

PLANNING & ZONING BOARD MEETING MINUTES
March 11, 2019

Planning and Zoning Board Members:

Chris Rader, Chair (Quorum)
Marion Rayburn, Co-Chair
David Gragg, Board Member
Ryan Santurri, Board Member
Aileen Trivedi, Board Member

Staff:

Drew Smith, City Attorney
Sandra Riffle, Deputy City Clerk
Mike Fraticelli, Police Detective

CALL TO ORDER

Vice-Chairman Rader called the Planning & Zoning Board meeting to order at 6:30 pm and led the Pledge of Allegiance. The Board held a moment of silence in honor of Mayor Bagshaw who passed away on Sunday, March 10, 2019.

Deputy City Clerk Riffle announced that there was a quorum with all Board Members present.

APPROVAL OF MINUTES

- *January 14, 2019*

Vice-Chairman Rader asked for a motion

Board Member Gragg moved to approve the minutes; Second by Board Member Rayburn. The motion was approved (4/0).

NEW BUSINESS

- **Oath of Office:**

Board Members Rader and Gragg were sworn in to complete another term. Ryan Santurri was also sworn in as a new Board Member.

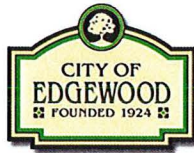
Board Member Santurri took his seat at the dais. Board members made introductions.

- **Selection of Board Chair and Vice-Chair**

Vice-Chair Rader asked for nominations for the new Planning and Zoning Board Chair for one year.

Board Member Gragg made the motion to nominate Board Member Rader for Chair; Second by Board Member Trivedi. Motion approved (5/0).

Board Member Gragg made the motion to nominate Board Member Rayburn as Vice Chair; Second by Chair Rader. Motion approved (5/0).



- **Proposed Ordinance 2019-01 - Pass through fee Ordinance**

Attorney Smith introduced Ordinance 2019-01, which is in addition to an existing ordinance addressing pass-thru fees that is already on the books. Pass through fees transfer some of the cost of certain reviews to the applicant rather than to the City. Ordinance 2019-01 would add sign applications and Edgewood Central District (ECD) waivers to the list of reviews that require pass-through fees.

Attorney Smith explained the process for the pass-thru fee process.

Deputy City Clerk Riffle showed the Board a sample invoice from the City Planner that included billing for sign application reviews. Attorney Smith explained that many applications require input from the City in order to meet requirements, which has been at a cost to the City.

Per Attorney Smith, waivers for the ECD would incur more costs than signage, considering that there is a lot of site design and analysis involved.

In response to Board Member Trivedi's question about pass-through fees, Attorney Smith confirmed that unused deposits are returned to the applicant and as a balance gets low, the City notifies the applicant. If necessary, a review can be stopped if no further deposit is made.

There was no public comment.

Chair Rader asked for a motion.

Board Member Gragg made the motion to recommend approval of Ordinance 2019-01; Second by Board Member Trivedi. Motion passed (5/0).

COMMENTS/ANNOUNCEMENTS

Attorney Smith discussed Mayor Ray Bagshaw's passing and how much Mayor Bagshaw respected the Board and gave credit to the P&Z Board for their work.

Board Member Rader added his thoughts about Mayor Bagshaw and his reassuring voice.

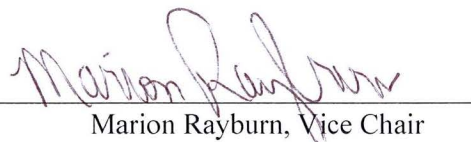
Board Member Gragg remembered Mayor Bagshaw during hurricane season and said the City will be hard pressed to replace our Mayor.

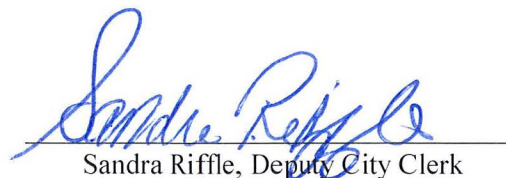
ADJOURNMENT:

As there was no further discussion, Vice Chairman Rader asked for a motion:

Board Member Trivedi made the motion to adjourn the meeting; Second by Board Member Rayburn. The motion passed (5/0).

The meeting adjourned at 6:55 pm.


Marion Rayburn, Vice Chair


Sandra Riffle, Deputy City Clerk