Board members: Wade Burns

 Dan Dean

 John Hinkle

Julie Schell

Bill Scheu

Liz Johnson

Sally Stansill, Alternate Representative

Bill Tucker, Alternate Representative

Allen Crawford, ETJ Representative

Board members absent: None

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Town staff present: Kayla DiCristina, Zoning Administrator

 Angie Murphy, Town Clerk

There was a member of the public present. 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 approve the agenda as presented. Wade Burns seconded and the motion carried 7/0.

**Meeting Minutes Adoption**

Dan Dean suggested some minor changes on page 5 and 6 of the October 13, 2022 Meeting Minutes. Dan Dean moved to approve as amended the October 13, 2022 Meeting Minutes. Wade Burns seconded and the motion carried 7/0.

John Hinkle moved to approve the November 10, 2022 Meeting Minutes as written. Wade Burns seconded and the motion carried 7/0.

**Organization of Planning & Zoning Commission**

A. Election of Officers: Dan Dean moved to re-elect the current officers: Bill Scheu as Chair, John Hinkle as Vice-Chair and Angie Murphy as Secretary. Liz Johnson seconded and the motion carried 7/0.

**Adoption of 2023 Meeting Schedule**

The Ordinance states that the Montreat Planning & Zoning Commission meets quarterly on the 3rd Thursday of each January, April, July and October. The proposed dates are as follows:

April 20, 2023

July 20, 2023

October 19, 2023

It was decided to modify the schedule to April 27th instead of April 20th. Julie Schell moved to adopt the amended 2023 Meeting Schedule. Liz Johnson seconded and the motion carried 7/0.

**Subcommittee Updates**

* Hillside Development Subcommittee: Wade Burns expressed his interest in receiving, in writing, a clarification of the Open Meeting Laws regarding meeting with members outside of a posted meeting date. Chairman Scheu advised Mr. Burns to reach out to Kayla DiCristina about scheduling a meeting of his subcommittee members.
* Montreat Sign Ordinance Subcommittee: Kayla DiCristina advised that she had some draft language currently being reviewed by the Town Attorney which she hopes to have to the subcommittee soon. John Hinkle advised that as soon as the draft language is returned the subcommittee will reconvene to take action to present to Town Council.
* Zoning Ordinance Amendments Research Subcommittee: Dan Dean stated that his subcommittee is still waiting for the Montreat Lodge controversy to resolve itself before moving forward with zoning ordinance amendments.

**New Business**

Kayla DiCristina advised that upon reviewing last year’s cases and training session she realized that the Planning & Zoning Commission did not review one of the sections in the Ordinance regarding Planned Unit Developments. Chairman Scheu asked Ms. DiCristina to schedule a training session on the topic of PUDs.

**Next Meeting**

Thursday, April 27th at 10:30 a.m.

**Public Comment**

Commissioner Jane Alexander thanked the Commission for all their hard work.

**Adjournment**

John Hinkle moved to adjourn the meeting. Allen Crawford seconded and the meeting was adjourned at 11:30 a.m.

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Bill Scheu, Chair Angie Murphy, Town Clerk