



PLANNING COMMISSION

January 11, 2011

6:30 P.M.

The Planning meeting was called to order by Chairman Cyprian and a quorum established.

Present: Chairman Joseph Cyprian
Commissioner Janice Burris
Commissioner Arthur Arnold
Commissioner Harold Pittman

Absent: Commissioner Melba Reid

Also Present: Pamella B. Divinity, P & Z Secretary
Joe Atkins, Building Inspector

BUSINESS

Item No 1 – Review of Adoption of Master Plan. Villavaso & Associates - Chairman Cyprian introduced the agenda and then turned the meeting over to Mr. Stephen Villavaso. Mr. Villavaso stated that the Planning Commission adopted the Master Plan for the Village of Folsom during December's meeting. He will draft a Resolution for the "Act of Ratification" by the Board of Alderman for the Master Plan.

Item No 2 – Discussion of Text of Zoning Ordinance. Villavaso & Associates – Mr. Villavaso stated that the next step is the **Tools** that implement the plan:

1. Zoning Ordinance
2. Land Use Map

Mr. Villavaso stated that for the past two weeks and in the next six weeks they will be "updating" the Village's current Zoning Ordinance in accordance with the recently adopted Master Plan. He said that neither the Village or Villavaso & Associates had enough time to adopt a "new" code in 6-8 weeks, because of the legal requirements of advertising and holding public hearing for both the Planning Commission and the Mayor and the Board of Alderman.

The goal of the project for which the Village received grant funds for was to:

- A. Develop a Master Plan
- B. Adopt a Master Plan
- C. Develop Recommended Codes to Implement the Plan

Villavaso & Associates goal is to provide the necessary tools so that when the project is officially over the Village can take it to the next step and implement it.

The schedule for this phase will establish the framework of how to take the Code to the next level. This portion will be headed up by Traci Birch. Mr. Villavaso explained that the

- (1) Plan will guide us to a new code, and the
- (2) Land Use Map will guide us to a new Zoning Map.

Ms. Birch is in the process of writing a new ordinance based on research she has done relative to other communities which fit in the same category as the Village in terms of size and structure. She stated that she plans to present a complete "draft" to the Planning Commission by **February 28, 2011**. The updated Zoning Ordinance will be broken into two sections. Her goal is to have the first three sections complete for review by the Planning Commission, Council, and the Advisory Committee within the next two weeks. She said that breaking it into two sections, makes it easier to review, because it decreases the amount of information required to be reviewed at one time.

Therefore, she will send the first section within the next two weeks and it will include the following:

1. Administration
2. Definitions
3. Use Districts

She noted that how the Town will be divided up, will not be dramatically different from what we have now, but it will basically have different names.

The Planning Commission will have time to process that information and then submit any comments to her. Two weeks later she will send the second half of the document which will include things like:

1. Parking Requirements
2. Lighting
3. Landscaping
4. Signage

The target date for this phase's completion is **February 8, 2011**. The Planning Commission will get a chance to look at everything and get comments back to Ms. Birch so she can produce another draft that takes into account all of their comments.

A meeting with the Advisory Committee will also be scheduled between January and February's meetings. This meeting will be to bring that committee in formally, in addition to sending them information to read and comment on too.

Mr. Villavaso stated that the official completion date for submittal of recommendations to the amended Zoning Ordinance is **February 28, 2011**. After the 28th of February, the Board will have the opportunity to set their own timetable, set a review process, add their own way to comment on the newly amended code and map, add to it, respond to it etc... Mr. Villavaso wanted to assure Mayor Bickham that there is no pressure for them to have every detail done by February 28, 2011. They will be available until all phases are complete and ready to be implemented. Villavaso & Associates will utilize March meetings to make official presentations for both the Board and Planning Commission.

ANNOUNCEMENTS: None.

ADJOURNMENT: On the motion of Commissioner Arnold and seconded by Commissioner Pittman the Planning Meeting was adjourned.

Respectfully submitted,

Joseph Cyprian, Chairman

I attest that the above is a true and correct copy of the minutes taken at the Planning Commission meeting held on January 11, 2011.

Attest:

Pamella B. Divinity, Secretary