

1. CALL TO ORDER
2. ROLL CALL AND INVOCATION
3. APPROVE MINUTES OF THE AUGUST 16, 2021 REGULAR MEETING
4. ADDITIONS OR DELETIONS OF AGENDA ITEMS
5. REPORTS OF COMMITTEES, MEMBERS, AND STAFF
6. OLD BUSINESS
7. NEW BUSINESS
 - A. DISCUSSION AND RECOMMENDATION ON [#ZC21-11](#), FILED BY SQUARE A LAND HOLDINGS, FOR PROPERTY LOCATED AT 11118 BUSINESS LANE, TAX PARCEL NUMBER: 139-092-25, CONDITIONAL ZONING APPROVAL TO ALLOW DEVELOPMENT OF THE PROPERTY
 - B. DISCUSSION AND RECOMMENDATION ON [#ZC21-12](#), FILED BY HARRIS DEVELOPMENT GROUP, FOR PROPERTY LOCATED AT 6902 MATTHEWS-MINT HILL ROAD, A PORTION OF TAX PARCEL NUMBER: 195-182-45, TO SEEK A CODE EXCEPTION FOR THE REQUIREMENTS OF A BUILDING TO FRONT ON A PUBLIC STREET OR PUBLIC OPEN SPACE AS REQUIRED IN THE DO-B DISTRICT
8. OTHER BUSINESS
9. ADJOURNMENT

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AGENDAS & MINUTES

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**AGENDA &
MINUTES**

**MINUTES OF THE MINT HILL PLANNING BOARD MEETING
AUGUST 16, 2021**

The Mint Hill Planning Board met in regular session on Monday, August 16, 2021 at 6:30 p.m. in the John M. McEwen Assembly Room, Mint Hill Town Hall.

ATTENDANCE

Chairman: Tom Gatz

Members: Kenny Draffen, Scott Fandel, Jennifer Manchester, and Chip Todd

Planning Director: John Hoard

Clerk to the Board: Savanna Ocasio

Commissioner: Dale Dalton

Absent: Roger Hendrix and Eric Tyson

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. Mrs. Manchester gave the invocation.

ORDER OF BUSINESS

Approval of Minutes for the June 21, 2021 Regular Meeting: Upon the motion of Mr. Todd, seconded by Mr. Draffen, the Board unanimously approved the minutes of the June 21, 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 #ZC21-10, Filed by the Town of Mint Hill, to amend section 6.1.2 A 1 (b) of the Unified Development Ordinance: Planning Director Hoard submitted the following memo to the Board.

Such lot is provided with access to a public street by means of an easement at least fifteen (15) feet in width for the exclusive use of the dwelling to be established on such lot and such easement is a visible identifiable access driveway which is maintained in a condition passable for service and emergency vehicles; however, in no event shall lots be created that result in more than a maximum of three (3) four (4) access easements to lots without road frontage;

Planning Director Hoard stated previously, these applications were approved by the Planning Board. Basically, this Ordinance required all lots in the Town of Mint Hill to have public road frontage with one exception. The exception was what they called an "easement lot". An easement lot was defined as a lot

without road frontage that could be accessed by an easement. The Town had certain conditions to qualify for an easement lot. One of which, the lot had to be at least two acres and had to be served by a 15-foot exclusive easement. He stated around 2006, the Planning Board did a series of text amendments and put a cap on that. They implemented a maximum of three easement lots; if one had a raw track of land and cut it up into easement lots, they could create no more than three. What staff was proposing with this text amendment was to increase the limit from three to four. Four aligned with the Towns minor subdivision rules so it made sense to implement the change.

