



AGENDA
Morehead City Planning Board
Remote Meeting
October 20, 2020
5:30 P.M.

1. CALL TO ORDER / INVOCATION / ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. MINUTES
- 3.I. Planning Board Minutes 9/15/20

Documents:

[PLANNING BOARD REMOTE MEETING 09152020.PDF](#)

4. BUSINESS

- 4.I. Request Submitted By John Ballou Jr. To Amend Section 2-2 Of The Unified Development Ordinance To Adjust Definitions For Manufactured Home Park And Recreational Vehicle And To Add A Definition For Recreational Vehicle, Park Model; To Add Subsection 14-14.17 To Allow Recreational Vehicles To Be Located Within Manufactured Home Parks Subject To Specific Restrictions Outlined In The Proposed New Section; And To Amend Subsection 18-5.2(F) To Clarify Requirements For Temporary And Permanent Recreational Vehicles Located Within Special Flood Hazard Areas.

Documents:

[STAFF_REPORT_102020.PDF](#)
[DRAFT_TEXT_AMENDMENT.PDF](#)
[PLANNING_BOARD_RESOLUTION_2020-0009.PDF](#)

5. REQUESTS / COMMENTS

- 5.I. Attendance Record

Documents:

[ATTENDANCE_RECORD.PDF](#)

- 5.I.i. August Monthly Report

Documents:

AUGUST_MONTHLY_REPORT_PERMIT_COUNTS.PDF
AUGUST_FINANCIAL_REPORT.PDF

6. ADJOURNMENT

The Morehead City Planning Board conducted a remote public meeting on Tuesday, September 15, 2020, via the Zoom video conferencing application, at 5:30 p.m. The following people were present:

MEMBERS: Tom Outlaw, Ronetta Gaskill, Sally Lumpkin, Tom Saunders, Andrea Smith, and Diana Tootle.

ABSENT: None

Others present: Planning and Inspections Director Sandi Watkins, Planner Mackenzie Todd, Secretary Annie Bunnell, Elise Clouser with the Carteret County News-Times, Dennis Mock, David Horton, Ron Smith, Tim Parks, Melodie Reels, Will Rogers, Emily Smith, and other concerned citizens.

Chairman Tom Outlaw called the meeting to order and gave the invocation.

The roll was called and no one was absent.

Diana Tootle led the Pledge of Allegiance.

MINUTES: July 21, 2020: Sally Lumpkin made **MOTION**, seconded by Tom Saunders, to adopt the minutes and dispense with the reading. The motion carried unanimously.

NEW BUSINESS:

A.) Request submitted by Jared Quillen, on behalf of David Horton, to rezone 5079 Business Drive (Parcel #636601183307000) from CH (Highway Commercial) District to I (Industrial) District.

Mr. Jared Quillen, on behalf of David Horton, has submitted a request to rezone approximately 0.466 acres located at 5079 Business Drive from CH (Highway Commercial) District to I (Industrial) District. The property is currently vacant.

Surrounding zoning includes CH (Highway Commercial) to the north, R15M (Single-Family Residential/Manufactured Home) to the east, CH (Highway Commercial) and I (Industrial) to the south and I (Industrial) to the west.

Surrounding land use includes storage buildings to the north, residential to the east, and vacant land to the south and west.

The property is in Neighborhood 8 of the CAMA Land Use Plan. The property is classified as General Industrial.

Property owners within 300 feet of the property were notified of the Planning Board meeting as well as the date of the public hearing which is scheduled for October 13, 2020. The property has been posted.

Conventional Rezoning Request: Conventional rezoning requests require consideration of all the uses permitted in the CH or I districts because potentially any of those uses may be located on the site. Looking at all the permitted and special uses in both districts and the development standards, which is the more appropriate zoning classification for the property, CH or I? No site plan is required, and decisions cannot be based upon a specific use of the property, even though the property owner may speak to a specific use.

Land Use Consistency Statement/Resolution: In accordance with N.C.G.S. 160A-383, a land use consistency statement must be adopted when a zoning amendment is approved or rejected. The draft statement provided may be modified or rewritten at the discretion of the Planning Board and must take one of the following three forms:

1. A statement recommending approval of the proposed zoning amendment and describing its consistency with the plan; 2. A statement recommending denial of the proposed zoning amendment and describing its inconsistency with the plan; or 3. A statement recommending approval of the proposed amendment and amendment of the land use plan, along with an explanation of the change in conditions to meet the development needs of the community that were considered in recommendation of the zoning amendment.

