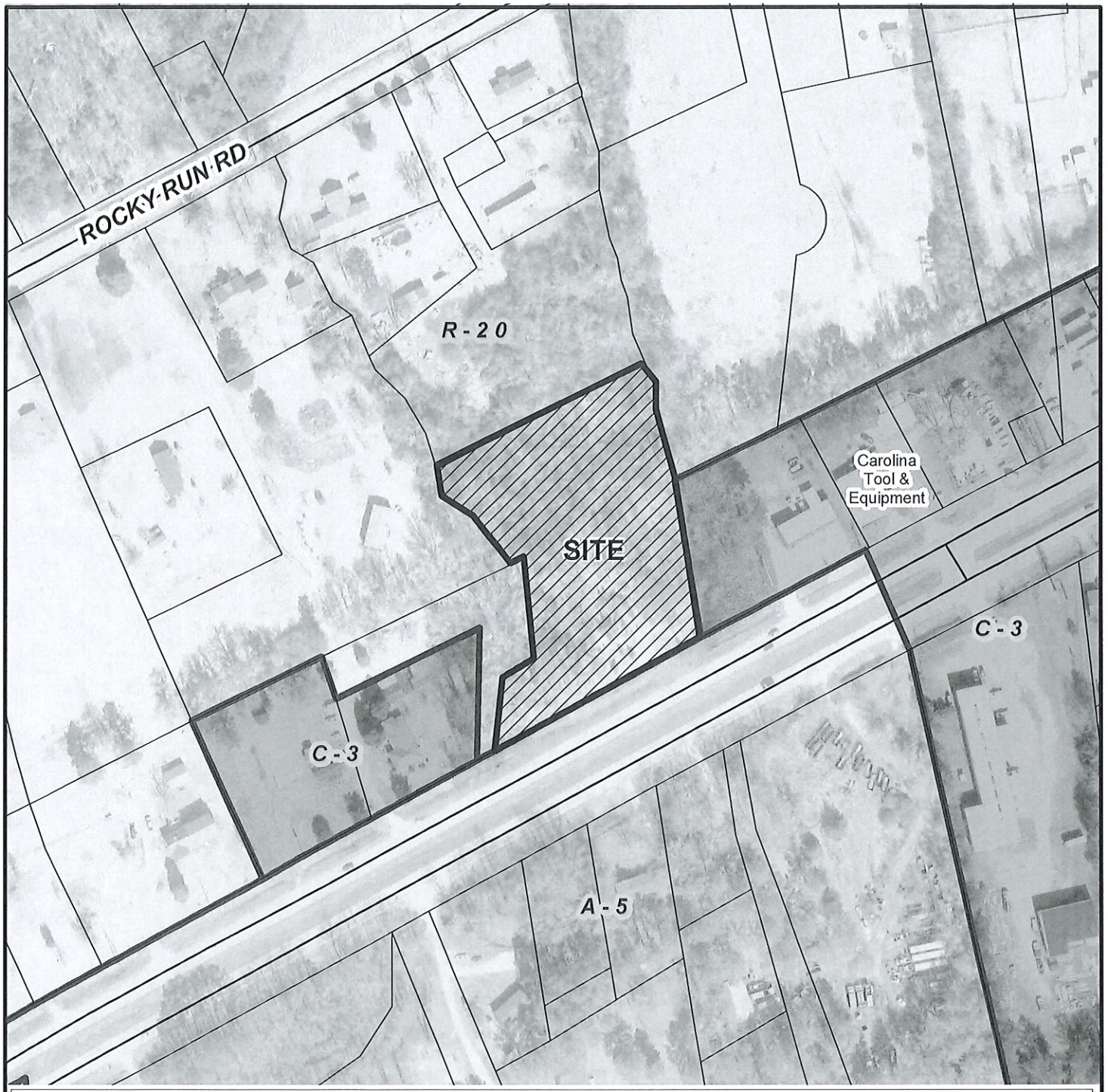
Environment:

According to the Regional Land Use Plan and NCDENR records, the subject area contains no environmentally fragile areas.

