

Special Training Session  
Town Council and the Planning Board  
Civic Center  
June 20, 2011  
3:00 pm – 7:00 pm

Minutes & General Account

Council Members Present: Mayor Keith L. Volz and Mayor Pro Tem Georgia Nixon-Roney

Planning Board Present: Chair Kerry Miller, Vice Chair Eddie Oakley, Art Wise, Dot Perdue, Lynn Montgomery, and Richard Newbill

Staff Present: Chuck Smith, Matthew Johnson and Martha Wolfe

Presenter: Dave Owens, School of Government

Visitors Present: Buddy Mann and Carol Brooks of the Jamestown News

Dave Owens first outlined the legal side of planning and development. He explained roles and types of decisions; legislative, Quasi-Judicial, advisory and administrative.

Owens described the roles and responsibility of the Planning Board. He described and answered questions about special use and conditional use.

Council Member Nixon-Roney asked for a Planning Board check list to accompany each case that is presented to the Council. The check list may include but not limited to:

- Neighborhood meeting/Community involvement
- History of the property
- Any research done on the property
- How the rezoning relates to the Land Development Plan
- How it affects the environment

Another suggestion from the meeting was to appoint a Council Liaison to the Planning Board.

Owens answered question from the Council and the Planning Board members.

The session ended at 7:00 pm