

MINUTES OF THE TOWN OF STEDMAN BOARD OF COMMISSIONERS
DECEMBER 6, 2018-----7PM
REGULAR MEETING

MEMBERS PRESENT

Mayor Martin L. Jones, Commissioner Jeremy George, Commissioner Wayne Mosley, Commissioner Jordan Stewart and Commissioner Paul Pirro

STAFF PRESENT

Town Clerk Christy Horne, Maintenance Supervisor Doug Nunnery, Attorney Tim Smith and Police Chief Mike King

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Martin Jones led the Invocation and the Pledge of Allegiance.

ADOPTION OF AGENDA

Commissioner Jeremy George made a motion to accept the agenda which was seconded by Commissioner Mosley and carried unanimously by the Board.

CONSENT AGENDA

Commissioner Mosley made a motion to accept the minutes from the November 1, 2018 Regular meeting as well as the minutes from the November 5, 2018 Special meeting. The motion was seconded by Commissioner Stewart and carried unanimously by the Board.

PRESENTATIONS – None

PUBLIC FORUM – None

OLD BUSINESS

- a. Consider FEMA Update – Commissioner George advised the Mayor and other Commissioners that upon receiving information from PWC related to our pending charges for Hurricane Florence power outages for our lift stations our FEMA project has now changed. Initially the Town had filed for FEMA reimbursement as a small project with projected costs being around \$25,000.00. The costs to the Town are now projected to be around \$168,000.00 which necessitates changing the paperwork involved to a FEMA large project as the cap on small projects is \$125,000.00. Hopefully, the costs involved will give the Town some leverage in applying for a State Hazard Mitigation project to acquire and install emergency generators for the Lift Stations. The Mayor asked the Town Clerk to email a copy of the PWC contract with the Town to him and the Board for review.
- b. Consider Storm Drainage Improvements Update – Commissioner George updated the Mayor and the Board on the status of the Drainage Improvements Project. He has been in contact with John Keels, the engineer for Fleming and the survey work was concluded the week before Thanksgiving. Other initial work for the project should be completed in January and the Town can proceed at that point.

NEW BUSINESS

- a. Consider Case No. 18-100 – This case involves reconsideration of the Charlie Spell Property, which is requesting a zero-lot line subdivision review of the property located at 6721 & 6734

Clinton Road, Stedman. Aaron Barnes from the Cumberland County Planning Department advised the Mayor and the Board on the status of this case and answered questions from the Commissioners. Both of these properties are owned by Charlie Spell and will not impact any other property owners. Commissioner Stewart made a motion to approve the zero-lot line subdivision. Commissioner Pirro seconded and the motion was passed unanimously by the Board.

- b. Consider Update on Asphalt Estimates – Commissioner George submitted and discussed quotes from Diamond and Barnhill on a repaving project in the Roseboro subdivision. He met with Highland yesterday and should have those quotes by next week for review. The quotes represent doing the work in 2 phases. Phase 1 is Azalea Drive from Hillsboro Street to Rosewood Drive and Phase 2 is Azalea Drive from Hillsboro Street to Tulip Drive. The prices ranged from a total of \$82,518 thru \$109,080. These projects will probably not be done until March due to weather considerations. The Mayor asked the Clerk to email him the Powell Fund balance as this project will disburse from the Powell funds. Further discussion was tabled until further information is received.

