

**MINUTES
MEETING OF THE
PLANNING COMMISSION**

**Tuesday, October 25, 2016
6:00 P.M.**

**Town Council Chambers
157 NW Columbia Ave, Chapin**

Members Present: Chairman George Duke, Member Doug Barnett, Member Kenneth King, Member Jim Palassis, and Member Kevin Sheppard

Members Absent: None

Staff Present: Zoning Administrator Chris Clauson and Town Clerk Julie Hammond

Guests: None

Call to Order: 6:01 p.m.

Approval of Minutes: Planning Commission (PC) Members reviewed the minutes. Chairman Duke moved to approve the minutes from the September 27, 2016 meeting as presented. Member Palassis seconded the motion. All were in favor, motion carried.

Old Business

Discussion of the Community Survey Results: Chairman Duke felt that the Community Survey Results reflected poorly on the Planning Commission. In an effort to educate the public of the Planning Commission's role as an advisory board, the Commission asked that the website be updated to include the function, duties, and specific planning activities of the Planning Commission.

Administrator Clauson prepared a Sidewalk Network Needs Handout "Exhibit A." The Commission reviewed the handout and decided their best approach would be to establish a set of criteria, such as connecting neighborhoods, before moving forward with any suggestions as to where sidewalks/bike paths should be addressed. Once identified, the next step would be to look at the availability of grants.

Review of the Comprehensive Plan: Every aspect of the Comprehensive Plan has been reviewed during Planning Commission Meetings. Once updates have been applied, the Commission would look at the consolidated document.

New Business

Amendment to Article 6 Supplemental Regulations to Include Mobile Vendors: Administrator Clauson provided an example code for Mobile Food Vending (Section 607) and Mobile Retail Vending (Section 608) "Exhibit B" to address interest in the Chapin area.

After discussion, Member Sheppard moved to have the Commission review Sections 607 and 608 and have comments forwarded to Administrator Clauson within the next seven days. Member King seconded the motion. All were in favor, motion carried.

Discussion of Holiday Meeting Schedule: The Commission discussed the Holiday Meeting Schedule and decided that as long as they had a quorum during the holidays, the meeting dates were fine. However, they did decide to move their regular meeting time to the early afternoon.

Member Palassis moved to change the Regular Planning Commission Meeting time to 3:30 p.m. and continue to meet on the fourth Tuesday of every month. Chairman Duke seconded the motion. All were in favor, motion carried.

Adjournment: Member Sheppard moved to adjourn the Planning Commission Meeting. Chairman Duke seconded the motion. All were in favor, motion carried. Meeting adjourned at 7:00 p.m.

PC APPROVED: December 27, 2016