

**A G E N D A**

**JOINT WORK SESSION**

**Perquimans County Board of Commissioners & Board of Education  
Meeting Room – Perquimans County Library**

**October 17, 2022**

**7:00 p.m.**

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Joint Work Session**
  - A. See Planning Board/Board of Commissioners Joint Work Session Agenda
  - B.
  - C.
- IV. **Adjournment of Joint Work Session**

**Regular Work Session  
has been cancelled.**

**COUNTY MANAGER NOTES  
JOINT WORK SESSION**

**Perquimans County Board of Commissioners & Board of Education  
Meeting Room – Perquimans County Library  
October 17, 2022  
7:00 p.m.**

- III.A. **Enclosures:** The purpose of the meeting is to review and discuss the County's Zoning Ordinance Highway Commercial Architectural Design Standards, Major Subdivision Review Procedure, and many minor unrelated text amendments in the Zoning Ordinance and Subdivision Regulations, much of which Planning Board has discussed in recent months.

**A G E N D A**

Perquimans County Planning Board and Board of County Commissioners

***SPECIAL CALLED JOINT- WORK SESSION***

Meeting Room at Perquimans County Library  
514 S. Church Street, Hertford, NC 27944  
Monday, October 17, 2022 at 7:00 PM

- Call to Order
- Prayer & Pledge
  
- I. **Special Called Work Session:** The purpose of the meeting is to review and discuss the County's Zoning Ordinance Highway Commercial Architectural Design Standards, Major Subdivision Review Procedure, and many minor unrelated text amendments in the Zoning Ordinance and Subdivision Regulations, much of which Planning Board has discussed in recent months.
  - A. Perquimans County Zoning Ordinance Proposed Highway Commercial Architectural Design Standards
  - B. Zoning Ordinance -- other proposed text amendments
  - C. Subdivision Regulations -- proposed text amendments including Major Subdivision Review Procedure
  - D. Manley/Pheonix/Duke Energy solar farm vegetative buffer presentation
  
- II. **Adjournment**

## Article XIX. PROPOSED COMMERCIAL DISTRICTS ARCHITECTURAL DESIGN STANDARDS

### Section 1901. Purpose and Applicability

These design standards are intended to identify the county's goals and expectations for all commercial development quality in the Highway Commercial, Rural Commercial, and Neighborhood Commercial districts as a means of establishing commercial development that is architecturally compatible with the surrounding agricultural land use and the historical development trends of the county.

### Section 1902. Commercial Design Standards

#### (a) Standalone Commercial Structures

- (1) The requirements listed in this subsection shall apply to any standalone commercial structures in the Highway Commercial (CH), Rural Commercial (CR), and Neighborhood Commercial (CN) zoning districts.
- (2) **Siding and Wall Base** - The following specifications are demonstrative of the materials and styles of siding which may be used in the exterior design of a standalone commercial structure in the CH, CR and CN zoning districts:
  - i) Clapboard siding;
  - ii) Vertical board and batten siding;
  - iii) Wood, vinyl, aluminum, metal, concrete, or other materials which appear to be or mimic the style of clapboard or vertical board & batten siding.
  - iv) A wall base of standard brick may be used on exterior walls, provided the base is no taller than 2 feet in height.
  - v) Brick masonry may be used as siding, provided these conditions are met:
    - (1) The coloration, pattern, and type of brick are approved by the Planning Department as being in harmony with the site location; and
  - vi) Any masonry used in accordance with the above rules is also subject to the following texture and color requirements:
    - (1) The color of the brick should be orange, gray, tan, brown, or some combination thereof; and
    - (2) All brick textures are permissible with the exception of smooth.
    - (3) All masonry use is subject to review by the Planning Department prior to issuance of a zoning permit.
  - vii) Only approved materials may be used on any side of the building visible from any adjacent street.

**(3) Colors**

- i) Colors should relate to, and/or mimic the natural elements found in Perquimans County.
- ii) Words and pictures are considered signs, which are regulated under Article XVI "Signs"

**(4) Roofs**

- i) Roofs may be gable, dormer, hip, hip and valley, gambrel, mansard, flat, or any combination thereof;
- ii) Flat roofed structures shall have parapet walls;
- iii) All rooftop equipment shall be screened from view from all streets;
- iv) In the case of pitched roofs, roof-based equipment shall be located on the elevation least likely to be seen from public streets, and shall be painted or otherwise camouflaged to minimize visual impact;
- v) Metal roofing may be used, provided coloration is appropriate and compatible with the rest of the structure.

