

MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, June 25, 2024

ATTENDANCE: Vice Chairman Rick Byrd, Carmella Smith, Scott Shippley, Travis Riner, Steve Jamison, and Mayor and Council Liaison Eric Kitchen, and Assistant Mayor Tony Nally (Members not attending Chairman David Parmelee)

Staff Member: Andrew Bowen, Town Planner/Zoning Administrator,

Citizens: None

PRESIDING: Vice Chair called the meeting to order at 6:02 p.m.

APPROVAL OF MINUTES:

The Commission review the meeting minutes from April 23, 2024 & May 28, 2024. Motion made by Travis Riner, 2nd by Carmella Smith; MOTION CARRIED.

OLD BUSINESS

Comprehensive Plan

Additional information requested by Commissioner Riner. Information provided to the Travis Riner and the rest of the Planning Commission.

Liaison Kitchen discussed his Residential Phasing Proposal that he presented to the Mayor and Council. He has received some comments from the Council. The Planning Commission discussed different aspects of the draft Residential Phasing Proposal. Kitchen will present the Residential Phasing Proposal to the Planning Commission at a future meeting.

Review of Draft Agenda Changes

The Planning Commission reviewed the proposed changes to the Planning Agenda format. After discussion, Motion made by Commissioner Jamison, 2nd by Commissioner Shippley; MOTION CARRIED. One abstention, Commissioner Riner.

NEW BUSINESS

Minor Subdivision – Final Plat – Mt. Nebo Methodist Church

Commission Members were briefed on the Board of Appeals case. The Planning Commission wanted to make note that creating lots of records on Main Street without offsite vehicle parking should be reviewed in greater detail in the future to address parking limitations along Main Street.

Motion made from Commissioner Shippley, 2nd by Commissioner Smith; MOTION CARRIED.

Chase Six Blvd Restriping Recommendations

The Planning Commissioner was presented a Preliminary Striping Plan for Chase Six Blvd. A lengthy discussion regarding future traffic controls took place as well as identification of improvements that would be necessary to address increased traffic flows.

Shafer Park – Walking Trail – Phase IV

The Planning Commission was presented the Shafer Park – Walking Trail – Phase IV improvements. The project will be bid in July with construction to follow.

Utility Plans – Sanitary Sewer

The Planning Commission was presented Utility Plans for both the Auction House and Ambulance Company. Plans are currently being review by the BMUC.

Site Plan – Boonsborough Museum of History

The Planning Commission was presented a preliminary site plan for the Museum of History. Staff Planning Bowen asked if using a basic Site Plan without full engineering plans would be acceptable since none of the building or parking lot dimensions are changing. By General Consent, no formal engineering plans will be required for the Site Plan.

PLANNING & ZONING UPDATES

The Planning Commission was updated on current developments and other miscellaneous zoning violations for the Zoning Administrator.

CITIZEN’S COMMENTS

No comments.

COMMISSION MEMBER COMMENT

No comments.

ADJOURNMENT

Vice Chair Byrd declared the meeting adjourned at about 7:16pm.

Respectfully submitted,

Andrew J. Bowen
Town Planner/Zoning Administrator