



Planning Board Minutes

December 11, 2023

In Attendance: Chair Susan Drake, Vice Chair Nancie Mandeville; Board Members Tom Appenzeller, Tracy Stancill, LaDell Gardner

Staff Attendance: Planning and Zoning Administrator Jonathan Wells and Town Clerk Ashlie Vincent

Call to Order: Chair Drake called the meeting to order.

Adoption of Agenda: The motion to adopt the agenda was made by Member Johnson and seconded by Member Appenzeller—all ayes.

Consent Agenda: The motion to adopt the consent agenda was made by Member Johnson and seconded by Vice Chair Mandeville—all ayes.

2045 Plan Update:

Mr. Wells told the board he had received a summary that afternoon about the 2045 Plan and distributed a copy. The survey should be ready by Christmas. Chair Drake asked how the survey would be delivered. Mr. Wells replied it would be online. Vice Chair Mandeville suggested sharing the survey via Facebook to reach more people. Chair Drake asked if this would come to the planning board. Mr. Wells stated if the board is interested, he can email out the survey and allow for a few days to get feedback.

Highway District Sign Discussion:

The board briefly discussed the specifics of the changes to the allowed signage size in the highway district. The board's consensus is to let signage be 10% of the façade or 32 square feet, whichever is larger. The motion to approve the text amendment was made by Member Appenzeller and seconded by Vice Chair Mandeville—all ayes.

Kennels Discussion:

Mr. Wells gave an overview of the information he gathered and presented to the board. He asked the board if they needed more time to review and discuss the information in their January

meeting. Chair Drake stated it may be a good idea to give the board more time to look over the definition. Vice Chair Mandeville will send information to Mr. Wells to be distributed to the board for the next meeting.

Permits Issued Previous Month:

Vice Chair Mandeville stated there is some confusion with public and zoning permits. She proposed a wording change. Mr. Wells noted that the ordinance references zoning permits, but other places have used zoning verification. Vice Chair Mandeville expressed that changing the wording may help the public understand better. Chair Drake stated that if the board could not answer the questions from the public, then direct them to the manager or Mr. Wells. The fee schedule is set by the council, not the planning board.

Board Comments:

Member Stancill asked about an update on code enforcement. Clerk Vincent stated there have not been any updates to report. Vice Chair Mandeville stated that Matt Tarlton had said he would be coming to the meeting and asked if that was still to happen. Clerk Vincent replied she was uncertain. Chair Drake said she would be happy to entertain anyone from TRC who is willing to speak to the planning board. Member Johnson explained his reasoning for not responding to emails as he preferred publicly discussing anything to be as transparent as possible.

Public Comments: None

Adjournment: The motion to adjourn the meeting was made by Member Johnson and seconded by Member Stancill—all ayes.