Board members present: Bill Scheu

Bill Roberts

 Dan Dean

 Allen Crawford

 Wade Burns

 David Holcomb (arrived at 10:46 a.m.)

Board members absent: Mason Blake

 Sally Stansill

Town staff present: Adrienne Isenhower, Zoning Administrator

 Angie Murphy, Town Clerk

 Alex Carmichael, Town 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 10:34 a.m., and led the group in a moment of silence.

**Agenda Approval**

Mr. Burns moved to adopt the agenda as presented. Mr. Crawford seconded and the motion carried 5/0.

**Meeting Minutes Adoption**

Mr. Scheu and Mr. Dean made a few changes to the October 10th meeting minutes. Mr. Dean moved to approve the minutes as amended. Mr. Roberts seconded and the motion carried 5/0.

**Old Business**

A. Review of Zoning Ordinance – General Provisions: Mr. Bass stated that he and Mrs. Isenhower have incorporated the changes to date into the ordinance but he would like to suggest a new table of contents and a little bit of reorganization of the ordinance itself. Mr. Bass wants to add a few definitions as well.

 Mr. Bass stated that the changes coming down from the state level have been in front of the General Assembly since 2015. A number of different parties have been on this path to reframe and modernize this legislature. The General Assembly combined the legislation for planning and zoning. The new General Statute is 160d. Every local government in the state has to make changes by next year. The School of Government is coming out with a publication with a checklist as well as a series of workshops.

 Mr. Scheu was charged with the task of rewriting the ordinance provisions dealing with priority among covenants and restrictions and other ordinances and statutes. Mr. Scheu felt the revisions could be incorporated into the generic 1400 sections. Mr. Dean moved to approve these changes. Mr. Crawford seconded and the motion carried 6/0.

 Mr. Scheu mentioned that in the agenda packet there was a copy of a letter from Mr. Bill Hollins. Mr. Hollins feels that Planning & Zoning should amend the notice requirement by requiring the Town to send a copy with the notice to every adjoining landowner. Mr. Scheu feels that more notice could be delivered but he does not want to create a burden for the Town. Mr. Bass suggested that Town Staff post meeting packets on the Town website and indicate in the letter sent to neighbors where to find additional information. Mr. Scheu also discussed expanding the notification to neighbors up to 500 feet with more descriptive language of the project. Mr. Burns felt that 200 feet was satisfactory. Mr. Richard DuBose of MRA suggested a possible collaboration between the Town and MRA to sustain out-of-town addresses. Mr. Gill Campbell of 149 Maryland Place thinks certified mail should be a requirement for notification purposes. Mr. Scheu suggested the internal procedures needed to be more thorough. Mr. Dean moved to accept these changes. Mr. Burns seconded and the motion carried 6/0.

 **New Business**

A. Discussion of Next Topics: Mrs. Isenhower suggested meeting on the next regularly scheduled (3rd Thursday) meeting date and every other 1st Thursday after that. The next meeting will tentatively be scheduled for November 21st.

**Adjournment**

Mr. Dean moved to adjourn the meeting. Mr. Crawford seconded and the motion carried 6/0. The meeting was adjourned at 11:08 a.m.

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Bill Scheu, Chair Angie Murphy, Town Clerk