Chairman Gatz asked Planning Director Hoard if he could explain what he meant by “align”, how did this text amendment align with a minor subdivision? Planning Director Hoard stated a subdivision was considered minor up to four lots. After four lots, a subdivision was then considered major. Which would mean a developer would have to go through the Planning Board approval process. He stated if an applicant submitted a minor subdivision, it would be administratively reviewed. Chairman Gatz asked if the only difference between this text amendment and a minor subdivision was road frontage. Planning Director Hoard said correct. Even with this text amendment, Staff would still approve it since the Planning Board would no longer play a role in that decision making. This previously was exclusively a Planning Board function, but approximately five years ago they struck that rule and allowed it to be administratively handled. He stated if this text amendment passed, they would now pass up to four easement lots under the minor subdivision rule, which would be all Staff level. Anything more than four would be a major subdivision. If it were a subdivision where the lots did not have road frontage, then the owner would not be allowed to come to the Planning Board. This would set a hard cap on the number of easement lots. Chairman Gatz asked what the difference was between this Ordinance and a minor subdivision. Planning Director Hoard stated there really was no difference, with a minor subdivision, one could have road frontage. Now in this case, one could have easement lots. They could do it all under this minor subdivision rule administratively, so there would be no approval needed by the Planning Board. He stated the difference with a minor subdivision was once someone exceeded four, it became a major subdivision. With these easement lots, once the request hits four lots, there was no other option. Chairman Gatz stated for example, he could have a twenty-lot subdivision and four of those lots could have easements. Planning Director Hoard said correct. If this passes, four of those could be easement lots. He stated when the Planning Board passed this amendment, it was a series of amendments. The Planning Board went through all of the Ordinances and approved a series of text amendments. He stated he could not find record of why three lots were selected because before that, there was no cap. This update came up because of a property owner that Staff had been working with last year. The property owner ran into an issue with the three-lot limit, this led Staff to talk about a text amendment. Chairman Gatz asked if there was a downside to this text amendment. Planning Director Hoard stated no, the reason he thought it was done before was to try to deal with situations where at that time, people were taking advantage of the Ordinance. They would do this by doing a minor subdivision, coming back and doing another minor subdivision. Planning Director Hoard stated they later created an amendment that would prevent that. Now, to avoid that loophole, the Towns Ordinance had a requirement where if one did a minor subdivision, they could not come back 3-5 years later with another minor subdivision. Planning Director Hoard stated let’s say someone had twenty acres and they cut up four lots and tried to come back next week to cut up another four lots to stay in the minor subdivision category, the Town would require them to go through the major subdivision process. The difference between a minor and major subdivision was two things, 1) the major subdivision required Planning Board approval and 2) when in the major subdivision category, the owner of the property was required to improve road frontage. An example would be a sidewalk, the property owner would have to sidewalk their frontage, with a minor subdivision they would not be required to build a sidewalk. Chairman

Gatz confirmed one driveway could be shared as long as the easement stayed on the deed. Planning Director Hoard said correct. Staff's role was to secure the easement for the record but typically what was found when these easement lots were done, there was a shared driveway. He stated if lot three for example had a conflict with the other property owners later on in life, they could say they would like to utilize their own easement and that they were going to build a driveway just for their lot. Planning Director Hoard stated they would have the right to do that. Usually, if someone had four easements, they would most likely find one shared driveway and have some sort of cost sharing agreement. Chairman Gatz stated this was not a minor subdivision so if he wanted to play the game, he could come in and request the text amendment and then develop a minor subdivision right next door and then have another lot. Planning Director Hoard stated no, not today. Today Staff would look at the accumulative effect, even if he brought four one year and two the next year, Staff was going to look at that and say well now they were at six total so he would require them to do a major subdivision.

Mr. Todd made a favorable recommendation, seconded by Mr. Fandel, and the Board unanimously agreed to send a favorable recommendation to the Board of Commissioners on #ZC21-10, Filed by the Town of Mint Hill, to amend section 6.1.2 A 1 (b) of the Unified Development Ordinance.

Other Business: None.

Adjournment: Upon the motion of Mr. Draffen, seconded by Mrs. Manchester, and unanimously agreed upon, Chairman Gatz adjourned the meeting at 6:43 p.m.

Savanna Ocasio
Program Support Assistant



Town of
MINT HILL
North Carolina

STAFF REPORT

CASE# ZC21-11

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Town of
MINT HILL
North Carolina

APPLICATION

CASE:	ZC21-11
EXISTING ZONING:	I-G (CD)
PROPOSED ZONING:	I-G (CD)
PROPERTY OWNER:	Square A Land Holdings, LLC
APPLICANT:	Square A Land Holdings, LLC
LOCATION:	11118 Business Lane
TAX PARCEL NUMBER(S):	139-092-25
REQUEST:	Conditional Zoning approval

