



**TOWN OF MIDWAY
PLANNING BOARD MINUTES
TUESDAY MAY 27, 2025**

MINUTES OF MIDWAY PLANNING BOARD MEETING HELD ON TUESDAY, MAY 27, 2025, AT 5:00 P.M. AT MIDWAY TOWN HALL, 426 GUMTREE ROAD, MIDWAY, NORTH CAROLINA

CALL TO ORDER

Chair Charles Waddell called the meeting to order.

DETERMINATION OF QUORUM

Quorum was established. Planning Board members present were Chair Charles Waddell, Vice-Chair Jamie Hester, James Smith, Carl Tuttle, Paula Hill, and Alternate Sherri Thomas. Absent None.

Town Manager Nicholas Smith and Deputy Clerk Ree Goodson were present. Absent Town Clerk Linda Hunt and Town Attorney Jim Lanik

APPROVAL OF MINUTES

On motion by Board member Carl Tuttle, seconded by Board member Paula Hill, the Board voted unanimously to approve the April 29, 2025, Planning Board Meeting minutes as presented.

ADOPT AGENDA

On motion by Board member James Smith, seconded by Board member Paula Hill, the Board voted unanimously to adopt the agenda as presented.

PUBLIC ADDRESS

There were none.

REGULAR BUSINESS

Town Manager Nicholas Smith led a discussion on the Commercial Core Overlay District (CCOD). He explained that this session would be a deep dive into the different standards of the CCOD, to ensure all Board members understood and interpreted the standards consistently.

Mr. Smith presented a map of the CCOD area and explained its boundaries. Board members discussed their perceptions of the district's extent, with some expressing surprise at its actual boundaries.

The discussion then moved to the process for permit applications within the CCOD. Mr. Smith explained that applications first go to County zoning officers for a preliminary check, then come to the Planning Board for review.

Town Manager Nicholas Smith then went through various sections of the CCOD standards:

- Site Layout and Development Patterns: This section encourages cohesive, visually appealing development with efficient site planning. It was noted that parking should be located to the side or rear of buildings, and there should be a focus on pedestrian connectivity.
- Multiple Building Developments: This section deals with creating a unified layout for developments with multiple buildings. The standards aim to avoid linear or strip layouts and encourage grouping buildings around central plazas or amenities.
- Single Building Developments: These standards apply to situations like the recently approved veterinary office. Buildings should face main roads and avoid excessive setbacks.

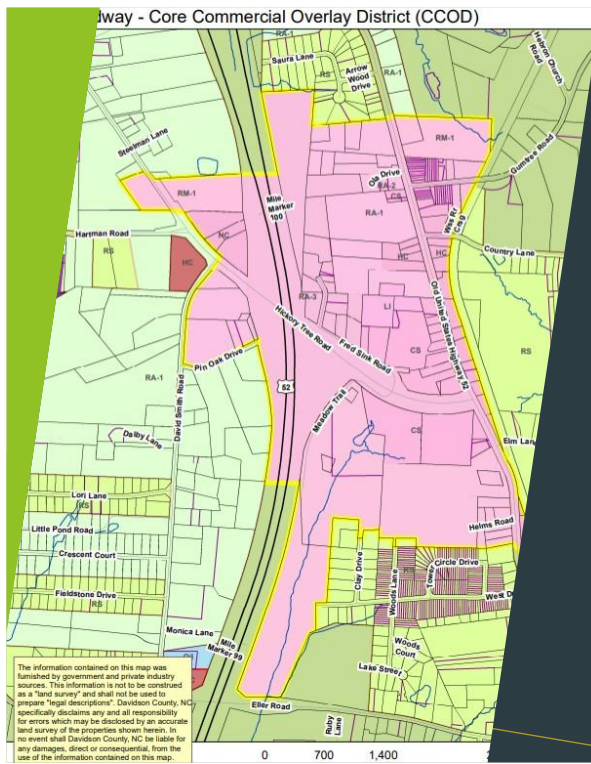
- **Site Layout and Building Orientation at Intersections:** This section aims to enhance intersections with buildings pulled close to corners and special focal point features like clock towers or sculptures.
- **Pad Sites:** These standards are designed to integrate smaller standalone buildings with larger developments, ensuring they remain cohesive with existing structures.
- **Site Amenities:** This section requires developers to allocate space for amenities based on the size of the buildings being constructed. Examples include outdoor seating areas or small landscaped parks.
- **Relationship to Surrounding Development:** This part focuses on creating smooth transitions between different types of developments and uses within the CCOD.
- **Vehicle and Pedestrian Circulation:** These standards promote safe and efficient movement for both vehicles and pedestrians within developments.
- **Parking and Loading Areas:** This section aims to reduce visual and operational impacts of parking and loading facilities, with requirements for screening and landscaping.
- **Landscaping and Screening:** Mr. Smith noted that there are extensive requirements for various types of landscaping throughout developments.
- **Architectural Standards:** This section requires buildings to have a traditional or compatible architectural style, with at least 70% of exterior walls being unpainted brick. The recent issue with CK Auto painting their brick was discussed as a violation of these standards.

Throughout the presentation, Board members asked questions and sought clarification on various points. There was particular interest in how these standards would apply to changes of use in existing buildings and how violations would be addressed.

Mr. Smith concluded by distributing a summary sheet of the intent behind each section of the CCOD for the Board's reference.

