

MINUTES
TOWNSEND MUNICIPAL PLANNING COMMISSION
JANUARY 10, 2013

Members Present

Sandy Headrick, Chair.
Michael Talley, Mayor
Joanne Funk, V. Chair.
Alicia McClary
David Wietlisbach
Chester Richardson

Members Absent

Steve Fillmore, Sec.

Others Present

Shelia Moss
Andy Morton
Ron Palewski
Mary Ann Ashworth
Pat Jenkins
Charles King
Other interested parties

ETDD Staff Representative: Joe Barrett

CALL TO ORDER AND APPROVAL OF MINUTES

Chairman Headrick called the meeting to order at 6:00 P.M. on January 10, 2013 at the city hall. The minutes from the last regular monthly meeting were reviewed by the members. After review, a motion was made by Joanne Funk and seconded by David Wietlisbach to approve the December 13, 2013 Planning Commission Minutes as written. The motion passed unanimously.

REPORTS FROM BOARD OF COMISSIONERS

Following questions from the Board of Zoning Appeals, staff was directed by the mayor to draft a written opinion pertaining to the Mitchell Property Cabins. Staff forwarded the written opinion and the city attorney is reviewing the situation. The Pain Management Clinic Ordinance is also being reviewed.

NEW BUSINESS:

REVIEW PLANNING PROGRAM PROJECTS

Staff presented a tentative list of possible planning activities for the program year. To date, these included a comprehensive review of the zoning, drafting a digital copy of the subdivision regulations and consideration of transportation study options that could be completed. Staff solicited input from the members regarding some activities they were interested in for the program year. Members also mentioned design review boards. Staff did recommend drafting a vision plan that design standards would be based upon. After discussing the design review boards, the consensus of the commission was that this should be studied further. Staff will research this matter further and provide information to the members. No action required at this time.

REVIEW DRAFT OF ZONING AMENDMENTS: SPECIAL EXCEPTIONS AND SUPPLEMENTARY REGULATIONS

Staff had drafted special use provisions for carports and supplementary regulations pertaining to daycares in order to contrast the two types of regulations as applied to particular uses. Staff first discussed the two processes with the members. Generally, special use provisions should apply to specific uses that the local leadership determines is in need of a higher level of review than most uses. On the other hand, supplementary requirements are generally applied to uses that the local leadership determines should meet some performance standards without a higher level of review. Special exceptions would be considered by the board of zoning appeals whereas the supplementary requirements would be reviewed by the planning commission at their regular meeting. The special exception provisions for carports were then reviewed. These provisions are crafted to allow the members to evaluate the manner in which carports in front and side yards could be permitted. After this process is complete, the planning commission will make a decision on amending the zoning requirements to allow carports in front or side yards or to retain the current requirements. During the review, associated issues such as definition of carports, building materials, one-story or two-story detached buildings and the size of carports relative to the lot, house and front or side yards were discussed. Staff will present a revised draft at the next regular meeting. No action needed at this time.

OLD BUSINESS:

REVIEW DRAFT TRANSPORTATION POLICIES

Staff had provided working copies of transportation policies to the members for review. Staff solicited comments from the members. There are four transportation objectives with their respective policies. The members reviewed two of the objectives and their respective policies. After review, some revisions were in order. These included eliminating reference for sidewalk standards, including restroom facilities into the policies and making reference to low-speed vehicles. Staff will draft a revised copy for members to review. No action taken at this time.

OTHER BUSINESS:

An update was provided by Pat Jenkins regarding a Safe Routes to School Grant that is being completed. Preliminary cost figures were provided to the members. The grant application involves improvements for a connector sidewalk from Townsend Elementary to the greenway and a crosswalk across U.S. 321. Due to the late stage of the application, the application will not be submitted by the deadline. The grant application will likely be submitted during the next cycle of grant applications.

STATUS REPORTS:

Staff reminded the members regarding the financial disclosure forms that the state now requires to be submitted by the members. The submittal deadline is the end of January.

At 7:40 PM, with no further business the meeting was adjourned.

Secretary

Date