

**HALFMOON TOWNSHIP  
Planning Commission Meeting  
January 20, 2016**

Present: Jason Little, Chair; Melissa Gartner; Jeff Martin; Lorin Nauman; Mike Brown

Others Present: Susan Steele, Manager; Jim May, CRPA, Tammy Terosky, Recording Secretary

Not Present: Bob Strauss; Kathy Kelly

**1. Call to Order**

Chairman Little called the meeting to order at 7:02 P.M.

**2. Citizen Comments**

None

**3. Approval of December Minutes:**

Mr. Little moved to approve the December 15, 2015 minutes. Mr. Nauman seconded. Vote in favor 6:0.

**4. Regarding the draft board program as prepared by Susan Steele:**

- Mr. May stated that the Planning Commission (PC) will make a preparatory tool for the Board of Supervisors as an executive summary of what changes will be made.
- Mr. Little questioned the need, expectations and availability for the PC to be present at the BOS meetings.
- Ms. Gartner suggested perhaps the PC members can alternate attendance.
- Ms. Steele explained that the BOS will probably expect the PC to facilitate the four listening session meetings.
- Mr. Little and Mr. May suggested for Ms. Steele to recommend to the board that 2 PC members alternate attendance of the BOS meetings, and that after the first meeting the PC will have a much better idea of what is expected.
- Mr. Little stated that the BOS need to be the ones with authority at the meetings, since the PC acts under their directive and the PC is not a decision making body, but the BOS is.
- The handbook for summarizing the zoning changes would be prepared by March, in order to be presented to the BOS in time for them to review prior to the listening sessions. This will allow them to go to the public with everything by July.

**5. Annual Report:**

- The PC thanks Ms. Gartner for a great job in preparing the annual report.
- Ms. Gartner and Mr. Little determined that a birding map needs to be inserted into the minutes. Also, the new subdivision is included in the notes section.
- Mr. Little suggested adding that they did meet with the Supervisors in February with an initial overview for the year, and to add that to the summary, in addition to the work session.
- The dates missing from the draft program need to be added.

**6. Ms. Steele re-opened discussion of the listening session/ handbook session handbook/summary of all zoning changes.**

- Mr. Little re-iterated the early comments, concerns and suggestion for attendance of meetings.
- Ms. Steele suggests that they BOS would like to have the PC provide key points, field the public comments and facilitate the listening session meetings. Ms. Steele feels that the BOS will not be capable to address any concerns or comments from the public.
- PC members concur that they should prepare the handbook and general information for the BOS, and that at the listening sessions are for public comment. Questions and comments from the sessions will be compiled after the four sessions and presented to the BOS for addressing. This will assist in the supervisors not needing detailed knowledge of all changes. The BOS needs to be the group facilitating the meetings and hearing what the public has to say. The Board has to be informed. The PC can only make recommendations.
- Ms. Steele will present the consensus to the BOS at the next meeting.
- Mr. May suggested possibly having meetings prior to the BOS listening sessions, in order to eliminate extra meeting dates.
- Mr. Brown mentioned that the notes may be made available electronically.

**7. Ag Listening Sessions:**

- Ms. Steele stated that unlike for other sessions, she is sending out letters to invite those in that area to attend; she suggests maybe the PC could included something with the letter to the ag district with major points being considered.
- Mr. Little that the changes are very minimal, and will only constitute 2-3 sentences; The only thing changed is 1 acre to 10 for housing and that the R1 and R2 is now in a simpler format. He does not agree to be the wall between the BOS and the public.
- After discussion among the PC members, all agreed that the PC should not facilitate the meetings, but prepare the handbook and provide the summary and feedback to the BOS as mentioned earlier.
- Mr. Little reiterated that it is essential that the BOS hear the public comments. They are the elected officials.
- With anticipation of possible controversy over PCD, it is agreed that the PC will provide key points, attend the listening sessions, then summarize public comments and concerns. Then, meet afterward with the BOS to present information and get further directives.
- April is a good time frame to give the information to the attorneys, developers, etc.

**8. Other Items:**

- Jeff Stover will be at the February 2 and 16<sup>th</sup> meeting because of the 10% exception.
- Review of final Wilson-Burns and finalize.
- Need to review the official map.

**9. Work program**

- Nothing to be addressed.

**10. Proposed commercial and industrial zoned district:**

- Table of existing C1 district

- Minimal changes
- Not many changes
- Various setbacks and numbers may need to be adjusted
- A comparison with Patton and Ferguson Townships will be done
- Still keeping one commercial district and not multiple zones
- Village and PCD are the only places commercial might be activated
- Need to decide how general or specific to detail the options within zones
- Mr. May provided an example and it is agreed to use something very similar
- Mr. May will look into provisions from other townships and have a side by side comparison
- Next meeting finalize
- Ms. Steele will send out updated work-plan

**11. Board of Supervisors Update:**

- Need to schedule a DRI

**12. Zoning Officer Report:**

- Wilson-burns plan next meet
- CRPC month

**13. Open Space Update:**

- Moved to approve 2 acre subdivision

**14. Matter of Record:**

The next meeting of the Planning Commission will be on February 2, 2016 and will include discussions on:

- Commercial and Industrial Drafts
- Review Wilson-Burns
- Mr. May's compilation for review

**Adjournment**

Mr. Nauman moved to adjourn; Mr. Brown seconded. Vote in favor was 7:0  
This meeting was adjourned at 8:32 P.M.

Respectfully submitted,  
Tammy Terosky  
Recording Secretary