**(5) Façade Design**

- i) All façades will be constructed with approved materials and colors.
- ii) If a façade extends for a length of more than 20 feet, then at least 2 of the following elements must be included
  - (1) A covered front porch, awning(s), or canopy occupying at least 25% of the length of the façade;
  - (2) The use of projections or recesses in the façade wall;
  - (3) Changes in the roofline, to include changes in the roof planes, cupolas visible when looking at the façade, dormer windows visible when looking at the façade, or changes in the height of the parapet wall;
  - (4) Façade color changes, including any brick base or canopies/awnings

**(6) Fenestration (Layout of Windows and Doors)**

- i) Buildings subject to these standards shall be configured so that façades visible from streets include a window or functional general access doorway at least every 20 feet along the façade. False or display casements are an allowable alternative, as approved by the County Planner.
- ii) 15% of the 1<sup>st</sup> 10 feet of height of the façade must be transparent.
- iii) Ventilation grates or emergency exits located on the first floor level, visible from any street, shall be compatible in style with the rest of the structure.

**(7) Fencing and Buffers**

- i) All fencing and buffers shall comply with Article XIV of the Perquimans County Zoning Ordinance.

**(8) Accessory Structures**

- i) Accessory structures shall be constructed in a similar architectural style to the principal commercial structure.

**(9) Parking**

- i) Standalone commercial structures shall have off-street parking containing the appropriate amount of parking spaces as determined by the Planning Department in the form of a shared parking lot, to include landscaping, as regulated by Article XV "Parking and Loading."

**(b) Shopping Centers**

- (1) The requirements listed in this subsection shall apply to any shopping centers or strip malls constructed in the Highway Commercial zoning district.

- (2) A shopping center is defined as one or more commercial buildings, of 10,000 square feet or more, that is divided into three or more individual tenant spaces that are planned, constructed, and managed as a single entity with common parking, access, loading, stormwater, landscaping, and/or open space facilities.

**(3) Parking**

- i) Shopping centers shall have off-street parking containing the appropriate amount of parking spaces as determined by the Planning Department in the form of a shared parking lot, to include landscaping, as regulated by Article XV "Parking and Loading."
- ii) Pedestrian walkways shall be distinguished from driving surfaces through the use of different surfaces materials and/or paints.

**(4) Outparcel Development**

- i) To the maximum extent practicable, outparcels and their buildings shall be clustered in order to define street edges, entry points, and spaces for gathering or seating between buildings.
- ii) Spaces between outparcel buildings shall be configured with small-scale pedestrian amenities, such as plazas, seating areas, pedestrian connections, and gathering spaces.
- iii) Automotive oriented businesses with drive-through facilities should be located on the edge of a given cluster of multiple buildings

**(5) Building Placement and Design**

- i) Entrances must face the shared parking lot or the street.
- ii) Customer entrances shall be highly visible and include at least 3 of the listed elements:
  - (1) Canopies/porticos above the entrance;
  - (2) Roof overhangs above the entrance;
  - (3) Recesses/projections in the façade wall;
  - (4) Gabled, dormer, or gambrel roofs, or any combination thereof;

- (5) Outdoor plaza adjacent to the entrance, with a minimum depth of 20 feet;
  - (6) Display windows adjacent to the entrance;
  - (7) Covered front porch with a minimum depth of 6 feet and a minimum length of 25% of the anchor tenant(s) front façade(s)
  - iii) For all facades 60 feet or wider, offset(s) of at least 2 feet in depth and at least 20 feet wide shall be required at least every 40 feet.
  - iv) Alternatives to the offset requirement include the following:
    - (1) Façade color changes meeting the same dimensional requirements as offsets; or
    - (2) Changes in the roofline, to include changes in the roof planes or changes in the height of the parapet wall
  - v) Non-anchor tenants may have facades which differ in scale and design but must be compatible in style with the anchor tenant(s) façade(s).
- (6) Glazing**
- i) At least 35% of the ground floor façade facing any street or single-family development shall incorporate glazing.
  - ii) No reflective window tint shall be used.
  - iii) For purposes of calculating the portion of the ground floor façade glazing, façade area shall be calculated by measuring the applicable building wall between the finished grade and the underside of the roof.
- (7) Roofing**
- i) Roofs may be gable, dormer, hip, hip and valley, gambrel, mansard, flat, or any combination thereof;
  - ii) Flat roofed structures shall have parapet walls;
  - iii) All rooftop equipment shall be screened from view from all streets;
  - iv) In the case of pitched roofs, roof-based equipment shall be located on the elevation least likely to be seen from public streets, and shall be painted or otherwise camouflaged to minimize visual impact;
  - v) Metal roofing may be used, provided coloration is appropriate and compatible with the rest of the structure.
- (8) Accessory Structures**
- i) Accessory structures shall be constructed in a similar architectural style to the principal commercial structure.
- (9) Siding and Wall Base-** The following specifications are demonstrative of the materials and styles of siding which may be used in the exterior design of a shopping center commercial development in the CH zoning district:
- i) Clapboard siding;
  - ii) Vertical board and batten siding;
  - iii) Wood, vinyl, aluminum, metal, concrete, or other materials which appear to be or mimic the style of clapboard or vertical board & batten siding.

