

PLANNING BOARD
December 3, 2020 - 5:30 PM
Bryant H. Womack Building
40 Courthouse Street
Columbus, NC 28722
MINUTES

Members Present: Warren Watson (Chair), Edward Daniel, John Rose, Gerald Pack, Neal Barton, Wayne Horne
Members Present via Zoom: Alexander Hagerty
Member(s) Absent: Lee Barker
Staff Present: Cathy Ruth (County Planner), Hannah Lynch (Secretary)

1. Call to Order - Special Meeting

A. A. In order to maintain the safety of County residents, the Planning Board and Staff, the Planning Board Meeting scheduled for 5:30 p.m. Thursday, December 3, 2020 will be available for the public to call in and listen to the meeting. Call – 1-301-715-8592, Meeting ID – 821 9144 8792, Password – 876874. To ensure the public is able to safely participate in the Planning Board meeting and the Public Comments portion of the meeting, you may submit a public comment by email to hlynch@polknc.org, or by calling the Planning and Zoning Department at 828-894-2732 by 4:30 p.m. on Wednesday, December 2, 2020. Please include the following information: First and Last Name, Address, and Comment. Comments will be read into record by the Clerk during the Planning Board meeting. There will also be a chance during the Public Comments portion of the meeting to present comments live via telephone. If you have any questions, please contact the Planning and Zoning department at 828-894- 2732.

John Rose (Vice-Chair) called the meeting to order at 5:34 PM in Warren Watson's (Chair) absence. He explained this would be a meeting where Zoom was being utilized by one member (Alexander Hagerty) to attend, due to the COVID-19 pandemic. Warren Watson later arrived after the approval of the agenda and took over the meeting as Chair.

2. Approval of Agenda

A motion to approve the agenda was made by Gerald Pack, seconded by Edward Daniel. A vote was taken and all present were in favor. Alexander Hagerty was also in favor, via Zoom. The motion carried unanimously.

3. Mobile Home Park Ordinance

Cathy Ruth presented proposed changes to the Mobile Home Ordinance, as highlighted in yellow in the meeting packet.

The Board discussed changes to the issuance of an operating permit. They agreed to issue an authorization letter when the mobile home park is approved by the Planning Board, and have the Zoning Administrator issue a compliance letter when all improvements are in. This would be the final step before recording the final plan.

The Board also discussed the need for yearly testing of well water at a mobile home park. They agreed it would be prudent to have this testing and discussed how to enforce this. The Board agreed to have mobile home park owners have the testing yearly and issue the results to all mobile home park inhabitants, as well as sign an affidavit for the Zoning Department that this was completed along with a copy of the results. Cathy Ruth agreed to also speak with Environmental Health about enforceable measures that could potentially be taken to ensure any issues with the well water were addressed.

Warren Watson asked about underpinning being required on all mobile homes within a park before occupancy. Cathy Ruth stated she would talk with Building Inspections to see if this is a building code requirement or not, and also if this is something that can be addressed within the Mobile Home Park Ordinance.

The Board discussed screening of a mobile home park. They agreed to require screening and discussed how best to ensure it remains adequate throughout the year. They decided to allow for either evergreen screening or privacy fences (of at least 6' in height). If a mobile home park owner decided to use evergreens, they must be 4' tall at the time of planting and grow to 6' within the two years. They also agreed to add a stipulation that the screening must be maintained.

Cathy Ruth agreed to draft the changes that were discussed and bring this ordinance back at the next meeting on December 10 for further review.

4. Subdivision Ordinance

Cathy Ruth presented changes to the Subdivision Ordinance, as required by NCGS 160D. She reminded the Board the Subdivision Ordinance is about the land itself that is being divided, rather than the use of the land.

The Board discussed several wording changes that were required by 160D, as well as allowing the Polk County Board of Adjustment to handle all appeals and variances of the Subdivision Ordinance.

Cathy Ruth gave the Board an example of a "pan-handle lot" and the reason for them in the county. She explained as Administrator, she reviews small subdivisions within the office and believes it would be prudent to also be able to approve the use of pan-handle lots within these smaller subdivisions, rather than having the applicant come before the Planning Board. The Board agreed to this.

Cathy Ruth presented new definitions added to the ordinance, and remarked that "administrative hearing" should be added. Neal Barton also let her know the

word "standards" at the top of Article 5 throughout that section of the ordinance is misspelled.

Cathy Ruth agreed to make these required changes, and bring this ordinance back at the next Planning Board meeting with additional suggested changes.

5. Other Business

Cathy Ruth explained to the Board at the next meeting on December 10, 2020, they would decide then about having a meeting on December 17, 2020 or not. She asked the four members cycling off soon if they would be willing to stay on through July, they agreed. Cathy Ruth said she would discuss with the attorney and county manager options to see if this is feasible.

Neal Barton mentioned adding a statement to plats to address control monuments on plats and whether they are tied to grid control, or in the absence of that, if they are tied to other appropriate natural monuments or landmarks. Cathy Ruth agreed she would get him a copy of state standards to present to Neal to look at.

6. Public Comments

None.

7. Adjournment

Warren Watson adjourned the meeting at 6:37 PM.