

Design Review Committee/Burnsville Planning Board
Agenda
Design Review Special Meeting/Planning Board Regular Meeting
Tuesday, April 13, 2021, 6:15pm

1. Meet as the Design Review Committee
 - a. Call to Order
 - b. Adoption of Agenda
 - c. Approval of the Minutes
 - i. Special Design Review Meeting held on February 22, 2021
 - d. Review and discussion of Feed-A-Child plans
 - e. Adjourn Design Review Meeting
 2. Meet as the Burnsville Planning Board
 - a. Call to Order
 - b. Approval of the Minutes
 - i. Special joint meeting held on January 25, 2021
 - c. Zoning Ordinance Revisions presentation
 - i. Possible consideration of Resolution and Consistency Statement
 - d. Discuss Annual Planning Workshop
 - e. Next Regular Planning Board Meeting July 13, 2021
 - f. Adjourn
-

NOTICE OF SPECIAL MEETING
Burnsville Design Review Committee
April 13, 2021, 6:15pm

The public will take Notice that the Burnsville Design Review Committee shall hold a Special Meeting pursuant to NCGS 160a-71 and NCGS 143-318.13(b) on April 13, 2021 at 6:15pm in the Burnsville Town Center located at 6 South Main Street, Burnsville NC 28714. The purpose of the meeting is to:

1. Meet as the Design Review Committee that was formed to review and make recommendations on Zoning compliance matters where applicable; and
2. Approve minutes from a special Design Review meeting held on February 22, 2021
3. Review plans for the Feed A Child project located at 645 West Main Street, Burnsville NC314, as they pertain to the Design Guidelines pursuant to the Town of Burnsville Zoning Ordinance.

For public health, safety and welfare and due to the State, County and Town State of Emergency for the COVID-19 pandemic, members of the Design Review Committee may hold official meetings by use of conference telephone or other electronic means pursuant to North Carolina Statute 143-318.13. The Design Review Committee members and staff may join the meeting via Webex or attend in person. Members of the public shall wear masks and a minimum of six (6) feet of distance between persons shall be maintained at all times. A live stream of the meeting will also be accessible to the public via the Burnsville Town Center's YouTube Channel. Members of the Design Review Committee joining either in person or by electronic means shall be deemed present for purposes of a quorum and voting.

Individuals with questions may contact the Town Zoning Administrator, Brian Buchanan at 828-682-2420. Individuals needing any assistance or accommodations may contact the Town Clerk at 828-682-2420.



Date: 4-8-21

**Burnsville Design Review Committee
Special Meeting - February 22, 2021
Burnsville Town Center**

The Burnsville Design Review Committee met on February 22, 2021 for a special meeting at the Burnsville Town Center. Kim Simpson presided, with members Greg Yuziuk, Jerri Storie, Abe Byrd, and Jeanne Martin present. Member Paul Bradley joined via remote simultaneous communication at 6:15pm and was counted present for purposes of quorum and voting. Also in attendance were Mayor Theresa Coletta, County Manager Lynn Austin, Town Administrator Heather Hockaday, Zoning Administrator Brian Buchanan, EDC Director Jamie McMahan, Chad Fox, and Corbin Cooper; and visitors Cheri Lee of the Yancey County Farmers Market, Jodie Higgins, and Chamber Director Christy Jones. ASU faculty members Jim Rogers, Chelsea Helms and Foster Ramsey joined the meeting via webex. Kim Simpson called the meeting to order at 6:15pm.

The meeting was streamed live for the public on the Burnsville Town Center's YouTube Channel.

Meet as the Design Review Committee that was formed to review and make recommendations on Zoning compliance matters where applicable - The Zoning Administrator Brian Buchanan gave background on the purpose of the meeting, stating that the Design Review Committee would be reviewing a project at 314 West Main Street and are providing oversight that ensures staff is conforming with Article IX of the design guidelines.

