

REGULAR MEETING MINUTES
Wednesday, November 6, 2019 at 6:30 P.M.
Town Hall, 2nd Floor Council Chambers

1. **Call to Order**
 - a. Chair Jeanne Marie Foster called the meeting to order at 6:35 p.m.

2. **Roll Call**
 - a. Board members present were Tom Lawson, Jessica Higgins, Michael Sullivan and Bill Scantland. Meghan Flow was not present and Joseph Hamby had advised that he would not be able to attend.
 - b. Also present were Attorney Bo Houff, Planner Stacy Tolbert and Town Clerk Joyce Walker.

3. **Regular Business**
 - a. Approval of Agenda
 - i. Jessica Higgins moved to approve the agenda. The motion was seconded by Mike Sullivan and approved unanimously.
 - b. Approval of Minutes
 - i. October 16, 2019
 - (1) Mr. Sullivan asked to have a specific comment he made be added to the minutes and to place the approval on the agenda for the November 20th meeting.
 - (2) Members present agreed.

4. **Public Hearings**
 - a. None.

5. **Technical Review(s)**
 - a. None.

6. **Reports & Updates**
 - a. Chair/Vice Chair
 - i. No updates.
 - b. Planner
 - i. Mrs. Tolbert reported that the school rezoning will be going to Council.
 - ii. The UDO waiver for the school will be on Council's agenda for November 14th.
 - iii. Mrs. Tolbert is soliciting firms to do the UDO audit.
 - c. Clerk
 - i. A *Resolution of Intent* will also be going to Council to close Dexter Road leading into the school property.
 - ii. While reviewing the Stormwater ordinance, there were references to the Planning Board and Zoning Board of Adjustment that need to be updated in the Planning charter.
 - d. Attorney
 - i. The Planning Statute 160D will be effective January 2021.

7. **New Business**
 - a. None.

8. **Continued Business/Work Session**
 - a. Ordinance - Status Report
 - i. Ordinance Update Process - Draft 2

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- (1) Mrs. Tolbert was instructed to write a draft and bring to the Planning Board.
 - b. Review and Continued Discussion
 - i. Community Center Text Amendment
 - (1) Board members reviewed parking calculations based on design capacity, square footage and/or gross floor area.
 - (2) The definition provided was satisfactory.
 - (3) When reviewing the use table and conditions, there was discussion on whether the Community Center should have a Z or P in the column for review.
 - (4) After discussion, Jessica Higgins moved to set the Public Hearing for January 8, 2020 for the UDO amendment on the Community Center. The motion was seconded by Tom Lawson and approved unanimously.
 - ii. Connectivity
 - (1) More information is needed on the Connectivity Index that was mentioned by a resident in an earlier meeting.
 - (a) Mrs. Tolbert will place the information in Dropbox for discussion on the next agenda.
 - iii. Sidewalks & Street Trees
 - (1) Board members reviewed the letter sent to the board by the LBC and answered each of the questions posed by the committee.
 - (2) Mrs. Tolbert will send a letter to the LBC with the answers.
9. **Meeting Review**
- a. Action Item Consensus/Next Steps
 - i. Mr. Lawson had suggested a discussion and review of residential standards.
 - (1) This is to be added as an Action Item for 2020.
 - ii. Next Meetings
 - (1) Work Session - November 20, 2019
 - (2) Public Hearing/Work Session - December 11, 2019
10. **Adjournment**
- a. Having no other business to discuss, Tom Lawson moved to adjourn the meeting at 8:14 p.m. The motion was seconded by Jessica Higgins and approved unanimously.

ATTEST:

Jeanne Marie Foster, Chair

Joyce C. McWilliams Walker, Town Clerk