

Cullowhee Planning Council Minutes

February 13, 2023

6:00 p.m.

Hospitality Room, Ramsey Center Building
Western Carolina University

Members	Present	Absent	Members	Present	Absent	Members	Present	Absent
David Claxton	X		Chris Stuckey	X		Rebecca Manring	X	
Carol Burton	X		Donna Huguelet		X	Damon Sink		X
Mike Byers	X		Karen Kandl	X				

Staff Present

Michael Poston, Planning Director
 Anna Harkins, Planner I
 Heather Baker, County Attorney
 Allison Kelley, Administrative Assistant III

Call to Order

Carol Burton called the meeting to order at 6:08 p.m. and a quorum was present.

Oath of Office

Allison Kelley, clerk to the Council read the Oath of Office for new members Karen Kandl and Rebecca Manring. They affirmed to execute the duties of Cullowhee Community Planning Council Member according to the best of their skills and abilities.

Approval of Agenda

Chris Stuckey made a motion to approve the agenda as written. Rebecca Manring seconded the motion, and it passed unanimously.

Approval of Minutes

Karen Kandl made a motion to approve the minutes from September 12, 2022. Chris Stuckey seconded the motion, and it passed unanimously.

Public Comment- Sign-up sheet- 3 minutes per speaker

There were no public comments.

New Business

a) Procedure Rules for Local Appointed Boards

Heather Baker, county attorney stated the Commission has received the book Suggested Procedural Rules for Local Appointed Boards by Trey Allen and A. Fleming Bell II through the UNC School of Government. The book is a useful tool when a procedural issue arises during a meeting. Ms. Baker presented the modifications to suggested procedural rules for the Cullowhee Community Planning Council for review and approval. Rule 1 Applicability of Rules, which is that all rules would apply to all meetings of the Cullowhee Community Planning Council. Rule 3 Remote Participation in Council Meetings, she stated they could have remote participation however, for our outside Councils they do not have the mobile capability to conduct a remote meeting. In addition, she stated in some cases this could occur and they have the ability to

participate remotely by phone but those members would not count towards a quorum, as it would only be applied to in-person Council member's attendance in order to conduct the meeting and vote. Rule 8 Organizational Meeting; Selection of Chairman and Vice-Chairman, she stated the Council does elect their chair and vice chair that would remain so selected until a replacement is appointed. Rule 9 Regular Meetings, states the Council would have a regular meeting schedule and Rule 10 states they can have special meetings if something were to come up and need attention between regular meetings which are required a 48 hour notice. Rule 13 Agenda, states how items are placed on the agenda, how the agenda is formed, and how Council member can request to have an item placed on the agenda. Rule 16 Order of Business, is the structure of the agenda for regularly scheduled meetings. Rule 21 Second Required, Ms. Baker stated they do not have to have a second, however most people are familiar to a second after a motion, and they would recommend requiring a second to know that it is open for discussion. Rule 29 Duty to Vote, she stated unless you are voted to be excused for conflict if you are here and refuse to vote or leave the room to avoid voting it would be treated as an affirmative vote. Ms. Baker stated a true conflict based on the law would be if you have a family or a business associate that is a tie to whatever the issue is and financial gain is the primary one. In addition, she stated there are different levels of conflict, depending on what the situation is in a quasi-judicial or legislative decision. She stated if a member of the Council believes there is a potential conflict to let staff know so they can look into the matter.

Chris Stuckey made a motion to approve the modifications to the suggested procedural rules presented to the Cullowhee Community Planning Council. Rebecca Manning seconded the motion and it passed unanimously.

b) Cullowhee Small Area Plan Implementation

Mr. Poston presented the Cullowhee Small Area Plan Action Plan goals and asked for direction from the Council of what items staff should prioritize to begin researching and bringing forward to the Council.

Mr. Poston stated the lowest hanging fruit they could begin with is the minimum lot width if that is something the Council would be looking to adjust. The Commission asked staff to start researching and gathering info on minimum lot size requirements, and the River District to begin discussing at the next scheduled regular meeting.

c) Resolution to allow the Planning Director to call for a public hearing

Mr. Poston stated this resolution comes before the Council for efficiency, as the current process is staff is required to come before the Council to ask to call for a public hearing. The resolution would authorize planning staff on behalf of the Council, the authority to advertise the public hearings when they are needed, as opposed to having spent an additional meeting for the Council to call for it. In addition, he stated this is not about policy, land use but simply allow staff to make this process run a little more efficiently and smoothly. Mr. Poston stated the Council would be notified of these public hearings ahead of time.

Chris Stuckey made a motion to approve the resolution to allow the Planning Director to call for a public hearing. Rebecca Manning seconded the motion, and it passed unanimously.

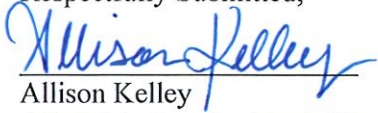
d) Staff Updates

Mr. Poston stated Monteith Gap Road project is still on track to be let this summer, and they can anticipate construction activities beginning around that time. In addition, chairman Claxton asked staff to give a update on the Moss General Store. Mr. Poston stated there is no update other than it is now burned down and will stay there until someone redevelops the property as there is nothing in the ordinance that would require it to be removed in totality. In addition, he stated the Rogers Bros project has moved to the Cullowhee Café site and there will be some sidewalks on the property that is good news for more walkability in the local area.

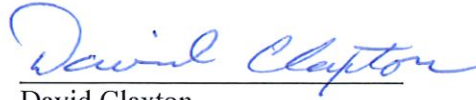
Adjournment

With no further business, Carol Burton made a motion to adjourn, the motion carried unanimously, and the meeting adjourned at 7:17 p.m.

Respectfully Submitted,



Allison Kelley
Administrative Assistant- Planning



David Claxton
Planning Council Chair

