



Town of Southern Shores

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Town of Southern Shores

Council Meeting

February 24, 2009

8:00 A.M.-Pitts Center

Minutes

The Southern Shores Town Council met on February 24, 2009 at the Pitts Center.

The following Council Members were present: Mayor Don Smith, Brian McDonald, Jodi Hess, Kevin Stroud and Jim Pfizenmayer.

Also present were: Charles Read, Town Manager, Carrie Gordin, Town Clerk and Ben Gallop, Town Attorney.

Mayor Smith called the meeting to order at 8:00 a.m. led the Pledge of Allegiance and held a moment of silence the family of William Kott long time resident and member of the Southern Shores Volunteer Fire Department, John Mason, Sr. and our troops serving around the world.

APPROVAL OF AGENDA

Mayor called for a closed session at the end of the meeting.

Council Member McDonald moved to approve the agenda with a closed session. Council Member Hess seconded. The motion passed with Mayor Smith and Council Members McDonald, Hess, and Stroud and Pfizenmayer voting aye; no council member voting no and no Council Member absent.

PRESENTATION- Department of Insurance Rate Increases

Mayor Smith introduced Willo Kelly, the Governmental Affairs Director for the Outer Banks Home Builders Association and the Outer Banks Association of Realtors.

W. Kelly provided a Power Point presentation and reported the disparity of insurance rates set by the Department of Insurance as applied to the 20 coastal counties compared to inland counties. She stated a group has been formed, NC 20, and anyone can go to their website www.nc-20.com to get information on the changes that are in place regarding the Beach Plan and the Fair Plan that applies to beach community insurance rates for wind and hail. She stated all coastal policy holders will be charged 2% per occurrence effective on or after February 1, 2009 except that Bald Head Island will be charged 5%. A surcharge increase has also been put into place. She stated for example a \$400,000 policy instead of paying \$2,000 toward any wind damage you will now have to pay \$8,000 every time there is wind damage and the deductible is not tied to a hurricane. She stated hurricanes don't just affect coastal areas they go inland and cause major damage. She stated this needs to be corrected and everyone should get involved by contacting their legislators to ask that a stay be put on these rates until further investigation can be done. She stated Dare County has filed litigation and several other counties and towns have joined in this

litigation against the Department of Insurance to halt this unfair practice. She encouraged citizens to contact their insurance company to see how the rate increases will affect them. She encouraged everyone to contact Wayne Goodwin's, Insurance Commissioner, office (919-733-3058). She asked everyone to contact her by email willokelly@gmail.com to let her know what response they get.

Mayor Smith stated Southern Shores has joined in with the county as a partner in the lawsuit against the Department of Insurance.

Mayor Smith asked her to provide the town with information they could put on the broadcast news and thanked her for the information.

PUBLIC COMMENT

Mayor Smith opened public comment.

Lori Williams, 109 Pudding Pan Lane, presented the annual 2009 League of Women Voter's County directory. She thanked Council for their contribution for the printing of the directories and stated that due to receiving fewer contributions they only were able to print 700 copies down from the 1000 copies usually printed. She asked Council to consider keeping this contribution in next year's budget. She stated the League provides several educational programs through out the year.

Hearing no other comments Mayor Smith closed public comment.

APPROVAL OF MINUTES- January 20, 2009

Council Member McDonald moved to approve the January 20, 2009 minutes as presented. Council Member Pfizenmayer seconded. The motion passed with Mayor Smith and Council Members McDonald, Hess, and Stroud and Pfizenmayer voting aye; no council member voting no and no Council Member absent.

CONSENT AGENDA-None

REPORTS

Planning Board

Jay Russell, vice chairman, submitted Planning Board Report for February 17, 2009.

The Planning Board requests Council set a date for a conditional use hearing for a pizza restaurant in the Sandy Ridge Shopping Center.

Council Member Hess moved to set the conditional use hearing for the April 7, 2009 Council meeting. Council Member McDonald seconded. The motion passed with Mayor Smith and Council Members McDonald, Hess, and Stroud and Pfizenmayer voting aye; no council member voting no and no Council Member absent.

The Planning Board and the Planning Advisory Group requests Council consider holding a joint meeting with them on June 1 from 7 p.m. to 9 p.m. Council Member Hess stated she would like to see a longer period of time for the meeting due to the issues to be discussed.

Mayor Smith stated a second meeting could be held if needed. Council consensus is to set the joint meeting for June 1.

