

PLANNING & ZONING REGULATIONS SUB-COMMITTEE

MINUTES FOR MEETING February 2, 2016 AT 6:30 P.M.
AT CITY HALL AUDITORIUM, 110 RIVER STREET

A. Approval of Minutes - None Submitted

B. Roll Call

Members Present: Scott Marlow, Richard Lutz, John Grant, Chairman; Jim Quish (6:50)

Staff: David Sulkis, Stephen Harris, Joseph Griffith

C. General Information / Up-Dates :

1. New Sub-committee member welcome

2. Procedures:

- a. Submitting a proposed regulation add, change or deletion to the sub-committee :
Written document must include date submitted to sub-committee, regulation article and section / existing text / proposed text / reason for change and be submitted one week prior to the meeting date to be placed on the agenda.

The Chair welcomed Scott Marlow and Richard Lutz to the Subcommittee. He noted the procedures he would like the subcommittee members to follow if they have changes to regulations they wish to submit for review.

3. Staff update on P&Z Board approved proposed regulations:

Update on city and state approvals for pending regulations approved by the board.

The Secretary submitted a written memo containing an update on regulations recently approved and proposed regulation changes sent to referring agencies on 1/12/2016 for their review.

4. Staff update on Billboard regulations:

Article XI, Section 11 – Definitions : SIGN, ELECTRONIC MESSAGE

Discussion as to whether the Subcommittee should initiate a regulation with regard to electronic billboards, or wait for an outside source to submit an application for electronic signage. David will present a draft regarding the language for an electronic billboard regulation for submission to the Subcommittee and discussion at the next meeting.

Article V, Section 5.3 – Sign Regulations 5.3.4, 5.3.5, 5.3.6 - **Not addressed**

Article XI, Section 11 – Definitions : SIGN, DIGITAL BILLBOARD

Discussion: Are digital billboards and electronic billboards synonymous? Yes. Should digital (electronic) billboards be incorporated in Section 5.3 Sign Regulations or Section 11 – Definitions?

D. Proposed Regulation Word Changes:

1. DISCUSSION AND/OR VOTE to Recommend to P&Z Board:
 - a. Article V, Section 5.1.4.1 – Drive-In Establishments

The Chair gave the reasons why he proposed to add the wording “Drive-Through Establishments” to the existing heading of Sec. 5.1.4.1 Drive-In Establishments . There are two distinct differences between a drive-in (Sonic) and drive-through (bank, McDonalds). Everything listed for the Drive-In Establishments actually pertain to “Drive-Through” establishments. Adding Drive-Through to the Drive-In Establishments heading, would coordinate the section with the heading.

E. Proposed New Regulations:

1. DISCUSSION AND/OR VOTE to Recommend to P&Z Board:
 - a. Article XI, Section 11 – Definitions: Drive-Through Establishments

The Chair proposed to add the following definition: ***Drive Through Establishments – A structure with a pass-through opening or device from which business is transacted, or is capable of being transacted, directly with patrons in a motor vehicle during such business transactions.***

Stephen suggested a change to the wording of the definition for Drive-through. He will provide the change to be submitted on the memo form for the sub-committee to review at the next meeting. If approved it will be sent to the P & Z Board for approval to be distributed to the agencies and ultimately go to a public hearing.

F. Proposed Deletion of Existing Regulations:

1. DISCUSSION AND/OR VOTE to Recommend to P&Z Board:

None presented at this time.

G. Future Regulation: Areas to Explore For Consideration and Possible Adoption:

None presented at this time.

It was established by the Subcommittee that if three members are in attendance at a meeting, they comprise a quorum.

The meeting adjourned at 7:25 p.m. The next Regulation Subcommittee meeting will be held on March 1, 2016 at 6:30 p.m.

Phyllis Leggett

Phyllis Leggett, Secretary