

MINUTES
TOWNSEND MUNICIPAL PLANNING COMMISSION
DECEMBER 13, 2012

Members Present

Sandy Headrick, Chair.
Joanne Funk, V. Chair.
Steve Fillmore, Sec.
Alicia McClary
David Wietlisbach

Members Absent

Michael Talley, Mayor
Chester Richardson

Others Present

Shelia Moss
Andy Morton
Ron Palewski
Mary Ann Ashworth
Ben Mitchell
Janice Mitchell
Mike Garner
Rick Younger
Charles King
Other interested parties

ETDD Staff Representative: Joe Barrett

CALL TO ORDER AND APPROVAL OF MINUTES

Vice-Chairman Funk called the meeting to order at 6:00 P.M. on December 13, 2012 at the city hall. The minutes from the last regular monthly meeting were reviewed by the members. After review, a motion was made by Steve Fillmore and seconded by David Wietlisbach to approve the November 8, 2012 Planning Commission Minutes as written. The motion passed unanimously. At approximately 6:15 P.M., Sandy Headrick attended the meeting, but deferred assuming the position of Chairman for the ongoing meeting.

REPORTS FROM BOARD OF COMISSIONERS

None.

NEW BUSINESS:

MITCHELL PROPERTY SUBDIVISION (formerly Grant Cabins) FINAL PLAT

A final plat was submitted for property (Tax Map 97, Parcel 103.00) off Old Highway 73 and Old Bridge Road within an R-2 District. The proposal involves seven cabins on a lot of record that will be sold as individual units. On September 13 2012, this plat was submitted and reviewed, but no action taken. At the time, the representatives discussed possible “zero lot lines” associated with this development. Staff has received a copy of the plat on the day of the meeting, but has not had the chance to review the plat in detail. There was some discussion on the review process for this plat. Staff advised that the PUD regulations were crafted for the initial stages of a development when different design concepts are being considered, but these cabins have been built for at least twenty years. This plat primarily involves the conveyance of the cabins and not a subdivision or review for new development. The representatives stated that the individual cabins would be sold with some common area for all lot owners. A copy of the covenants and the bylaws for the association had been provided by the representative. The consensus of the planning commission was to review the plat as a Planned Unit Development. Therefore, the PUD regulations were applied to the plat during the meeting. During the review, it was determined that Cabin 7 encroached within the perimeter setback requirement of twenty-five feet and landscaping was required. The planning commission directed the representatives to request a variance from the Board of Zoning Appeals. There was no action at this time.

SUPPORT LETTER FOR KINZEL SPRINGS COVERED BRIDGE

A transportation grant will be applied for that proposes to cover an existing bridge for pedestrian and bicycle use. A request has been made for a support letter for the project. Staff has drafted a support letter that can be used as a template. The city can review this letter and make revisions as deemed necessary. After further discussion, a motion was made by Steve Fillmore and seconded by David Wietlisbach to support the project and send a letter of support. The motion passed unanimously. Staff will forward the support letter to the city for review.

OLD BUSINESS:

REVIEW DRAFT OF ZONING AMENDMENT: EXPIRATION OF SITE PLANS AND BUILDING PERMITS

Staff provided members with a revised draft of a proposed zoning amendment establishing an expiration date for site plans and building permits. After discussing the proposal, a motion was made by David Wietlisbach and seconded by Alicia McClary to recommend to the city approval of the zoning amendment. Steve Fillmore abstained from voting and the motion passed with a majority vote.

REVIEW DRAFT OF ZONING AMENDMENT: PAIN MANAGEMENT CLINICS

Staff provided for review a revised draft of a proposed zoning amendment for pain management clinics. In addition, a map of the city was provided depicting buffer areas based on the distance locational requirements of the proposed amendment. The map depicts areas that are outside of the distance requirements where a pain management clinic could conceivably locate. After review and discussion, there were a couple of requested revisions to the standards. These included adding “residence” to the distance requirements and increasing the distance requirements to 1,000 feet for residences, a residential district, school, daycare facility, park, church or hospital. Staff will make the requested revisions to the zoning amendment and forward the amendment to the city. A motion was made by Alicia McClary and seconded by Steve Fillmore to recommend to the city approval of the zoning amendment. The motion passed unanimously.

REVIEW DRAFT TRANSPORTATION POLICIES

Staff had provided working copies of transportation policies to the members for review. Staff solicited comments from the members. Staff suggested continuing to draft transportation policies and allow the members to review these policies at the next meeting. No action taken at this time.

OTHER BUSINESS:

None

STATUS REPORTS:

None.

At 8:10 PM, with no further business the meeting was adjourned.

Secretary

Date