[Clerk's Note: A copy of the Planning Board Recap of February 17, 2009 is hereby attached as Exhibit A].

OLD BUSINESS

Southern Shores Volunteer Fire Department Draft Contract (SSVFD)

Council Member McDonald stated upon his meeting and negotiating with the parties (fire department and the town) they have come to an agreeable contract. The SSVFD has approved and executed this contract. He asked that Council now approve the contract.

The Town Attorney stated there is another contract for Council's consideration and he asked did Council want to make the approval of the SSVFD/Town contract contingent on approval of the other contract.

Council Member McDonald explained the other contract is with Fire Service Real Estate Inc. covering real property. He stated there is an additional document the attorney's are working on with this contract.

Council Member McDonald moved to accept the SSVFD/Town contract as presented with the contingency that Council review the Fire Service Real Estate, Inc. contract and consider that contract for approval today or at the latest on March 3, 2009 Council meeting. Council Member Hess seconded. The motion passed with Mayor Smith and Council Members McDonald, Hess, and Stroud and Pfizenmayer voting aye; no council member voting no and no Council Member absent.

Municipal Solid Waste Agreement

Merrie Smith, Executive Assistant, stated Hyde County had some minor changes to the agreement but they do not affect our signing the document.

The Town Attorney stated the date set for the franchise ordinance to be completed has been changed from March to July which also does not prevent Council from approving the document.

Mayor Smith moved to approve the Municipal Solid Waste Agreement Schedule C as presented. Council Member McDonald seconded. The motion passed with Mayor Smith and Council Members McDonald, Hess, and Stroud and Pfizenmayer voting aye; no council member voting no and no Council Member absent.

NEW BUSINESS – None

OTHER ISSUES

Town Manager

The Town Manager announced he would not be in attendance at the March 3 meeting that he would be in Chapel Hill for school.

The Town Manager stated the 30th Anniversary Committee is requesting an additional \$8,000 due to not getting a grant from the Tourism Board. He stated \$5,000 is budgeted for the event.

Council Member Hess moved to approve the additional \$8,000 requested by the 30th Anniversary Committee. Council Member Pfizenmayer seconded.

Mayor Smith stated in these tough economic times he has a hard time approving this request.

Council Member McDonald asked if the committee could get by with \$5,000.

Council Member Pfizenmayer, a member of the committee, stated the committee will make do with what they have. He stated this is the only thing we give back to the citizens and any amount will help. He doesn't feel \$13,000 is too much to ask for.

Mayor Smith asked if discussion had been held to charge people for the food.

Council Member Pfizenmayer stated the committee has discussed this quite a bit and feels the town should provide for some type of food. He stated we only do this once every five years and we need to think about that.

Council Member Stroud stated he supports the town providing the food for the event.

Council Member Hess stated she too supports this that it is the only thing we do to bring the people together. She offered her annual compensation to be used as part of the increase requested from the committee.

The motion passed with Council Members McDonald, Hess, and Stroud and Pfizenmayer voting aye; Mayor Smith voting no and no Council Member absent.

The Town Manager stated the Planning Board has proposed some changes in the selection of filling vacancies on the Planning Board and the Board of Adjustment as well as submitting a volunteer application brochure for Council's review and comment.

Council Member Hess stated this was briefly discussed at the Retreat and she has some concerns regarding an interviewing process by the Planning Board. She thinks staff should meet with those, who show an interest on being on a board or upon submitting an application, to provide a list of duties and the amount of time involved.

Council Member Stroud stated he has concerns about the interviewing process also. He stated we don't want to discourage someone from a volunteer position.

Mayor Smith stated the Planning Board is trying to provide a better way to select board members than has been done in the past.

The Town Manager asked Council Member Hess if she would be willing to tweak the language on the process. She agreed.

Town Attorney –None

Mayor

Mayor Smith stated due to the dog incident in Kitty Hawk the County is working on an ordinance regarding dangerous dogs.

Merrie Smith stated that ordinance will only affect unincorporated areas of Dare County. The county is asking the towns to approve a similar ordinance.

Mayor Smith asked if staff could prepare a draft ordinance possibly by the March workshop. Council Member McDonald stated any new language should only address this issue and not the entire current ordinance.

Council

Council Member McDonald stated in reading the Chamber News report the financial indicator shows property values are down by 43%, permits down by 40% and a 16% decrease on land transfer tax from last year which will need to be taken into consideration during budget time.

