

**PLANNING BOARD
FEBRUARY 10, 2022
5:30 PM**



**BRYANT H. WOMACK
BUILDING
40 COURTHOUSE ST.
COLUMBUS, NC 28756**

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1. Call to Order
 2. Approval of Agenda
 3. Approval of Minutes
 - A. Minutes - December 9, 2021 Draft
 4. Zoning Ordinance Discussion
 5. Other Business
 6. Public Comments
 7. Adjournment

POLK COUNTY PLANNING BOARD

AGENDA ITEM

FEBRUARY 10, 2022 REGULAR MEETING

Agenda Item#: A.

ATTACHMENTS:

Description	Type	Upload Date
Minutes - December 9, 2021 Draft	Cover Memo	12/29/2021

PLANNING BOARD
December 9, 2021 - 5:30 PM
Bryant H. Womack Building
40 Courthouse Street
Columbus, NC 28722
MINUTES

Members Present: Ray Gasperson, Anwar Timol, Chris Jones, John Rose,
Members Absent: Libby Morris, Don Hoffmann, Alexander Hagerty, Ed Daniels
Staff Members: Cathy Ruth, Hannah Lynch, Chelsea Allen

1. Call to Order

A. Ray Gasperson called the meeting to order at 5:32 PM.

2. Approval of Agenda

A motion to approve the agenda was made by Ray Gasperson. Seconded by John Rose. A vote was taken, the motion carried unanimously.

3. Approval of Minutes

A motion to approve the minutes from November 18, 2021 was made by Ray Gasperson, seconded by Chris Jones. A vote was taken, the motion carried unanimously.

A. Approval of Minutes from November 18, 2021

4. Zoning Ordinance Discussion

Hannah Lynch gave a presentation clarifying the topics tabled from last month's meeting.

These topics included the requirement for yearly RV Permits, definitions and history of Guest Houses, dwelling and family care homes and the need for congruity among "Use" definitions in each section of Zoning Ordinance. The board discussed each of these topics in further detail.

A motion was made by Anwar Timol to remove the yearly RV renewal requirement, seconded by Chris Jones. A vote was taken, the motion carried unanimously.

No further motions were made on the other topics and were tabled for subsequent meetings.

5. Other Business

None.

6. Public Comments

A brief discussion was held regarding the upcoming Planning Board Terms and Renewals with the board members.

7. Adjournment

Ray Gasperson made a motion to adjourn, seconded by Anwar Timol. A vote was taken, and all were in favor. The meeting adjourned at 6:45 pm.

POLK COUNTY PLANNING BOARD

AGENDA ITEM

FEBRUARY 10, 2022 REGULAR MEETING

Agenda Item#: 4.

ATTACHMENTS:

Description

Type

Upload Date

Parking.1.6.2022

Cover Memo

12/29/2021

Section 4.2 Limitation on number of principal buildings on one lot.

Except as hereinafter provided in Section 6.2.3, 6.2.5, 7.3, and 7.4^{xiv}, only one principal building and its customary accessory buildings may hereafter be erected on any lot. Except as otherwise provided in this Ordinance, a mobile home shall in no event be considered a customary accessory building.

Section 4.3 Sharing of yard requirements.

No part of a yard, court, or other open space provided about any building or structure for the purpose of complying with the provisions of this ordinance shall be included as a part of a yard or other open space required under this ordinance for another building or structure.

Section 4.4 Reduction of lot and yard areas prohibited.

No yard or lot existing at the time of passage of this ordinance shall be reduced in size of area below the minimum requirements set forth herein.

Section 4.5 Road access.

No building shall hereafter be erected on a lot unless there is legal access to such lot adequate to serve the purposes of the building.

Section 4.6 Off-street parking.^{xii}

Off-street automobile parking or automobile storage space shall be provided on every lot at the time any principal building is enlarged or increased in capacity, or at the time one (1) type of use is converted to another, or whenever any of the following uses listed in Section 4.7 are hereafter established. Such space shall be provided with vehicular access to a street or alley and shall not be provided in a setback area required by the provisions of Article 7. Each automobile space shall consist of an improved hard-surface or crushed stone, unless otherwise specified, not less than one hundred sixty two (162) square feet (18' by 9') in an area exclusive of adequate access drives and maneuvering space.

