

**PLANNING BOARD
AUGUST 11, 2022
5:30 PM**



**BRYANT H. WOMACK
BUILDING
40 COURTHOUSE ST.
COLUMBUS, NC 28756**

-
1. Call to Order
 2. Approval of Agenda
 3. Approval of Minutes
 - A. Draft Minutes from July 14, 2022
 4. Zoning Ordinance - Permitted Use Table Discussion
 5. Other Business
 6. Public Comments
 7. Adjournment

PLANNING BOARD
July 14, 2022 - 5:30 PM
Bryant H. Womack Building
40 Courthouse Street
Columbus, NC 28722
MINUTES

Members Present: Ray Gasperson, Libby Morris, Lisa Krolak, Chris Jones, Warren Eadus, Don Hofmann
Staff Present: Cathy Ruth (County Planner), Hannah Lynch (Zoning Administrator), Chelsea Allen (Secretary)

1. Call to Order

Ray Gasperson called the meeting to order at 5:34 PM.

2. Approval of Agenda

A motion to approve the agenda was made by Chris Jones, seconded by Don Hofmann. A vote was taken, the motion carried unanimously.

3. Approval of Minutes

A. Draft Minutes from June 9, 2022

A motion to approve the minutes from June 9, 2022 was made by Lisa Krolak, seconded by Chris Jones. A vote was taken and the motion carried unanimously.

4. Minor Subdivision - The Farms at Tryon Crossing, P103-12&13 (42.09 acres) 8 lots, William McCraw

Warren Eadus recused himself due to a conflict of interest related to the applicant.

Cathy Ruth explained the minor subdivision was comprised of eight lots and is a total of 42 acres. It is located within the White Oak township off of Manus Chapel Road and is unzoned. The applicant has one year to install roads within the minor subdivision that meet NCDOT (North Carolina Department of Transportation) requirements and submit supporting documentation to Polk County after preliminary approval. A motion was made by Libby Morris to approve the minor subdivision contingent upon NCDOT approved road application and submittal of supporting documentation within the permitted timeline, seconded by Lisa Krolak. A vote was taken and all were in favor. The motion carried unanimously.

5. Zoning Ordinance - Permitted Use Table Discussion

The Board and staff discussed data processing/data mining. The board agreed

to continue discussion at next meeting.

6. Other Business

None.

7. Public Comments

None.

8. Adjournment

Ray Gasperson adjourned the meeting at 6:31pm.

DATA PROCESSING

Data processing facilities. A building or dedicated space within a building used to house a large group of computer systems and associated components, such as telecommunications and data processing systems, to be used for the remote storage, processing, or distribution of large amounts of data. Such facilities may also include air handlers, power generators, water cooling and storage facilities, utility substations, and other associated utility infrastructure to support operations.

Data Processing Facilities

1. Submittal Requirements

- a. A narrative describing the proposed data processing facility including an overview of the project;
- b. A site plan showing the proposed location and dimensions of all equipment, existing and proposed structures, screening, fencing, property lines, access roads, turnout locations;
- c. A study prepared by an acoustical engineer that describes the anticipated noise level of the facility and any proposed mitigation efforts such as sound walls, baffles, ventilation silencers, additional separation from surrounding uses, etc.;

2. Access - All roads shall be of sufficient width to accommodate emergency vehicle access as determined by the Polk County Fire Marshal.

