

**TOWN OF LELAND
PARKS AND RECREATION BOARD
REGULAR MEETING
NOVEMBER 29, 2006**

ASSEMBLY

The Town of Leland Parks and Recreation Board held their Regular Meeting at 7:00pm on Wednesday, November 29, 2006 at Leland Town Hall, 102 Town Hall Drive.

Present were: Chairman James Herstine, Jane Gilbert, Ivey Duncan, Lynette Carlisle, Lee Craddock and Samuel Richardson.

Absent was: Sam Miller

Also present were: Landon Barker, Parks and Recreation Director, Donna Strickland, CMC, Clerk to the Board

[7:00:51 PM](#)

CALL TO ORDER, INVOCATION & PLEDGE OF ALLEGIANCE

Chairman Herstine called the Parks and Recreation Board Regular meeting to order at 7:00pm. A quorum was present.

[7:07:41 PM](#)

APPROVAL OF THE AGENDA FOR NOVEMBER 29, 2006

Sam Richardson **MOVED, SECONDED** by Jane Gilbert to approve the agenda as presented. The **MOTION CARRIED UNANIMOUSLY**.

[7:07:52 PM](#)

APPROVAL OF MINUTES FOR OCTOBER 25, 2006

Jane Gilbert **MOVED, SECONDED** by Sam Richardson to approve the minutes with the following corrections: Change Landon Weinbach to Landon Barker in the Also present were section, Call to order was Jane Gilbert not Landon Weinbach and under Presentation – Forest Hills Lift Station - Beautification Plan correct Mrs. Baker to Mrs. Barker. Under Subdivision Reviews correct Mrs. Gilbert 25% open space but 5% has to be active should be clarified to Mrs. Gilbert stated that open space must be 25% and 5% has to be active. The **MOTION CARRIED UNANIMOUSLY**.

PUBLIC COMMENT

NONE

[7:08:32 PM](#) **DISCUSSION – PROPERTY TOUR – JIM HERSTINE**

Chairman Herstine stated that he would like to set a time for a property tour. It was the consensus of the board to have a special meeting for the purpose of touring property owned by the Town of Leland, on Saturday, January 6, 2007 at 9:00AM.

[7:12:18 PM](#)

DISCUSSION – DECEMBER MEETING – JIM HERSTINE

It was the consensus of the board to cancel the December 2006 meeting due to the holidays.

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UPDATE – LIFT STATIONS – BEAUTIFICATION PLAN – LANDON BARKER

Mrs. Barker stated the beautification of the Forest Hills lift station area should be completed by the end of December and the vegetation for all lift stations should be completely by middle of January.

[7:14:47 PM](#)

PRESENTATION – SUBDIVISION REVIEWS – LANDON BARKER

Mrs. Barker presented the following:

***SUBDIVISION REVIEWS
OPEN SPACE***

Primary Objective: Meets all aspects of Leland Code of Ordinances

Secondary Objective: Recommendations that exceed Leland Code of Ordinances

Primary Objective:

Current PUD Open Space Ordinance {30-313 (5)} reads:

Ensured recreation/open space.

a. In any PUD district, a minimum of five percent of the total land area shall be reserved as open space. Any area or segment of land less than eight feet in width may not be included in calculating the minimum open space reservation unless such land is clearly a part of an open space system, such as a pedestrian walkway.

b. A minimum of 25 percent of the required open space shall be developed for active recreational purposes, such as tennis courts, ball fields or playgrounds. Special considerations shall be given for golf courses. Ten percent of the golf course area may be computed as active recreational area and count towards the fulfillment of the active recreational area requirements. In order for a golf course to qualify as an active recreational area, it must be open to the general public. User fees may be charged, but golf courses with exclusive memberships (those that require initiation fees, dues and/or member sponsorship) will not be computed as an active recreational area. Such recreation area shall be conveniently and centrally located to the housing units. Building areas for recreational facilities may be computed as open space.

c. Provisions for continuous maintenance of open space, specifically including that developed for active recreational purposes, shall be made by the developer either through proposed dedication to the town, if acceptable, or through the establishment of a private homeowners' association.

Current Subdivision Ordinance {22-147(b)} Reads:

Recreation and open space. Every person who subdivides land for residential purposes shall be required to dedicate a portion of such land, as set forth in this article for the purposes of park, recreation and open space sites to serve the residents of the subdivision. The amount of land required to be dedicated by a subdivider shall be based on a formula. The actual amount of land to be dedicated shall be determined as follows: The minimum amount of land that shall be dedicated for recreation, parks or open space in all subdivisions shall be one-half acre for each subdivision or five percent of the gross acreage, whichever is greater. No parcels containing less than one-half acre shall be

accepted. All land so dedicated shall have at least 20 feet of access upon a public street or walkway; and the size, shape, topography and subsoils of the dedicated land shall be such as to be usable for active recreation.

