



**MEETING MINUTES  
PLANNING AND ZONING COMMISSION  
March 3, 2016**

Members Present: Dan Davis, Chairman, Edwina Miller, Mary Cox, Bob Snow and Richard Farris, Jr., and Alex Nemer II  
Staff Present: Jeffrey Lyons, Director of Development Services, Tim Perry, Public Works Director

**CALL TO ORDER – REGULAR MEETING**

Chairman Davis called the Regular Meeting to order at 1:35 p.m.

**APPROVAL OF THE MINUTES**

Commissioner Nemer made a motion to approve the regular minutes of the February 4, 2016 meeting as submitted, seconded by Commissioner Cox. Upon vote, the motion carried unanimously.

**REGULAR AGENDA**

Consider amendments to off-street parking, driveway and storage yard standards as found in Chapter 40 Development, Article XI. Case # DCA 16-01.

Michael Medford with Schaumburg and Polk, Inc. presented changes to the off-street parking regulations which includes better organization of the information, updated and easy to read tables and diagrams, and the removal of contradictions and ambiguities that exist in the current ordinance.

Commissioner Miller asked how the off-street parking ordinance affected residential properties where no improved driveway existed. Jeffrey Lyons and Tim Perry explained that there was no requirement per the off-street parking ordinance for an existing residence to install a driveway where one did not exist. Commissioner Nemer requested that the amended ordinance clarified the off-street parking requirements for residential properties. Commissioner Snow asked Staff if there were any substantial changes in the amended regulations. Staff stated that there were none, only clarifications on existing regulations and improved tables and diagrams.

After conclusion of the discussion, Commissioner Nemer made a motion to approve the changes to the off-street parking regulations, seconded by Commissioner Miller. Upon vote, the motion carried unanimously.

**OTHER BUSINESS**

Staff updated the Commission on upcoming zoning and development matters.

**ADJOURN**

With no further business, the meeting was adjourned at 2:16 pm.

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Dan Davis, Chairman

A handwritten signature in blue ink, appearing to read "Jeffrey Lyons", written over a horizontal line.

Attest:  
Jeffrey Lyons  
Development Services Director