

CHAPIN PLANNING COMMISSION MEETING MINUTES

**Tuesday, September 25, 2018
4:00 P.M.**

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

Members Present: Chairman Kevin Sheppard, Vice Chairman Jim Palassis, Member Doug Barnett, Member Joe Dever, and Member Kenneth King

Members Absent: None

Staff Present: Director of Planning & Zoning Nathan Powell and Town Clerk Julie Hammond

Guests: None

Call to Order: 4:00 p.m.

Approval of Minutes: Planning Commission Members reviewed the minutes of August 28, 2018. Vice Chairman Palassis moved to approve the minutes as presented. PC Member Barnett seconded the motion. All were in favor, motion carried.

Old Business

None

New Business

Recommendation to Amend the Zoning Ordinance Pertaining to Architectural Review Board & Planning Commission Review: Director Powell recommended amendments to Article 7 Landscaping, Buffer, and Open Space; Article 8 Parking; Article 9 Signs; Article 10 Architectural Review Standards; and Article 11 Administration of the Zoning Ordinance “Exhibit A” in respects to the review and approval by the Architectural Review Board (ARB) and the Planning Commission (PC). He pointed out that the PC should focus on the language and not necessarily the location of the amendments in the Zoning Ordinance presented because the specific duties of the ARB and PC should be identified in Article 11 Administration of the Zoning Ordinance.

PC Members discussed the proposed amendment language, in particular the ARB’s review, approval, or denial of residential signage at sub-division entrances and common areas. It was suggested to add the word “plan” after sub-division. Members also discussed whether the Town had jurisdiction for lighting in common areas of subdivisions. Some felt if it was visible outside of the subdivision the Town should have jurisdiction but others indicated this was covered under the current sign regulations of the Zoning Ordinance.

Parking suggestions included guidelines for apartments, multi-family, condos, and town homes. Responsibility (PC or ARB) of landscape and site layout was also discussed. Director Powell indicated the recommendations would be addressed and presented in an upcoming ordinance. He was working on an Overlay District Map that would be forthcoming as well.

Schedule/Timeline of Chapter Review of the Comprehensive Plan: PC Members reviewed the Schedule/Timeline of Chapter Review of the Comprehensive Plan “Exhibit B.” Chairman Sheppard felt it may be a little aggressive and should provide some buffer. PC Member King suggested having a couple members work on a chapter/element of the plan to help ensure the timeline.

Clerk Hammond would update the timeline to include chapter titles and coordinate chapter/element review with PC Members and Director Powell.

Review of the Town of Chapin Comprehensive Plan: PC Members reviewed Chapter 2 – Population “Exhibit C” of the Comprehensive Plan. Items noted included:

1. 2.2.1 Population Change – Amend dates for Brighton Hills and Brighton Falls planned subdivisions;
2. 2.2.3 Income and Education Characteristics, Table 2.6 Median Family Income Characteristics – Concern over decrease in income from 2009 and 2014 estimates;
3. 2.3 Goals, Objectives and Strategies – Provide progress of objectives in table form; and
4. Chapter 2 Population – Update using 2010 Census actuals and/or most recent estimates.

Updates of Chapter 2 and subsequent chapters/elements of the Comprehensive Plan will come back to the Planning Commission for review and recommendation to Town Council.

Adjournment: PC Member King moved to adjourn the Planning Commission Meeting. Vice Chairman Palassis seconded the motion. All were in favor, motion carried. Meeting adjourned at 5:13 p.m.

PC APPROVED: _____ October 23, 2018