

**Town of Mills River
Minutes of the Planning Board
Tuesday, March 3, 2020**

The Town of Mills River Planning Board met on Tuesday, March 3, 2020, at 7:00 PM in the Mills River Town Hall. Board members present were: Brian Kimball, Wayne Carland, Dennis Wilson, Carolyn Moore, Sherri Hill, Cheryl Janoski, Ryan Perry, and Jim Foster. Matt Holloway was absent (excused). Town Councilman Randy Austin was also present. Staff present were Town Manager Daniel Cobb, Town Planner Brian Burgess and Tax Collector/Deputy Town Clerk Aurelie Taylor. There are no open seats on the Board and a quorum was present.

Chairman Brian Kimball called the meeting to order and led the Pledge of Allegiance.

Adjustments/Additions to Agenda: Chairman Kimball requested that an item be added to “New Business” to allow Alan Steinbeck from the Pritchett Steinbeck Group to give an update on the “Making Mills River” Comprehensive Plan, and that “New Business” be presented before “Old Business” on the agenda.

Wayne Carland made a motion to accept the Agenda with the changes requested above. Ryan Perry seconded the motion and the motion passed by unanimous verbal assent.

Carolyn Moore made a motion to approve the minutes from February 18, 2020; the motion was seconded by Dennis Wilson and the motion passed by unanimous verbal assent.

Public Comment: No Public Comment.

New Business:

A. “Making Mills River” Comprehensive Plan Update – Alan Steinbeck

Mr. Steinbeck went over schedule goals and the progress made so far on the Comprehensive Plan. He presented some initial findings, including projections of how many houses might be build, how many more people may live in the town, and how many more jobs may have been created by the year 2040. He discussed housing density and how that might effect policy and the preservation of the rural character of Mills River.

Old Business:

A. Architectural Guidelines Review – Town Planner Brian Burgess

Town Planner Brian Burgess began the discussion by going over a draft ordinance, the text of which appears below:

ORDINANCE NO. 2020-??

**AN ORDINANCE AMENDING THE TOWN OF MILLS RIVER CODE OF
ORDINANCES**

CHAPTER 154 – ZONING

Chapter 154.270 section fully deleted.

This Ordinance is enacted by the Town Council of Mills River, North Carolina pursuant to Chapter 160A of the North Carolina General Statutes. Town Council does hereby ordain and enact into law the following amendments to the Code of Ordinances for the Town of Mills River:

§ 154.046 CORRIDOR OVERLAY DISTRICT.

(A) *Purpose.* The purpose of the Town of Mills River Corridor Overlay District is to preserve the aesthetic rural character of the community. Prior to incorporation, the Mills River community was predominately agricultural and rural in nature. These guidelines attempt to incorporate design elements that preserve that heritage even as the Town continues to grow and develop.

(B) *Development Standards and Uses.* Dimensional requirements and all other development standards shall be the same as for underlying zoning district(s) except as modified herein.

(1) *Pre-existing structures.* Any structures already permitted at the time of this ordinance adoption shall not be required to comply; however, any additions made to those buildings must meet the design criteria listed herein.

(2) *Permitted Uses.* The following are the permitted uses within the Corridor Overlay District.

- a. *Permitted Uses.* Same as for underlying zoning district(s).
- b. *Conditional Uses.* Same as for underlying zoning district(s).
- c. *Prohibited Uses.* Same as for underlying zoning district(s).

(3) *Frontage.* Façade visibility requirements will be assessed from the right-of-way of the following roads.

- a. NC-191
- b. NC-280
- c. Ray Hill Rd.
- d. School House Rd.
- e. Banner Farm Rd.
- f. Butler Bridge Rd.
- g. Old Fanning Bridge Rd.
- h. North Mills River Rd.
- i. Jeffress Rd.

(C) *Design requirements.* Only non-residential structures and multi-family dwellings shall be required to comply with these design requirements. Each applicable structure shall meet the following design criteria and show compliance on elevation drawings submitted to scale:

(1) *Materials.* Walls visible from the right-of-way of any of the roads listed in 154.270(B)(3) shall use at least 75% acceptable materials. Walls not visible from the

right-of-way of any of the roads listed in 154.270(B)(3) shall use at least 50% acceptable materials.

