



**TOWN OF GRANITE QUARRY  
PLANNING BOARD  
REGULAR MEETING AGENDA  
November 1, 2021  
6:00 p.m.**

- |                                       |   |
|---------------------------------------|---|
| <b>Call to Order</b>                  | <b>Chairman Luhrs</b>                             |
| <b>Determination of Quorum</b>        | <b>Chairman Luhrs</b>                             |
| <b>1. Approval of Agenda</b>          | <b>Board</b>                                      |
| <b>2. Approval of Minutes</b>         | <b>September 7, 2021, Regular Monthly Meeting</b> |
| <b>New Business</b>                   |   |
| <b>3. Site Plan Review</b>            | <b>Village at Granite Phase III</b>               |
| <b>A. Staff Presentation</b>          | <b>Planner Blount</b>                             |
| <b>B. Applicant Presentation</b>      | <b>Developer</b>                                  |
| <b>C. Public Hearing</b>              |   |
| <b>D. Board Deliberations</b>         |   |
| <b>E. Board Decision</b>              |   |
| <b>4. Code Enforcement Discussion</b> | <b>Board</b>                                      |
|                                       | <b>Rev. Jim King</b>                              |
| <b>5. Membership Discussion</b>       | <b>Board</b>                                      |
| <b>A. Recommendation</b>              |   |
| <b>Old Business</b>                   |   |
| <b>6. Driveway Text Amendment</b>     | <b>UDO and Code of Ordinances</b>                 |
| <b>A. Recommendation</b>              | <b>Board</b>                                      |
| <b>Adjourn</b>                        |   |

**Agenda Item Summary**  
Regular Monthly Meeting  
November 1, 2021  
Agenda Item 1

Summary

The Board may discuss, add, or delete items from the agenda.

Action Requested

***Motion to adopt the agenda (as presented / as amended).***

**Approval of Agenda**

Motion Made By:

\_\_\_\_\_

Second By:

\_\_\_\_\_

For:

- Chair Richard Luhrs
- Vice-Chair Michelle Reid
- David Morris
- Jared Mathis
- Jerry Holshouser
- Joe Hudson
- Mike Brinkley
- Ronald Jacobs
- Dolores Shannon (A)
- Jim King (A)
- 

Against:

- Chair Richard Luhrs
- Vice-Chair Michelle Reid
- David Morris
- Jared Mathis
- Jerry Holshouser
- Joe Hudson
- Mike Brinkley
- Ronald Jacobs
- Dolores Shannon (A)
- Jim King (A)
-

**Agenda Item Summary**

Regular Monthly Meeting

November 1, 2021

Agenda Item 2

Summary

Draft minutes from the September 7, 2021 Regular Monthly Meeting are attached for your review.

Action Requested

***Motion to approve the September 7, 2021 Regular Monthly Meeting minutes (as presented / as amended).***

**Approval of Minutes**

Motion Made By:

\_\_\_\_\_

Second By:

\_\_\_\_\_

For:

- Chair Richard Luhrs
- Vice-Chair Michelle Reid
- David Morris
- Jared Mathis
- Jerry Holshouser
- Joe Hudson
- Mike Brinkley
- Ronald Jacobs
- Dolores Shannon (A)
- Jim King (A)
- 

Against:

- Chair Richard Luhrs
- Vice-Chair Michelle Reid
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- Jared Mathis
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- Joe Hudson
- Mike Brinkley
- Ronald Jacobs
- Dolores Shannon (A)
- Jim King (A)
-



**TOWN OF GRANITE QUARRY  
PLANNING BOARD  
REGULAR MEETING MINUTES  
September 7, 2021 6:00 p.m.**

**Present:** Chair Richard Luhrs, Vice Chair Michelle Reid, Mike Brinkley, Jerry Holshouser, Jared Mathis, Joe Hudson, David Morris

**Not Present:** Ronald Jacobs, Jim King (A), Dolores Shannon (A)

**Staff:** Town Planner Steve Blount, Town Clerk Aubrey Smith

**Call to Order:** Chairman Luhrs called the Planning Board meeting to order at 6:00 p.m.

**Determination of Quorum:** Chairman Luhrs verified there was a quorum present.

**1. Approval of Agenda**

**ACTION:** Mr. Brinkley made a motion to approve the agenda. Vice Chairwoman Reid seconded the motion. The motion passed with all in favor.