Review plans for the Yancey County Community Resource Center project located at 314 West Main Street, Burnsville, as they pertain to the Design Guidelines pursuant to the Town of Burnsville Zoning Ordinance and submit a recommendation on approval of the plans - Mr. Buchanan said that he had reviewed the preliminary plans and saw no issues. He then introduced Appalachian State University faculty member Jim Rogers who has worked with classes to help design options for the project. Mr. Rogers spoke about the process and efforts to incorporate all of the requirements for the multi-use project. Mr. Buchanan then gave an overview of the plans, describing the lot and layout of the design.

The committee had a wide ranging discussion about several aspects of the project including garbage handling, parking, handicap parking, window placement, awnings, landscaping, traffic flow, vendor stall layout, load in areas, crosswalks and pedestrian traffic.

Mr. Buchanan noted that with the unusually shaped lot and the multi-use nature of the project, this design was effective in getting the most out of the space they had to work with. Jamie McMahan referenced the complexities of the project and how the design achieved everything that the county had hoped for. The committee members were supportive and impressed with the design and it's visual appeal.

Mr. Buchanan thanked the committee for their oversight and input, saying the students were great to work with. Mayor Theresa Colleta thanked the professors and students for their assistance on this important project. There being no further business the meeting adjourned at 6:45pm.

Recorded by:

Chad Fox

Kim Simpson, Chair

Town of Burnsville

Theresa Coletta, *Mayor*

Councilors:

Chad Fox, *Town Clerk*

Heather Hockaday

Town Administrator/Attorney



Judy Buchanan
Denise Collier
Russell Fox
Bunnie McIntosh

Zoning Administrator Report

April 8, 2021

Application # Z00421

645 West Main Street, Burnsville NC

Feed a Child

Several months ago I met with Robert Wyatt regarding a project on a property on West Main Street to build an office space and storage for donated items to his organization. The property in question is located within the floodplain with a corner of the property being in the floodway. I worked with Mr. Wyatt and his contractor, Adam Silvers, to locate the structure in a manner that would allow me to issue a floodplain development permit. Mr. Wyatt contracted a survey from Jim Hughes and repositioned the structure to avoid development within the floodway on the property. The remaining section of property is more than 2 feet above Base Flood Elevation so no further restrictions were needed for development.

On 4/8/2021 Mr. Wyatt submitted the zoning compliance application along with supporting documents that I have attached. These documents show a 50x50 foot structure located on the west side of the property. The structure will be a metal frame construction and then wrapped in a siding material that is similar to Hardie Board. The front elevation illustrates the compliance with the void to solid ratio required by our ordinance. The overhead illustrations show the parking and landscaping layout with allowances for a street yard area at the front of the structure as well as a sidewalk. The plans call for neutral colors to be used on the exterior of the building as required by our design standards.

The application that has been submitted is complete and has the required supplemental information. There are no outstanding concerns with this project at this time.

Brian Buchanan, Zoning Administrator

Theresa Coletta
Mayor

Jeanne Martin
Town Clerk

Town of Burnsville



Councilors:
Judy Buchanan
Denise Collier
Russell Fox
Bunnie McIntosh

Commercial Application for a Zoning Compliance Permit

The following application should be used by those wishing to obtain a zoning compliance permit for a Commercial project within the corporate limits of the Town of Burnsville. Once an application has been determined to be complete it will be reviewed by the Zoning Administrator. The Administrator will prepare a written report that will include any outstanding concerns with the application. The application then may be distributed to the Design Review Committee for an opinion. The Administrator shall approve or disapprove the application.

Application Checklist

The following must be provided to process a Zoning Compliance Permit application.

- Application- An Application for Certificate of Zoning Compliance must be completed. Incomplete forms will not be reviewed for compliance.
- Site Plan that shows direction, scale size, adjacent street(s) and the following features:
 - Dimensions of the lot
 - Dimensions of the building
 - Setback distance of building(s) from lot lines
 - Building(s) orientation on the lot
- Floor plan drawings with front and side elevation and height.
- Building facades: front, side and rear with exterior color(s)
- Parking Plan
- Detailed landscaping plan
- Stormwater drainage plan
- Floodplain Development Compliance

In addition to the above the Zoning Administrator may request additional documentation before reviewing the application.

