



Planning and Zoning Board April 12, 2018 at 6:30 pm

MINUTES

Attendance

Board members present for the meeting were:

Chairman Peter Prichard

Vice Chairwoman Harlean Botha

Member Lee Langston

Member Rob Taylor

Member Tim Toterhi

Alternate Member Catherine Willis (arrived shortly after meeting was called to order)

Alternate Member Sanjay Acharya

Town Council member:

Steve Rao, Councilman

Staff members present for the meeting were:

Martha Paige, Town Manager

Courtney Tanner, Planning Director

Benjamin Howell, Long Range Planning Manager

Michele Stegall, Current Planning Manager

Brad West, Planner II

Dylan Bruchhaus, Planner I

Eliot Ward, Planner I

Marty Saunders, Secretary to the Board

1. Call to Order

Chairman Peter Prichard called the meeting to order at 6:30 pm.

2. Invocation

Member Taylor opened the meeting with the invocation.

3. Swearing-in of New Member

Chairman Prichard stated that Marty Saunders, Secretary to the Board, would now swear in the new Extra Territorial Jurisdiction member. *Member Toterhi* came forward to be sworn in.

4. Adoption of Agenda

There were no changes made to the agenda.

5. Adoption of Minutes

Vice-Chairwoman Botha made a motion to approve March 8, 2018 meeting minutes. *Member Taylor* seconded the motion, which passed unanimously.

6. Presentations

6.a. Wake Transit Plan Implementation Update Presentation

Benjamin Howell, Long Range Planning Manager, gave a brief update on the Wake Transit Plan Implementation. The outline of the presentation included giving an overview of the draft Fiscal Year 19 (FY19) work plan. The Transit Plan has four main themes: 1. Connect the region; 2. Connect communities; 3. Create frequent reliable urban mobility; and 4. Enhance access to transit. Over the next ten years, transit improvements will include:

- Expanding bus service
- Creating bus rapid transit lines
- Building a 37-mile commuter rail transit system.

One of the new FY19 Wake transit initiatives is the Fare-Free Youth Program. This would make transit more accessible to riders 18 and younger. The bus service, currently provided by GoRaleigh, GoCary, GoTriangle, and Waketracs, would each have added routes, new expanded service hours, and increased frequency on express routes. The GoCary service will create routes that serve employment corridors such as Weston Parkway and Park West Village in Morrisville.

Member Langston wanted to know where the Go Cary route would go. *Mr. Howell* explained that Cary's routes start downtown at the Amtrak station and continue up Maynard to Park West Village then back down Harrison Avenue.

Some other FY19 investments include:

- Additional replacement buses for GoRaleigh and Go Triangle
- Improvement of 55 bus stops
- Adding and improving park-and-ride lots
- Design of Raleigh Union Station Bus Facility
- Build a regional operations and maintenance facility in Cary
- Develop a strategy for new transit technology to enhance customer experience

The Transit Plan Advisory Committee (TPAC) recently reviewed the work plan and recommended adoption of the Plan with some minor changes including longer term investments, specifically bus rapid transit and commuter rail transit and having established capital reserve funds to prepare for implementation of these projects.

As indicated in the FY19 work plan, TPAC has forwarded a recommendation to the CAMPO and GoTriangle executive boards for consideration. Therefore, CAMPO and GoTriangle will hold public hearings during their regularly scheduled meetings. The work plan should be adopted by June 30, 2018.

There are several ongoing studies and plans that include a unified public engagement policy, the Wake Transit bus plan, a Transit Corridors Major Investment Study and transit customer surveys. There is also a Community Funding Area Program Management Plan under development, which will be important to Morrisville since it will outline how the community area funding program will operate and how those funds will be distributed.

Lastly, *Mr. Howell* reviewed the various Spring 2018 public engagement opportunities. These opportunities will continue to educate the public about the Wake Transit Plan as well as gather feedback. The GoTriangle staff on behalf of Wake Transit will be present at Morrisville's Springfest event in May.