He thanked Council for allowing him to negotiate the fire department contract on their behalf. He stated he was looking out for the best interest of the town and there was no hidden agenda.

Council Member Hess thanked Council Member McDonald and all those involved in getting the contract approved. She thanked Council Member McDonald, the Town Manager and the Fire Department Board.

Council Member Pfizenmayer thanked Council for the additional funds for the 30th Anniversary and for all who are helping with it.

Council Member Stroud supports all that was said and he is glad to see the fire department contract worked out.

GENERAL PUBLIC COMMENT -None

Hearing no other regular business Council Member McDonald moved to go into closed session in accordance with NCGS 143.318.11 (a) (3). Mayor Smith seconded. The motion passed with Mayor Smith and Council Members McDonald, Hess, and Stroud and Pfizenmayer voting aye; no council member voting no and no Council Member absent.

Upon retuning to open session Council Member McDonald moved to approve the Fire Service Real Estate Inc. contract with the contingency that the Memorandum of Agreement be approved by the SSVFD Board and Council authorized the Town Manager to execute the agreement when received by the Fire Department. Council Member Hess seconded. The motion passed with Mayor Smith and Council Members McDonald, Hess, and Stroud and Pfizenmayer voting aye; no council member voting no and no Council Member absent.

Hearing no other business Council Member Hess moved to adjourn at 10:15 p.m. Council Member Pfizenmayer seconded. The motion passed with Mayor Smith and Council Members McDonald, Hess, and Stroud and Pfizenmayer voting aye; no council member voting no and no Council Member absent.

ATTEST:

Respectfully submitted:

Don Smith, Mayor

Carrie Gordin, Town Clerk

Exhibit A

To: Southern Shores Town Council

**Copies: Town Manager (Charlie Read)
Town Staff (Pat Forrester, Carrie Gordon, Alvin Rountree, Merrie Smith)
Planning Board (Mike Florez, Bob Palombo, Jay Russell, Nancy Wendt,**

From: Nancy Wendt, Planning Board Chair
Date: February 18, 2009
Re: Recap, Planning Board Meeting of February 17, 2009
Attach: LDA 090120 Davco Electric
Transportation Project SOW
Milestone Tracker

RECOMMENDED ACTIONS FOR THE TOWN COUNCIL:

1. **APPROVE LDA 090120** – This is an application to reconfigure one unit in the Sandy Ridge Shopping Center from retail space to a 12 seat pizza restaurant. The adjacent properties are a large undeveloped parcel to the rear and west of the shopping center and Goodwill to the east.

The proposed use is consistent with the Town Ordinance, land use and LR Plans for Southern Shores. The Planning Board and Code Enforcement both recommend approval of this application.

2. **SCHEDULE ANNUAL JOINT TOWN COUNCIL / PLANNING BOARD MEETING** – The Planning Board and Planning Advisory Group propose this meeting for June 1, 2009 from 7pm to 9pm at the Pitts Center. The purpose of this meeting would be 1) to review the state of planning, land use and permit application activity, 2) provide an interim checkpoint on Planning Advisory Committee (PAG) projects and deliverables, and 3) discuss issues, opportunities and priorities to be addressed during the second half of 2009.
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MEETING RECAP

- I. **CALL TO ORDER:** Chairperson Wendt called the meeting to order at 7:00pm. Planning Board Members Nancy Wendt, Jay Russell, Mike Florez, Bob Palombo and Sam Williams, alternate member Bill Gleason and ETJ Representative Ed Overton were present. Dave Peckens has resigned from the Board for health reasons and 1st alternate Sam Williams has moved up to a seated position on the Board. Also in attendance were Executive Assistant Merrie Smith and Code Enforcement staff members Alvin Rountree and Pat Forrester.
- II. **APPROVAL OF AGENDA:** Bob Palombo motioned to approve the agenda. Mike Florez seconded the motion. The motion passed unanimously.
- III. **APPROVAL OF MINUTES:**
Sam Williams motioned to approve the Minutes from January 20, 2009. Jay Russell seconded the motion. The motion passed unanimously.
- IV. **PUBLIC COMMENT:**
None

V. PERMIT APPLICATIONS

1. LDA #090115 Pledger Palace

Patricia Pledger, applicant, and Mike Robinson, engineer of record, presented the proposed change of use for this property from a retail store (formerly OBX Appliance) to a day care center for 100 children operated by a full time staff of 12.

