

**TOWN OF LELAND
PARKS AND RECREATION BOARD
REGULAR MEETING
NOVEMBER 28, 2007**

ASSEMBLY

The Town of Leland Parks and Recreation Board held their Regular Meeting at 7:00pm on Wednesday, November 28, 2007 at Leland Town Hall, 102 Town Hall Drive.

Present were: Chairman James Herstine, Vice-Chairman Jane Gilbert, Lynette Carlisle, John Schwartz and Samuel Richardson.

Absent were: Ivey Duncan & Sam Miller

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

CALL TO ORDER, INVOCATION & PLEDGE OF ALLEGIANCE

Chairman James Herstine called the Parks and Recreation Board Regular meeting to order at 7:05pm. Mr. Samuel Richardson gave the invocation and the pledge of allegiance was said.

A quorum was present.

APPROVAL OF THE AGENDA

John Schwartz **MOVED, SECONDED** by Lynette Carlisle to approve the agenda as presented. The **MOTION CARRIED UNANIMOUSLY.**

APPROVAL OF MINUTES FOR OCTOBER 31, 2007 REGULAR MEETING

Lynette Carlisle **MOVED, SECONDED** by Samuel Richardson, to approve the minutes as presented with the following corrections: Add Absent was: Ivey Duncan and John Schwartz, make corrections to spaces after headings and strike paragraph under the Presentation/Discussion – Tree Ordinance-Landon Barker-Ad Hoc Committee that starts with Mr. Herstine stated it may be less time. The **MOTION CARRIED UNANIMOUSLY.**

PUBLIC COMMENT

NONE

7:08:11 PM PRESENTATION –SUBDIVISION ORDINANCE REVISIONS-JIM HERSTINE

Chairman Herstine stated that he felt that this subject was very important. Samuel Richardson stated that he also felt that this is a very important item and even if we have to discuss this every month this item does not need to be dropped.

Mrs. Barker stated that she had requested a statement from Niel Brooks, Planner on this topic. Mrs. Barker read the following statement:

Landon,

Town of Leland planning staff is taking up the issue of the provision of open space and amenities in phasing of development. Staff has concerns that under the current ordinance potential open space may not be included in projects in a timely manner. Therefore, staff is looking at requiring a certain amount of open space to be installed at certain times in development (i.e. 50% build out, 50% of open space and amenities must be installed). Staff would also like to take this opportunity to revisit the Parks and Rec. Board's recommendations for improvements to the ordinance. Staff feels that the best way to do this is to work up some potential ordinance changes and see how the language would fit in the ordinance. A text amendment would be the best way to proceed. That way, the Planning Board will have something tangible they can work with and would be able to give specific feedback. Staff would like to work with the Parks and Rec. Board on this and would like to have the Parks and Rec. board review any potential text amendment related to open space.

M. Niel Brooks

Planner, Town of Leland, NC

Mrs. Barker stated that opposed to the way we did this last time, staff will take the board's recommendation and then staff and Chairman Herstine will review any changes and then staff will present the changes.

Mrs. Barker stated that she would like the board to know that she has a meeting scheduled with Steve Moler, Wednesday, December 5, 2007 to discuss the Grant Process and Mr. Moler stated he has been working with other Town and Cities on revamping their ordinances. Mrs. Barker stated that she would like to encourage anyone interested to attend the meeting.

Samuel Richardson recommended the Parks and Recreation Vice-Chairman, Jane Gilbert attend the meetings with staff and Chairman Herstine in reviewing the ordinance changes.

PRESENTATION –PROS STEERING COMMITTEE MINUTES UPDATE-JIM HERSTINE

John Schwartz **MOVED, SECONDED** by Lynette Carlisle to recommend, with the following corrections, the following as the official minutes of the steering committee meeting: Under the Introduction column, Name, correct Garyle to Carlisle and remove one of the Jane Gilbert's listed. The **MOTION CARRIED UNANIMOUSLY.**

**LELAND PARKS, RECREATION, AND OPEN SPACE
3rd STEERING COMMITTEE MEETING MINUTES**

INTRODUCTION

A steering committee meeting for the subject project was held on September 25, 2007 at 1:00pm at the Town Hall of Leland. The following persons attended this meeting:

Name	Agency
Landon Barker	Town of Leland
Niel Brooks	Town of Leland

Lynette Carlyle
Jane Gilbert
Sam Miller
Jane Gilbert
Jim Herstine
Dale Privette
William Letchworth

Leland P&R Board
Leland P&R Board
Town of Leland
Leland P&R Board
Leland P&R Board
Wilbur Smith Associates
Wilbur Smith Associates

