



Planning Board Minutes

Thursday, February 8, 2018, 5:30 p.m.
Bryant Womack Justice & Administration Center
40 Courthouse Street
Columbus, North Carolina 28722

Members Present: Libby Morris, Neal Barton, Warren Watson, Mike Stone, Gerald Pack, Jeff Budai, Wayne Horne

Member(s) Absent:

Staff Present: Cathy Ruth (County Planner) and Samantha Collins (Secretary)

Members of the Public Present: Scott Roach, John Barnett, Sharon Decker, Abby Decker, William Deck, Joann Leen, Tommy Melton (Commissioner)

I. Call to Order

- Libby Morris called the meeting to order.

II. Approval of Agenda

- Libby Morris asked for a motion to approve the agenda. Mike Stone made a motion to pass the agenda, Warren Watson seconded the motion, and the Board voted to accept the agenda unanimously. (7-0)

III. Approval of December 14, 2017 meeting minutes

- Warren Watson made a motion to accept the minutes, Gerald Pack seconded, all voted in favor and the motion passed unanimously. (7-0)

IV. Preliminary Minor Subdivision:

Subdivision Name: Calvert's Common

Parcel: P130-95, P/O P130-40

Location: Meadowbrook Rd/Poors Ford Rd, Green Creek

Acreage: +/- 77.50 acres

Number of lots: 8

Average lot size: 9.7 acres

Clustered area: 2.95 acres

Open Space: 18.05 acres

Proposed road system: Shared driveways

Water/Sewer: Public/Individual

- Cathy Ruth presented the Calvert Commons Minor Subdivision application to the Board and recommendation.

- William Deck, agent of Meadowbrook Development Inc., provided an overview of the subdivision and answered questions of the Planning Board
- Gerald Pack made a motion to approve, with the modifications/conditions recommended by Planner Cathy Ruth:
 - i. Prior to final plat approval 1) the driveway/road plan must be approved by NCDOT, 2) the Health Department approves the septic plan for the parcels, 3) all relevant covenants and restrictions are reviewed by the County for as to legal form and effect and approved by the County, and 4) all other requirements are met according to the ordinance.
- Wayne Horne seconded, all voted in favor and the motion passed unanimously. (7-0)

V. Zoning Ordinance Text Amendment Request: 1) a modification of the current zoning ordinance definition of building height to define highest point of the structure

- Sharon Decker requested eliminating their Zoning Text Amendment application to define height, instead asked for a special meeting in the next two weeks to address zoning requests that will be comprehensive and cover the proposed plans for the Tryon International Equestrian Center (TIEC).
 - The Board agreed to continue the meeting on February 15, 2018 at 5:30pm
 - Sharon Decker answered questions regarding the TIEC, World Equestrian Games (WEG) 2018, and the construction plans.
- Cathy Ruth presented the ongoing discussion regarding a building height definition for the zoning ordinance. The board agreed by consensus to include the definition of height in the next text amendment, with the understanding it will need a consistency statement.
- Board agreed on the following definition:
 - Building Height: In measuring a building/structure, or part thereof, to determine compliance with the maximum height provisions, measurement will be taken from the level of the highest point, or part thereof, and shall not include ornamental cupolas, weathervanes, belfries, chimneys, flag or radio poles, unless otherwise defined.

VI. Subdivision Ordinance Text Amendment: Update Ordinance

- Cathy Ruth presented to the Board the General Assembly's changes to Subdivision law: 1) Expedited Review for Three lots added and 2) North Carolina Department of Environmental Natural Resources (NCDENR) is now North Carolina Department of Environmental Quality (NCDEQ). Cathy requested the Board review these changes, no vote taken, and additional changes will be included at the next regular meeting.

VII. Other Business

- Cathy Ruth let the Board know that Wireless Communication Towers would be addressed at the next regular meeting in March due to time restraints.

VIII. Public Comment

- None.

IX. Adjournment

- Warren Watson made a motion to close this meeting but continue it next Thursday, February 15, 2018 at 5:30pm. Gerald Pack seconded, and all voted in favor and the motion passed unanimously.



Planning Board Minutes

Thursday, May 10, 2018, 5:30 p.m.
Bryant Womack Justice & Administration Center
40 Courthouse Street
Columbus, North Carolina 28722

Members Present: Chair Libby Morris, Neal Barton, Warren Watson, Gerald Pack, Jeffrey Budai, John Rose, Wayne Horne

Member(s) Absent: Lee Barker

Staff Present: Samantha Collins (Secretary) and Jana Berg (County Attorney)

Members of the Public Present: None

I. Call to Order

- 1) Chair Libby Morris called the meeting to order.