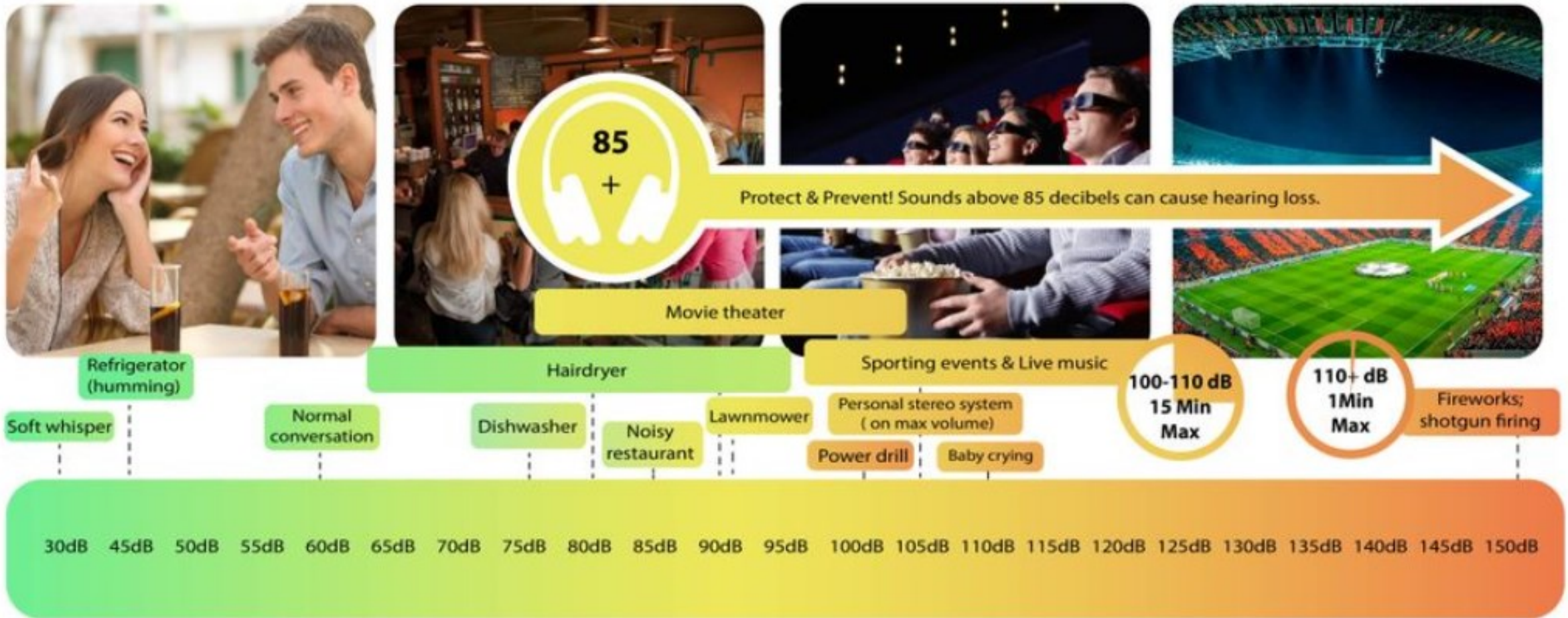
3. Screening - The entire perimeter of the facility shall be screened from adjoining properties by a buffer yard.

4. Utility Notification - No grid-connected data processing system shall be installed until evidence has been provided by the operator that installation of the system has been approved by the electrical utility provider. Off-grid systems shall be exempt from this requirement.

5. Security Fencing - Security fencing, a minimum of eight feet in height, shall be provided along the entire perimeter of the facility.

6. Signage - No signage shall be permitted on the perimeter fence, with the exception of one (1) sign not to exceed 32 square feet that displays the name, address and emergency contact information of the facility as well as appropriate warning signs.

7. Noise - The amount of noise generated by the facility shall not exceed 30 (dB(A)) as measured from the adjoining property line.



Resource: <https://decibelpro.app/blog/how-loud-is-60-db-compared-to-other-volumes/#How-Loud-Is-60-Decibels>

8. All exterior lighting shall be designed and constructed with cutoff and fully shielded fixtures that direct light downward and into the interior of the property and away from adjacent roads and adjacent properties.

9. Abandonment - It is the responsibility of the owner to notify Polk County and to remove all obsolete or unused systems. Any structure or equipment associated with the facility that is not operated for a continuous period of three hundred sixty-five (365) days shall be considered abandoned. The County may require the owner to remove such structures and equipment within 90 days after notice from the County. If the abandoned structure or equipment is not removed within 90 days, the County may remove it and recover its costs from the owner. If the owner of the abandoned structure or equipment cannot be located or is no longer in business, the requirements of this section shall be the responsibility of the landowner on whose property the structure or equipment is located.

Permitted Use Table

- Industrial – Special Use

EVENTS

Events, Shows & Festivals

Events, shows & festivals – Permitted in Equestrian and Equestrian Village

Defined: Events, shows & festivals. A building or group of buildings, structures, place, area or other facilities providing or facilitating uses and services necessary or incidental to any fair, festival, show, event, concert, performance, auction, pageant or similar activity where patrons are admitted to enjoy, engage or participate in entertainment or competitions

Parking: Events, show & festivals 1 space per 5 fixed seats in the largest assembly room, provided that every one hundred sixty-two (162) square feet of fenced ground area (i.e. riding rings) shall count as 1 parking space without the necessity of an improved hard-surface or crushed stone.