Application for
Certificate of Zoning Compliance

Contact Information

Applicant

Name: ROBERT WYATT
Address: 151 Laurel Heights Dr
Burnsville, NC 28714
Telephone: 828-284-0316
Email: feedachildyc@gmail.com

Property Owner (if different)

Name: _____
Address: _____
Telephone: _____
Email: _____

Legal Relationship to Property Owner (if different) _____

Property Information

Physical Address: 645 West Main St, Burnsville, NC 28714
Parcel ID Number: 082013042023000
Total Parcel(s) Acreage: .23
Existing Land Use of Property: VACANT

Request

Proposed Use of Property: OFFICE SPACE W/ STORAGE
Proposed Cost of Project: \$250,000

If Project is a Renovation

Current Value of Existing Structure: _____
Percentage of Improvement Cost to Structure: _____

I hereby authorize the Town of Burnsville Zoning Administrator to enter my property for purposes of determining zoning compliance.

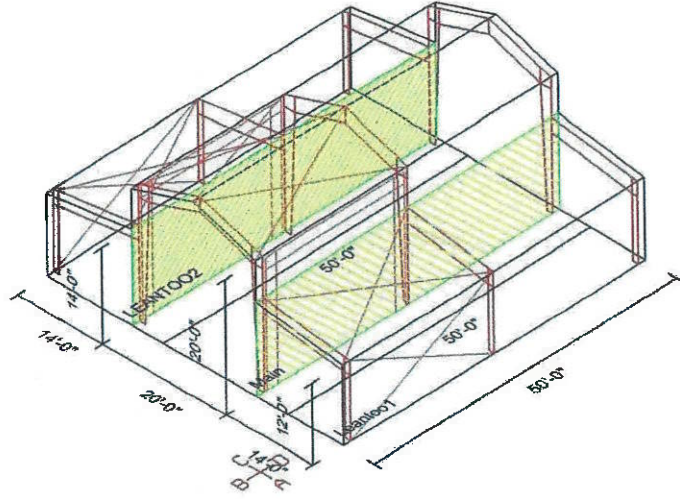
Robert Wyatt
Applicant

Date: 3/24/21

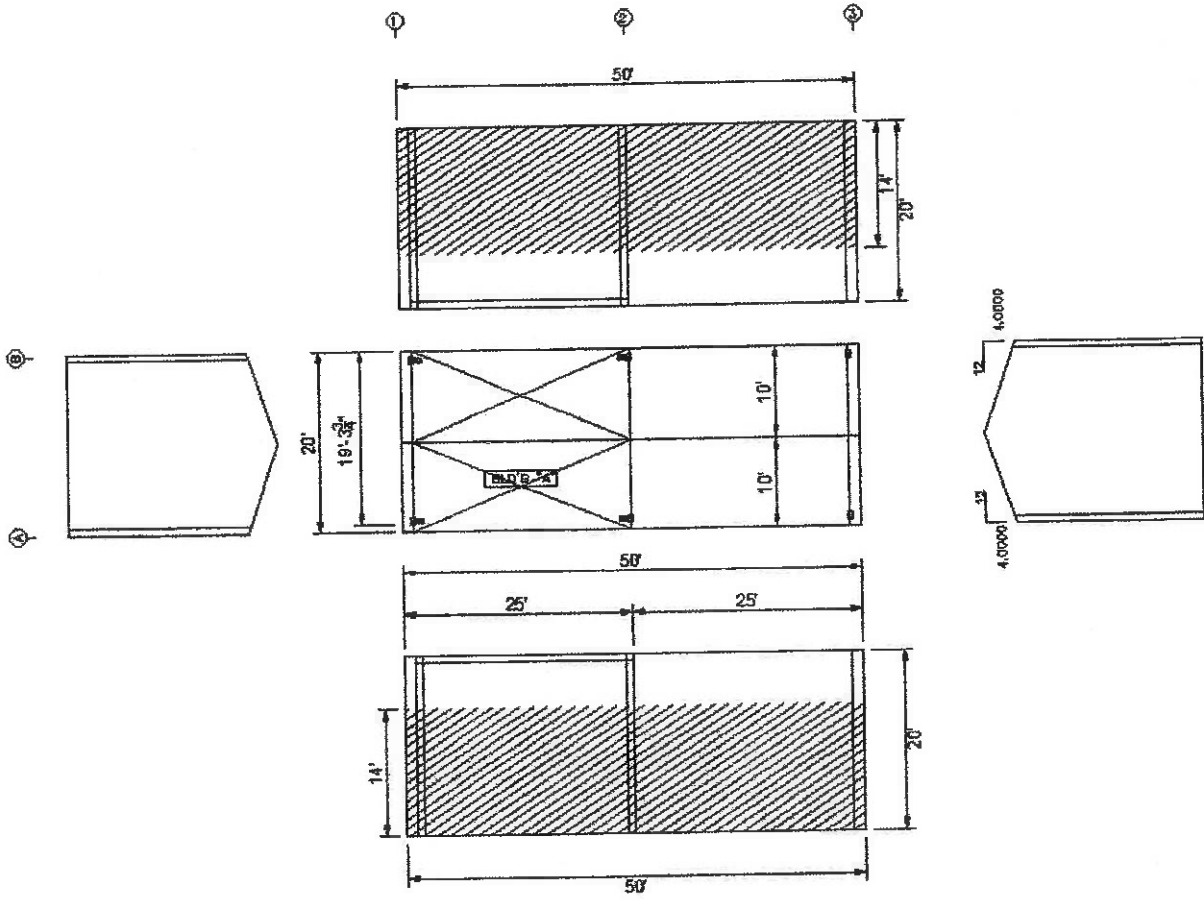
Note: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.