Staff Comments:

The proposal to rezone the subject property to C-3 Commercial is consistent with the character of the adjacent land uses, zoning classifications and development trends in the area. Staff has found the proposed rezoning to be in the public interest and is not inconsistent with the Land use Plan and Transportation plan. Staff recommends approval of the requested rezoning.

Morgan Potts, AICP
City Planner



REZONING ZONING CASE: 4526 US 17 HWY. S (Moffett) - 2.38 Acres: PID: 8-206-079

LOCATION: North side fo US 17 Highway S. (ETJ Area) between Rocky Run Rd.

Existing Zone: R-20
Proposed Zone: C-3

Zoning Boundaries

Imagery Early 2016

N

CITY of NEW BERN
Development
Services

Scale: 1 = 200 ft

0 200 500

RECEIVED 11-13-17

APPLICATION TO AMEND LAND USE ORDINANCE

Fee: $375.00

NEW BERN
NORTH CAROLINA
Everything comes together here

Morgan Potts
(252) 639-7583
pottsm@newbern-nc.org
Fax: (252) 636-2146

1. NAME: Moffett Enterprises, LLC

   ADDRESS: P. O. Box 12780, New Bern, NC 28561

   CELL: 252-514-5380 HOME/WORK: 800-633-9715

   EMAIL: lmoffett@bluearbor.com FAX: 252-638-5087

2. **ZONING CHANGE REQUESTED**

   A. Amendment to zoning classification, from R-20 to C-3

   B. Amendment to Land Use Ordinance text _____

   Give section of City's Land Use Ordinance to be amended and attach explanation to application.

3. **LOCATION OF PROPERTY** Located between 4520 & 4600 US Highway 17 South
   Note: If there is no street address, list other means such as landmarks, community or neighborhood names, subdivision name, lot number highway number.

4. If rezoning request, provide Metes and Bounds description of property: See attached Exhibit A

   Use separate sheet if necessary and attaché to application. In lieu of the above, a surveyor's map (plat) containing the Metes, Bounds and Distance of property is acceptable.

5. If request involves property owned by persons other than the applicant, list names and addresses (use separate sheet if necessary and attach to application.

NAME	ADDRESS

6. If property owners listed in Item 5 have given consent to this request, attach copy(s) of their approval to this application.

7. Give concise statement of reasons why the proposed amendment would be in the public interest if change is granted.

This tract is located on US 17 South and the requested rezoning is to allow for uses permited in the C-3 zoning classification. The Applicant intends to construct an office to operate a staffing agency. Most of the zoning along this corridor has been rezoned to C-3 to allow for commercial type that would generally front a highway. Rezoning this tract to C-3 would be in harmony with other tracts rezoned similarly.

Lucine Whitford Moffett
Lucine Moffett
Signature of Applicant

11/9/18
Date

Applications to be considered must be submitted 21 days before the Planning & Zoning Board meeting, which is held on the first Tuesday of each month.

I, Lucine Whitford Moffett, Managing Member, Moffett Enterprises, LLC, being the Owner of the property described herein, do hereby authorize John G. Thomas, PE, and Thomas Engineering, PA as agents for the purpose of this application.

Lucine Whitford Moffett
Signature: Lucine Whitford Moffett

11/9/18
Date

Exhibit "A"
Tract One
Legal Description
Craven County, North Carolina

Beginning at a Point, said point being located the following courses and distances from NCGS "DAYS" as shown on that certain plat entitled "Boundary Survey for RE-Combination Moffett Enterprises, LLC. as recorded in Plat Cabinet I Slide 130B in the Craven County Register of Deeds; South 67 degrees 31 minutes 59 seconds West for a distance of 1694.73 feet to an existing iron pipe, Thence South 67 degrees 16 minutes 21 seconds West for a distance of 240.62 feet to the Point of Beginning;

Thence, from said Point of Beginning, South 67 degrees 16 minutes 21 seconds West for a distance of 326.00 feet to a point;