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STAFF REPORT

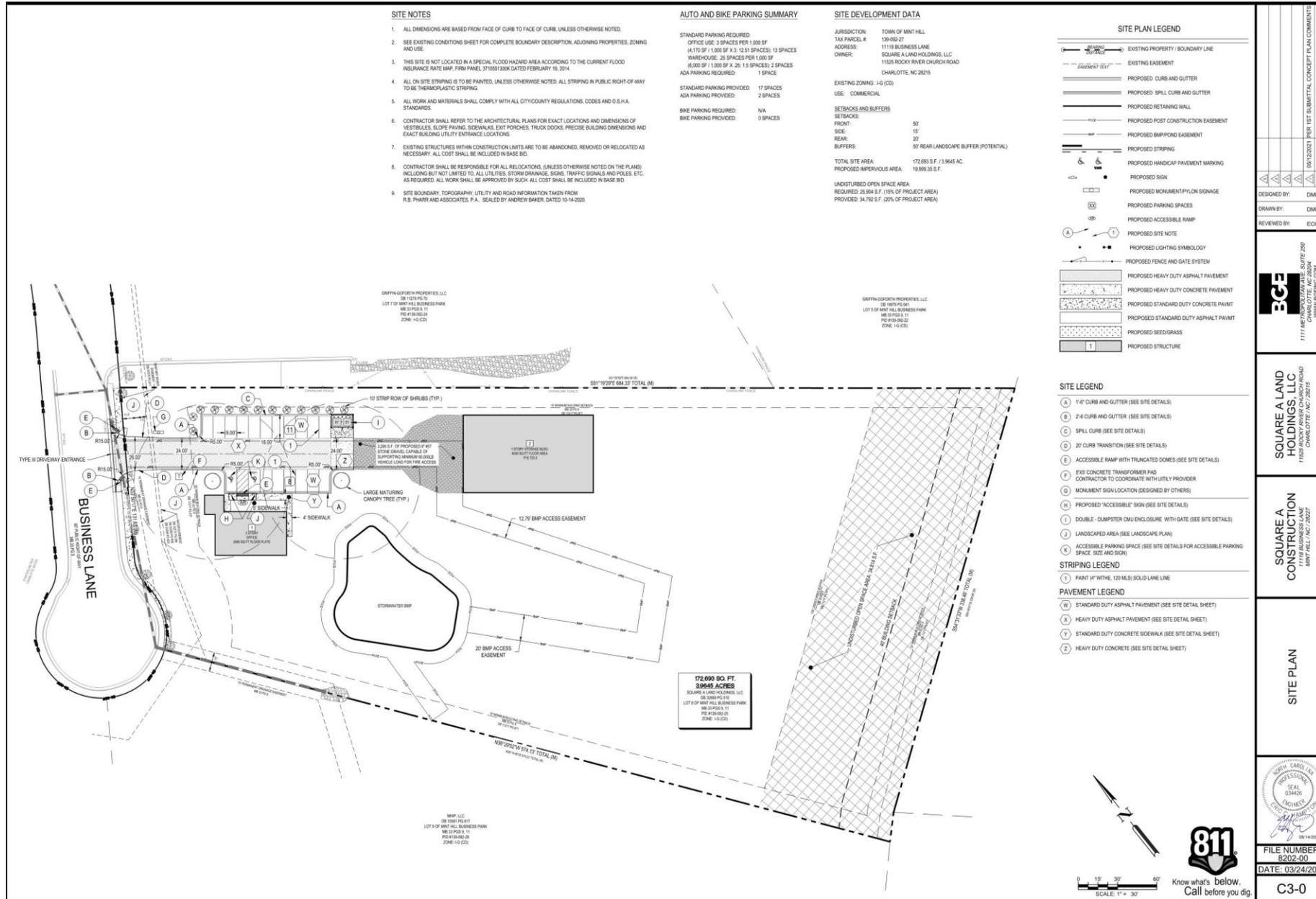
<p>APPLICATION SUMMARY</p>	<p>The applicant is requesting Conditional Zoning approval. The Zoning Plan indicates a 2085 sq ft 2-story office building and a 6,000 sq ft storage building.</p> <p><i>Conditional District decisions shall be made in consideration of identified relevant adopted land use plan. Conditional District rezoning is a legislative procedure under which the Board of Commissioners has the authority to increase, tighten, add, vary, modify, or waive specific conditions or standards. In approving a petition for the rezoning of property to a Conditional District the Board of Commissioners may request reasonable and appropriate conditions</i></p>	
<p>PLAN CONSISTENCY</p>	<p>MINT HILL LAND USE PLAN</p>	<p>Yes</p>
	<p>DOWNTOWN MASTER PLAN</p>	<p>N/A</p>
	<p>MINT HILL COMPREHENSIVE TRANSPORTATION PLAN</p>	<p>N/A</p>
	<p>PEDESTRIAN PLAN</p>	<p>N/A</p>
<p>STAFF RECOMMENDATION</p>	<p>Favorable Recommendation. Industrial uses are supported in the Land Use Plan and existing zoning district.</p>	



