

TOWN OF BOWLING GREEN

PLANNING COMMISSION MEETING

MINUTES

7-18-11

MEMBERS PRESENT: Chairman Martin Hauser, Vice-Chairman Matt Rowe, Chad Webb, Jean Davis, Armando Flores, and Gene Self.

MEMBERS ABSENT: Johnson Coleman

OTHERS PRESENT: Town Manager/Zoning Administrator Stephen Manster and Town Treasurer Kathy McVay.

The Chairman called the meeting to order at 7:00 P.M.

**MINUTES – APRIL 28, 2011 & MAY 20, 2011 - On motion by Webb, seconded by Rowe, the Planning Commission voted to approve the minutes of the meetings held on April 28, 2011 and May 20, 2011 with the following amendment “the addition of the name of Jean Davis under members present.” Voting Aye: Webb, Hauser, Davis, Rowe, Flores, and Self.**

UNFINISHED BUSINESS:

Subdivision Ordinance - The Town Manager stated that he had prepared a draft of a possible section of the Subdivision Ordinance that deals with Minor Subdivisions. A copy of the proposal is attached to these minutes as Attachment A. The TM stated that the Planning Commission had been asked to review the Subdivision Ordinance for possible adjustments. He stated that currently there was no process in place for minor subdivision review. The ZA stated that his report (Attachment A) contains a draft for the Planning Commission’s review. He stated that the draft should also be reviewed by the Town Attorney. He stated that the draft includes a definition of a Minor Subdivision and a process for implementation. He stated that the agent for approval would be the Town Manager. Any appeals of the Town Manager’s decision would be referred to the Bowling Green Town Council. The Planning Commission felt that this process was more appropriate and more streamlined. There was discussion about the effects these changes would have on residential and commercial parcels. There was concern about development on the 301 corridor and the allowance of Minor Subdivisions along the corridor. There was discussion about restrictions on the number of allowable divisions of a parent parcel and the Planning Commission felt it would be appropriate to designate a specific number of allowable divisions. Webb expressed a concern about the requirement for contour lines designated on the plat. He stated that they could be costly if it did not affect the parcel. There was discussion about the need of contour lines being designated on the plats. The ZA stated that he would work on the Minor Subdivision and incorporate the suggested changes

Chairman \_\_\_\_\_

Clerk \_\_\_\_\_

and bring it back to the Planning Commission for its review.

**On motion by Rowe, seconded by Self, the Planning Commission voted to accept the draft Minor Subdivision regulations as detailed in Attachment A with the following changes: (1) limit the number of minor subdivisions per original parent parcel to 2 and (2) require contour lines to be denoted on the proposed plat at the discretion of the Town Manager. Voting Aye: Webb, Hauser, Davis, Rowe, Flores, and Self.**

The ZA stated that all changes to the Subdivision Ordinance would need to be advertised and a Public Hearing would need to be scheduled. It was decided that that it would be more cost effective to combine all changes together within the Subdivision Ordinance and then hold the Public Hearing.

**ADJOURNMENT: On motion by Webb, seconded by Flores, the Planning Commission voted to adjourn at 7:54 P.M. Voting Aye: Webb, Hauser, Davis, Rowe, Flores, and Self.**

Chairman \_\_\_\_\_

Clerk \_\_\_\_\_