- iv) A wall base of standard brick may be used on exterior walls, provided the base is no taller than 2 feet in height, and the color of brick is appropriate and compatible with the rest of the structure.
- v) Brick masonry may be used as siding, provided these conditions are met:
  - (1) The coloration, pattern, and type of brick are approved by the Planning Department as being in harmony with the site location; and
  - (2) The masonry covers all sides of the structure.
- vi) Any masonry used in accordance with the above rules is also subject to the following texture and color requirements:
  - (1) The color of the brick should be orange, gray, tan, brown, or some combination thereof; and
  - (2) All brick textures are permissible with the exception of smooth.
  - (3) All masonry use is subject to review by the Planning Department prior to issuance of a zoning permit.
- vii) Only approved materials may be used on any side of the building visible from any adjacent street.

(10) **Colors**

- i) Colors should relate to, and/or mimic the natural elements found in Perquimans County.
- ii) Words and pictures are considered signs, which are regulated under Article XVI "Signs"

(11) **Fencing and Buffers**

- i) All fencing and buffers shall comply with Article XIV of the Perquimans County Zoning Ordinance.

(c) **Large Retail**

- (1) The requirement listed below shall apply to all new, Department, Variety, or General Merchandise store in the CH Zone exceeding 25,000 square feet.

(2) **Parking**

- i) Large retail establishment shall have off-street parking containing the appropriate amount of parking spaces as determined by the Planning Department in the form of a single parking lot as regulated by Article XV "Parking and Loading"
- ii) Pedestrian walkways shall be distinguished from driving surfaces through the use of different surfaces materials and/or paints.
- iii) All parking lots shall incorporate landscaping as deemed appropriate by the Planning Department and regulated by Article XIII "Highway Corridor Overlay District"
- iv) Any parking lot of 300 or more spaces serving a large retail building shall be organized into a series of parking bays surrounded by buildings, landscaping, or streets.



**(3) Building Entrance**

- i) Large retail buildings shall have clearly defined, highly visible customer entrances with at least 3 of the following features:
  - (1) Covered porch or porticos;
  - (2) Overhangs;
  - (3) Recesses/projections;
  - (4) Gable, dormer, hip, hip and valley, gambrel, or mansard roofs, or any combination thereof;
  - (5) Outdoor patios;
  - (6) Display windows; or
  - (7) Integral planters that incorporate landscaped areas and places for sitting

**(4) Building Massing**

- i) The front façade of a large retail building shall be articulated to reduce its mass, scale, and uniform appearance. Large retail buildings shall incorporate at least two of the following design elements on each façade visible from a street:
  - (1) Changes in wall plane, such as projections or recesses, having a wall offset of at least one foot depth, and located a minimum of every 40 feet. Each required offset shall have a minimum width of ten feet;
  - (2) Distinct changes in texture and color of wall surfaces;
  - (3) Variations in roof form and parapet heights;
  - (4) Vertical accents or focal points.
- ii) Side walls shall be in conformity with the above requirements if they exceed 30 feet in length.

**(5) Glazing**

- i) Facades of large retail buildings facing a street shall include glazing in an amount equal to 25% of the ground floor façade area.
- ii) Glazing may consist of clear, frosted, or spandrel glass. False casements may be approved as an alternative.
- iii) No reflective window tint shall be used.

**(6) Approved Materials**

- i) Clapboard siding;
- ii) Vertical board and batten siding;
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Zoning Ordinance, Text Amendments