Parking Lot Landscaping Requirements

Trees and shrubs are required in and around parking lots with more than ten spaces to provide attractive views from roads and adjacent properties, provide shade to reduce the heat generated by impervious surfaces, help absorb runoff, reduce glare from parking lots, and to help filter exhaust from vehicles.

1. Where parking areas with more than ten spaces adjoin a public right-of-way, a landscaped planting strip 10 feet wide shall be established and continuously maintained between the public right-of way and parking area(s). Parking areas within 50 feet of the right-of-way shall have a visually modifying screen or barrier that meets one of these standards:
 - a. evergreen shrubs shall be planted 30 inches apart as measured from the center, and attain a height of at least 48 inches within four years of installation;
 - b. the screen or barrier is of the same material as the principal building; or

c. there is an earthen berm at least two feet high, with a minimum crown width of two feet and a width to height ratio of no greater than 2:1; shrubs shall be planted on top of the berm that will attain a height of at least 36 inches within four years of installation and shall be planted 30 inches apart.

No screen is required at parking lot entrances or exits, and no screen shall obstruct vision within 50 feet of an entrance, exit or intersection. The landscaped planting strip shall be covered with living material, including groundcover and/or shrubs, except for mulched areas directly around the trees, so that no soil is exposed.

2. Parking areas with more than five spaces shall have at least one deciduous tree for every five (5) parking spaces, with some appropriate clustering of trees permitted, and 6-foot by 18-foot projecting landscaped islands generally every 10 parking spaces. Whenever possible, interior parking spaces should have a continuous planter strip six (6) feet wide between rows of parking. Where appropriate, provisions shall be made to ensure that adequate pedestrian paths are provided throughout the landscaped areas. In all cases, at least one deciduous tree shall be provided for a parking lot regardless of the number of spaces provided.

3. Areas in a parking lot not used for driveways, maneuvering areas, parking spaces, or walks shall be permanently landscaped with suitable materials and permanently maintained.

Law Enforcement Center – natural tree line buffers around the exterior of the parcel to be maintained, unless security issues will not allow.^{xvi}

Section 4.7 Minimum Parking Requirements.

The required number of off-street parking spaces shall be equal in number to at least the minimum requirements for the specific uses set forth below:‘

Residential Uses

Single-family residence

Multifamily residence

Guest house

Mobile home

Required Parking Spaces

2 spaces

1½ spaces per dwelling unit

2 spaces

2 spaces for each mobile home

Public and Semi-Public Uses

Bowling alleys

Churches

Elementary school and
junior high school

Required Parking Spaces

1 space for each employee, 2 spaces for each lane

1 space for each 4 seats in the main sanctuary

1 parking space for each classroom and
administrative office

Equestrian centers & facilities, multi-discipline ^{xii}	1 space per 5 fixed seats in the largest assembly room, provided that every one hundred sixty-two (162) square feet of fenced ground area (i.e. riding rings) shall count as 1 parking space without the necessity of an improved hard-surface or crushed stone.
Events, show & festivals ^{xii}	1 space per 5 fixed seats in the largest assembly room, provided that every one hundred sixty-two (162) square feet of fenced ground area (i.e. riding rings) shall count as 1 parking space without the necessity of an improved hard-surface or crushed stone
Hospitals and nursing homes	1 space for each 2 beds, exclusive of bassinets, and 1 space for bassinets, and 1 space for each physician and nurse, and 1 space for each 2 additional employees
Public or private libraries	1 space for each 150 square feet of gross floor area for public use, plus 1 space for each 2 employees on the shift of greatest employment
Public utility buildings	1 parking space for each 200 feet of gross floor area
Skating rinks (ice and roller skating)	1 space for each 100 square feet of floor (rink) areas used for amusement, plus 1 space for each 4 fixed seats in the principal building
Senior high school	1 parking space for each 20 students for which the building was designed plus 1 parking space for each classroom and administrative office
Sanitariums, rest and convalescent homes	1 space for each 6 beds plus 1 space for each staff or visiting doctor plus 1 space for each 4 employees
Spectator sports facilities, any size	1 space per 5 fixed seats in the largest assembly room, provided that every two (200) hundred square feet of fenced ground area (i.e. riding rings) shall count as 1 parking space without the necessity of an improved hard-surface or crushed stone
Theaters, community recreation centers	1 space per 4 fixed seats in the largest assembly room, or one space for each 40 square feet of floor area available for the accommodation of movable seats in the largest assembly room, or one space for each 150 square feet of gross floor area, whichever is needed by the facility