Planner Mackenzie Todd introduced the request, stating that the parcel is currently vacant and located within Neighborhood 8, classified as General Industrial, of the Land Use Plan. Property owner David Horton was present to answer Board questions.

Mr. Horton spoke in favor of the request, stating that the applicant, Mr. Jared Quillen, had approached him to use the parcel for welding and metal artwork. Mr. Horton stated that the property is currently zoned Highway Commercial. After speaking with the Town, Mr. Quillen found that the use would not be allowed in the Highway Commercial district, but is allowed in the Industrial district. The parcel directly abuts Industrially-zoned property to the west, as well as the vacant forty-acre parcel owned by the State Port to the south and east.

Planner Mackenzie Todd read the directions for participants on the Zoom call to request to speak, if desired. The Board members discussed the change in zoning, with Tom Saunders stating he had no issues with the change and Andrea Smith stating that the changes seemed appropriate given the location.

Andrea Smith made **MOTION**, seconded by Diana Tootle, to recommend approval of the rezoning request and Resolution 2020-0006. The motion carried unanimously.

B.) Request submitted by Will Rogers to amend Article 14-3(B) of the Unified Development Ordinance (UDO) to allow for uncovered decks to encroach into front setbacks in the R5 (Residential) and R5S (Single-Family Residential) Districts.

A request has been submitted by Will Rogers to amend Article 14-3(B) of the Unified Development Ordinance (UDO) to allow for an uncovered deck to encroach in the front setback in the R5 (Residential) and R5S (Single-Family Residential) Districts.

Proposed additions are shown in blue text below:

Article 14-3 - Adjustments in Front Yard Setback Requirements

(B) Unenclosed porches and steps shall be permitted to be located within the front setbacks of the R5 and R5S Districts provided that the unenclosed porches contain no walls or screening. An uncovered deck may be permitted to encroach into a front setback provided the following are met:

- (1) The uncovered deck forms an integral part of a covered porch (i.e. railing around covered porch and uncovered deck area);
- (2) The area of the covered porch must be equivalent to or greater than one-third of the total combined area of the covered porch plus the uncovered deck area;
- (3) The uncovered deck shall not extend further into the front setback than the covered porch;
- (4) The uncovered deck shall not extend into a side setback; and
- (5) The width of the uncovered deck may not extend beyond the width of the house.

Note: Please note this is not a city-initiated request. Should the Planning Board or Council desire staff research this topic, the item would need to be tabled to a future meeting date to allow research be conducted by staff.

Planner Mackenzie Todd introduced the request.

Following Planner Todd's presentation, Board members discussed what is currently allowed and expressed concerns regarding the potential for setting a precedence for allowing additional encroachments into front setbacks. Sally Lumpkin asked the Town if covered front porches were currently allowed to encroach in setbacks. Planner Watkins explained that a covered front porch is not allowed to encroach into a side setback, but a front porch and steps could go all the way to the front property line provided the forty-percent maximum lot coverage allowance was not exceeded.

Encroaching front porches are not permitted under the current ordinance to be screened-in or have any walls.

Applicant Will Rogers had prepared a presentation for the Board in favor of his position on the text amendment. Mr. Rogers stated that his situation began with the misunderstanding of the word “porch”, as he would like to cover only a portion of his front deck, leaving the remaining portion uncovered. Mr. Rogers presented photos to the Board of many homes in Beaufort that show the style of partially-covered deck that he would like at his home. Under his proposal, the uncovered deck would be required to meet side setbacks. Mr. Rogers stated that his amendment would not allow an entirely uncovered deck, a portion equal to one-third of the square footage would be required to be covered.

Chairman Outlaw expressed concerns about allowing encroachments of any kind within the setbacks. Andrea Smith stated that the uncovered decks would look different in downtown Morehead City because the homes would be on stilts or otherwise raised up.

Tom Saunders asked the Town when the allowance was made for covered porches to encroach into the front setback. Planner Watkins clarified for the Board that the current allowance for covered front porches and steps to encroach into the front setback came in 2007 following a study of the downtown area. An amendment was made by the Council to allow such encroachments due to the number of porches encroaching into the front setback at the time. This change helped to reduce the number of nonconforming structures.