II. Approval of Agenda

- 1) Warren Watson made a motion to approve the agenda and Gerald Pack seconded. All voted in favor and the motion passed unanimously. (7-0)

III. Approval of March 8, 2018 meeting minutes

- 1) Warren Watson made a motion to accept the March 8, 2018 meeting minutes and John Rose seconded. All voted in favor and the motion passed unanimously. (7-0)

IV. Subdivision Ordinance Text Amendment

- 1) Polk County Attorney Jana Berg presented the suggested changes to update, clarify, and modify the Subdivision Ordinance.
- 2) Ms. Berg and the Board went through the pages of the Subdivision Ordinance subject to suggested changes.
- 3) Board members asked questions of Ms. Berg regarding the definition and details of the Three Lot Expedited Review addition from the NC General Statute.

- 4) Board members asked questions of Ms. Berg regarding the density and dwelling unit language changes. Ms. Berg pointed out that 'density' is not a legally actionable facet in a subdivision ordinance.
- 5) The Board recommended to the Board of Commissioners the following updates and modifications be made:
 - a) Update the Ordinance to comply with North Carolina General Statute law by adding "Expedited Review for 3 Lot Subdivisions" to in all applicable parts of the Ordinance.
 - b) Update the Ordinance to reflect the change of the department name of the "NC Department of Environment and Natural Resources (NCDENR)" to the "NC Department of Environmental Quality (NCDEQ)".
 - c) Clarify language regarding dwelling units and density standards in subdivision development plans.
 - d) Remove the requirement of a Final Plat being on "Mylar" for recordation. The Register of Deeds, as of May 1, 2018, now accepts black ink on paper of the required dimensions.
 - e) Remove non-residential Final Plat requirements. Remove statement on non-residential streets.
 - f) Fix typographic error of "lost" to the intended "lots" on Pg 6-71.
 - g) Modify Ordinance on Pg 6-75 to exempt from subdivision requirements a division of a tract into parcels in accordance with the terms of a probated will or in accordance with intestate succession under Chapter 29 of the General Statutes.
- 6) Jeffrey Budai made a motion to recommend the outlined changes of the Subdivision Ordinance to the Board of Commissioners. Gerald Pack seconded the motion. The Board voted unanimously in favor and the motion passed. (7-0)
- 7) After additional discussion between Ms. Berg and the Board regarding development and subdivision design standards, the Board expressed interest in hearing professionals speak on the matter.
- 8) Chair Morris made a motion that the Board hold a design standard review workshop; to include professionals from the industry, to further the Board's understanding. Neal Barton seconded the motion. The Board voted unanimously in favor and the motion passed. (7-0)

V. Planning Board Workshop with Polk County Attorney Jana Berg

- 1) Ms. Berg presented the Zoning worksheet she created for the Board to use in considering zoning map amendment decisions in the future. She explained the different situations in which a zoning map amendment may come to the Planning Board.
- 2) Ms. Berg explained each item of the worksheet to the Board line by line and offered details and examples. The Board asked questions.
- 3) John Rose stated he would like to discuss to better know the County's zoning uses by district at the next possible meeting. All Board members agreed.
- 4) Ms. Berg had intended to discuss quasi-judicial proceedings but due to time constraints she asked the Board if she could come back at a later date to review that process with the Board. She estimates her presentation would take about an hour.
- 5) All Board members agreed to reschedule Ms. Berg's presentation on quasi-judicial proceedings at the next possible meeting.

VI. Other Business

- 1) Samantha Collins gave an update on the Board's request for a "countywide strategic plan for wireless towers" of the Planning and Zoning staff. She passed out information from AT&T and the Department of Commerce on FirstNet, a cellular network for public safety that should also increase coverage for the general public.
- 2) Warren Watson made a request for Bruce Yelton of the IT Department present the results of the 2017 Broadband Survey of Polk County and discuss the possibility of a cellular service survey to map the county's needs. All Board members agreed.

VII. Public Comments

- 1) No members of the public were present.

VIII. Adjournment

- 1) Wayne Horne made the motion to adjourn, Gerald Pack seconded. The Board voted unanimously in favor and the motion passed. (7-0)



Planning Board Minutes

Thursday, June 14, 2018, 5:30 p.m.
Bryant Womack Justice & Administration Center
40 Courthouse Street
Columbus, North Carolina 28722

Members Present: Libby Morris (Chair), John Rose, Lee Barker, Gerald Pack
Member(s) Absent: Wayne Horne, Neal Barton, Jeffrey Budai, Warren Watson
Staff Present: Cathy Ruth (County Planner) and Samantha Collins (Secretary)
Members of the Public Present: Tommy Melton (Commissioner), Cameron Baker, Scott Roach

I. Call to Order

- Chair Libby Morris called the meeting to order.

