

**MINUTES
TOWN OF MONTVERDE
PLANNING AND ZONING BOARD**

November 29, 2016

The Planning and Zoning Board of Montverde met on November 29, 2016 at 6:30 p.m. in special session in the Town Hall Mayor's Office.

The recommendations of the Planning and Zoning Board will be submitted to the Town Council at a Council meeting to be held on Tuesday, December 13, 2016 at 7:00 p.m. in the Town Hall Auditorium.

Board Members Present:

Glen Brecheen
Skip Perry
Allan Hartle
Sandy Baker
Chris Mitchell

Staff Present:

Graham Wells, Town Clerk,
Sean Parks, Town Planner

Glen Brecheen called the meeting to order at 6:35 p.m., and then led the Pledge of Allegiance.

ROLL CALL:

Following the roll call by Graham Wells, Town Clerk; a quorum was announced.

MINUTES:

Minutes for the Planning and Zoning meeting held on October 27, 2016 were unanimously approved.

MINUTE APPROVAL:

MOTION by Chris Mitchell SECONDED by Allen Hartle to approve Planning and Zoning Board Minutes for October 27, 2016.

FOR: Brecheen, Hartle, Perry, Baker, Mitchell

AGAINST: None

MOTION CARRIED: 5-0

Chairman Glen Brecheen handed the meeting over to Sean Parks. He outlined the only item on the agenda: Ordinance 2016-17 amending Chapter 10. Section 13 of the code. The proposed amendment is to change the one-acre lot requirement for a specific property for which an application to be annexed into the Town has been received. This ordinance relates to the property known as Black East and would allow, if approved, a density of two units per acre calculated on the gross acreage of the parcel.

Chris Mitchell asked what the lot sizes were in Magnolia Terrace. *Graham Wells* said that they were a minimum of half-acre net and some were bigger. *Mr. Mitchell* surmised that these would be smaller more in line with those being built on Black West. This was confirmed. He asked if this was to accommodate the annexation of the black East parcel in to the town. *Sean Parks* confirmed that it was. *Sandy Baker* was concerned that this would set a precedent.

Glen Brecheen said that what makes Montverde different is that we have space between our houses. *Ms. Baker* said that we should preserve this in the town. *Sean Parks* outlined what kind of standards aside from the lot size that the builder would be held to if they were annexed into the town. *Glen Brecheen* said that whatever design standards were passed; they would be applied to the rest of the town. *Sean Parks* said that they would only apply to any new subdivisions over three lots.

Glen Brecheen said that the ordinance specifically shows a geographical area so would not set a precedent for other properties such as the Roper property. He went on to add that the ordinance dating back to 1993 requiring all new subdivisions inside the town to have half-acre lots should be put back on the books. This ordinance was not included in the review of all ordinances carried out in 2008/9 and was therefore repealed.

Chris Mitchell suggested that it was time to review the whole subdivision ordinance situation and the Board should go through the exercise and make a recommendation to Council and the Mayor. *Sean Parks* agreed and outlined the way the design standards for new subdivisions would work and that those created for Black East would filter down for all new subdivisions. He added that the timeframe to have the standards in place for Black East was January 2017.

A motion was requested for recommendation to Council to approve Ordinance 2016-17. When asked, *Sean Parks* said that the staff recommendation was to approve. He added for the record that by recommending approval of the ordinance, the Board was recommending annexation of this property and also to put the design standards in place.

MOTION by Chris Mitchell, SECONDED by Allen Hartle, to recommend to Council to approve Ordinance 2016-17.

Glen Brecheen asked for a roll call vote.

FOR: Brecheen, Baker, Hartle, Mitchell, Perry

AGAINST: None

MOTION CARRIED: 5-0

Discussion on requesting Councils permission to look at all subdivision ordinances past and current took place. The Mayor said that Council would have to approve it as there was a cost for assistance required by staff.

A motion was made by Sandy Baker to address Council requesting permission for the Planning and Zoning Board to revisit all subdivision ordinances. The assistance of staff would be required with a view to making recommendations of any changes to Council. The motion was seconded by Chris Mitchell and approved unanimously.

A tentative date was set for the Board to meet on January 5, 2016 at 6:30 pm to further the discussion on this project if Council approve.

Being no further business a motion to adjourn was requested at 7:12 pm.

ADJOURNMENT:


MOTION by Chris Mitchell, SECONDED by Skip Perry to adjourn.

FOR: Brecheen, Baker, Hartle, Mitchell, Perry


AGAINST: None

MOTION CARRIED: 5-0

Respectfully submitted,



Graham Wells, Town Clerk



Glen Brecheen, Chairman