Planner Mackenzie Todd read the directions for participants on the Zoom call to request to speak, if desired.

With no further speakers on the request, board members discussed the proposed changes. Board members discussed the possibility of allowing just one uncovered deck on the first live-able floor of the home.

Sally Lumpkin made **MOTION**, seconded by Ronetta Gaskill, to recommend approval of the text amendment request and Resolution 2020-0007. The motion failed with Tom Outlaw, Diana Tootle, and Andrea Smith in opposition and Tom Saunders abstaining.

Andrea Smith made **MOTION**, seconded by Diana Tootle, to recommend denial of the text amendment request. The motion carried 3 to 2, with Sally Lumpkin and Ronetta Gaskill in opposition and Tom Saunders abstaining.

C.) Request submitted by Ron Smith and Dennis Mock of Carteret Health Care to amend Article 2-2.173.1 and Article 19-6.7 of the Unified Development Ordinance (UDO) to define the community hospital as a multi-tenant development and to allow additional primary freestanding signage for the community hospital subject to specified criteria.

A request has been submitted by Ron Smith and Dennis Mock of Carteret Health Care to amend Article 2-2.173.1 and Article 19-6.7 of the Unified Development Ordinance (UDO) to define the community hospital as a multi-tenant development and to allow additional primary freestanding signage for the community hospital subject to specified criteria.

Proposed additions are shown in blue text below:

Article 2-2 Definitions

2-2.173.1 *Multi-tenant development.* A development consisting of one (1) or more lots and two (2) or more businesses, services, or other non-residential entities or establishments which share appurtenant facilities, such as driveways, pedestrian walkways, or off-street parking or loading facilities. *The community hospital shall be considered a multi-tenant development since it provides several distinct services to the community.*

Article 19-6 Freestanding Signs

19-6.7 In order to promote the fair distribution and unified appearance of signage, primary freestanding signs located within multi-tenant developments may be permitted additional sign area subject to the following requirements.

(A) A multi-tenant signage plan shall be submitted for review and approval by Morehead City Planning and Inspections Department staff. The plan shall include:

- (1) Site plan, drawn to scale, showing the lot lines and dimensions of any existing and proposed freestanding signs to be located on the site.
- (2) Information concerning the maximum dimensions and sign type of all proposed freestanding signage, including any non-primary freestanding signs (e.g. directional signs).
- (3) North arrow and orientation.
- (4) Location of existing and proposed rights-of-way.
- (5) Location of existing and proposed driveways or alleys.

(B) Additional sign area per individual sign shall be based upon the number of additional advertised tenants in accordance with Table 19-6.1.

(C) Additional primary freestanding signs may be permitted at a rate of one (1) per one hundred (100) feet of linear foot of road frontage (as measured from the center of the sign) with a maximum of three (3) freestanding signs for the multi-tenant development.

(D) Outparcels associated with the multi-tenant development shall be consolidated with the remainder of the development and included within the multi-tenant signage plan in order to utilize the additional signage allowances.

(E) Both a copy of the signage plan and the deed (or other recordable instrument referencing the approved signage plan) shall be recorded with the Carteret County Register of Deeds prior to final approval of the multi-tenant signage plan.

(F) The community hospital is exempt from the maximum number of primary freestanding signs permitted as set forth in subsection 19-6.7(C), is exempt from the requirement to consolidate outparcels as set forth in subsection 19-6.7(D), and is exempt from the requirements to record the signage plan and deed with the Carteret County Register of Deeds as set forth in subsection 19-6.7(E) provided all other requirements for multi-tenant development signage have been met, including the minimum one hundred (100) foot separation requirement. The ability to communicate information associated with a hospital use is paramount to the public health and welfare of the Town citizens and visitors. The maximum square footage of primary freestanding multi-tenant development signs associated with a community hospital shall be limited to the maximum allowed for the total building area on the parcel.

Planner Mackenzie Todd introduced the request, stating that applicants Ron Smith and Dennis Mock were present on behalf of Carteret Health to answer Board questions.

Applicant Ron Smith spoke in favor of the request, stating that most of the signage on the hospital property is directional, but is oversized for today's ordinance. Mr. Smith stated that the hospital would like to incorporate electronic signage to better communicate with the community. Part of the sign requested would have fixed graphics which indicate that it is the hospital, with the remaining portion being electronic where updates and messages may be displayed. Carteret Healthcare wishes to place a sign in front of the hospital on Arendell Street.

