

**MINUTES OF THE MINT HILL PLANNING BOARD MEETING  
APRIL 19, 2021**

The Mint Hill Planning Board met in regular session on Monday, April 19, 2021 at 6:30 p.m. in the John M. McEwen Assembly Room, Mint Hill Town Hall.

**ATTENDANCE**

Chairman: Tom Gatz

Members: Kenny Draffen, Roger Hendrix, Jennifer Manchester, Chip Todd, and Eric Tyson

Planning Director: John Hoard

Clerk to the Board: Savanna Ocasio

Commissioner: Dale Dalton

Absent: Scott Fandel

**CALL TO ORDER AND INVOCATION**

Chairman Gatz called the meeting to order at 6:30 p.m., declared a quorum present and the meeting duly constituted to carry on business. Mr. Hendrix gave the invocation.

**ORDER OF BUSINESS**

**Approval of Minutes for the March 15, 2021 Regular Meeting:** Upon the motion of Mr. Hendrix, seconded by Mr. Todd, the Board unanimously approved the minutes of the March 15, 2021 Planning Board meeting.

**Additions or Deletions of Agenda Items:** None.

**Reports of Committees, Members and Staff:** None.

**Old Business:** None.

**New Business:**

**A. Discussion and Recommendation on #ZC21-3, Filed by the Town of Mint Hill, to Amend Section 7.2 Street Lighting Standards of the Downtown Code:** Planning Director Hoard submitted the following memo to the Board.

The purpose of the text amendment is to clarify in the code an existing policy requirement regarding the responsibility of the developer to pay the upfront, one-time decorative charge for the specified pedestrian light required in the Downtown.

**7.2 STREET LIGHTING STANDARDS:**

- A. No streetlight shall be more than two hundred fifty (250) feet from another streetlight. In addition, lighting shall be placed at every intersection.
- B. A lighting plan shall be submitted with all developments requiring site plan approval.

C. Pedestrian lighting along Matthews-Mint Hill Road (NC 51) and Lawyers Road shall be consistent with the standard fixture and service provider specified by the Town. The one-time decorative charge must be paid in full for each light fixture.

All non-residential development and/or redevelopment in the downtown overlay district that fronts on a public right-of-way or proposes a new public right-of-way shall install decorative pedestrian lights consistent with the standard fixture and service provider specified by the Town along the existing or new right-of-way. The decorative one-time charge shall be paid in full. For mixed use projects, the non-residential portion of road frontage shall be subject to the aforementioned light installation.

Planning Director Hoard stated #ZC21-3 was a staff-initiated text amendment. The text amendment was regarding the 12 foot “pedestrian poles” which were required in the downtown. Since before 2004, the Town communicated the requirements, specifications, and the upcharge during developer meetings. The Town recently had an issue where that slipped through; it created some complications so they thought it would be best to put this in the Ordinance. He stated the poles in front of Town Hall were serviced by Duke Energy. Duke allowed two options when purchasing a light pole:

- Upfront purchase: which was a one time buy, also known as an “upcharge”. This meant the developer paid for the pole upfront, and the developer paid the light bill from that point forward. Usually, the Town took over the light bill.
- Leasing a pole: If you leased, there was a higher rate (which the Town was trying to avoid).

Planning Director Hoard emphasized nothing had changed; the Town would just like this to be in the Ordinance.

Chairman Gatz asked the cost of purchasing the light pole. Planning Director Hoard stated the light pole cost approximately \$6,000 each.

Mr. Tyson asked if Duke Energy maintained the light poles. Planning Director Hoard said yes.

**Mr. Hendrix made a favorable recommendation, seconded by Mr. Todd, and the Board unanimously agreed to send a favorable recommendation to the Board of Commissioners on #ZC21-3, Filed by the Town of Mint Hill, to Amend Section 7.2 Street Lighting Standards of the Downtown Code.**

**Other Business:** None.

**Adjournment:** Upon the motion of Mr. Hendrix, seconded by Mr. Todd, and unanimously agreed upon, Chairman Gatz adjourned the meeting at 6:37 p.m.

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Savanna Ocasio  
Program Support Assistant