**2. Approval of Minutes**

**ACTION:** Mr. Brinkley made a motion to approve the minutes from the August 2, 2021 Regular Monthly Meeting as presented. Mr. Hudson seconded the motion. The motion passed with all in favor.

**New Business**

**3. Elections**

**ACTION:** Mr. Morris made a motion to re-elect Richard Luhrs as Chairman and Michelle Reid as Vice Chairwoman. Mr. Brinkley seconded the motion. The motion passed with all in favor.

**Old Business**

**4. Text Amendment**

**Driveways**

The Board reviewed the UDO and Code of Ordinance amendments as recommended by Planner Blount. They discussed DOT standards for driveway width and maintenance for driveway openings on main streets. There was also discussion regarding whether a corner lot should be required to place the driveway on the less travelled road. Chairman Luhrs and Mr. Brinkley stated a desire to keep and enforce the standard. No Board members voiced dissent. Planner Blount asked if there were any other changes the Board would like made to the recommendation.

- **A. General, e.** Mr. Brinkley suggested an amendment to the language, “driveways shall be constructed so as to prevent storm water from the street from flowing down the driveway”. Planner Blount will update the language.

- **A. General, g.** Mr. Mathis suggested changing the language to remove “permit”. Planner Blount will reconfigure the language.
- **B. Residential Driveways, b.** Chairman Luhrs suggested striking the entire item. Mr. Brinkley suggested keeping the first sentence. Chairman Luhrs agreed and suggested adding the language to keep the driveways on the lesser traveled road on this same item. Planner Blount stated it would be better to keep the language separate. He will make the changes.

**ACTION:** Mr. Brinkley made a motion to approve the text amendment with suggested revisions. Mr. Mathis seconded the motion. The motion passed with all in favor.

**5. Text Amendment** **Historic District**

Planner Blount reviewed his memo on the Historic District Overlay that was included in the agenda packet and asked the Planning Board to recommend the amendment to the Board of Aldermen. The Board discussed the process of identifying historic properties and whether there was a necessity for keeping the overlay and creating a Historic Preservation Commission.

**ACTION:** Mr. Brinkley made a motion to delete the historic district per staff recommendation. Vice Chairwoman Reid seconded the motion. The motion passed with all in favor.

**6. Discussion** **Residential Fence Standards**

Planner Blount reviewed his memo and the proposed amendments for Residential Fence Standards that were included in the agenda packet. The Board discussed types on fencing and setback requirements.

**ACTION:** Mr. Brinkley made a motion to approve the recommendations of the planning staff as presented. Mr. Mathis seconded the motion. The motion passed with all in favor.

**ACTION:** Mr. Morris made a motion that the code enforcement issue be addressed on the October agenda. Mr. Hudson seconded the motion. The motion passed with all in favor.

**Adjournment**

**ACTION:** Mr. Mathis made a motion to adjourn the meeting. Mr. Holshouser seconded the motion. The motion passed with all in favor.

Chairman Luhrs closed the meeting at 7:20 p.m.

Respectfully Submitted,

*Aubrey Smith*  
Town Clerk

**Agenda Item Summary**

Regular Monthly Meeting

November 1, 2021

Agenda Item 5

Summary

Rev. Jim King was appointed to the Planning Board as Town alternate 8/3/2020. Initially Rev. King notified staff that he was unable to attend due to health issues, but staff has not been able to make contact with him in several months. Rev. King has not attended any Planning Board meetings since his appointment.

The Planning Board’s Rules of Procedure state that if someone has three unexcused absences in a six-month period the person shall be removed.

Staff suggests the Planning Board vote to recommend removal of Rev. King from the Board and send to the Board of Aldermen for action.