Mr. Saunders asked the Town if the proposed ordinance amendment would allow the sign to be two-sided. Planning Director Watkins responded the amendment would allow the proposed sign to be two-sided, but all other sign requirements would still apply, including the requirement for signs to be at least one-hundred feet apart.

Planner Mackenzie Todd read the directions for participants on the Zoom call to request to speak, if desired.

Diana Tootle made **MOTION**, seconded by Tom Saunders, to recommend approval of the text amendment request and Resolution 2020-0008. The motion carried unanimously.

REQUESTS/COMMENTS: Planning Director Watkins entered the attendance record and monthly reports for the record.

ADJOURNMENT:

There being no further requests or comments, the meeting adjourned at 7:52 p.m.

Annie Bunnell, Secretary

ORDINANCE AMENDMENT: Request submitted by John Ballou Jr. to amend section 2-2 of the Unified Development Ordinance to adjust definitions for manufactured home park and recreational vehicle and to add a definition for recreational vehicle, park model; to add subsection 14-14.17 to allow recreational vehicles to be located within manufactured home parks subject to specific restrictions outlined in the proposed new section; and to amend subsection 18-5.2(F) to clarify requirements for temporary and permanent recreational vehicles located within special flood hazard areas; and to approve Plan Consistency Resolution No. 2020-0009.

A request has been submitted by John Ballou Jr. to amend the Unified Development Ordinance to allow recreational vehicles (RVs) to be located within manufactured home parks subject to specific criteria outlined in the draft ordinance.

The draft proposes to accomplish the following:

- Amend the definition of manufactured home park to indicate that recreational vehicles may also be permitted in manufactured home parks subject to meeting specific criteria.
- Amending the definition of recreational vehicle as well as requirements contained in the flood damage prevention ordinance related to RVs to provide consistency with the NC Coastal Model Flood Damage Prevention Ordinance.
- Adding a new definition for “Recreational vehicle, park model” consistent with the definition contained in the American National Standards Institute (ANSI) specifications for park model recreational vehicles.
- Add specific restrictions related to RVs in manufactured home parks, including:
 - o Prohibiting an RV within a stall that also has a manufactured home or another RV.
 - o Setting a minimum stay of one-month for RVs in manufactured home parks.
 - o Prohibiting storage of RVs, except for RVs contained within approved RV storage areas designated for use by the park occupants.
 - o Capping the percentage of RVs allowed in a manufactured home park at 49% of the total approved number of stalls within a park.
 - o Establishing requirements for permanent and temporary installation of RVs in accordance with guidance from the NC Department of Insurance.

Note: Please note this draft has been reviewed by staff related to code-related requirements and ordinance structure. While the draft retains the substance of the applicant’s request, the aforementioned staff comments have been incorporated into the version of the draft provided to the Board. Should the Planning Board or Council desire staff to conduct any additional research on this topic (e.g. researching similar municipal ordinances, etc.), the item would need to be tabled to a future meeting date to allow time for the desired research to be conducted.

2-2 Definition of Basic Terms

2-2.162 Manufactured home park. A parcel of land under unified control that has been planned and improved primarily for the placement of manufactured housing for dwelling purposes (see section 14-14). Recreational vehicles may also be permitted to be located within manufactured home parks in accordance with subsection 14-14.17.

2-2.218 *Recreational vehicle.* A vehicle which is:

- (A) Built on a single chassis;
- (B) Four hundred (400) square feet or less when measured at the largest horizontal projection;
- (C) Designed to be self-propelled or permanently towable by a light duty truck; and
- (D) Designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use.
- (e) Is fully licensed and ready for highway use.

2-2.218.1 Recreational vehicle, park model: A single living unit that is primarily designed and completed on a single chassis, mounted on wheels, to provide temporary living quarters for recreational, camping or seasonal use, and is certified by the manufacturer as complying with all applicable requirements of ANSI A119.5 and: 1) has a gross trailer area not exceeding 400 square feet (37.15 square meters) in the setup mode or 2) if having a gross trailer area not exceeding 320 square feet (29.72 square meters) in the setup mode, has a width greater than 8.5 feet (2.59 meters) in the transport mode.