Member Acharya wanted to know if there are specific bus service routes planned to the new Wake Tech campus. *Mr. Howell* replied that is part of the Bus Plan. GoTriangle and the core technical group have specifically addressed service to Wake Tech as soon as possible. Our goal is to have transit service to Wake Tech, and at least part of Morrisville in the 2019-2021 timeframe.

Member Acharya also inquired about bus service from the RDU Airport to the Perimeter Park complex. *Mr. Howell* explained that there is bus service to the airport. There is only peak hour service from the Perimeter Park area.

Vice Chairwoman Botha asked what TPAC stood for. *Mr. Howell* said that TPAC stands for Transit Planning Advisory Committee. It is made up of staff representatives from the transit agencies from CAMPO, Wake County, and all the jurisdictions of Wake County. *Mr. Howell* sits on this committee representing Morrisville.

Member Langston wanted to know when the bus rapid transit routes will be established. *Mr. Howell* said that the general routes have been locked in for some time. The major investment study will establish which roads will be used, and what the actual investment will look like. *Member Langston* added that transit improvements enhance development opportunities. *Mr. Howell* described the Western Bus Rapid Transit (BRT) route, which potentially could continue into Morrisville.

Member Willis is encouraged by the Free-Fare Youth Program. She suggested that some of the local corporations be encouraged to support a discounted service to their employees within RTP. It brings more awareness to local services, such as bus transit.

Chairman Prichard asked if Morrisville qualifies for the Community Funding Area Program due to the fact that the Town does not have direct routes. *Mr. Howell* explained that Morrisville qualifies since it does not have fixed service around Town.

6.b. Presentation of Draft 2018 Parks and Recreation Master Plan

Jerry Allen, Parks, Recreation, & Cultural Resources Director, introduced the Parks and Recreation Master Plan Update. There are specific sections of the Plan that are related to the Planning Department and the Unified Development Ordinance (UDO). The first comprehensive Parks and Recreation Plan was adopted in 2002. Town staff later performed updates to the Plan in 2006 and 2011.

In 2017, an outside consultant, the John R. McAdams Company, was selected to lead the master plan update effort. McAdams managed a major input process to gather feedback. This included comparisons with similar agencies both locally and nationwide. The draft is comprised of several sections: Demographics, an Inventory, Community Engagement, Benchmarking, and Recommendations which result in an Action and Implementation Plan. Some of these recommended goals, objectives and implementation strategies will be supported by other departments, including Planning.

The Level of Service (LOS) provides comparisons in areas such as facilities, funding, revenues, and operations. The recommendations include the development of many goals and objectives in areas including parks, facilities, programs, staffing and finance. Priority ratings of short-term (ST), mid-term (MT), long-term (LT) or ongoing (OG) were provided. Performance measures were given to assess the progress. The Action and Implementation Plan established goals for the

Parkland and Facilities section. This correlated with the payment in lieu for parkland from development projects.

Member Acharya had questions about acquiring land for outdoor parks. *Director Allen* replied that the funds can be used for land or constructing indoor facilities. *Member Acharya* wanted to know if there were specific recommendations to build indoor facilities that could be used for multiple purposes. *Director Allen* explained that funds are not designated for general public and private uses. *Member Acharya* was relating his questions to the goal to acquire 130 acres, and looking at how to maximize the land uses. He wondered if the facility footprint could be vertical. *Director Allen* said that option had not been explored, since no new facilities have been planned at this time.

Member Taylor made a comment regarding how the climate affects the times of year when the public can use outdoor spaces. He echoed the need for mixed use/flexible space that can be used year round. Smaller parcels could possibly be obtained to create neighborhood focused parks. *Director Allen* responded that the Level the Service specifically looked at indoor facilities and recommends constructing a facility of approximately 22,000 sf, and over a 10-year period to increase that to 40,000 sf.

