October 7, 2014
7:00 PM

Present: Cole McGregor, Dan Talbot, Cathy Morrison, Margretta Isom
Excused: Jim Berg
Staff: Charlotte Shifflett

Guests:
Kenny May, Mike Sipe

Dan Talbot/Chairman called the regular meeting to order and led the group by reciting the Pledge of Allegiance.

The footer on the minutes needs the date to be corrected and the Committee Lead Members Table needs a date to be changed. Cathy Morrison made a motion to accept the September 2, 2014 minutes pending the corrections, seconded by Cole McGregor.
Voice Vote 4-0
Cole McGregor, Dan Talbot, Cathy Morrison, Margretta Isom
Motion Carried

Subdivision of Tax Map 115 (A) L 250
211 Virginia Avenue

- Kenny May attended the meeting to discuss a revised preliminary plat submitted by Newman Surveying dated September 15, 2014.
- He made a request to sub-divide (2) lots on Virginia Ave. with the residue of 4.823 acres remaining; to be displayed as Lot 3 with access from Clover Ln.

After discussion and review of the plat the following instructions were given to Kenny May:

- Revise the plat to include Tax Map nos.—if possible.
- Revise the plat to display a 50 ft. Right-of-Way dedication on Virginia Avenue.
- Revise the plat to display Clover Lane as joining the boundary line on the residue of Lot 3. Code states that all lots must be in compliance and have a 50 ft. Right-of-Way on a public street before recommending the sub-division.
- The Planning Commission sees no issue with the requested sub-division once the plat is revised as recommended. Mr. May will be added to next month's agenda.

Interview Mike Sipe as a Candidate

- Mr. Sipe is a town resident and owns property within the town.
- He was asked why he wants to join the commission to which he replied "I want to become involved"?
- Mr. Sipe emphasized he is willing to dedicate his time.
  1) Regular meetings are scheduled for the first Tuesday of each month. Meetings normally last approximately 2 hours.
  2) In addition to regular meetings, members attend public hearings several times per year.
- Chairman Talbot noted that each member is given a concept so he and/or she may become skilled on a subject.
- Occasionally, unique issues arise in each definition.

At the end of the interview period Cole made a motion, seconded by Cathy, to recommend to Council that Mike Sipe become a member of the Elkton Planning Commission. *Mr. Sipe accepted the offer.*
He will fill the seat vacated by Goldie Helsley.
Voice Vote 4-0
Cole McGregor, Dan Talbot, Cathy Morrison, Margretta Isom
Motion Carried

By-Laws
Charlotte passed a clean copy to each member. After reviewing and discussing the revised copy some minor errors were discovered.

- Pg. 1- change revision to Version I, October 7, 2014.
- Pg. 4 -(7.2)
  Change sentence 2 to include "The secretary shall mail a written notice to all members, at least 5 days before a special meeting by the chairman, stating the time, place, and purpose of the meeting.
- Pg. 5- (9-2.)
  Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order.
- Pg.-5- (9.3)
  The Commission shall keep minutes of each meeting, and these minutes shall become a public record. The secretary and chairman shall sign all minutes and certify that the minutes are true and correct.

Maggie Isom made a motion to accept the by-laws as amended with corrections made as noted, seconded by Cathy Morrison.
Voice Vote 4-0
Cole McGregor, Dan Talbot, Cathy Morrison, Margretta Isom
Motion Carried
Pathforward: **Charlotte and Maggie will meet and review the revised by-laws to make sure all corrections are complete as discussed.**

Accessory Buildings on Corner Lots

- An incident occurred on July 21, 2014 when a town tree had a broken limb fall on an accessory building and damaged the back side of the structure.
- The damaged building is non-conforming but is permitted to remain since it is nearing 100 years old.
- A complaint was filed with the zoning administrator advising her that the neighboring building does not meet code setbacks, thus, he has no room for repair of his damaged structure.
- After an investigation, it was found that the newer building owner had not applied for a zoning permit, therefore, he did not follow town setbacks.
- Mr. Barry Ecroyd Jr. was cited with a zoning violation by the zoning administrator.
- The issue has not been resolved due to the fact a question remains as to whether the owner is required to add an additional 15 ft. to the setback on a corner lot.
- This corner lot has a rather unique situation in this instance.
- This particular issue, and existing situations on corner lots, has arisen several times in the past.
  1) Visibility is the number one reason for the addition of 15 ft.
  2) Building location as opposed to front setbacks is a second reason.

Cathy Morrison made a suggestion that Chairman Talbot look at the code and make a recommendation to the Planning Commission and Council addressing a revision to deal with unique corner lot situations on a case by case basis if necessary.

Committee Lead Members:

Category	Lead member
Residential 1-4, flood hazard, Yard Sales	
Residential 5-6 (includes: Townhouse & Apts.)Agriculture	*Dan Talbot*
Residential 7-8, and Conservation	*Michael Sipe*
Business, Industrial. Telecommunications	*Cathy Morrison*
Subdivisions	*Margretta Isom*
Signs, Parking, Definitions, Streets and Alleys	*Cole McGregor*
Zoning Map, Annexation, Home Occupations, Non-conforming Uses, Fences and Exceptions	*Jim Berg*

Please reference the above table when you receive your agenda each month. Match up your category and be prepared to lead a group discussion on your selected subject if it appears on the agenda.

2014 Zoning Permits Issued YTD

Month	*Bus*	*Res*	*Singe Family*	*(duplex) single family attached*
January	3	3	1	
February	2	2	1	
March	1	5		
April	6	9	4	
May	1	4		
June	4	2		
July	3	4	1	
August	2	3		
September	4	5		
October				
November				
December				
Total YTD				

The next meeting is scheduled for November 4, 2014@ 7 pm in the Council Chambers of the Elkton Area Community Center located on Blue/Gold Dr.

Dan Talbot/Chairman

Cathy Morrison/Secretary