Special Events - Temporary

Considerations for Discussion:

- Definition
- Time limit
- Permitted by Right or Special Use
- Location – Distances – Durations - Frequency
- Types – event size
- Exceptions
- Parking
- Trash
- Security
- Examples
- Others

Polk County, North Carolina

Special Events Policy



Updated August 2021

Executive Summary

Polk County, North Carolina, is a vibrant community with a variety of resources and venues which lend themselves to use for special events. Special events require the coordination of various county resources and event organizers to work together successfully. Impacts on the local economy, traffic, public health, and public safety are best considered and weighed long before the event begins.

The following policy has been established to facilitate this planning process with the County. However, if you plan a special event in Polk County, North Carolina, you must review the policy well ahead of your scheduled event date to determine what you'll need to have in place for a successful event!



In this policy, you will find the following information:

1. The County's definition of a "Special Event."
2. Fees, deposits, and special conditions may be applied to each event.
3. Application timelines, required special event permit documentation and information.
4. Grounds for application denial.
5. The Committees involved in the event approval process and their roles and responsibilities.

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Purpose

The purpose of this policy is to regulate special events held in Polk County so that events can occur with the safety and health of the participants, the citizens, and visitors of the County in mind. This policy is designed to protect public and private properties and to ensure activities are not detrimental to public health, safety or welfare while balancing the needs of the residents and business owners affected by these events. In addition, this policy ensures that those who benefit from such an event bear the cost of the event.

Special Event - Definitions

As defined in this policy, a special event is a preplanned activity sponsored by an individual, group, or organization proposed to be held in Polk County on public or private property and requires public safety resources. They are events that will impact regular vehicle or pedestrian traffic, or the safety of citizens or visitors, thus needing County services. Special events which meet this definition will require a Special Event Permit. Specific activities requiring a Special Event Permit include but are not limited to road races, parades/marches, sporting events, festivals, concerts, celebrations, etc.

Special Event Application: Timelines

The Special Events Committee hears all event applications within the County. The timeline below outlines minimum requirements for Special Event Permit Applications.

SUBMIT SPECIAL EVENT APPLICATIONS TO:

Bobby Arledge - Emergency Management Director

Phone #: 828.894.6342

Email: barledge@polknc.org

Address: P.O. Box 308 Columbus, NC 28722



Special Event Application Submission & Approval Timeline	
<u>Minimum 180 Days Prior to Special Event Date – Application Submission</u>	
<ul style="list-style-type: none"> • Submission of Special Event Application Package • Special Event Site Plan 	
<u>Minimum 150 Days Prior to Special Event Date – Initial Committee Review (Applicant Attendance Required)</u>	
<ul style="list-style-type: none"> • Special Events Committee Review & Recommendation – includes review by County Manager's Office, Emergency Management, Sheriff, Health and Human Services, Fire/Rescue, and EMS. • Street and/or Parking Closure Request(s) 	
<u>Minimum 120 Days Prior to Special Event Date – Final Committee Review</u>	
<ul style="list-style-type: none"> • Applicant Attendance May be Required • Final Site Plan, Event Timeline & On-Site Contacts • Proof of Insurance • Vendor Permits • Formal Event Notice 	
Post-Event	
<u>Maximum 30 Days After Last Day of Event</u>	
<ul style="list-style-type: none"> • Final Payment as needed • Reserve Future Dates 	

Special Event Permit Application: Component Parts

1. **Event Application Cover Page:**

- a. **Event Organizer & Contact Information**
- b. **Name of Event**
- c. **Date(s) of Event**
- d. **Past Attendance Trends & Predicted Attendance for Upcoming Event**
- e. **Past Vendor Participation Trends & Predicted Vendor Participation for Upcoming Event**

2. **Event Description, Statement of Public Benefit and Public Services Required:**

A basic overview of the event, its impact on the community and County services and a description of how it will benefit the community. Information about what holding the special event will require need in terms of County services to include law enforcement/fire/medical/health support, etc.

3. **Event Site Plan:**

Event Site Plan consisting of a visual representation of all the operational elements of the proposed event. The Event Site Plan shall include the following:

A	The direction North, indicated by a directional arrow symbol.
B	The overall event area including: parking areas, any proposed street closures and the location and number of any parking closures
C	The location and dimensions of all physical equipment being placed, including, but not limited to stages, vendors, food and beverage trucks, booths, tents, signs, barricades, portable toilets, vehicles, shelters and shelter numbers, etc.
D	Location of alcohol sales and consumption areas.
E	Indicate in all areas the location of 20' wide fire lane clearances, and all fire hydrants.
G	Any other details helpful in the physical description of the event.

