

## **Pembroke Planning and Zoning Commission**

### **Minutes of the July 7, 2016 Meeting**

The Pembroke Planning and Zoning Commission met on July 7, 2016 in the council room at City Hall. All members of the Planning & Zoning Commission were present, as well as Dain Reams, Secretary, and Chris Howard, P&Z Intern. Additionally, present were Mr. Phillip Haynes, Mrs. Vanessa Hamilton, and Mr. Adam Bryant. After determining that a quorum was present to conduct business, the meeting was called to order.

**Call to Order:** Charlotte Bacon, chairperson, called the meeting to order.

**Approval of the Agenda:** The agenda was approved with no changes.

**Approval of the Minutes of the April 7, 2016 Meeting:** Linda Boyette made a motion to accept the minutes as read. Wayne Porter seconded the motion and all approved.

**Old Business:** None

#### **New Business:**

- I. Conditional Use Permit: Home Office for Phillip Haynes at 150 Garrison Street (Parcel P03-008) for a trucking company. After the introduction, Mrs. Bacon asked about what activities would be carried out at the home office. Mr. Haynes stated that it would be used for standard business practices relating to running a business – daily accounting, payroll, etc. The question was then raised as to the possibility of extra traffic and/or large trucks in the neighborhood. Mr. Haynes replied that he had a “drop yard” in Albany and that his mechanic was also there, and because of that, the trucks would probably not ever enter Pembroke. Dave Williams had a question about whether there would be signage present on the property about the business, to which Mr. Haynes replied that there would not be. With no further questions or discussion forthcoming, Mr. Williams then made the motion to recommend the Conditional Use Permit be approved, with Johnny Tuten seconding, and all approving.
- II. Conditional Use Permit: Home Office for Vanessa Hamilton at 64 Singleton Lane (Parcel 0111-066-01) for online jewelry sales. After the introduction, Mrs. Bacon clarified that the jewelry and items would be sold via social media and/or professional website. Ms. Hamilton stated that that would be the case. Mr. Williams then asked about on-site customers, to which Ms. Hamilton replied that there might be some, but it should not be sufficient to be disruptive to the current amount of traffic. No commission member had further questions, so Linda Boyette made the motion to recommend the Conditional Use Permit be approved. Mr. Williams seconded the motion, which passed unanimously.
- III. Rezoning Request: Former Alco Building (Parcel 012-009) from B-2 (General Commercial) to I-1 (Industrial) for a Cabinet Manufacturing business. Mr. Adam Bryant was present to represent Mr. Desai. Clarification was needed for the purpose of the rezoning. Mr. Reams stated that because it was manufacturing of a product to be sold to a third party as opposed to retail sales to the public at large, the current zoning code of the City of Pembroke required it. Mr. Bryant

stated that the buyer is moving the business from Brunswick, SC. Mrs. Bacon asked what kind of manufacturing would be carried out, to which Mr. Bryant stated that it would be light, as befitting a woodworking shop. Mrs. Bacon also pointed out that there was only one loading dock, and questioned whether it would be sufficient. Mr. Bryant assured her that it would be. Mrs. Bacon also raised the question of the easement allowing access for [Parcel P01-04-007]. Mr. Bryant stated that this should not be a problem. Mr. Porter then asked about the noise from the machinery. Mr. Bryant said that the building sound insulation wasn't planned to be improved, but with the type of machinery, it should not be an issue. Mr. Reams then reminded the P&Z commission of the distance between the building and the nearest residents, stating that that should help minimize any noise from the building. With no further questions, Mr. Porter motioned that the Rezoning should be approved with the stipulation that the easements to the aforementioned back parcel should be kept. Mr. Tuten seconded the motion, with all members voting in agreement.

#### IV. Discussion of a potential Accessory Dwelling Unit Ordinance.

Mr. Reams explained that an Accessory Dwelling Unit (ADU) was an attached or detached separate, independent living space, designed to accommodate all typical cooking, sleeping and hygienic needs found in a larger home. He then proceeded to explain that, in order to grow, Pembroke needed to attract more citizens, who would then desire more amenities, businesses, etc., which would then attract more people. This cyclic progression would need to be started, and that the addition of these extra living areas could also be beneficial to those citizens caring for elder and/or disabled family members, as well as elders looking to downsize, and finally, to those just starting out who are looking for what could be affordable housing. He also pointed out that these ADUs are technically already permitted – as long as they are attached by a breezeway. Mr. Reams stated that this ordinance would allow them to be detached, and would put regulations and restrictions in place that are not currently there.

Mr. Reams explained that in the draft ordinance (attached), that the writing in black on each of the different areas were generally the most acceptable, while the light blue writing is less so.

Many questions were raised by the Planning and Zoning Commission that need to be further addressed:

- a. How will this affect the taxes?
- b. If limited to elderly, infirm or family members, how would this be enforced?
- c. Could an ADU be placed on a through lot – facing either primary home or “back” street?
- d. Could a primary residence be a manufactured/mobile home?

As this was for discussion and future consideration, no vote was necessary.

#### V. Discussion of proposed Cottage Housing Development Ordinance.

Mr. Reams explained that a Cottage Housing Development (CHD) was similar to the ADU, but, instead of being a single, smaller house behind a primary residence, these would be clusters of 4-12 cottages around a common greenspace on a single parcel of land. Again pointing out the need for affordable housing, Mr. Reams went on to say that this could potentially allow for more efficient use of land, allowing more houses on a smaller piece of land. Mr. Reams

pointed out that, like ADUs, this type of development could allow for retirees, “empty nesters”, people looking to downsize, and people who may be looking to just start out to buy a small, affordable home, which would be owned by a person, while the land on which it was located would be jointly maintained – similar in style to a condominium. Touching on a few of the design details, Mr. Reams also stated that a CHD would allow for 12 cottages of no larger than 1000 square feet each to be built on an acre of land, with a minimum lot size of 1/3 acre allowing 4 such cottages. This would allow for a greater density, but that being close could also encourage a greater sense of community.

As the Planning & Zoning Commission had not had a chance to look over the model ordinance, there were few questions forthcoming, mostly having to do with size of the individual cottages and scope of the development, which are answered in the draft ordinance (attached).

Mr. Johnny Tuten remarked that he believed that Pembroke was not quite ready for this type of development yet, but that it was better to have said ordinance on the books now, rather than wait until it was needed.

Since this was for discussion and future consideration, no vote was necessary.

Mr. Reams encouraged the Planning & Zoning Commission to thoroughly read the draft ordinances and give feedback and thoughts on both.

**Adjournment:** With no further business, Linda Boyette made a motion that the meeting be adjourned with Wayne Porter seconding the motion and all members approving.

The next meeting is 4 August 2016.

\_\_\_\_\_ Chairperson \_\_\_\_\_ Date

\_\_\_\_\_ Secretary \_\_\_\_\_ Date