

Town of Mills River
Minutes of the Planning Board
Tuesday, January 2, 2018

The Town of Mills River Planning Board met on Tuesday, January 2, 2018, at 7:00 PM in the Mills River Town Hall. Board members present were: Jim Humphrey, Randy Austin, Sherri Hill, Carolyn Moore, Jim Foster, Cheryl Janoski, Matt Holloway, Ronnie Edwards, and Brian Kimball. Also in attendance were Town Manager Jeff Wells, Zoning Enforcement Officer Jesse James, and Tax Collector/Deputy Town Clerk Aurelie Taylor. There are no open seats on the Board.

Chairman Jim Humphrey called the meeting to order and those present stood for a moment of silence and gave the Pledge of Allegiance.

Adjustments/Additions to Agenda: None.

Brian Kimball made a motion to approve the minutes from December 5, 2017; the motion was seconded by Jim Foster and the motion passed by unanimous verbal assent.

Public Comment: No Public Comment.

Old Business:

A. Ordinance Updates – Zoning Enforcement Officer Jesse James

Zoning Enforcement Officer Jesse James explained that Town Council had some concerns about three points in the Planning Board’s proposed rules for Tiny Home Parks and one suggested addition. They are shown in **bold** in the chart shown below:

<u>Proposed RV/Tiny Home/Park Model Home Park Ordinance</u>					
Topic	Issue	Current Ordinance	Proposal	Notes:	Result:
Special Use Permit in MR-MU	No standards and no public comment	Allowed by right with no regulations other than commercial use requirements.	Make this a special use with specific standards	Special Use requires planning board review and Town Council approval. Also allows for public comment.	Approved by Planning Board Council OK with
Lot Lease Time Limits	How do we regulate temporary vs permanent?	N/A	3 month maximum stay per year. Leasing office turns in records report every 6 months.	This solves the issue of technicality in setting lease time limits. No one vehicle can stay for more than 3 months per year with tracking of license plate.	Approved by Planning Board with condition of 3 month max per year in park(not slip) per vehicle. 1 council member not ok with this, wants to look into affordable housing.

Minimum Parcel Size	Larger parcels allows for larger buffers	N/A-However we do have minimum lot sizes for other uses.	5 acre	Up for discussion	Approved by Planning Board Council OK with
Maximum Density per acre	aesthetics and utilities/environmental impact	N/A- However we do regulate this with mobile homes and other uses.	4 or 6 per acre?	Up for discussion	Approved by planning board with 4 per acre. OK with council
Landscape Requirements	Should have adequate buffering and landscaping	Commercial Landscape Section 154.230	Use the same code section for commercial use but increase perimeter buffer from 10 feet to 20 feet.	This should lessen the impact to neighboring residents.	Approved by planning board with Commercial Landscape requirements with 10 foot buffer increased to 20 feet. OK with council
Setback Requirements	Setbacks are for structures	MR-MU- 75 front major 60 minor. 30 side and rear.	Use the same setbacks but note that for this use the setbacks are triggered for slips/lots/structures/etc.	This solves the issue of creatively getting around the setback requirements due to lack of definition for the term.	Approved by planning board, no RV's to be allowed to park or be leased in setbacks. OK with Council
Commercial Dumpsters	Need to define how many are needed.	Only states that containers must be screened	One trash/recycling dumpster(screened) minimum for every 16/24 lots.	So to ensure waste does not become a nuisance.	Approved by planning board with one dumpster for every 20 lots/slips. Define dumpster size and wildlife secure. OK with council
Need Approval or Receipt of Application for other agencies permits	It is easy for developers and town staff to miss due diligence for other agencies review and approval.	No mention of storm water/erosion control, Environmental Health, Water, Sewer, DOT, Fire, Watershed, etc.	Mention in the ordinance that approval or receipt of application (email, copy of application) of applicable agencies is required.	This was an issue with Acony Bell. There was nothing in the code that mentioned this issue and argument was made for not holding zoning permits before others were applied for.	Approved by planning board. OK by council
Parking	We don't want the surrounding areas to become parking spaces for this use.	Parking Section for Commercial and Industrial uses does not mention this type of use.	1 or 2 spaces required for each lot.	This would ensure that parking stays off the streets.	Approved by planning board with 2 spaces per RV or lot. OK by council
DOT Approved	Permanent Vs Temporary	N/A	Add requirement that the vehicle or trailer must be approved by state road standards.	This ensures that there is not more permanent type situations allowed in the lots.	Approved by planning board. OK by council

Leasing Office	NA	NA	24 Hour availability for emergencies and open regular business hours 7 days a week.	Sites/use needs commercial management.	Approved by planning board. Council wants to discuss individually permitting each RV.
Ownership of Vehicles/Trailers	If the RV park owners lease out units it would be difficult to enforce 3 month lease limit.	NA	No leased out vehicles/trailers will be allowed. Must be individually owned, not by the owners of the park.	Helps with enforcement of temporary lots.	Approved by planning board. Council wants to emphasize that RV rentals are permitted and just can't be leased by the park.
Rd width standards	Council wants standards	NA	Require one way rds 12 feet and 2 way 18 feet width minimum	Was not previously approved by board and discussed by council	

Jesse went over each issue, emphasizing that he felt that two of them (the three month time limit and individual permitting) could be dealt with by giving the objecting council members more background on the issues and explaining that this proposed ordinance dealt with a commercial use of property rather than residential construction. He will rewrite the section on ownership of vehicles to include companies that lease RV's and prevents the park owners from owning individual units.

There was a short discussion by the Board about road width standards. The proposal is to have the same standards for tiny home parks that now exist for subdivisions. The Fire Department is OK with the road widths at Acony Bell.

Brian Kimball made a motion to add the same requirements for roads in tiny home/RV parks as now are required for subdivisions. Ronnie Edwards seconded the motion and the motion passed by unanimous verbal assent.

New Business: No New Business

Additional Items

Jeff Wells let Planning Board know that the Town council's Visioning Session has been changed from the traditional second night meeting in January to an all day, retreat-style workshop on January 25. There is an agenda with items of interest to the public so that citizens interested in particular topics will not have to sit all day to hear just one segment of the session. The morning will begin with several outside organizations giving presentations (Henderson County Agribusiness, NCDOT, Hendersonville Utilities Director, Henderson County Partnership for Economic Development)

Jeff also mentioned that a new Town website will be launched in the middle of January. Our contracted webmaster has decided to retire and will be turning maintenance over to staff.

Jesse James made the announcement that this is his last Planning Board meeting; he has accepted a position as Senior Planner for the city of Morganton, NC. He has enjoyed working with the Board and Staff at Mills River. On their part, Planning Board expressed their dismay and wished him well in his new employment.

As there was no further business to discuss, Randy Austin made a motion to adjourn the meeting. Sherri Hill seconded the motion and the motion passed by unanimous verbal assent.

Respectfully submitted,

Aurelie Taylor, CTC
Tax Collector/Deputy Town Clerk