4. **Event Impact Notification:** The Authorized Event Coordinator is responsible for the notification of all residents, businesses, places of worship, and schools affected by any street and sidewalk impacts related to the event by formal notice. A draft of the proposed formal “Event Impact Notice” must be submitted with the special event permit application. A “Notification Guarantee” must be signed by the Authorized Event Coordinator indicating their commitment to provide the required notice the formal Event Impact Notification must:
 - a. **Be completed by the Authorized Event Coordinator.**
 - b. **Be approved by the Special Events Committee prior to distribution to impacted areas.**
 - c. **Be distributed to impacted areas at least 120 days prior to the event by either hand or mail delivery.**
 - d. **Include the name of the event, event date(s), time(s) of event, and overall impacts (including set-up and tear down), specific location of impacts, type of activity, and the event.**

IMPORTANT NOTE: New street/roadway closure requests, whether for an existing event or a new event, require additional review and time for notification. Please consult with Special Events Committee Chair about the appropriate NC DOT applications and be prepared to provide impacted stakeholders a minimum 120-day notification for new major street/roadway closure requests.

5. **Security Personnel/Law Enforcement Support/Public Safety Resources:**
 Large events and events where alcohol will be served, are required to provide security personnel or hire off-duty Deputies. Hourly rates for off-duty Polk County Deputies are included for budgeting purposes. Please note the Special Event Review Committee may require a larger or smaller number of security personnel/Deputies depending on event-specific conditions. In addition, large events may require additional public safety resources to include emergency medical personnel and equipment, fire department personnel & equipment, and emergency management staffing or equipment. An estimate of all public resources required for the special event shall be provided with the permit application. (See fee schedule)

Attendance Range	Officers Required - NON-ABC EVENT	Officers Required - ABC EVENT
<i>0 to 5,000</i>	<i>Zero</i>	<i>2 to 3</i>
<i>5,000 to 10,000</i>	<i>1-2</i>	<i>3 to 4</i>
<i>10,000 (plus)</i>	<i># determined by Sheriff</i>	<i># determined by Sheriff</i>
<i>Hourly Rate for Off Duty Deputy</i>	<i>\$45.00 (\$50.00 for night shift)</i>	<i>\$45.00 (\$50.00 for night shift)</i>

Special Event Application Review Process and Criteria

1. **Special Event Application Review Process.** An application must be submitted for each event proposed. The Polk County Emergency Management Director shall initially review the application

to determine whether the application is complete with all required documentation and information. No application shall be considered until all information required on the application form and any additional information requested by the Emergency Management Director has been provided. The applicant will be notified by phone or email if additional information is required.

Upon determination that the application is complete, the Special Events Committee will review the application to determine the impact the event will have on each department represented on the Special Events Committee and to the public.

2. **Criteria Considered for Road Closures & Other Event Impacts:** The following factors shall be considered in determining whether to issue a special event permit:
 - a. Anticipated total number of event attendees, both historical trends and predicted increases.
 - b. NC DOT approval for any proposed road closures. (Events attracting fewer than 50,000 visitors per day typically do not warrant the closure of a major roadway. However, smaller events with fewer than 50,000 visitors per day may warrant the closure of secondary roadways pending NC DOT approval.)
 - c. Total number of event vendors, both historical trends and predicted increases. The types of vendors and size of vendor areas must be included in the initial application. An event that hosts more than 125 vendors will require additional review.
 - d. Event Marketing Strategy & Budget.
 - e. Verification that the event applicant or sponsor has committed to completing the “**Event Impact Notification.**”
 - f. Impact of the proposed event on residents, occupants, or businesses of the block.
 - g. Impact of the proposed event on the accessibility of emergency vehicles in the closure areas.
 - h. Impact of the proposed event on vehicular traffic such as circulation, traffic movement, and availability of alternate routes for traffic.
 - i. Potential interference with commercial and business activities in the immediate vicinity.
 - j. Conditions existing in the surrounding area that, when occurring in conjunction with a street closure, might create a hardship or an unnecessary inconvenience to the general public or persons residing in the area.
 - k. Relationship in regard to timing of proposed closure to other approved or proposed closures.

