

**PLANNING COMMISSION MEETING MINUTES
MONDAY, AUGUST 27, 2018 AT 6:00 P.M.**

PLANNING COMMISSION MEMBERS PRESENT: Elizabeth Shay-Chairperson, Eric Plaag, Frank Veno, Michael Sanchez, James Hedrick, Chris Behrend, and Nancy LaPlaca

TOWN COUNCIL MEMBERS PRESENT: Rennie Brantz-Mayor, Sam Furguele, and Marshall Ashcraft

PLANNING STAFF PRESENT: Jane Shook-Director of Planning and Inspections and Brenda Henson-Board Secretary

CALL TO ORDER

Chairperson Shay called the meeting to order at 6:02 p.m.

ADOPTION OF AGENDA

Commission Member Plaag made a motion, seconded by Commission Member Veno to adopt the agenda as written.

Vote: Aye – All
Nay – None
The motion passed.

APPROVAL OF PLANNING COMMISSION MEETING MINUTES

Commission Member Veno made a motion, seconded by Commission Member Hedrick to approve the July 23, 2018 Planning Commission meeting minutes as written.

Vote: Aye – All
Nay – None
The motion passed.

Due to the fact that there were several new members of the Planning Commission, Chairperson Shay asked that each person introduce themselves.

BOARD TRAINING

Ms. Shook stated she would be showing two training videos. The first video was entitled “Introduction to Land Use Decisions”. It was noted in this video that the Governing Board (Town Council) is a legislative board, the Board of Adjustment is a Quasi-judicial board, the Planning Commission is an advisory board, and staff are administrative. Ms. Shook provided a brief summary. She stated that the Town’s UDO combines the subdivision and land use ordinances and Article 14 explains the zoning districts. Ms. Shook explained that the terms Special Use Permit and Conditional Use Permit are used interchangeably and are heard by the Board of Adjustment. She stated that Planning Commission considers subdivisions located within a Watershed and the Board of Adjustment considers major subdivisions.

The second video was entitled “Amending Local Development Regulations”. Ms. Shook provided a brief summary. She encouraged members to read UDO Article 9 Amendments as well as Article 14. Ms. Shook explained the requirement to give notice of public hearings at least 10 but not more than 25 days prior to the hearing. She stated the Town tried to send adjoining property owner notification letters and post the

property with a hearing notice sign closer to the 25 day limit in order to give the public more time to be aware of the hearing. Ms. Shook noted that protest petitions were eliminated 2 years ago statewide. She stated that the waiting period to resubmit a request for a Conditional District rezoning was 1 year after denial by the Council and 6 months if there are only minor modifications. Ms. Shook stated that Town Council was reviewing adopted plans of the Town and would be meeting in December to discuss the plans.

Council Member Furguele stated he would like to have the Comprehensive Plan policies prioritized.

BUILDING HEIGHT DISCUSSION

Ms. Shook stated she was working on a list of cases that triggered a transitional zone that had been heard since the adoption of transitional zone requirements but was unable to get everything prepared in time for tonight's meeting. She stated she would get the information out as quickly as she could.

Council Member Furguele felt that applicants might be exempt from seeking Board approval when transitional zones were triggered if the applicant were to agree to things such as lower building heights or no balconies. He also felt that cottage housing was a more natural transition from commercial uses to single family uses.

OTHER MATTERS

Election of Vice Chairperson

Chairperson Shay asked for nominations for Vice Chairperson. When no nominations were made, Commission Member Plaag volunteered to serve as Vice Chairperson. This was seconded by Commission Member Sanchez.

Vote: Aye – All
Nay – None
The motion passed.

ADJOURNMENT

Vice Chairman Plaag made a motion to adjourn the meeting at 7:49 p.m. The motion was seconded by Commission Member Sanchez.

Vote: Aye – All
Nay – None
The motion passed.

Elizabeth Shay, Planning Commission Chairperson

Brenda Henson, Board Secretary