



February 25th, 2020 Planning Commission Meeting Minutes

Call to Order

The meeting of the Planning Commission was called to order at 5:33p.m. by Assistant Chairperson Cecil Young.

ROLL CALL

Conducted by Planning & Zoning Administrator and quorum was present

Present:

Cecil Young
Sylvia Murray
Tommie Sutton
Tim Todd

FOIA

Notice of the meeting with an agenda was publicly posted, published and forwarded to the media no less than 24 hours prior to adjournment.

Assistant Chairperson, Cecil Young, asked for a motion for the minutes of January 28th, 2020, to be approved. Tim Todd made a motion, Sylvia Murray seconded the motion, and the board voted all in favor.

New Business

Proposed Amendments to the Land Development Regulations

- i)(A) Amending Section 4.7: Contents of Preliminary Plat to Section 4:7: Land to include on the Preliminary Plat. Mr. Purchase provided the staff report to the board and stated that this is a new section to be added to the Land Development Regulations. The proposed amendment will require developers to include all contiguous property under the ownership or control of the applicant. Assistant Chairperson Young opened the meeting for public comments. Resident James Fowler presented the board with a copy of a previous ordinance that related to the Contents of the Preliminary Plat.

Assistant Chairperson Young asked if anyone else would like to speak. No one else came forward. Mr. Young asked for a motion, Tommie Sutton made a motion to recommend approval of the amendment to the Town Council and was seconded by Tim Todd. All voted in favor.

i)(B) Amending Section 4.7: Contents of Preliminary Plat to replace Code Section 4.7 with Section 4.8: Contents of Preliminary Plat. Mr. Purchase presented the staff report to the board. Mr. Purchase stated that this amendment only changes the code section due to the addition of the Land to include on the Preliminary Plat as Code Section 4.7. Mr. Young opened the meeting for public comments. Resident James Fowler addressed the board and questioned if a developer does not follow the items on the contents of the preliminary plat will he not be able to obtain permits? Mr. Purchase stated that the developer would need to submit all requirements for the contents of the preliminary plat before being placed on the Planning Commission agenda. Also that there is a checklist that is provided to the developer to make sure all items are submitted. Tim Todd made a motion to recommend approval of the amendment to the Town Council and was seconded by Tommie Sutton. All were in favor.

i)(C) Amending Section 4.7: Contents of Preliminary Plat to Section 4.8 Contents of Preliminary Plat and adding a line 20, provide road specifications per Appendix A-3, and adding a line 21, when required by our Land Development Regulations, a traffic impact study will need to be submitted. Adding a line 22, Area Layout for the Remainder Tract, will need to be submitted when required. Mr. Purchase presented the staff report to the board. Mr. Purchase stated that the by adding the road specifications to the preliminary plat was that it was incorrectly placed on the final plat contents. Regarding the traffic impact study, our current Land Development Regulations did not provide when a traffic impact study had to be submitted. It was recommended that the traffic impact study be provided at the time of the preliminary plat submittal. The Area Layout for the Remainder Tract was added to require developers where a subdivision is a unit or part of a larger tract to provide an Area Layout of the remaining tract of property, showing proposed streets, thoroughfares, proposed land uses and the area's relationship to adjacent subdivisions or properties.

Assistant Chairperson Young asked if there were any public comments. Resident James Fowler addressed the board and stated that the current ordinance does not include an environmental study or survey. He made a recommendation to the board that they add an environmental study or survey to the Contents of Preliminary Plat. Mr. Purchase told the board that he can survey other cities and towns and bring it back for a recommendation. After discussion with staff, Mr. Purchase stated that the

board could add the recommendation to the Town Council. Mr. Young asked for a motion. Tommie Sutton made a motion and was seconded by Tim Todd. All were in favor. Mr. Young asked for a motion on the amendment. Tim Todd made a motion to recommend approval of the amendment to Town Council and was seconded by Sylvia Murray. All were in favor.

- ***Given that there were no items listed on the agenda pertaining to an environmental study being added to the Land Development Regulations, there was an error in procedure in making a motion to amend and recommend this item to Council for consideration. Since the motion and subsequent vote were taken in procedural error, the vote is rescinded. This item will be researched by the Zoning Administrator and placed on the month of April Planning Commission agenda for proper consideration.***

ii) Amending Section 3.7: Major Subdivisions, Letter (F) to replace the twelve (12) month requirement with a twenty- four (24) month requirement for a final plat application to be submitted after approval of the preliminary plat. Mr. Purchase presented the staff report to the board. Mr. Purchase explained to the board, that this proposed amendment will provide additional time for the developer to complete all the infrastructure and roads within the subdivision prior to submitting a final plat. Mr. Young asked if there were any public comments. A resident had questioned the board if the regulations had anything to do with the overcrowding of the schools. Mr. Purchase stated that we have traffic impact study requirements, but nothing specifically related to schools. Mr. Fowler asked if minor subdivisions would be required to follow the same checklist as major subdivisions. Mr. Purchase said that the same requirements would pertain. With no further public comments, Mr. Young asked for a motion. Tommie Sutton made a motion to recommend approval of the amendment to Town Council, and was seconded by Tim Todd. All were in favor.

iii) Amending Section 5.1: Requirements for the Final Plat. Replace words Planning Commission with Planning Administrator. Amending Section 5.2: Submittal. Replace words Planning Commission with Planning Administrator and adding if any significant changes from the preliminary plat are noted by the Planning Administrator, the final plat shall be submitted to the Planning Commission. Amending Section 5.4: Planning Commission Action. Proposed amendment will revise the wording to, the Planning Commission will review the final plat in accordance to the approved preliminary plat if there are any significant changes from the preliminary plat. Mr. Purchase presented the board with the staff report. Mr. Purchase explained to the board that by replacing the words Planning Commission with Planning Administrator the proposed amendments would reduce the time for the developers to obtain a final plat approval that has no significant changes. It would also streamline the final plat reviews and approvals. The Planning Commission would still see final plats if there were significant

changes from the preliminary plat. Mr. Young asked if there were any public comments and there were none. Mr. Young asked for a motion. Tommie Sutton made a motion to recommend approval of the amendments to Town Council and was seconded by Tim Todd. All were in favor.

iv) Amending Section 6.11: Sidewalks. Letter A. Design Specifications. Replacing the minimum five(5) feet wide requirement with a four (4) feet wide requirement. Mr. Purchase presented the board with the staff report. Mr. Purchase stated that this would provide more green area in the front yards within the residential subdivision. Mr. Purchase also stated that a majority of the towns and cities contacted have 4' wide sidewalk regulations. Mr. Young asked if this came from feedback from builders. Mr. Purchase said that a number of builders had issues with the five foot requirement. Mr. Purchase stated that with the required 2' landscape strip from curb then the 5' sidewalk, you had 7' of the front yard being taken up. Mr. Young asked if there were any public comments and there were none. Mr. Young asked for a motion. Tim Todd made a motion to recommend approval of the amendment to Town Council. The motion was seconded by Tommie Sutton and all were in favor.

Adjourn

Assistant Chairperson Young asked for a motion to adjourn. Tim Todd made a motion to adjourn and was seconded by Tommie Sutton. The board voted unanimously to adjourn the meeting at 6:01pm.