

**PLANNING AND
COMMUNITY DEVELOPMENT**

Allen McNeill, Interim Director
Darby Terrell, Planner
Beth Webb, Administrative Support



106 East Morgan Street, Suite 207
Brevard, NC 28712
828.884.3205
planning.transylvaniacounty.org

**Cedar Mountain Small Area Plan Committee
Regular Meeting Minutes
July 28, 2020 at 6:00 p.m.
Commissioners Chambers, 101 South Broad Street**

- I. **Welcome** – Chairman, Curley Huggins called the meeting to order at 6:03 pm, without Vice-Chair Lucia Gerdes and Committee Member Candy Gray. Vice-Chair Lucia Gerdes and Committee Member Candy Gray were present later in the meeting. Committee Members present at the start of the meeting were Mark Tooley and Tom Oosting. Chairman Huggins introduced the present staff members Darby Terrell, Planner and Allen McNeill, Interim Director of Planning and Community Development. There was one audience member physically present, Mr. Richard “Kimsey” Jackson, Chairman to the Planning Board. There were no Media present.
- II. **Public Comment** (15 minute time limit. Speakers are limited to three minutes.)
There was no public comment given at this time.
- III. **Agenda Modifications**
With no additions requested Chairman Huggins asked to have a motion to approve the agenda for the meeting of July 28th, 2020. Mr. Tom Oosting motioned to approve the agenda as presented, Mr. Tooley seconded and it was unanimously approved.
- IV. **Consent Agenda-**
 - A. Minutes (June 23, 2020)
Chairman Huggins asked for the motion to approve as presented the minutes for the June 23, 2020, Mr. Tooley motioned to approve the minutes, seconded by Mr. Oosting and it was unanimously approved.
- V. **Presentation/Recognitions**
 - A. Small Area Planning
Mr. McNeill presented a slideshow with information on the best practices of creating a Small Area Plan. There was a brief discussion following the presentation where committee members asked clarifying questions to Mr. McNeill.
 - B. Cedar Mountain Small Area Plan Public Input Survey Update
Mr. McNeill gave a brief update on the survey that was sent out to the public and property owners within the planning boundary. Mr. McNeill informed the committee that the survey was available to the public from June 26, 2020 through July 20, 2020.

According to Mr. McNeill, the survey produced more than 560 respondents which staff felt very positive about considering the survey was only open for three weeks. Staff has not been able to fully review the responses and the data from the survey. The August 25th meeting will have a more in-depth look at the results and data gained from the survey. From the information staff was able to review, they estimated that the respondent rate for the planning boundary's estimated population was around 34%.

VI. Old Business

A. Draft of Cedar Mountain Small Area Plan History Section

Staff provided a revised copy of the Cedar Mountain Small Area Plan History section to the committee prior to the meeting. The committee had considered the original draft at their meeting on June 23rd, 2020 and directed staff to work with a local historian to make revisions and bring it back to the committee. After a brief discussion of the changes, Mr. Tooley motioned to accept the edits added to the draft History Section and approve the draft to be included into the Cedar Mountain Small Area Plan, the motion was seconded by Vice-Chair Gerdes, and it was unanimously approved.

VII. New Business

A. New FAQ Discussion for the County Website

Staff informed the committee that this item was placed on the agenda at the request of the Chairman. Members of staff that were no longer employed by the County had previously prepared an FAQ document about the Small Area Plan and placed it on the County website. Current staff identified that some of the documents content was no longer relevant or incorrect and removed it from the website. The Committee went into discussion about if there was a need to have an FAQ tool about the small area plan on the County website on the Planning and Community Development Department's webpage. After discussion, the committee determined that there is no need to have a new FAQ on the webpage at this time. Mr. Tooley motioned to table the FAQ until there is a need to have it on the website, Vice-Chair Lucia Gerdes seconded and it was unanimously approved.

B. Draft Cedar Mountain Small Area Plan Current Natural and Cultural Resources Section

Staff informed the committee that they had received a revised copy of this draft from a committee member prior to the meeting. After brief discussion, the committee felt it appropriate to be allowed some time to review this revised draft before discussing the section at length. Staff asked committee members to send future revisions to staff to be able to accurately change the text how the committee would want them. Chairman Huggins asked for a motion to table the draft Cedar Mountain Small Area Plan Current Natural and Cultural Resources section to their next meeting on August 25th. Mr. Tooley made the motion, Mr. Oosting seconded and it was unanimously approved.

C. Draft Cedar Mountain Small Area Plan Demographics Section

The Committee had a discussion on the proposed Demographics section of the plan and asked staff to compile maps that distinguish commercial, residential, and agricultural properties within the planning boundary. Chairman Huggins asked for a motion to table the Demographics section until the next meeting. Mr. Oosting made

the motion, Vice-Chair Gerdes seconded and it was unanimously approved.

D. October Public Workshops Discussion

The committee discussed at length the possible options of locations and ways to meet the public workshop requirement outlined in the approved small area planning process with the restraints of COVID-19. Some discussion revolved around meeting places within the planning boundary such as the Cedar Mountain Community Center or the Rocky Hill Baptist Fellowship Hall. As well as ways to do virtual meetings, a possible new survey, and other examples of meetings. Staff was directed to come up with possible options for the upcoming meeting. Mr. Tooley motioned to table the discussion, so that staff can present options to the committee at the next meeting, seconded by Vice-Chair Gerdes, and approved unanimously.

E. Cedar Mountain Small Area Plan Goals Discussion

The Committee members discussed possible goals of the small area plan. The goals that are identified will give staff direction as to what planning tools can be used to help implement those goals in the future. Staff provided the committee multiple examples of small area plan goals and Chairman Huggins read them aloud. Committee members focused on a couple of possible ideas that could be selected as goals those being, Promoting Small Businesses within Cedar Mountain, Protecting the Natural Resources, Addressing the Floodplain and Floodway within Cedar Mountain, and Protecting the rural aesthetics of Cedar Mountain. At this time, no direct action was made by the committee to accept any goals discussed as official goals for the plan. The committee chose to table the item and wait to receive an in-depth report on their public input survey before going any further with their discussion.

F. Director's Report

Mr. McNeill informed the committee that the Planning and Community Development department has moved back to their office and the office is open to the public.

VIII. Public Comment (15-minute time limit. Speakers are limited to three minutes.)

There was one comment from the public received during the comment section and was read aloud:

Sasha Jones asked if the ability to send out postcards or advertise was available to the committee to be able to communicate about the committee and its purpose prior to the announcements of the survey being sent out. Staff answered there was the ability for the department, but the survey budget was taken from different budget line items for the department.

There were more comments received by staff from the public, but they were not received until after the meeting was adjourned.

IX. Committee Members' Comments

Chairman Huggins asked staff to have feedback from the County Manager, Jaime Laughter to the committee to make sure she is happy with the committee's progress as the representative of the

Board of Commissioners.

Mr. Oosting asked for staff to reach out to the media for them to be present for the next meeting in August.

X. ADJOURNMENT

Vice-Chair Gerdes motioned to adjourn the meeting at 8:20 p.m., the motion was seconded by Mr. Oosting and approved unanimously. The next Cedar Mountain Small Area Plan Committee meeting is scheduled for Tuesday, August 25th, 2020 at 6:00 p.m. in the Commissioners' Chambers.

MINUTES APPROVED


Curley Huggins, Chairman


Darby Terrell, Recording Secretary