Thence, North 12 degrees 08 minutes 58 seconds East for a distance of 107.11 feet to a point;
Thence, North 70 degrees 16 minutes 58 seconds East for a distance of 47.00 feet to a point;
Thence, North 00 degrees 53 minutes 58 seconds East for a distance of 140.84 feet to a point;
Thence, South 68 degrees 50 minutes 00 seconds West for a distance of 19.03 feet to a point;
Thence, North 37 degrees 16 minutes 38 seconds West for a distance of 42.01 feet to a point;
Thence, North 32 degrees 46 minutes 33 seconds West for a distance of 44.31 feet to a point;
Thence, North 49 degrees 37 minutes 20 seconds West for a distance of 44.88 feet to a point;
Thence, North 12 degrees 00 minutes 00 seconds West for a distance of 40.50 feet to a point;
Thence, North 68 degrees 50 minutes 00 seconds East for a distance of 322.55 feet to a point;
Thence, South 18 degrees 09 minutes 45 seconds East for a distance of 32.25 feet to a point;
Thence, South 02 degrees 33 minutes 42 seconds West for a distance of 41.73 feet to a point;
Thence, South 10 degrees 52 minutes 43 seconds East for a distance of 94.65 feet to a point;
Thence, South 03 degrees 49 minutes 04 seconds East for a distance of 219.97 feet to the Point of Beginning;

Containing 2.40 acres more or less.

End of Legal Description

I, *Mark R. Lee*, certify that this plat was drawn under my supervision from an actual survey made under my supervision, (deed description recorded in Book _(AS SHOWN IN REFERENCES LIST)_, page _____, etc.) (other) ; that the boundaries not surveyed are clearly indicated as drawn from information found in Book _(AS SHOWN IN REFERENCES LIST)_, page _____ ; that the ratios of precision or positional accuracy as calculated is 1:10000+; that this plat was prepared in accordance with G.S. 47-30 as amended.

That the survey is of an existing parcel or parcels of land and does not create a new street or change an existing one.
N.C. GS 47-30, Section f(11)e-1.

Witness my original signature, license number, and seal this 26th day of November, 2018.

Mark R. Lee, Professional Land Surveyor L-3912

NORTH CAROLINA PROFESSIONAL SEAL L-3912 LAND SURVEYOR Mark R. Lee

State of North Carolina County of Craven
I, Lisa Daugherty, Review officer of Craven County, certify that the map or plat to which certification is affixed meets all statutory requirements for recording.

County Review Officer 11/29/18 Date

State of North Carolina County of Craven
The foregoing certificate of _____, Review officer of Craven County, is certified to be correct, this instrument was presented for registration and recording in Plat Cabinet _____, Side _____, This _____ day of _____.

Register of Deeds Date

Certificate of Ownership

I (we) hereby certify that I am (we are) the Owner(s) of the property shown and described hereon, which is located in the subdivision jurisdiction of the City of New Bern, that the re-combination division shown hereon is exempt from the City of New Bern requirements per Land Use Ordinance Appendix A, Article II, Section 15-15(124) and that I (we) offer this plat with my (our) free consent.

Owner: Moffett Enterprises, LLC (By Lucine Whitford Moffett, Managing Member)

Signed Date 11/29/18

Certificate of Exemption

Exempt pursuant to City of New Bern requirements per Land Use Ordinance Appendix A, Article II, Section 15-15(124)

