

MINUTES  
TOWNSEND MUNICIPAL PLANNING COMMISSION  
AUGUST 11, 2016

Members Present

Sandy Headrick, Chair.  
Michael Talley, Mayor  
Rob Webb, V. Chair.  
Steve Fillmore, Sec.  
Eric Stein  
Alicia McClary  
Becky Headrick

Members Absent

Others Present

Andy Morton

ETDD Staff Representative: Joe Barrett

CALL TO ORDER AND APPROVAL OF MINUTES

Chairman Headrick called the meeting to order at 6:00 P.M. on August 11, 2016 at the city hall. The minutes from the last regular monthly meeting in July were reviewed by the members. After review, a motion was made by Eric Stein and seconded by Rob Webb to approve the July 14, 2016 Planning Commission Minutes as written. The motion passed unanimously.

REPORTS FROM BOARD OF COMMISSIONERS

None.

NEW BUSINESS:

DISCUSSION OF ACCESSORY BUILDING REQUIREMENTS

The definitions for a structure, building, accessory structure, and accessory use were reviewed. Staff provided members with some options on regulating accessory buildings that included limiting lot areas for the building location, establishing a maximum size, limiting the total number, establishing height limits specifically for accessory structures, and establishing maximum lot coverage. These are generally the available options for regulating these structures under zoning. A combination of these standards could be used under the zoning code. Following further discussion, a motion was made by Becky Headrick and seconded by Eric Stein to include the current standards listed under the R-1 District, but add this same section to the B-1 and B-2 Districts. The motion passed unanimously. Although the standard for accessory structures will not change, the inclusion of this section is still considered a zoning amendment and will undergo the zoning amendment process. The public hearing could be held next month.

REVIEW 2015-2016 ANNUAL EVALUATION REPORT

Staff provided members with a draft of the 2015-2016 Annual Evaluation Report for review. The Annual Report includes two parts; the evaluation of the previous 2015-2016 Program Year and the adoption of a work program for the 2016-2017 Program Year. Staff reviewed the evaluation section of the previous program year that has been drafted, but the work program section has not been finalized. Staff encouraged members to offer any input for the work program. No action taken at this time.

OLD BUSINESS:

DISCUSS VISIONING SURVEY

Staff had e-mailed the draft of the visioning survey to members for review. The survey was forwarded to the members for review in order to minimize the review time of the survey during the regular meeting and to provide focus areas that will also reduce review time. There were no comments that were forwarded outside the meeting. Members had some comments and questions regarding the survey and the purpose behind the survey. Staff sought consensus whether the survey is an activity that the planning commission still wanted to pursue. There was not absolute consensus of this matter, but the majority of the members indicated the continuation of the survey. Members can review the survey outside the meeting and the issue can be addressed at the next planning commission meeting. Staff suggested reducing the draft survey to make the survey more concise.

OTHER BUSINESS:

Discussion Pedestrian/Bike Transportation

No status reports.

Local Administrative Items:

None.

Status Reports:

None.

At 7:15 PM, with no further business the meeting was adjourned.

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Secretary

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Date