(c) Suitability of land. Criteria for evaluating suitability of proposed recreation, parks and open space areas shall include but are not limited to the following as determined by the planning board, in consultation with the town recreation councilmember:

(1) Unity. The dedicated land shall be a single parcel except where it is determined that two or more parcels would be in the public interest. The planning board may require that parcels be connected and may require the dedication of a connecting path of up to 60 feet and in no case less than 30 feet in width in addition to the land required in subsection (b) of this section.

(2) Location. The dedicated land shall be located so as to serve the recreation needs of the immediate neighborhood within the subdivision.

(3) Accessibility. Public access to the dedicated land shall be provided either by an abutting street or public easement. Such easement may be required to be up to 60 feet in width and shall in no case be less than 30 feet in width.

(4) Usability. The dedicated land shall be usable for active recreation (play areas, ball fields, tennis courts, or similar recreation uses). Lakes may not be included in computing amount of land to be dedicated unless acceptable to the planning board. If the planning board determines that active recreation needs are being met by other dedicated parcels or existing recreation facilities, land that is suitable for open space may be dedicated.

Secondary Objective:

Present as much helpful information possible in the recommendations by drawing graphics on the map, attaching brochures and documents.

It is important to consider accessibility of the open space such as sidewalks, walkways, and security lights, health, welfare, and safety.

The Board can also make recommendations for text amendments to add to the current ordinance that apply to recreation and open space.

Mrs. Barker stated that a member from the planning department would be happy to attend a Parks and Recreation meeting to explain and answer any questions the board may have and the planner would also be able to take back any suggestions the Parks and Recreation Board may have for Open Space. It was the consensus of the board to have a member of the planning department attend the next regular meeting to discuss open space.

[7:30:41 PM](#)

CONSIDERATION – PARKS, RECREATION AND OPEN SPACE MASTER PLAN – LANDON BARKER

Mrs. Barker stated that the Town sent out RFP's. Mrs. Barker stated staff recommends Wilbur Smith Associates be awarded the contract based on the proposal amount and the opportunity to combine two projects; the Open Space Master Plan and the Comprehensive Bicycle Plan. Ms. Carlisle stated that she would like to know what made Chairman Herstine proposal a conflict of interest. Mrs. Barker and Mrs. Strickland asked for a few minutes to gather that information.

[7:38:50 PM](#)

Chairman James Herstine called a brief recess.

[7:47:25 PM](#)

The meeting was called back to order at 7:47 PM

[7:47:30 PM](#)

Mrs. Barker stated that the reason for a “conflict of interest” is from the Town Ordinances Article VI. Code of Ethics under Interest and the definition of public employee. Mrs. Barker read that portion of the Code of Ethics. After discussion the Parks and Recreation board made the following motion. Ivey Duncan **MOVED, SECONDED** by Lee Craddock to support the hiring of Wilbur and Associates to do the Town of Leland’s Parks and Recreation Open Space Master Plan with the recommendation the Parks and Recreation Board be involved in the process.

[7:58:50 PM](#)

PRESENTATION – WATER ACCESS GRANT APPLICATION – LANDON BARKER

Mrs. Barker stated that in November two grants were applied for Water Access. Mrs. Barker stated that in the agenda packets is a description of each of the project areas. Mrs. Barker stated in the memo to the board that one of the projects is being refereed to as Mill Creek Access Project – this project was a 27 acre tract formerly known as the “Kirby Sullivan Tract” was donated and accepted into town ownership in February of 2005. The site project would consist of a low maintenance structure designated on the site from where people can launch their own watercraft such as kayaks, canoe, small rowing shells, and small motorized boats. The second project area is the Jackey’s Creek Access Project – The 117.34 acre parcel is located off of HWY 133 and was a Deed of Gift accepted in December of 2003. The site plan would consist of the construction of a boardwalk, pier, and small parking area. Mrs. Barker stated hopefully at a later date their will be another opportunity to submit another grant area – The Sturgeon Creek Access Project.

[8:05:37 PM](#)

NEW/OLD BUSINESS

NONE

[8:06:06 PM](#)

ADJOURNMENT

Sam Richardson **MOVED, SECONDED** by Jane Gilbert to adjourn the meeting at

[8:06:06 PM](#) . The **MOTION CARRIED UNANIMOUSLY.**

Respectfully Submitted,

Donna Strickland, Clerk to the Board

Approval Date: