

Planning Commission
Order of Business/ January 11, 2016
Minutes

ORDER OF BUSINESS

- 1) **Called to Order** by Chairman Hannah at 7:00 PM.
- 2) **Roll Call:** Present: Gene Hannah, Lou Chambers, Melissa McWright, Bob Sanders and Charles Morehead. Charles Edens was absent. Also present were Planner Bob Hoge and Clerk Kathy King.
- 3) **Minutes of the Previous Meetings Approval and/or Correction:** December 14, 2015
Mayor Morehead moved to approve the minutes and waive the reading; seconded by Commissioner Chambers. No discussion. **Vote:** All favored; motion carried.
- 4) **Announcements from the Planning Commission Chairman:** None
- 5) **Reports from other Planning Commission members and/or other Town Officers:** None
- 6) **Hearing of person(s) having business with the Commission:** None
- 7) **OLD BUSINESS**
 - 7.1 Zoning Ordinance, Section 4.1 revisions
Confirmed that an ordinance amending Zoning Ordinance will still be presented to the Board of Mayor and Aldermen for first reading on January 28. Planner Hoge will draw up the ordinance.
- 8) **NEW BUSINESS**
 - 8.1 Elkins Self Storage Site Plan – Hwy 70
Planner Bob Hoge addressed the Commission and representatives for the self storage project with his list of concerns and recommendations. The plan does not provide any storm water detention area, plan does not provide information regarding whether building will be elevated or flood proofing the buildings as required by FEMA requirements; plan does not address a buffer between the project property and adjacent residential property; and plan does not address required dust free drives and parking area. Asphalt or chip and tar are considered dust free. After discussion regarding how to address the above items, Mr. Klober with Klober Engineering Services and Elkins' representatives agreed to the additions. With Hoge's recommendation, the Commission was in favor of allowing them to move forward with the buildings or section of buildings that are outside of the flood plain. Hoge further explained that if flood proofing is proposed a certified copy of the building plans will need to be kept on file at Town Hall stating that the methods proposed comply with FEMA requirements.

*Mayor Morehead moved to approve building the portion of site plan outside of flood plain with the following conditions to be added to site plan: 1) detention pond; 2) buffer strip; 3) entrance will need to be asphalt with all drives and parking areas chipped and tarred; and 4) dim low lighting; seconded by Commissioner Sanders. Discussion: Revised site plan will need to come back to Planning Commission with flood proofing addressed and with the above conditions added. **Vote:** All favored; motion carried.*

8.2 Work session: review and update of Zoning Ordinance and Subdivision. Planner Hoge presented an outline to the Commission and asked for their input regarding the structure of the outline. He suggested starting with Zoning Districts Section. He will draft that section and forward it to Town Hall two weeks before next meeting.

9) **Adjournment:** *Mayor Morehead moved to adjourn; seconded by Commissioner Sanders. Adjourned at 8:20 PM.*

Gene Hannah, Chairman

Lou Chambers, Secretary

Date Approved