14-14 Manufactured Home Parks

14-14.17 Recreational vehicles, including park models, may be allowed in manufactured home parks subject to the following:

- (A) A recreational vehicle may be occupied in an established stall within a manufactured home park provided that the recreational vehicle is not located within a stall that is also occupied by a manufactured home.
- (B) Only one recreational vehicle shall be permitted within each individual stall.
- (C) The minimum stay for a recreational vehicle, including a park model recreational vehicle, in a manufactured home park is one month.
- (D) No recreational vehicle, including a park model recreational vehicle, may be permitted to be stored in a manufactured home park unless it is stored in an approved RV storage area designated for use only by park occupants.
- (E) The number of recreational vehicles, including park model recreational vehicles, permitted to be located in a manufactured home park shall be limited to a maximum of 49% of the total of manufactured homes approved to be located in the park.
- (F) Recreational vehicles located within a special flood hazard area shall comply with subsection 18-5.2(F) of the Unified Development Ordinance.
- (G) The establishment, maintenance, construction, or alteration of a park that effects the number of homesites within a park shall be in accordance with section 14-14.
- (H) Park model recreational vehicles constructed through the Recreational Park Trailer construction program of the Recreational Vehicle Industry Association (RVIA) in addition to either the NC Modular Construction Program or the HUD Manufactured Housing program may be permanently installed as a single-family modular dwelling or manufactured home in accordance with the following:
 - (1) Labeled Recreational Park Trailers that are also constructed and dual-labeled in accordance with the NC Modular Construction Program may be permanently installed as

a single family modular dwelling in accordance with the NC Residential Code provided the installation meets the current NC Code's foundation/anchoring requirements and meets all other applicable zoning ordinances.

- (2) Labeled Recreational Park Trailers that are also constructed and dual labeled in accordance with the Federal Manufactured Housing Construction and Safety Standards as a single family (HUD) manufactured home may be permanently installed as a single family manufactured home dwelling in accordance with the State of North Carolina Regulations for Manufactured Homes provided the installation meets the foundation/anchoring requirements of these regulations and all other applicable zoning ordinances.
- (l) The following restrictions apply to the temporary installation of recreational vehicles, including park model recreational vehicles:
 - (1) Recreational vehicles constructed in accordance with ANSI A119.5 Recreational Park Trailer Standard and only labeled as Recreational Park Trailer under the Recreational Park Trailer construction program of the Recreational Vehicle Industry Association (RVIA) and recreational park trailers constructed by manufacturers which are not members of the Recreational Vehicle Industry Association (RVIA) shall not be setup as permanent dwelling units.
 - (2) No permanent electrical, plumbing, or mechanical connections are permitted to be made to a park model recreational vehicle installed under this section.
 - (3) Units may be temporarily blocked up and anchored against overturning forces, but wheels and axles must remain on the unit at all times.
 - (4) Accessory structures may not be supported with temporary installation park model recreational vehicles.
 - (5) Recreational vehicles not meeting the permanent installation requirements of subsection 14-14.17(G) may not be located within a manufactured home park unless the requirements of subsection 14-14.17(H) are continuously met.

Diagram x-x.

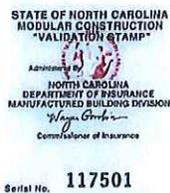
LABELS

Labels – Acceptable Examples of Recreational Park Trailer (Park Model) Labels for Temporary Use



RVIA Park Model Label (oldest units) RPTIA Park Model Label (older units) RVIA Recreational Park Trailer Label (new units)

Labels – Required for Permanent Installations



NC Modular Construction Validating Stamp

HUD Manufactured Housing Label

Flood Damage Prevention Ordinance:

18-5.2(F) *Recreational vehicles*. Recreational vehicles placed on sites within a special flood hazard area shall meet the criteria for either temporary use or permanent installation, as applicable; either:

(1) For Temporary Use:

(a) Be on site for fewer than one hundred eighty (180) consecutive days; or

(b) Be and be fully licensed and ready for highway use. (A a-recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and has no permanently attached additions).; or

(2) For Permanent Installation:

(a) Recreational vehicles that do not meet the limitations of temporary placement shall meet
~~Meet all the requirements for new construction, including anchoring and elevation requirements of subsection 18-4.2 and subsections 18-5.1 and 18-5.2(C).~~



**PLANNING BOARD
RESOLUTION No. 2020-0009**

**Plan Consistency Statement
for Case #OA20-0007**

Request submitted by John Ballou Jr. to amend section 2-2 of the Unified Development Ordinance to adjust definitions for manufactured home park and recreational vehicle and to add a definition for recreational vehicle, park model; to add subsection 14-14.17 to allow recreational vehicles to be located within manufactured home parks subject to specific restrictions outlined in the proposed new section; and to amend subsection 18-5.2(F) to clarify requirements for temporary and permanent recreational vehicles located within special flood hazard areas.

