

Town of Seven Devils
Planning Board Minutes
Regular Meeting
July 19, 2010

Call to Order

The Seven Devils Planning Board met on Monday, July 19, 2010 at Town Hall. The meeting was called to order at 5:34 p.m. by Chair Bob Haugh. Other members present were Vice Chair Butch McLean, George Ehlinger, Mike Tarlton, Larry Fontaine and Barry Isquith. Ed Evans, Zoning Administrator was excused from attendance. Town Clerk Bethany Higgins recorded the minutes.

Adopt Agenda

Member Tarlton made a motion to adopt the agenda. Member Isquith seconded the motion. The members agreed unanimously.

Approval Minutes

- June 21, 2010 Regular Minutes

The Town Clerk clarified to Member Fontaine that approving the minutes signifies that the Board has officially approved the minutes of their last meeting for public record asserting that they reflect the spirit and intent of what was discussed including any motions or action items taken in an accurate manner. Following discussion, Member Fontaine made a motion to approve the June 21, 2010 regular scheduled minutes. Member Isquith seconded the motion. The members agreed unanimously.

Citizen Comments

None.

Administrative Comments

Zoning Administrator Evans was not in attendance, but in his absence the Members reviewed his written comments. The Members briefly discussed the Urban and Community Forestry Grant which the Town Clerk said was recently awarded and would be used to identify key trees in the community mapped out in GIS, and to engage the professional expertise of others to review our Tree Ordinance to ensure its fair and equitable enforcement and administration.

Old Business

- A. Status of review of ordinances for recommendations from the High Country Council of Governments – The Members unanimously agreed to defer

discussion of the recommended changes to the Zoning Ordinance until the next Planning Board meeting in August when Zoning Administrator Ed Evans will be present. *OPEN*.

B. Status of Planning Board recommendations to Town Council on the Tree Protection section of the Zoning Ordinance – Upon further clarification by Mayor Pro Tem regarding the Tree Ordinance and the purpose of the grant, the following action item(s) resulted:

- Member Fontaine and Member McLean will meet with the Zoning Administrator to summarize the Planning Board recommendations for the Tree Protection Section of the Zoning Ordinance before the next Planning Board Meeting.

C. Discussion of cut-off date for applications for a new Planning Board Member – Following a brief discussion by board members regarding advertising recruitment efforts by the Board and Staff for a new Planning Board Member, the following action item(s) resulted:

- Town Staff will post an advertisement regarding the Planning Board position at Town Hall.

Upon further discussion, the members unanimously agreed to set the cut-off date as Monday, September 14, 2010 in time for the September 20th, 2010 Planning Board Regular Meeting.

New Business

A. Review of Subdivision Ordinance (Kelly Coffey, HCCOG) – Kelly Coffey of the High Country Council of Governments reviewed the recommended changes to the Subdivision Ordinance on which he and Ed Evans have been working. He outlined two options for a revised Minor Subdivision Article 7, Item 7.1.2 Plat Approval on page 7-1:

- Option 1 – where a preliminary plat for a minor subdivision is initially approved by the zoning administrator with a final approval by the Planning Board.
- Option 2 – where preliminary plat meets the definition of a minor subdivision, it is automatically approved by the zoning administrator – with no need to go in front of the Planning Board.

In further discussion, Member Copley clarified that the Planning Board cannot place conditional approval on a minor subdivision plat as per the current ordinance – they can only approve or deny. She instructed the Members that the Planning Board can recommend a change to Article 7, Item 7.1.1 which

could include the option for the planning board to issue an approval with condition(s), and once those conditions have been satisfied and confirmed by the Zoning Administrator, there would be no need to go in front of the Planning Board again for final approval. There was also discussion about the Planning Board being involved in the initial step of reviewing a minor subdivision plat for conformance with the definition of “minor subdivision” which is currently the function of the Zoning Administrator.

After further discussion of the Members, the following action item(s) resulted:

- Kelly Coffey to provide another draft of the Planning Board’s recommended changes to Minor Subdivision Plat Approval, Article 7, Section 7.1.2 which would authorize the Planning Board to approve, disapprove, or approve with conditions the submitted plat with the role of Zoning Administrator limited to advisor.
- B. Review of Construction Ordinance (Kelly Coffey, HCCOG) – Kelly Coffey reviewed minor changes to the Construction Ordinance which included moving a large section on Page 3-2 to 3-1 for correct ordering. On pages 4-1 and 8-1, he formalized & clarified what the Town’s role was in the zoning permit process which includes the Town issuing a “Certificate of Site Improvement Compliance” which is needed for a “Certificate of Occupancy” from Watauga County Planning & Inspections.

At the end of the discussion, the Members agreed unanimously to review the recommended changes to the Zoning, Subdivision, and Construction Ordinances and bring their comments in the form of a recommendation to the Town Council at the next Planning Board meeting in August.

Other Business

None.

Adjourn

At 6:34 p.m. Vice Chair McLean made a motion to adjourn. Member Ehlinger seconded the motion. The members agreed unanimously (6-0).

Bob Haugh, Chairman

Bethany Higgins, Town Clerk