Board members present: Mayor Tim Helms

 Mayor Pro Tem Tom Widmer

 Commissioner Kitty Fouche

 Commissioner Alice Lentz

 Commissioner Jane Alexander

 Commissioner Kent Otto

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator

Angie Murphy, Town Clerk

Scott Adams, Zoning Administrator

Approximately twelve members of the public were present. Mayor Helms called the meeting to order at 6:30 p.m., and led the group in a moment of silence asking those in attendance to remember all veterans.

**Agenda Approval**

Mayor Pro Tem Widmer moved to adopt the agenda as presented. Commissioner Jane Alexander seconded and the motion carried 5/0.

**Public Forum**

Dr. Mary Standaert of 118 Shenandoah Terrace thanked Mayor Helms for recognizing today as Veteran’s Day. Dr. Standaert went on to express her concerns that on October 14th a staff member came down with a breakthrough case of COVID-19. This same staff member attended both a Planning & Zoning and a Town Council Meeting prior to he/she testing positive. Dr. Standaert expressed her dismay that only members of both Boards were contacted and she asked how the Town will respond to incidents like this in the future. Mayor Helms met with Dr. Standaert earlier in the week and had a very productive conversation. Mayor Helms stated that a process has been instituted, beginning this meeting, which involves all attendees to sign in with names and contact numbers. If a similar incident occurs in the future all attendees will be notified.

Priscilla Hayner of 319 Assembly Drive thanked Town Staff for all their Board of Adjustment (BOA) preparations and thanked members of the BOA for all their hard work during the long meetings that have occurred recently. Ms. Hayner expressed her concerns in that the next BOA meeting will be moved from Graham Chapel to Town Hall which limits the number of attendees considerably. She also mentioned that speakers in the BOA and Planning & Zoning meetings aren’t using the microphones correctly which makes it very difficult to hear. Mr. Carmichael stated that Graham Chapel was not available for use on the 17th. Mayor Pro Tem Widmer had recently met with Montreat College President Paul Maurer to confirm future availability of the chapel. The chapel is used intermittently throughout the day so it is only available for meetings that can begin at 4 p.m. or later. Ms. Hayner mentioned that if an off-site location was chosen for the BOA meeting that it would be possible to bring in audio visual equipment. Mayor Helms stated that this would be an additional cost to the Town. Mayor Helms asked Town Staff to remind board members to use the microphones correctly.

Martha Campbell of 149 Maryland Place stated that she had attended this evening to recommend a sign-in sheet for all attendees and thanked whomever had suggested it for future meetings. Mrs. Campbell questioned that in addition to the COVID funds that have been reported before she was wondering if the Town has applied for any of the County money that is available. Mrs. Campbell also encouraged Town leaders and Staff to be ready to apply for funds from the new infrastructure bill.

Bill Scheu of 146 Eastminster Terrace spoke in his capacity as Planning & Zoning Chair and gave a brief update of the morning’s meeting activities. Mr. Scheu stated that if Council approves the Comprehensive Plan Steering Committee Ordinance this evening P&Z will quickly move to establish the committee and choose a chairperson. Mr. Scheu asked the Mayor to appoint a Commission member to the Comprehensive Plan Steering Committee and the Mayor stated that he was going to sit on the Committee. Mr. Scheu also recommended the Commission approve ordinance revisions for septic and wells that is up for a vote this evening. Mr. Scheu stated that P&Z serves as the stormwater advisory committee and they would like to set up a special committee to evaluate the ordinance. Future topics for discussion for P&Z include the Sign Ordinance, Setbacks and the Hillside Ordinance.

Wade Burns of 211 Virginia Road expressed his desire to buy water from the Town for his property on upper Greybeard in the ETJ. Mr. Burns believes it’s in the best interest of the Town to annex and he will continue working with other property owners in the ETJ about voluntary annexation.

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**Adjournment**

Commissioner Kitty Fouche moved to adjourn the meeting. Commissioner Alice Lentz seconded and the motion carried 5/0. The meeting was adjourned at 6:59 p.m.

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Tim Helms, Mayor Angie Murphy, Town Clerk