Director Allen stated that recommendations include requesting property from developers instead of payments-in-lieu. As far as facilities go, there is a recommendation to develop a highest level of safety and brand character, such as signage on greenway trails. This is typically tied to the transportation planning. The greenways are usually closer to existing roadways.

The draft master plan has been posted online for review and a public comment portal was opened. A recent public open house was held, and the Town Council may adopt the plan at the April 24, 2018 meeting unless further review is requested.

Alternate Member Willis supported having the Parks and Recreation Master Plan being tied to the Transportation Plan, since greenways are such a popular amenity. *Director Allen* looked forward to opening the Crabtree Hatcher Greenway that has been under construction during the past year.

Member Toterhi echoed the idea to look at internal spaces.

Member Langston wanted to know what the status of the railroad bridge is that stops the greenway from reaching its full use. *Director Allen* replied that NC Railroad is looking at re-designing the bridge which is scheduled to be sent out for bid in the summer 2018.

Member Acharya wanted to know what the Plan says about promoting more cultural aspects or assimilating our cultures. *Director Allen* replied that one recommendation in the Plan was to provide a facility for more special events or festivals. Special events was one of the highest rated objectives in the survey responses. *Member Acharya* thought that the Town has sufficient property to have more events, such as East Meets West. *Director Allen* stated that the Plan looked at events and partnering with community groups from the programming side. The limiting factor continues to be shared use of facilities.

Chairman Prichard directed his comments to page 57 of the Action and Implementation part of the Master Plan, regarding the 131 acres. In the past, the Board has attempted to ask for open space from developers. Most developers have made the payment-in-lieu, rather than donate

land. *Director Allen* said that if the Town cannot acquire the needed land from developers; other options will need to be looked at. Currently land has been donated and left primarily as natural open space.

7. **Old Business – Public Comment**

Draft Comprehensive Transportation Plan (CTP) Update

Mr. Howell began with a presentation of the Draft Comprehensive Plan Update. This included an overview of the proposed modifications and the schedule of Planning and Zoning Board review. He then reviewed the modifications made to the CTP Update. Specifically, there were changes made to Chapters 3, 4, 5 and the Appendices.

Several chapters will be modified to include the addition of the Town Hall Drive Extension. In addition, several Figures were updated, including Figure 5-3 regarding Crabtree Crossing Parkway Extension and revisions to several figures to properly depict Crabtree Hatcher Creek Greenway.

In Chapter 4, revisions were made to a number of figures to show the multiuse paths recently installed at the Lake Crabtree apartment development.

There were modifications made to the Prioritized Roadway Improvements and Recommended Policies or Programs in Chapter 5. The Prioritized Roadway Improvements list was revised to reflect changes made to Short-Term, Mid-Term, and Long Term roadway improvements. The following intersections were added to the Short-Term list: NC 54 and Keybridge Drive and Davis Drive and Parkside Valley Drive. The Recommended Policies or Programs section was revised to add an item to develop an Intersection Safety Improvements Study Program for all intersections in Town.

Lastly, staff recommended that the right-of-way widths for cross-sections in Appendix B be revised. Project sheets for Marcom Drive Extension, Morrisville East Connector and Southport Drive Extension will be added in Appendix C.

Mr. Howell also summarized the Planning and Zoning Board recommended modifications in Chapters 3 and 5. Specifically, Figure 3-3 and Figure 5-2 will be revised to reflect that the alignment of NC 147 in the Draft Plan does not match the alignment in the project funded by NCDOT.

There were a number of revisions made to the roadway prioritization found in Chapter 5. These included changing the prioritization of the Airport Boulevard Grade Separation (NC 54 to Church Street) to Short-Term and the Airport Boulevard Extension (from west of Town Hall Drive to Church Street) to Mid-Term.