STAFF REPORTS/BOARD OF COMMISSIONERS

- a. Town Clerks Report – The Town Clerk reported to the Mayor, Board and those present that the Town Maintenance Supervisor, Doug Nunnery, regularly saves the Town money by going above and beyond his job duties. He recently relocated 2 meters for H & H properties with the help of Maintenance Assistant, Jeremy Byrd, and they also repaired the brakes for the Town police cruiser which saved money by not having any labor costs associated with the repair. The Town Clerk advised the Board that we have received an invoice from Pratt Industries for November for \$82. Pratt is the business where we take our recycling materials. We have discussed this situation in the past, but made no decision concerning Pratt. We may have to start taking all the trash and recycling to the landfill as there is no other recycling businesses in our area. Our water and sewer rates with PWC are being increased as of January 1, 2019. The water rate is being increased 6.67% from \$2.9123 to \$3.1065 per thousand gallons. The sewer rate is being increased 10.91% from \$4.1785 to \$4.6346 per thousand gallons. Our ORC, Jeff Williams is retiring as of 12/31/18. We have had a recommendation of Brian Morrison and hope to have him in place by 1/1/19. The clerk reminded the Mayor and Board that our Christmas dinner is at the Brass Lantern on Monday, 12/17 at 7:00. I will be in a webinar/conference call on Monday, 12/10 with ClearGov for a demonstration. This is through a partnership with the League. I will also be attending a Capital Management Seminar on Tuesday, 12/11 from 9-2 at PWC.
- b. Chief of Police Report – Chief King reported 210 calls for the month of November. About 70% of these calls were area checks with the other 30% being 911 calls, wrecks and other misc. This represents a decline from last month of around 30 calls.
- c. Stedman Fire Department – None
- d. Planners Report – Aaron Barnes from the Cumberland County Planning Department reported the status of the Stedman Land Use Plan. They would like to do the kick-off for Stedman in February and will need a facility that can hold around 100 people for the first meeting. They would like to form a committee based on attendance/interest at the first meeting and hold subsequent monthly meetings. The facility for these meetings could be for a smaller group and

the meetings would last around a year. He will be in contact with the Town with further information closer to the kick-off date.

- e. Mayor and Board of Commissioners – Commissioner George and Commissioner Pirro met with homeowner Val West on flooding concerns on Forte Road. She was at a recent Town meeting and expressed her concerns related to flooding during Hurricane Florence. They determined that this is a private property issue and gave her some contact information that may be able to help. Commissioner George also checked into flooding issues in Section II of the Windwood subdivision and determined this to be a pipe that had been placed in an open culvert. H & H is going to fix this issue at no cost to the Town.

Commissioner Mosley asked about the status of the code enforcement in Stedman. He knows we have a list of properties that the County needs to check for violations.

Note: The Town Clerk has made contact with Scott Walters who is the Code Enforcement Coordinator for the County. He is going to contact the County Attorney for guidance and will contact me with the enforcement officer/guidelines for Stedman.

- f. CLOSED SESSION – ATTORNEY CLIENT PRIVILEGE

Commissioner Stewart made a motion to go out of open session and into a closed session to discuss matters of Attorney Client Privilege at 7:30pm. The motion was seconded by Commissioner Mosley. At 8:02pm, a motion was made by Commissioner Pirro and seconded by Commissioner George to go out of closed session.

ADJOURNMENT

A motion was made by Commissioner George and seconded by Commissioner Pirro to adjourn the December 6, 2018 meeting at 8:03pm.

Charles Morris,
Chair
Town of Linden

Diane Wheatley,
Vice-Chair
Cumberland County

Jami McLaughlin,
Town of Spring Lake
Harvey Cain, Jr.,
Town of Stedman

Vacant
Wade, Falcon & Godwin



CUMBERLAND
COUNTY
NORTH CAROLINA

Planning & Inspections Department

Joel Strickland,
Acting Director

Cecil P. Combs,
Deputy Director

Vikki Andrews,
Carl Manning,
Lori Epler,
Cumberland County

Stan Crumpler,
Town of Eastover

Patricia Hall,
Town of Hope Mills

STAFF REVIEW: 11-15-18 STEDMAN COMMISSIONERS DECISION: 12-06-18

CASE NO: 18-100 NAME OF DEVELOPMENT: CHARLIE E. SPELL PROPERTY

MIA: N/A ZERO LOT LINE SUBDIVISION REVIEW

LOCATION: 6723 CLINTON ROAD (NC HWY 24) ZONING: R10

PIN: 0486-51-4671- / 0486-61-1528-

OWNERS / DEVELOPER: CHARLIE E. SPELL SURVEYOR: DAVID HEETER

STAFF RECOMMENDATION:

- PRELIMINARY
- EXTENSION REVISION
- APPROVED CONDITIONALLY
- DENIED

TOWN BOARD DECISION:

- PRELIMINARY
- EXTENSION REVISION
- APPROVED CONDITIONALLY
- DENIED

The development plat/plan you submitted to this office is conditionally approved. Your approval is subject to the following conditions:

