



**Minutes of the
Planning and Zoning Commission January 14, 2015**

I. Chairman Jeff LaBar called the meeting to order at 7:01 p.m. In attendance were Commission Members; Nancy Feuerle, Jeffery Foltz, Keith Pardieck, and Megan Reiser. Also in attendance were the Planning and Zoning Administrator Christopher Jakubiak and Secretary Fran Addicott. Absent was Commission Member Dave Coull.

II. Approval of the January 14, 2015 Agenda

MOTION: Mr. Pardieck moved to approve the Agenda of the January 14, 2015 Planning and Zoning meeting. Seconded by Mrs. Feuerle, all in favor.

III. Approval of the minutes from the November 12, 2014 Planning and Zoning meeting

MOTION: Mrs. Feuerle moved to approve the minutes of the November 12, 2014 Planning and Zoning meeting. Seconded by Mrs. Reiser, all in favor.

The Planning Commission accepted Jerry Lee Phillips letter of resignation as a Commission Member.

The Planning Commission welcomed new Commission Member Jeffery Foltz.

IV. Planning Commission/Town Council Joint Work Session on Ordinance 0-14-21 Amending Chapter 290 "Zoning".

The following Town Council Members were present: Town Councilwoman Dr. Beaudin, Councilman Carpenter, Councilman Cumbo, and Councilman Krahling.

The purpose of the joint work session was to discuss the proposed amendments to the Zoning Ordinance 0-14-21, Chapter 290. In the opening minutes of the work session, only three Town Council Members were present, and the discussion was thus opened for informational purposes only. Then upon the arrival of a fourth Town Council Member, Mr. Cumbo, a motion was made immediately made by Councilwoman Beaudin and seconded by Councilman Krahling to begin the work session. All Council Members voted in favor.

Chairman LaBar then welcomed the Town Council Members and discussed the purpose of the work session. Chairman LaBar stated that the idea of this meeting is for the Planning Commission to be able to clean up some of the gray areas in the Zoning Ordinances, such as the standards for non-conforming lots and variance standards. He introduced Mr. Jakubiak and he in turn explained that the goal is to have the Town Council Members on the same level of understanding about recommended zoning amendments as the Planning Commission.

Mr. Jakubiak discussed the topic of infill development on non-conforming lots. He explained through use of illustrations the dimensional standards set forth in the Zoning Ordinance and how they affect building on residential lots, and the definition and nature of non-conforming lots and structures. Town Council Members asked questions and the Planning Commission members contributed to the discussion which also included the part of Ordinance Number 0-14-21 which would streamline the Board of Appeals process. The topic of lowering the fees was also discussed and it was noted that the Mayor and Town Council set the fee schedules. After the discussion of the section of Ordinance 0-14-21 that provides for notification of adjoining property owners, it was decided that such neighbors should be notified by registered mail rather than just "in writing". This would provide consistency with matters that come before the Board of Appeals.

As the discussion was closing, the Planning Commission decided to indicate with a vote its unanimous endorsement of a number of revisions that the Town Council could make as it takes action of the Ordinance 0-14-21, revisions that reflected the consensus of all participating in the joint work session:

- Remove the final Whereas clause on page 1 of Ordinance 0-14-21
- On page 2, under paragraph #(3), amend the reference of 290-19-C to read 290-19-A.
- On page 3, amend 290-19 C to read 290-19-A in the last paragraph.
- On page 3, paragraph (D), delete the words "notify in writing" and replace with "send written notice of the pending application by registered mail". Thus reading "Upon receipt of an application under the terms of this section, the Zoning Administrator shall send written notice of the application by registered mail to all the owners of property contiguous to and immediately across the street from the subject property.

MOTION: Councilwoman Beaudin moved to adjourn the Work Session for Town Council at 8:10 pm. Seconded by Councilman Krahling, all in favor.

Mr. Jakubiak updated the Planning Commission on the comments from the Critical Area Commission. He said they were mostly non-substantive, except for their comments on the section dealing with tree removal and replacement. They had some specifics about the fee-in-lieu program and what applied to the buffer, forest and resource RCA mitigation. They recommended having one standard for both.

There being no further business, the meeting adjourned at 8:20 pm on a motion made by Mrs. Feuerle. Seconded by Mr. Pardieck, all in favor.



Fran Addicott
Secretary of Planning and Zoning