

**Minutes of the Planning Board
Regular Meeting - Electronic
October 10, 2022**

Members Present: Neil Brown, Frederick Nace, Jim Robertson (Chair), Peter Hanley, Laura Flores, Andrea Martin, Barbara Cromar, Jon Blatt, (Vice-Chair)

Members Absent: Stuart Glassman, Tamara Peacock

Staff Present: Matthew Manley, Planning Manager, Lew Holloway, Community Development Director and Tyler Morrow, Planner

I Call to Order. *The Chair called the meeting to order at 4:00 pm. A quorum was established.*

II Approval of Agenda. *Chair stated he would like to add a discussion on amending the Rules of Procedure to allow committees of this board to meet virtually to the agenda. Mr. Brown moved to approve the agenda as amended. The motion was seconded by Mr. Blatt and passed unanimously.*

III Approval of Minutes for the meeting of September 12, 2022. *Mr. Brown moved to approve the Planning Board minutes of the meeting of September 12, 2022. The motion was seconded by Mr. Hanley and passed unanimously.*

IV Old Business

V New Business

V(A) Conditional Zoning District – Lakewood Apartment (P22-54-CZD). Mr. Manley explained this application was deemed incomplete for several reasons and therefore has been deferred to next month.

VI Other Business

VI(A) Recommendation for 2045 Comprehensive Plan Consultant. Mr. Manley stated staff has been going through the process of issuing an RFP, receiving proposals and reviewing proposals for the 2045 Comprehensive Plan. The RFP was released at the beginning of August and the deadline was August 31st. They have received five proposals which were listed in the presentation. He explained the review process with staff and a rating sheet used to determine if they were a right fit or not. The scores and grades were compiled. City staff that reviewed these firms were Tyler Morrow, Matthew Manley, Jamie Carpenter, Mark Stierwalt from Public Works and Brent Detwiler from Engineering. They were all competent teams with great experience. Mr. Manley explained the interview process which included three firms. Staff shared the three proposals with the Long Range Planning Committee and they had time to review those as well. The internal staff team along with a representative from the Long Range Planning Committee (Planning Board Chair) conducted the interviews. After that the internal Planning staff and Long Range Committee had a final discussion. Mr. Manley explained the thoughts staff had on each of the firms. At the conclusion of this selection process, there was a clear consensus that the Bolton & Menk team presented an optimal combination of experience, skills and approach to achieve the stated outcomes of the 2045 Comprehensive Plan. He explained staff's reasoning behind the choice of Bolton & Menk. He received references for the firm and one reply was very favorable. He is expecting to hear from others. Chair stated the Long Range Committee met twice and they were shown the scoring sheets for the firms. He explained the interview process. The folks at Bolton & Menk seemed very enthusiastic about working with the city. They stood out

above the others. This firm was also local and that makes a difference as well. Ms. Cromar asked about community engagement and input. Mr. Manley explained having meetings and community input. Chair explained having surveys and online surveys. Mr. Manley explained the process and moving forward to City Council in November for approval. He explained the timeline and that being 18 to 24 months. Mr. Holloway stated this firm has proposed a timeframe of 12 months for completion. It could possibly take longer. Mr. Holloway stated they are looking to have a final Comprehensive Plan in front of Planning Board for approval in roughly 12 to 18 months. Other discussion was made about the process to get to this point. Mr. Blatt asked about Henderson County's process and who they picked and how they compared. Mr. Manley stated he was not involved with any of that, and he could not compare. Mr. Holloway stated they are using a firm that did not apply to the city.

Mr. Hanley moved the Planning Board recommend City Council award Bolton Menk, Inc., along with their team of subcontractors, a contract for services to conduct the 2045 Comprehensive Plan for the City of Hendersonville. Mr. Brown seconded the motion which passed unanimously.

VI(B) **Discussion concerning virtual meetings for committees.** Chair stated when the state removed the emergency declaration because of the pandemic, they could no longer meet virtually in committees. He wasn't talking about regular board meetings but committee meetings, which he is a member of all of them. If he was vacationing, he could easily jump on and attend a committee meeting, however when the emergency declaration ended those virtual meetings went away. This would be just adding the ability for committees to meet virtually if needed. It would be verbiage in the Rules of Procedure that state committees may conduct in person or through virtual participation. Chair stated this would be an amendment to the Rules of Procedure and would need to be voted on. Mr. Blatt asked if the Planning Board committees had any virtual meetings back when it was permitted to have them. Chair stated yes, he attended several of them. Mr. Manley discussed the convenience of being able to attend the committee meetings virtually. The meetings would still be open to the public. Mr. Manley stated it needs to be considered for an amount of time and what they can do is take a consensus or direct staff to seek the Legal Department's review on this and that would get the ball rolling and then come back next month with an actual motion. Mr. Manley stated this body can amend their Rules of Procedure and it does not have to get City Council's approval.

Mr. Blatt made a motion to direct staff to change their Rules of Procedure and take it to the City Attorney or whatever is necessary to allow committee meetings to be conducted in person or through electronic or virtual participation. Electronic virtual meetings shall require sufficient, appropriate public notice. Mr. Brown seconded the motion which passed unanimously.

Mr. Holloway discussed the issue of committee meetings being virtual being brought up at the last Council meeting and the City Attorney wanted to draft some language concerning this. Council directed staff to continue to have the primary boards meet in person but to look into subcommittee meetings being virtual. Once the attorney looks at this and drafts the language it will come back to the Planning Board for approval.

VII **Adjournment – The meeting was adjourned at 4:37 pm.**

Jim Robertson, Chair