



**OAK RIDGE PLANNING & ZONING BOARD MEETING  
JANUARY 23, 2020 – 7:00 P.M.  
OAK RIDGE TOWN HALL**

**MINUTES**

**Board Members Present**

Ron Simpson, Chair  
Nancy Stoudemire, Vice Chair  
Patti Paslaru  
Steve Wilson  
Jason Streck

**Staff Present**

Sean Taylor, Planning Director  
Sandra Smith, Town Clerk

**Board Members Absent**

Larry Stafford  
Tammy Gardner  
Maureena Shepherd, Alternate

**1. CALL TO ORDER**

The meeting was called to order by Chair Ron Simpson at 7:00 p.m.

**2. APPROVE AGENDA**

*Jason Streck moved to approve the agenda after adding Discussion of Board training in February and March as item 4.C. Patti Paslaru seconded the motion, and it was approved unanimously (5-0).*

**3. APPROVE MINUTES**

*Steve Wilson made a motion to approve the minutes of the November 21, 2019 meeting. Nancy Stoudemire seconded the motion, and it was passed unanimously (5-0).*

**4. NEW BUSINESS**

**A. Annual election of Chair and Vice Chair.**

*Nancy Stoudemire nominated Ron Simpson to serve as chair. With no other nominations, the vote in favor of Ron Simpson for chair was unanimous (5-0).*

*Ron Simpson nominated Nancy Stoudemire to serve as vice chair. With no other nominations, the vote in favor of Ron Simpson for chair was unanimous (5-0).*

**B. Discussion of updating the Development Ordinance.**

Planning Director Sean Taylor said the Strategic Plan had noted Council's desire that the Town have a "village feel." He said the Development Ordinance needed to be updated to reflect that. Taylor added that currently the Development Ordinance allows 11 business zoning districts and that this would be a good opportunity to cull that number down. He suggested a subcommittee be formed to go through the ordinance and recommend changes. The recommendations would then go to the entire Board, who would make a recommendation to Town Council. Taylor said he had also spoken with Philip Cooke, whose family owns most of the commercial properties in Town, about possibly giving input on possible changes from his perspective. Taylor said this would be a good opportunity to remove some permitted uses. He gave the example of a vape shop, which some residents had spoken in opposition to, but pointed out that a vape shop currently in business would be grandfathered if that use were removed.

After additional discussion, Streck and Paslaru volunteered to serve on the subcommittee.

*Steve Wilson made a motion to appoint the subcommittee to consider the types of commercial zoning districts and the permitted uses currently allowed by ordinance and determine which are applicable to the Town. Nancy Stoudemire seconded the motion, and it was passed unanimously (5-0).*

**C. Upcoming training.**

Simpson said Taylor had arranged for Matt Johnson, who had worked in planning for many years in Jamestown, and who Taylor had worked with in Abingdon, Va., to do some training with the Planning & Zoning Board.

Taylor said there would be two, 2-hour sessions during the regularly scheduled meetings in February and March. Taylor asked Board members to contact him if they had specific topics they wanted Johnson to discuss.

**5. PUBLIC COMMENTS**

- Patti Paslaru asked if the Town had received any applications for the alternate positions on the Board, adding that she understood a citizen had submitted an application that had not been acted on. Town Clerk Sandra Smith said one application had been submitted, but she was unsure of its status. Paslaru said in the past, applications had been acted on by the Board, which had then made a recommendation to the Town Council. Simpson said he only knew about the applications that came before the Board and that he did not know whether ones that with a conflict of interest or other concern were addressed by staff. Paslaru said the application may present a political conflict of interest for Council members, and said she wanted it on the record that an application had been submitted but had not been addressed. She said she was not aware of any volunteer that had been refused in the past and that applications had always been brought before the Board for a recommendation. Stoudemire said she thought Town staff likely acted as a clearing Board in cases where there may be an issue with a volunteers' eligibility, and Paslaru said she did not think this particular applicant had

any issues with eligibility. Simpson said he would check on the situation and report back to the Board.

**6. ADJOURNMENT**

*Nancy Stoudemire made a motion to adjourn the meeting at 7:29 p.m. Steve Wilson seconded the motion, and it was passed unanimously (5-0).*

Respectfully Submitted:

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Sandra B. Smith, NCCMC, CMC  
Town Clerk

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Ronald D. Simpson  
Chair