1. **Call to Order**

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

1. **Attendance/Establish Quorum**

Chairperson Schreiber, Commissioner Bagwell, Commissioner Brockmeier, Commissioner Byrd, Commissioner Frey, Commissioner Tunstall were present. Commissioner Fosque was not present. A quorum was established.

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

**3) Review and Approve meeting minutes from June 6, 2022 and August 1, 2022 meetings.**

Commissioner Bagwell moved to approve both sets of minutes. Commissioner Brockmeier seconded the motion. The vote passed with a 5-0 vote.

1. **Special Use Permit to operate a homestay at 50 Ames St.**

Katherine Fiege submitted a special use permit Homestay application. All requirements were met, and the application is compliant. Commissioner Tunstall moved to pass along the application to Town Council for a public hearing. Commissioner Frey seconded the motion. The vote passed with a 5-0 vote.

1. **Discuss Homestay ordinance, Item D, specifically.**

Town Manager Spuck explained the wrong version was submitted to Municode. This is in the process of being updated.

**Review Sign Ordinance**

Planning Commission discussed possible updates to the Sign Ordinance. Town Manager Spuck will update the ordinance with commission recommendations. The draft will be forwarded to the attorney. The Planning Commission will review any suggested changes before forwarding to a public hearing.

1. **Review of Property Maintenance Ordinance**

Planning Commission discussed updating the Property Maintenance ordinance. The current code only list definitions and does not include any expectations or violations. Town Manager Spuck will update the ordinance for review at the November 2022 meeting.

1. **Application for Rezoning**

An application was submitted to rezone Lots 13, 14 & 15 at Marshall St. Currently, the zoning is R1A. Rezoning R1A to R1B will allow houses to meet the required setbacks to build houses. Many of the contiguous properties are R1B. Commissioner Tunstall moved to recommend the zoning change. Commissioner Frey seconded the motion. The vote passed with a 5-0 vote.

1. **Commissioner Comments**

Chairperson Schreiber suggested to follow up with the sign ordinance and property maintenance ordinance at the November 2022 meeting.

1. **Adjourn**

Commissioner Bagwell moved to adjourn the meeting. Commissioner Byrd seconded the motion. The vote passed with a 5-0 vote. The meeting adjourned at 7:15 PM.