

**Minutes of the  
City of New Bern Planning & Zoning Board  
October 6, 2020 – 5:30 P.M.  
Development Services - 303 First St.**

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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 October 6, 2020 at 5:30 pm  
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5 **Members Present:**

6 Don Black, Chair  
7 Raymond Layton  
8 Anne Schout  
9 Marshall Ballard  
10 Margie Dunn  
11 Marcus Simmons  
12 Travis Oakley  
13 Sonny Aluzzo

14 **Members Excused (E)/ Absent (A):**

15 Pat Dougherty, Vice Chair (A)  
16 Haron Beatty (E)  
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18 **Staff Present:**

18 Nadia Abdul-Hadi, Planner 1.  
19 Matthew Schelly, City Planner  
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21 **1. Roll Call**

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23 Staff Member Nadia Abdul-Hadi delivered the roll call of all members and quorum declared.  
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25 **2. New Business**

- 26  
27 **A. Nolan Commercial Contractors, Inc./Thomas Engineering, PA. are requesting final**  
28 **subdivision plan approval for “Lake View Phase One”; a proposed 36-lot planned**  
29 **unit development (PUD). This section of the multi-phase development is located on a**  
30 **combined 16.82 +/- acres in the R-8 Residential District. The site is located to the**  
31 **west of Old Airport Rd. (Ward 3).**  
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33 **Staff Comments:**

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35 Nadia Abdul-Hadi presented the staff review citing that ‘Lake View Phase One’ received  
36 preliminary plan approval in January 2019, with an average lot size of 10,661 square feet, 2,300  
37 linear feet of streets and approximately 4.58 acres of common area. Nadia Abdul-Hadi stated that  
38 utilities would be provided by the City of New Bern. Nadia Abdul-Hadi provided a satellite image  
39 of the where the Planned Unit Development would be located, in relation to other completed  
40 sections of the development, along with an image of the plans provided by Thomas Engineering,  
41 PA. Nadia Abdul-Hadi concluded staff review by stating that staff recommended approval of Lake  
42 View Phase One with the bond having been review by the required departments such as public  
43 works and the water department.

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**Board Discussion:**

Chair Black asked staff to clarify if the bond had been reviewed and approved by the city attorney, staff responded that the bond had been reviewed and approved by all the necessary parties. Mr. Layton asked if the bond had been received now, staff responded that it had been received. Ms. Dunn asked staff if the common area noted on the plans would be the total common area for the whole development or just the phase currently being reviewed, staff responded that each phase will have a different amount of common area, Mr. Layton added that it is likely that the total common area in each phase will be proportional to the total acreage of each section/phase. Chair Black asked the applicant if they would like to address the board, Mr. John Thomas of Thomas Engineering PA., responded that he had nothing further to add unless the board had any questions for him. Chair Black asked if there was any public comment for item 2A. of New Business, hearing none, he stated that he would entertain a motion from the board. **Mr. Layton made a motion to approve the final plans for “Lake View Phase One” as presented, the motion was seconded by Mr. Oakley. Nadia Abdul-Hadi delivered a roll call of all members, the motion passed unanimously (8-0).**

**B. Nolan Commercial Contractors, Inc./Thomas Engineering, PA. are requesting final subdivision plan approval for “Lake View Phase Two”; a proposed 15-lot planned unit development (PUD). This section of the multi-phase development is located on a combined 24.09 +/- acres in the R-8 Residential District. The site is located to the west of Old Airport Rd. (Ward 3).**

**Staff Comments:**

Nadia Abdul-Hadi presented the staff review citing that ‘Lake View Phase Two’ received preliminary plan approval in January 2019, with an average lot size of 13,405 square feet, 758 linear feet of streets and approximately 18.48 acres of common area. Nadia Abdul-Hadi stated that utilities would be provided by the City of New Bern. Ms. Abdul-Hadi provided a satellite image of the where the Planned Unit Development would be located, in relation to other completed sections of the development, along with an image of the plans provided by Thomas Engineering, PA. Ms. Abdul-Hadi concluded staff review by stating that staff recommended approval of Lake View Phase Two with the bond having been review by the required departments such as public works and the water department.

**Board Discussion:**

Chair Black clarified to the board that the bond had been reviewed and approved by the city attorney and all the necessary parties. Ms. Dunn asked what the sizes of the lots would be, Mr. Layton responded that he believed it was 13,405 square feet. Hearing no further questions, Chair Black asked the applicant if they would like to address the board, Mr. John Thomas of Thomas Engineering PA., responded that he had nothing further to add. Chair Black asked if there was any public comment for item 2B. of New Business, hearing none, he stated that he would entertain a motion from the board. **Mr. Layton made a motion to approve the final plans for “Lake View**

89 Phase Two” as presented, the motion was seconded by Ms. Dunn. Nadia Abdul-Hadi  
90 delivered a roll call of all members, the motion passed unanimously (8-0).

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92 **C. Consideration of an application to rezone one parcel, totaling 0.45 +/- acres, from R-  
93 15 Residential district to R-10 Residential district. The parcel is located at 3205  
94 Country Club Rd. and is further identified as Craven County Parcel ID Parcel ID #8-  
95 056-001 (Ward 3).**

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97 **Staff Comments:**

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99 Nadia Abdul-Hadi presented the staff analysis citing that Mr. Brian McCracken would be  
100 representing property owners Samantha and Wendell Wright on their request to rezone 3205  
101 Country Club road from R-15 Residential District to R-10 Residential District. Ms. Abdul-Hadi  
102 stated that the 0.45-acre lot is currently vacant, showing street view images derived from Google  
103 Maps. Staff continued to describe the uses allowed in the R-15 and R-10 residential zoning  
104 districts, as well as surrounding zoning which is predominantly R-15 residential district. Ms.  
105 Abdul-Hadi explained that the parcel has medium suitability for development, and that the parcel  
106 is located within the 100-year flood plain. Staff concluded the analysis recommending approval of  
107 the rezoning due to the adjacent residentially zoned parcels.

