

**TOWN OF MIDWAY
PLANNING & ZONING BOARD MINUTES
JANUARY 29, 2013 – 5:00 P.M.
TOWN HALL**

**MINUTES OF MIDWAY PLANNING & ZONING BOARD REGULAR MEETING HELD ON
JANUARY 29, 2013 AT 5:00 P.M. AT TOWN HALL, 125 GUMTREE ROAD, MIDWAY, NORTH
CAROLINA**

CALL TO ORDER

Chairman Jackie Edwards called the meeting to order and welcomed Keith Leonard who was in attendance.

Planning & Zoning Board members present were: Lynn Griggs, LeeAnn Thomas, and Charles Waddell. Town Manager Ryan Ross, Planning Consultant Vagn Hansen, and Linda A. Hunt, Town Clerk were present.

Planning Consultant Vagn Hansen introduced Andy Goodall, of Benchmark CMR, Inc. who will be assisting Mr. Hansen with planning services for the Town.

PUBLIC COMMENT PERIOD

There were none.

APPROVAL OF MINUTES

Planning Board member Lynn Griggs advised a correction was needed on Page 2, paragraph 9, of the November 29, 2012 minutes, to specify that it is Oak Grove Middle School on Midway School Road that is outside the town limits instead of the intersection at Old Highway 52/Midway School Road as stated in the minutes.

On motion by Board member Charles Waddell, seconded by Board member LeeAnn Thomas, the Planning & Zoning Board voted unanimously to approve the November 29, 2012 minutes as amended.

ADOPT AGENDA

On motion by Board member LeeAnn Thomas, seconded by Board member Lynn Griggs, the Board voted unanimously to adopt the agenda as presented.

PLANNING BOARD CASES

There were none.

OTHER BUSINESS

DISCUSSION OF TERMS AND COMPOSITION OF THE PLANNING BOARD

Mayor Pro Tem Mike McAlpine explained the proposed amendments to the ordinance that established the Midway Planning and Zoning Board/Board of Adjustment that is being consideration by the Town Council and asked for the Board's input on those proposed amendments.

The proposed changes include the following:

- Appointment of alternate member
- Length of terms

- Other minor revisions

A brief discussion followed.

Mayor Pro Tem Mike McAlpine suggested that the members of the board review the proposed amendments in more detail and asked that they contact either him or Town Manager Ryan Ross if they have any questions about or changes to the amendments.

For review only.

DISCUSSION OF RULES OF PROCEDURE FOR PLANNING BOARD

Planning Consultant Vagn Hansen presented the Board with copies of an example of a set of rules of procedure that are generally adopted by other planning boards. An outline of the example follows:

I. GENERAL

- A. Governed by the terms of Chapter 160A, Article 19, Part 3 of the *General Statutes of North Carolina and by the Town of Midway Code of Ordinances*
- B. Primary objective of Planning Board
- C. Purpose of Planning Board

II. OFFICERS AND DUTIES

- A. Elections
- B. Officer's Duties
- C. Secretary

III. RULES OF CONDUCT FOR MEMBERS

IV. MEETINGS

- A. Regular Meetings
- B. Special Meetings
- C. Cancellation of Meetings
- D. Quorum
- E. Alternate Member Participation
- F. Voting
- G. Conduct of Meetings

V. AMENDMENTS

Mr. Hansen recommended the Planning Board consider adopting a similar set of rules of procedure since the Board currently has no such rules in place. Mr. Hansen also requested the Board to review the suggested rules in more detail and he told the members to feel free to contact him or Mr. Goodall regarding any questions or concerns they may have.

Mr. Hansen requested the Board to review the suggested rules in more detail and to provide feedback on the rules.

For review only.

PRESENTATION AND DISCUSSION OF UDO ARTICLE 9 – GENERAL DEVELOPMENT STANDARDS

Planning Consultant Vagn Hansen provided the Board with copies of UDO Article 9 – General Development Standards and asked the Board for feedback on the proposed Article.

An outline of **Article 9 – General Development Standards** is as follows:

- 9.1 Fences and Walls**
 - A. Fence Height
 - B. Fencing Materials
 - C. Appearance and Maintenances
- 9.2 Screening**
 - A. Applicability
 - B. Features Required to be Screened
 - C. Screening Methods
- 9.3 Outdoor Storage**
 - A. Where Allowed
 - B. Requirements
- 9.4 Outdoor Display of Merchandise**
 - A. Where Allowed
 - B. Requirements
- 9.5 Outdoor Lighting**
 - A. Where to Regulate
 - B. Regulations
- 9.6 Driveways**
 - A. Residential
 - B. Commercial
- 9.7 Sight Distance**
 - A. Regulations
- 9.8 Solid Waste Facilities**
 - A. Applicability
 - B. Regulations

For discussion only.

UPDATE ON ACCESS MANAGEMENT PLAN

Planning Consultant Vagn Hansen informed the Planning Board the Access Management Plan has been completed by Kimley-Horn and Associates, Inc. and will be presented by Mr. Jonathan Guy at the Planning Board’s next meeting on February 26, 2013 for the Board’s review and recommendation to Town Council.

For information only.

REPORTS

ZONING ADMINISTRATOR’S REPORT

Planning Consultant Vagn Hansen reported permits have been issued for two gun stores, one located in the Midway Commons Shopping Center and the other in the Town Center shopping center (also known as King’s Plaza) on Hickory Tree Road. Mr. Hansen also noted that Verizon is updating its cell tower equipment.

For information only.

TOWN MANAGER'S REPORT

Town Manager Ryan Ross reported the Town received four bids on the sewer extension project to run sewer across Hickory Tree Road to be able to serve the Town Center shopping center. Council will consider awarding the bid at its regular meeting on February 4, 2013.

For information only.

REPORTS FROM PLANNING BOARD MEMBERS

Chairman Jackie Edwards asked Town Manager Ryan Ross where the February 11th joint meeting of the Town Council and the Planning Board is to be held. Mr. Ross responded the February 11th joint meeting has been cancelled due to a scheduling conflict for the conference room at Faith Missionary Alliance Church. Board member Lynn Griggs offered the use of the facilities at his church, Midway United Methodist Church, stating that could be an option for the Council to consider anytime such facilities are needed.

Discussion only.

ADJOURNMENT

On motion by Board member Charles Waddell, seconded by Board member Lynn Griggs, the Board voted unanimously to adjourn the meeting.

Jackie Edwards, Chairman

Linda A. Hunt, Town Clerk