Subdivision Administrator 11-28-18 Date

REGISTER OF DEEDS
STATE OF NORTH CAROLINA
COUNTY OF CRAVEN

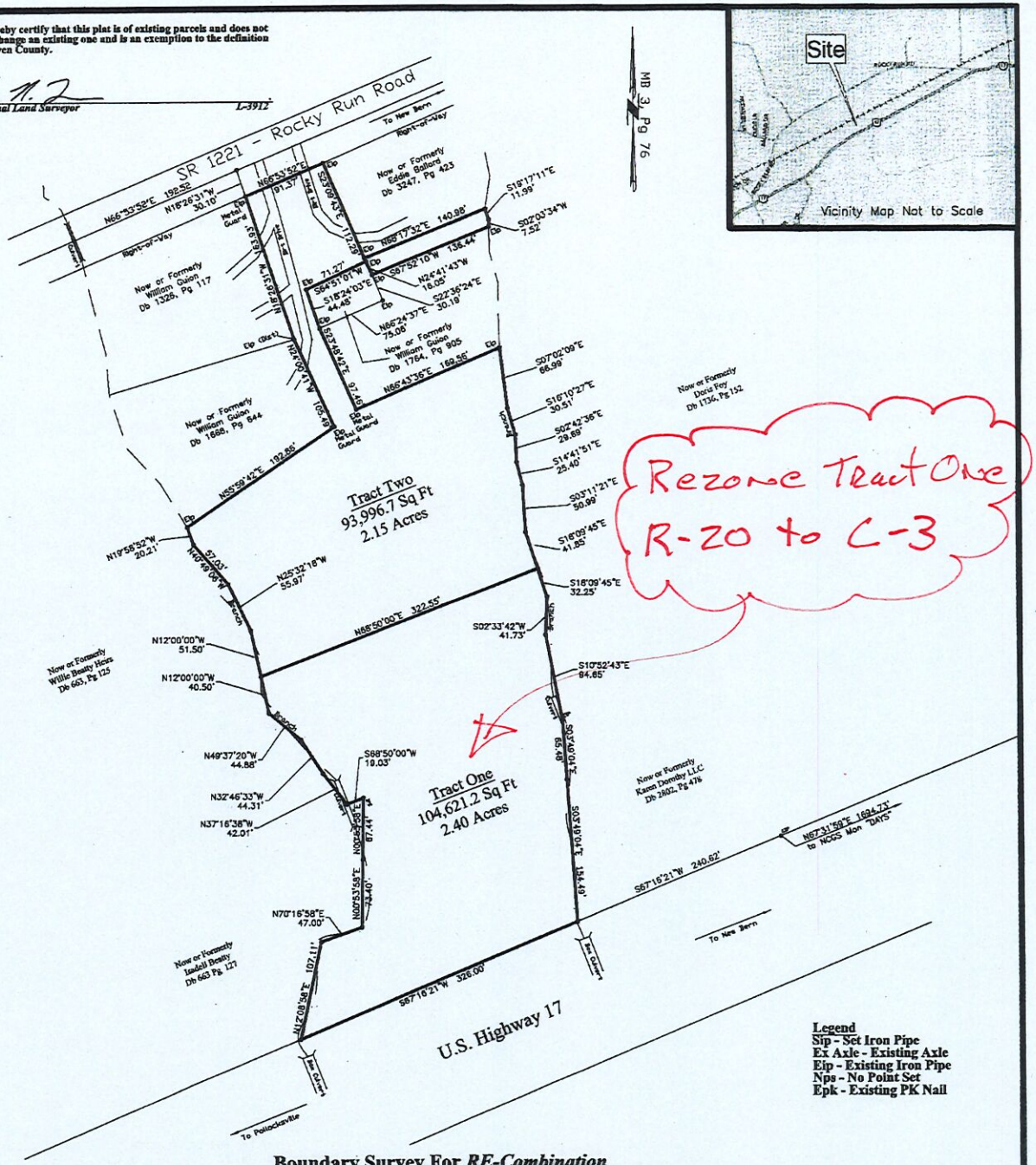
Filed for Registration at 10:19 AM/PM o'clock
This 29 day of Nov 2018
Plat Cabinet I Slide 130B

Sherri B. Richard
Register of Deeds/Assistant/Deputy

Doc No: 10030434
Recorded: 11/29/2018, 10:19:27 AM
Fee Amt: $21.00 Page 1 of 1
CRAVEN County, North Carolina
Sherri B. Richard Register of Deeds
Bk I Pg 130B

I, *Mark R. Lee*, Do hereby certify that this plat is of existing parcels and does not create a new street or change an existing one and is an exemption to the definition of a subdivision in Craven County.