LOCATION MAP



ZONING PLAN



SITE NOTES

- ALL DIMENSIONS ARE BASED FROM FACE OF CURB TO FACE OF CURB, UNLESS OTHERWISE NOTED.
- SEE EXISTING CONDITIONS SHEET FOR COMPLETE BOUNDARY DESCRIPTION, ADJOINING PROPERTIES, ZONING AND USE.
- THIS SITE IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA ACCORDING TO THE CURRENT FLOOD INSURANCE RATE MAP, FIRM PANEL 370591200K DATED FEBRUARY 19, 2014.
- ALL ON SITE STRIPING IS TO BE PAINTED, UNLESS OTHERWISE NOTED. ALL STRIPING IN PUBLIC RIGHT-OF-WAY TO BE THERMOPLASTIC STRIPING.
- ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY/COUNTY REGULATIONS, CODES AND O.S.H.A. STANDARDS.
- CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF VESTIBULES, SLOPE PAVING, SIDEWALKS, EXIT PORCHES, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
- EXISTING STRUCTURES WITHIN CONSTRUCTION LIMITS ARE TO BE ABANDONED, REMOVED OR RELOCATED AS NECESSARY. ALL COST SHALL BE INCLUDED IN BASE BID.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, (UNLESS OTHERWISE NOTED ON THE PLANS) INCLUDING BUT NOT LIMITED TO: ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS AND POLES, ETC. AS REQUIRED. ALL WORK SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
- SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM R.B. PHARR AND ASSOCIATES, P.A., SEALED BY ANDREW BAKER, DATED 10-14-2020.

AUTO AND BIKE PARKING SUMMARY

STANDARD PARKING REQUIRED:
OFFICE USE: 3 SPACES PER 1,000 SF
(4,170 SF / 1,000 SF X 3 = 12.51 SPACES) 13 SPACES
WAREHOUSE: 20 SPACES PER 1,000 SF
(8,000 SF / 1,000 SF X 20 = 15 SPACES) 2 SPACES
ADA PARKING REQUIRED: 1 SPACE

STANDARD PARKING PROVIDED: 17 SPACES
ADA PARKING PROVIDED: 2 SPACES

BIKE PARKING REQUIRED: N/A
BIKE PARKING PROVIDED: 0 SPACES

SITE DEVELOPMENT DATA

JURISDICTION: TOWN OF MINT HILL
TAX PARCEL #: 139-00-27
ADDRESS: 11118 BUSINESS LANE
OWNER: SQUARE LAND HOLDINGS, LLC
11525 ROCKY RIVER CHURCH ROAD
CHARLOTTE, NC 28215

EXISTING ZONING: 10-C(2)
USE: COMMERCIAL

SETBACKS AND BUFFERS

SETBACKS:
FRONT: 50'
SIDE: 15'
REAR: 20'
BUFFERS: 50' REAR LANDSCAPE BUFFER (POTENTIAL)

TOTAL SITE AREA: 172,690 S.F. / 3.946 AC.
PROPOSED IMPERVIOUS AREA: 18,909.35 S.F.

