**Caswell County Planning Board Meeting**

**April 23, 2019**

**Members Present:**

Russell Johnston *Chairman*, Keith Blalock, Steve Harris, Ray Shaffner, and Ron Richmond. Also present: Matthew Hoagland, Planner, Ashley Kirby Powell, and Mark Jones, Chief Building Inspector.

**Members Absent:**

Jason Daniel, Ron Richmond, and Commissioner W. Carter.

Mr. Johnston called the meeting to order at 1:02p.m.

**Approval of the Agenda**

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

**Public Comments**

Melvin Butler, Cherry Grove, NC. stated his concerns about Section 9.21.3.2.1. in the UDO when it comes to setting up a mobile home for a direct family member and the length of time; this mobile home will not be placed temporary. He expressed his desire to see that UDO changed to ensure that direct family members would be exempt from mobile home skirting requirements indefinitely.

**Approval of Minutes**

Mr. Shaffner made a motion to amend the March 28, 2019 Planning Board Minutes removing Ashley Kirby Powell as not present at the meeting, seconded by Mr. Harris. The motion carried unanimously.

**New Business**

***Manufactured Homes Skirting Policy Changes***

Mr. Hoagland presented the board with the proposed changes to Section 9.21 Standards for Individual Manufactured Homes. Also stated, present at the meeting is Mark Jones, Chief Building Inspector, and Lee Whitley who is an Outside Sales Representative with Blevins Inc., the largest manufactured home supply company in the country.

**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, 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. 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 questioned Mr. Jones if the masonry board would require a special foundation. Mr. Jones replied that would not be needed.

Mr. Whitley did a brief presentation on the installation of the masonry board and shared material samples with the board.

After a brief discussion the board approved of the proposed changes as written to Section 9.21.3.2. and instructed Mr. Hoagland to look further into the age requirement that no mobile home be built prior to 1976 and to clarify the language that skirting requirements shall not apply to manufactured homes used for seasonal farm workers or direct family members.

**Planning Department Updates**

Mr. Hoagland stated that he had not received any feedback from the County Attorney regarding the information that was presented on cell towers and the County Manager appointed him the lead person over the 2020 Census for Caswell County. He asked if any Planning Board members would like to serve on the “Complete Count Committee” for the Census. Mr. Johnston and Mr. Shaffner expressed that they would be interested in possible serving on the committee. Also, he has not yet received any information on the winner of the 2 million dollar grant for broadband, the state broadband office has stated that they have until April 30, 2019 to announce the winners.

**Adjournment**

Mr. Johnston made a motion to adjourn the meeting at 2:20pm. The motion carried unanimously

*Ashley Kirby Powell recorded the minutes above*.