Mark R. Lee, Professional Land Surveyor L-3912



Legend
Sip - Set Iron Pipe
Ex Axle - Existing Axle
Eip - Existing Iron Pipe
Nps - No Point Set
Epk - Existing PK Nail

Reference
Db 3525 Pg 1550
Db 3523 Pg 1170

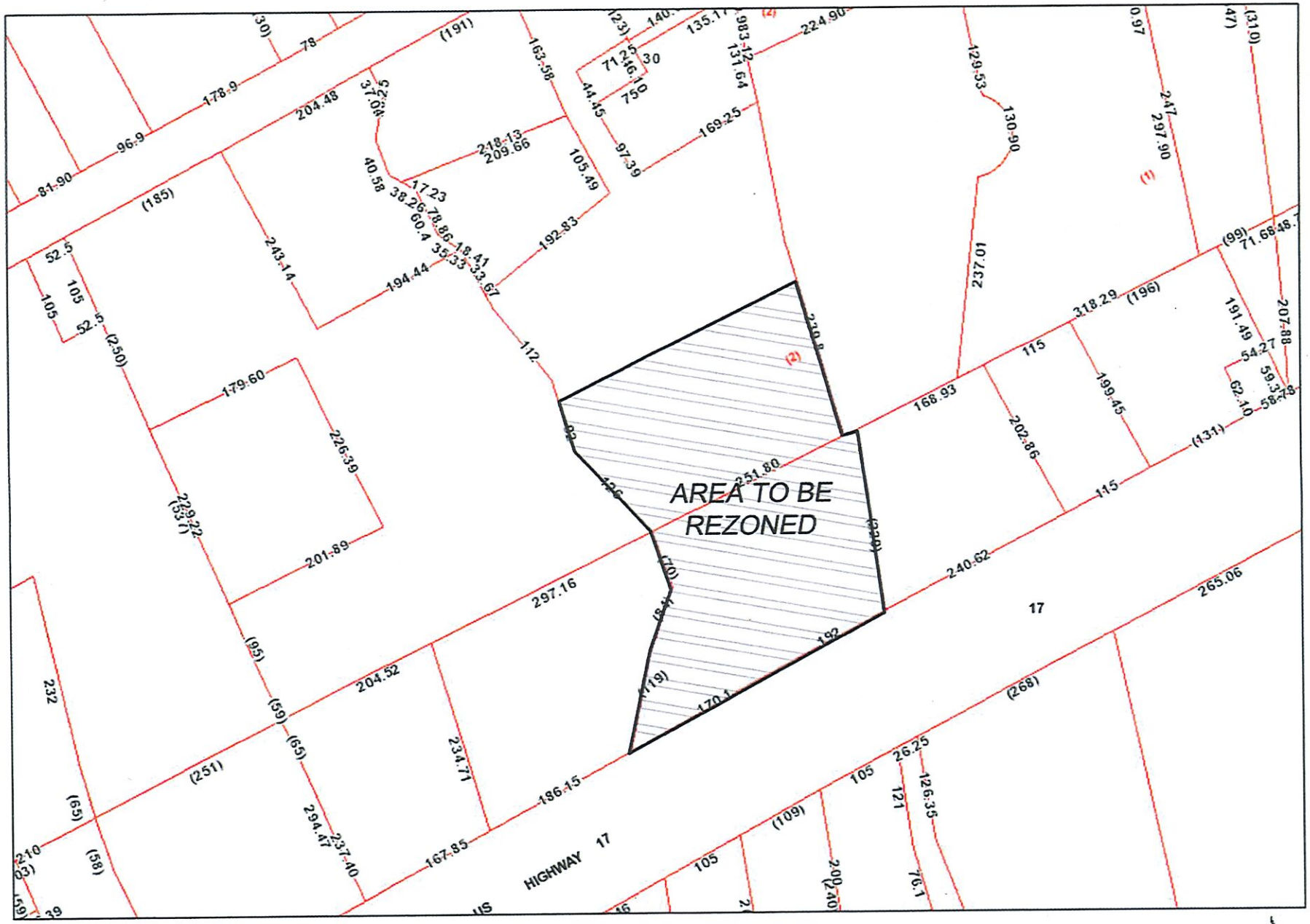
Notes
Surveyor has made no independent search or investigation for Rights-of-way or Easements of record for streets, highway, public utilities nor for encumbrances, restrictive covenants, ownership, title or any other facts that may be disclosed by a full and accurate title search.