Action Requested

***Motion to recommend removal of Rev. Jim King from the Planning Board due to lack of availability to participate.***

**Membership Discussion**

Motion Made By:

\_\_\_\_\_

Second By:

\_\_\_\_\_

For:

- Chair Richard Luhrs
- Vice-Chair Michelle Reid
- David Morris
- Jared Mathis
- Jerry Holshouser
- Joe Hudson
- Mike Brinkley
- Ronald Jacobs
- Dolores Shannon (A)
- Jim King (A)
- 

Against:

- Chair Richard Luhrs
- Vice-Chair Michelle Reid
- David Morris
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- Dolores Shannon (A)
- Jim King (A)
-

## **Driveways-Code of Ordinances and UDO Text Amendments**

(9.22.21 staff recommendations)

The following would be used to create Ordinance or Resolution language for proposed text amendments.

New text shown highlighted in yellow

Deleted text shown with strikethrough

Appendix A-Unified Development Ordinance

Chapter 9 Parking

Section 9.6 Driveways

### **Sec. 9.6. - Drive ways.**

These driveway requirements do not apply to single-family detached and two-family attached (duplex) residential uses. See Chapter 22, Article II for requirements for all new and existing driveways.

Appendix A-Unified Development Ordinance

Chapter 10 Infrastructure

Section 10.1 Street Standards

### **Sub Section 10.1.9.4**

*Driveways.*

~~The number of street and driveway connections permitted serving a single property frontage or commercial development shall be the minimum deemed necessary by the Town or NCDOT for reasonable service to the property without undue impairment of safety, convenience, and utility of the roadway. Normally, not more than two (2) driveways shall be permitted for any single property frontage. The arrangement of driveways should be related to adjacent driveways and nearby street intersections and meet the following criteria:~~

- ~~1. Commercial drives leading to a site in the Commercial or Industrial districts must include vertical curb and gutter as stated in 10.1.5.~~
- ~~2. Residential drives shall be located a minimum of 10 feet from the point of tangency of curb radii of street intersections.~~
- ~~3. Driveways serving streets with traffic volumes in excess of 300 ADT or accessing thoroughfares shall be located a minimum of 250 feet from the point of tangency of the radius of curvature of the intersecting street.~~

~~4. Where two (2) driveways are proposed along a single property frontage to facilitate operations, the minimum distance between the centerlines of the drives shall be 200 feet.~~

~~5. The minimum distance between the centerlines of driveways into shopping centers or facilities generating in excess of 300 ADT shall be a minimum of 400 feet.~~

~~6. Full access driveways open to signalization should be 1000 feet apart. Driveways which access thoroughfares and serve more than 1500 ADT shall provide deceleration lanes in approach to the driveway.~~

See Chapter 22, Article II for requirements for all new and existing driveways.

## **Chapter 22- Streets, Sidewalks, and Other Public Places**

### **Article II-Driveways**

#### **Sec. 22-25. - Construction specifications.**

The construction of driveways shall be according to town specifications as follows:

##### **A. General**

- a. It shall be unlawful for any person to break out or cut any street curb for the purpose of constructing a driveway entrance to any property or to construct any driveway across the grass planting strip or sidewalk where curbs do not exist without first obtaining a permit from the Town's Planning Department. A separate permit will not be required where driveway curb cuts are built as a part of a new or reconstructed street.
- b. Plans for curb cuts for new driveways including approach aprons, sidewalks, driveways and parking areas will be approved by the Town's Maintenance Director who will also inspect the final installation.
- c. No driveway shall be permitted to be closer than 5 feet to an adjacent property line. No driveway for a corner lot shall be permitted within 15 feet of the intersecting right-of-way lines.
- d. No driveway shall be permitted so to interfere with a sidewalk intersection, traffic signal, street light standard or support, fire hydrant or water meter.
- e. Driveways shall be constructed so as to prevent stormwater from flowing down from the street onto the driveway. This shall be accomplished by sloping the approach apron (entrance) or driveway itself up from its connection to the road surface, maintaining a valley at the road connection point.
- f. Drainage ditches along roads will be piped under the driveway with a concrete pipe of adequate size to carry the water flow as determined by the Town's Maintenance Director but not less than 15 inches in diameter. Pipe should be installed as per NCDOT standards and approved by the Town's Maintenance Director.
- g. Driveways connecting to State maintained roads shall be installed per NCDOT driveway standards.
- h. Street pavement, curb and gutters, and sidewalks disturbed during the installation of driveways shall be repaired to like-new condition by the contractor or property owner.

