



Planning Board Minutes

July 10, 2023

In Attendance: Chair Susan Drake, Vice Chair Rusty Johnson; Board Members Nancie Mandeville, Tracy Stancill, Stephen Passarelli, Tom Appenzeller (via Zoom)

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

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

Invocation: Vice Chair Johnson gave the invocation.

Pledge of Allegiance: All shared the Pledge of Allegiance.

Consent Agenda: The motion to adopt the consent agenda was made by Vice Chair Johnson and seconded by Member Mandeville—all ayes.

Staff Report:

- Recent Rezoning:
 - ✦ RZA 22-04 Murals: The council approved the mural ordinance at the July 5th meeting. The final approval is designated to the Planning Administrator having final approval. Appeals are to be made to the council. Two changes to the ordinance: added the definition of a mural and added a section in Article 17. Adjustment to the sign application to include murals.
 - ✦ RZA 23-01 QuikTrip: The council approved the rezoning for QuikTrip. There are lots of details to work on.
 - ✦ RZA 23-02 Forest Drive Lots: Waiting on the completed annexation application. Once the application is complete, hearings can be held.
- Trends and Observations

Hopper Community, a housing developer, came to speak with the town manager and planning administrator about Marshville. They showed interest but not commitment to the town. He had approached about the land in front of the Mill Street apartments – no rezoning required. A site plan has been submitted already.

Mr. Rivera asked what he could do to develop his lots. Mr. Wells said he must provide through-street access and follow zoning regulations.

The budget was adopted, which means more days for the planning administrator. The budget also approved included a code enforcement officer. There will be work to codify the town codes. COG will review the codes.

The 2035 plan update has been approved. An updated plan could be a beneficial information tool for prospective investors. Mr. Wells said the 2035 plan doesn't have a good accomplishment goal card to help show progress. Member Passarelli asked what the 2035 plan is for. Chair Drake replied that it offers a general projection of growth. A request for three copies of the 2035 plan was made by the board.

7023 E. Marshville Granite Shop has yet to get a site plan or sign approval; hoping to get them to work on the applications. Mr. Wells is working on fixing and redesigning applications. The applications will be available online.

Mr. Wells said he is looking to schedule the Technical Review Committee, hoping to meet on a regular basis. The committee would be the Town Manager, Land Use Administrator, and Public Works as core members, hoping to include an NCDOT member. Mr. Wells said he could look to extend courtesy to planning board members.

Redfern Place: have yet to hear a word from anyone after their latest meeting.

Numerous permits were submitted this past month.

Development Ordinances sections that deserve a closer look:

Mr. Wells said he wants to take a fresh look at some places to improve. Some suggestions: fencing, residential setbacks, cluster mailboxes, signs in the C74 district, and kennels.

Member Mandeville asked if the town has control or does the post office. Mr. Wells replied that it is the town's responsibility or is supposed to be responsible. Pre-existing cluster mailboxes may need to be addressed. Vice Chair Johnson asked who was responsible for the damage to the cluster mailbox. Mr. Wells responded that it may fall on the HOA or another party. Member Mandeville commented that some places don't have HOA. She expressed the importance of working on ADA safety and accessibility. She questioned whether the box was on the homeowners' or the town's property. Mix? Mr. Wells said it would have to be clearly defined for future development. He can pull some ordinances from other towns for references.

Mr. Wells asked if there was enough of a difference between groomers and kennels. Chair Drake commented that they should section it out and take the time to look it over. She mentioned adding the screening ordinance to be looked over. She expressed the importance of making distinctions for all the categories. Look through the table of uses and make notes for the next couple of meetings to discuss.

Mr. Wells spoke about the signs in the C74 district. Using the example of the denied variance from the Tobacco and Vape shop, there may be a need to consider increasing the maximum size

allowed. Member Passarelli offered a suggestion of a certain percentage of the building size, like ten percent. Mr. Wells said he could pull the pre-2016 ordinance to see what was allowed before and ordinances from other towns. Chair Drake mentioned that during the development of the ordinance, the board wanted no pole signs on Highway 74.

Other:

Vice Chair Johnson said the town manager had made the comment when he presented to the council that the town would follow the ordinance. At the latest meeting, the manager said the town doesn't have to because it's on their property. He said the ordinance didn't define a special event, but they had defined it in the application.

Vice Chair Johnson wanted clarification if the event is on your property, then you don't have a get a permit. Mr. Wells said the foundation of the ordinance is for public safety. Member Stancill commented that if the event required town resources, you would need a permit. Vice Chair Johnson asked if food trucks on private property would require a permit. Mr. Wells said it would still require a permit for the temporary structure, not for a special event. The permit would help with complying with the ordinance.

Member Passarelli asked what the answer to the question was. Mr. Wells said the special events/temporary structure ordinance covers the variations. An example: a food truck can be separate from a special event but still considered a temporary structure that would require a permit. The permit is good for a year. The events that the town has sponsored so far have followed the ordinance.

Voting to appoint Chair and Vice Chair will be on the August agenda.

Public Comments: No Public Comments.

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