

**Town of Thompson's Station
Municipal Planning Commission
Minutes of the Regular Meeting
Held On March 24, 2009**

Commission Members Present

Sarah Benson
Nina Cooper, Vice-Chair
Tom Evans
Marcia Franks
Millie Halvorson
George Ross

Staff Members Present

Greg Langeliers, Town Administrator
Doug Goetsch, Town Recorder
Todd Moore, Town Attorney
Wendy Deats, Town Planner
Lisa Stewart, Town Clerk

The regular meeting of the Municipal Planning Commission was called to order by Vice-Chair Cooper on March 24th, 2009, at approximately 7:00 p.m., at the Thompson's Station Community Center with the required quorum. Commissioner Leon Heron was unable to attend.

Mr. Brown Daniel had tendered his resignation earlier in the month as Chairman, so nominations were opened for a Chairman.

Commissioner Evans made a motion to nominate Nina Cooper, currently Vice-Chair, for the Chair position. Commissioner Ross seconded the motion, which passed unanimously.

Nominations were opened to replace Vice-Chair Cooper.

Commissioner Benson made a motion, seconded by Commissioner Ross, to nominate Millie Halvorson as Vice-Chair. The motion passed by unanimous vote.

Minutes:

The minutes of the February 24th, 2009 meeting were previously submitted and were approved unanimously upon a motion by Commissioner Benson, seconded by Commissioner Evans.

Staff Announcements:

Mr. Langeliers noted that the sewer plans for the Old Town section (Phase 2) have been completed and approved by the State and the status now is to communicate to the businesses and determine if the funding is available.

Mrs. Deats stated that those signed up for the April 17th class (Planning for Economic Development for Small Towns During Tough Times) in Memphis have been confirmed. Also, that Commissioner Benson has been confirmed to attend a water seminar.

Mrs. Deats announced that the Taste of Thompson's Station is scheduled for May 16th and she is talking with craft vendors to consider that as another component for the festival.

Old Business:

Mr. Langeliers distributed paperwork regarding previous issues with rights-of-way easements in relation to density / intensity bonuses. Suggested modifications in the text of the Zoning Ordinance are indicated, and will be considered on next month's agenda after the commission's review.

LETTER OF CREDIT:

Item 1 - Bridgemore Village, Section 2A – expiring 4/24/09:

\$ 60,000 for Roads, Drainage and Erosion Control; and
\$ 20,000 for On-Site Sewer.

Recommendation: reduce the Roads, Drainage and Erosion Control to the amount of \$40,000, extend the On-Site Sewer at its current amount of \$20,000 (for a total LOC of \$60,000), for a period of one (1) year.

Alderman Benson made a motion to accept and approve Staff's recommendation. Commissioner Franks seconded the motion, which passed unanimously.

Other:

Item 2 - Modify Subdivision Regulations regarding fees relating to Letters of Credit.

Mr. Langeliers reviewed the report, recommending that the Planning Commission modify the Subdivision Regulations (specifically Article I) by adding section 1-116 to this article to read as follows:

“All required Letters of Credit (LOC) are to be obtained for a minimum period of one (1) year unless granted a variance from this requirement by the Planning Commission. Staff will review each LOC on an annual basis. Any request for the early review of a LOC shall be accompanied by a fee of five hundred dollars (\$500.00). This fee shall also apply to any Letter of Credit either modified or extended by the Planning Commission that is not in Staff's possession by at least five (5) working days prior to the expiration date of the LOC.”

After further discussion, Commissioner Ross made a motion to accept and approve Staff's recommendation. Commissioner Halvorson seconded the motion, which passed unanimously.

Item 3 - Zoning for Parcels Annexed in November referendum.

Mrs. Deats reviewed the report and asked the commission to provide input to establish a zoning designation for the parcels annexed. Staff suggested a zoning, other than the specified Low Intensity, due to some commercial and / or mixed uses already in that area.

The Commission discussed various zoning options, commenting on some of the following:

- previous County zoning
- uses 'grandfathered'
- two (2) different zones
- traffic issues
- avoiding non-conforming uses
- specific individual site plans
- proximity to flood zone
- complaints from adjoining subdivision

Mr. Langeliers stated their comments will be considered in a more specific recommendation to be brought back to them next month.

Updates from Staff:

Mr. Langeliers noted that the Community Garden has been tilled and some have started planting.

Chair Cooper referenced the proposed addition of two (2) positions to the Aldermen and the possibility of creating wards. Mr. Langeliers stated that the ordinance goes for second reading at the next Board meeting, and Mr. Moore explained that the Town must have a total population of 5,000 to create wards, therefore the new aldermen will run at-large.

New Business:

There was none at this time.

There being no further business, the meeting was adjourned at approximately 7:50 p.m.

Signed: _____
Nina Cooper, Chair

Attest: _____
Tom Evans, Secretary

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