Board members present: Bill Scheu

Allen Crawford

Mason Blake

Wade Burns

Dan Dean

Bill Roberts

Board members absent: Sally Stancil

 David Holcomb

Town staff present: Angie Murphy, Town Clerk

 Alex Carmichael, Town Administrator

 Adrienne Isenhower, Zoning Administrator

 Stuart Bass, Regional Planner, Land-of-Sky Regional Council

Two members of the public were present. Mr. Scheu called the meeting to order at 10:31 a.m., and led the group in a moment of silence.

**Agenda Approval**

Mr. Dean moved to adopt the agenda as presented. Mr. Burns seconded and the motion carried 7/0.

**Meeting Minutes Adoption**

Mr. Blake moved to approve the minutes as amended. Mr. Dean seconded and the motion carried 7/0.

**Old Business**

**New Business**

A. Report: Septic Tank/Sewer and Related Issues: Mrs. Isenhower contacted Buncombe County Environmental Health and from that conversation she found a statute about cities and towns ability to regulate well development. Mrs. Isenhower stated that the Ordinance should be changed to allow wells if a homeowner desires. There is no definitive statute on prohibiting septic tanks. MSD’s ordinance states that if you are within 300 feet of public sewer infrastructure you are required to hook up to that infrastructure. If you are more than 300 feet of public sewer MSD will refer you back to Buncombe County Environmental Health and you’ll be given a permit for a septic tank. Mr. Carmichael stated that if the Commission repealed the septic and well prohibition there would be very little incentive to homeowners to annex in the ETJ. It was the consensus of the Commission to make a recommendation to Town Council to do an analysis on Flat Creek and other tributaries as to what septic tanks can do to waterways.

B. Draft: Article III – Administrative Provisions: Mr. Bass stated that in discussing with Mrs. Isenhower that there were sections in various places throughout the Ordinance so he cleaned up the Administrative Provisions that were moved from Section 600 to Section 300.

 Mrs. Isenhower mentioned that at one point there was a discussion to merge Planning & Zoning Commission with Board of Adjustment. Mr. Carmichael pointed out that in the past year there was a lot of turnover between both Boards but currently they are both in a good place. There was no interest in combining the two Board at this time. There was a question of how many members each Board had to have and Mrs. Isenhower is going to check on this and get back with the Commission. Mrs. Isenhower described the difference between Certificate of Occupancy and Certificate of Compliance and stated that they were statutory requirements and couldn’t be omitted. There were a series of grammatical changes by Mr. Dean and Mr. Scheu. Mr. Bass mentioned that he had never seen in any Zoning Ordinance a “verbal warning” mentioned. He stated that action formally begins when a formal letter of violation is sent to a homeowner. Mr. Bass also stated that he had never seen fees mentioned in Zoning Ordinances either and the current verbiage includes fees for violations. Mr. Blake suggested striking these items from the ordinance. There was discussion about whether the verbiage surrounding the State Building Code should be included in the Zoning Ordinance rather than General Ordinances. Mrs. Isenhower and Mr. Bass will research this topic further. There was some renumbering in the 300 sections and sub-sections.

 After some discussion about Accessory Dwelling Units Mr. Scheu stated that he and Mr. Bass would work together to draft something about ADUs to put into the Conditional Zoning section.

The next meeting will be held on January 16th.

**Adjournment**

Mr. Blake moved to adjourn the meeting. Mr. Dean seconded and the motion carried 7/0. The meeting was adjourned at 11:50 p.m.

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Bill Scheu, Chair Angie Murphy, Town Clerk