LANDSCAPED OPEN SPACE AREA
REQUIRED: 25,904 S.F. (15% OF PROJECT AREA)
PROVIDED: 34,792 S.F. (20% OF PROJECT AREA)

SITE PLAN LEGEND

- EXISTING PROPERTY / BOUNDARY LINE
- EXISTING EASEMENT
- PROPOSED CURB AND GUTTER
- PROPOSED SPILL CURB AND GUTTER
- PROPOSED RETAINING WALL
- PROPOSED POST CONSTRUCTION EASEMENT
- PROPOSED BMP POND EASEMENT
- PROPOSED STRIPING
- PROPOSED HANDICAP PAVEMENT MARKING
- PROPOSED SIGN
- PROPOSED MONUMENT/PYLON SIGNAGE
- PROPOSED PARKING SPACES
- PROPOSED ACCESSIBLE RAMP
- PROPOSED SITE NOTE
- PROPOSED LIGHTING SYMBOLOLOGY
- PROPOSED FENCE AND GATE SYSTEM
- PROPOSED HEAVY DUTY ASPHALT PAVEMENT
- PROPOSED HEAVY DUTY CONCRETE PAVEMENT
- PROPOSED STANDARD DUTY CONCRETE PAVMT
- PROPOSED STANDARD DUTY ASPHALT PAVMT
- PROPOSED SEED/GRASS
- PROPOSED STRUCTURE

SITE LEGEND

- 1'-4" CURB AND GUTTER (SEE SITE DETAILS)
- 2'-4" CURB AND GUTTER (SEE SITE DETAILS)
- SPILL CURB (SEE SITE DETAILS)
- 20' CURB TRANSITION (SEE SITE DETAILS)
- ACCESSIBLE RAMP WITH TRUNCATED DOMES (SEE SITE DETAILS)
- 5'X5' CONCRETE TRANSFORMER PAD CONTRACTOR TO COORDINATE WITH UTILITY PROVIDER
- MONUMENT SIGN LOCATION (DESIGNED BY OTHERS)
- PROPOSED 'ACCESSIBLE' SIGN (SEE SITE DETAILS)
- DOUBLE - QUAMSTER CMU ENCLOSURE WITH GATE (SEE SITE DETAILS)
- LANDSCAPED AREA (SEE LANDSCAPE PLAN)
- ACCESSIBLE PARKING SPACE (SEE SITE DETAILS FOR ACCESSIBLE PARKING SPACE, SIZE AND SIGN)

STRIPING LEGEND

- PAINT 1/4" WITHIN 120 MLS SOLID LANE LINE

PAVEMENT LEGEND

- STANDARD DUTY ASPHALT PAVEMENT (SEE SITE DETAIL SHEET)
- HEAVY DUTY ASPHALT PAVEMENT (SEE SITE DETAIL SHEET)
- STANDARD DUTY CONCRETE SIDEWALK (SEE SITE DETAIL SHEET)
- HEAVY DUTY CONCRETE (SEE SITE DETAIL SHEET)

DESIGNED BY: DMH
DRAWN BY: DMH
REVIEWED BY: ECH

1111 METROPOLITAN SUITE 200
WWW.ASSOCIATES.COM
401 S. PALMER AVE #200

SQUARE A LAND HOLDINGS, LLC
11525 ROCKY RIVER CHURCH ROAD
CHARLOTTE, NC 28215

SQUARE A CONSTRUCTION
11118 BUSINESS LANE
MINT HILL, NC 28227

SITE PLAN

80701 CAROLINA PROFESSIONAL SEAL 034425
PAINTED
AMERICAN SOCIETY OF PROFESSIONAL ENGINEERS

FILE NUMBER: 8202-00
DATE: 03/24/2022

811
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C3-0



Town of
MINT HILL
North Carolina

STAFF REPORT

CASE# ZC21-12

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APPLICATION

CASE:	ZC21-12
EXISTING ZONING:	B-P DO-B (CD)
PROPOSED ZONING:	B-G DO-B (CD)
PROPERTY OWNER:	Mint Hill Festival Limited Partnership
APPLICANT:	Steve Harris-Harris Development Group
LOCATION:	6902 Matthews-Mint Hill Road
TAX PARCEL NUMBER(S):	Portion of 195-182-45
REQUEST:	Exception to the Downtown Code (1.2 B)





STAFF REPORT

**APPLICATION
SUMMARY**

The applicant is requesting an exception to the Downtown Code 1.2 B. *All buildings, except accessory structures, shall have an entrance opening onto a street or public open space...*

Exceptions to the provisions of this Ordinance (except for Permitted Uses and Excluded Uses) may be approved as a Conditional District rezoning approval by the Board of Commissioners upon a recommendation by the Planning Board. In granting a Conditional District rezoning approval as an exception to these provisions, the Board shall first determine that:

