



**Transylvania County Planning Board
February 17, 2022 at 6:00 PM
Commissioners Chambers, 101 South Broad Street**

MINUTES

CALL TO ORDER

- I. **WELCOME:** The Planning and Community Development Director, Allen McNeill, called the meeting to order at 6:05PM. Mr. Kimsey Jackson, Ms. Karen Gleasman, Mr. Lauren Wise, and Mr. Beecher Allison were present. Mr. Terry McCracken (excused), Mr. Rick Lasater (excused) and Mr. Scott Sullivan (excused) were absent. A quorum was present.

- II. **ORGANIZATIONAL MEETING:** Because Mr. Kimsey Jackson's term as Chair ended, the meeting was organizational to elect a new Chair and Vice Chair for the Board. Ms. Gleasman nominated Mr. Wise for the Chair position. Mr. Allison motioned to re-appoint Mr. Jackson as the Chair. There was no second to Mr. Allison's motion. Mr. Jackson seconded the motion for Mr. Wise's appointment as Chair. All present members voted in favor. Mr. Wise then took control of the meeting as the newly elected chair.

Mr. Wise moved to nominate Ms. Gleasman as Vice Chair. There was not a second to the motion. Mr. Allison moved to nominate Mr. Lasater for Vice Chair. Mr. Jackson seconded the motion. All present members voted in favor and the motion carried.

- III. **PUBLIC COMMENT:** (15-minute time limit. Speakers are limited to three minutes.): There were no public comments.

- IV. **AGENDA MODIFICATIONS:** Ms. Gleasman moved to add "March Meeting Schedule" to the agenda as "New Business A." Mr. Allison seconded the motion. All present members voted in favor and the motion carried.

V. **CONSENT AGENDA:**

- A. Minutes (January 20, 2022)
- B. Subdivision Approval and Updates

Mr. McNeill briefly explained the Subdivision Approval numbers. From January 7, 2022 to February 10, 2022 there were five (5) subdivisions (4(2 lots), and 1(3 lots). For January 7, 2022- February 10, 2022 there were 15 exemptions: 7 (1.1), 2 (1.6) and 4 (1.9), there were also 2 plats reviewed under the Review Only category for easements. There was no objection to the consent agenda. Ms. Gleasman moved to approve the consent agenda. Mr. Allison seconded the motion. All present members voted in favor and the motion

carried.

VI. PRESENTATIONS/ RECOGNITIONS:

A. Annual Citizen Advisory Council Training:

Mr. McNeill gave a presentation to the Board about local government structures and responsibilities of Citizen Advisory Boards. The presentation outlined the structure of a County Manager and County Commission based system, like Transylvania County. The meeting also discussed that Citizen Advisory Councils were citizen volunteers, who usually have expertise or training in their area, and provide advice to the local governing bodies. Transylvania County has 22 Citizen Advisory Boards and 5 of those are supported by Planning Department Staff. The presentation elaborated on the jobs of board members and the limitations of their duties. It also discussed the Planning Board's alternative role as the Watershed Review Board and Board of Adjustments. Board members briefly questioned Mr. McNeill on their recent role in the required 160-D Ordinance updates, and possible future updates.

VII. OLD BUSINESS: There was no old business to discuss.

VIII. NEW BUSINESS:

A. March Meeting Schedule: Mr. McNeill informed the Board that staff would be unable to attend the next regularly scheduled meeting on March 18, 2022. He requested the Board discuss an alternative meeting day. After a brief discussion of staff and member availability, Ms. Gleasman moved to cancel the regularly scheduled meeting on March 18th and hold a special meeting on March 24th. Mr. Allison seconded the motion. All present members voted in favor and the motion carried.

B. Director's Report: Mr. McNeill restated that the next Planning Board meeting would be held on Thursday March 24, 2022, at 6PM in the Commissioners' Chambers. He also discussed meeting with Mr. Wise to discuss possible New Business for the Board.

IX. PUBLIC COMMENT: (15-minute time limit. Speakers are limited to three minutes.) There were no public comments.

X. BOARD MEMBERS' COMMENTS: Commission members briefly discussed ongoing projects and the possible extension of public water and sewer. Ms. Gleasman also briefly questioned Mr. McNeill about a Noise Ordinance, and possible future updates that was not part of the recent 160-D requirement. Ms. Gleasman moved to adjourn the meeting. Mr. Allison seconded the motion. All present members voted in favor and the meeting adjourned at 7:06PM

ADJOURNMENT

Ashley Minery, Planner

A handwritten signature in black ink, appearing to read 'Lauren Wise', positioned above a horizontal line.

Lauren Wise, Chair