

JACKSON COUNTY PLANNING BOARD

MINUTES

Date: January 13, 2022								
Time Begin: 6:09 p.m.								
Time End: 6:58 p.m.								
Location: Department on Aging, Heritage Room								
Members	Present	Absent		Present	Absent		Present	Absent
Emily Moss		X	Tamera Crisp		X	Joyce Cooper		X
Sandy Davis	X		Brad Waldrop	X		Thomas Taulbee	X	
Brian Barwatt		X	Mark Letson	X		Ken Brown		X
Kirk Shufelt	X		Ollin Dunford	X				

Staff Present:

Michael Poston- Planning Director
 John Jeleniewski- Senior Planner
 Heather Baker- County Attorney
 Allison Kelley- Administrative Assistant
 Anna Harkins- Planner I

Call to Order and Quorum Check

Chairman Mark Letson called the meeting to order at 6:09 p.m. and a quorum was present.

Public Comment

There were no public comments.

Approval of the Agenda

Brad Waldrop made a motion to approve the agenda as written. Krik Shufelt seconded the motion, and it carried unanimously.

Approval of the Minutes

Brad Waldrop made a motion to approve December 9, 2021 minutes. Thomas Taulbee seconded the motion, and it carried unanimously.

New Business

- a) **Public Hearing: Text Amendments to the Unified Development Ordinance (UDO) Article III and Article IV (major subdivision review), Article VI, Section 6 (multifamily developments), and Article XI, Section 11.2 Definitions (major subdivisions)**

Chairman Mark Letson opened the Public Hearing at 6:11 p.m.

Mr. Poston stated the Board has been discussing these amendments over the last couple of months in regards to multifamily developments in the county, major subdivisions, and changes to the definition sections. In addition, he stated as a brief recap on major subdivisions they are creating a new classification by breaking out into a Level 1/Level 2. Staff would review major subdivision Level 1 which represents the division of property into more than eight lots, but less than 100 lots. The Board would continue to review a major subdivision Level 2 which represents the development of property for more than 100 lots. In addition, he stated the Board sits as a staff or an administrative function when reviewing major subdivisions as they are determining if it meets the ordinance standards. In addition, he stated the Board would be working through updates

of UDO Sections of the ordinance, and by creating these changes it would balance that out and not lose functionality in the process. He stated staff would inform the Board monthly with a list of major subdivisions that the Planning Department has approved, and with the where they are located. Mr. Poston stated other changes is removing the 60 or more bedroom from the subdivision definition, as they are creating a multifamily development ordinance. This hearing also included the multifamily standards that would be recommend to be adopted simultaneously. The multifamily ordinance is modeled from the Cullowhee Ordinance that includes setback standards, buffer yards, parking standards, open space etc.

Chairman Mark Letson closed the Public Hearing at 6:17 p.m.

Kirk Shufelt made a motion to recommend approval of the Unified Development Ordinance (UDO) Article III and Article IV, Article VI, Section 6, and Article XI, Section 11.2 Definitions and the consistency statement. Brad Waldrop seconded the motion, and it passed unanimously.

b) UDO Sections to be Reviewed/Work Plan

Mr. Poston asked the Board to continue reviewing these sections as staff would be forthcoming with information on updating these ordinances.

c) Proposed Amendments to UDO Section 9.3 Cashiers commercial area

Mr. Poston stated the Cashiers Planning Council has been working on how to address some components of the growth that they are experiencing in the southern end of the county, which has certainly ramped up since COVID that brought more development pressure to the regulated District. In addition, he stated they had an application for a larger development that was proposed before the applicant withdrew it. This proposed large development created a lot of discussion about how Cashiers should move forward and grow, and how we might amend our ordinances to better handle applications. Mr. Poston stated this will be an ongoing process for Cashiers as these presented amendments is the first step and considered low hanging fruit that the community could move forward. He stated the Council had their Public Hearing Monday and recommended adoption of these text amendments. There is changes to application requirements for special use permits, as the Cashiers Ordinance was the first regulated district that was adopted around 2003, and was designed to be a minimum standard. He stated they want to enumerate the standards that are required for information presented for a special use permit. Some of the standards that he believes is a unique feature for this type of process is requiring a community meeting before the application can be submitted. Having this requirement is another way to get the community involved before the application is processed. Secondly, they are taking a look at what triggers a special use permit, since 2013 it has been a building that is 1500 square feet or larger, and as you can imagine that is a really small commercial footprint. The Cashiers Planning Council during this time wanted to see every building that was built in Cashiers; however, the Council now would like to change this trigger. The Council is recommending in the village center district that a 4000 square feet would be the trigger for a special use permit, and in the general commercial district a trigger of 6000 square feet. In addition, they also put in place a building volume cap in Cashiers, which is called a floor area ratio. This standard states that a ratio between square footage of property and how it relates to the gross square footage of the building on that property. The floor area ratio they are recommending is 1.5, which means one and a half square foot of gross floor area for every square foot of land area that you have. In addition, they are adding additional non-permitted uses to the use table including amusement parks, crematories, flea markets, internet sweepstakes gaming, mining, cemeteries, and junk yard/salvage yard. Mr. Poston they also added a requirement for a Traffic Impact Analysis (TIA), which is mostly for larger developments to study the road system of how many trips would be triggered and if it would cause an undue burden on the road system.

Kirk Shufelt made a motion to recommend approval of the text amendments to UDO Section 9.3 Cashiers commercial area. Brad Waldrop seconded the motion, and it passed unanimously.

Adjournment

With no further business, Thomas Taulbee made a motion to adjourn. Brad Waldrop seconded the motion and the meeting adjourned at 6:58 p.m.

Submitted by:



**Allison Kelley
Administrative Assistant – Planning**

Approved by:



**Mark Letson
Planning Board Chairman**