

Perquimans County Planning Board

MINUTES

Wednesday, November 12, 2025

The Perquimans County Planning Board held its regular monthly meeting on Wednesday, August 12, 2025, at 7:00 PM in the Community Meeting Room of the Perquimans County Library. (Rescheduled due to Veterans Day).

MEMBERS PRESENT: Antoine (A.J.) Moore, Chair
Lewis Smith, Vice Chair
Thelma Finch-Copeland
Teresa Blanchard
John Skinner

MEMBERS ABSENT: None

OTHERS PRESENT: Rhonda Repanshek, Planner
Trevor Miles, Planning and Zoning Technician
Brandon Shoaf, Assistant County Manager
Dave Klebitz, Bissel Professional Group

Planning Board Chair, Antoine Moore, called the meeting to order at 7:01 pm and opened the meeting in prayer.

Agenda Item I, Approval of Agenda:

Mr. Skinner made a motion to approve the agenda. It was seconded by Mr. Smith. The motion passed unanimously.

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Agenda Item II, Consent Agenda/Approval of Draft Minutes of Previous Planning Board Meetings:
See attached draft of August 12, 2025, Regular Meeting minutes.

Mr. Smith made a motion to approve the minutes as presented. It was seconded by Ms. Blanchard. The motion passed unanimously.

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Agenda Item III, Business Item A: Albemarle Plantation Cole Tract, Phase One, Final Plat review requested by Elwood Perry and John Linton of Albemarle Preserve, LLC. Subject property consists of tax parcel numbers 2-0082-0006 and 2-0082-0027A. Fifty lots are proposed in phase one.

Planner Repanshek gave a staff report, opening by reminding the planning board that final plat reviews are administrative decisions, and that they were only looking at whether the applicant has met the requirements or not. She then explained that a change in side setbacks for the conventional and reverse frontage lots was implemented due to water pressure modeling being 500 gallons per minute (GPM) instead of 1,000 GPM.

She then began going through the list of requirements for final plat, starting with the fees, where she explained that the subdivision fees and water facilities fees had been paid. Mr. Skinner then asked about Special Use Permit item F2, which explains that the applicant will pay the county to retain an engineer to review the plans. Planner Repanshek explained that had not yet been done, and Assistant County Manager Brandon Shoaf explained that Nick Lories, the county water department director, wanted to look at the plans after Planning Board's decision, and that they would collaboratively make the call regarding the review by an engineer. Planner Repanshek then explained that approval for the water and wastewater systems was needed prior to the Board of County Commissioners (BCC) meeting, and that the applicant would be required to receive those approvals prior to BCC.

Planner Repanshek then touched on the stormwater management, explaining that the engineering drawings had been submitted, and that the preliminary stormwater management permit from DEQ had been submitted, but the final permit would not be issued until after final plat is recorded. She also stated that letters of approval for erosion control were submitted. Dave Klebitz from Bissel Professional Group then explained that several things still needed to occur prior to them receiving final state signatures/certifications/approval for the water and wastewater systems, including bacteriological testing.

Planner Repanshek then brought up Special Use Permit item E7, which calls for any operational and maintenance agreements with the Homeowners Association's wastewater system operator, explaining that, per the applicant, no known agreements existed between the Albemarle Plantation Property Owners Association (POA) and Albemarle Plantation Utilities. She then explained that in lieu of such agreement, the applicant had submitted a copy of the utility's Certificate of Public Convenience and Necessity from the NC Utilities Commission. Mr. Skinner then raised his concerns about there not being a written agreement between the POA and utility company, and the issues that could cause in the future. Mr. Smith also brought up that in previous phases of the Plantation, no such agreements were presented. After much discussion between Planning Board, Planner Repanshek, Mr. Shoaf, and Mr. Klebitz, it was decided that further investigation into the matter would be needed prior to BCC, but that it would not impact the Planning Board's decision. Planner Repanshek also pointed out that the proof of the security bond with the State Utility Commission had been submitted.

Planner Repanshek then brought up the covenants for the Cole Tract, which the county attorney was reviewing, and would have input on before BCC. She also brought up the installation of improvements, and explained that all improvements, including the curb and gutter, had been installed, except the final asphalt paving and concrete sidewalks, which have been bonded and are to be completed after approval of final plat.

Planner Repanshek then brought up the as-built plan for the drainage system and explained that some of those requirements were shown on the construction plans to enhance the clarity of the as-built. She also explained that the proposed building pad and grade needed to be shown. She then brought up the 2 intersections with Pasquotank Boulevard, and the lack of culvert information about those intersections. Mr. Klebitz then explained that the drainage system was built so that water drains away from those intersections, and as such no culverts were needed. She also explained that for Subdivision Regulation section 306.2(e) which requires certificate signatures prior to final plat approval, in previous major subdivisions only the surveyor/engineer signed the plat prior to submission to BCC. She also went through several other requirements in the SUP, which she found to have been met based on the revised site plan submitted.

Planner Repanshek then pointed out that there were several text edits or additions needed to be in compliance with the Subdivision Regulations, most of which had been addressed with the revised final plat that had been submitted. Mr. Klebitz then clarified that when they submit for the water supply certification from the state, they do receive a certification back, but they do not receive such certification from the state for the wastewater system.

Mr. Smith made a motion to recommend to the Board of County Commissioners approval of Albemarle Plantation Cole Tract – Phase One Final Plat provided that the applicant receive the required signatures that have not yet been received. Ms. Blanchard seconded the motion. It passed unanimously.

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Agenda Item III, Business Item B. Vote on four proposed Cole Tract street names: Loblolly Drive, Morgan Way, Magnolia Drive, and Tulip Court.

Planner Repanshek introduced the four proposed road names, and explained that there were similar road names to Morgan Way and Magnolia Drive already in the county. She explained that it was very common to have different street types with the same street name, for example, a Morgan Drive and Morgan Way in the same county. Mr. Smith then brought up any issues with dispatching, to which it was brought up that when they dispatch a call, they typically give cross streets in addition to the street the call is on, so that should help clear up any confusion.

Mr. Skinner made a motion to accept the road names as presented. It was seconded by Ms. Thelma Finch-Copeland. It passed unanimously.

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Agenda Item IV, Other Items A: Status Report on Previous Board Recommendations:

Gift of Property, flag-lot request by William and Earnestene 'Patricia' Howell to their daughter, Shannon Coston. Subject property was a second flag-lot, one-acre in size, immediately north of the structure at 1013 New Hope Road.

Planner Repanshek explained that they had received an address and requested a water tap, but no zoning permit yet. Malicious Diesel was also brought up, and she explained that they had altered their plans to make it easier to conform to the architectural standards, but that they had not yet submitted any applications.

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Agenda Item IV, Other Items B: Chair's signature on approved minutes.

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A motion was made by Mr. Skinner to adjourn the meeting. The motion was seconded by Mr. Smith. It passed unanimously. Meeting adjourned at 8:27 pm.

Minutes approved this _____ day of _____, 2025.

Chairperson

Recorder

Attachments: A (Sign-In Sheet)