



TOWN OF CARRBORO
PLANNING BOARD

301 West Main Street, Carrboro, North Carolina 27510

THURSDAY, JANUARY 16, 2020

MEMBERS		STAFF
Catherine Fray	Susan Poulton	Tina Moon
David Clinton	Christopher Rogers	Marsha Pate
Braxton Foushee	Rasam Tooloe	
Jaye Meyer	Andrew Whittemore	

Board Liaison: Susan Romaine

Absent/Excused: Rachel Gaylord-Miles (excused)

I. WELCOME/AGENDA ADJUSTMENTS

Chair, Catherine Fray opened the meeting at 7:35 pm, and facilitated. Susan Romaine, new Town Council liaison, was welcomed to the Board. Romaine provided a short summary of her and background and what brought her to the Council.

II. APPROVAL OF MINUTES

Thursday, November 21, 2019

Foushee moved to approve the minutes, Poulton seconded the motion. The Planning Board voted unanimously to approve the minutes for Thursday, November 21, 2019. Vote: **AYES** (8) Fray, Clinton, Foushee, Meyer, Poulton, Rogers, Tooloe, Whittemore. **NOES** (0), **ABSENT /EXCUSED** (1) Rachel Gaylord-Miles (excused)

III. OTHER MATTERS

A) Adoption of 2020 Calendar

Moon introduced the 2020 calendar for the Planning Board year and protocols for ensuring a full quorum. Moon noted that there will be early voting in the Town Hall Board Room during February, so look for possible meeting room changes for the mid-month meeting in February. Poulton motioned to approve the 2020 meeting calendar; Foushee seconded the motion. The Planning Board voted unanimously to approve the 2020 Planning Board Calendar. Vote: **AYES** (8) Fray, Clinton, Foushee, Meyer, Poulton, Rogers, Tooloe, Whittemore. **NOES** (0), **ABSENT /EXCUSED** (1) Rachel Gaylord-Miles (excused)

B) Planning Board Training & Discussion

The Planning Board held, what will likely be the first of a series of training sessions to review the Land Use Ordinance (LUO) and the development review process. Staff provided excerpts from the LUO focusing on the permitting process and the information that an applicant has to include in a submittal for a land use permit. The session was intended to provide an

1 opportunity for Planning Board members to ask questions or provide comments in an informal
2 setting. Discussion topics focused on Article IV, Permits and Final Plat Approval, and
3 Appendix A, Information Required with Applications, and Appendix K, Design and
4 Management Handbook for Preservation Areas in Lower Merion Township Montgomery
5 County, Pennsylvania.

6
7 Members held short debrief after the training to discuss content and format, and what they
8 found beneficial. Interest in having short training sessions on specific topics, on meeting
9 nights with light agendas and/or mid-month meetings was identified as a preferred strategy for
10 moving forward. Information on building size—height and massing, and placement was noted
11 as a topic of interest.

12
13 **C) Reminder of Officer Elections**

14 Staff provided a reminder that the Planning Board typically holds officer elections in February.
15 Fray offered a few comments based on her experience as the chair. Moon provided a little
16 more information regarding the role of the chair to facilitate the meetings. During the last
17 several years, the Planning Board chair has taken the lead in compiling and editing board
18 comments and recommendations. The chair should also be prepared to occasionally attend
19 Town Council meetings to respond to questions relating to Planning Board
20 comments/recommendations from the Council or to provide the context of the board
21 discussion.

22
23 Clinton noted that he will be absent for both of the April meeting. Foushee reminded everyone
24 about the formal opening for the Martin Luther King Jr., Park in January.

25
26 **IV. ADJOURNMENT**

27 Clinton motioned and Poulton seconded the motion to adjourn the meeting. Planning Board
28 voted unanimously to adjourn. The Planning Board meeting adjourned at 9:05 pm.