

MINUTES
Planning Board Regular Meeting
Douglass Community Center, 1185 W. Pennsylvania Avenue
Thursday, July 21, 2022, at 6:00 PM

1. CALL TO ORDER

Chairman Carroll called the meeting to order at 6:00 PM.

The following Planning Board members were present: Chair Gary Carroll, Vice Chair Diane Westbrook, Kim Wade and Parks Cobb.

2. APPROVAL OF MINUTES

Diane Westbrook made a motion, which was seconded by Kim Wade, to approve the Minutes of the May 18, 2022 special meeting and the May 19, 2022 regular meeting. The motion carried.

3. PUBLIC FORUM

a. SU-04-22: Special Use Permit for Boles Funeral Home; 425 W. Pennsylvania Avenue

On behalf of Boles Family, LLC, Mr. John Heckethorn of Heckethorn Architecture, PLLC has submitted an application for a Special Use Permit to allow a 340 square foot addition to the existing structure to serve the funeral home business. A Special Use Permit is required due to the use of the property being a legal nonconforming use in the Central Business (CB) zoning district. The subject property is identified as PIN: 858100199938 (PARID: 00037428).

Diane Westbrook made a motion, which was seconded by Parks Cobb, to open the public forum. The motion carried.

Pamela Graham stated that after the funeral home was constructed, the UDO was updated and funeral home uses were no longer allowed in the Central Business zoning district, making the existing use legal nonconforming. However, the UDO allows for expansion of a nonconforming use if a Special Use Permit is granted.

One of the criteria for a Special Use Permit is that the proposed use shall comply with all regulations of the applicable zoning district. The maximum lot width is 50 feet and the maximum front setback is five (5) feet in the CB zoning district. When this development

occurred in 2005, several parcels were combined to create a 1.81 acre tract and a lot width of 285 feet and the front setback is approximately 32 ft. according to the site plan that was submitted at that time. While both are not compliant with the current regulations, the 2005 UDO did not have a maximum lot width or minimum front setback requirement so the development was compliant at the time of construction.

The proposed addition will be located on the left side of the building and a brick exterior and roofline that are consistent with the existing building. The property is located within the WS-III watershed but has already been granted exemption allocation. Impervious surface will still be below the 70% maximum built upon area.

The proposal was sent to outside agencies for comment and NCDOT and RLUAC both responded that they had no comments. The TRC also discussed the proposal and did not note any issues.

John Heckethorn stated that this is a small addition to a 4,000 SF building that is set back somewhat from the front of the building.

Diane Westbrook inquired about the existing covered walkway and whether any parking spaces would be impacted.

Mr. Heckethorn responded that the walkway will be removed and the addition will be three to four feet from the parking lot.

A member of the public asked if the addition will interfere with anything on the Leak Street side.

Mr. Heckethorn responded that one side of the addition will face Pennsylvania Avenue and the other side will face Saylor Street.

Kim Wade made a motion, which was seconded by Diane Westbrook, to close the public forum. The motion carried.

Diane Westbrook made a motion, which was seconded by Parks Cobb, to adopt the recommendation that the request proceed to Town Council and that no issues or concerns were identified. The motion carried.

4. UNFINISHED BUSINESS

No unfinished business was discussed.

5. NEW BUSINESS

B.J. Grieve stated that a consulting firm had been selected to update the Town's Comprehensive Long Range Plan and that more information would be forthcoming in the near future.

6. ADJOURNMENT

Diane Westbrook made a motion, which was seconded by Parks Cobb, to adjourn the meeting. The motion carried.

The meeting adjourned at 7:02 PM.

Respectfully submitted:

Cindy Williams
Secretary to the Planning Board