The Town Council recommended modifications were also summarized. The Council specifically requested that the greenway proposed on the east side of Church Street be extended north to connect to Church Street and Shiloh Community Parks. The Council also requested that connections be added between the McCrimmon Parkway Extension (Phase II) and the proposed Stirrup Iron Creek Greenway.

The recommended schedule for the CTP public outreach includes the following:

- The public comment session will be extended to the May 10, 2018 meeting

- At the May meeting, the Planning and Zoning Board should consider closing the public comment session
- An updated draft of the CTP is planned to be presented to the Planning and Zoning Board at the June 14, 2018 meeting
- On June 14, 2018 the Planning and Zoning Board is anticipated to vote to send a recommendation to Town Council

The Public Input opportunities scheduled include:

- Perimeter Park – April 17, 2018
- Town Council Pre-Meeting Open House – April 24, 2018
- Cedar Fork Community Center – April 27, 2018
- Park West Village concert series – May 3, 2018
- Spring Fest – May 19, 2018
- Chamber of Commerce – May 24, 2018
- Public Portal on the website
- Postcard mailings to residents and emailing to associations and stakeholders
- Flyers

Chairman Prichard then opened the floor for public comment.

1. Scot Sullivan, 417 Airport Boulevard, Morrisville, NC, came forward to inform the Board that 2 years ago he purchased the property on Airport Boulevard. He intended to build a new office on the property. However, the fees requested for Airport Boulevard to construct a raised median made it too expensive for him to develop the property. His concern was with road improvement fees that affected the development of his property.
2. James Davis, 711 Keystone Park Drive, Cary, NC, lives right where Church Street will dead-end as indicated in the CTP. His concern was related to the recommendation to build a 14-foot wide road. He believed that planning knowledge supports a roadway width of 12-feet with a buffer for a bike lane in at least one direction. He felt that would be more practical to make easy access for bike riders.

Director Tanner then handed out CTP General FAQ, Crabtree Crossing Parkway Extension, and Millicent Way handouts, which have been provided at each public awareness event, and that was placed at each member's seat.

Director Tanner also pointed out additional staff recommended items were made as a result of public awareness event comments.

MOTION: *Member Langston* made a motion to continue the public comment session to the next meeting. *Vice-Chairwoman Botha* seconded the motion, which was approved unanimously.

Chairman Prichard asked if staff could provide a paper copy of the staff recommended changes that were reviewed at the meeting. *Director Tanner* said that a digital attachment with links of all changes recommended to date could be prepared for the Board. Paper copies will be available if requested.

8. Old Business

None

9. New Business – Public Comment

Request to Amend the Land Use Plan and Zoning Map for 301 and 305 Aviation Parkway.

Mr. Eliot Ward, Planner I, presented the requests for a Land Use Plan and Zoning Map Amendment for 2.12 acres of property commonly known as 301 and 305 Aviation Parkway and located on the northwestern side of Aviation Parkway between Clements Drive and Bearcat Way. The applicant, Anand Properties LLC, has requested that the Land Use Plan be amended to change the subject property from the Town Center New Supporting Residential District to the Town Center New Office & Institutional Area. The applicant has also requested an amendment to the zoning map to rezone the property from the Residential Transition (RT) zoning district to the Conditional-Office/Institutional (C-OI) zoning district.

A Traffic Impact Analysis (TIA) was conducted for the highest trip generating use in the proposed zoning district. In addition, a School Impact analysis was performed and the proposed zoning district would not generate any additional school aged children.

Michele Stegall, Current Planning Manager, began by explaining that the petitioner has offered up a number of conditions with this rezoning. Many of those conditions are a result of conversations between staff and the petitioner. The three conditions relate to uses permitted on the property, Traffic Impact Analysis, and parking. There are a number of uses that are permitted in the OI district that the petitioner has indicated they are willing to prohibit if the rezoning is approved. For the most part, these uses are some of the higher traffic generating uses, were considered incompatible with surrounding uses, or are not allowed in the current Residential Transition district.