- a. *Acceptable Materials.* rock, artificial natural looking rock, timber, artificial wood grain look, brick, natural stone, artificial natural stone look, wood shingle or artificial shingle look, or other material as approved by the Zoning Administrator that has the appearance of a natural material. Unfaced concrete block is not acceptable as a natural material.
 - b. *Windows and Doors.* Up to half of the building window faces and doors may count towards meeting the acceptable material requirement.
- (2) *Elements to be included.* Every 20 feet along the street face of the building shall include 1 of the following design elements: window, porches, awnings, cupolas, material change or door.
- (D) *Parking Requirements.* All development within this district shall be required to comply with sections 154.106 and 154.107 of the Zoning Ordinance.
- (E) *Landscaping Requirements.* All development within this district shall be required to comply with the applicable landscaping requirements beginning at section 154.230 of the Zoning Ordinance.

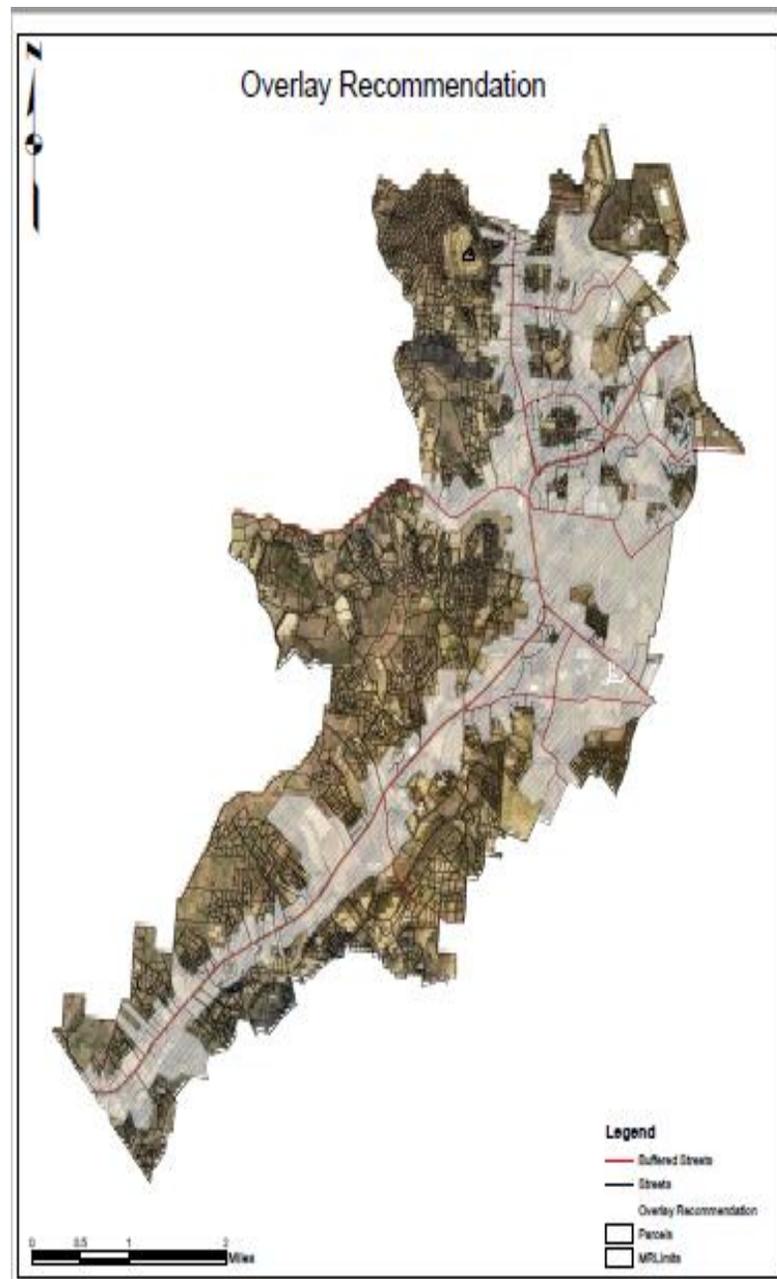
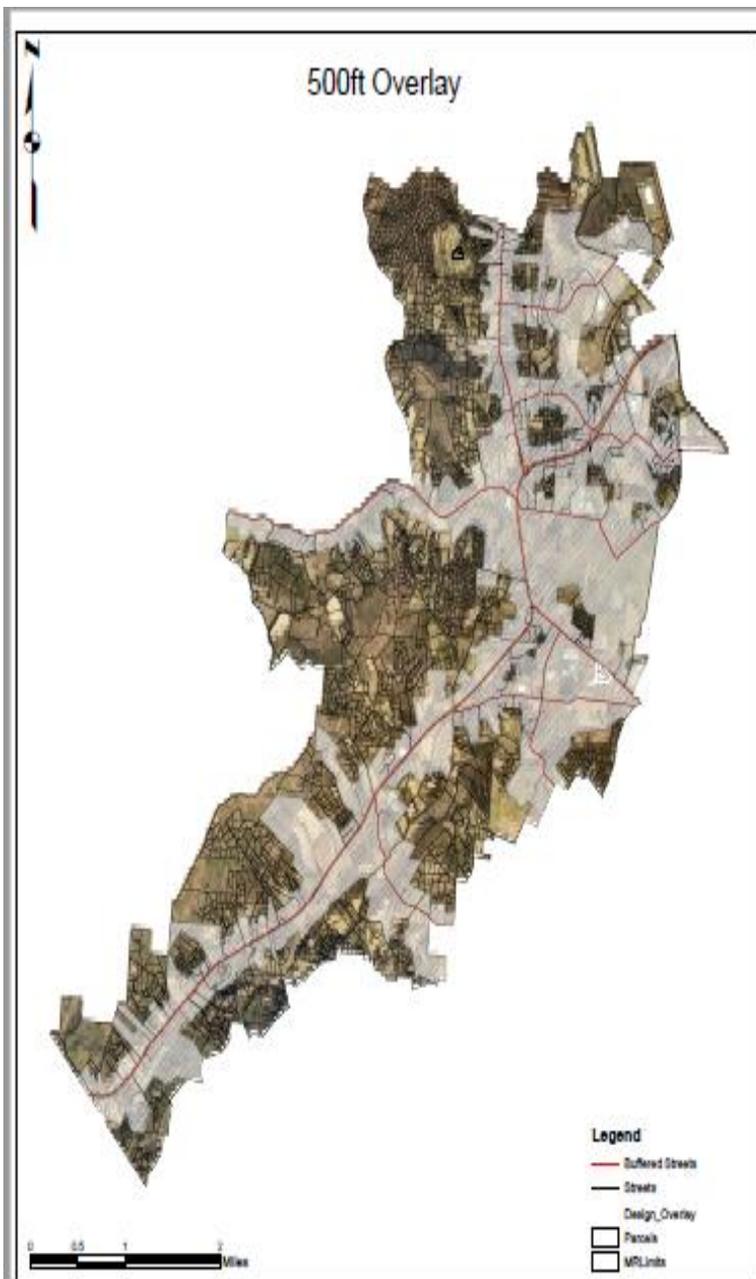
ADOPTED AND PASSED by the Town Council of the Town of Mills River, North Carolina, effective on the XXth day of March, 2020 at 12:01am.