Mark R. Lee
Professional Land Surveyor
239 Lee Court
Grantsboro, NC 28529
252-249-0226
mriee3912@gmail.com

Boundary Survey For *RE-Combination*
Moffett Enterprises, LLC
4526 S. US 17 Hwy
New Bern, NC 28563
Township #8, Craven County, North Carolina

Scale: 1" = 80'
0 80 160 240

Date: November 26, 2018



Craven County GIS KHGJC

Craven County does NOT warrant the information shown on this map and should be used ONLY for tax assessment purposes. Printed on November 13, 2012 at 12:27:22 AM

1 inch = 146 feet

N

NEW BERN
NORTH CAROLINA
Development Services
303 First Street, P.O. Box 1129
New Bern, NC 28560
(252)639-7581

December 21, 2018

NOTICE TO ADJACENT PROPERTY OWNERS AND APPLICANT

Due to a scheduling conflict, the Planning & Zoning Board of the City of New Bern will meet at 5:30 PM on **Tuesday, January 8, 2019 at the Development Services Conference Room, 303 First Street, New Bern, NC 28560**, for a public hearing on a request to rezone 2.40 +/- acres from R-20 Residential District to C-3 Commercial District, located at 4526 US Highway 17 South. The property is further identified as Craven County Parcel Identification Numbers 8-206-079. The public is invited to attend and comment. **According to the Craven County Tax Records, you are the owner of property located within 100 feet of the subject area.**

A copy of the rezoning application is available for public review during normal business hours in the Development Services office, located at 303 First Street. For further information contact the City of New Bern Development Services Department at (252) 639-7583.

Morgan J. Potts, AICP
City Planner

Individuals with disabilities requiring special assistance should call (252)639-7501 no later than 3:00 p.m. the date of the meeting.

NEW BERN
NORTH CAROLINA
Development Services
303 First Street, P.O. Box 1129
New Bern, NC 28563
(252) 639-7581