The other two conditions relate to the TIA and parking. The TIA that was submitted with the application found that there could potentially be an impact on the Evans Road and Airport intersection when the property is developed. However, the extent of any impact cannot be known until the time of site plan or subdivision application when the use is known and depending on the ultimate proposed use, the trigger for requiring a TIA at that time may or may not be met which means that there could potentially be impacts that are not addressed at the time of development. Therefore, the petitioner has agreed to update the TIA at the time of site plan or subdivision application, even if the UDO's trigger for a TIA is not met, and to make any improvements or submit a PIL for any improvements if recommended in the updated TIA.

The third condition addresses parking and is in response to a staff concern regarding public safety. Off-site parking options are available in the Code, including shared parking, valet parking and other options. Aviation Parkway is a major thoroughfare with a lot of traffic and staff did not want to encourage off-site parking which could potentially result in people walking along Aviation to reach the property. Therefore, the petitioner has agreed that they would not utilize any of the off-site parking alternatives available in the Code and that all required parking would be provided on site.

Town staff is recommending approval of both the land use plan amendment and the rezoning request as staff believes the requested amendments are compatible with the zoning and land uses in the surrounding area and the subject property would be more appropriate for non-residential uses, since it is located on a major thoroughfare.

Chairman Prichard asked if the applicant would be required to make a payment in lieu of parkland dedication if the proposed use would be commercial. In this case, there would be no such requirement, and *Ms. Stegall* confirmed that no payment in lieu would be required.

Mr. Danny Howell, with Real Engineering, came forward to represent the applicant. The applicant originally requested the zoning map amendment with the intention to build a banquet hall, however parking is an issue. The applicant is concerned with the parking requirement for a banquet hall being one parking space per 100 gross square foot and not based on area of assembly and will need to reduce the size of the originally planned facility to meet the parking requirement.

Anand Singh, owner of Anand Properties, LLC, described his project to the Board and said that he wanted to develop the site as a luxury banquet hall to serve the unique community in Morrisville.

Vice Chairwoman Botha wanted information about the proposed building. She asked if it would be a one-story or two-story building, as well as about what changes would have to be made to the banquet hall in reducing the size from the originally-planned 13,500 sf to 10,000 sf. The applicant's representative, Mr. Danny Howell, answered that it would be a single story structure. He further added that with a 10,000 square foot facility that the actual assembly space would probably be reduced to approximately 6000 sf.

Member Taylor asked questions about site plans as they relate to the rezoning request. He stated that he thinks the rezoning is appropriate; however, did not assume that there would be any exemptions from the rules that are currently in place for this particular site. *Ms. Stegall* confirmed that this was correct and indicated that the discussion emphasizes why with any rezoning request it is important to look at what use could go there beyond what the petitioner is intending since as a minor site plan for any permitted use could be submitted and approved administratively.

Member Taylor inquired about the road improvements planned for Aviation. *Mr. Howell* explained that Aviation Parkway is a NCDOT committed project and will have a median-divided roadway. *Mr. Howell* expects that the site will most likely have right-in/right-out access. Median breaks typically are 1200 sf apart.

Member Acharya stated that he had no issue with the rezoning. He asked if the Town is encouraging developers to set the buildings further back, with parking in front. *Director Tanner* said the building orientation was an objective of the 2009 Land Use Plan. This site would probably be developed with the building closer to the road with parking to the rear. *Ms. Stegall* informed the Board that the UDO allows only 50% of the parking to be located in front of the building in the proposed district.

Member Taylor asked if the building was limited to one-story. *Ms. Stegall* stated that the height limitation in the Office/Institutional District is 40-50 feet.

Member Langston was leery of the number of retail uses that could be located on the property. He also wanted to know what the use "personal service" is. *Director Tanner* explained that a "personal service establishment" is any agency rendering specialized services, such as drycleaners, hair stylists, travel agencies, cosmeticians, etc. Due to traffic and public safety

concerns she said that this directed staff to work with the applicant to come up with the conditions for the rezoning.