Staff Use Only

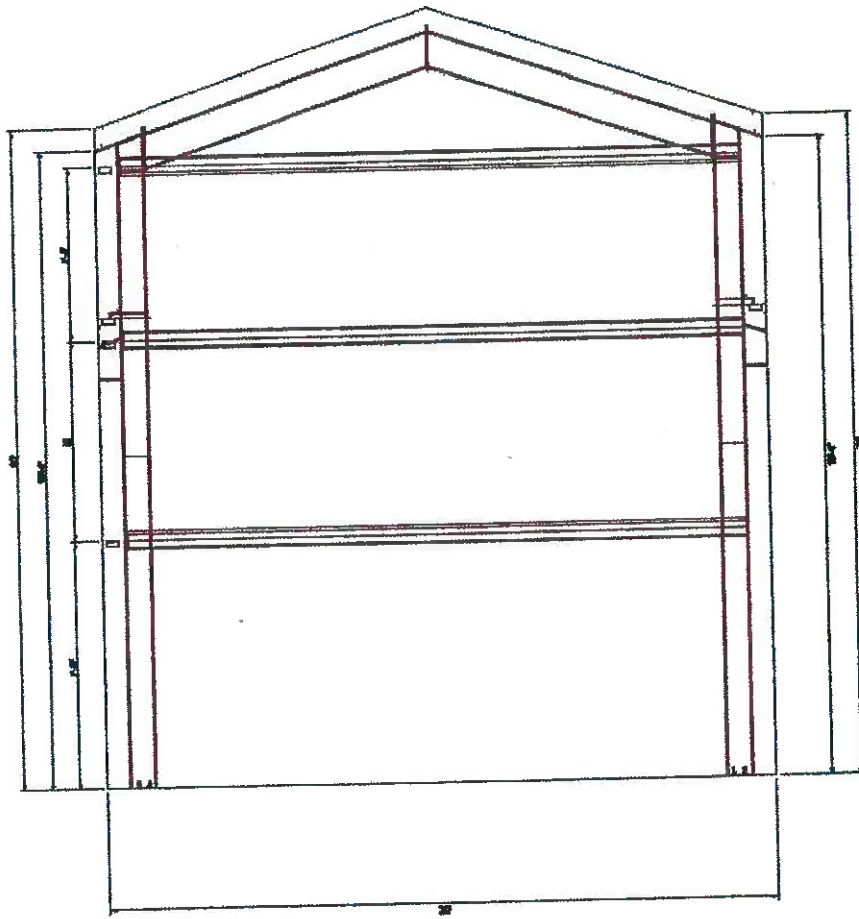
Application # _____ Received by: _____ Date: _____



