

**PLANNING COMMISSION**  
**DRAFT Minutes**  
**June 13, 2018**

**Present:** Susan Schreibman (SS), Alvin Figiel (AF), Dave Coppock (DC), Pat Griffin (PG) and Larry Walter (LW). PG left after the Sign Ordinance discussion. LW arrived at the start of the Zoning Ordinance discussion.

**Others present:** Tara Kelly (TK)

SS, Chair, called the meet to order at 5:32 pm

The Commission's normal clerk, Barbara Spaulding, could not attend this evening. Tara Kelly is taking the minutes in her place.

- I. ADDITIONS/DELETIONS** – TK shared information about a ribbon cutting for the new City pools and invited Planning Commission members to attend.
- II. PUBLIC COMMENT** – None.
- III. APPROVAL OF MINUTES – May 9, 2018.**  
AF moved and DC seconded to approve the minutes. Accepted as presented.
- IV. NEW BUSINESS** – None.
- V. OLD BUSINESS**

Sign Ordinance

TK shared a new draft of the Administration and Enforcement section of the draft Sign Ordinance. Based on comments from the two Chamber of Commerce presentations, the Planning Commission's draft Ordinance will use Grandfathering versus Amortization as the basis for dealing with existing signs. However, public comment strongly suggested that the Ordinance have clear guidelines for making signs that are non-conforming now come into compliance over time. The newly drafted section addresses this issue.

After reviewing the sections and making a number of small changes, the Planning Commission decided the draft is ready for the next step. The Commission would like to have legal review of the draft and then present it to the Board of Aldermen for referral to a committee for further review and hopefully adoption. TK will follow up with the figuring appropriate legal review, likely through VLCT.

Zoning Update

TK shared with the members the table of contents for the new Zoning draft. This was compared to the existing Zoning Regulations. The Commission then looked through the

newly drafted Administration section of the draft. This section is largely meant to document how this local regulation is governed by Title 24, Chapter 117 of State Statute. This is true today, but because the regulation doesn't make the connection it is not transparent to potential applicants what the processes and procedures are in all cases.

Commission members made some comments on the draft which TK will incorporate into the draft document.

**VI. CORRESPONDENCE – None.**

**VII. ADJOURN - The next meeting of the Planning Commission will either be on July 11 or July 25, 2018. SS will poll the group to determine which of these standing meeting dates works best for everyone. Meeting was adjourned at 7:07 PM**