Business Uses**Required Parking Spaces**

Antique and gift shops	6 spaces per shop
Automobile sales and repair garages	1 space for each 2 employees at maximum employment on a single shift and 2 spaces for each 300 square feet of repair or maintenance space
Automobile washing establishments	1 space for each 2 employees at maximum employment on a single shift; 5 spaces shall also be located at the entrance and exit of the facility
Courthouse ^{xvi}	1 space per 4 fixed seats in the assembly room, or one space for each 40 square feet of floor area available for the accommodation of movable seats in the largest assembly room, or one space for each 150 square feet of gross floor area, whichever is needed by the facility. ^{xxv}
Customary home occupation I & II ^{xi}	Parking necessary to conduct business shall be provided. Parking must be off-street and on-site. Parking must be screened so as to obstruct views of the parking area from adjacent properties, streets or roadways, and to maintain the character of the neighborhood.
Doctor's or dentist's office	4 parking spaces per doctor in addition to 1 space for each employee
Drive-in restaurants	1 space per employee, plus parking space equivalent to 5 times the size of the main building
Drive in theaters	Reserved parking space off the street shall be provided for patrons awaiting admission in an amount not less than 30 percent of the vehicular capacity
Law Enforcement Center ^{xvi}	1 space per each 400 square feet of gross floor area for office areas plus 1 space for each 4 beds.
Motels, tourist homes, tourist courts	1 space for each sleeping room plus 1 additional space for each 3 employees
Offices, business	1 parking space for each 400 square feet of gross floor area
Public or private clubs, including golf courses (clubhouse)	1 parking space for each 200 square feet of gross floor space

Restaurants	1 space per employee, plus parking space equivalent to 1 space per 3 seats or stools
Roominghouses, boardinghouse, and hotels	1 space for each sleeping room plus 1 additional space for each 3 employees
Retail uses not otherwise indicated in this section	1 space for each 250 square feet indicated in this section of total floor area
Service stations	3 spaces for each grease rack plus 2 spaces for each gas pump
Roadside stands	6 off-street parking spaces

<u>Wholesale and Industrial Uses</u>	<u>Required Parking Spaces</u>
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Wholesaling, industrial plants and truck terminals	1 space per employee at peak shift
Vineyards/Winery	1 space per employee, plus 1 space for every 3 seats in any tasting room open to the public

4.7.1 Shared Parking^{xix}

Where multiple uses exist within a building or a development project, an applicant will:

- a. meet the required minimum parking requirements; or
- b. provide documentation by a registered engineer or qualified professional to evaluate and certify shared parking using ULI (Urban Land Institute) or ICSC (International Council of Shopping Centers) International Guidelines for shared parking.

Section 4.8 Combined parking space.

The required parking space for any number of separate uses may be combined in one (1) lot but the required space for one (1) use may not be assigned to another use, except that one-half of the parking space required for churches, theaters, or assembly halls whose peak attendance will be at night or on Sundays may be assigned to a use which will be closed at night or Sundays.

Section 4.9 Parking spaces provided within four hundred (400) feet of principal use.

If the off-street parking space required cannot be reasonably provided on the same lot on which the principal use is located, such space may be provided within four (400) hundred feet of the main entrance to such principal use, provided such land is in the same ownership or long-term lease as the principal use. Said land shall be used for no other purpose so long as no other adequate provisions of this ordinance have been made for the principal use. In such cases, the applicant for a zoning compliance or zoning permit for the principal use shall submit with his application an instrument duly executed and acknowledged, which subjects said land to parking use in connection with the principal use or for which it is made available. Upon the payment of the

necessary fee and the issuance of a zoning compliance or zoning permit, the Zoning Administrator shall cause said instrument to be registered in the office of the Register of Deeds of Polk County.