Special Event Application: Grounds for Denial

An event shall not be approved if the Review Committee finds one or more of the following:

1. The use or event is prohibited by law;

2. The permit application is untimely or incomplete;
3. The permit application contains material misrepresentations or fraudulent information.
4. The applicant does not demonstrate ability or willingness to comply with all applicable County ordinances, traffic rules, park rules and regulations, state health laws, fire codes, ABC licensing laws and regulations or other applicable local, state, and federal license requirements for all or part of the planned event;
5. The event applicant does not present a compelling case for the event's public benefit.
6. The event time and location coincides with another event for which an event permit has been issued, and it is determined by the county that there is a demonstrable safety or logistical concern with allowing two events to proceed simultaneously during the same time or at the same location. By way of illustration, but not limitation, safety or logistical concerns could include, but not be limited to, events that would unduly burden the resources of law enforcement or emergency services personnel, or would, by the simultaneous time or location thereof, create the potential for traffic hazards;
7. The event will substantially interrupt the safe and orderly movement of pedestrian or vehicular traffic at or contiguous to its location in such a manner that cannot be adequately controlled by the county's public safety departments and/or law enforcement;
8. The event will constitute a substantial hazard to the public safety or materially interfere with or endanger the public peace or rights of residents to the quiet and peaceful enjoyment of their property;
9. The concentration of persons, animals, and vehicles at assembly points for or at the location of the special event will substantially interfere with the county's ability to provide adequate fire, police and emergency medical services to the public; or
10. Permit applicant has an outstanding balance owed to Polk County for fees or fines from another event for services provided or as a result of damages to County property.

Special Events Review Committee – Roles & Responsibilities

This Committee is established to assure that all special event applicants follow the procedures outlined in this document and aid in event logistics related to the health and safety of organizers and attendees at special events conducted within Polk County, North Carolina. The Special Event Review Committee has the responsibility to approve or deny all Special Event applications by a simple majority vote of its members. A quorum must be present, and a non-vote will be viewed as an affirmative.

The Special Events Review Committee is made up of the following individuals:

1. Emergency Management Director – Committee Chairperson
2. Sheriff (or authorized representative)
3. Fire Chief of the District in which the Event will be held (or authorized representative)
4. Public Health Director (or authorized representative)
5. EMS Director (or authorized representative)
6. E-911 Communications Director (or authorized representative)
7. County Manager (or representative)

The Special Event Review Committee's primary role is to coordinate the variety of special events in Polk County, North Carolina, and to protect the health and safety of the community.

The Special Events Committee will also:

1. Maintain a running list of events that include those that have:
 - a. Received County approval.
 - b. Received Special Events Committee review and recommendation.
 - c. Requested an annually recurring date and which has established a historical precedent for this request.
2. Provide a comprehensive review of the event site plan, identifying and providing event organizers with cost estimates for any County services and personnel that their event will require.
3. Review the event site plan and application to identify any life safety issues that the proposed event presents to the community.
4. May approve recurring events which have no material changes to the event proposal.

Appendix

Fee Schedule I
Example “Notice of Event Impact” II
Special Events Permit Application III

Fee Schedule

Medical Coverage

One Paramedic and QRV	\$75.00 per hour
One Paramedic and Ambulance	\$95.00 per hour
Two Paramedics or Paramedic/EMT and Ambulance	\$125.00 per hour
Basic Life Support Ambulance/Crew	\$75.00 per hour
EMT only	\$25.00 per hour
Medical Responder	\$20.00 per hour
UTV Stationary	\$65.00 per day
UTV Mobile	\$75.00 per day

Law Enforcement Coverage

Off Duty Officer	\$45.00 per hour
Off Duty Officer with Patrol Car	\$55.00 per hour

Fire/Rescue Coverage

Firefighter	\$25.00 per hour
Firefighter/EMT/EMR	\$30.00 per hour
Fire Engine	\$50.00 per hour
Rescue Truck	\$35.00 per hour
Brush Truck/Pick-up	\$35.00 per hour
UTV Stationary	\$65.00 per day
UTV Mobile	\$75.00 per day

Other

Emergency Management (Command Staff)	\$40.00 per hour
Telecommunicator	\$35.00 per hour
Message Board	\$50.00 per day
Large Generator	\$75.00 per day
Command Post	\$100.00 per day

NOTICE OF EVENT IMPACTS

{EVENT NAME}

The organizers of {EVENT NAME} have received approval from Polk County to host {EVENT NAME} on {EVENT DATE(S)} from {EVENT START TIME} to {EVENT CONCLUSION TIME}.

{EVENT NAME} includes the closure of {STREET NAME} between {CROSS STREET NAME} and {CROSS STREET NAME}. To accommodate event set-up and tear down this street will close between {TIME & DATE} to {TIME & DATE}

The closure will be for the exclusion of vehicles only. A 20' emergency lane shall be provided on all streets within the said closure at all times.

Should you have questions or concerns {EVENT NAME} and the related event impacts you can speak with our team by calling:

{AUTHORIZED EVENT COODINATOR PHONE NUMBER}