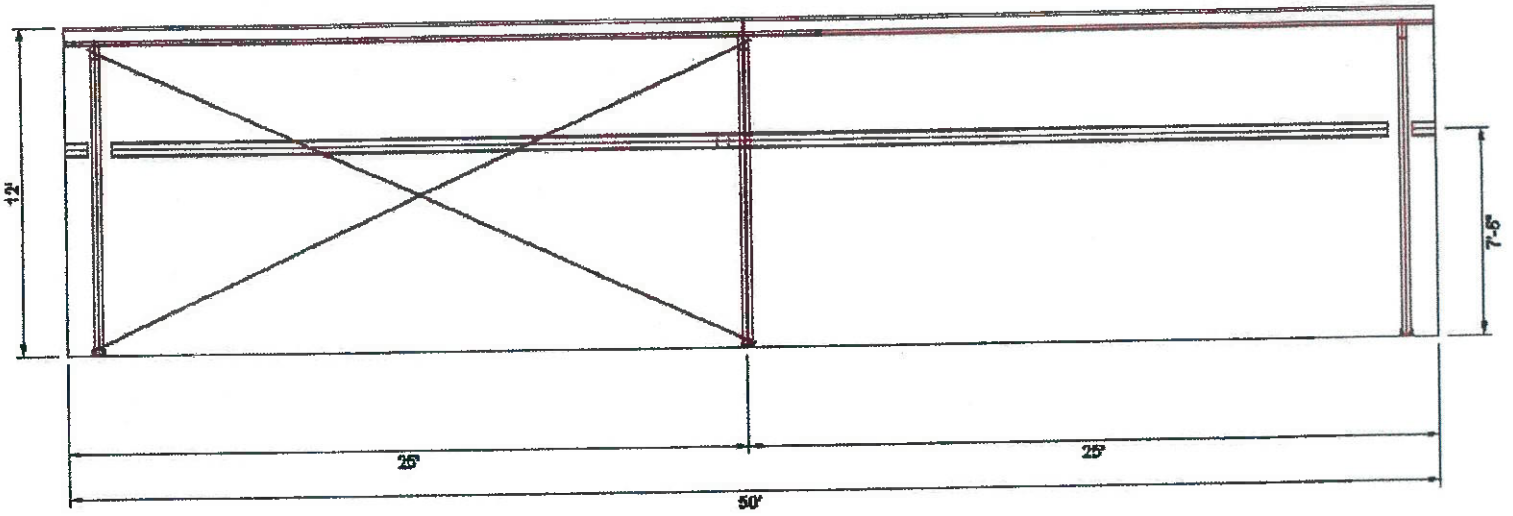
Not To Scale



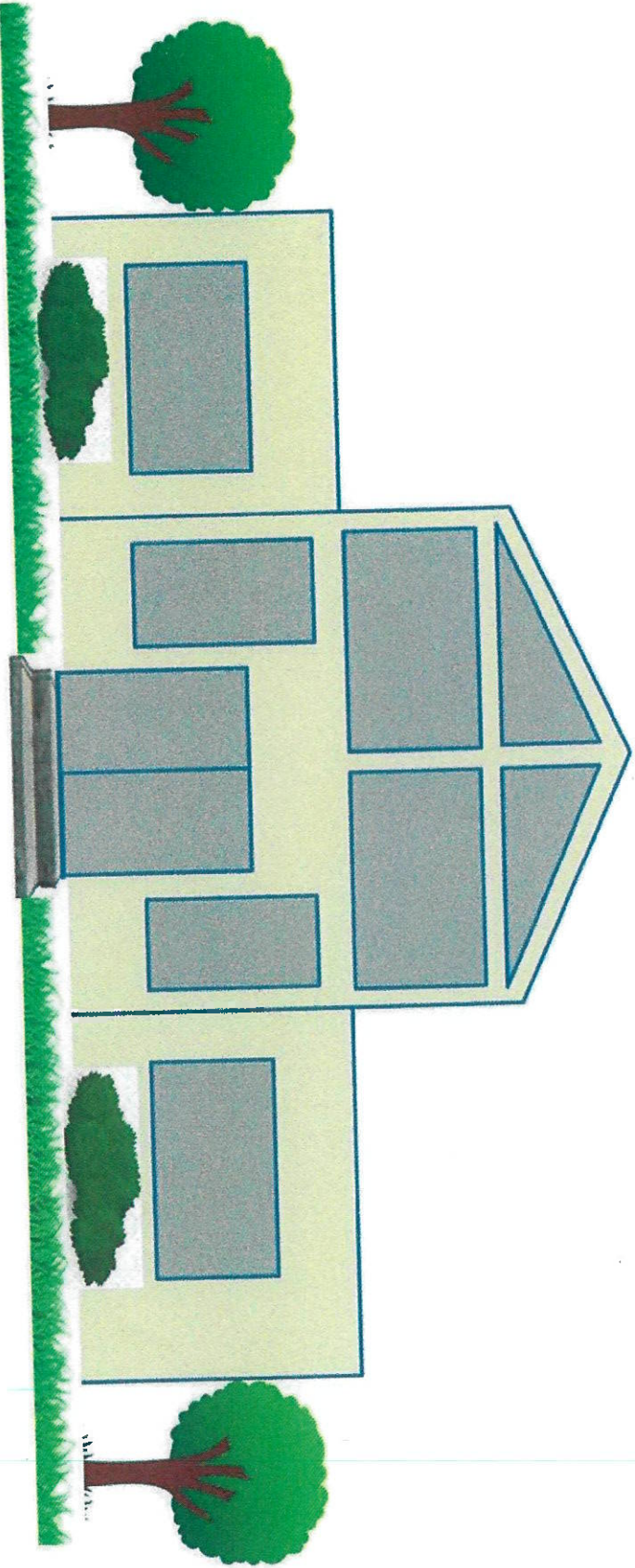