Section 4.10 Off-street loading and unloading spaces.

Every building or structure used for business, or wholesale or industry shall provide space as indicated below for the loading and unloading of vehicles. Such space shall have access to a public street or alley. For the purposes of this article, an off-street loading space shall consist of an improved hard-surface or crushed stone and have minimum dimensions of nine (9) feet wide, thirty (30) feet long, with fourteen (14) feet overhead clearance.

- a. Retail business: One (1) space for each three thousand (3,000) square feet of floor area or fraction thereof, unless differently required by Section 4.8.
- b. Wholesale or industry: One (1) space for each ten thousand (10,000) square feet of floor area or fraction thereof.

Section 4.11 Temporary use permits for manufactured/mobile homes.

In the event of a medical condition where a family member requires close supervision or constant care, the Board of Adjustment may issue a temporary use permit whereby a mobile home or a manufactured home may be placed in the rear yard of a residential dwelling as an accessory structure. Such temporary use permit shall be issued for a period of time not to exceed twelve months and may be renewed by the Zoning Administrator so long as the hardship continues to exist.

Article V. Establishment of Districts and Boundaries and Map.

Section 5.1 Establishment of districts.

For the purpose of the ordinance, the area designated on the zoning map is hereby divided into the following districts:

Residential (R)

Agricultural-residential (AR)

Residential estate/low density (RE-1)

Residential estate/low density (RE-2)

Residential estate/very low density (RE-5)

Multifamily residential (MR)

Neighborhood Commercial (NC)

Highway commercial (HC)

Industrial (I)

Current Use Table	Current Parking Requirement or Suggestion(s)
Accessory buildings	N/A
Accessory dwelling unit ^{xiii}	SFR – 2 spaces Mobile Home – 2 spaces for each mobile home
Agricultural building (10 acres or more) ^{xxi}	N/A
Agricultural building (less than 10 acres) ^{xxi}	N/A
Automobile, truck, & farm implement sales & service ^{xii}	“Automobile sales and repair garages” - 1 space for each 2 employees at maximum employment on a single shift and 2 spaces for each 300 square feet of repair or maintenance space
Bed & Breakfast	NOT LISTED Suggestion – 1 space for each sleeping room plus 1 additional space for each 3 employees
Cemetery <i>*see 6.2.7 for restrictions</i>	N/A
Church, synagoge, temple, or other religious building <i>*see 6.2.1 for restrictions</i>	“Churches” - 1 space for each 4 seats in the main sanctuary
Clubs, public or private <i>*see 6.2.1 for restrictions</i>	“Public or private clubs, including golf courses (clubhouse)” – 1 parking space for each 200 square feet of gross floor space
Community recreation centers	“Theaters, community recreation centers” - 1 space per 4 fixed seats in the largest assembly room, or one space for each 40 square feet of floor area available for the accommodation of movable seats in the largest assembly room, or one space for each 150 square feet of gross floor area, whichever is needed by the facility
Courthouse ^{xvi}	1 space per 4 fixed seats in the assembly room, or one space for each 40 square feet of floor area available for the accommodatoin of movable seats in the largest assembly room, or one space for each 150 square feet of gross floor area, whichever is needed by the facility
Convenience stores, including those that sell petroleum and petroleum products	NOT LISTED Suggestion – 1 space per 300 square feet of gross floor area
Customary home occupations, Class I ^{ix}	Parking necessary to conduct business shall be provided. Parking must be off-street and on-site. Parking must be screened so as to obstruct views of the parking area from adjacent properties, streets or roadways, and to maintain the character of the neighborhood.
Customary home occupation, Class II ^{ix}	Parking necessary to conduct business shall be provided. Parking must be off-street and on-site. Parking must be screened so as to obstruct views of the parking area from adjacent properties, streets or roadways, and to maintain the character of the neighborhood.
Day care facility <i>*see 6.2.8 for restrictions</i>	NOT LISTED Suggestion – 1 space per staff member, plus 1 space per 8 students
Duplex ^{xii}	“Multifamily residence” - 1.5 spaces per dwelling unit
Equestrian centers & facilities, multi-discipline <i>*see 6.2.11 for restrictions</i>	1 space per 5 fixed seats in the largest assembly room, provided that every one hundred sixty-two (162) square feet of fenced ground area (i.e. riding rings) shall county as 1 parking space without the necessity of an improved hard-surface or crushed stone
Events, shows & festivals	1 space per 5 fixed seats in the largest assembly room, provided that every one hundred sixty-two (162) square feet of fenced ground area (i.e. riding rings) shall county as 1 parking space without the necessity of an improved hard-surface or crushed stone
Golf courses & country clubs	“Public or private clubs, including golf courses (clubhouse)” – 1 parking space for each 200 square feet of gross floor space
Guest House <i>*see 6.2.3 for restrictions</i>	SFR – 2 spaces Mobile Home – 2 spaces for each mobile home

