**1) Call to Order**

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

1. **Attendance/Establish Quorum**

Commissioners Brockmeier, Byrd, Frey, and Tunstall were present. Chairperson Schreiber was also present. Commissioner Bagwell was not present. Commissioner Fosque resigned effective January 23,2023. A quorum was established.

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

1. **Review meeting minutes from December 5, 2022**

Commissioner Tunstall moved to approve the minutes. Commissioner Frey seconded the motion. The motion passed with 5-0 vote.

1. **Short term rental application: 51 North St.**

Stanley Thompson 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. **Short term rental application: 9 Liberty St.**

Karen and Christopher Davis submitted a special use permit Homestay application. All requirements were met, and the application is compliant. Commissioner Brockmeier 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. **Proposed ordinance change – Property Maintenance**

Town Manager Spuck presented changes and updates to Property Maintenance ordinance. After approval from the Planning Commission, Town Manger Spuck will forward to the attorney for a final draft. A joint public hearing will be advertised for the February 27, 2023, Town Council meeting. Commissioner Frey moved to approve the property maintenance ordinance. Commissioner Brockmeier seconded the motion. The motion passed with a 5-0 vote.

1. **Zoning ordinance to review over the next 12 months**

Town Manager Spuck proposed a list of ordinances to review in 2023. No objections from the Commissioners.

1. **Commissioner Comments**

Chairperson Schreiber asked Town Manager Spuck to post the open Commissioner’s seat to the town website and other advertising platforms.

1. **Adjourn**

Commissioner Frey moved to adjourn the meeting. Commissioner Brockmeier seconded the motion. The motion passed with a 5-0 vote. The meeting adjourned at 6:15 PM.