WHEREAS, A request was submitted by John Ballou Jr. to amend section 2-2 of the Unified Development Ordinance to adjust definitions for manufactured home park and recreational vehicle and to add a definition for recreational vehicle, park model; to add subsection 14-14.17 to allow recreational vehicles to be located within manufactured home parks subject to specific restrictions outlined in the proposed new section; and to amend subsection 18-5.2(F) to clarify requirements for temporary and permanent recreational vehicles located within special flood hazard areas; and

WHEREAS, effective October 1, 2017, North Carolina General Statute 160A-383 requires that “Prior to adopting or rejecting any zoning amendment, the governing board shall adopt one of the following statements which shall not be subject to judicial review: (1) A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest. (2) A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest. (3) A statement approving the zoning amendment and containing at least all of the following: (a) A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan. (b) An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community. (c) Why the action was reasonable and in the public interest”; and

WHEREAS, the ordinance amendment request was duly advertised and was the subject of a public meeting of the Morehead City Planning Board on October 20, 2020, during which the applicant, interested parties, and staff were given the opportunity to comment on the application; and

WHEREAS, the Planning Board has made the following findings and conclusions:

*RV's in Manufactured Home Parks Text Amendment Request
Resolution 2020-0009*

1. The proposed text amendment is consistent with the CAMA Land Use Plan Vision Statement and does appear to be consistent with the following land use and development policies:
 - Section 4.2.2 Land Use Compatibility, Policy #1; and
 - Section 4.2.7 Areas of Local Concern, Policies #1, #3, and #4.

2. The proposed text amendment is in the public interest because:
 - It will promote the diversification of housing in varying types and costs to meet the demands of all income levels and groups and will maintain current residential densities.

3. The proposed text amendment does not appear to conflict with other City plans.

NOW, THEREFORE, BE IT RESOLVED, on the basis of the foregoing findings and conclusions, that the Morehead City Planning Board does hereby find the request for text amendment to be consistent with the CAMA Land Use Plan to be in the public interest and recommends to the Morehead City Council that the text amendment request be approved.

Tom Outlaw, Chairman

Date

PLANNING BOARD ATTENDANCE 2020

	1/21/20	2/18/20	3/24/2020*	4/21/20	5/19/20	6/16/20	7/21/20	8/18/20	9/15/20	10/20/20	11/17/20	12/15/20
Andrea Smith	Present	No Meeting	Absent	Present	Present	Present	Present	No Meeting	Present			
Frank Eastman	Present	No Meeting	Present	Present	Present	Present						
Ronetta Gaskill	Present	No Meeting	Present	Present	Present	Present	Present	No Meeting	Present			
Sally Lumpkin	Absent	No Meeting	Absent	Present	Present	Present	Present	No Meeting	Present			
Tom Outlaw	Present	No Meeting	Present	Present	Present	Present	Present	No Meeting	Present			
Tom Saunders	Present	No Meeting	Absent	Present	Present	Present	Present	No Meeting	Present			
Diana Tootle	Present	No Meeting	Absent	Present	Present	Present	Present	No Meeting	Present			
Matt Johnson												

