

**MINUTES
PLANNING BOARD MEETING
APRIL 23, 2018
5:30 P.M.
801 WEST AVENUE**

MEMBERS PRESENT:

Lucy McCarl, Sharon Bryant, Merlin Perry, Leah Hamilton, Tim Scobie, Jeff Church, Richard Hedrick

MEMBERS ABSENT:

James Bradshaw, Mac Martin

STAFF PRESENT:

Jenny Wheelock, Hannah Williams, Jackie Sigmon

MINUTES:

Board member Bryant moved approval of the meeting minutes of March 26, 2018, as written. Board member Church seconded the motion, which was voted upon and passed by unanimous vote.

**NEW
BUSINESS:**

1. PLANNING BOARD RULES OF PROCEDURE

The Planning Board discussed and recommended the following changes to the Planning Board Rules of Procedure.

II. Officers and Duties

- A. Chairperson: The Chairperson shall be elected by the majority of the board members whose term shall run for (2) two years or until such time as an election for the Chairperson is held by the Board.
- B. Vice-Chairperson: The Vice-Chairperson shall be elected by the majority of the board members whose term shall run for (2) year or until such time as an election for the Vice-Chairperson is held by the Board.

In the first sentence of paragraph B change rune to run.

In the absence of both the Chairperson and Vice-Chairperson, the Planning Director shall act as Chairperson for the purpose of opening the meeting and designating a board member to preside for that meeting.

Include the nomination of Chairperson and Vice-Chairperson in the month of October with a vote in the month of December.

C. Clean-up language only.

IV. Meetings

C. Cancellation of Meetings:

Change language to include cancellation of a meeting in an emergency situation. Jenny agreed to check the Rules of Procedure for the Board of Adjustment to see if they included emergency meeting cancellations.

Jenny said she would make the necessary changes and have a clean copy for the board at the next meeting.

2. RESIDENTIAL NEIGHBORHOOD MAPS WORKSHOP

Jenny Wheelock explained to the board that the State Historic Preservation Office completed a comprehensive architectural survey in Lenoir. As a result, 400 properties were surveyed. Ten properties and two neighborhoods were placed on the study list for the National Register. The two neighborhoods were identified as Mayhill Park and Fairfield. The survey results are listed online and Jenny said she would send a link to the board so they could review.

The board was given a map of the City of Lenoir and asked to identify intact neighborhoods. This project will be a multi-phase continued effort for City Staff and the Planning Board in order to clean-up and clarify the zoning map.

PERMITS ISSUED

The board was given a list of permits issued last month. There was no discussion.

ADJOURNMENT:

Having no other matters to bring before the Board, the meeting adjourned at 6:38 p.m.

Lucy McCarl
Chairperson

Jenny Wheelock
Planning Director