

MINUTES – 1-28-13

TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING

MINUTES

January 28, 2013

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

MEMBERS ABSENT: None

OTHERS PRESENT: Tim Cox (arrived 7:04), and Town Manager Stephen Manster

Chairman Martin Hauser called the meeting to order at 7:00 PM and determined that a quorum of the Commission was present.

Mr. Hauser noted that there were a number of administrative items that had to be addressed. The first was election of a Chairman for the coming calendar year. Mr. Hauser called for nominations. On MOTION by Mr. Rowe, and seconded by Ms. Davis, the name of Martin Hauser was placed into nomination for the position of Chairman for 2013. Mr. Hauser called for further nominations. There being none, the Commission, by a vote of 6-0-1, with Mr. Hauser abstaining, elected Martin Hauser as Chairman.

Mr. Hauser called for nominations for the position of Vice-Chairman for 2013. On MOTION by Ms. Davis, seconded by Mr. Flores, the name of Matt Rowe was placed into nomination for the position of Vice-Chairman for 2013. Mr. Hauser called for further nominations. There being none, by a vote of 6-0-1, with Mr. Rowe abstaining, the Commission elected Matt Rowe as Vice-Chairman for 2013.

Mr. Hauser noted that the next item was a review of the Planning Commission By-laws. He said that this is done annually to see if there are any changes that need to be incorporated into the Commission's procedures. The "education requirement" was discussed. Mr. Hauser and Mr. Rowe noted that they attended the statewide class and found it extremely beneficial. It was noted that the current wording of the By-laws in relation to this matter was appropriate and covered all circumstances where budgeted amounts could not cover the cost of sending Commission members to classes. As the budget permits, Mr. Manster noted that there would be funds available each year to send two members to the class as long as lodging did not have to be an expense. On MOTION by Mr. Flores, seconded by Mr. Rowe, the Commission, by 7-0 vote, did not make any changes to the By-laws and adopted the existing By-laws for the coming year.

The Planning Commission then discussed the process for reviewing the Bowling Green Comprehensive Plan. The Town Manager noted that every five years, the Town is required to review its Comprehensive Plan to determine if any changes are necessary. The current Plan was adopted in August of 2008. He provided the Commission members with a copy of the State Code section that provides for this requirement to update the Plan. He also distributed copies of the current Plan's Table of Contents to indicate the topics that are considered in the current Comprehensive Plan. He said that there were a number of ways in which the Commission could accomplish its task, but suggested that the Commission review one or two chapters of the current plan at each meeting and determine what if any changes are necessary. The Commission briefly discussed the option of working in committees to review the document, but decided that working as a full Commission was the best way to proceed. The Commission determined that it would review the "Introduction" and Chapter 1, History and Location, and Chapter 2, Population at its February meeting. Mr. Manster said that he would assemble updated data for the review and present it to the Commission at its February meeting. Chapter 3, Environment, being one of the largest chapters, would be reviewed by itself at the Commission's March meeting. Members also noted that Capital Improvement Projects would be reviewed at the end of the Plan update process and recommendations would be made to Town Council for these major expenditures. Mr. Manager noted that Town Council was using the Commission's previous recommendations for allocating funds for various projects.

On MOTION by Mr. Rowe, seconded by Mr. Webb, the Commission, by a vote of 5-0-2 approved the Minutes of the October 15, 2012 Planning Commission meeting, with Ms. Davis and Mr. Flores abstaining due to their absence from that meeting.

The cancellation notice for the October 29, 2012 meeting was accepted by the Commission.

On MOTION by Mr. Rowe, seconded by Mr. Webb, the Commission, by a vote of 5-0-2 approved the Minutes of the November 13, 2012 Special Planning Commission meeting, with Ms. Davis and Mr. Flores abstaining due to their absence from that meeting.

On MOTION by Mr. Flores, seconded by Mr. Coleman, the Commission, by a vote of 6-0-1 approved the minutes of the November 19, 2012 Planning Commission meeting, with Mr. Webb abstaining due to his absence from that meeting.

On MOTION by Mr. Flores, seconded by Mr. Rowe, the Commission, by a vote of 6-0-1 approved the minutes of the November 28, 2012 Special Planning Commission meeting, with Mr. Hauser abstaining due to his absence from that meeting.

The cancellation notice for the December 17, 2012 meeting was accepted by the Commission.

Ms. Davis presented a report of the action taken by the Town Council at its meeting of January 3, 2013, which report is attached to these minutes.

Mr. Hauser noted that because of the President's Day holiday, the next Planning Commission meeting will be held on February 25, 2013.

Mr. Hauser noted that he attended the last Town Council meeting and the Town Attorney stated that in relation to Special Use Permits, where there was a requirement that such permit would be renewed each year, the applicant would have to go through the entire process of re-applying for the Special Use Permit and pay a fee and go through the public hearing process. In the past, the thought was that this was just an administrative process that could be resolved by the Zoning Administrator. The Town Attorney has stated that the process was not administrative, but legislative and the entire process had to be accomplished. Mr. Hauser suggested that the Planning Commission and staff investigate other possibilities to determine whether there are other ways of accomplishing this renewal, or we should consider dropping such a renewal requirement from future Special Use Permits unless it is absolutely necessary to be included as a condition.

Mr. Rowe noted that he was looking at the Town's web site and saw that none of the Commission's meeting minutes for 2012 had been posted to the site. Mr. Manster stated that he would correct this matter.

There being no further business to come before the Planning Commission, on MOTION by Mr. Self, seconded by Mr. Rowe, the Planning Commission meeting was adjourned at 7:36 PM.

Respectfully submitted:

Approved:

Stephen Manster, Town Manager

Martin Hauser, Chairman