Heliport, public & private* <i>see 6.2.12 for restrictions</i>	N/A
Hospitals & clinics	“Hospitals and nursing homes” – 1 space for each 2 beds, exclusive of bassinets, and 1 space for bassinets, and 1 space for each physician and nurse, and 1 space for each 2 additional employees
Kennels ^{iv} * <i>see 6.2.9 for restrictions</i>	NOT LISTED Suggestion – 1 space per employee, plus 1 space per 1,000 square feet of gross floor area
Laundry & dry cleaning services ^{xii}	NOT LISTED Suggestion – 1 space for each 250 square feet of total floor area
Law Enforcement Center ^{xvi}	1 space per each 400 square feet of gross floor area for office areas plus 1 space for each 4 beds
Libraries, public or private	“Public or private libraries” – 1 space for each 150 square feet of gross floor area for public use, plus 1 space for each 2 employees on the shift of greatest employment
Manufacturing, Light	NOT LISTED Suggestion – 1 space per employee at peak shift
Manufacturing	NOT LISTED Suggestion – 1 space per employee at peak shift
Mobile or Manufactured Home, Individual	2 spaces for each mobile home
Mobile or Manufactured Home Parks	MOBILE HOME PARK ORDINANCE
Modular Home	2 spaces
Motels & hotels	“Roominghouses, boardinghouse, and hotels” or “motels, tourist homes, tourist courts” – 1 space for each sleeping room plus 1 additional space for each 3 employees
Museum	NOT LISTED Suggestion – 1 space per 300 square feet of gross floor area
Multifamily residences	1.5 spaces per dwelling unit
Nature-Oriented Non-Motorized Outdoor Recreation ^{vi}	NOT LISTED Suggestion – 1 space per employee at peak shift, plus 1 space per 3 customers at peak shift
Nursery and/or landscape business, & greenhouse	NOT LISTED Suggestion – 1 space per employee at peak shift, plus 1 space for each company vehicle which remains on property
Offices, business, medical, professional & public, including banks	“Offices, business” – 1 parking space for each 400 square feet of gross floor area
Offices pertaining to permitted use	“Offices, business” – 1 parking space for each 400 square feet of gross floor area
Printing, publishing, & engraving establishments	NOT LISTED Suggestion – 1 space for each 250 square feet of total floor area
Public safety facilities (fire, police, etc....)	NOT LISTED Suggestion – 1 space per each 400 square feet of gross floor area for office areas
Quarantine Facilities ^{xxii}	NOT LISTED Suggestion – 1 space per employee at peak shift
Radio & TV stations & studios ^{xii}	NOT LISTED Suggestion – 1 space per employee at peak shift
Recreational facilities, for profit (bowling alleys, skating rinks, etc....)	NOT LISTED – “Bowling alleys” are specifically listed, but not “recreational facilities” as a whole. “Bowling alleys” – 1 space for each employee, 2 spaces for each lane Suggestion – 1 space for each employee plus 1 space for each 250 square feet of total floor area

Recreational facilities, non-profit (parks, playgrounds, nature centers, equestrian courses, etc...) *see 6.2.4 for restrictions	NOT LISTED Suggestion – 1 space per employee at peak shift, plus 1 space 1000 square feet of total area
Recreational Vehicle (RV) ^{xv, xxii} *see 6.2.16 for restrictions	NOT LISTED Suggestion – One space per RV
Recreational Vehicle (RV) & Park and/or Camp Areas ^{xv, xvii} *see 6.2.14 for restrictions	NOT LISTED Suggestion – One space per RV
Restaurants, excluding fast food & drive thru services	1 space per employee, plus parking space equivalent to 1 space per 3 seats or stools
Restaurants, including fast food & drive thru services	1 space per employee, plus parking space equivalent to 1 space per 3 seats or stools
Rest & convalescent homes, sanitariums	1 space for each 6 beds plus 1 space for each staff or visiting doctor plus 1 space for each 4 employees
Residential Vacation Rentals ^{ix, xix, xxv}	SFR – 2 spaces Mobile Home – 2 spaces for each mobile home
Retail trade, commercial services, sales and rental of merchandise & equipment	NOT LISTED Suggestion – 1 space for each 250 square feet of total floor area
Retail business customarily serving residential neighborhoods & conducted within an enclosed building	NOT LISTED Suggestion – 1 space for each 250 square feet of total floor area
Roadside stands selling home grown products	6 off-street parking spaces
Sawmill	NOT LISTED Suggestion – 1 space per employee at peak shift
Schools, public or private ^{xxii}	“Elementary school and junior high school” – 1 parking space for each classroom [and] administrative office “Senior high school” – 1 parking space for each 20 students for which the building was designed plus 1 parking space for each classroom and administrative office
Schools; vocational schools, business schools, & special schools ^{xviii, xxii}	NOT LISTED Suggestion – 1 space for each 2 students for which the building was design plus 1 parking space for each classroom and administrative office
Service stations ^{xii}	3 spaces for each grease rack plus 2 spaces for each gas pump
Single family residences	2 spaces
Solar Energy Generating Facility, Major ^{vii}	NOT LISTED Suggestion – 1 space per employee at peak shift
Solar Energy Generating Facility, Minor ^{vii} *see 6.2.10	NOT LISTED Suggestion – 1 space per employee at peak shift
Spectator sport facilities 500 or more spectators ^{xxii} *see 6.2.13 for restrictions	“Spectator sports facilities, any size” – 1 space per 5 fixed seats in the largest assembly room, provided that every two (200) hundred square feet of fenced ground area (i.e. riding rings) shall count as 1 parking space without the necessity of an improved hard-surface or crushed stone.
Spectator sport facilities less than 500 spectators ^{xxii} *see 6.2.13 for restrictions	“Spectator sports facilities, any size” – 1 space per 5 fixed seats in the largest assembly room, provided that every two (200) hundred square feet of fenced ground area (i.e. riding rings) shall count as 1 parking space without the necessity of an improved hard-surface or crushed stone.
Stables, private *see 6.2.5 for restrictions	N/A
Storage & warehousing ^{xii}	NOT LISTED Suggestion – 1 space per employee at peak shift, plus 1 space per 100 units for self-storage facility

Theaters	“Theaters, community recreation centers” - 1 space per 4 fixed seats in the largest assembly room, or one space for each 40 square feet of floor area available for the accommodation of movable seats in the largest assembly room, or one space for each 150 square feet of gross floor area, whichever is needed by the facility
Towers *see Polk County Wireless Telecommunication Ordinance ^{xix, xxiv}	N/A
Towers (Non-Administrative Approval, Section 304 *Polk County Wireless Telecommunication Ordinance) ^{xix, xxiv}	N/A
Truck terminals	“Wholesaling, industrial plants and truck terminals” – 1 space per employee at peak shift
Utility buildings and facilities, public*see 6.2.6 for restrictions	“Public utility buildings” – 1 parking space for each 200 feet of gross floor area
Veterans’ Affairs Office ¹	NOT LISTED Suggestion – 1 space per each 400 square feet of gross floor area for office areas
Veterinarian clinics, animal shelters ^{xii, xxii} *see 6.2.9 forRestrictions	NOT LISTED Suggestion – 1 space for each 500 square feet of gross floor area
Vineyard/Winery	1 space per employee, plus 1 space for every 3 seats in any tasting room open to the public
Waste Handling, Treatment, Processing, Management or Disposal Facility	NOT LISTED Suggestion – 1 space per employee at peak shift
Wholesale sales, retail sales & supply houses	“Wholesaling, industrial plants and truck terminals” – 1 space per employee at peak shift