

**Minutes of the  
City of New Bern Planning & Zoning Board  
August 6, 2020 – 5:30 P.M.  
Development Services Conference Room – 303 First Street.**

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2 The regular meeting of the New Bern Planning and Zoning Board was held in the Development  
3 Services Conference Room, 303 First Street, on August 06, 2020, at 5:30 pm.  
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5 **Members Present:** Don Black, Chair  
6 Marshall Ballard  
7 Pat Dougherty  
8 Raymond Layton  
9 Haran Beatty  
10 Anne Shout  
11 **Members Excused (E)/Absent (A):** Margie Dunn (A)  
12 **Staff & Counsel Present:** Jeff Ruggieri, Planning Director  
13 Nadia Abdul-Hadi, Planner 2  
14

15 **1. Roll Call**

16  
17 Staff Member Nadia Abdul-Hadi delivered the roll call, and a quorum was declared with 6  
18 members present.  
19

20 **2A. P & J of New Bern/Thomas Engineering, PA. are requesting final subdivision plan**  
21 **approval for “Craeberne Forest Phase 2 Section 7:” a proposed 14-lot planned unit**  
22 **development (PUD). This section of the multi-phase development is located on a**  
23 **combined 3.06 +/- acres in the R-10 Residential District. The site is located too the**  
24 **west of Trent Creek Rd. and to the north of US HWY 17 BR (Ward 6)**  
25

26 Director Ruggieri presented the proposed development background. P & J of New Bern/Thomas  
27 Engineering, PA. are requesting final subdivision plan approval for “Craeberne Forest Phase 2  
28 Section 7”: a proposed 14-lot planned unit development (PUD). This section of the multi-phase  
29 development is located on a combined 3.06 +/- acres in the R-10 Residential District. The site is  
30 located to the west of Trent Creek Rd. and to the north of US HWY 17 BR. (Ward 6). The average  
31 lot size is 8,062 square feet. The total length of streets is 284 LF. Utilities and services will be  
32 provided by the City of New Bern. Craeberne Forest received preliminary subdivision approval  
33 in 2008. Staff has reviewed the proposed subdivision plan and finds that all technical and legal  
34 requirements for final subdivision plan approval have been satisfied. Therefore, final subdivision  
35 plan approval of Craeberne Forest Phase 2 Section 7 is recommended, contingent upon the receipt  
36 of a performance bond accepted by the City Attorney.  
37

38 **Board member Layton made a motion to approve “Craeberne Forest Phase 2 Section 7.”**  
39 **The motion was seconded by Ms. Shout. A verbal vote was taken, and the motion passed**  
40 **unanimously (6-0).**  
41

42 **2B. Consideration of a request from the Redevelopment Commission of the City of New**

43 **Bern to recommend adoption of Article XXIV-B Section 15-487 “Greater Five Points**  
44 **Redevelopment Overlay District” to the City of New Bern Board of Aldermen.**

45  
46 Director Ruggieri presented the project background to the Board. The Establishment of the Greater  
47 Five Points Redevelopment Overlay District will provide the Greater Five Points Redevelopment  
48 Area with new standards that will guide the physical development of the area in a pattern as  
49 detailed in Redevelopment Commission of New Bern’s Redevelopment Plan adopted by the Board  
50 of Aldermen of the City on February 11, 2020.

51 Future development in the area shall be guided by the following standards:

52 For all R6 zoning designations within the redevelopment district boundary the following  
53 density and dimensional requirements shall apply to all single family detached residential  
54 construction:

- 55 a. Minimum lot Size: 1,500 square feet
- 56 b. Minimum Lot width: 25 feet
- 57 c. Building setback requirements
  - 58 i. Front: 15 feet
  - 59 ii. Rear: 10 feet
  - 60 iii. Side: 5 feet
- 61 • Prohibition on manufactured homes. This prohibition does not include modular  
62 homes. All existing manufactured homes shall be subject to the provisions of  
63 Article VIII – Nonconforming Situations.
- 64 • Regarding parking: a minimum of 1 off-street parking space for each dwelling unit.

65  
66 **Mr. Dougherty made a motion to recommend adoption of Article XXIV-B Section 15-487**  
67 **“Greater Five Points Redevelopment Overlay District” to the City of New Bern Board of**  
68 **Aldermen. The motion was seconded by Mr. Beatty. A verbal vote was taken, and the motion**  
69 **passed unanimously (6-0).**

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71 **3. Board member comments.**

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73 At the request of Chairman Black, Director Ruggieri gave a brief update on building permits  
74 activity.

75  
76 **4. Adjourn**

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78 **Hearing no further discussion amongst the Board, Ms. Shout made a motion to adjourn. Mr.**  
79 **Layton seconded the motion. A verbal vote was taken, and the motion passed unanimously**  
80 **(6-0).**

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82 Meeting duration: 21 minutes, 06 seconds.

83  
84 Date Approved: 8/3/23



Brad Jefferson, Chair

85  
86  
87 Attest:   
88 Matt Schelly, Interim Land and Community Development Administrator