

**CITY OF NORTHWEST  
SPECIAL COUNCIL MEETING  
THURSDAY, APRIL 4, 2019  
1:00 PM**

**ASSEMBLY**

The Northwest City Council held their special meeting on Thursday, April 4, 2019, at 1:00 PM, at Northwest City Hall, 4889 Vernon Road.

Present were: Mayor James Knox: Councilmen: Charles Carroll, Aaron Perkins, Haywood Miller, Michael Troy and Councilwoman Sheila Grady

Also present were: Donna Strickland, City Clerk, Mike Harget, City of Northwest Planner Contractor, City of Northwest staff: Gwen Spicer and Precious Armstrong, City of Northwest Planning Board members; James Brown, Wayne Perkins and Brian Stanton, Brunswick County Planning Staff: Justin Brantley, Helen Buch, Kirstie Dixon and Mark Pages

**CALL TO ORDER & INVOCATION**

Mayor James Knox called the meeting to order at 1:00 PM.

Councilman Haywood Miller gave the invocation.

**UNIFIED DEVELOPMENT ORDINANCE INFORMATION SESSION**

Kirstie Dixon, Planning Director for Brunswick County, stated she and her staff would be presenting and answering questions for the duration of the meeting.

**A. Introduction**

Introductions were made around the table (names listed above)

**B. Brunswick County/Northwest Overview**

Kirstie Dixon, Planning Director for Brunswick County, stated that the City of Northwest will not only be getting one person to assist them with planning services, they will also be getting the following employees and services that the Brunswick County Planning Department has available:

- Kirstie Dixon, Planning Director
- Connie Marlow, Office Administrator
- Helen Bunch, Zoning Administrator
- Mark Pages, Senior Planner
- Brandon Hackney, Project Planner
- Jennifer Dickinson, Planning Technician
- Miranda Garmenn, Zoning Technician
- Justin Brantley, Zoning Technician

**C. How Brunswick County Mitigates Challenges & Impacts**

- Focus Customer Service
- Attend & Facilitate Many Meetings
- Manage Conflict
- Focus on Public Participation
- Professional & Balanced Recommendations, Guidance & Reports

- Provide Research & Demographics
- GIS & Map Making
- Growth Management

#### D. Brunswick County Unified Development Ordinance

1. Sustain and enhance the quality of life enjoyed by our community
2. Promote Economic Development

Kirstie Dixon, Brunswick County Planning Director, stated that the following will explain why Brunswick County has a UDO:

- Growth Management
- Prevent over-crowding
- Separate conflicting uses
- Regulate uses
- Ensure appropriate use of land
- Conserve land values
- Lessen traffic congestion
- Provide adequate light & air
- Reduce hazards
- Ensure Public Participation
- Facilitate development
- Ensure economic provisions of utilities, services, and facilities
- Environmental protection
- Historic preservation
- Affordable housing
- Public amenities
- Promote quality development
- Ensure new development is located and built according to the community plan

#### E. Northwest Development Overview

Kirstie Dixon, Planning Director for Brunswick County, stated that the 2007 Future Land Use Plan would be updated as well as the Northwest Zoning Districts & Maps.

#### F. Next Steps

Kirstie Dixon, Planning Director for Brunswick County, stated that below are the steps needed to have Brunswick County provide planning services to the City of Northwest.

- Draft UDO
- Establish MOU Agreement between Northwest & Brunswick County
- Adoption of MOU by Council & Board of Commissioners
- Planning Board Review & Recommended Adoption of UDO
- Adoption of UDA & Fee Schedule by Northwest City Council
- Adoption of UDO & Fee Schedule by Northwest City Council
- Update Northwest Zoning Map
- Logistics

**PUBLIC INFORMATION SESSION (5:00 PM)**

A. Meet and Greet

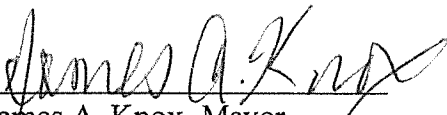
B. Q&A with Brunswick County Planning Staff

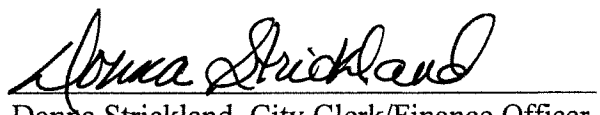
Mr. Edward Barkley stated that he really appreciated all the information from the County.

Ms. Jackie Hill stated that she also appreciated all the information and wanted to know what the timeline was before this would be finalized? Kirstie Dixon, Planning Director for Brunswick County, stated that once Council adopts the contract it will be sent to Brunswick County and once it is approved the Planning Staff is ready to move forward.

**ADJOURNMENT**

Councilwoman Sheila Grady **MOVED, SECONDED** by Councilman Haywood Miller to adjourn the meeting at 5:45 PM. The **MOTION CARRIED UNANIMOUSLY**.

  
James A. Knox, Mayor

  
Donna Strickland, City Clerk/Finance Officer