Pre- Permit Related:

1. A recorded plat is required prior to permit application, see Plat-Related conditions below.
2. Land Use Codes must approve the individual plot plan for each lot prior to any permit application. (Sec. 3.24, Stedman Subdivision Ord.)
3. Prior to permit application, the developer must provide to the Code Enforcement Section documentation of NC Department of Environmental Quality Division of Energy, Mineral and Land Resources' (NCDEQ DEMLR) approval of the Sedimentation and Erosion control plan for this project. NCDEQ DEMLR requires a Sedimentation and Erosion control plan be submitted and approved 30 days prior to land disturbing activities if said land disturbing activity will exceed one acre.

If a plan is not required, per 15ANCAC 04B.0105 "Person conducting land disturbing activity shall take all reasonable measures to protect public and private property from damage cause by such activities." Sedimentation and erosion control measures will need to be installed to protect adjacent properties.

[Sec. 4-8(b)(6), County Code; originally under County jurisdiction relinquished to NCDEQ around 2000]

Permit-Related:

4. The owner/developer(s) of these lots must obtain detailed instructions from the County Code Enforcement Section, Room 101 in the Historic Courthouse at 130 Gillespie Street on provisions of the County Zoning Ordinance and any permits that may be required to place any structure within this development or to commence any use of the subject property. For additional information, the developer should contact a Code Enforcement Officer. (Chpt. 4, County Code & Sec. 107, County Zoning Ord.)
5. The developer must provide a site-specific address and tax parcel number at the time of building/zoning permit application. [Sec. 4-8(b)(2), County Code]
6. **Driveway Permit Required.** Construction of any new connection or alteration of any existing connection may require an approved Driveway Permit. For additional information contact the NC Department of Transportation's (NCDOT) Division 6/District 2 office.

Change of use of subject properties shall require an approved Driveway Permit. Permits MUST be secured prior to the change or alteration of existing or proposed property use. Failure to secure required permits prior to construction or change in property usage may result in the removal of the driveway or street connections at the property owner's expense. For additional information contact the Division 6/District 2 office.

In the event that a structure (house) is built by a contractor for commercial gain and/or if property changes ownership from existing owner to builder, an approved Driveway Permit must be secured.

Note: In the event the NCDOT driveway permit process alters the site plan in any manner, three copies of a revised site plan (and \$25.00/\$50.00 revision fee) must be submitted for staff review and approved prior to permit application.

Note: The property owner most likely will be required to provide a copy of a recorded plat and deed conveying to the NCDOT that portion of the subject property located within or to be located within the right-of-way at the time of driveway permit application.
[§ 136-18(29), NCGS]

7. New development where the developer will disturb or intends to disturb more than one acre of land is subject to the Post-Construction Stormwater Management Permitting Program (Phase II Stormwater Management Requirements) administered by the Department of Energy, Minerals and Land Resources, NC Department of Environmental Quality (DEMLR NCDEQ). If one acre or more of land is to be disturbed, a copy of the State's *Post-Construction Permit* must be provided to County Code Enforcement prior to the issuance of the Certificate of Occupancy. (Note: If any retention/detention basins are required for state approval of this plan, three copies of a revised plan (and \$25 revision fee) must be submitted and approved by Planning & Inspections.) (2006-246, NC Session Law)
8. Prior to application for the Certificate of Occupancy, connection to public water and sewer is required, the Town of Stedman must approve water and sewer plans. A copy of the Town of Stedman's approval must be provided to Code Enforcement. Contact Christy Horne – Town Clerk Town of Stedman for more information. (Section 3.14, Public Water and Sewer Systems, Stedman Subdivision and Development Ordinance)
9. The building final inspection cannot be accomplished until a Code Enforcement Officer inspects the site and certifies that the site is developed in accordance with the approved plans. (Sec. 107.B, County Zoning Ord.; & Secs. 2005 & 2007 County Subdivision Ord.)