II. Approval of Agenda

- Gerald Pack made a motion to approve the agenda and John Rose seconded. All voted in favor and the motion passed (4-0).

III. Approval of May 10, 2018 meeting minutes

- Lee Barker made a motion to accept the May 10, 2018 meeting minutes and Mr. Rose seconded. All voted in favor and the motion passed (4-0).

IV. Preliminary Minor Subdivision: Crick Holly Acres, LLC

- The Crick Holly Acres applicant agent is Odom Engineering. Chair Libby Morris disclosed to the Board that she recently received payment for unrelated side work for Odom Engineering. Chair Morris stated she would be an impartial and fair judge in determining the application for Crick Holly Acres. Mr. Pack made a motion to accept Chair Morris's statement and Mr. Rose seconded it. The Board members Rose, Pack, and Barker agreed unanimously to Chair Morris's participation in the Board's vote.
- Cameron Baker of Associated Land Surveyors and Scott Roach of Odom Engineering presented the application for the Crick Holly Acres Minor Subdivision Preliminary Plat and subdivision application.

- Planner Cathy Ruth explained her staff recommendation to approve the subdivision pending an approved NCDOT driveway permit and NCDEQ erosion control permit, prior to final approval.
- Mr. Pack made a motion to approve the preliminary plat with the understanding prior to the final plat approval 1) the driveway/road plan must be approved by NCDOT, 2) Soil and erosion permit issued by NCDEQ, and 3) all other requirements are met according to the ordinance. Mr. Rose seconded. All voted in favor and the motion passed (4-0).

V. Preliminary Minor Subdivision: Privcap Equestrian

- Planner Ruth presented an overview of the Privcap Equestrian Minor Subdivision Preliminary Plat and subdivision application. Ms. Ruth suggested the application could be approved pending the approval of driveway permits prior to final plat approval. The Board discussed access to all the parcels. The Board discussed water and sewer on the parcels.
- Mr. Pack made a motion to approve the preliminary plat with the understanding that prior to the final plat approval 1) the driveway/road plan must be approved by NCDOT and 2) all other requirements are met according to the ordinance. Chair Morris seconded. All voted in favor and the motion passed (4-0).

VI. Wireless Telecommunication Ordinance Updates

- Planner Ruth presented the suggested, clarifying changes to the Wireless Telecommunication Ordinance to the Board.
- The consistency statement that the Board agreed on is “The Planning Board determined the Wireless Telecommunication Ordinance Update is neither consistent nor inconsistent with the 20/20 Vision Comprehensive Plan, adopted March 15, 2010, amended September 18, 2017.” The draft of this statement had a typographic error, accidentally naming the Subdivision Ordinance where the Wireless Telecommunication Ordinance should be.
- Chair Morris made a motion to approve the recommendation to the Board of Commissioners with the consistency statement typographic error fixed. Gerald Pack seconded it. All voted in favor and the motion passed (4-0).

VII. Subdivision Ordinance Updates

- Planner Ruth explained the previously approved recommendation to the Board of Commissioners from the May 10, 2018 Planning Board meeting requires a consistency statement to accompany the suggested changes to the Subdivision Ordinance.

- The consistency statement that the Board agreed on is “The Planning Board determined the Subdivision Ordinance Update is neither consistent nor inconsistent with the 20/20 Vision Comprehensive Plan, adopted March 15, 2010, amended September 18, 2017.”
- Mr. Pack made a motion to approve the addition of the consistency statement to the Planning Board’s previous recommendation to the Board of Commissioners. Mr. Rose seconded. All voted in favor and the motion passed (4-0).

VIII. Current Zoning District Uses Discussion

- Cathy Ruth explained the history of zoning in Polk County for the Board. She defined the zoning districts and the permitted use table from the Polk County Zoning Ordinance. The Board discussed the zoning districts and the current process for changing or requesting zoning.

IX. Other Business

- No other business.

X. Public Comments

- No other business

XI. Adjournment

- Mr. Pack made a motion to adjourn and Mr. Rose seconded. All voted in favor and the motion passed (4-0).



