



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

Town of Jamestown  
Planning Board  
June 10, 2019  
6:30 pm

Agenda

1. Call to Order- Sarah Glanville, Chair of the Planning Board
2. Roll Call- Matthew Johnson, Assistant Manager/Planning Director
3. Approval of minutes from the January 14, 2019 meeting
4. Discussion: Making Plans for the Changing Landscape of the Main Street Business District- Sarah Glanville, Chair of the Planning Board
5. Discussion: Reflecting upon the Implementation of the current Comprehensive Land Development Plan and preparing for an update to the Comprehensive Land Development Plan- Sarah Glanville, Chair of the Planning Board
6. Public Comment Period
7. Other Business
8. Adjournment



Town of Jamestown  
Planning Board

*Welcome to the Town of Jamestown Planning Board meeting. We appreciate your interest and we encourage public participation in our meeting. Your comments are important to our decision making process. Please note that there will be opportunities during the meeting for you to address the Board members. The first opportunity will come if there is a public hearing on the agenda, when the Chairman declares the hearing open for comment. The second opportunity to address the Board will come near the end of the agenda when the Chairman will inquire if anyone wishes to address the members of the Board. Anyone addressing the Board will approach the podium; give your first and last name and your complete physical address. Comments may be limited to three minutes.*

TO: Planning Board Members

FROM: Matthew Johnson, AICP - Director of Planning

RE: **Regular Meeting**  
**Monday, June 10, 2019 – 6:30 PM**  
**Jamestown Town Hall, Council Chambers**

Items on the agenda:

1. Call to Order – Sarah Glanville, Chair of the Planning Board
2. Roll Call – Matthew Johnson, Director of Planning
3. Approval of minutes from January 14, 2019, meeting – Sarah Glanville, Chair of the Planning Board
4. Discussion: Making Plans for the Changing Landscape of the Main Street Business District – Sarah Glanville, Chair of the Planning Board
5. Discussion: Reflecting Upon the Implementation of the Current Comprehensive Land Development Plan and Preparing for an Update to the Comprehensive Land Development Plan – Sarah Glanville, Chair of the Planning Board
6. **Public Hearings:**  
*Procedure: Staff will present the case to the Board, followed by commentary from the applicant. The Chair will open the public hearing and request to hear from both those in favor and those opposed. If you wish to address the Board during the public hearing, please come to the podium and state your name and address for the record. Speakers may have up to 3 minutes to address the Board. Please note, this is not a time for dialogue or discussion and the Board may or may not engage with you at this time, even if direct questions are asked. **Once the public hearing is closed, no one may speak on the issue unless specifically requested by the Board Chair.***

## None Scheduled

### 7. Public Comment Period:

*Procedure: The Board Chair will ask the Town Clerk if anyone has signed up to speak to the Board. It is advisable that if you wish to address the Board that you see the Town Clerk prior to the start of the meeting. Once you have been recognized by the Chair, please come to the podium and state your name and address for the record. Speakers may have up to 3 minutes to address the Board. Please note, this is not a time for dialogue or discussion and the Board may or may not engage with you, even if direct questions are asked.*

### 8. Adjourn

9. Next regularly scheduled meeting will be July 8, 2019, at 6:30pm in the Council Chambers.

**WORKING AGENDA**

*Items on the agenda:*

**1. CALL TO ORDER**

- i. Welcome to the **June 10, 2019, regularly scheduled Planning Board meeting**. In order to allow all attendees to be able to hear Board business, I would ask that at this time, members of the board and the audience please set your cell phones to "SILENT". As a reminder, public comments are welcome during public hearings and during the "PUBLIC COMMENT" portion of the agenda. Speakers during that portion of the meeting will be limited to 3 minutes per speaker.

**2. ROLL CALL**

	Present	Absent
Sarah Glanville	<input type="checkbox"/>	<input type="checkbox"/>
Art Wise	<input type="checkbox"/>	<input type="checkbox"/>
Eddie Oakley	<input type="checkbox"/>	<input type="checkbox"/>
Ed Stafford	<input type="checkbox"/>	<input type="checkbox"/>
Russ Walker	<input type="checkbox"/>	<input type="checkbox"/>
Richard Newbill, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Steve Monroe, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Robert Lichauer, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Sherrie Richmond, ETJ	<input type="checkbox"/>	<input type="checkbox"/>
Rebecca Rayborn, Council Rep.	<input type="checkbox"/>	<input type="checkbox"/>