2D BUILDING SKETCH - (A) Main



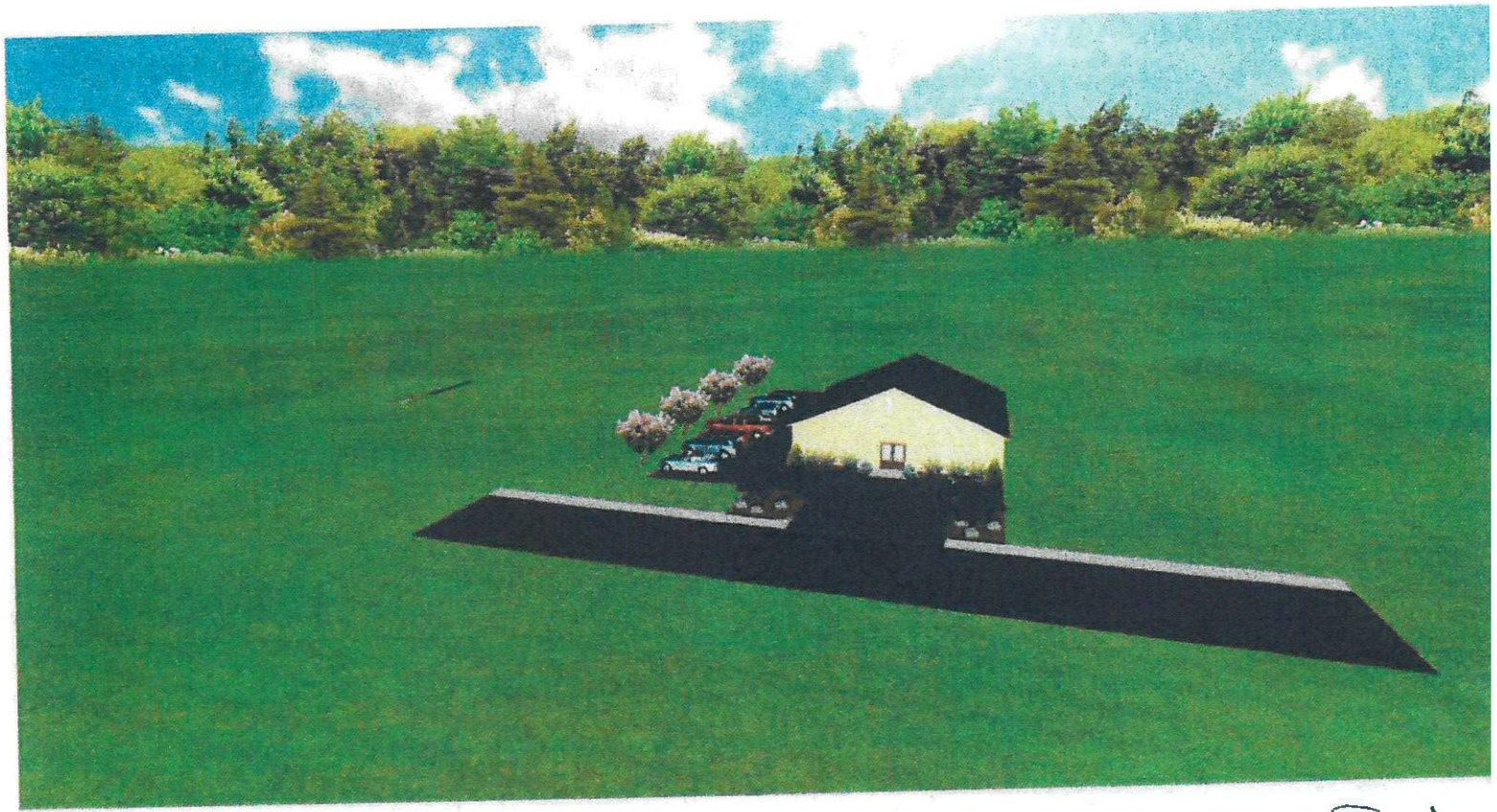
RIGHT STRUCTURAL ELEVATION - (A) Main



