

MINUTES OF THE JOINT WORK SESSION OF THE
TOWN OF HIGHLANDS BOARD OF COMMISSIONERS
AND TOWN OF HIGHLANDS PLANNING BOARD

August 29, 2011

The Town of Highlands Board of Commissioners and the Town of Highlands Planning Board met on August 29, 2011 at 5:30 P.M. for a joint work session.

Members of the Town Board present were as follows:

Mayor David Wilkes
Dennis DeWolf
Gary Drake
Amy Patterson

Absent: John Dotson
Larry Rogers

Members of the Planning Board present were as follows:

Thomas Craig, Chairman
Mike Bryson
John Crowe
Patrick Leonard

Absent: Linda Clark
Alan Marsh
John Underwood

Also present at the meeting were Bill Coward (Town Attorney), Josh Ward (Code Enforcement Officer), David Clabo (Planning & Development Director) and Jerri Talley (Secretary).

Mayor David Wilkes called the meeting of the Town Board to order and Chairman Thomas Craig called the meeting of the Planning Board to order.

Mayor Wilkes pointed out that the goal of this meeting was to continue the discussion of the draft of the UDO in order for the draft to be returned to the consultants for them to compile the finished copy. Mr. Clabo stated that the public could be made aware of any changes made in the UDO by a summary of those changes being included in the advertisement for the hearing.

The following items were discussed and changes made are as follows:

ARTICLE 8.3.2 – FLOOR AREA RATIO

The opening paragraph and the first paragraph under the opening paragraph to become one paragraph.

It was suggested that an exhibit to illustrate Article 8.3.2 be included.

ARTICLE 8.5.1 – After the Figure 3 illustration, wording should be added that the “**10 feet between buildings must be maintained.**”

ARTICLE 9.1.1 – B.4

Add the word “to” and will read as follows:
4. A reduction of up to twenty percent (20%).....

ARTICLE 9.1.1 – B.5 - to be deleted.

ARTICLE 9.1.1 – Table of parking dimensions

The width (B) for 30°, 45°, 60° and 90° is to be changed from 8 ft. 6 in. to 9 ft.

ARTICLE 9.1.7 – The title to be changed to ***“Parking Schedule”***.

ARTICLE 9.1.7 – Changes recommended for the “Parking Schedule” table are as follows:

- (1) The required parking for electronic gaming uses to be added to the “Parking Schedule” table.
- (2) Under “Commercial Uses”, the words *thrift institutions* is to be omitted.
- (3) Under “Commercial Uses”, required parking column, the consultants are to be contacted about the wording concerning the “maximum” for the following four headings: (1) public buildings, (2) professional and business offices, (3) retail stores and shops of all kinds, except for furniture and carpet stores, and (4) service stations.
- (4) The required parking for service stations should be changed to read: ***“Minimum is one (1) space for each lubrication rack or service bay, plus one (1) space for each employee.”***

ARTICLE 10.4.1 (B) - Shared Driveways

Number 3 to be added as follows: ***3. All other driveway requirements in this section will be met.***

ARTICLE 10.5.1 - Sidewalks

Words “is adopted simultaneously herewith” are omitted and to read as follows:

“The Town of Highlands Master Sidewalk Plan” may be amended from time....”

ARTICLE 10.5.1 (B) (1) – The minimum width of sidewalks was changed from six (6) feet to ***five (5) feet.***

ARTICLE 11.2.2 – Tree Protection

The word “and” is changed to “or” after Item B.

ARTICLE 11.2.3 – Vegetation Protection in Buffers

Wording is added to A(1) to read as follows: ***The majority of the existing vegetation is comprised of dead, damaged or undesirable tree and vegetative species as determined by a certified arborist or other duly qualified professional, or***

ARTICLE 11.4.1 (B) (5) was changed to read as follows:

Landscape buffers shall be substantially opaque year-round. This shall mean that all visual contact is substantially screened by the buffer between the site interior to the buffer and the abutting lands except that the lowest one (1) foot of height may allow visibility.

ARTICLE 12.3.4 (E) (1) – The word “director” is omitted from the end of (E) (1).

ARTICLE 13.2.1 – Sign Standards Interpretations

(B) – The word “by” is to be omitted from the last sentence, reading as follows: ***“Signs with angle projections up to 45 degrees may be considered by the Town of Highlands due to specific site conditions or signage design under the following conditions:”***

ARTICLE 13.2.2 – Sign Calculations

In Figure 2, the word “attached” should be changed to “attract”.

Mr. Coward pointed out that the size and location of a sign can be regulated but cannot regulate the content of the sign.

It was the consensus of those present that the Sign Ordinance should be reviewed.

ARTICLE 13.2.6 (B) (2) – the first “non-conforming” words should be omitted to read:

“2. All signs made non-conforming by an amendment to this”

ARTICLE 13.5.2 – Permanent Regulated Signs Requiring a Permit

Section (D) - the “G-1” should be “GI”

ARTICLE 15.6.2 – Civil Penalties

Section (B) (2) changed to read as follows:

“2. Draining of Impoundment Regulations: Violation of this Section shall subject the offender to a maximum civil penalty allowed by law to be recovered by the town.....”

Mr. Coward will provide a synopsis in reference to the enforcement mechanisms of Article 15: Inspections and Enforcements.

The meeting adjourned at 8:20 P.M.

Thomas Craig, Chairman

Jerri Talley, Secretary

David Wilkes, Mayor

Bob Zoellner, Interim Town Manager