

**MINUTES  
PLANNING COMMISSION WORK SESSION/  
TOWN COUNCIL SPECIAL MEETING  
OCTOBER 6, 2016  
TOWN HALL HERITAGE ROOM**

The work session of the Planning Commission convened at 7:33 PM in the Heritage Room:

**PRESENT:** Theresa Stein, Chairman (arrived at 7:43 PM)  
Tip Stinnette, Planning Commissioner  
Chip Paciulli, Vice Chairman/Planning Commissioner  
EJ Van Istendal, Planning Commissioner  
Britt Adkins, Planning Commissioner  
Kelli Grim, Planning Commissioner/Council Liaison

**ABSENT:** David Estey, Planning Commissioner

**STAFF:** Daniel Galindo, Senior Planner  
Michele Snyder, Planning Associate

**CALL TO ORDER:**

The work session of the Planning Commission was called to order by Commissioner Paciulli, Vice Chairman, at 7:33 PM.

**CHAIRMAN'S COMMENTS:**

None

**DISCUSSION OF CURRENT PLANNING DOCUMENTS: PUBLIC SERVICES & INFRASTRUCTURE**

*Police Station*

Daniel Galindo stated that the current plan repeatedly talks about the relocation to its current location is temporary and that Mayor Fraser has requested polling the citizens to see if they have a preference where a new station be located. Dan Galindo asked the Commissioners if they feel a recommendation should be included in the plan.

Commissioner Stinnette stated he feels this item should be made a priority, that the comprehensive plan should support it, and citizens should be given the opportunity to provide input. Further discussion took place about possible locations of the new station to include soliciting input from the police as to where they would suggest a police station be considered.

*Telecommunications*

Daniel Galindo stated that the 2025 Plan suggests the adoption of a telecommunications policy that provides guidance on cell towers and infrastructure improvements.

Commissioner Stinnette talked about addressing a telecommunications policy to include cell tower issues and talked further about including fiber.

*Schools*

Daniel Galindo asked the Commissioners if they felt it would be beneficial for the plan to include recommendations regarding proffers that would benefit the school system. Chairman Stein stated she feels it is a good idea to include proffers for schools to help offset the expense and asked if the Town has a document that might capture it other than the zoning ordinance. Commissioner Stinnette talked about noting in the comprehensive plan that an impact analysis would be developed.

The Commissioners talked about Patrick Henry College and had no concerns; however, they would like to know what their future plans are. The Commissioners further discussed pedestrian walkways and traffic lights in that location. Commissioner Van Istendal recommended that the Town look into getting a left arrow light at the Route 7 interchange heading north on Berlin Turnpike as traffic backs up when trying to turn left onto Route 7.

*Health Care*

Commissioner Grim stated she feels Health Care and Human Services can be combined. Commissioner Stinnette agreed and added he is interested in health care because of the aging community and the Makersmiths initiative which he feels is a public/private concern and would like to bring forward in the comprehensive plan. The Commissioners talked about day care facilities and the senior community.

*Water/Sewer System*

Daniel Galindo talked about concerns from citizens to include ways to lower water/sewer bills, reducing the debt associated with the utility system and ensuring additional development does not outpace the ability for the utility system to provide adequate service and asked for other community concerns.

Chairman Stein added she has heard citizens talking about running out of water and about educating them about the process and providing new residents with conservation strategies.

Commissioner Stinnette talked about addressing the debt structure and Council's strategies on the outstanding bonds so the community can be educated. Council member Grim agreed that she would speak with the Mayor about providing a fact sheet and strategies and possibly some questions to propose to the community by the November 5<sup>th</sup> feedback session. Commissioner Stinnette suggested using a combination of the fact

sheet and the responses from the community at the feedback session to help design the utility section of the comprehensive plan.

Further discussion took place about capacity and getting information to the Planning Commission from Public Works.

Daniel Galindo added that this would be the last meeting for intern Myles Busching who will be starting a full-time position in another jurisdiction.

**ADJOURNMENT:**

With no further business, Commissioner Paciulli, Vice Chairman, made a motion to adjourn the meeting at 8:52 PM. The motion was seconded by Chairman Stein and passed unanimously.

  
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Theresa Stein, Chairman

  
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Diana Hays, Town Clerk