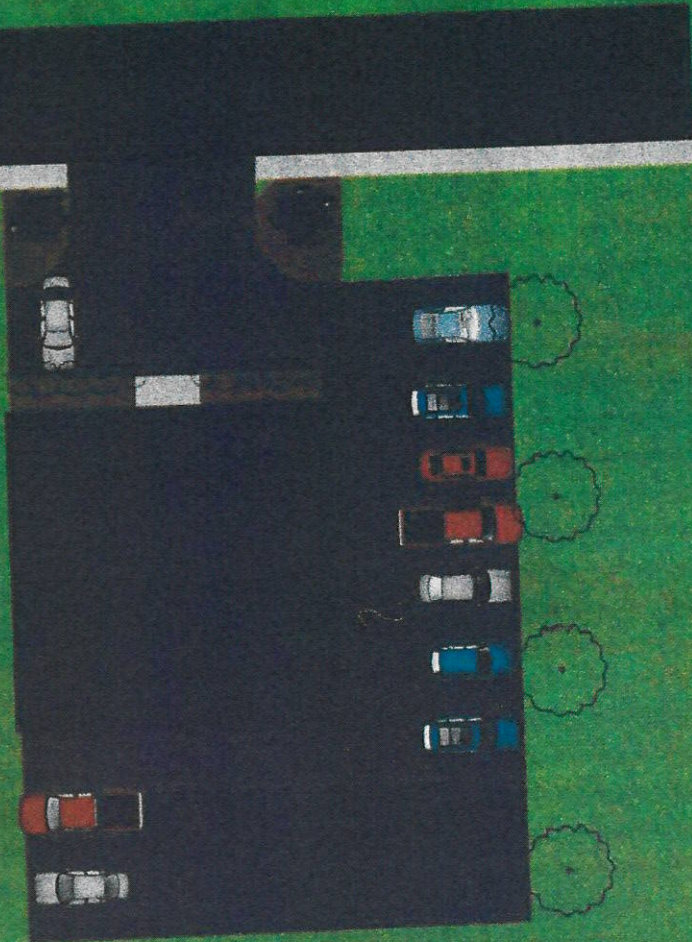
FRONT STRUCTURAL ELEVATION - (B) Leanto 1