- A meeting agenda, draft Recommendations, Public Survey results were provided to each attendee at the meeting.
- Mr. Letchworth opened the meeting with introductions, discussed the current status of the project and briefly emphasized the original Vision, Goals, and Objectives
- The PROSSC discussed the public survey and results of the survey
 - There has been excellent response to the survey, many thanks to the Town and PROSSC
 - Notables: Need to plan for 2 age groups, lots of public support for public funding and development policies, bicycle and off-road facilities are highly desired, people are willing to travel 5-10 miles for facilities.
- The PROSSC discussed the issue of parks within new developments. The committee feels that the Town needs to take the deed to these facilities to ensure that all Town residents have access. The PROSSC also feels that the Town can not rely on developers to build what the Town needs.
- The PROSSC discussed the Draft recommendations
 - The PROSSC disagreed with the assertion that there are sufficient park facilities near the Town. The PROSSC stated that that the Town is well served by the large parks owned by the County, but expressed concern that these parks are not owned by the Town. The PROSSC feels that the Town needs small neighborhood parks of its own that are better positioned to meet the needs of the residents of Leland and help Leland establish an identity. These parks should be developed within “Old Leland” and can be small parks with a few amenities such as picnic tables and shuffleboard. These parks would ideally be connected with greenways and would include parks with water access.
 - The PROSSC felt that Town ownership of parks was extremely important, and wished to not rely solely on parks built by developers. This ownership is important so that the Town can control access to the facilities, and not allow residents of a neighborhood to deny other Town residents access to the facilities. Additionally, ownership of the parks will allow the Town to plan events at these facilities.
 - The PROSSC believes that the Town’s primary need is a multi-use community recreation building that can host programs, dances, large gatherings, sports events, additional Town offices, etc. This facility could possibly be located on the Town Hall campus.
 - The PROSSC believes that the Town should focus on programs, particularly if a new community facility is built, as residents are current going to Wilmington for recreation activities. However, the Town cannot run any significant programs out of their current facilities.
 - The committee thinks that 7 board members are enough, but believes that liaisons or exofficio members should be included
 - The PROSSC wants developers to be held to strict requirements for Parks and Open Space, but asserted that the Town can not rely solely on developers to meet the Town’s needs.
 - The PROSSC stated that equestrian ordinances are needed due to the large amount of horses in the area.
 - The PROSSC would like to see a soccer park if land becomes available.
- Mr. Letchworth discussed the program for Tuesday evening’s public meeting.
- Mr. Letchworth asked that any additional comments be sent to Landon Barker or Niel Brooks.

ACTION ITEMS

- Get public input from public meeting
- Present the PROSSC with Draft Recommendations, and gather comments from the committee
- Begin development of Draft Report for PROSSC review

SCHEDULE

- Draft recommendations in early November
- Draft Final Report in late November
- Final PROSSC and Public meeting in early January after PROSSC, Town, and NCDOT review

The meeting adjourned at approximately 2:00pm.

This is our understanding of the discussions held during the subject Parks, Recreation, and Open Space Steering Committee. If errors and/or omissions are identified, please email wletchworth@wilbursmith.com.
cc: Project File

Donna Strickland, Clerk to the Board, requested clarification on if she was to send the corrected minutes. Mrs. Barker stated that she had the minutes and would email them to Mrs. Strickland for corrections and then would email them back to WilburSmith Associates.

Chairman Herstine asked Mrs. Barker if she had received the draft recommendations from Wil (WilburSmith). Mrs. Barker stated that she had not.

7:20:25 PM John Swartz **MOVED, SECONDED** by Jane Gilbert to have Mrs. Barker express to the Town Manager that the Parks and Recreation Board would like for the governing body to know that they are not pleased with the way the steering committee has been going with Wilbur and Smith.

PRESENTATION/DISCUSSION – SIGNAGE AND TRAILS

Mrs. Barker presented the following memo and a slideshow that showed pictures of Eagles Island.

TOWN OF LELAND MEMORANDUM

TO: Parks and Recreation Board

FROM: Landon Barker, Executive Assistant

SUBJECT: Signage, Kiosk, Paddle Trails

DATE: 11/28/2007

The Town of Leland is **still** currently waiting on our Water Access Grant contract and grant from the Division of Coastal Management. This grant would allow us to acquire and construct the first water access location in the Town of Leland.

Once the town has implemented this public water access it would then be the responsibility of the town to provide adequate information regarding paddling and boat safety for our citizens.

The town can accomplish this through trail markers in our navigable waters, proper signage including kiosks and paddle trail maps.

PRESENTATION/DISCUSSION – TREE ORDINANCE – LANDON BARKER – AD HOC COMMITTEE

Mrs. Barker stated that she had presented a memo to the board last month concerning the Tree Ordinance. Mrs. Barker stated that she had received blessings from Council and the Town Manager on the Ad Hoc Committee. Mrs. Barker stated that in working Melody Jennings, Developmental Services Director on having representation from the Planning Board she had been informed that their were positions on the Planning Board that were coming open in January and it would be February before the Planning Board would be

able to have representation. Mrs. Barker stated that Neil Brooks from the Planning Board had been designated as the Planning Staff member assigned to the Committee.

NEW/OLD BUSINESS – DECEMBER REGULAR MEETING

- Samuel Richardson **MOVED, SECONDED** by Lynette Carlisle to cancel the December Parks and Recreation regular meeting due to the holidays. The **MOTION CARRIED UNANIMOUSLY.**

- Chairman Herstine stated he would like the Town to know how much he appreciated the Volunteer Appreciation Event. Everyone on the board expressed their thanks also.

- Jane Gilbert stated she would like express thanks for the Hams. Everyone on the board expressed their thanks also.

7:34:40 PM ADJOURNMENT

Samuel Richardson **MOVED, SECONDED** by John Schwartz to adjourn the meeting at 7:34 PM. The **MOTION CARRIED UNANIMOUSLY.**

Respectfully Submitted,

Donna Strickland, CMC, Clerk to the Board
Approval Date: