



Planning Board Minutes

September 11, 2023

In Attendance: Chair Susan Drake, Vice Chair Nancie Mandeville; Board Member Tom Appenzeller, Tracy Stancill, Stephen Passarelli, and Rusty Johnson

Staff Attendance: Planning and Zoning Administrator Jonathan Wells and Town Clerk Ashlie Vincent

Call to Order: Chair Drake called the meeting to order.

Invocation: Member Johnson gave the invocation.

Pledge of Allegiance: All shared the Pledge of Allegiance.

Consent Agenda: Tabled to be adopted at the October meeting.

Staff Report – Rezoning 23-02 Forest Drive Lots:

Town Council has scheduled October 2nd for the annexation and rezoning hearing. The properties are signed. Notices are posted on the website, mailouts, and ads in the paper. Both public hearings will take place before action by the council.

2035 Plan Update:

Mr. Wells handed out an email update on the N-Focus survey. A discussion was had about potentially translating the survey into Spanish and having chamber members a part of the development. Chair Drake directed Mr. Wells to take these comments to the Town Manager and council to consider.

The future Land Use Map is being updated with new GIS software.

Development Ordinance sections deserving a closer look:

Highway district sign requirements (maximum dimensions):

- Mr. Wells presented to the board a draft of a text amendment to the table in Article 17 to showcase the separation of classifications for different districts. He stated having looked at six peer communities, Marshville is more restrictive in maximum dimensions.

Questions/Issues to consider:

- Should illuminated signs should be smaller?
- What establishments would prefer? Percentage of the façade?
- Restriction on the number of signs for one building?

Chair Drake asked the board to review the ordinance and make notes.

“Event” vs. “retreat” venues:

- Chair Drake and Mr. Wells gave handouts to the board. Chair Drake advised the board to look over and bring back notes.

Questions/Issues to consider:

- Retreat centers in the table of uses but no definitions.
- What does the town community center fall under?
- What does Kate Clyde’s fall under?

Other Business:

Member Stancill said there have been ongoing issues on 520 East Phifer Street. She asked if the town was any closer to the code enforcer. Mr. Wells said they are waiting for further updates. Member Mandeville commented there have been questions regarding the enforcement with the ice cream shop, but why can’t anything be done about the Phifer property?

A brief discussion of a potential Board of Adjustments began before Chair Drake interrupted Member Passarelli to inform him it could compromise the integrity of his case. Member Mandeville asked how to explain the enforcement on the ice cream shop if there is no code enforcer. Chair Drake suggested that those questions and concerns from the public about code enforcement be directed to Mr. Wells or the Town Manager. Mr. Wells suggested directing nuisance issues to the Town Manager.

Questions about the special events and zoning permit applications will be asked at the next meeting.

The motion to end meetings punctually at 9 p.m. was made by Member Appenzeller and seconded by Member Mandeville—all ayes.

Public Comments: None

Adjournment: The motion to adjourn was made by Member Johnson and seconded by Member Stancill—all ayes.