- i. Driveway approach apron shall be constructed of poured concrete at least 6 inches thick on a stone base and at least 24 inches wide or wide enough to connect to new or existing sidewalks. When connected to an existing 4-inch thick sidewalk, that sidewalk shall be replaced with a new 6-inch thick, 3,000 PSI concrete sidewalk at least 5 feet wide (or wider if needed to match existing sidewalks).
  - j. When a driveway is relocated on a property, the unused portion of the existing curb cut will be replaced by the property owner. When an existing curb cut or driveway entrance is altered or repaired, it shall be made to conform to all dimensional requirements of this section.
  - k. Maintenance responsibility for all driveways including associated curb cuts, sidewalks and driveways will rest with the property owner. After notification, if not repaired within 60 days the Town will undertake needed repairs and bill the property owner for this work. If not paid, the Town will use all legal means to collect the outstanding bill including filling a lien on the property.
- B. Residential Driveways**
- a. Driveways shall be no less than 12 feet wide and no greater than 20 feet wide.
  - b. Residential properties shall have no more than two driveway entrances on one street. **For safety purposes, driveways for corner lots shall access the less traveled of the two intersecting roads.**
  - c. Driveway material shall be a minimum of:
    - i. 4-inch thick 3,000 psi poured concrete over a 4" compacted stone base or,
    - ii. Pressure compacted 4-inch thick asphalt over a 6" compacted stone base or,
    - iii. Brick pavers over sand on a compacted soil base or,
    - iv. Pervious tiles installed per manufacturer's directions or,
    - v. Decorative rock laid over compacted stone base or,
    - vi. Other paving materials as might be approved by the Town's Maintenance Director
  - d. Driveway shall be installed per industry standards and manufacturer's instructions. Settable materials such as concrete shall be installed using removable forms (excavated dirt edge shall not be used as the form) and after forms are removed, dirt backfill shall be used to bring the adjacent lawn area up to the driveway top elevation. Non-settable materials shall be installed with an edging material (landscape timbers, metal edging, poured concrete edging, etc.) to prevent future erosion of the paving material.
- C. Commercial Driveways**
- a. Commercial driveways shall be no less than 25 feet wide and no greater than 35 feet wide. Wider driveways may be approved during the site plan review process.
  - b. Commercial properties shall have no more than two driveway entrances on each street. Corner lots may have 2 driveway entrances on each street.
  - c. Driveway material shall be a minimum of:
    - i. 4-inch thick 3,000 psi poured concrete over a 4" compacted stone base or,
    - ii. Pressure compacted 4-inch thick asphalt over a 6" compacted stone base or,
    - iii. Other paving materials as might be approved by the Town's Maintenance Director

iv. Maintenance Director may require thicker pavement if high truck traffic volume is expected.

d. Driveway shall be installed per industry standards and manufacturer's instructions.

#### D. Industrial Driveways

a. Driveways shall be no less than 35 feet wide and no greater than 50 feet wide. Wider driveways may be approved during the site plan review process.

b. Industrial properties shall have no more than two driveway entrances on one street.

c. Driveway material shall be a minimum of:

i. 6-inch thick 3,000 psi poured concrete over a 4" compacted stone base or,

ii. Other paving materials as might be approved by the Town's Maintenance Director

iii. Maintenance Director may require thicker pavement if high truck traffic volume is expected.

d. Driveway shall be installed per industry standards and manufacturer's instructions.

#### E. Variances

a. Dimensional requirements of this section can be altered by the issuance of a variance by the Town's Board of Adjustment when their strict enforcement would cause undue hardship on the property owner or make the intended use of the property impossible. Variances may not be issued merely as a matter of cost savings.