The applicant plans to manage the drop off and pick up of children in shifts. For example, parents will be given specific drop off times in the morning between 6:30am and 10:00am. Pick ups at the end of the day will also be spread out so that they do not all occur at the same time. The applicant expects this will result in 5 to 10 cars coming or going per half hour on average.

Alvin Rountree presented the summary of facts for Code Enforcement. He observed that the application is incomplete at this time and the applicant has been advised regarding the outstanding items.

The following checklist reflects the current status of the application elements that need to be completed before the proposed site plan shall be acted on by the Planning Board.

- Ownership – The applicant needs to acquire the property in order to proceed with the permit application. The applicant currently has a contract to purchase the property.
- Dept of Human Services (Day Care License) – the applicant has obtained a preliminary license approval.
- Dept of Health – the applicant has obtained a preliminary approval contingent on recommended changes and upgrades to the waste water / septic system.
- Dept of Transportation – the applicant needs to review the proposed use and potential traffic impacts with DOT.
- Fire Inspector and SSVFD – the Fire Inspector has reviewed the application for fire code compliance. The applicant needs to review the plan with the SSVFD.
- Security Lighting – the applicant needs to provide a lighting plan
- Landscaping – the applicant needs to provide a landscaping plan that reflects changes and improvements to the vegetative buffers.

Chairperson Wendt reminded the Planning Board members that their objective in reviewing this application is to understand the potential impact the proposed conditional use will have on adjacent property owners and on Southern Shores and to ensure that the applicant provides evidence that appropriate actions will be taken to fully comply with all mitigating conditions that apply to this use.

Mitigating Conditions – current status is as follows:

- Transportation and Transportation Systems – the applicant needs to review the proposed plan with NC DOT. The proposed day care center could have a significant impact on adjacent property owners and the town in terms of the added traffic volume on the service road and at the intersection of the service road and R 158. Several Planning Board members raised concerns about this increased traffic volume. The applicant's plan to manage drop offs and pick ups in shifts will help to mitigate this impact. When the application is completed the Planning Board will revisit this condition with the applicant.

- Stormwater – the original use on this lot addressed stormwater management issues. The changes proposed by the applicant do not appear to create the need for any additional mitigating conditions.
- Landscaping – the applicant is planning to improve the vegetative buffers. These improvements need to be presented in a landscaping plan.
- Noise – Use of the outdoor play areas will be managed in shifts so that no more than half of the children (up to 50 children) will be in the outdoor play area at any given time. Outdoor play shifts will run from 10am to noon and from 3:15pm to 5:30pm in the winter and 7:30pm in the summer.
- Hours of Operation – the center will operate Monday through Saturday from 6:30am to midnight.
- Other – no other mitigating conditions have been requested at this time.

The next steps for this application are for the applicant to address the incomplete items listed above before returning to the Planning Board. Chairperson Wendt suggested that the applicant prepare a short letter to describe how the center will operate and what steps the applicant will take to ensure that potential impacts on adjacent property owners will be mitigated.

2. LDA #090120 Davco Electric, Inc.

Daniel Peck, owner of the proposed restaurant, and Mike Davenport, applicant and owner of the building, presented the proposed change of use from retail space to a 12 seat pizza restaurant to the Planning Board.

Alvin Rountree reported that the application is complete and meets all the requirements for the proposed conditional use. Pat Forrester clarified that the proposed restaurant had been reviewed by the building inspector and meets the square foot requirement for building permit. The percentages for a restaurant 20% for food preparation, 75% of all customer seats designated for full-service, full-menu, dining and no more than 15% for accessory uses such as entertainment, which is not applicable to this application. Code Enforcement recommends approval.

The applicant provided the Planning Board with the required engineer sealed copy of the plan. After a brief discussion of the standard conditions which are required for this use, a motion to recommend approval was made by Mike Florez. The motion was seconded by Sam Williams. The motion passed unanimously.

The proposed use and therefore this recommendation for the Town Council to approve LDA #090120 with standard conditions is fully consistent with the town's existing land use and LR comprehensive plans for conditional uses in the Conservation I district.

VI. OTHER BUSINESS – OLD

1. Proposed Ordinance No. 2008-10-01pb Non-Conforming Side Yard Setbacks –

A public hearing on this proposed ordinance was held on February 3, 2009. Following the hearing the Town Council voted unanimously to approve this ordinance.

