1. **Call to Order**

Chairperson Schreiber called the meeting to order at 5:30 PM.

1. **Attendance/Establish Quorum**

Chairperson Schreiber, Commissioner Tunstall, Commissioner Bagwell, Commissioner Frey, Commissioner Brockmeier, Commissioner Byrd were present. A quorum was established.

Town Manager Matt Spuck and Town Clerk Debbie Caton were present.

**3) Minutes**

June 6, 2022 meeting minutes will be approved at the October 3, 2022 meeting.

1. **Special Use Permit – Change Commercial Use building to Residential – 120 Market St.**

Michael Morgan submitted an application to ask for his commercial building change for residential use. The proposed use is to renovate to allow for 5 condos. Mr. Morgan spoke to the Planning Commission to his intent to provide more housing for young professionals. At this time, the Planning Commission decided not to allow for any changes.

1. **Review B-2 Ordinance (with reference to Article XV: Special Use Permits)**

Planning Commission discussed the option to allow for residences on the ground floor. Chairperson Schreiber conducted a poll vote. The vote was no to make any changes right now.

1. **Special Use Permit – 43 North St**

Stan Thompson submitted an application for an Airbnb. The application meets all Homestay guidelines. The application is being passed to Town Council for final approval.

**7)Commissioner Comments** – Sign ordinance and spot blight will be reviewed at the next meeting. Commissioner Byrd suggested driving through Parksley for guidance.

**8) Adjourn** – Commissioner Tunstall moved to adjourn the meeting. The motion was seconded by Commissioner Brockmeier. Meeting adjourned at 6:32 PM. The next meeting is Monday, October 3, 2022 at 5:30 PM.