



TOWN OF CARRBORO

PLANNING BOARD

301 West Main Street, Carrboro, North Carolina 27510

APRIL 30, 2020 -- REMOTE MEETING

MEMBERS	STAFF
Catherine Fray, Chair	Patricia McGuire
David Clinton	Tina Moon
Braxton Foushee, Vice Chair	Marsha Pate
Rachel Gaylord-Miles, Vice Chair	Marty Roupe
Kirsten Leloudis	Jeff Kleaveland
Elmira Mangum	
Eliazar Posada	
Susan Poulton	
Bruce Sinclair	<b>TOWN COUNCIL LIAISON</b>
Rasam Tooloee	Susan Romaine

Absent/Excused: n/a

**I. WELCOME & AGENDA ADJUSTMENTS**

The Planning Board Chair, Catherine Fray opened the meeting at 7:34 PM, and provided information relating to protocol for using the remote meeting platform. Members introduced themselves, and new members were welcomed to the board.

There were no adjustments to the agenda.

**II. APPROVAL OF MINUTES**

Foushee moved to approve the minutes; Clinton seconded the motion.

**VOTE:** AYES (10) Fray, Clinton, Foushee, Gaylord-Miles, Leloudis, Mangum, Posada, Poulton, Sinclair, and Tooloee; NOES (0); ABSENT/EXCUSED (0).

The March 5, 2020 Planning Board minutes were approved.

**IV. OTHER MATTERS**

**A) Comments on Possible Adjustments to Planning Board Duties**

The Planning Director, Patricia McGuire, provided a brief overview of the suggested adjustments to the Planning Board duties as a follow-up to the discussion on this topic at the March 5<sup>th</sup> meeting. McGuire noted the interest from the Environmental Advisory Board members, and others, for the EAB to focus on the Town’s climate action strategies rather than on the development review process. The proposed adjustments would provide for the Planning Board and the Appearance Commission to take on some of those development review duties—green building and low impact development: renewable energy to the

1 Planning Board and environmental protection, conservation of natural resources to the  
2 Appearance Commission.  
3

4 Clinton reference the sustainable building worksheet and expressed comfort taking  
5 the additional subject matter for development review. Other members expressed some  
6 reticence as to whether they had the sufficient knowledge base to cover the additional duties,  
7 and asked if extra expertise could be brought in as needed?  
8

9 McGuire noted the traditional role of the Planning Board as having a more  
10 comprehensive role in plan review than some of the boards, noting also that at times advisory  
11 board comments have overlapped. Council Member Romaine asked if the adjustments could  
12 be considered as a pilot, which could be revisited if needed. Members also expressed regret  
13 over the loss of the Environmental Advisory Board, an advisory board with special expertise,  
14 and wanted to be sure that their knowledge based would not be lost. McGuire and Romaine  
15 expressed the desire and necessity to strike a balance between the needs of the community,  
16 staffing restraints and overall development growth. It was agreed that the process and role of  
17 the newly, suggested boards will be monitored and adapt as other needs affect it.  
18

19 **B) Comprehensive Plan Committee Selection**

20 McGuire provided an overview of the upcoming comprehensive planning effort  
21 scheduled to get underway during the summer/early fall, focusing on the process and the  
22 elements that will make up the plan. The process will include a significant amount of public  
23 input, and Town advisory boards are being asked to select representatives to participate on  
24 the Comprehensive Plan Task Force. The Planning Board has been allocated five seats on  
25 the task force, the three officers (chair and two vice chairs) and two other members of the  
26 board. A tentative schedule has been set for four task group meetings (most likely on a  
27 weeknight) in September, October, December (2020), and February (2021). Break out groups  
28 will have various tasks and roles that will result in the final plan.  
29

30 Several members of the Planning Board expressed interest in participating on the task  
31 force. Since the recommended task force structure includes the officers, and the Planning  
32 Board has delayed elections for new member appointments, the group agreed by consensus to  
33 hold officer elections at the upcoming meeting on May 7<sup>th</sup> and to select the remaining two  
34 task force members afterward.  
35

36 **IV. ADJOURNMENT**

37 Motion was made by Foushee to adjourn the meeting, seconded by Poulton. The April 30,  
38 2020 Planning Board meeting adjourned at 8:52 PM.  
39  
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