

**Minutes of the  
City of New Bern Planning & Zoning Board  
December 1, 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 December 1, 2020, at 5:30 pm.

4  
5 **Members Present:** Don Black, Chair  
6 Marshall Ballard  
7 Margie Dunn  
8 Pat Dougherty  
9 Travis Oakley  
10 Raymond Layton  
11 Sonny Aluzzo

12  
13 **Members Excused (E)/Absent (A):** None

14  
15 **Staff & Counsel Present:** Jeff Ruggieri, Planning Director  
16 Nadia Abdul-Hadi, Planner 2

17  
18 **1. Roll Call**

19  
20 Staff Member Nadia Abdul-Hadi delivered the roll call, and a quorum was declared with 7  
21 members present.

22  
23 **2. Approval of meeting minutes:**

- 24 A. 10-06-2020  
25 B. 11-03-2020

26  
27 **Board member Dunn made a motion to approve the minutes as read. The motion was**  
28 **seconded by Mr. Layton. A roll call was taken, and the motion passed unanimously (7-0).**

29  
30 **3A. Nolan Commercial Contractors, Inc./Thomas Engineering, PA are requesting final**  
31 **subdivision plan approval for “Lake View Phase Three” a proposed 65-lot planned**  
32 **unit development (PUD). This section of the multi-phase development is located on**  
33 **a combined 31.51 +/- acres in the R-8 Residential District. The site is located to the**  
34 **west of Old Airport Rd. (Ward 3).**

35  
36 Director Ruggieri gave his staff presentation. Preliminary Subdivision approval in January 2019.  
37 Ave Lot Size: 12,951 square feet.  
38 Total length of streets: 2,463 LF.  
39 Total common area: 8.4 +/- acres  
40 Utilities and services will be provided by the City of New Bern.  
41

42 Lake View Phase Three received preliminary subdivision approval in January 2019. Staff has  
43 reviewed the proposed subdivision plan and finds the project meets all the requirements of Section  
44 15-79 of the Land Use Ordinance of the City of New Bern and therefore recommends approval of  
45 the subdivision, contingent upon the receipt of a performance bond accepted by the City Attorney.  
46

47 **Mr. Layton made a motion to approve Lake View Phase Three. The motion was seconded**  
48 **by Mr. Dougherty. A roll call was taken, and the motion passed unanimously (7-0).**  
49

50 **3B. Consideration of an application to rezone one parcel, totaling 2.36 +/- acres, from I-2**  
51 **Industrial district to I-1 Industrial district. The parcel is located at 3498 Martin Drive**  
52 **and is further identified as Craven County Parcel ID #8-208-147 (Ward 6).**  
53

54 Director Ruggieri presented the application materials. MMJH LLC c/o Michael Hawkins has  
55 requested consideration of an application to rezone one parcel, totaling 2.36 +/- acres, from I-2  
56 Industrial district to I-1 Industrial district. The parcel is located at 3498 Martin Drive and is further  
57 identified as Craven County Parcel ID #8-208-147 (Ward 6). City staff advises the Planning &  
58 Zoning Board recommend approval of the rezoning request to the Board of Aldermen.  
59

60 **Mr. Dougherty made a motion to recommend approval to the Board of Alderman to rezone**  
61 **one parcel, totaling 2.36 +/- acres, from I-2 Industrial district to I-1 Industrial district. The**  
62 **motion was seconded by Mr. Ballard. A roll call was taken, and the motion passed**  
63 **unanimously (7-0).**  
64

65 **3C. Consideration of a request to review the height regulations in the R-6 Zoning District,**  
66 **Residential & Commercial Waterfront Overlay Districts and Riverstation Mixed Use**  
67 **Overlay District from the Board of Aldermen.**  
68

69 Director Ruggieri presented the application materials. In all zoning districts, the height of a  
70 building shall be the vertical distance measured from the elevation of the finished grade at the  
71 addressed front entrance of the building to the highest point of the building, not to include  
72 chimneys, antennae, or other rooftop appurtenances, unless the building is located in a special  
73 flood hazard area as defined in article XVI. For buildings located in a special flood hazard area,  
74 excluding the Waterfront Overlay Districts, the height of a building shall be the vertical distance  
75 measured from the regulatory flood protection elevation as defined in article XVI to the highest  
76 point of the building, not to include chimneys, antennae, or other rooftop appurtenances.  
77

78 City staff advised the Planning & Zoning Board recommend approval of the rezoning request to  
79 the Board of Aldermen. **No vote was taken.**  
80

81 **3D. Approval of draft calendar for 2021 Planning and Zoning Board meetings.**

82 Mr. Aluzzo stated that the first Tuesday in August needed to be left free due to National Night  
83 Out.  
84

85 **Mr. Layton made a motion to approve the 2021 Planning and Zoning Board meetings**  
86 **calendar with the one change of the August meeting from the 3<sup>rd</sup> to the 5<sup>th</sup>. The motion was**