SECTION	TITLE	EDIT
Proposed Article ###	Commercial Districts Architectural Design Standards	add new article about design of commercial structures in CH, CR, and CN districts; possibly make it Article 19 and change the definitions to Article 20
section 515	Manufactured Home Skirting Required	masonry skirting requirement eliminated for manufactured home on leased land per 160D-910(g) new law
Article 8, Table of Uses	Table of Uses	add 'section 506' reference to the USES block for Additional Dwelling
Article 8, Table of Uses	Table of Uses	Mini-Warehouse/Storage Facilities, add an "s" to the CR zone
section 908	Change in Special Use Permit	give County Manager and planning staff authority to approve minor changes that do not increase intensity or density of use
section 911.25 (A)	Mini-Warehouse (self-storage)	add CR as zoning district also
Article 11	Exceptions and Modifications	create section 1108 as Accessory Building or Garage on Vacant Lot for Residential Storage Use
Article 11	Exceptions and Modifications	create section 1109 as Manufactured Home or Travel Trailer as Temporary Residence After Natural Disaster Hardship
Article 11	Exceptions and Modifications	create section 1110 as exception for Single Family Dwelling in CH/HCOD zone if it is a major subdivision with restrictive covenants approved prior to July 1, 2002; list the 3 specific major subdivisions
section 1204 (e )(2)	Extension or Enlargement of Nonconforming Situations	let a nicer sw replace an existing sw, rather than having to increase size to a dw
section 1506(b)	Parking Lot Surfaces	discusses perimeter of parking lot -- change <i>shall</i> to <i>may</i> ...when deemed necessary for safety, harmony, or environmental stewardship
section 1507 (a-c)	Mobile Home and Trailer Parking and Storage	Update all <i>Mobile Home</i> terms to <i>Manufactured Home</i> and all <i>trailer</i> terms to <i>travel trailer</i> . Add stipulation/clarify that any travel trailer parked on a lot must be in relation to a currently inhabited principal residential dwelling, not by itself unless it's in a designated campground.
section 1607	Prohibited Signs	add (g) signs with <i>obscene language or obscene gestures or profanity</i>
Article 19	Definitions and Word Interpretations	add Accessory Dwelling Unit (ADU) definition and specific criteria
Article 19	Definitions and Word Interpretations	add <i>Campsite, Primitive</i> definition
Article 19	Definitions and Word Interpretations	add <i>Campsite, Developed</i> definition
Article 19	Definitions and Word Interpretations	add clarification sentence to Dwelling, Duplex about sharing a common wall
Article 19	Definitions and Word Interpretations	add definition to Dwelling, Resumed Single Family
Article 19	Definitions and Word Interpretations	add definition <i>Modification, Major</i> [note: its counterpart in Subdiv. Regs., minor/major changes are described at section 306.6. Approval of Amended Subdivision Map]

**Subdivision Regulations**

SECTION	TITLE	EDIT
106	Transfer of Lots in Unapproved Subdivision Plats	f) changed criminal part to "is subject to a civil penalty, court action or other remedy as referenced in Section 204"
204	Penalties for Violation	same change as above but it is in first paragraph
301	Plat Shall Be Required on Any Subdivision of Land	G.S. reference was wrong. now 160D-801
304	Major Subdivision Requirements	many additions and subtractions through section 305, including adding a Construction Plans section
305	Preliminary Plat Review	Remove individual criteria and reference a summary table instead, add Construction Plan section
306.3	Final Plat Requirements	Remove individual criteria and reference a summary table instead
306.7	Final Plat Requirements	replace whole checklist with more recent comprehensive version
307	Table of Map Requirements	next to last paragraph says Co. Mgr and Planning can elect to use group emails
308	Certificates	Remove the 2 that ARHS would have signed and remove the Planning Board Approval certificate
801	Definition of a Subdivision	(A)(6) added "as approved by the Subdivision Review Officer" just to clarify the point for surveyors
801	Definition of a Subdivision	correct (8) second paragraph, about deed of combination forms

**Zoning Ordinance, Typos**

SECTION	TITLE	EDIT
302(a)	Notice of Hearing on Proposed Zoning Map Amendments	6th line down, <i>addressed</i> should be <i>address</i>
302(b)	Notice of Hearing on Proposed Zoning Map Amendments	8th line down, <i>on-half</i> should be <i>one-half</i>
309 (c)(2)	Types and Duration of Statutory Vested Right	<i>which</i> should be <i>with</i>
309(d)	same	<i>of</i> should be <i>or</i>
article 8 Table of Uses	Table of Uses	Telecommunications Infrastructure reference should be Table 1805-B, not 2205-B
911.14 (B)(4)	Campground, Public and Private (including Recreational Vehicle Park)	add words <i>or</i> and <i>by</i>
section 1626 (b),(c),and(f)	Signs Permitted in the CH Highway Commercial District	b = <i>sign</i> should be <i>sign</i> c = <i>are</i> should be <i>area</i> , e = <i>all</i> should be <i>allow</i>
section 1808(d)(1)	Permit (Level III) New Non-Concealed Towers	remove parenthesis before "For example", change <i>plus</i> to <i>or</i> , add "whichever is greater"
article 19	Definitions and Word Interpretations	to the end and remove the last parenthesis
article 19	Definitions and Word Interpretations	Sign, Height -- <i>sign</i> should be <i>sign</i>
		Tower definition should reference section 1816, not 1815