

**BURNSVILLE PLANNING BOARD**  
**Regular Meeting**  
**Monday, February 20, 2012**

The Burnsville Planning Board, with members Chuck Aldridge, Randy Banks, Dean Gates, and Harrison Tyner present, held a regular meeting on Monday, February 20, 2012, in the Town Hall. Also in attendance were town staff members Jeanne Martin and Ronnie Tipton; Town Councilors Ron Powell and Bill Wheeler, and many visitors. Board member Schell McCall and Public Works Director Anthony Hensley were absent from the meeting. Chairman Dean Gates, who presided, called the meeting to order, stating that the purpose of the meeting was to consider regular business for the month of February, 2012.

- Approval of Minutes – Minutes from the Planning Board meeting held January 14, 2012, were presented. Chuck Aldridge made a motion to accept the minutes, as written. Harrison Tyner seconded the motion, which was unanimously approved.
  
- Staff Reports - Town Zoning/Code Enforcement Officer Ronnie Tipton reported:
  - Copies of definitions for the sign ordinance that have already been adopted by the planning board were provided to its members. Mr. Tipton asked Board members to review these definitions and make recommendations, as appropriate.
  - The concept of adopting individual components of the sign ordinance as they are reviewed has been discouraged by town attorney Todd Bailey, legal representatives from the High Country Council of Governments, and American Legal, the organization that is currently codifying the town's ordinances. They all agree it can be done, but if challenged, the ordinance would probably not hold up in court.
  - Board members were provided information concerning membership in the State Employees' Credit Union, which is available for local government volunteers.
  - As requested, Ronnie Tipton summarized his research of extra-territorial jurisdictions (ETJ's). Mr. Tipton reported that Ron Hancock, Division of Community Assistance, suggested consideration of ETJ's is premature at this point and better suited for some time in the future. After discussion, Harrison Tyner made a motion to table the issue pending Town Council direction, and concentrate on issues that are presently pressing the Planning Board. Chuck Aldridge seconded the motion, which was unanimously approved.
  - Mr. Tipton said it is possible for community residents to view Planning Board members as authorities on zoning matters. He asked the Board members to refer any inquiries about special use permits or variances to him so he can explain the process and help with paperwork. These issues will ultimately be presented to the entire Board once they've gone through proper channels.
  
- Old Business
  - Planning – Chairman Gates stressed that it is important to be mindful of planning efforts in which the community has been involved, including:

1. Business and Development Plan for Downtown Burnsville – Board members received copies of this document which was compiled in March of 2009 by the NC Small Town Main Street Program (NC DOC/Office of Urban Development) after input from 38 Burnsville citizens. A copy of this document is attached to these minutes and by reference made a part hereof.
2. NC Small Town Economic Prosperity Program – Reference was made to the community vision developed by participants in the NC STEP program which is ongoing.
3. Downtown Zoning Repair – Board members received copies of a preliminary draft of a report prepared by Betsy Kane, NC Department of Commerce/Community Planning Division, entitled “Downtown Zoning Repair.” Ms. Kane recently spent three days in Burnsville conducting field survey work, interviewing town staff and downtown business owners, presenting preliminary findings at a public meeting, and reviewing the town’s zoning ordinance and related maps. A copy of Ms. Kane’s preliminary draft is attached to these minutes and by reference made a part hereof. Ms. Kane is interested in feedback; board members were asked to review the document and make recommendations for change, as appropriate, prior to her completion of the final document.
4. Signs – C2 and C1 – Regulations for various types of signs in several communities were discussed by board members. There was a discussion about the possibility of establishing an historic overlap area in the C-1 district. Proposed height requirements for different types of signs in the Town of Burnsville were debated, after which the following decisions were reached:
  - a) Chuck Aldridge made a motion to prohibit any abandoned, off-premise and/or billboard signs in C-1 and C-2 districts. Randy Banks seconded the motion, which was unanimously approved.
  - b) Chuck Aldridge made a motion to require that advertising on canopy and awning signs shall not exceed 20% of the area of the canopy, excluding canopy fringe. The area of advertising shall not exceed 32 square feet in C-1 and C-2 districts. Randy Banks seconded the motion, which was unanimously approved.
  - c) Chuck Aldridge made a motion to require that freestanding and monument signs in the C-2 zoning district shall not exceed 18’ in height from ground level. Harrison Tyner seconded the motion, which was unanimously approved.
  - d) Chuck Aldridge made a motion to require that signs in the C-2 zoning district shall be limited to one per lot and not exceed 32 square feet in area. The motion was seconded by Randy Banks and unanimously approved.
  - e) Harrison Tyner made a motion to prohibit any free-standing pole sign in the overlay historic district of C-1. The motion failed for lack of a second.
  - f) Another motion was considered to prohibit free-standing or monument signs exceeding 8’ in height or 32 square feet of advertising in the C-1 overlay district; however, the issue was tabled for consideration at next month’s meeting.

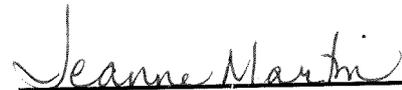
▪ New Business

- Design Standards Report – Harrison Tyner reported that he, Randy Banks, and Dean Gates met with Ron Hancock (DOC/Division of Community Assistance) this past Thursday. He said Mr. Hancock can provide assistance in helping to write suggestions for design standards. Mr. Tyner made a motion to authorize Dean Gates to present to the Town Council for consideration a

Resolution to enter into an Agreement with the Department of Commerce for assistance with design standards. The motion carried unanimously.

- Dean Gates made a motion to utilize the Small Town Main Street Committee as an advisory committee to the Planning Board. Chuck Aldridge seconded the motion, which was unanimously approved.
  
- Public Comment – The following individuals commented:
  - Jake Blood provided background on the Small Town Main Street Committee, mentioning that the group has been in existence since 2008 and has been instrumental in such projects as the Downtown Zoning Repair (Department of Commerce/Betsy Kane); a Main Street Solutions grant for the NuWray Inn (Department of Commerce); and awards for Burnsville’s sundial and “Stars on the Square,” which received statewide recognition.
  - Alan Orowitz thanked the planning board members for the contributions of their time, commenting that their role is important for the Town of Burnsville.
  
- Next Regular Council Meeting - The next regular meeting of the Planning Board will be held on Monday, March 19, 2012. There being no further business, Chuck Aldridge made a motion to adjourn and the motion carried.

Recorded by:



Jeanne Martin, CMC  
Town Clerk