*March Planning Board date changed to the 4th Tuesday



**PLANNING & INSPECTIONS DEPARTMENT
PERMIT & INSPECTION COUNTS**

August 2020

	August 20	July 20	August 19	2020-2021 FISCAL YTD	2019-2020 FISCAL YTD	FISCAL YTD INCREASE/ DECREASE
BUILDING PERMITS ISSUED						
Single Family Detached	3	6	1	9	7	2
Single Family Attached	6	3	0	9	5	4
Residential Demolition	4	2	4	6	5	1
Commercial Demolition	0	0	0	0	0	0
Commercial	5	7	11	12	23	-11
Miscellaneous*	22	14	10	36	34	2
Total	40	32	26	72	74	-2
SUBCONTRACTOR PERMITS						
Electrical	35	22	19	57	61	-4
Mechanical	74	76	52	150	96	54
Plumbing	4	3	13	7	21	-14
Total	113	101	84	214	178	36
MISCELLANEOUS PERMITS						
Fire Sprinkler	1	1	0	2	1	1
Mobile Home	0	0	0	0	0	0
Tent	0	1	1	1	2	-1
Total	1	2	1	3	3	0
ZONING PERMITS						
ABC Inspection	1	0	0	1	1	0
Fence	6	19	8	25	17	8
New Business	0	0	0	0	0	0
R.V.	0	0	1	0	2	-2
Right-of-Way/Sidewalk Café	0	1	0	1	0	1
Sign	5	8	3	13	6	7
Zoning Miscellaneous	2	0	3	2	4	-2
Total	14	28	15	461	382	79
CAMA MINOR PERMITS						
	1	3	3	4	5	-1
INSPECTIONS						
Building Inspections	334	456	472	790	844	-54
Zoning Inspections/ Site Visits	42	123	79	165	184	-19
Total	376	579	551	955	1,028	-73
C.O. INSPECTIONS						
C.O. Inspections (ETJ)	7	6	1	13	7	6
C.O. Inspections (In-City)	11	24	3	35	4	31
Total	18	30	4	48	11	37



**PLANNING & INSPECTIONS DEPARTMENT
FINANCIAL REPORT**

August 2020

Fees Received:	August 20	July 20	August 19	2020-21 FISCAL YTD	2019-20 FISCAL YTD	FISCAL YTD INCREASE/ DECREASE
Total Permits Fees:	\$104,395.00	\$35,616.00	\$31,766.00	\$140,011.00	\$66,423.00	\$73,588.00
In-City	\$92,990.00	\$26,773.00	\$24,200.00	\$119,763.00	\$30,391.00	\$89,372.00
ETJ	\$11,405.00	\$8,843.00	\$7,566.00	\$20,248.00	\$36,032.00	-15,784.00
Reinspection Fees:	\$0.00	\$50.00				
Demolition Bid Bonds:	\$2,000.00	\$1,000.00				
Construction Value Total:	\$14,674,008.10	\$3,918,165.81	\$3,272,221	\$18,592,173.91	\$8,634,067	\$9,958,107
Construction Value (In-City)	\$13,676,298.51	\$2,888,871.97	\$2,251,752	\$16,565,170.48	\$6,584,732	\$9,980,438
Construction Value (ETJ)	\$997,709.59	\$1,029,293.84	\$1,020,469	\$2,027,003.43	\$2,049,335	-22,331.57
CAMA Permits:	\$100.00	\$100.00				
Annexations:	\$0.00	\$350.00	\$0.00	\$350.00	\$0.00	\$350.00
Minor Subdivisions:	\$0.00	\$0.00				
Subdivision Exemptions:	\$0.00	\$25.00				
Planning Board	\$800.00	\$0.00	\$1,270.00	\$800.00	\$1,670.00	-870.00
In-City	\$800.00	\$0.00	\$1,270.00	\$800.00	\$1,670.00	-870.00
ETJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Board of Adjustment	\$1,050.00	\$0.00	\$0.00	\$1,050.00	\$0.00	\$1,050.00
In-City	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00	\$350.00
ETJ	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00
Landscape Bonds:	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$0
Total Zoning Letters:	\$90.00	\$25.00				
Zoning Comp. Letters:	\$50.00	\$0.00				
Zoning Verif. Letters:	\$40.00	\$25.00				
Zoning Citation Fees:	\$0.00	\$0.00				
Residential Plan Review	\$750.00	\$575.00	\$575.00	\$1,325.00	\$1,250.00	\$75.00
In-City	\$475.00	\$400.00	\$300.00	\$875.00	\$725.00	\$150.00
ETJ	\$275.00	\$175.00	\$275.00	\$450.00	\$525.00	-75.00
Commercial Plan Review	\$500.00	\$500.00	\$1,200.00	\$1,000.00	\$1,800.00	-800.00
In-City	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,400.00	-400.00
ETJ	\$0.00	\$0.00	\$200.00	\$0.00	\$400.00	-400.00
Miscellaneous	\$0.00	\$0.00				
Total Fees Received:	\$109,685.00	\$38,241.00				

* Demolition & Landscape Bonds are returned upon successful completion of work.

* Planning Board includes requests for rezonings, text amendments, major subdivisions, & alternate landscape plans.

* Board of Adjustment includes requests for variances & special-use permits.