

**MINUTES
BREVARD PLANNING BOARD SPECIAL CALLED WORKSHOP MEETING
OCTOBER 8, 2020**

Brevard Planning Board met for a special called workshop meeting, Thursday, October 8, 2020 at 5:30 PM. Simultaneous live audio and video was made available to the public online at <https://www.facebook.com/brevardplanning/>.

Members Present: Chris Strassner, Chair
James Carli
Greg Hunter
John Folger
Stephanie Smith

Members Absent: Demi Loftis, Vice Chair
Molly Jenkins

Staff Present: Paul Ray, Planning Director
Aaron Bland, Assistant Planning Director
Kaitland Finkle, Planner
Leigh Huffman, Planner
Janice H. Pinson, Board Clerk

I. Welcome

At 5:30 PM, Chair, Chris Strassner, called the meeting to order.

II. Introduction of Planning Board Members

The Board and Staff introduced themselves.

III. Certification of Quorum

Chair, Chris Strassner confirmed with the Board Clerk that a quorum of the Board was present.

IV. Approval of Agenda

Motion by James Carli to approve the agenda as presented, seconded by S. Smith, unanimously carried.

V. Approval of Minutes – None

VI. New Business

a. 160D Workshop- UDO Chapter 16. Administration

Kaitland Finkle, Planner presented Chapter 19. –Definitions. The Board agreed that the definitions should be included in the revisions to the UDO.

Leigh Huffman, Planner presented Staff recommendations for revisions to UDO Chapter 16 Administration to comply with the 160D revisions to the North Carolina General Statutes.

During discussions the following items were noted for further clarification and/or revisions:

1. Request guidance from UNC School of Government as to whether or not to record variances with Register of Deeds office in addition to the recordation of special use permits.
2. 16.3.G.3. Better define walls; add garden structures, play structures, recreation equipment, etc.
3. 16.Y. Better define and explain constructive notice requirements.
4. 16.W.C.2. Add only with complete application.
 - D. Add once application is abandoned applicant must resubmit. Change language in last sentence to read, “subject to” removing “shall” be considered abandoned.
5. 16.U. Correct lettering/numbering errors.
6. 16.X. Legislative Decisions B. Define boards/committees in flow charts – ex: TRC (Technical Review Committee) D.1.e. Procedures zoning map amendments - Define parameters for guidance as to when a Neighborhood Compatibility Meeting would be required.
7. 16.T.G.2.b. Combine site design intermediate modifications with site design minor modifications.

VII. Remarks

There was discussion about the possibility of another workshop meeting in November. The Board determined that it would be best to set a date at their October 20th meeting.

Kaitland Finkle informed the Board that Comprehensive Plan virtual meetings were in the process of being scheduled. That she would be notifying the Board of the meeting schedule and would like for the Planning Board members to be involved in these meetings when they have availability.

VIII. Adjournment

There being no further business, G. Hunter moved to adjourn, seconded by S. Smith, motion carried unanimously, and the meeting adjourned at 8:15 PM.

Chris Strassner, Chair

Janice H. Pinson, Board Clerk