

**Special Meeting Minutes of the Town of Highlands Board of Commissioners
Meeting of October 5, 2017, at the Highlands Police Department Conference
Room, 372 Oak Street, Highlands, North Carolina**

Town Board Present: Mayor Pro Tempore John Dotson Commissioner Amy Patterson, Commissioner Donnie Calloway, Commissioner Brian Stiehler and Commissioner Eric Pierson

Not Present: Mayor Pat Taylor

Also Present: Town Manager Josh Ward, Finance Director Rebecca Shuler, MIS/GIS Director Matt Shuler and Town Clerk Gibby Shaheen

1. Meeting Called to Order

Mayor Pro Tempore John Dotson called the meeting to order at 12:06pm.

2. Adjust and Approve the Agenda

Commissioner Patterson made a motion to approve the agenda as presented, which was seconded by Commissioner Calloway and the vote was unanimous.

3. Review Hollingsworth Subdivision Application

Town Manager Josh Ward stated the request is for the approval of the preliminary and final plat for a subdivision of property located at 575 Satulah Road, PIN #7449470546. The current parcel is a total of 3.32 acres and is zoned R-1 Residential. The proposal will subdivide a 0.75 acre lot from the parent parcel, which will be purchased by the Town for placement of a new water tank. Both new lots will meet all the requirements from the Unified Development Ordinance and has the availability of all Town utilities and proper access from Town streets.

Town Manager Josh Ward stated the Planning Board reviewed the subdivision at a special called meeting on October 2nd and recommended approval. Town Manager Josh Ward recommended to approve the preliminary and final subdivision plat as submitted.

Commissioner Calloway made a motion to approve the subdivision as presented, which was seconded by Commissioner Stiehler and the vote was unanimous.

4. Closed Session: Pursuant to NCGS §318.11(a)(4)

Commissioner Pierson made a motion to go into Closed Session pursuant to NCGS §318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body at 12:08pm, which was seconded by Commissioner Patterson and the vote was unanimous.

Once discussion was held, Commissioner Patterson made a motion to go back into open session at 1:25pm, which was seconded by Commissioner Calloway and the vote was unanimous.

No action was taken.

5. Adjournment

As there were no further matters to come before the Board of Commissioners, Commissioner Patterson moved to adjourn which was seconded by Commissioner Stiehler and upon a unanimous vote, the Town Board adjourned at 1:25pm.

Patrick Taylor
Mayor

Gilberta B. Shaheen
Town Clerk