- a. No practical design alternatives exist; and*
- b. The variations/exceptions requested are consistent with the purpose and intent of this District as well as Section 1.2 General Building Design Guidelines.*

Conditional District decisions shall be made in consideration of identified relevant adopted land use plan. Conditional District rezoning is a legislative procedure under which the Board of Commissioners has the authority to increase, tighten, add, vary, modify, or waive specific conditions or standards. In approving a petition for the rezoning of property to a Conditional District the Board of Commissioners may request reasonable and appropriate conditions



LOCATION MAP



ZONING PLAN



**URBAN
DESIGN
PARTNERS**

1213 W. Morehead St. Ste. 400
Charlotte, NC 28203
P: 704.334.3303
urban@designpartners.com

NC Firm Reg. # 0415 NC 008 001 C 0004



07.21.2021

Harris Development
Group

Shane Harris
700 East Morehead St. Suite 100B
Charlotte, NC 28202

Planet Fitness Mint Hill Festival Site Plan

6902 Matthews-Mint Hill Road Mint Hill, NC 28227

NO.	DATE	BY	REVISIONS
1	07.21.21	UDP	PER MCLD COMMENTS

Project No: 21-CLT-028
Date: July 21, 2021
Designed By: UDP
Checked By: UDP
Sheet No:

C-3.1

DEVELOPMENT SUMMARY

TAX PARCEL: C-3.1 PORTION OF 155-182-45

TOTAL SITE AREA: 0.71 AC

ZONING: B-P (D)-B(2)

SETBACKS:
FRONT: 0-25'
SIDE: 0'
REAR: 20'

BUILDING HEIGHT: 22' (MIN. FRONT)
3 STORY MAX.

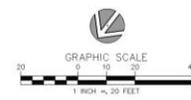
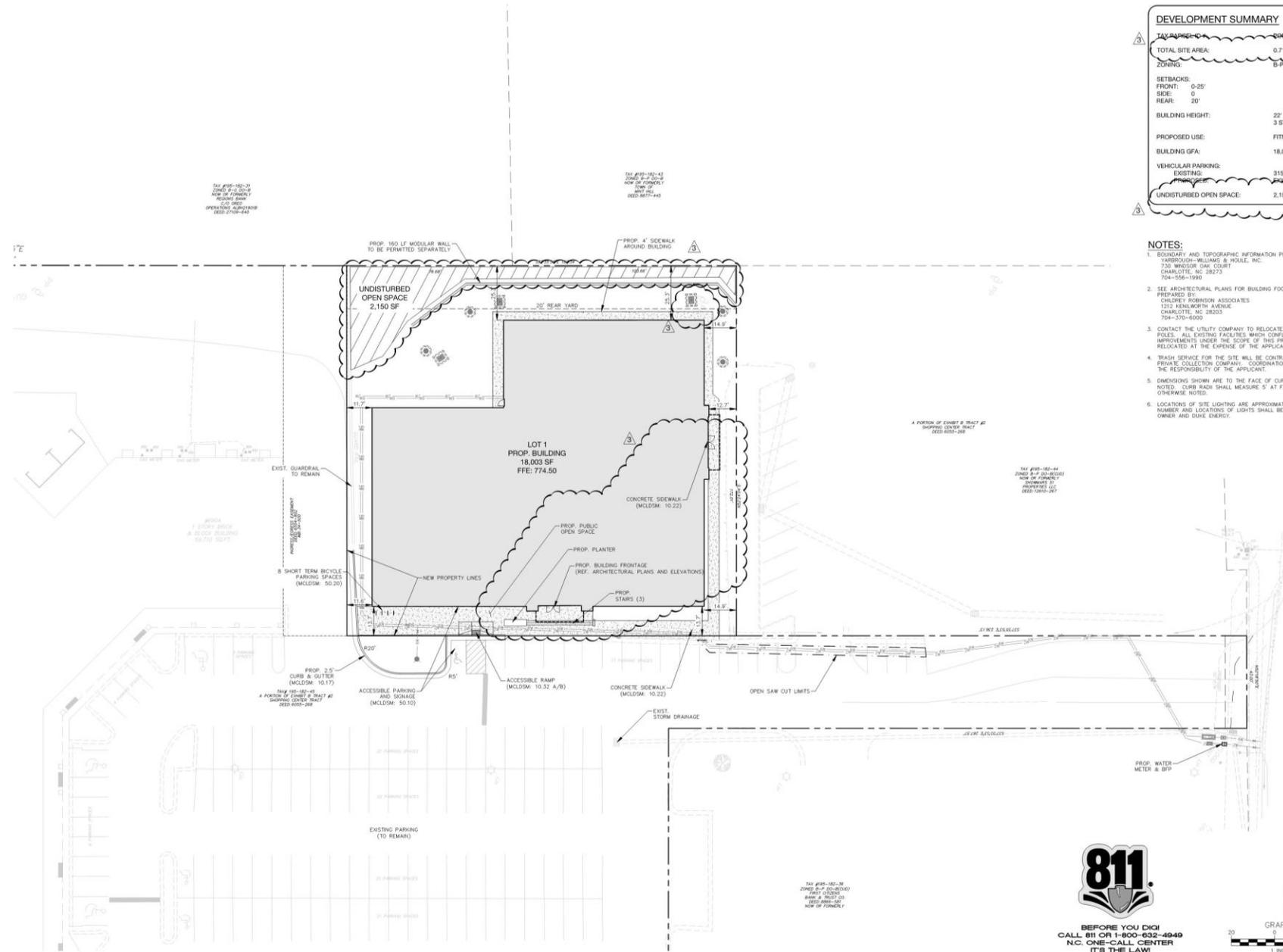
PROPOSED USE: FITNESS CENTER