(Code 2003, § 15-51)

#### Sec. 22-26. ~~Permit required~~

~~It shall be unlawful for any person to break out any street curb for the purpose of constructing a driveway entrance, or to construct any driveway across the grass plot or sidewalk, without first obtaining a written permit from the public works department.~~

(Code 2003, § 15-52)

#### Sec. 22-27. ~~Supervision of work~~

~~Any and all work performed under the provisions of this article shall be done under the supervision of the public works department.~~

(Code 2003, § 15-53)

#### Sec. 22-28. ~~Paving generally~~

~~All driveway entrances constructed or reconstructed upon the street rights-of-way of the town shall be paved in the manner described in this article.~~

(Code 2003, § 15-54)

#### Sec. 22-29. ~~Proximity to intersections, hydrants, etc.~~

~~No driveway entrance shall be permitted to intersect the radius of any street corner or be so located that it interferes with intersection sidewalks (or no closer than 25 feet to the intersection of right-of-way line, whichever is greater), traffic signals, lamp standards, fire hydrants or other public improvements unless specific approval is obtained from the public works department and necessary adjustments to public improvements or installations are accomplished without cost to the town, and in accordance with [section 22-32\(g\)](#).~~

(Code 2003, § 15-55)

~~Sec. 22-30. - Minimum size of serviced area.~~

~~The area to which a driveway provides access shall be sufficiently large to store vehicles using the driveway completely off the right of way and shall be of sufficient size to allow the functions related thereto to be carried out completely on the private property.~~

~~(Code 2003, § 15-56)~~

~~Sec. 22-31. - Side clearance.~~

~~All portions of the driveway including the returns shall be between the property lines of the property served and shall not encroach on adjoining properties.~~

~~(Code 2003, § 15-57; Ord. of 8-7-2006)~~

~~Sec. 22-32. - Number, width of openings.~~

~~(a) Residential generally. The width of residential driveway entrances shall be limited to 20 feet each as measured along the curbline with not more than two such entrances to the same property. When two entrances are constructed to serve the same residence, there shall be a minimum distance of 25 feet of curb allowed to remain between the driveway entrances measured along the curbline.~~

~~(b) Duplex (two-family). The width of a driveway entrance shall be limited to 20 feet each as measured along the curbline when two entrances are made to the same property, provided there shall be a minimum distance of 25 feet of curbline allowed to remain between the driveways. The width of a single driveway entrance to serve a duplex shall be limited to 24 feet. There shall be no more than two entrances to the same property.~~

~~(c) Multifamily. When driveway entrances are constructed to serve apartment houses, such entrances may be 24 feet in width measured at the curbline with not more than two such entrances to the same property from the same street. When two driveway entrances are constructed, there shall be at least 25 feet between driveway entrances measured at the curbline.~~

~~(d) Joint driveways. The width of a joint driveway, as may be authorized by the zoning department, serving two adjacent pieces of property shall be limited to 24 feet along the curbline, provided no other means of driveway access is reasonably available and the permit for such driveway is signed by the then owner of the adjacent property. There shall be no more than one joint driveway for each two adjacent pieces of general residential property and no more than two joint driveways for each two adjacent pieces of duplex or multifamily residential property.~~

~~(e) Business. Driveway entrances and exits, either or both, constructed to serve business property shall not exceed 35 feet in width and not more than two such curb openings shall be permitted from the same street to serve any business or combined group of businesses such as shopping centers. When two openings are constructed, there shall be a minimum distance of five feet of curb allowed to remain between the driveway entrances.~~

~~(f) Industrial. Curb openings made to provide entrances or exits to industrial plants may be 50 feet in width with not more than one such entrance to the same property; except, that the zoning department may approve, without the concurrence of the board of aldermen, a second entrance when it deems such is in the public interest to facilitate ingress and egress to the property. When two or more such industrial driveway entrances are constructed, there shall be a minimum of 50 feet between such entrances as measured at the curbline.~~

~~(g) Corner lots. Property having frontage on two intersecting streets within 100 feet of the intersection of such streets shall have access only from the minor or less intensively used street except as may be authorized under [section 22-43](#), and in accordance with [section 22-29](#).~~

~~(Code 2003, § 15-58)~~

~~Editor's note—Refer to the Unified Development Ordinance, contained in Appendix A to this Code, for standards regarding number and width of openings.~~

