Planning and Zoning Minutes
October 8, 2013

Committee Members Present: Bill Spruill, Patricia Van Wieren, Phyllis Brooks Collins, Dave Van Kavelaar

Guests in Attendance: Mayor Dale Rife, Town Clerk Pam Haddick, Attorney Barrett Edward

The meeting was called to order at 1940. The September 12, 2013 minutes were sent by email to P&Z board members on September 12 shortly after the meeting adjournment. Also, the minutes (in hard copy form) of the September 12, 2013 meeting were presented to attending members. A motion to accept the September 12 minutes was made and unanimously approved.

Old Business: A discussion was held pertaining to the proposed " Ordinance Amending The Land Use And Development Code To Clarify The Procedures For Minor Subdivisions". The P&Z Board was concerned that it was "out of the loop" as the Town's staff was to be contacted where an administrative review (for minor subdivision issues) would be conducted and approval would or would not be granted. The proposed ordinance was amended which designates the Planning and Zoning Board to conduct the administrative review by checking the proposed minor subdivision plot for compliance with the Land Use and Development Code and to issue a written approval or disapproval of the plot.

The P&Z Board also was uncertain as to the allowing of a "minor subdivision" within a major subdivision. Attorney Edward stated that, in order for the P&Z Board to consider approval of a minor subdivision, six criteria must be met as seen in the propose Section 11-11 requiring all lots to be adjusted be recorded lots in the Kent County deeds office, no more than three lots will be created, all lots must comply with Land Use and Development Code and the official zoning map, the adjusted lot lines cannot interfere with existing utilities in an easement, a six foot easement shall be recorded on all side and rear property lines that currently have no recorded easements, and all lots shall front an existing street.

The purpose of this ordinance, Mr. Edward stated, is to speed up the process of reaching the approval/disapproval stage. After the discussion and clarification of P&Z concerns, a motion was made to recommend to Town Council that the proposed ordinance be approved. The definition of Minor Subdivision has to be included in Section 16 of the Land Use and Development Code.

As to establishing wording pertaining to a residential zone allowing mixed usage, P&Z must search the internet and find local townships that have already addressed the issue and determine if that town's document is compatible with Wyoming's character.

Phyllis was nominated and unanimously voted to be the P&Z Chairperson.

Having no further business to conduct, a motion to adjourn was made, was passed, and Phyllis adjourned the proceedings at 2050.

Respectfully submitted,

David Van Kavelaar
Planning and Zoning Board