

**REGULAR MEETING MINUTES**  
**Wednesday, December 11, 2019 at 5:30 P.M.**  
**Town Hall, 2nd Floor Council Chambers**

1. **Call to Order**
  - a. Chair Jeanne Marie Foster called the meeting to order at 6:09 p.m.
2. **Roll Call**
  - a. Board members present were Meghan Flow, Joseph Hamby, Jessica Higgins, Tom Lawson, Bill Scantland and Michael Sullivan.
3. **Regular Business**
  - a. Approval of Agenda
    - i. The minutes of the November 20, 2019 were unavailable and were removed from the agenda.
    - ii. With that amendment, Joseph Hamby moved to approve the agenda. The motion was seconded by Bill Scantland and approved unanimously.
  - b. Approval of Minutes
    - i. November 6, 2019
      - (1) Michael Sullivan moved to approve the November 6, 2019 minutes. The motion was seconded by Jessica Higgins and approved unanimously.
4. **Public Hearings**
  - a. None.
5. **Technical Review(s)**
  - a. None.
6. **Reports & Updates**
  - a. Chair/Vice Chair
    - i. Mrs. Foster reported that she and the council elect members attended the Essentials of Municipal Government in Boone.
      - (1) One program mentioned was LEAD for NC which might provide a Fellow interested in planning. It might be a paid position, a position that could be discussed during the budget process.
    - ii. Mrs. Foster reminded board members that transportation is a part of the board's charter.
  - b. Planner
    - i. The Community Center Advisory Group reviewed concepts presented by ADW Architects and made a selection to be forwarded to Council.
      - (1) The selected plan was reviewed with the board members.
        - (a) There was discussion on public engagement since several board members were unaware of the updates to the project.
    - ii. The PCO text amendment will be on the agenda for the January meeting.
      - (1) Mrs. Tolbert and Mr. Houff will draft the amendment.
        - (a) There was discussion on the process to get the amendment to Council; how recommendations are made to the Council; and what recommendation about the school should be sent to Council.
    - iii. Mr. Hauser is on leave. Ryan Moser is acting Public Works Director.
  - c. Clerk
    - i. Mrs. Walker reviewed how the change from the old to new Council will happen.
    - ii. All open positions will be advertised in the January newsletter.
  - d. Attorney

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- i. A class on the new 160D legislation will be in January.

7. **New Business**

- a. 2020 Development Schedule
  - i. The Development schedule was provided and reviewed for adoption. Adoption will be at the January meeting.
    - (1) **Feedback is to be provided to Mrs. Tolbert prior to the January meeting.**

8. **Continued Business/Work Session**

- a. Mrs. Foster posed these questions: Where are we as a Planning Board? What are the PB needs in order to do the job? Advocate at Council? Proactive and not reactive?
- b. Board members discussed and provided an idea of some of the issues.
  - i. Resources.
  - ii. Review of the budget.
  - iii. Topics to be addressed.
  - iv. Areas of need.
  - v. Review of the Comprehensive Plan.
  - vi. More direction from Council.
  - vii. Downtown plan
  - viii. Projects and/or ordinances that impact the citizens
- c. Mrs. Foster provided a handout that provided distinctions between a strategic plan and a comprehensive plan.
  - i. There was discussion on the Town's Comprehensive Plan and whether a strategic plan is entwined into the Comprehensive Plan.

9. **Meeting Review**

- a. Action Item Consensus/Next Steps
  - i. **Brainstorm at the meeting on the 8<sup>th</sup> to determine priorities for the Planning Board.**
  - ii. **Provide educational information for new board members.**
- b. Next Meetings
  - i. Public Hearing/Work Session - January 8, 2020
  - ii. Work Session - January 22, 2020

10. **Adjournment**

- a. Having no other business to discuss, Jessica Higgins moved to adjourn the meeting at 8:02 p.m. The motion was seconded by Meghan Flow and approved unanimously.

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Jeanne Marie Foster,  
Chair

ATTEST:

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Joyce C. McWilliams Walker,  
Town Clerk