

JACKSON COUNTY PLANNING BOARD

MINUTES

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|----------------------------------|----------------|---------------|--------------|----------------|---------------|--------------------|----------------|---------------|
| Date: September 10, 2020 | | | | | | | | |
| Time Begin: 6:05 p.m. | | | | | | | | |
| Time End: 6:31 p.m. | | | | | | | | |
| Location: Virtual Meeting | | | | | | | | |
| | | | | | | | | |
| Members | Present | Absent | | Present | Absent | | Present | Absent |
| Emily Moss | X | | Tamera Crisp | X | | Joyce Cooper | X | |
| Sandy Davis | | X | Brad Waldrop | | X | Steven Johannessen | | X |
| Jeremy Hyatt | | X | Mark Letson | X | | Tommy White | X | |
| Kirk Shufelt | X | | | | | | | |

Staff Present:

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

Call to Order and Quorum Check

Vice Chair Mark Letson called the meeting to order at 6:05 p.m. and a quorum was present.

Public Comment

There were no public comments.

Approval of the Agenda

Tamera Crisp made a motion to approve the agenda as written. Kirk Shufelt seconded the motion, and it carried unanimously.

Approval of the Minutes

Kirk Shufelt made a motion to approve the minutes from August 13th, 2020. Tommy White seconded the motion, and it carried unanimously.

New Business

a) Text Amendment to Unified Development Ordinance (UDO) Article V, Section 5.3.5

Vice Chair Mark Letson opened the Public Hearing at 6:06 p.m.

Mr. Poston presented to the Board the following proposed text amendment to the Unified Development Ordinance, Section 5.3.5(h) as follows:

Prior to obtaining building permits for multi-family developments:

- All building pads must be established, roadways entering and throughout the development should have the initial layer of compacted stone in place.
- All slopes must be seeded and ground cover established.
- All sediment basins and erosion control devices shown on the approved erosion control plan must be in place.

Mr. Poston stated he had further discussions with Tony Elders (Director of Permitting & Code Enforcement) about the language for ground coverage, which is the best management

practices put out by the Department of Environmental Quality (DEQ). Both the minimum standards and the establishment of ground cover is documented in the North Carolina state guidelines for erosion control measures. Mr. Poston stated the amendment is establishing a new process for the order of operations for site development, and asked the Board if they had any questions regarding the proposed amendment. There were no comments from the public or board members regarding the proposed text amendment.

Vice Chair Mark Letson closed the Public Hearing at 6:11 p.m.

Tamera Crisp made a motion to approve and recommend the proposed text amendment and that it is consistent with the Jackson County LandUse Plan. Kirk Shufelt seconded the motion, and it carried unanimously.

b) Major Subdivision Review: The Reserve at Crooked Creek

John Jeleniewski presented the staff report for the *Reserve at Crooked Creek Subdivision* located on Shoal Creek Road, Whitter 28789 (PIN 7604-73-8499) submitted by applicant Mark and Grace Battle. The proposed subdivision will consist of 15 new subdivided lots on 3.85 total acres and the individual dwelling units will be modular, tiny homes. The improved subdivision will be served by one main roadway, 1,215 linear feet which has a proposed pavement width of 20' and 3' wide shoulders, will have direct access to Butterfly Lane (private road) and will be improved to a 20' wide roadway width. Butterfly Lane has direct access to Shoal Creek Road (S.R. 1416), is a public right-of-way and has an approximate pavement width of 18'. The proposed single family home lots will range from 0.12 to 0.23 acres in land area. Site grading (cut and fill) will be minimal for infrastructure improvement (1.06 acres of disturbed area) and future home site construction will be built to the existing contour of the land which is flat. The final site construction plans will need to indicate responsible storm water design and erosion control measures designed by an NC registered engineer. Water service for these proposed lots will be from private wells and wastewater will be treated by private septic systems; both the water and septic systems will require permitting/approval by Jackson County Environmental Health (Health Department). Fire protection will be provided by the Qualla Fire Department. This property is not located within a designated flood hazard area. The average slope of this property is less than 2% which does not prompt the administration of Mountain and Hillside Development Ordinance. This proposed neighborhood will consist of approximately 0.97 acres of open space (25% of project area) for future neighborhood use.

This development is subject to review under the county's subdivision ordinance as a major subdivision and this ordinance defines a major subdivision by including a development with 9 or more lots/structures or, 60 or more bedrooms. The role of the Planning Board in this review is to assure the submitted concept plan complies with the standards established in the subdivision ordinance. The subdivision ordinance establishes standards for road design and construction, site grading, storm water management, provision of water and wastewater treatment, and other matters related to the proposed development. Other County ordinances, notably the erosion and sediment control and water recharge ordinances, address other matters related to the development of the project. Staff will assure these standards are met with plans meeting specifications established by Jackson County ordinances having to be approved prior to commencement of construction activities. The Planning Board will be kept informed of the status of approval of the plans, and schedule for construction activities.

Mr. Jeleniewski stated staff's recommendation is to approve the *Reserve at Crooked Creek Subdivision* under the condition that all proposed site construction be in accordance the *Jackson County Unified Development Ordinance*, all other applicable County ordinances and the final engineered site construction plans when submitted to Planning Staff (for final approval). In addition, that the applicant complies with any requirements set forth by the NCDOT, Army Corps of Engineers and any other agency with jurisdiction.

Mark Letson inquired from staff if the Tiny Homes would have axels remaining on the units. Mr. Jeleniewski stated there would be no axels on these units as they are modular and not RV units that have different materials, and are built to North Carolina state building code.

Joyce Cooper inquired if the units would be for purchase or rent. Mr. Jeleniewski stated the lots and units are for private ownership, however the owners at their expense could rent the unit.

Tommy White made a motion to approve the Reserve at Crooked Creek Subdivision with staff's recommendations. Tamera Crisp seconded the motion, and it carried unanimously.

c) Oaths of Office

Allison Kelley, clerk to the Board read the Oath of Office for the following new Board members, Tamera Crisp, and Emily Moss and they affirmed to execute the duties of Planning Board Members according to the best of their skills and abilities.

d) Planning Board Chair and Vice Chair Nominations

The Board of Commissioners appoints these positions and considers the Board's recommendation for Chair and Vice Chair.

Tommy White made a motion to recommend Mark Letson as Planning Board Chair. Kirk Shufelt seconded the motion, and it carried unanimously.

Mark Letson made a motion to recommend Tommy White as Planning Board Vice Chair. Kirk Shufelt seconded the motion, and it carried unanimously.

Adjournment

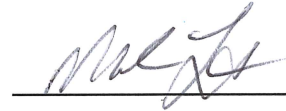
With no further business, Tamera Crisp made a motion to adjourn. Kirk Shufelt seconded the motion and the meeting adjourned at 6:31 p.m.

Submitted by:



Allison Kelley
Administrative Assistant – Planning

Approved by:



Mark Letson
Planning Board Vice Chairman

