

**Village of Misenheimer
Planning Board Meeting Minutes
Community Building
May 14, 2013 6PM**

Planning Board Present: Nancy Henderson
Judy Hammill
Joel Rogers
Mark Stephenson, Vice Chairman
Ahren Burrage, Chairman
Jon Byers, Alternate

Visitors: Mike Herron, Mayor Pro Tem
Peter Edquist, Council Member
David Fencil, NC Dept. of Commerce
Staff: Pam Humphrey, Administrator/Clerk
Erik McGinnis, Chief of Police

Call to Order: Burrage called the meeting to order at 6:03 PM with a quorum being declared present.

Introduction of Visitors: The Visitors and Staff as noted above were welcomed to the meeting.

Approval of May 14, 2013 Planning Board Agenda: Henderson made a Motion to accept the Meeting Agenda as presented. Rogers seconded the Motion and it was approved by a vote of 5/0.

Approval of Minutes of the Planning Board Meeting Held Thursday, April 11, 2013: Byers made a Motion to accept the Minutes with no revisions. Stephenson seconded the Motion. **Post meeting confirmation: Per the Planning Board Rules of Procedure, the Alternate cannot make motions or vote unless he/she is engaged as an Alternate for an absent Planning Board member. All Planning Board members were present at this meeting. Therefore, approval of the April 11, 2013 Minutes will be included on the Agenda for the next Planning Board meeting.**

Public Comment Period: No public comments were requested to be heard.

NC Department of Commerce (NCDOC)-Division of Community Planning-Village Planning Session: David Fencil, Senior Planner with the NCDOC, facilitated the planning session with the Village Planning Board members, staff, and meeting visitors to continue to discuss and evaluate the Village's current Land Use Plan and Map, and Zoning Ordinances.

Prior to the meeting, Mr. Fencil had provided a signage ordinance document for the Board's review and comment.

The Planning Board reviewed, discussed, and revised the following items as presented by Mr. Fencil, NCDOC:

- Applicability of Ordinance as revised from the 4/11/13 meeting
- Landscaping, Screening and Buffer Areas as revised from the 4/11/13 meeting
- Signage Ordinance

Mr. Fencil, NCDOC, suggested that the following zoning topics remain to be reviewed:

- Complete the Signage Ordinance review started at the 5/14/13 meeting
- Non-Conforming Uses
- Lighting
- Additional Conditions for Certain Uses
- Subdivision Ordinance
- General Review of Entire Revised Ordinance

The Planning Board advised the Administrator that they would check their schedules in order to determine a meeting date for a June 2013 Planning Board meeting.

Other Business: Henderson and Byers, Alternate, were asked if they would renew their three (3) year Planning Board terms as they expire June 30, 2013. They both agreed to serve another three (3) year term ending June 30, 2016 pending Council's appointment at the June 10, 2013 Council meeting.

Henderson and Edquist, Alternate, were asked if they would renew their three (3) year Board of Adjustment terms as they expire June 30, 2013. They both agreed to serve another three (3) year term ending June 30, 2016 pending Council's appointment at the June 10, 2013 Council meeting.

Since all of the Planning Board members (exclusive of the Planning Board Alternate) are also Board of Adjustment members, they were advised by Humphrey, Administrator, that the Village had received a Variance Request on May 14, 2013. Humphrey, Administrator, requested dates that members could NOT meet within the next couple of weeks so that a hearing date could be arranged in a timely manner. She also advised the Board of Adjustment members to refrain from discussing the Variance Request particulars among themselves or with any property owners surrounding the property requesting the variance.

There were no additional Other Business items to discuss.

Adjournment: The Planning Board meeting was adjourned at 8:25PM.

The next Planning Board Meeting is scheduled for Wednesday, June 12, 2013 at 6PM at the Community Building.

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Chairman or Vice Chairman	Date	Pam M. Humphrey, Administrator/Clerk	Date