

**MINUTES**  
**HENDERSON COUNTY PLANNING BOARD**  
September 15, 2011

The Henderson County Planning Board met on September 15, 2011 for a meeting at 5:30 p.m. in the King Street Meeting Room located at 100 North King Street, Hendersonville, NC. Planning Board members present were Jonathan Parce, Chair; Steve Dozier; Marilyn Gordon; Tommy Laughter; Rick Livingston; Lee Roy Nicholson; and Wayne Garren. Others present included Anthony Starr, Planning Director, and Kathleen Scanlan, Secretary, and Zoning Board of Adjustment Secretary, Karen Ann Wall. Planning Board members Stacy Rhodes and Mike Cooper were absent.

Approval of Meeting Minutes: Chairman Parce asked for the approval of the August 18, 2011 minutes. Steve Dozier made the motion to approve the set of minutes and Lee Roy Nicholson seconded motion. All members voted in favor.

Annual Election of Officers and Appointment of Secretary: Lee Roy Nicholson made the motion to elect Jonathan Parce to continue as Chair and Tommy Laughter to continue as Vice-Chair. Rick Livingston seconded the motion. All members voted in favor. Jonathan Parce made the motion to elect Karen Ann Wall as Secretary. Lee Roy Nicholson seconded the motion. All members voted in favor.

Adjustments to the Agenda: There were no adjustments to the agenda.

Continued Discussion Regarding Form of Planning Board Minutes: Planning Director, Anthony Starr reviewed the two previously presented formats for the board to choose from as their formal method of meeting documentation. The two options presented were:

1. Eliminate written minutes and keep electronic recordings permanently. The electronic recordings would become the "official minutes" of the Planning Board with this option. A short written and unofficial meeting summary could be created for convenience of the public. A roll call for Planning Board members at the beginning of the meeting would capture the attendance record on the electronic recording. Attendance, motions and votes would also be reflected within the meeting summary. Any person could request a copy of the electronic recording and prepare their transcriptions of the meeting if desired (usually associated with a court case).
2. Use substantially abbreviated minutes for Planning Board meetings. With this option staff would create minutes that contain the key information about development cases (and other agenda items) and reflect motions and votes of the Planning Board. Staff can use the staff report for associated agenda items to summarize the case in the minutes. Other details, such as votes and attendance in the minutes would remain the same as current practices.

Deputy County Attorney, Sarah Zambon reviewed the legal obligations for documenting Planning Board meetings and answered questions of the board. After discussion among Planning Board members on what preference to use, Wayne Garren made the motion to adopt electronic recordings as the "official minutes" as the format of meeting documentation beginning with the October 2011 Planning Board meeting (option 1 above). Steve Dozier seconded the motion. All seven board members voted in favor of the motion.

Open Meetings and Public Records Law Review: presented by Deputy County Attorney, Sarah Zambon.

Staff Reports: Planning Director, Anthony Starr made the announcement for Kathleen Scanlan's retirement party, September 30th at 3:30 in the King Street Meeting Room.

Adjournment: There being no further business, the meeting was adjourned at 6:07 p.m.

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Jonathan Parce, Chairman  
Henderson County Planning Board

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Karen Ann Wall, Secretary