Chairman Prichard requested that the list of uses prohibited with this rezoning be opened on the monitor for the Board's review. *Ms. Stegall* reviewed the retail uses for the Board.

Member Toterhi asked if the conditions are specifically for this project or if they would run with the property. *Ms. Stegall* explained that, if approved, the site would be zoned Conditional Office & Institutional and that the conditions would run with the property.

Member Willis was concerned about the possibility of telecommunication uses, in particular, towers or a collection of antennas. *Ms. Stegall* said that typically telecommunications are an addition to another use.

Member Willis also asked if the proposed facility would be allowed to have rooftop parking or parking beneath the building. *Ms. Stegall* said the applicant could have a parking deck, or incorporate a parking structure under or over the building.

MOTION: *Vice Chairwoman Botha* made a motion to recommend approval of Town Council Resolution 2018-148-0A pertaining to the amendment of the Land Use Plan for the property located at 301 and 305 Aviation Parkway to the Town Center New Office & Institutional Area (LUP 18-01). *Member Taylor* seconded the motion, which passed unanimously.

MOTION: *Member Langston* made a motion, as required by General Statute 160-A-383, that the Planning and Zoning Board find that the requested Zoning Map Amendment is consistent with the Comprehensive Plan and in the public interest, because:

1. The Town of Morrisville 2007 Town Center Plan identifies the land along Aviation Parkway and directly across from the subject property as New Office & Institutional Area and as suitable for office and institutional uses.
2. The New Office & Institutional Area is designated as a Town Center district that will help to transition from residential to civic and commercial uses, rezoning from the Residential Transition (RT) zoning district to the Conditional-Office/Institutional (C-OI) zoning district will help maintain and enhance the distinctive character of the community as outlined in the Town of Morrisville 2007 Town Center Plan.

As a result, the zoning map amendment is consistent with the Town of Morrisville's plans. In addition, the requested zoning map amendment is compatible with existing uses surrounding the subject property and will result in a logical and orderly development pattern. Therefore, the zoning map amendment is reasonable and in the public interest.

Therefore, *Member Langston* recommended that the Planning and Zoning Board recommend approval to the Town Council of Resolution 2018-148-0B pertaining to the adoption of a Plan Consistency Review Statement for a proposed Zoning Map Amendment for the Property commonly known as 301 and 305 Aviation Parkway and located on the northwest side of Aviation Parkway between Clements Drive and Bearcat Way to the Town Center New Office & Institutional Area (REZ 18-01). *Vice Chairwoman Botha* seconded the motion, which was passed unanimously.

MOTION: *Member Toterhi* made a motion to recommend that the Planning and Zoning Board recommend approval to the Town Council of Ordinance 2018-148-0 approving a Zoning Map Amendment for property commonly known as 301 and 305 Aviation Parkway and located on the northwest side of Aviation Parkway between Clements Drive and Bearcat Way to the Town Center New Office & Institutional Area (REZ 18-01). *Member Taylor* seconded the motion.

Chairman Prichard asked if there was any discussion on the motion.

Member Willis asked if the Board would consider recommending that staff and the petitioner look into prohibiting telecommunication uses.

Chairman Prichard explained that in order to accommodate *Member Willis*' request, the Board would need to either make a note and rely on conversation or revise the initial motion and add the request.

Mr. Danny Howell responded that he felt the size of the lot would probably prohibit a stand-alone cell tower and that a tower and building would likely not be able to both be built on the lot due to the required fall zone for a tower. He does not want to restrict a small antennae on top of the building.