ATTEST By:

Chae Davis, Mayor

Susan L. Powell, MMC, NCCMC
Town Clerk

Town Manager Daniel Cobb present computer generated examples of what buildings might look like with differing percentages of materials. Chairman Brian Kimball read an email he'd received from Matt Holloway with his opinions on the matter. There was much discussion and introspection, focusing on the roads that were not included but perhaps should be, the percentages of coverage of alternate materials on each side of the structure, and the placement of design elements. They studied the two overlay maps produced by Brian Burgess, shown on the following page. Daniel Cobb went over his findings of other Town's, City's and County's architectural guidelines ordinances. Most were similar to these proposals.



Dennis Wilson made a motion to recommend to Town Council that they approve the draft ordinance with the following changes: 1)Add South Mills River Rd, Old Turnpike Rd., and Turnpike Rd. to section (B)(3); 2) change the percentage of acceptable materials from 50% to 40% in section (C)(1); and 3)the removal of the text “along the street face “ in section (C)(2) and according to the 500’ overlay map. Ryan Perry seconded the motion and the motion carried by majority. Sherri Hill voted against the motion.

Carolyn Moore made a motion to have staff look into adding parcels not included in the 500’ Overlay Map along the recommended added roads. Ryan Perry seconded the motion and the motion passed by unanimous verbal assent.

Additional Items - Town Manager Daniel Cobb reported to the Board that construction has begun on the baseball field; staff is working on a 2020-2021 budget and one of the Park employees is at a playground safety training. The Planning Board’s next meeting is Tuesday, April 7.

As there was no further business to discuss, Ryan Perry made a motion to adjourn the meeting. Carolyn Moore seconded the motion and the motion passed by unanimous verbal assent.

Respectfully submitted,

Aurelie Taylor, CTC
Tax Collector/Deputy Town Clerk