**3. Approval of Minutes: Jan. 14 2019, regular meeting – Sarah Glanville, Chair of the Planning Board**

- a. **Request from Staff: Staff requests approval of minutes from Jan. 14, 2019, regular meeting as presented.**
  - i. **Motion:**
  - ii. **Second:**
  - iii. **VOTE:**

**4. Discussion: Making Plans for the Changing Landscape of the Main Street Business District – Sarah Glanville, Chair of the Planning Board**

5. Discussion: Reflecting Upon the Implementation of the Current Comprehensive Land Development Plan and Preparing for an Update to the Comprehensive Land Development Plan – Sarah Glanville, Chair of the Planning Board
6. Public Hearings – None Scheduled
7. Public Comment
  - a. *Reminder from Board Chair to audience: The Board Chair will ask the Town Clerk if anyone has signed up to speak to the Board. It is advisable that if you wish to address the Board that you see the Town Clerk prior to the start of the meeting. Once you have been recognized by the Chair, please come to the podium and state your name and address for the record. Speakers may have up to 3 minutes to address the Board. Please note, this is not a time for dialogue or discussion and the Board may or may not engage with you, even if direct questions are asked.*
8. Adjourn
  - a. Motion to adjourn:
  - b. Second:
  - c. VOTE:
9. Next regularly scheduled meeting will be July 8, 2019, at 6:30pm in the Council Chambers.

**Chair**  
Sarah Glanville

**Town Manager**  
Kenneth C. Cole

**Town Attorney**  
Beth Koonce



**Planning Board Members**  
Art Wise, Vice Chair  
Eddie Oakley  
Ed Stafford  
Russ Walker  
Richard Newbill, ETJ  
Steve Monroe, ETJ  
Robert Lichauer, ETJ  
Sherrie Richmond, ETJ  
Rebecca Rayborn, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

---

**ITEM ABSTRACT:** Approval of Minutes from the January 14, 2019 meeting

**AGENDA ITEM #:** 3

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

---

**MEETING DATE:** June 10, 2019

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie McBride, Town Clerk

---

**SUMMARY:**

Minutes from the January 14th Planning Board meeting

---

**ATTACHMENTS:** Minutes from the January 14, 2019 meeting

**RECOMMENDATION/ACTION NEEDED:** Staff recommends approval of minutes from the January 14th Planning Board meeting

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Planning Board Member makes a motion to approve/amend minutes from the January 14th meeting

**FOLLOW UP ACTION NEEDED:** N/A

**DRAFT**

**Planning Board Meeting  
January 14, 2019  
6:30 pm  
Council Chambers**

**Planning Board Members Present:** Art Wise, Chair; Sarah Glanville, Vice Chair; & Russ Walker

**Planning Board Members Absent:** Ed Stafford & Eddie Oakley

**Town Council Representative:** Rebecca Mann Rayborn

**Staff Present:** Kenny Cole, Matthew Johnson, & Katie McBride

**Visitors Present:** Bob Lichauer (ETJ Member), & Marty Jones

Russ Walker arrived at 6:35 pm

1. **Call to Order-** Wise called the meeting to order.
2. **Roll Call-** Johnson took roll call as follows:

Art Wise- Present  
Sarah Glanville- Present  
Eddie Oakley- Absent  
Ed Stafford- Absent  
Russ Walker- Absent

3. **Approval of minutes from the October 8, 2018 meeting-** Glanville made a motion to approve the minutes from the October 8<sup>th</sup> meeting. Walker made a second to the motion. The motion passed by unanimous vote.

4. **Organizational Meeting**

- A. **Election of Board Chair-** Johnson stated that the Planning Board must name a Chair and a Vice Chair every year. He said that the Rules of Procedure state that staff run the meeting until a new Chair is named. Johnson asked if there were any nominations for Chair of the Planning Board.

Wise nominated Sarah Glanville to become Chair of the Planning Board. He said that his term would expire next year. He noted that he thought it would be a good idea to have a new Chair while he was on the Board for a year in case they needed guidance.

Johnson asked if there were any other nominations. There were none.

Wise made a motion to appoint Glanville as the Chair of the Planning Board. Walker made a second to the motion. The motion passed by unanimous vote.

- B. Election of Board Vice Chair-** Glanville said that it was time to begin taking nominations for Vice Chair of the Board.

Glanville nominated Wise to be the Vice Chair of the Planning Board. There were no other nominations.

Glanville made a motion to appoint Wise as the Vice Chair of the Planning Board. Walker made a second to the motion. The motion passed by unanimous vote.

5. **Public Comment-** Nobody signed up.
6. **Other Business-** There was no other business discussed.
7. **Adjournment-** Walker made a motion to adjourn. Wise made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 6:41 pm.