COMMERCIAL CORE OVERLAY DISTRICT (CCOD) DESIGN STANDARDS





Zoning Ordinance Section 3.08

- ▶ The Town of Midway uses the adopted Zoning Ordinance to regulate land development in the corporate limits of Midway.
- ▶ Section 3.08 of the Zoning Ordinance regulates the Commercial Core Overlay District (CCOD).
- ▶ Overlay Districts are zoning tools to apply unique zoning rules to specific areas.

Section C: Site Layout and Development Patterns

Encourage cohesive, visually appealing development and efficient site planning

• Standards:

- Parking should be located to the side or rear of buildings, minimizing front parking.
- Emphasis on pedestrian-friendly connections and safe vehicle circulation.
- Structures should orient towards streets to enhance street presence.

• Examples:

- Buildings facing streets with parking lots behind, similar to successful town centers.
- Clear pedestrian walkways integrated into shopping centers.

Section D: Multiple-Building Developments

Achieve organized, unified layouts for developments with several buildings

- **Standards:**
 - Buildings grouped to frame intersections, pedestrian corridors, or amenities.
 - Internal pathways connecting buildings clearly.
 - Avoid linear or "strip" layouts.
- **Examples:**
 - Grouping of retail spaces around plazas.
 - Shared pedestrian spaces connecting restaurants and stores.

Section E: Single-Building Developments

Ensure single-building developments positively contribute to street-level visual appeal

- **Standards:**
 - Single-tenant buildings face main roads, avoiding excessive setbacks.
 - Multi-tenant buildings must orient active frontage (main entrances and windows) toward primary roads.
- **Examples:**
 - Retail banks or single stores placed close to the street, enhancing visibility and accessibility.

Section F: Site Layout and Building Orientation at Intersections

Create distinct and memorable street corners that define community gateways

- **Standards:**
 - Buildings positioned close to intersection corners.
 - Minimum 60% street frontage occupied by buildings, landscaping, or entry features.
 - Special focal point features (e.g., clock towers, sculptures, fountains) within intersection proximity.
- **Examples:**
 - A decorative clock tower anchoring a shopping plaza corner.
 - Landscaped gateway entrances at town intersections.

Section G: Pad Sites

Enhance integration of smaller stand-alone buildings within larger developments

- **Standards:**
 - Cluster pad sites to frame streets or entry points.
 - Pedestrian-friendly connections between pad sites and larger buildings.
 - Architecture and materials compatible with main buildings.
- **Examples:**
 - Fast-casual restaurants grouped near a larger grocery store, unified by similar architecture and landscaping.

Section H: Site Amenities

Offer inviting, comfortable spaces for visitors and enhance visual character

- **Standards:**
 - Minimum area allocated for plazas, parks, or public spaces.
 - Site amenities must be accessible and close to pedestrian paths.
 - High-quality, durable materials to match building standards.
- **Examples:**
 - Outdoor café seating areas.
 - Small, landscaped parks or fountains integrated into retail areas.

Section I: Relationship to Surrounding Development

Achieve smooth transitions between commercial and surrounding residential or lower-intensity development

- **Standards:**
 - Utilize architectural and landscape transitions.
 - Buffers and screening where needed.
 - Lower intensity uses (e.g., offices, small retail) as transitional buffers.
- **Examples:**
 - Landscaped buffers between a shopping center and neighboring homes.
 - Professional office buildings placed between retail and residential zones.

Section J: Vehicular and Pedestrian Circulation

Promote safe, efficient movement for both vehicles and pedestrians

- **Standards:**
 - Clear internal vehicular routes minimizing pedestrian conflict points.
 - Connected pedestrian networks to all major buildings, parking, and amenities.
 - Enhanced pedestrian connections to perimeter sidewalks.
- **Examples:**
 - Internal streets with clearly marked crosswalks.
 - Pedestrian paths from parking directly to building entrances.

Section K: Parking

Reduce visual and operational impacts of parking areas and loading facilities

- **Standards:**
 - Loading docks screened from primary views.
 - Adequate landscaping and buffering around parking areas.
- **Examples:**
 - Hidden or screened loading areas behind retail buildings.
 - Landscaped islands and screening plantings within parking lots.

Section L: Landscaping and Screening

Establish attractive, environmentally beneficial landscaping

- **Standards:**
 - Extensive use of trees, shrubs, and ground covers in parking lots and perimeters.
 - Street trees along all public roadways.
 - Buffer areas planted to separate different land uses.
- **Examples:**
 - Tree-lined parking lot medians.
 - Landscaped buffers with evergreen hedges along commercial edges.

Section L, M, N, O, P, Q, R, S, T and U: Landscaping and Screening

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Section V: Architectural Standards

Promote high-quality, visually appealing, and cohesive architectural design

- **Standards:**
 - Buildings must reflect traditional or compatible architectural styles.
 - High-quality materials, Including 70% unpainted brick, required on visible façades.
 - Architectural variety encouraged to prevent monotony.
- **Examples:**
 - Commercial developments using brick façades with consistent design themes.
 - Retail centers incorporating architectural elements reflective of local historic or cultural features.

ADJOURNMENT

On motion by Board member Paula Hill, seconded by Board member James Smith, the Board voted unanimously to adjourn the meeting. Motion passed.

Charles Waddell, Chair

Ree Goodson, Deputy Clerk