BUILDING GFA: 18,003 SF

VEHICULAR PARKING:
EXISTING: 315 SPACES TOTAL
PROPOSED TO REMAIN: 315 SPACES

UNDISTURBED OPEN SPACE: 2,150 SF

- NOTES:**
- BOUNDARY AND TOPOGRAPHIC INFORMATION PROVIDED BY: YARBROUGH-WILLIAMS & HOWLE, INC., 750 WINDSOR GARD COURT, CHARLOTTE, NC 28273, 704-556-1990
 - SEE ARCHITECTURAL PLANS FOR BUILDING FOOTPRINT DIMENSIONS PREPARED BY: CHILBERT ROBINSON ASSOCIATES, 1713 KENILWORTH AVENUE, CHARLOTTE, NC 28203, 704-370-6000
 - CONTACT THE UTILITY COMPANY TO RELOCATE ANY EXISTING UTILITY POLES. ALL EXISTING FACILITIES WHICH CONFLICT WITH THE IMPROVEMENTS UNDER THE SCOPE OF THIS PROJECT MUST BE RELOCATED AT THE EXPENSE OF THE APPLICANT.
 - TRASH SERVICE FOR THE SITE WILL BE CONTRACTED THROUGH A PRIVATE COLLECTION COMPANY. COORDINATION FOR SERVICE IS THE RESPONSIBILITY OF THE APPLICANT.
 - DIMENSIONS SHOWN ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED. CURB RADII SHALL MEASURE 5' AT FACE OF CURB UNLESS OTHERWISE NOTED.
 - LOCATIONS OF SITE LIGHTING ARE APPROXIMATE. THE FINAL NUMBER AND LOCATIONS OF LIGHTS SHALL BE DETERMINED BY THE OWNER AND LIGHT ENERGY.