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109 **Board Discussion:**

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111 Ms. Dunn asked if the lot had already started being cleared, Mr. Brian McCracken stated that the  
112 image presented was older and that the parcel had since been cleared. Mr. Aluzzo asked why the  
113 applicant wanted to rezone the property, Mr. McCracken responded that the owners of the property  
114 wanted to rezone the parcel so they could subdivide and build two properties on two 10,000 square  
115 foot lots, one for themselves and one for their mother-in-law. Ms. Dunn asked if the parcel was  
116 low-lying, and in the flood zone, Mr. McCracken responded that it was low and that a substantial  
117 amount of dirt will have to be brought in for the project. Ms. Dunn asked how bringing in so much  
118 dirt will affect the surrounding property owners, Mr. McCracken responded that the lot behind  
119 3205 Country Club Road is unbuildable due to wetlands, and that the natural flow of the water will  
120 go to the undevelopable property. Hearing no further questions from the board, Chair Black asked  
121 if there was any public present that wished to comment, hearing no public comment Chair Black  
122 asked for the board to make a motion. **Mr. Layton made a motion to recommend approval of  
123 the application to rezone 3205 Country Club Rd. from R-15 Residential District to R-10  
124 Residential District, the motion was seconded by Mr. Oakley. Nadia Abdul-Hadi delivered a  
125 roll call of all members, the motion passed unanimously (8-0).**

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127 **D. Consideration of a request to amend the Historic District Guidelines: 2.1  
128 Development Patterns, 2.6 Accessory Structures, 3.1 Design Principles, and 4.5  
129 Guidelines for Roofs.**

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131 **Staff Comments:**

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133 Matt Schelly discusses different development patterns in the New Bern Historic District. Matt  
134 Schelly states that the Historic Preservation Commission (HPC) is requesting that another

135 development pattern be added to the HPC Guidelines: the narrow stitch development pattern. Mr.  
136 Schelly explains the characteristics of the narrow stitch development pattern proposed and presents  
137 a visual representation of the different types of development patterns. Matt Schelly presents an  
138 example of a future development that could benefit from the addition to the HPC guidelines, a 17-  
139 lot subdivision on the corner of Queen Street at the end of East Front Street. Matt Schelly adds  
140 that it would be much easier to explain a subdivision such as the one previously mentioned, with  
141 the requested addition to the HPC Guidelines. Matt Schelly presents another change to the HPC  
142 Guidelines regarding attached garages in the Historic District, Matt explains that the HPC is  
143 requesting that language be changed to prevent attached garages only in areas that are considered  
144 the tight weave development pattern, as opposed current language which prohibits attached  
145 garages in the Historic District as a whole. Matt explains the addition to the design principles  
146 section of the HPC Guidelines as it relates to narrow stitch development patterns, as well as some  
147 changes to section 4.5 “Guidelines for Roofs” to require pitched roofs free of observation platforms  
148 above the highest living floor of structures.

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150 **Board Discussion:**

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152 Ms. Dunn stated that many houses in the area already had widows walks and asked why they were  
153 not going to be allowed. Mr. Schelly explained that the HPC felt that the language could be used  
154 to create party decks instead of widows walks as it is intended to allow for. Chair Black asked Ms.  
155 Schout if she had any thoughts on the information that had been presented by Matt Schelly as she  
156 lives in the Historic District, Ms. Schout stated that she was very familiar with the area and that  
157 she felt the information provided was clear. Chair Black stated that he had not heard a staff  
158 recommendation yet, Ms. Abdul-Hadi explained that Matt Schelly had been working with a small  
159 group made up of HPC members to come up with these changes to the guidelines and they were  
160 requesting that the Planning and Zoning board recommend approval of these changes to the Board  
161 of Aldermen. Chair Black asked if there was any public comment on the item, hearing none, Chair  
162 Black requested that a motion be made. **Mr. Aluzzo made a motion to recommend approval of  
163 the request to amend the Historic District Guidelines: 2.1 Development Patterns, 2.6  
164 Accessory Structures, 3.1 Design Principles, and 4.5 Guidelines for Roofs to the Board of  
165 Aldermen, the motion was seconded by Mr. Layton. Nadia Abdul-Hadi delivered a roll call  
166 of all members, the motion passed unanimously (8-0).**

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168 **3. Board Member Comments**

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170 Chair Black asked if any board members had any further comments, Mr. Aluzzo stated that he  
171 wanted to thank the board for cooperating with the new hybrid meeting format.

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173 **4. Adjourn**

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175 Hearing no further discussion amongst the Board, Chair Black entertained a motion to adjourn.  
176 **Ms. Dunn moved to adjourn, Mr. Oakley seconded the motion. Nadia Abdul-Hadi delivered  
177 a roll call of all members, the motion passed unanimously (8-0).**

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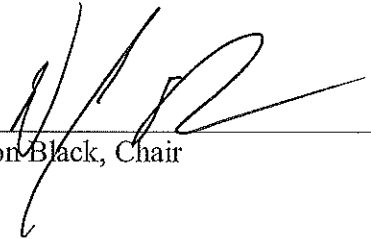
180 The meeting was adjourned at 6:45 pm.

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183 Date Approved: 12/01/2020

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Don Black, Chair

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186 Attest:   
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Jeff Ruggieri, Director of Development Services

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