

**REGULAR MEETING OF
THE VILLAGE OF CLEMMONS PLANNING BOARD
May 16, 2023 MINUTES**

The Village of Clemmons Planning Board met on May 16, 2023 at 6:00 p.m. The meeting was held at Village Hall, Clemmons, North Carolina. The following members were present: Kevin Farmer, Tressa Krenzer, Tom Mekis, and Randy Wooden. Members Rob Cockrum, Lanny Farmer, and Carolyn Miller were absent. Planning Director Doug Moore and Planner Caroline Drake were also present.

I. CALL TO ORDER

Chairman Tom Mekis called the meeting order at 6:01 p.m.

II. APPROVAL OF MINUTES for April 18, 2023 meeting

Randy Wooden made a motion to approve the minutes as presented. Kevin Farmer seconded the motion which was unanimously approved.

III. CHANGES AND/OR APPROVAL OF AGENDA

There were no changes to the agenda. Kevin Farmer made a motion to approve the agenda as presented. Randy Wooden seconded the motion which was unanimously approved.

IV. ANNOUNCEMENTS

There were no announcements.

V. PUBLIC COMMENTS

There were no public comments.

VI. BUSINESS

- A. Training Session** – Planning Staff held a training session (attached hereto as Exhibit A and incorporated as a part of the minutes).
- B. Staff Report** – Next scheduled meeting on June 20, 2023.

VII. FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

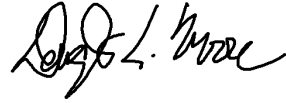
VIII. ADJOURNMENT

Randy Wooden made a motion to adjourn at 7:27 p.m. Kevin Farmer seconded the motion which was unanimously approved.

Respectfully submitted,



Caroline Drake, Planner



Doug Moore, Secretary

Planning Board Training

Village of Clemmons
May 16, 2023

Topics

- Overview of Land Use Decisions
- Legislative vs. Administrative Decisions
- Template for Motions
- Consistency Statements
- Roberts Rules of Order

5/16/2023

Planning Board Training

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Types of Land Use Decisions



Administrative



Legislative



Quasi-judicial

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Land Use Decisions

Administrative

Typically administered by

Staff

Examples

Minor modifications to site plan

Sign permits

Zoning permits

Scope

Based on clear, objective standards in the UDO

Routine & nondiscretionary

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Land Use Decisions

Legislative

Administered by

Village Council

Examples

Zoning map amendments (rezonings)

Text Amendments

Scope

More discretionary

Consideration of consistency with the Comprehensive Plan (*Clemmons Community Compass*)

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Land Use Decisions

Quasi-Judicial

Typically administered by

Zoning Board of Adjustment

Examples

Appeals of Administrative Decisions

Variances

Special Use Permits

Scope

Based on sworn testimony and *competent, material, and substantial* evidence

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Development Approvals Comparison

	Zoning Map Amendment	Preliminary Subdivision Approval
Land Use Decision Type	Legislative	Administrative
Public Input/Notice Required?	Yes	No
Standards	Public interest	Objective
Discretion	Broad	Very little

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Land Use Decisions

Template for Motions

For approval:

"I move to adopt the consistency statement as stated in the Planning Board Statement and recommend approval for the zoning map amendment for Zoning Docket C-XXX."

For approval with modifications:

"I move to adopt the consistency statement as stated in the Planning Board Statement and recommend approval for the zoning map amendment for Zoning Docket XXX, with the modification(s) that _____."

For denial:

"I move to adopt the inconsistency statement as stated in the Planning Board Statement and recommend denial for the zoning map amendment for Zoning Docket C-XXX."

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Land Use Decisions

Consistency Statements

Per G.S. §160D-604(d)

Plan Consistency.

"When conducting a review of proposed zoning text or map amendments pursuant to this section, the planning board shall advise and comment on whether the proposed action is consistent with any comprehensive or land-use plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive or land-use plan shall not preclude consideration or approval of the proposed amendment by the governing board."

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Land Use Decisions

Consistency Statements

- Required for zoning map amendments (rezonings) and zoning text amendments
- Must be a *written* recommendation
- Stating that the amendment is inconsistent does not mean that Council cannot move forward with considering it
- Draft statements from staff ("Planning Board Statement") can be used partially or entirely by the Board

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Land Use Decisions

Robert's Rules of Order

Making a motion

1. Main: "I move that...."
2. Second: "Second"
3. Chair states the motion
 - Mover confirms the wording
 - "It has been moved and seconded." The motion now belongs to the board.
4. Debate
5. Chair "puts" the question
 - "Is there any further debate?" or "Are you ready for the question?" "The question is on...."

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Land Use Decisions

Robert's Rules of Order

Friendly Amendment

A friendly amendment is an amendment to a motion under debate that all parties perceive as an enhancement to the original motion, often only as a clarification of intent.

Friendly amendments are often allowed by the chair after consent by the original mover of the motion.

FRIENDLY AMENDMENTS

- Approved by all sponsors of the resolution.
- Most commonly, non-contentious, non-substantive matters. Substantive matters that alter the content of the resolution.
- Automatically added without a vote as soon as submitted to the Chair.

Note: A "friendly amendment" is a change to a resolution that everyone is in favor of, while an "unfriendly amendment" does not have everyone's support.

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Land Use Decisions

Robert's Rules of Order

Amending a motion

Options include:

- To insert or strike out words/paragraphs
 - "I move to insert the words...."
 - Specify where words should be inserted
 - "I move to strike out the words...."
- To substitute a paragraph
 - "I move to substitute for the pending motion the following:
....."

Note: Amendments need to follow similar process (second, debate, chair states the motion, chair puts the question)

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Land Use Decisions

Robert's Rules of Order

For clarification

- To request information about facts under discussion
 - "Point of information"
- To object to procedure if the meeting is not following rules
 - "Point of order"

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