

Town of Woodfin
Planning Board Meeting Minutes
Town Hall (via Zoom)
<https://bit.ly/3hVCUKK>

June 1, 2021

6:30 P.M.

Board Members Present

Chairperson Theresa Stoker

Member Jay Grimmatt

Member Ellen Brown (alternate)

Member Dylan Dechant

Member Barbara Lamb

Board Members Absent

Jeff Angel

Town Staff Present

Adrienne Isenhower, Planning Director

Ryan Vinson, Town Clerk / HR Analyst

Michael Saunders, Code Enforcement

Chairperson Theresa Stoker called the meeting to order at 6:30 pm and lead the invocation.

A. Approval of the Agenda

Two items were added to the agenda: election of a Vice Chair and a hybrid in person and online meeting format and meeting time.

Member Lamb motioned to approve the agenda. Member Grimmatt seconded the motion, which passed unanimously, 4-0.

B. Public Forum – none

C. Public Comment – none

D. New Business

Chairperson Stoker welcomed the committee members to the meeting and thanked them for their service to the committee and residents.

a. Review of By-Laws

Planning Director Isenhower asked for committee members to look over the by-laws and bring back any feedback, changes, or suggestions at the next meeting in July for a vote. The intent would be to review the by-laws every 2 years.

Planning Director Isenhower mentioned one edit of correcting the official board name. She also went over the following highlights of the by-laws:

- The Board was comprised of 5 members and 2 alternate members. Since this is a new board, appointments would need to be staggered, meaning 3 members would have 3-year terms and 2 members would have 2-year terms. Planning Director Isenhower and Town Clerk Vinson drew names out of a hat for term lengths.
 - 3-year terms: Barbara Lamb, Jeff Angel, Theresa Stoker
 - 2-year terms: Dylan Dechant, Jay Grimmatt

- Election of Vice Chair
 - Chairperson Stoker voted for Member Lamb. Member Grimmatt seconded the motion, which passed unanimously, 4-0. Member Lamb accepted the nomination to be the Vice Chair.
 - Side note: Board of Commissioners appoints the initial Chairperson and thereafter it goes to the Planning Board
- Attendance Policy
 - 3 consecutive missed meeting in a row result in immediate vacancy

Chairperson Stoker: The by-laws say we can adjourn for an executive session during the middle of the meeting?

Planning Director Isenhower: Yes, so long as we're following what's allowed to discuss during an executive session per state statutes.

- Quorum is 3 members

b. Training Session

i. Introductory Presentation from Staff

1. Governing Board – Board of Commissioners
2. Planning Board – advisory board, makes recommendations on policies, advises Governing Board.
3. Board of Adjustment: quasi-judicial, appeals, variances.
4. Staff: administrative functions
5. Major responsibilities of Board Members: Public engagement, rezoning, comprehensive plans, subdivision proposals, amendment to ordinances
6. Comprehensive plan is necessary to be able to enforce zoning. Planning Director Isenhower found one from 2008, but not sure if it was officially adopted.
7. Immediate projects for Board: Zoning ordinance review, development of landscaping / tree ordinance, address short-term rentals (may have assistance from state legislature), develop a stormwater management plan, discuss possibilities for regulation of steep slope development.

Chairperson Stoker: This is a good list with lots to be tackled.

Vice Chair Lamb: Reading through the stormwater rules and they seem to have caught Woodfin and Weaverville off guard.

Chairwomen Stoker: Should the stormwater management plan be moved to the top of the list?

Planning Director Isenhower: We have a draft submitted that we are working through. Also, please share any thoughts or ideas you have or bring to our next meeting.

ii. School of Government modules

1. Planning Director Isenhower asked the Board Members to watch the 2 videos that were sent via email covering adopting/amending the ordinance and subdivisions.

c. Meeting Format & Time

Planning Director Isenhower asked the Board on their thoughts of doing a hybrid online / in-person meeting format starting for the July meeting. Planning Director Isenhower also asked about possibly moving the meeting time to 5:30 or 6:00 pm.

- Chairperson Stoker mentioned concerns about being able to get to the meeting on time from work by 5:30 pm.
- After a hand raise vote, it was voted 4-0 to move to a hybrid meeting format starting in July and move the meeting time to 6:00 pm.

E. Adjournment

Member Grimmatt motioned to adjourn the meeting. Vice Chair Lamb seconded the motion, which passed unanimously, 4-0.

Chairperson Stoker adjourned the meeting at 6:54 pm.


Chairperson


Town Clerk