Board members present: Bill Scheu

Bill Roberts

 Dan Dean

 Allen Crawford

 Wade Burns

 David Holcomb

 Mason Blake

 Sally Stansill

Board members absent: None

Town staff present: Adrienne Isenhower, Zoning Administrator

 Alex Carmichael, Town Administrator

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

No members of the public were present. Mr. Scheu called the meeting to order at 10:30 a.m., and led the group in a moment of silence.

**Agenda Approval**

Mr. Blake moved to adopt the agenda as presented. Mr. Dean seconded and the motion carried 8/0.

**Meeting Minutes Adoption**

Mr. Dean moved to approve the minutes as amended. Mr. Blake seconded and the motion carried 8/0.

**Old Business**

A. Introduction of State Statute 160D:

 There was a brief discussion regarding noticing requirements for variances and conditional use permits and whether 200ft was preferred over 500ft. Mr. Crawford moved to amend the noticing requirements to 250ft. Mr. Dean seconded and the motion carried 8/0.

 A School of Government workshop is scheduled on the topic of State Statute 160D on January 21, 2020 from 1:00 p.m. to 4:30 p.m. at the NC Arboretum in Asheville.

 **New Business**

A. Zoning Ordinance Revisions: Mr. Bass briefly reviewed the revisions thus far. The Commission members spent a great deal of time wordsmithing the proposed revisions. These changes, mostly punctuation and grammatical in nature, will be documented in the revisions. A few sections were renumbered while others were removed entirely for simplicity. The definitions of Bed and Breakfasts, Boarding Houses and Air B&Bs will be discussed at the December 5th meeting. The Commission asked for follow-up with regards to the definition of “decks”. An additional definition was requested for “average natural grade”. Some sections need to be re-alphabetized in the new ordinance revision. Mr. Scheu requested that Mr. Bass modernize the Home Occupation section. The sections regarding flood/floodway/flood fringe can be found in the Flood Prevention Ordinance and were removed from the definitions. It was decided to combine the definitions of Inns and Lodges.

B. Review and Recommendations of Ordinance Amendments: Mr. Carmichael stated that the Staff has experienced some confusion with responsibility and necessary signatures in development approvals. By amending the ordinance with the recommended changes, staff will have more clarification on permitting procedures and the application process would be streamline for property owners/applicants. Mr. Blake moved to approve recommended changes. Mr. Dean seconded and the motion carried 8/0.

The next meeting will be held on December 5th.

**Adjournment**

Mr. Dean moved to adjourn the meeting. Mr. Crawford seconded and the motion carried 8/0. The meeting was adjourned at 12:29 p.m.

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Bill Scheu, Chair Angie Murphy, Town Clerk