Board members present by Zoom: None

Board members: Wade Burns

 Bill Scheu

 Allen Crawford

 Mason Blake

 Dan Dean

 John Hinkle

Board members absent: Sally Stansill

Town staff present: Scott Adams, Zoning Administrator

Alex Carmichael, Town Administrator

Angie Murphy, Town Clerk

Special Guests: None

There was one member of the public present and several members were watching via Zoom. Mr. Scheu called the meeting to order at 10:30 a.m., and led the group in a moment of silence after a brief welcome.

**Agenda Approval**

John Hinkle moved to adopt the agenda as presented. Wade Burns seconded and the motion carried 6/0.

**Meeting Minutes Adoption**

Dan Dean moved to approve the November 11th Meeting Minutes as amended. Wade Burns seconded and the motion carried 6/0. Dan Dean moved to amend the November 19th Meeting Minutes by adding the slate of members of the Comprehensive Plan Steering Committee under New Business to the minutes. Mason Blake seconded and the motion carried 6/0.

**Sign Ordinance Update Sub-Committee**

Mr. Scheu, with the permission of the P&Z Commission, has asked John Hinkle to chair a small sub-committee comprised of Sally Stansill and Dan Dean to review the Sign Ordinance. Mr. Scheu stated that this sub-committee wouldn’t begin until January and encouraged them to utilize Susan Taylor-Rash. Mason Blake moved to approve the formation of the Sign Ordinance sub-committee. Allen Crawford seconded and the motion carried 6/0.

**P&Z Commission Member Term Renewals**

Mr. Scheu encouraged those who were eligible to re-apply to be appointed to the P&Z Commission.

The next meeting will be held at 10:30 a.m. on January 13th.

**Public Comment**

There was no public comment at this time.

**Adjournment**

John Hinkle moved to adjourn the meeting. Dan Dean seconded and the meeting was adjourned at 10:46 a.m.

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Bill Scheu, Chair Angie Murphy, Town Clerk