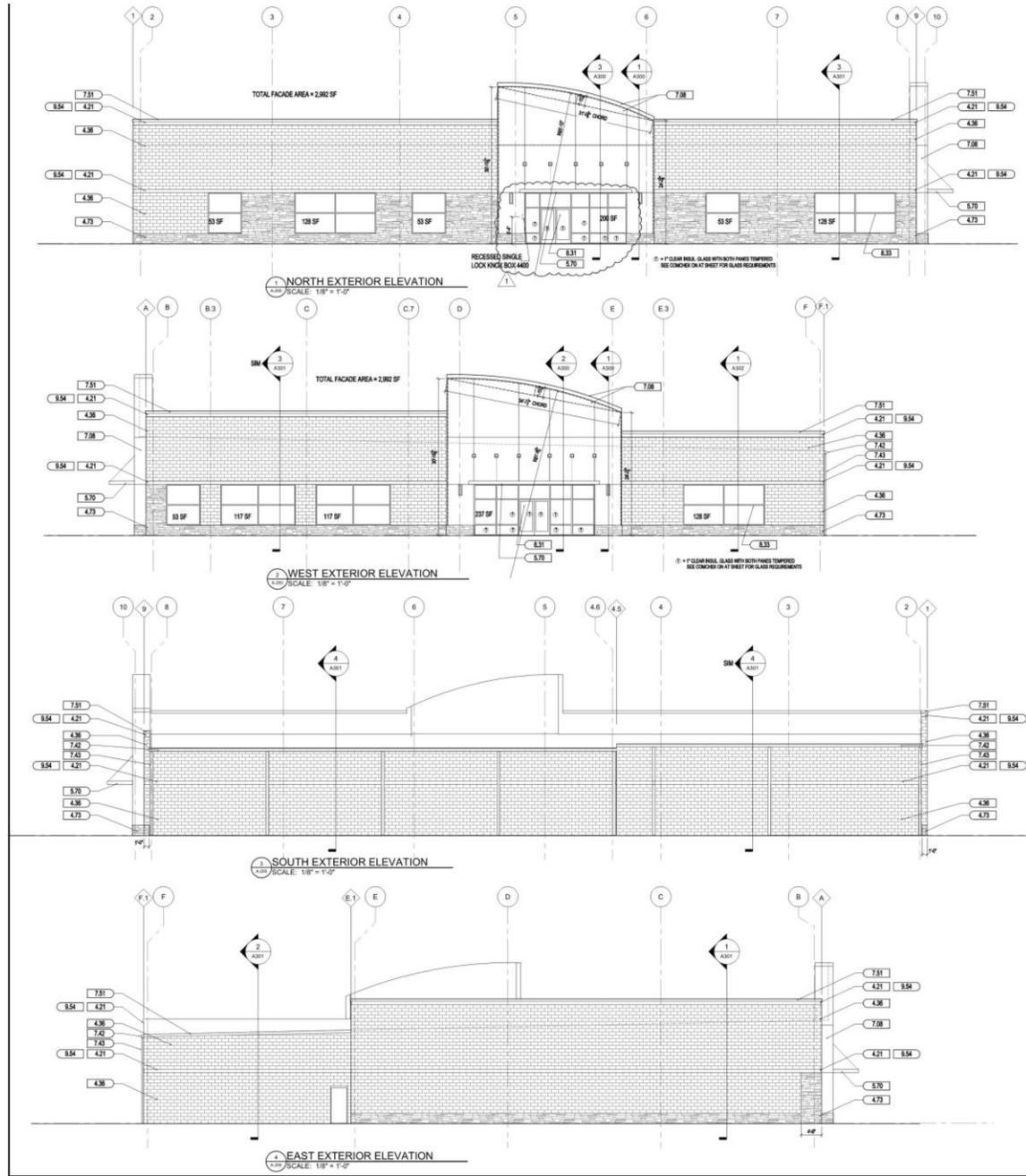
TAX #155-182-31 ZONED B-P (D)-B(2) NEW OR FORMERLY USED FOR OPERATING RESTAURANT DEED 8677-445

TAX #155-182-41 ZONED B-P (D)-B(2) NEW OR FORMERLY USED FOR DEED 8677-445

TAX #155-182-41 ZONED B-P (D)-B(2) NEW OR FORMERLY USED FOR DEED 10101-567

TAX #155-182-38 ZONED B-P (D)-B(2) PART UNDEVELOPED AREA ALTHOUGH IT IS USED FOR NEW OR FORMERLY

ELEVATIONS



- KEY NOTES:**
1. Concrete parking walls, see Civil Dept.
 2. Glass, and other glass, see Civil Dept. Minimum see notes.
 3. Finish, and other finish, see Civil Dept.
 4. Finish, and other finish, see Civil Dept.
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 16. Finish, and other finish, see Civil Dept.

FOR
PLANET FITNESS
 MINT HILL FESTIVAL
 6902 MATTHEWS MINT HILL RD
 MINT HILL, NORTH CAROLINA

CHILDREY ROBINSON ASSOCIATES
 5496
 3-30-2021

3-18-2021
 EXTERIOR
 ELEVATIONS
A-200