Planning Board
Regular Meeting Minutes
Tuesday, March 12, 2024 at 6:30 PM
Conover City Hall Council Chambers
101 1st Street E, Conover

A Regular Meeting of the Planning Board was held on Tuesday, March 12, 2024 at 6:30 PM in the Council Chambers of Conover City Hall.

I. CALL TO ORDER

Present:	Chairman David Brown, Planning Board Member James "Zan" Thompson, Vice Chairman Mary Reynolds, Planning Board Member Sherman Powell, Planning Board Member D.R. Timmerman Jr.
Absent:	Planning Board Member Corey Keisler, Planning Board Member Eddie Dwiggins, Planning Board Member Ken Hilderbran
Staff:	Planning Director Erik Schlichting and Assistant Planner Heather Stephens.

II. APPROVAL OF MINUTES

Item 1. February 13, 2024, Regular Meeting Minutes

Upon a motion was duly made by Planning Board Member Thompson, seconded by Planning Board Member Timmerman Jr., to adopt the February 13, 2024, Regular Meeting Minutes. It was unanimously resolved with a vote of 5-0 to approve the adoption of the February 13, 2024 Regular Meeting Minutes.

AYES:	Chairman Brown, Vice Chairman Reynolds, Planning Board Member Thompson, Planning Board Member Timmerman Jr., Planning Board Member Powell
NOES:	None
ABSTAIN:	None

III. OLD BUSINESS

There is no old business.

IV. HEARING FOR PERSONS HAVING BUSINESS WITH THE BOARD

Mr. Brown opened the meeting at 6:33 p.m.

No one chose to speak at that time.

Mr. Brown classed the hearing at 6:33 p.m.

V. NEW BUSINESS

Item 2. Update of Bylaws - Article VIII - Hearings, to place procedures for Public Hearings.

Mr. Schlichting presented the item. These bylaws would be the Planning Board's rules, but the suggested public hearing procedures are ones that the City Council adopted.

Mr. Timmermann questioned if the public comment period was what they had done just previously for people having business with the board.

Mr. Schlichting responded that is correct. The intent is to allow for up to ten minutes for the comment period for speaking, if people wish to speak during that time.

Mr. Brown questioned if there were ten people wanting to talk, if they would only get a minute each.

Mr. Schlichting responded that the policy does allow for the discretion of the Chairman to add more time if needed. The two minutes applies to each public hearing and five minutes for the public comment period.

Mr. Brown questioned for some clarification on whether the ten minutes and the two minutes are separated based on the type of comment period it is.

Mr. Schlichting stated that City Council treats it as covering any comment period.

The board stated they needed more clarification on these policies and maybe clarify how they are written.

Mr. Schlichting responded that number one and number two on the policies refers to the public comment period and that number three is related to that as well but the other policies are for the public hearing portion, so if some clarification needs to happen it can.

Mr. Thompson suggested more time rather than two minutes to allow for public to speak more on their issues.

Mr. Brown stated that at this time, they usually try to keep it at three minutes.

Mr. Schlichting stated that the purpose of the public comment period at the beginning of the meeting is to provide persons with issues to be heard by the board prior to the other hearings at that meeting, like what City Council does each meeting. He explained that the intent of number three is to apply both our normal public hearings as well as our comment period, but if more than five people wanted to speak during that public comment period that they would be accommodated by adding more time to the public comment period.

Mr. Schlichting proposed the change to number three at the second sentence, if more than five

wish to comment during the public comment period, the time shall be allocated accordingly.

Mr. Thompson, Mr. Brown, and Mrs. Reynolds stated that they would like longer than two minutes for each person to speak.

Mr. Powell commented that the Chairman should be able to give discretion if needed.

Mr. Timmerman stated that based on prior meetings, we do not usually have someone speak during the public comment period, but more during the public hearings.

Mr. Schlichting responded that the wording could be changed to say, at least three (3) minutes allocated for each speaker, so if they go over, it would would be at the board's discretion.

The board spoke approvingly on these two suggested changes so far.

Mr. Schlichting stated that these changes do mess up the math in the next number, so he suggested that they will remove the second sentence on number three.

Mr. Brown question how number four could be delineated in advance for the speakers to try to designate a spokesperson.

Mr. Schlichting stated that it would be difficult at times, but all you can do is ask.

Mr. Brown, Mr. Powell, and Mr. Thompson were concerned how number four could read then.

Mr. Schlichting responded that instead of the word "shall", they can instead change it to "are encouraged to" and number four.

The board spoke approvingly of the proposed changes so far to numbers 2-4 of the public hearings rules of conduct.

Mrs. Reynolds and Mr. Brown stated that they would like to change number five wording from "shall" to "are encourage to" also to be in line with number four.

The board suggested taking number ten out and instead providing a blurb at the bottom of the agenda to cover this. They would like to provide it in the letter as well to provide documentation 24 hours prior to the meeting. This will be just a policy thing for time being.

Mr. Brown questioned if there was any reason that a person that is not a citizen could comment on an issue.

Mr. Schlichting responded that he did not think so as there may be a property that could be up for rezoning that touches someone in the county instead.

The board agreed to remove number ten from the hearing section, but they would like to have

the documents prior than 24 hour before meeting requirement to the letters and the agendas that go out.

The following changes were proposed: The Chairman may add time at his discretion sentence added on the end on number two, removing the second sentence on number three, changing "shall" to "are encouraged to" on number four and number five, and removing all of number ten.

Upon a motion duly made by Planning Board Member Thompson, with the five requested changes, seconded by Vice Chairman Reynolds, to approve Update of Bylaws - Article VIII - Hearings, to place procedures for Public Hearings. It was unanimously resolved with a vote of 5-0 to approve the item Update of Bylaws-Article VIII-Hearings was approved with the proposed changes.

AYES:	Chairman Brown, Vice Chairman Reynolds, Planning Board Member Thompson, Planning Board Member Timmerman Jr., Planning Board Member Powell
NOES:	None
ABSTAIN:	None

Item 3. Appointment of Two Planning Board Members to serve on the Planning Board Appointment/Reappointment Committee.

Mr. Schlichting presented the item and stated that Mrs. Reynolds, Mr. Hilderbran, and Mr. Keisler are not eligible to serve on this committee due to them being up for reappointment this year.

Mr. Timmerman volunteered to serve on the committee.

Mr. Powell nominated Mr. Dwiggins to serve on the committee.

Upon a motion was duly made by Planning Board Member Powell, seconded by Planning Board Member Thompson, to adopt the appointment of the two Planning Board Members, Mr. Timmerman and Mr. Dwiggins, to serve on the Planning Board Appointment/Reappointment Committee. It was unanimously resolved with a vote of 5-0 to approve the adoption of Mr. Timmerman and Mr. Dwiggins to serve on the Planning Board Appointment/Reappointment Committee.

AYES:	Chairman Brown, Vice Chairman Reynolds, Planning Board Member Thompson, Planning Board Member Timmerman Jr., Planning Board Member Powell
NOES:	None

ABSTAIN:	None

VI. INFORMATIONAL ITEMS

Item 4. February Permit Report

Mr. Schlichting presented the February permit report.

Item 5. Meeting for UDO Creation on March 19, 2024 located at MSC II at 6:00 PM.

Mr. Schlichting reminded the board of the upcoming meeting. He stated that the meeting was more for the purpose of what do we want the UDO to achieve?

VII. ADJOURNMENT

Next Planning Board Meeting is April 9, 2024.
There being no further business, the meeting was adjourned at 07:16 PM.

_____ _____

David Brown, Planning Board Chairman Erik Schlichting, Planning Director