Site-Related:

10. All uses, dimensions, setbacks and other related provisions of the Stedman Subdivision and Development Ordinance, and Stedman Zoning Ordinance for the R10 zoning district must be complied with, as applicable.
11. All corner lots and lots fronting more than one street must provide front yard setbacks from each street. (Secs. 7.12 & 7.17, Stedman Zoning Ord.)
12. All applicable provisions of Section 3.21, "Group Developments", Stedman Subdivision and Development Ordinance, must be complied with. (Sec. 3.21, Stedman Subdivision Ord.)
13. For any new development, an adequate drainage system must be installed by the developer in accordance with the NC Department of Environmental Quality (NCDEQ) *Manual on Best Management Practices* and all drainage ways must be kept clean and free of debris. (Section 4.3 c, Stedman Subdivision Ord.)
14. For new development, all utilities, except for 25kv or greater electrical lines, must be located underground. (Section 4.3 i, Stedman Subdivision Ord.)

Plat-Related:

15. Prior to submission for final plat approval, one tree for every 50 linear foot of street frontage must be planted in an area three foot in width from the back of the right-of-way to the sidewalk along NC HWY 24 (Clinton Road) and SR 1883 (Blawell Street) – see Section 4.3.h, Stedman Subdivision Ordinance, for more specific details regarding this condition.

Note: The developer must contact Jeff Barnhill for inspection of the trees.

16. Prior to submission for final plat approval, the developer must comply with the Town of Stedman's *Greenway Standards for Residential Subdivisions*, receiving written approval of the plans from the Town – see Section 3.13.2, Stedman Subdivision Ordinance, for more specific details regarding this condition.
17. Prior to submission for final plat approval, a five-foot wide concrete sidewalk, complying with the ADA standards, must be constructed along NC HWY 24 (Clinton Road), with the sidewalk plans being reviewed and approved by the Town of Stedman- see Section 4.3. g, Stedman Subdivision Ordinance, for more specific details regarding this condition.

Note: The developer must contact Jeff Barnhill for inspection of the sidewalk.

18. Prior to submission for final plat approval, a four-foot wide concrete sidewalk, complying with the ADA standards, must be constructed along SR 1883 (Blawell Street), with the sidewalk plans being reviewed and approved by the Town of Stedman- see Section 4.3. g, Stedman Subdivision Ordinance, for more specific details regarding this condition.

Note: The developer must contact Jeff Barnhill for inspection of the sidewalk.

19. Prior to submission for final plat approval, a fire hydrant must be installed along the existing street(s); hydrants must be located no further than 1,000 feet apart and at a maximum of 500 feet from any lot.
20. "S.R. 1883 (Blawell Street)" must be labeled as "SR 1883 (Blawell Street)" on the final plat.
21. "N.C. Highway 24 Clinton Road" must be labeled as "NC HWY 24 (Clinton Road)" on the final plat.

22. The builder/developer must provide the buildable envelopes on the final plat; providing a five-foot maintenance easement along each side of all common internal lines with all other applicable setbacks being provided for; or at the time of permit application, the individual plot plans must be approved by Land Use Codes prior to issuance of any permits.
23. Any/All easements must be reflected on the final plat and labeled as to type of easement, reference number for document creating the easement, and the name of the agency, individual, etc. who holds the easement.
24. The NC Department of Transportation (NCDOT) may not allow a driveway for each individual lot. If NCDOT requires Lots 1 & 2 to be required to be served by joint driveway, then the joint driveways must be reflected on the final plat.
25. The NC Department of Transportation (NCDOT) stamp must be affixed to the final plat prior to submission for final plat approval by Land Use Codes.

Note: The property owner most likely will be required to provide a copy of a recorded plat and deed conveying to the NCDOT that portion of the subject property located within or to be located within the right-of-way at the time of driveway permit application.

26. The notarized signature(s) of all current tax record owner(s) and notary certifications appear on the final plat when submitted for final approval. (Section 5.2.d, Certificate of Ownership and Dedication, Stedman Subdivision and Development Ordinance)
27. The developer is reminded that the improvements must be in place or that final plat approval will only be granted in accordance with Section 2.6 B, C, or D, Final Plat – Guarantees of Improvements, Stedman Subdivision and Development Ordinance. (Note: Once the improvements are in place, the developer is responsible for contacting Jeff Barnhill to schedule an inspection of the improvements.)
28. The final plat must be submitted to Land Use Codes for review and approval for recording with the County Register of Deeds, and the plat must be recorded prior to any permit application for any structure and/or prior to the sale of any lot or unit within this development.

