

MINUTES
TOWN OF EDGEWOOD
PLANNING & ZONING COMMISSION MEETING
FEBRUARY 18, 2014 AT 6:00 PM
27 E. FRONTAGE ROAD, EDGEWOOD COMMUNITY CENTER

1) Call to order-Roll call.

Chairman Gabel called the meeting to order at 6:05 after observing a moment of silence to remember Mr. Steve Williams.

Commissioners Present: Brad Gabel, John Carpenter, Leonard Navarre, Krista Cashatt.

Commissioners Absent: None.

Staff Present: Ms. Kay Davis-McGill, and Ms. Tracy Sweat.

2) **Approve Agenda.**

Commissioner Navarre made a motion to approve the Agenda; his motion was seconded by Commissioner Carpenter.

Action: Commissioner Cashatt voted aye. Commissioners Navarre voted aye. Commissioner Carpenter voted aye. Chairman Gabel voted aye. The motion carried.

3) **Approve the Minutes of 2/4/2014.**

Commissioner Carpenter made a motion to approve the Minutes of February 4, 2014; his motion was seconded by Commissioner Cashatt.

Action: Chairman Gabel voted aye. Commissioners Carpenter voted aye. Commissioner Navarre voted aye. Commissioner Cashatt voted aye. The motion carried.

4) Public Comment. Limit to 2 minutes per person. Note: If you plan to speak under Public Hearings, please do not sign up for this topic.

Mr. John Bassett presented a list for the Commissions consideration regarding their options for acting on an application during a public hearing.

5) Matters from the Chair and Commission Members.

Chairman Gabel discussed the secretary position indicating as the sworn officer of the Town, Ms. Davis-McGill should serve in this position and they would need to act on this at their next meeting after proper public notification.

Commissioner Carpenter reminded the Commission and staff that he would not be able to attend the regular March meetings.

6) Matters from Staff.

Ms. Davis-McGill discussed the scheduling of a joint meeting with the Commission and Council to review the Ordinance changes and asked if they could be available on Saturdays.

The Commissioners all indicated that a Saturday meeting would work.

7) Calendar Update.

Chairman Gabel reviewed the upcoming calendar and asked staff if there were any pending applications.

8) Adjourn.

Commissioner Navarre made a motion to adjourn the meeting; his motion was seconded by Commissioner Carpenter.

Action: Commissioner Navarre voted aye. Commissioners Carpenter voted aye. Chairman Gabel voted aye. The motion carried.

Chairman Gabel adjourned the meeting at 6:33 P.M.

Brad Gabel, Chairman

ATTEST:

Kay Davis-McGill, Administrator

9) Work Session – Review Zoning and Subdivision Ordinance Changes.

At this time the Commission entered into discussions regarding the proposed changes to the Subdivision Ordinance. It was agreed that a section should be dedicated to Minor Subdivisions alone instead of being referred to throughout the Ordinance. The acceptance of waivers or approval with conditions was discussed regarding land divisions that are not slated for imminent development and under what conditions the Commission may accept these waivers. They also discussed the fact that the only action the Commission may take on a Minor Subdivision is to approve it. Alternate language was suggested to clarify that a decision is to be made within 60 days, as there are a number of options available. The Commission discussed the need for consistency in the terminology found throughout the Ordinance for items such as legal descriptions of lots. The Commission requested staff create a flowchart to illustrate the disjointed nature of the subdivision process. The Commission and Staff discussed pre-application meetings as part of the process and whether it should remain in place for major subdivisions or be handled administratively.

The work session ended at 7:45P.M.