~~Sec. 22-33. -Relocation, alteration or driveway approaches—Permit required; limitation.~~

~~Existing driveway approaches shall not be relocated, altered or reconstructed without a permit approving such relocation, alteration or reconstruction. Such driveway approaches when so relocated, altered or reconstructed shall be subject to the limitations set forth in sections [22-33](#) through [22-36](#).~~

(Code 2003, § 15-59)

~~Sec. 22-34. - Relocation, alteration or driveway approaches — Replacement of curbs.~~

~~When the use of any driveway approach is changed making any portion or all of any driveway approach unnecessary in the opinion of the zoning department, the owner of the abutting property shall, at his own expense, replace all necessary curbs, gutters and sidewalks within 60 days after written notice from the zoning officer.~~

~~(Code 2003, § 15-60)~~

~~Sec. 22-35. - Relocation, alteration or driveway approaches — Reconstruction by abutting property owner.~~

~~When an existing building or structure is served by a driveway approach (not conforming to the provisions of this article) which is demolished, repaired or altered, the owner of the abutting property shall, at his own expense, reconstruct the driveway approach so as to conform to the provisions of sections [22-33](#) through [22-36](#).~~

~~(Code 2003, § 15-61)~~

~~Sec. 22-36. - Driveway approaches; conformance to town standards.~~

~~All work done in the construction of driveway approaches shall conform to town standards for concrete sidewalk and driveway approaches as established in this chapter or by the zoning department. The maintenance department will inspect all such work.~~

~~(Code 2003, § 15-62)~~

~~Sec. 22-37. - Thickness of pavements.~~

~~The thickness of pavement shall not be less than six inches including a top surface of not less than one inch of asphaltic concrete and the stone base.~~

~~(Code 2003, § 15-63)~~

~~Sec. 22-38. - Replacement of existing sidewalks.~~

~~When any driveway entrance is constructed or reconstructed, any existing four inch sidewalk shall be replaced with concrete specifications of 3,000 PSI or of not less than six inches in thickness where the driveway crosses the sidewalk. The pedestrian walk shall be indicated by false cracks or lines in the pavement. The newly constructed section of sidewalk shall be at an elevation or grade approved by the maintenance department.~~

~~(Code 2003, § 15-64)~~

~~Sec. 22-39. - Materials for construction of residential driveways.~~

~~Paving materials used shall be of cement with specifications of 3,000 PSI or asphaltic concrete with a thickness of at least six inches.~~

~~(Code 2003, § 15-65)~~

~~Sec. 22-40. - Property owner's responsibility for maintenance and repairs.~~

~~Responsibility for maintenance and repairs to new and existing driveway entrances or exits shall rest with the property owner. Upon receipt of a notice to repair damaged pavement, the property owner shall make the necessary repairs within 60 days in accordance with the requirements set forth in this article. If the required repairs and/or maintenance are not completed within the time specified, the maintenance department will complete the necessary repairs and/or maintenance and the owner will be responsible for reimbursing the town. Failure to do so within the specified time will result in a lien being placed upon the property.~~

~~(Code 2003, § 15-66)~~

~~Sec. 22-41. - Driveways from state highway streets.~~

~~Where the property is to be served by a driveway opening into a state highway street, a permit as required by the state highway commission manual on driveway entrance regulations shall be first submitted to the~~

~~planning department for its review and approval. The requirements of this article or those of the manual on driveway entrance regulations, whichever is greater, shall be the minimum standards for development.  
(Code 2003, § 15-67)~~

~~Sec. 22-42. - Responsibility for damages; use of barricades, lights.~~

~~The property owner shall be responsible for removing all debris and surplus materials upon completion of the work and shall maintain the premises in a safe manner, providing adequate barricades and lights at his own expense to protect the safety of the public using adjacent street or sidewalks and shall hold the town free and harmless from all damages for any liability incurred.  
(Code 2003, § 15-68)~~

~~Sec. 22-43. - Variances.~~

~~The zoning board of adjustment may grant variance from the standards of this article.  
(Code 2003, § 15-69)~~

**Sections 22-26 through 22-43 shall be reserved.**