Front - West Main St. View
↳ - 13:00 color will be beige / tan / choc Brown
Roof



Distance view from front



Chevrolet

CARASH

**Burnsville Planning Board/Burnsville Comprehensive Land Use Plan Steering Committee
Special Joint Meeting - January 25, 2021
Burnsville Town Center**

The Burnsville Planning Board and Burnsville Comprehensive Land Use Plan Steering Committee met on January 25, 2021 for a special joint meeting at the Burnsville Town Center. Kim Simpson presided, with members Greg Yuziuk, Robert Byrd, Denise Collier and Jerri Storie present. Members Paul Bradley joined the meeting via remote simultaneous communication at 6:15pm and was counted present for purposes of quorum and voting. Also in attendance were Mayor Theresa Coletta, Heather Hockaday, Brian Buchanan, Chad Fox and Corey Osborne from the High Country Council of Government. Kim Simpson called the meeting to order at 6:12pm.

The meeting was streamed live for the public on the Burnsville Town Center's YouTube Channel.

Approval of the Agenda and Minutes - Minutes from a special meeting of the Burnsville Land Use Steering Committee held on January 12, 2021 and a Burnsville Planning Board Special meeting held on January 12, 2021 were available. Greg Yuziuk made a motion to approve the agenda and minutes as read. All agreed and the motion carried.

Comprehensive Land Use Plan - Cory Osborne from the High Country Council of Government and consultant to the Land Use Plan Steering Committee began with a description of the purpose of the future land use map. He stated that the map would serve as a reference document within the Comprehensive Land Use Plan, in the event that a rezoning request is received in the future. He explained how future requests can be consistent by referring to the map but amendments can be made if necessary.

Town Administrator Heather Hockaday gave background on previous plans that consistency statements have had to adhere to. She described how legislation now requires a single comprehensive plan, opposed to groupings of smaller plans that most towns have had before.

Mr. Osborne mentioned that any challenges with consistency in the future could require an amendment of the map in the plan. He emphasized that the board should anticipate the future use of parcels as best they can. This way changes can remain consistent with the plan and changes are only made under special circumstances.

Before the discussion of individual parcels on the future land use map draft, Mr. Osborne pointed out two primary considerations when establishing future land use, existing land use and appropriate land use.

Members, Mr. Osborne and staff began discussing a list of several parcels prepared by member Paul Bradley. The list included thirty-one parcels on the future land use map with zoning designations that Mr. Bradley felt warranted discussion. Mr. Osborne explained the justifications behind the designations, referencing issues such as access to primary streets, neighboring properties, existing and non-conforming uses, the need for down-zoning in some parcels, recent lot line changes, and potential future uses.

After the discussion of parcels, members asked Mr. Osborne to amend two areas of the future land use map. Robert Byrd made a motion to adopt the future land use map as revised by the group. All agreed and the motion carried.

Recommendation of Land Use Plan to Town Council - Kim Simpson made a motion to recommend the Burnsville Comprehensive Land Use Plan, with the revisions to the future land use map approved at tonight's meeting, to the Burnsville Town Council. All members agreed and the motion carried.

Discuss NCLM training modules - A list and options to participate were made available to members.

A special meeting of the Design Review Committee was set for February 22, 2021 at 6:15pm at the Burnsville Town Center to review plans for the Farmers Market project.

The next regular Planning Board Meeting is on April 13, 2021 at 6:15pm in the Burnsville Town Center.

Jerri Storie made the motion to adjourn . There being no further business the meeting adjourned at 7:16pm.

Recorded by:

Chad Fox, Town Clerk

Kim Simpson, Chair