MOTION: *Member Toterhi* reiterated the motion to recommend that the Planning and Zoning Board recommend approval to the Town Council of Ordinance 2018-148-0 approving a Zoning Map Amendment for property commonly known as 301 and 305 Aviation Parkway and located on the northwest side of Aviation Parkway between Clements Drive and Bearcat Way to the Town Center New Office & Institutional Area (REZ 18-01). *Member Taylor* seconded the motion, which was passed unanimously.

The Board then took a recess at 8:39 pm.

The meeting resumed at 8:48 pm.

10. New Business

None

11. Staff Comments

11.a. March Planning Newsletter

Director Tanner reviewed the March Planning Newsletter. There were two new combined site plan development projects submitted: Bainbridge Aviation Crossing and the Morrisville Aquatics and Fitness Center (new pool facility).

There was a site plan approved for 6001 McCrimmon Parkway (medical office park), a site and conditional construction plan approval for the Morrisville Solid Waste Transfer Station, and conditional construction plan approval for the Residences at Shiloh Crossing.

Benjamin Howell and Stephanie Smith, the Public Information Officer, coordinated the Transportation Fair that was held on March 22nd at Fire Station 1. It was well attended and information was well received.

Staff presented to Town Council a request to expand the Town's Extraterritorial Jurisdiction (ETJ) boundary. The areas that are eligible are a 35-acre site near Kitts Creek and a 61-acre site

next to Breckenridge. There are significant environmental constraints. These properties are the last two areas the Town can expand into.

The process includes Council considering the request, and then the request is sent to Wake County to consider and approve. It is a 5-6 month process. A formal public hearing would be held at the Wake County level. There was an informal hearing held before Council at their last meeting. A rezoning of the two parcels would be required, and it would possibly require an amendment to the Land Use Plan. The rezoning would come before to the Planning and Zoning Board for review and action.

Chairman Prichard asked if the ETJ area around Kitts Creek is in Wake County. *Director Tanner* said both areas are identified on Wake County's plans as Morrisville's Short Range Urban Service Area. The property owners would still pay Wake County taxes and fire district taxes.

The Town would then be able to better control the use of these properties. Staff would recommend rezoning to match the existing Land Use Plan.

Director Tanner asked that the Board members turn in their Land Use Plan homework as soon as possible. In May, the Outreach Opportunities for the Draft Land Use Plan Update will begin.

Lastly, *Director Tanner* informed the Board that the Historic Walking Loop Trail signs and benches have been installed. The project was initiated by the former director, Ben Hitchings. A map and recordings have been prepared for the tour.

11.b. Planning and Zoning Board Handbook

Ms. Stegall indicated that the changes requested by the Board at the last meeting had been made and brought up two items for further discussion and clarification. The first item was regarding the end time of each meeting. It was not clear if the meeting should run no later than 10:30 pm or 11:00 pm. The consensus of the members was 11:00 pm.

The second item was the roll call vote. It is often not clear that each member voted. One option is having the secretary call for individual votes. *Member Langston* suggested that each member raise their hand when they vote. At the recent Board of Adjustment meeting, the Town Attorney, Frank Gray, stated that a hand raised was sufficient. If there was a question, the secretary could call for a verbal vote. It was agreed that this section would be rewritten to allow raised hands.

A question was also asked about "remote participation" at a meeting. Per the discussion at the last meeting, the handbook does not allow members to participate remotely. As alternates are available to sit in for regular members a majority of the Board agreed with this.

12. Planning and Zoning Board Comments

Chairman Prichard asked for feedback from *Vice Chairwoman Botha* and *Member Langston* about the UNC training they had recently attended. Both described their experience as being very informative and indicated they would like to attend other UNC School of Government trainings such as this in the future.

13. Upcoming Term Expirations

None

14. Upcoming Events

None

15. Adjournment

Member Taylor made a motion to adjourn the meeting. *Member Langston* seconded the motion, which was approved unanimously.

The meeting adjourned at 9:17 pm.

Peter Prichard,
Planning and Zoning Board Chair

Marty Saunders,
Secretary to the Board

Date

Date