2. Proposed Text Amendment Change Height Calculation Formula – Pat Forrester reported that Code Enforcement has put this ordinance on hold until April or later.

VII. OTHER BUSINESS – NEW

1. **Transportation Team Statement-of-Work (SOW)** – Bob Palombo, team leader, presented the SOW. The Planning Advisory Committee accepted the SOW and it will be transmitted to the Town Council. (See Attached.)
2. **Planning Advisory Group (PAG) Meeting Schedule** – Nancy Wendt reported that the PAG has established the 1st Monday of the month from 7pm to 9pm as their regular meeting time. These monthly meetings will be used for either public workshops on planning topics or for PAG working sessions. These meetings will begin in April. Planned topics are as follows:
 - **April 6, 2009 – LR Transportation Plan Public Workshop.** The objectives of this workshop are to:
 - ~ Present the Transportation project team's preliminary findings regarding traffic measurement data and traffic issues
 - ~ Discuss the project team's preliminary recommendations regarding road classifications and a transportation system approach
 - ~ Answer questions and to listen to public comments and concerns.
 - **May 4, 2009 – LR Wireless Communications Plan Public Workshop.** The objectives of this workshop are to:
 - ~ Present the Wireless Committee's preliminary findings regarding cellular signal coverage within Southern Shores.
 - ~ Discuss the project team's preliminary recommendations regarding proposed ordinance changes that would encourage tower companies and carriers to consider investing in new wireless facilities that would improve the quality and range of signal coverage throughout Southern Shores.
 - ~ Answer questions and to listen to stakeholder and public comments and concerns.
 - **June 1, 2009 – Annual Joint Town Council and Planning Board meeting.** The objectives of this workshop are to:
 - ~ Review the state of planning, land use and permit application activity in Southern Shores
 - ~ Complete an interim checkpoint on Planning Advisory Committee (PAG) projects and deliverables
 - ~ Discuss issues, opportunities and priorities to be addressed during the second half of 2009.
3. **Open Meetings Compliance** – Nancy Wendt distributed Ben Gallop's email response regarding the adequacy of PAG's current practices for complying with NC open meetings law and Southern Shores open meetings policy. Ben Gallop believes that the Planning Board and the PAG are "doing pretty well" with the following guidelines and does not see the need for any changes.
 - Regularly scheduled meetings (1st Monday of the month for PAG Meetings / Workshops and 3rd Monday of the month for Planning Board meetings) are published in advance.

- A minimum of 48 hours notice is provided for all “special meetings” (this requirement applies to all project team and Committee “working sessions”)
- All meetings are open to the public with the opportunity for Public Comment permitted as follows:
 - ~ No public comment at project team “working sessions”
 - ~ Open dialog and discussion at all public outreach workshops
 - ~ Public comments limited to 3 minutes per person at regularly scheduled monthly meetings of the Planning Board and the Planning Advisory Meeting.
 - ~ Written minutes summarizing discussions, decisions and supporting logic are published, kept on file in the Town Offices and made available to anyone who requests them.
- Copies of Statements-of-Work and other key documents for each project and each Committee are kept on file in the Town Offices and made available to anyone who requests them.

VIII. PAG COMMITTEES AND PROJECTS

1. **ACTIVE CAMA Land Use Plan** (S. Williams) – For discussion purposes, the required update of the CAMA Land Use Plan (LUP) can be divided into two phases. Phase I consists of data gathering, writing the first draft of the plan and submitting the draft LUP to the State for its review. Phase I has been completed.

2. Phase II of the CAMA Land Use Plan (LUP) update started with the receipt of the State’s comments on the August 2008 draft of Southern Shores’ LUP. Several Phase II efforts have been completed. Among these are:

- Meeting with a State representative to clarify some of the State’s comments on the LUP
- Close-out of the CAMA LUP grant
- Approval of the proposed approach for the Phase II updating of the Southern Shores’ CAMA LUP by both the Planning Board and Town Council.

The approach for completing the LUP update includes: responding to the State’s comments on the August 2008 draft plan, limiting the update to CAMA required information, including only Southern Shores’ related information, reviewing/revising selected sections (e.g., the vision, goals, policies and actions) of the plan, providing additional opportunities for community input, and working with the State as we proceed to minimize any problems that might occur down the line.

