

**TOWN OF BEECH MOUNTAIN**  
Planning Board Minutes  
January 30, 2018  
Beech Mountain Town Hall

Call to Order at 9:00 am

**Members Present:**

Board Members in attendance included Pete Chamberlin, John Hoffman, Sandy Carr, Joe Antonell, and Robert Cavagnaro. Also in attendance were Mayor Renee Castiglione and Vice Mayor Barry Kaufman.

**Adoption of Agenda:**

The agenda was adopted.

**Approval of Minutes:**

The minutes of the September 26<sup>th</sup>, 2017 minutes were adopted as presented.

**Organizational Business:**

The members of the Board were presented copies of the Town of Beech Mountain code of ordinance pertaining to zoning. The Planning Board selected Pete Chamberlin to serve as Chair of the Planning Board and John Hoffman to serve as Vice Chair.

**Old Business:**

*Sign Posting Update*

Mr. Chamberlin explained the actions taken by the Planning Board previously to improve address compliance. He discussed that the issue has been present for a long time and that in spring 2017 the Planning Board with the help of emergency responders completed a compliance survey and that then Planning Intern Rich Gibbs compiled the surveys and determined the compliance rate. Town Planner Rich Gibbs elaborated and discussed that the Planning Board approved an ordinance change for the Town Council to review. It was passed. Now the board's goal is to improve address posting compliance in the town.

Mr. Hoffman found a brochure from the City of Greensboro, NC that is meant to inform the public as to the importance of proper address postings. The board decided that a similar brochure should be drafted for the Town of Beech Mountain and could be sent with a spring utility bill before addressing further enforcement. Mr. Chamberlin drafted a few letters to be sent to property owners to encourage owners to remedy a lack of compliance. The board determined that staff should edit and update the letters with the new town ordinance for the next Planning Board meeting. The board also discussed the creation of a sample address posting for display in the planning office as well as a mobile display for town use with correct and incorrect address postings.

*Short-Term Rentals*

Town Planner Rich Gibbs briefly discussed the Short-Term Rental situation as discussed in the previous meeting by Building Official John Merritt. He mentioned that further action on the topic will be tabled pending the start of the new town planner.

**New Business:**

*Review of Comprehensive Plan*

Town Manager Tim Holloman wishes for the Planning Board to readdress the Comprehensive Plan and potentially amend it. The Board began discussing how to divide the Comprehensive Plan for review. Joe Antonell mentioned that the Comprehensive Plan is quite dense. Town Manager Tim Holloman discussed the Planning Board review the Planning Board through March and April and then there be a workshop with the public. Mr. Antonell suggested that the Planning Board with the direction from Town Council boil down the Comprehensive Plan to areas that need updating. Mr. Chamberlin stated the importance of recognizing the aspects of the Comprehensive Plan that have been accomplished. Mr. Holloman discussed the need for a timeline and the further imparted the importance of community input.

Mr. Antonell asked for some time for the board to review the comprehensive plan individually before breaking the plan into parts for in-depth review.

*Planning Board Trainings*

Mr. Gibbs discussed the need for trainings for the Planning Board. He mentioned a specific 2-day training on the Foundations of Planning and Development Regulations conducted by the UNC School of Government. The training can be conducted at Town Hall and is open for the public. The scheduling is to be determined. Mr. Holloman stated that if the board were amenable to having two meetings in March that the new town planner could conduct a brief training on planning prior to the more comprehensive training from the UNC School of Government.

**Other Business:**

Mr. Antonell mentioned that he is not a full-time resident of Beech Mountain and that he would likely not be in attendance for the February meeting. He asked if it were possible to call in via phone or Skype for meetings. Mr. Holloman ask that he notify staff prior to the meeting. He further elaborated that discussions with council have occurred as to whether the council chambers could be hardwired to allow for video teleconference rather than that internet is currently wireless and less reliable.

The board also discussed possibly changing the meeting time of the Planning Board. The board decided to leave the time and date unchanged.

**Adjournment:**

The meeting was adjourned at: 9:58 am.

Respectfully Submitted,

Rich Gibbs  
Staff to the Board