

**\*\* Present:**

** Daniel Talbot / Chairman	Donna Mowbray
Roy Gene Davis / Absent	** Dwight Gene Kite
** Dorenda Flick / Secretary	** Wesley Walls
** Jennifer McDonald	

**Admin:** Delores Hammer/ Zoning Administrator

Daniel Talbot called the meeting to order with the Pledge of Allegiance

**I. Minutes**

**Dwight "Gene" Kite made a motion to approve minutes**

Jennifer McDonald seconded the motion

Voice Vote: 5-0 in favor

Yeas: Daniel Talbot, Dwight "Gene" Kite, Wesley Walls, Jennifer McDonald, Dorenda Flick

**Motion Carries**

**II. Ruth Robertson – 102 W. E. Street**

Mrs. Robertson asked questions about the use of the property at 102 W. E. Street

**III. 17026 E. Prospect Avenue subdivision request**

Commissioner McDonald reviewed the code and led discussion regarding the request. After discussion Jennifer McDonald made a motion to recommend approval to the Elkton Town Council for the subdivision request from Chris & Wendy Hensley for property located on E. Prospect Avenue, portion of tax map number 131 A-L46A on a plat prepared by Randall K. Newman with Newman Surveying dated April 10, 2023.

Dwight "Gene" Kite seconded the motion

Voice Vote: 5-0

Yeas: Wesley Walls, Dorenda Flick, Dwight "Gene" Kite, Daniel Talbot, Jennifer McDonald

**Motion Carries**

**A recommendation will be submitted to Town Council**

**IV. Review Short Term Rental Code**

Commissioner McDonald reviewed Chapter 110 Land Development, §110-603, 110-604, 110-605, 110-606 and 110-715 to add limitations on short-term rentals. After discussion Jennifer McDonald made a motion to recommend a joint public hearing with Elkton Town Council.

Dorenda Flick seconded the motion

Voice Vote: 5-0

Yeas: Wesley Walls, Dorenda Flick, Dwight "Gene" Kite, Daniel Talbot, Jennifer McDonald

**Motion Carries**

**A recommendation will be submitted to Town Council**

**V. Review B-1 Code – Short term rental as a permitted use**

Commissioner Walls led the discussion to amend Chapter 110 Land Development §110-610 Downtown Business District to add short-term rentals as a permitted use in a B-1 district. After discussion Wesley Walls made a motion to recommend a joint public hearing with Elkton Town Council.

Jennifer McDonald seconded the motion.

Voice Vote: 5-0

Yeas: Wesley Walls, Dorenda Flick, Dwight "Gene" Kite, Daniel Talbot, Jennifer McDonald

**VI. Review Sign Code –Downtown District**

Commissioner Kite led the discussion to amend Chapter 110 Land Development §110-706 Signs. Chairman Talbot created a map redefining the Downtown District area for a freestanding or non-freestanding sign. Chairman Talbot also, revised the sign code to change the height of an elevated structure adjacent to a sidewalk.

Dwight "Gene" Kite made a motion to recommend a joint public hearing with Elkton Town Council.

Jennifer McDonald seconded the motion

Voice Vote: 5-0

Yeas: Wesley Walls, Dorenda Flick, Dwight "Gene" Kite, Daniel Talbot, Jennifer McDonald

**Motion Carries**

**A recommendation will be submitted to Town Council**

**VII. Home Occupations**

The Zoning Administrator spoke with the Commission about two Home Occupation request. After discussion both businesses are approved.

Dwight "Gene" Kite made a motion to adjourn

Dorenda Flick seconded the motion


Yeas: Wesley Walls, Dorenda Flick, Dwight "Gene" Kite, Daniel Talbot, Jennifer McDonald

**Motion Carries meeting adjourned**

**The next regular meeting is scheduled for Monday, June 5, 2023 at Town Hall immediately following the joint public hearing being held at 20593 Blue and Gold Drive in Council Chambers @ 6:00 pm. If a cancellation occurs you will be notified at least 48 hours prior to the meeting as written in By-Laws, Article VII 7-3.**

# PLANNING COMMISSION May 9, 2023

Chairman   
Daniel Talbot

Secretary   
Dorenda Flick

Residential 1-4, flood hazard, Yard Sales	Roy Davis
Residential 5-6 (includes: Townhouse & Apts.) Agriculture	Daniel Talbot
Residential 7-8, and Conservation	Dorenda Flick
Business, Industrial. Telecommunications	Wesley Walls
Subdivisions, including Lot Line Adjustments, short term rentals	Jennifer McDonald
Signs, Parking, Definitions, Streets and Alleys	Dwight "Gene" Kite
Zoning Map, Annexation, Home Occupations, Non-conforming Uses, Fences and Exceptions	Donna Mowbray

*Please reference the above table when you receive your agenda each month*

## Track Permits issued for 2023

Month	Business	Residential	Single family	Duplex/Single family attached	Incomplete
Jan	10	6	3		
Feb	4		1		
Mar	11	2			
Apr	3	3	1	1	
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
YTD	28	11	5	1	