Current CAMA LUP update efforts focus on:

- Preparation and review of responses to the State’s comments on the August 2008 draft LUP
- Preparation for review/revision of the vision statement, and the policies and actions. The Steering Committee and public will be involved in these efforts.

The next draft of the LUP is expected to be completed in mid-April. The LUP Steering Committee, Planning Board, Town Council and the public will have about a month to review and approve this LUP draft before it is sent to the State for its next review. A workshop to give an overview of the revised draft LUP and an opportunity to provide initial comments on the draft LUP has been scheduled near the beginning

of the review process. The workshop has been scheduled for April 21, 2009, from 1:00 until 4:00.

- 3. ACTIVE LR Comprehensive Planning** (M. Florez) - The task list for this project has been added to the milestone tracker with dates assigned to each task for start and completion (see attached).

Regarding the first deliverable, a summary of land use vision statements from existing LR Plans, the 2005 Long Range Plan has been reviewed for land use elements and a draft summary is in progress. Other plans will be added to the summary as they are reviewed.

Creation of a "Criteria for Consistency" tool for reviewing Planning Board recommendations and Town Council decisions that affect land use and zoning has begun. A first cut will be available for Planning Board review at the March 16th meeting.

Work on the other key deliverable, a "Model" LR Plan template and guidelines will begin in March.

- 4. ACTIVE LR Transportation Plan** (B. Palombo) - Two meetings of the P.A.G. Transportation Project have been held at this point. The focus of the project is to propose a comprehensive LR Transportation Plan for Southern Shores. This plan will include strategies to address transportation issues including, but not limited to: the safety of pedestrian and vehicle movement throughout TOSS, road maintenance and improvement, traffic calming devices, storm water retention solutions, and multi-use paths and sidewalks.

In an effort to reflect the wishes of all Southern Shores residents and property owners, this project will conduct information sessions as part of the overall Planning Advisory Group. The first information session will be held April 6, 2009 from 7pm to 9pm to review cut-through traffic management.

The Transportation Project will present its findings to the Council no later than June 2009. Based upon Council's acceptance/rejection of the approaches recommended, additional projects will move forward on specific transportation issues. The original Transportation Project will conclude its work once the Council has been presented with the June report.

- 5. INACTIVE Roads/Streets Evaluation Committee:** (D. Peckens)
Bill Gleason reported that the Kingfisher / Soundview Trail project is done, the bid on Juniper Trail came in lower than estimated in the CIP and the Hickory Trail bids will be submitted in March.
- 6. INACTIVE Stormwater Management Committee** (J. Russell) – no activity.
- 7. ACTIVE Wireless Committee:** (L. Lawhon) – Larry Lawhon reported that industry players are responding enthusiastically to invitations to meet with the Wireless Committee to present their technical requirements for wireless facilities. The status of these meetings is as follows:

- a. **Sprint / Nextel** – This meeting was held on February 17, 2009.
- b. **US Cellular** – Invitation has been accepted and the meeting date is to be determined.
- c. **ATT** – This meeting was held on February 11, 2009.
- d. **Verizon / Alltel** – An initial meeting was held with Verizon and their tower partner on December 16, 2008. A follow up tour with their RF engineers will be scheduled in February.

The next Wireless Committee meeting is scheduled for February 25, 2009 7pm Pitts Center.

8. **INACTIVE Hazard Mitigation Committee** (M. Florez & B. Palombo) No activity.
9. **CIP Project for 2009** (B. Gleason) – Bill Gleason reported that the task force is inactive at the moment. All effort is being directed to supporting town staff in the preparation and presentation of the operating budget for fiscal 2009-2010.

IX. Other Items:

1. **Administrative Items**

Merrie Smith is the control point for the Milestone Tracker now. Please send all updates to her.

2. **Code Enforcement Items:**

None

3. **Chairperson Items:**

Nancy Wendt asked the Planning Board members to consider alternatives to separate the PAG status reporting (committee and project reports) from the official business of the Planning Board which is permit applications and zoning ordinance changes. One option is to hold a brief PAG “business meeting” for the purpose of status reporting prior to the regularly scheduled PAG meetings on the 1st Monday of the month.

4. **Planning Board Member Items:**

None

X. ANNOUNCEMENTS:

The next regular meeting of the Planning Board is scheduled for Monday, March 16, 2009 at 7pm at the Pitts Center.

XI. ADJOURNMENT:

Upon motion, the Planning Board meeting adjourned at 9:10pm.