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## TRANSYLVANIA COUNTY PLANNING BOARD NOTES

Regular Meeting, January 19, 2017

### Call to Order, Chairman West

The Transylvania County Planning Board met in regular session on Thursday, January 19, 2017 at 7:00pm in the Community Services Building Conference Room. Members present were Chair Mike West, Maureen Copelof, Kris Hovey and Mack McNeely. Daryle Hogsed was absent, but excused. Staff members present were Planning & Community Development Director Mark Burrows, County Planner Joy Fields, and Program Assistant Kalen Lawson. Also present were four citizens. No media were present. A quorum of four was met.

### I. Welcome

### II. Public Comment

- Citizen Jackie Hovey asked if new planning board member appointments would be made at the next Board of Commissioners meeting. Mark Burrows stated that appointments were not on the BOC agenda for the upcoming meeting. He also confirmed that Kris Hovey and Maureen Copelof terms expire on January 31, 2017.
- Citizen Dennis Stewart addressed the board about the possibility of a variance to the Subdivision Ordinance and invited planning board members to visit his property. Mark Burrows explained the process of a subdivision and/or variance would begin with the citizen coming to the Transylvania County Planning and Community Development office where Joy Fields, the County Planner, can review his specific requests with maps and GIS accessible for the discussion. Mr. Burrows explained that no survey was necessary to discuss with the County Planner. Mr. Stewart's contact information was noted and recorded.
- Mark Burrows noted that he had already spoken to Dennis Stewart, informed him the subdivision ordinance will apply, and had already asked him to come to office. The access is very narrow from Hannah Ford Road, between a cliff and a creek. In the interest of full disclosure, Mr. Burrows noted that he and his spouse had looked at Mr. Stewart's property for purchase before, had decided against the purchase, and made no exchanges in the meantime. In response to a question from Kris Hovey, Mr. Burrows noted that once property is sub-divided by an exception, it can be sold without meeting road requirements.

**III. Approval of Agenda**

A motion was made by Maureen Copelof to modify the January 19, 2017 agenda to include approving the October 20, 2016 minutes as well as the November 17, 2016 minutes. The motion was seconded by Mack McNeely and carried unanimously.

**IV. Approval of Minutes**

A motion was made by Maureen Copelof to approve the minutes of the October 20, 2016 and November 17, 2016 regular meetings. The motion was seconded by Mack McNeely and carried unanimously.

**V. Subdivision Approvals and Updates**

Joy Fields notified the Planning Board that twenty-three (23) exception plats, and four (4) 1-lot subdivisions were approved between November 18, 2016 and January 18, 2017.

**VI. Old Business**

**A. Draft 2025 Comprehensive Plan Update**

- Staff will present an overview of Focus Areas 3 and 4 of the Draft 2025 Comprehensive Plan at the January 23, 2017 Board of Commissioners Meeting. Mark Burrows strongly urged planning board members to attend the presentation. The commissioners have already seen an overview of Focus Areas 1 and 2. Mr. Burrows noted the commissioners' comments from that first presentation could be listened to on-line on the county website. A public hearing of the 2025 Comprehensive Plan has not been scheduled.
- Kris Hovey asked if Commissioner Hawkins had sent a "re-write" to Mark Burrows who responded that he had received comments from Commissioner Hawkins on Focus Areas 1 and 2.
- Staff is considering submitting draft plan for the APA Comprehensive Plan award.

**B. Sign Ordinance**

- Joy Fields provided an updated version of the draft new sign ordinance that includes sections regarding real estate and yard sale signs. She discussed these changes and reviewed the regulations for NC DOT Scenic Byways and Transylvania County Scenic Corridors.
- Joy Fields will research NC Building Code Sign Requirements to see if they covers signs less than 32 feet. Currently, the process is for Planning and Community Development Staff to ensure the signs meet county ordinance requirements and communicate approval to the Building & Permitting Department who issues sign permits. Planning and Community Development Staff are currently charged with enforcement.
- Mark Burrows proposed putting the draft sign ordinance on-hold until the new planning board is seated. Mr. Burrows invited Maureen Copelof and Kris Hovey to share their thoughts on the draft ordinance even if not re-appointed to the board.
- Mack McNeely asked Staff to ensure that the local sign ordinance does not conflict with sign regulations from NC DOT, state statutes and federal laws. He stated that citizens should be able to do whatever politicians do in regard to signs. Mark Burrows disagreed noting that posting campaign signs was not the same as posting directional signs or other off-premise signs.

**VII. New Business:**

**A. Planning & Community Development Department Update**

- Mark Burrows noted that a cell tower application will be made soon for a short monopole tower off 276 near Barclay Road that will provide a signal relay path.
- The next Transylvania Natural Resource Council meeting on February 10<sup>th</sup> at 9:00am will include a presentation regarding landslides.
- ARC Grants submitted by Planning & Community Development Staff include the Business Plan Competition and Free WiFi for Rosman. Transylvania County has been asked to submit a final ARC Grant for Wayfinding Signs throughout the county. If approved, the Tourism Development Authority and the county will determine sign locations for significant points of interest.
- A \$300k Brownfield Grant has been submitted by Planning and Community Development Staff. Its purpose is to evaluate properties for real or perceived environmental issues.
- Mark Burrows and Joy Fields met with NC DOT's Steve Cannon to discuss upcoming projects. Mr. Cannon suggested breaking up future projects so they can be scored higher for a better success rate. Mark Burrows noted that Wilson Road continues to move forward and that Park-Neely Road continues to have activity.
- In February, Mark Burrows will have a conference call regarding funding of youth programs.
- On January 26<sup>th</sup>, Staff will host a Community Center Gathering to better understand the centers' needs and challenges and to connect them with organizations interested in reaching further out into the community (like SAFE, CARE, The Family Place, Library, 4-H, etc.).

**VIII. Public & Planning Board Member Comments**

- Jackie Hovey asked if the cell tower was to help a business or citizenry. Mark Burrows stated it would help relay signals.
- Maureen Copelof stated she is excited about the community center gathering and she will attend the Board of Commissioners meeting to push for a public hearing and adoption of the draft 2025 Comprehensive Plan. She shared that if this is her last meeting, it has been an honor to serve on the planning board, she appreciates the opportunity to serve, and has enjoyed working with everyone.
- Kris Hovey noted that it has been an interesting and mostly productive three years on the planning board.
- Mack McNeely stated that he would like to see finality on draft Comprehensive Plan.
- Mike West stated that he had spoken to county commissioners regarding the draft Comprehensive Plan. He encouraged other planning board members to do so as well. Mr. West wants to encourage forward movement from the Board of Commissioners on the plan as there has been so much diligent work to develop it. He encouraged everyone to attend the Board of Commissioners meeting on Monday night, January 23, 2017.

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**X. Adjourn**

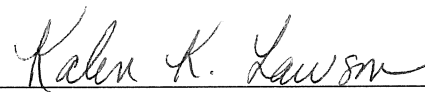
There being no further discussion, a motion was made by Mack McNeely to adjourn, seconded by Kris Hovey and carried unanimously.

**MINUTES APPROVED**



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Mike West, Chair



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Kalen Lawson, Recording Secretary