

**PLANNING COMMISSION
REGULAR MEETING MINUTES**

**Friday January 12, 2024
3:00 P.M.**

Town Hall

Members Present: Caleb Pozsik, Josh Edwards, Clay Cannon, and Erin Wessinger

Members Absent: Rae Davis

Staff Present: Town Administrator Nicholle Burroughs, Town Clerk Shannon Bowers

Call to Order: Vice Chair Pozsik called the meeting to order at 3:18 p.m., determined there was a quorum, and acknowledged the appropriate notifications in compliance with the SC Freedom of Information Act had been met.

Approval of Minutes: Member Cannon made the motion to approve the March 7, 2023 work session minutes as presented. Member Edwards seconded the motion. Motion passed unanimously.

Vice Chair Caleb Pozsik: Yes
Member Clay Cannon: Yes
Member Josh Edwards: Yes
Member Erin Wessinger: Yes

Member Edwards made the motion to approve the March 7, 2023 regular meeting minutes as presented. Member Cannon seconded the motion. Motion passed unanimously.

Vice Chair Caleb Pozsik: Yes
Member Clay Cannon: Yes
Member Josh Edwards: Yes
Member Erin Wessinger: Yes

Member Wessinger made the motion to approve the December 14, 2023 UDO Committee minutes as presented. Member Edwards seconded the motion. Motion passed unanimously.

Vice Chair Caleb Pozsik: Yes
Member Clay Cannon: Yes
Member Josh Edwards: Yes
Member Erin Wessinger: Yes

Public Comments related to agenda items:

There were no public comments.

Action Items

Elections

Administrator Burroughs began by stating that Chair Davis requested that her statement nominating Caleb Pozsik as Chair of the PC be included. Member Cannon moved to approve the nomination. Member Wessinger seconded the motion. No further discussion, vote to elect Caleb Pozsik as Chair of the PC was as follows:

Member Clay Cannon: Yes

Member Josh Edwards: Yes
Member Erin Wessinger: Yes
Member Caleb Pozsik: Yes

Administrator Burroughs stated that Rae Davis expressed her interest in continuing to serve as the Vice Chair of the PC, if the board was agreeable. Member Cannon moved to approve the nomination. Chair Pozsik seconded the motion. No further discussion, vote to elect Rae Davis as the Vice Chair was as follows:

Chair Caleb Pozsik: Yes
Member Clay Cannon: Yes
Member Josh Edwards: Yes
Member Erin Wessinger: Yes

Policy Review: Chair Pozsik suggested including a statement in the PC procedures regarding term limits for Chair/Vice Chair. The PC was agreeable to this amendment, specifying that the Chair/Vice Chair could not serve more than 2 consecutive terms in the respective seats, with a one year break. Administrator Burroughs stated that staff would make the necessary change, and bring it back before the PC at their next meeting.

2024 Meeting Calendar:

PC discussed the 2024 calendar. Suggestions were made to move the following dates due to scheduling conflicts and holidays: April 2, 2024 to April 9, 2024, July 2, 2024 to July 9, 2024, and September 3, 2024 to September 10, 2024. With no further discussion, Member Wessinger moved to accept the 2024 Calendar as amended. Member Cannon seconded the motion. Motion to approve calendar as amended passed unanimously.

Chair Caleb Pozsik: Yes
Member Clay Cannon: Yes
Member Josh Edwards: Yes
Member Erin Wessinger: Yes

Unified Zoning and Development Ordinance (UDO): Member Cannon moved to approve the draft of the UDO with the recommendation to Town Council. Chair Pozsik seconded the motion. No further discussion, motion passed unanimously.

Chair Caleb Pozsik: Yes
Member Clay Cannon: Yes
Member Josh Edwards: Yes
Member Erin Wessinger: Yes

Open Comments for PC Members and staff: Administrator Burroughs updated the PC on the search for a new Zoning Administrator. She stated interviews were being conducted and hopes to make an offer in the coming weeks. She also asked that the PC have a little patience with staff through this process to make it go as smooth as possible and encouraged them to reach out to staff if anything comes up. She commended the PC on their work on the UDO, and stated that the job now lies with staff to present to Town Council.

Adjournment: Member Clay Cannon moved to adjourn the meeting. Chair Pozsik seconded the motion. The meeting was adjourned at 3:55 p.m.

PC APPROVED (Date): _____

Caleb Pozsik, PC Chair

ATTEST: _____
Shannon Bowers, Town Clerk

DRAFT