**TOWN OF MOUNT GILEAD**

**PLANNING BOARD**

**MEETING MINUTES**

**110 West Allenton Street, Mount Gilead, North Carolina, 27306**

**April 25, 2024**

The Mount Gilead Planning Board met Thursday, April 25, 2024 at 5:30 p.m. at Mount Gilead Library, 119 West Allenton Street, Mount Gilead, North Carolina. Present were Mitchell Lucas, Jim Sharpe, Jessica Ingram, Sam Everhart, Town Manager Dylan Haman, and Planning board Secretary Mollie Lee. Others present were Chuck Routh and Gerald Ward. Absent were Devon Little, Lynn Smith, and Edwina Martin.

Mitchell Lucas called the meeting to order at 5:32 p.m.

ITEM I. ADOPTION OF AGENDA

Jessica Ingram made a motion to adopt the agenda with a second from Sam Everhart. Motion carried unanimously.

ITEM II. APPROVAL OF MINUTES

Sam Everhart made a motion to approve the March 28, 2024 Meeting Minutes with a second from Jessica Ingram. Motion carried unanimously.

ITEM III. PUBLIC COMMENT  
Reading of the Rules for Public Comment **(Town Manager Dylan Haman)**

1. Chuck Routh, 307 East Allenton Street- Chuck Routh wanted to discuss off-street parking requirements. Mr. Routh goes to explain that most of the buildings in the historic district have little to no property available outside to have the correct about of parking that are required in the Zoning Ordinance. Mr. Routh also let the board know that businesses such as The Vintage, Speckled Paw, and Frames on Main were issued Zoning Permits without meeting the requirements for parking. Mr. Routh would like the off-street parking requirements to be exempt from the Historic District. Mr. Routh also stated that if a parking issue ever occurs to address it then. Lastly Mr. Routh asks the board to ensure that their actions provide practicable rules that do not hinder or place unreasonable burdens on commercial development.
2. Gerald Ward, 211 South Main Street- Gerald Ward wanted to bring to the boards attention to land being cleared off across the street from him. The ones clearing the land off there are wanting to build apartments and are currently surveying the properties. Mr. Ward was wanting to know if there was something that was going on that the public did not know about. ***Town Manager Dylan Haman spoke up to say that the town has not issued a Zoning Permit for this. Neither Town Manager Dylan Haman nor the Planning Board knew anything about this going on.*** ***Town Manager Dylan Haman also stated that clearing off the land nor surveying needs a permit. Town Manager Dylan Haman told Mr. Ward that in order for them to build or for anything to develop they will have to come get a permit. The ones that live around that area will also receive letters to let them know what is happening. The Planning Board asked Mr. Ward to come to the board if he was to see anything else going on that the board might not be aware of.***

ITEM IV. PLANNING BOARD TRAINING  
A. Zoning   
Town Manager Dylan Haman wanted to go over Zoning with the board so they can better understand what planning boards do. Starting with the basics the town will have a Zoning Ordinance that consists of text and a map. These texts includes the applicable standards of each district on the Zoning Map. The map divides that land within the Town’s Jurisdiction in a number of zoning districts. Each district has several different types of regulations. Examples of these regulations are dimensional requirements, use, and others things like off-street parking or landscaping.   
  
The Town of Mount Gilead issues permits which are permitted by right. This means that the Zoning Administrator in this case Town Manager Dylan Haman can issue a permit as long as they are within the zoning standards for the district they are in.   
  
In Planning and Zoning there is a Conditional Use Permit. This can be issued by the Town Board, Planning Board, or Board of Adjustments. Some uses merit a closer review because of their scale and effect or potential for particular locations or conditions. Regardless of who approves the permit, the decision must be based purely on the evidence in a quasi- judicial hearing.

The Town Board acts in a legislative role when adopting or amending the Zoning Ordinance. When it makes law, the Town Board has discretions to make decisions as it sees fit. Before adopting the Town Board must hold a public hearing. The adoption must adopt a statement indicating that the proposed zoning amendment is consistent with any adopted plans and the public’s interest.   
  
Quasi-Judicial Role are significantly more formal than legislative hearings and are more demanding on those who participate in them. Public hearings are required when these three actions are taken; Issuance of variances, issuance of conditional use permits, and appeal of decisions of a zoning administrator. The decision during these hearings are based on the criteria in the ordinance and the witnesses must be sworn in and offer testimony according to certain rule of evidence. Board members must not discuss the case with any parties outside of the hearing. The boards must prepare and adopt a written decision in each case it hears and deliver it to the parties and anyone who requests a copy before filed.

ITEM V. OLD BUSINESS  
A. Nonconforming Amendment

The Town Manager, Dylan Haman, informed the Planning Board that the proposed amendment would permit the replacement of a manufactured home if it was originally placed during the time when it was legal to do so. In 2004, the Zoning Ordinance was changed and it no longer permits the placement of manufactured homes. Town Manager Dylan Haman suggested that the Planning Board should make a recommendation to the Town Board regarding the proposed amendment. Jim Sharpe motioned to recommend the Nonconforming Amendment to the Town Board, and Jessica Ingram seconded the motion. The motion was carried unanimously.

B. Short Term Rental

Town Manager Dylan Haman informed the Planning Board that the Short Term Rental amendment to the Zoning Ordinance is still in the draft phase. He explained that the amendment is primarily focused on updating definitions and clarifying the number of rooms required for a hotel. Jim Sharpe asked to have Town Manager Dylan Haman bring more information to the board from other places like Mount Gilead. Mitchell Lucas proposed to table and further discuss this matter at the next meeting, and Sam Everhart seconded the motion. The motion was unanimously approved.

C. Proposed Payment in Lieu of Parking Fee Schedule  
Town Manager Dylan Haman stated that there is currently no major parking issue in town. He emphasized that any decision made on this matter should be applicable across all land uses. During the Planning Board meeting, Jessica Ingram presented an overview of the existing parking facilities in town, highlighting that there is ample parking available for current needs. However, the Planning Board expressed interest in exploring alternative options and learning from other towns' practices. As a result, Jessica Ingram proposed to postpone further discussion on the topic until the next meeting, which was seconded by Sam Everhart and unanimously approved.

ITEM VI. NEW BUSINESS – There was no new business to discuss.

ITEM VII. ADJOURNMENT  
With no further business Sam Everhart made a motion to adjourn the meeting with a second from Jessica Ingram. Motion carried unanimously. Meeting adjourned at 6:33 p.m.

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Mitchell Lucas, Vice-Chairman Mollie Lee, Planning Board Secretary