Planning Board Minutes

Thursday, August 9, 2018, 5:30 p.m.
Bryant Womack Justice & Administration Center
40 Courthouse Street
Columbus, North Carolina 28722

Members Present: Libby Morris (Chair), John Rose, Lee Barker, Gerald Pack, Wayne Horne

Member(s) Absent: Neal Barton, Warren Watson

Staff Present: Cathy Ruth (County Planner) and Samantha Collins (Secretary) , Bruce Yelton (County IT Director)

Members of the Public Present: Tommy Melton (Commissioner)

I. Call to Order

- Chair Libby Morris called the meeting to order.

II. Approval of Agenda

- With the correction of adding Polk County IT Director's last name "Bruce Yelton" to the agenda, Pack made a motion to approve the agenda and Rose seconded. All voted in favor and the motion passed (4-0).

III. Approval of June 14, 2018 meeting minutes

- Pack made a motion to accept the June 14, 2018 meeting minutes and Barker seconded. All voted in favor and the motion passed (4-0).

IV. Presentation of 2017 Polk County Broadband Survey by Polk County IT Director Bruce Yelton

- IT Director Yelton presented a PowerPoint presentation on his work in 2017 with conducting a countywide survey on the internet availability experienced by residents. He answered questions from the Board regarding connectivity, communications infrastructure, and details on the County's current capabilities.

V. Discussion regarding C.O.W.s (Carrier or Cellular On Wheels)

- County Planner Cathy Ruth brought the request from the Board of Commissioners to the Planning Board to “make a recommendation to locate the towers [C.O.W.s] in a way to be the least visibly disruptive to neighboring properties”.
- The Board discussed the current application requirements for a zoning application for a C.O.W. and decided to consider the information presented and table this discussion until the regular meeting in October 2018.

VI. Other Business

- No other business.

VII. Public Comments

- Commissioner Tommy Melton shared with the Board that the old Polk County Jail will continue to have purpose as the PANGEA communication facility.

VIII. Adjournment

- Horne made a motion to adjourn and Pack seconded. All voted in favor and the motion passed (4-0).



Planning Board Minutes

Thursday, November 8, 2018, 5:30 p.m.
Bryant Womack Justice & Administration Center
40 Courthouse Street
Columbus, North Carolina 28722

Members Present: Libby Morris (Chair), John Rose, Alexander Hagerty, Warren Watson

Member(s) Absent: Neal Barton, Lewis Gerald, Wayne Horne, Lee Barker

Staff Present: Cathy Ruth (County Planner) and Hannah Lynch (Secretary)

Members of the Public Present: Emily Clark and Joann Leen

I. Call to Order

- Chair Morris called the meeting to order.

II. Approval of Agenda

- Rose made a motion to approve the agenda. Hagerty seconded. All voted in favor and the motion passed (3-0).

III. Approval of August 9, 2018 Minutes

- At the time of this section of the agenda, there were only three Board Members present, so these minutes were not approved as there was no quorum.

IV. Discussion regarding C.O.W.s (Carrier or Cellular On Wheels)

- Board resumed discussion regarding C.O.W.s from the August 9, 2018 meeting. The request from the Board of Commissioners to the Planning Board to “make a recommendation to locate the towers [C.O.W.s] in a way to be the least visibly disruptive to neighboring properties.” Discussion was held regarding the height limit, time limit, parcel size limit.
- Hagerty made a motion to restrict the time limit for C.O.W.s to 60 days within 365 days. Rose seconded. All voted in favor and the motion passed (4-0).

- Morris made a motion to restrict height of C.O.W.s to 120'. Rose seconded. All voted in favor and the motion passed (4-0).
- Morris made a motion to restrict C.O.W.s to be 150' from any structure and 150' from any property line. Watson seconded. All voted in favor and the motion passed (4-0).
- Public member, Joann Leen asked questions regarding the C.O.W.s.
- Planner Ruth will consult with County Attorney on the changes and present at the next Planning Board meeting.

V. Subdivision Ordinance updates, overview and training

- Planner Ruth presented overview of the Subdivision Ordinance and Quasi-Judicial process within the ordinance.
 - Subdivision Types
 - Administrative Review
 - Planning Board Approval
 - 1. Administrative
 - 2. Quasi-Judicial
 - a. Traffic Impact Analysis
 - b. Environmental Impact Statement
 - Quasi-Judicial Approval Criteria
 - Quasi-Judicial Hearing Process

VI. Other Business

- Planner Ruth presented building permits totals for 2018 compared to previous years, as requested by Chair Morris.

VII. Public Comments

- No public comments.

VIII. Adjournment

- Chair Morris adjourned the meeting at 6:57 PM.