Board members present: Wade Burns

 Dan Dean

Bill Scheu

 Allen Crawford

 Bill Roberts

 Mason Blake

 David Holcomb

 Sally Stansill

Board members via Zoom: None

Board members absent: None

Town staff present: Angie Murphy, Town Clerk

Alex Carmichael, Town Administrator

Susan Taylor Rash, Town Attorney

No members of the public were present but several members were watching via Zoom. Mr. Scheu called the meeting to order at 10:29 a.m., and led the group in a moment of silence.

**Agenda Approval**

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

**Meeting Minutes Adoption**

Mason Blake moved to approve the October 22nd Meeting Minutes as presented. Dan Dean seconded and the motion carried 8/0.

**Old Business**

A. Review of Final Draft Changes: Mason Blake suggested capitalizing the first words of the caption as well as the defined terms. He wants more uniform consistency with the captions. Mason Blake moved to make this change. Dan Dean seconded and the motion carried 8/0. Dan Dean stated that he would provide all grammatical changes to Town Clerk Angie Murphy after the meeting. Mason Blake had previously proposed some new verbiage for Section 105 which follows: ”the more restrictive provision shall govern, except when the less restrictive provision is more specific in its applicability than the more restrictive provision or when it can be reasonably inferred that the less restrictive provision is intended to apply instead of, or as an exception to the more restrictive provision”. Mason Blake moved to make this change in Section 105. Dan Dean seconded and the motion carried 8/0. Dan Dean advised that the Ordinance should begin with 100 rather than 101. In Section 107 Dan Dean suggested changing “these plans” to “such comprehensive plan”. Bill Scheu suggested removing the typed out word “period” from the end of the definition of “Boarding House”. Bill Scheu stated that he felt the date of adoption and resolution number should be added to the definition of “Comprehensive Plan”. Bill Scheu suggested removing “the” and leaving “for purposes of this Ordinance” under the definition of “Modular Homes”. Mason Blake modified the definition of structure and added “provided, however, neither a driveway (including associated guardrails), a walkway (including associated steps and railings), an elevated boardwalk, nor a fence shall be considered a Structure for the purpose of Setback and minimum Yard requirements. Accessibility Features approved pursuant to Section 606.4 and also signs complying with the requirements and limitations of this Ordinance shall not be considered a Structure for the purpose of Setback and minimum Yard requirements.” Bill Scheu requested to change the phrase “no certification” to “no certificate” in the sixth line of Section 301. Bill Scheu also removed “undue changes” at the very end of Section 301. Bill Scheu and Dan Dean will meet with Town Clerk Angie Murphy to tweak Section 302.1. Under Section 301.3 it was decided to change the time to twelve months with a six months extension. Dan Dean suggested “Violations of this Section shall constitute a Class 1 misdemeanor” at the end of Section 302.4. Bill Scheu stated that the word “or” needs to be added after “..maintains a Building or a Structure,” in Section 306. In Section 307.1 the word “material” needs to be added before “departure”. The same change needs to be made in Section 307.2. The following sentence was removed from Section 308.1 because it is in two places: “When a vacancy occurs on the Board for the member representing the ETJ, the Town shall notify the applicable Board of County Commissioners and request a nomination within ninety (90) days.” In Section 310.42 it was decided to remove the “s” from the word “approvals”. The last sentence should be removed from Section of 310.633. Section 310.56 was adjusted to twelve months with a six month extension. In Section 310.63 change the reference to “the City” to be “the Town”. In Section 310.637 change “Town Council” to “Board of Commissioners”. Mrs. Susan Taylor Rash led a discussion about Section 310.643/644 and will provide language to Bill Scheu at a later time. In Section 310.7 Dan Dean suggested adding “Buncombe County Clerk of Superior Court” as well as the word “with” just prior to the first change. It was decided to add a line entitled “Garage in Front Yard (Section 606.2)” to the Permitted Uses Table with the letter “s” in the first four columns. In Section 511.63 change Montreat Conference Center to Mountain Retreat Association. Mason Blake had some questions about the vested right privileges. Susan Taylor Rash is going to review the verbiage and provide changes to Bill Scheu. In Section 510.56 add an “s” to the word “Structures”. In Section 511.9 add Section 309 as reference and capitalize the word “Ordinance”. Section 605 has too much punctuation. Section 613 needs correct numeration on its sub-section. Section 616 it was decided to add “retaining wall, walkway or steps” to the verbiage. In Section 704.2 it was decided to add a period after “Development Plan” then delete the rest of the sentence. Bill Scheu suggested working on the subsections of Section 800. Section 901 has numerous errors with spacing, indentions and numbering. In Section 903.3 delete the word “discuss”. After the thorough review it was decided by common consent to approve for transmission to the Board of Commissioners.

 **New Business**

The next meeting will be on November 19th at 10:30 a.m.

**Public Comment**

There was no public comment at this time.

**Adjournment**

Bill Roberts moved to adjourn the meeting. Wade Burns seconded and the meeting was adjourned at 11:47 p.m.

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Bill Scheu, Chair Angie Murphy, Town Clerk