Plat-Required Statements:

29. The statement about not having public water and sewer must be removed from the final plat since both lots both have public water and sewer available.
30. All structures shall be shown on the final plat or the final plat shall reflect the following statement:

“Nonconforming structures have not been created by this subdivision plat.”

Advisories:

31. The subject property lies on Clinton Road. Clinton Road is identified as an existing expressway in the 2040 Metropolitan Transportation Plan with no conditions/improvements planned. The subject property will have no impact on the Transportation Improvement Plan. For questions related to this comment, please contact Transportation Planning.
32. The applicant is advised to consult an expert on wetlands before proceeding with any development.
33. Because this subdivision has been approved as a Zero Lot Line development, the entire development would be required to be included on any future rezoning applications.
34. The owner/developer is responsible for ensuring easements which may exist on the subject property are accounted for, not encumbered and that no part of this development is violating the rights of the easement holder.
35. The US Postal Service most likely will require this development to have centralized cluster boxes for postal service to each lot or unit. The developer is advised contact the US Postal Growth Coordinator for the Mid-Carolinas District to determine the appropriate location for the cluster boxes. If the cluster box location requires changes to the subdivision or site plan, a revised preliminary/plan must be submitted to the Planning & Inspections Department for review and approval.

Thank you for making Stedman your home!

If you need clarification of any conditions, please contact Ed Byrne at 910-678-7609 or Jeff Barnhill at 910-678-7765 with the Land Use Codes Section; otherwise, contact the appropriate agency at the contact numbers below.

Contact Information (Area Code is 910 unless otherwise stated):

Improvements Inspections:	Jeff Barnhill	678-7765	jbarnhill@co.cumberland.nc.us
Subdivision/Site Plan/Plat	Ed Byrne	678-7609	ebyrne@co.cumberland.nc.us
Code Enforcement (Permits):	Scott Walters	321-6654	swalters@co.cumberland.nc.us
Town of Stedman:	Christy Horne (Town Clerk)	323-1892	chorne_tos@ncrrbiz.com
US Postal Service	Jonathan R. Wallace	(704) 393-4412	jonathan.r.wallace@usps.gov
Corp of Engineers (wetlands):	Liz Hair	(910) 251-4049	hair@usacr.army.mil
NCDEQ (E&S):	Leland Cottrell	(910) 433-3393	leland.cottrell@ncdenr.gov
US Fish & Wildlife Services	Susan Ladd Miller	(910) 695-3323	susan_miller@fws.gov
Location Services:			
Site-Specific Address:	Will Phipps	678-7666	wphipps@co.cumberland.nc.us

Tax Parcel Numbers:		678-7549	
NCDOT (driveways/curb-cuts):	Troy Baker.	364-0601	tlbaker@ncdot.gov
Transportation Planning:	Katrina Evans	678 7614	kevans@co.cumberland.nc.us
N.C. Division of Water Quality:	Annette Lucas	(919) 807-6381	annette.lucas@ncdenr.gov

cc: Christy Home, Town of Stedman

**OFFICIAL PRELIMINARY STAMP
STEDMAN
CASE NO: 18-100**

THIS PLAN, WITH A RECOMMENDATION OF APPROVAL BY THE
CUMBERLAND COUNTY PLANNING & INSPECTION STAFF ON: 11-15-18,
HAS BEEN APPROVED BY THE STEDMAN BOARD OF COMMISSIONERS
ON 12-06-18.

COMMENTS: SUBJECT TO CONDITIONS

I CERTIFY THAT THIS PLAN HAS BEEN APPROVED BY THE STEDMAN
BOARD OF COMMISSIONERS AS DRAWN HEREON AND MAY BE USED FOR
ANY OFFICIAL PURPOSE AS PERMITTED BY LAW. THIS APPROVAL IS
VALID UNTIL: 12-06-20

Patricia S. Spieker GB

SUPERVISOR, LAND USE CODES