**Caswell County Planning Department**

**Planning Board Meeting**

May 28, 2019

Members Present:

Russell Johnston *Chairman*, Michael Poteat *Vice-Chairman*, Keith Blalock, Ray Shaffner, Steven Harris. Also present: Matthew Hoagland, County Planner and Ashley Kirby Powell, Administrative Assistant.

Members Absent:

Don Swann, Jason Daniel, Commissioner William Carter, and Ron Richmond.

Chairman Johnston called the meeting to order at 1:00pm.

Approval of the Agenda

Mr. Shaffner moved to approve the agenda, seconded by Mr. Harris. The motion carried unanimously.

Public Comments

There were no public comments.

Approval of Minutes

Mr. Harris made a motion to amend the April 23, 2019 minutes removing Ron Richmond from the present list to absent, seconded by Mr. Shaffner. The motion carried unanimously.

New Business

*Manufactured Homes Skirting Policy Changes*

Mr. Hoagland presented the Board with the latest round of proposed changes, included below.

**Section 9.21   Standards for Individual Manufactured Homes.**

***9.21.1.  Types of Manufactured Homes Permitted.***

~~No manufactured home older than 1976 shall be allowed to move into Caswell County.~~  Manufactured homes which, at the time of construction or renovation, were not built to the standards of the National Manufactured Housing Construction and Safety Standards Act of 1974 (effective 1976) are prohibited within Caswell County under this article.

***9.21.2.  Set-Up Requirements for Manufactured Homes.***

All manufactured homes, whether on individual lots or within a manufactured home park, shall be provided with tie downs and stands or blocks that provide a firm base and stabilize the unit on the site.  Any stairs, porches, entrance platforms, ramps, and other means of entrance to and exit from the home shall be installed consistent with the North Carolina Department of Insurance Regulations for manufactured housing, including any amendments thereto.

***9.21.3.  Foundation and Related Structural Requirements.***

***~~9.21.3.1.~~*** ~~Continuous permanent masonry foundation or masonry curtain wall constructed in accordance with the standards of the NC Uniform Residential Building Code for one- and two-family dwellings, unpierced except for required ventilation with access installed under the perimeter, and no visible exposed concrete block, shall be required for all manufactured homes to which this article applies.  In addition, tongues and axles shall be removed from such manufactured homes.~~

***9.21.3.1.*** Any masonry style foundation wall constructed in accordance with the State of North Carolina Regulations for Manufactured Homes Chapter 3, Section 3.6, unpierced except for required ventilation with access installed under the perimeter, shall be required for all manufactured homes to which this article applies. All other foundation and related structural requirements shall comply with the State of North Carolina Regulations for Manufactured Homes. In addition, tongues and axles shall be removed from such manufactured homes.

***9.21.3.2.*** Skirting requirements shall not apply to manufactured homes used for seasonal farm workers or for a direct family member when placed on existing lots. However, if a future subdivision causes the exempted manufactured home to exist on its own lot, it shall then be made to comply with permanent skirting requirements. For cases where individuals set up a manufactured home for temporary use while in the process of constructing a stick built home, ~~or for a direct family member, the continuous permanent~~ a masonry style foundation is not required given that the following conditions are applied:

***9.21.3.2.1.*** The term for the temporary placement of the manufactured home is to be a maximum of three years from the date of approval or no longer than 30 days past the date the Certificate of Occupancy is issued for the site built home to be constructed on the same parcel, whichever is the lesser of the two.  At that time the manufactured home is to be disconnected from the power, sewer and water system and removed from the property or be brought into compliance with the masonry underpinning requirements of Section 9.21.3, and all other applicable Federal, State and Local regulations.

***9.21.3.2.2.***Should, under extenuating circumstances, additional time be required, the applicant shall be required to come back before the Planning Board and the Board of Commissioners and present their argument for an extension of time.

***9.21.3.2.3.***  During the temporary time period that the manufactured home occupies the site it shall be underpinned with the type of skirting material entered into evidence at the public hearing.

***9.21.3.3.***Any additions to a manufactured home (such as a porch roof, additional rooms, raised porches, carports, cabanas, or enclosed porches) shall require a building permit.  The additions shall meet the requirements of the State building code.

Mr. Johnston expressed some concern over the provision in Section 9.21.3.2 that would end a family skirting exemption if a property underwent future subdivision. Mr. Hoagland stated that the subdivision standard would be the only way for the Planning Department to catch what might otherwise be a way for new home builders to get around skirting requirements. Mr. Hoagland used a dry erase board in the room to draw some examples and the board discussed multiple scenarios in which the subdivision might apply. After that discussion Mr. Harris made a motion to approve the proposed changes to Article 9 Section 9.21 Standards for Individual Manufactured Homes, seconded by Mr. Blalock. The motion carried unanimously.

The Board requested for Mr. Hoagland to create a draft letter for formal presentation of the changes to the Caswell County Commissioners and bring it back to the next meeting.

Planning Department Updates

Mr. Hoagland announced that Caswell County had won the G.R.E.A.T. grant funding from the state of North Carolina but this process will take some time to get residents connected to new internet service. Open Broadband, LLC. is expecting a contract from the state by mid-July, and tower agreements to be completed this fall of 2019. Those documents need to be completed first before any new equipment can go in. Open Broadband’s expectation is that the first customers will be able to get online in early 2020. The rest of the network would be built out in the remaining portions of the county throughout 2020 and 2021.

Chairman Johnston questioned the location of the main hub and the radius of the service. Mr. Hoagland replied five miles for average radius and the main hub will be located in Pelham, N.C. Other equipment would be installed on the towers at each county school, water towers throughout the county, and even some private properties if an arrangement can be made to construct a new tower on their land. Mr. Harris questioned how many land owners are interested in having a tower on their property. Mr. Hoagland replied 25 to 30 residents had submitted forms but in total there are more than 70 individual parcels of land.

He also wanted to make the Board aware that Mark Jones, Chief Building Inspector had taken another job and moved to Carteret County, and currently the County has an inter-local agreement with Rockingham County to have one of their inspectors perform work in Caswell. Chairman Johnston suggested to Mr. Hoagland to get the opinion of the current intern inspectors of the new proposed changes to skirting policy as well.

Adjournment

Chairman Johnston made a motion to adjourn the May 28, 2019 Planning Board Meeting at 1:57p.m., seconded by Mr. Harris. The motion carried unanimously.

*Ashley Kirby Powell recorded the minutes above.*