December 20, 2018

TO: Matt Montayne
Public Works

FROM: Morgan Potts
City Planner

SUBJECT: Posting for Public Hearing

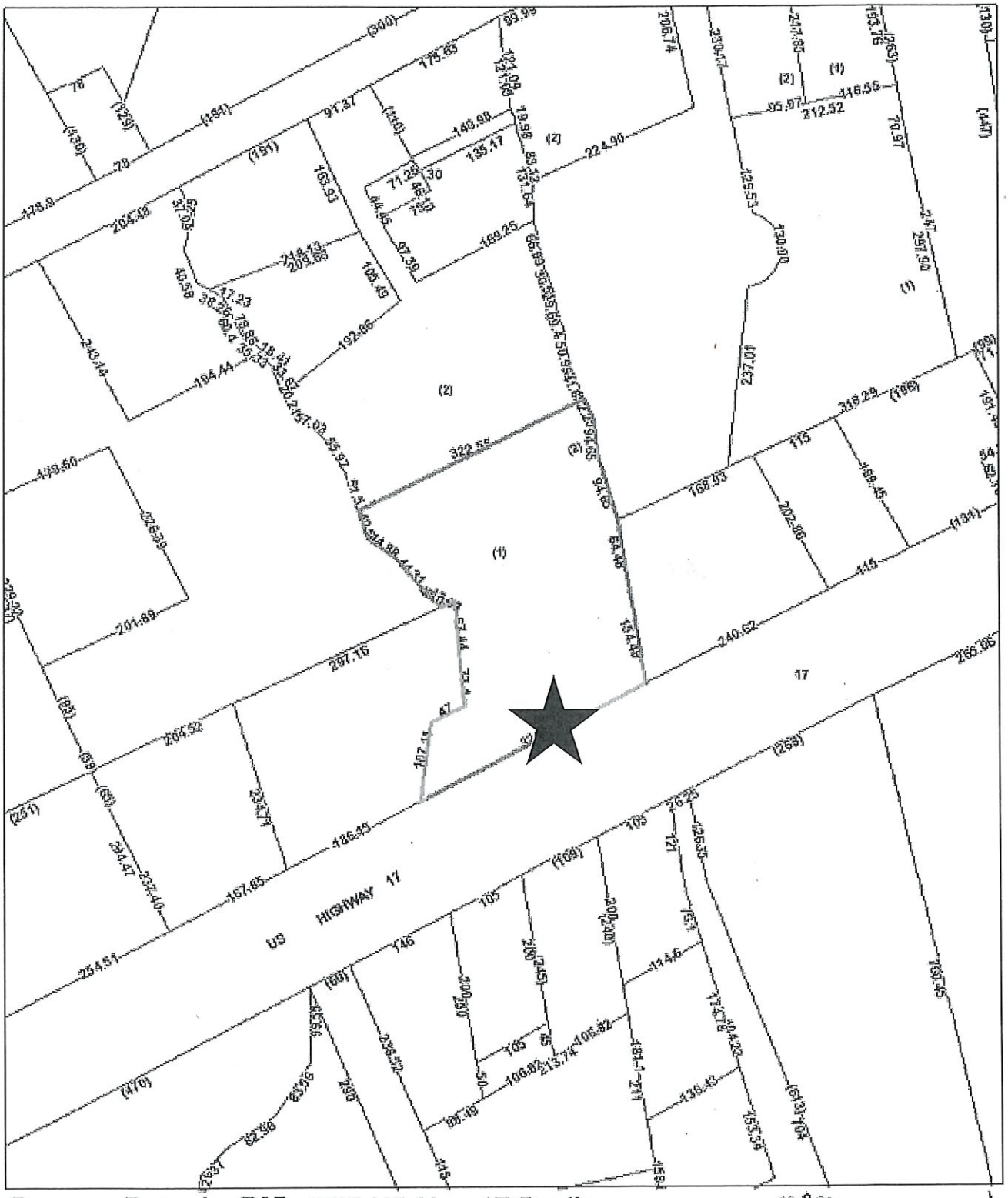
The Planning & Zoning Board will review a request for a rezoning located at 4526 US Highway 17 South, on Tuesday, January 8, 2019, at 5:30 pm in the City Hall Courtroom. Please post the following information by Friday the 28th at 5:00 p.m. at the below noted location. **Per the Land Use Ordinance, we must use a colored sign.** Thank you in advance for your assistance and if you have any questions please call me at ext. 7583.

NOTICE OF PUBLIC HEARING

(**Post sign #1** at the front yard of the parcel at 4526 US Highway 17 South as shown on map)

WHERE: City Hall Courtroom
WHEN: January 8, 2019 at 5:30 pm
PURPOSE: To consider a rezoning request from R-20 to C-3

Morgan Potts, City Planner
City of New Bern



Craven County GIS 4526 US Hwy 17 South

1 inch = 157 feet

Craven County does NOT warrant the information shown on this map and should be used ONLY for tax assessment purposes. Printed on December 20, 2018 at 3:21:24 PM

City of New Bern

Planning & Zoning Board

Draft 2019 Schedule

Submission Due Date	Official Meeting Date
December 21, 2018*	**January 8, 2019****
January 22, 2019	**February 5, 2019**
February 19, 2019	**March 5, 2019**
March 19, 2019	**April 2, 2019**
April 23, 2019	**May 7, 2019**
May 21, 2019	**June 4, 2019**
June 18, 2019	**July 2, 2019**
July 23, 2019	**August 6, 2019**
August 20, 2019	**September 3, 2019**
September 17, 2019	**October 1, 2019**
October 15, 2019	**November 5, 2019**
November 19, 2019	**December 3, 2019**

***NOTE CHANGE IN DATE DUE TO SCHEDULING CONFLICT OR HOLIDAY**

****MEETING RELOCATED TO DEVELOPMENT SERVICES CONFERENCE ROOM, 303 FIRST STREET, NEW BERN**

Please Note:

The Planning & Zoning Board meets at **5:30 P.M.** in the City Hall courtroom on the 2nd floor. Participants will be notified of the meeting's location if it must be relocated.

Refer to the specific application for complete details as to the application requirements. Applications are due 14 days in advance of the schooled meeting.

An appointment is required in order to submit a complete application for Planning & Zoning Board Consideration. Please call Morgan Potts at 252-639-7583 to schedule an appointment or if you have any questions.