

Regular Minutes of the
Ashland City Planning Commission
July 11, 2011

The Ashland City Planning Commission met in regular session on July 11, 2011 At 5:30 p.m. in the Municipal Building.

Chairman Chris Lacrosse called the meeting to order at 5:35 p.m.

Commissioners present: Yvonne Stinnett, Ed Nichols, Hadley Williams, Roger Jackson, Gary Norwood, Chris LaCrosse

Commissioners Absent: None

Others Present: Michael W. Armstrong, Franklin Wilkinson, Jennifer Noe, Rick Johnson, Charles Fletcher, Missy Thompson, Barry Quinn, Marc Pearson

Approval of Minutes

A motion was made by Stinnett and 2nd by Williams to approve the minutes from the Planning Commission meeting from June 6, 2011 with a correction made to the word “verity” by changing it to “variety”. The motion to approve the minutes as corrected passed by unanimous voice vote.

Public Forum: None

Old Business:

A. Discussion of mobile food vendors

A motion was made by Mayor Norwood and 2nd by Nichols to move the discussion of this topic to after New Business. The motion passed by unanimous voice vote.

New Business:

A. Plat Approval – Trinity Marine – 1050 Trinity Rd.

Mike Armstrong addressed the Commission and presented the Trinity plat. He stated that all staff comments have been addressed and is satisfactory with all requirements. Charles Fletcher addressed the Commission and stated that all surrounding Army Corp of Engineers parcels are identified and shown and all Army Corp of Engineers parcel lease agreements are identified. The plat also reflects the most recent FEMA Letter of Map Revision location with scaled calls.

All the buildings and usage of buildings on the site are identified with a table on the plat, along with any new proposed projects, which at this time indicate the proposed tower crane addition. All the required certificates are on the plat. Mayor Norwood asked if the encroachment on to the Corp property on the east side of the site had been resolved. Mr. Fletcher stated that the survey revealed that there was no encroachment on to Corp property at that location. Mayor Norwood asked if there was an encroachment on to Corp property on the South side of the site and if Trinity had a letter from the Corp justifying the encroachment. Mr. Fletcher stated that there is an encroachment on to Corp property on the south side. He has made attempts to get letters from the Corp and at this time he has a letter giving a permanent encroachment for the tower crane. He was told, by the Corp, all other encroachments are grandfathered in but after several attempts he has yet to receive a letter from the Corp regarding the specific grandfathered status. LaCrosse asked what specific buildings or areas would fall under the grandfathered status? Mr. Fletcher identified several structures on the site that fall under the grandfathered status. Jennifer Noe stated she has a copy of the letter and it was sent about a month ago and is also willing to share her Corp contact information with Mr. Fletcher. Mayor Norwood asked to get a documented copy of attempts to request documentation from the Corp and whom the requests are made. LaCrosse added that he would like to receive this particular documentation within 60 days. A motion was made by Mayor Norwood and 2nd by Nichols to approve the plat. The motion passed by roll call vote. Yvonne Stinnett - yes, Ed Nichols - yes, Hadley Williams - yes, Roger Jackson - yes, Gary Norwood - yes, Chris LaCrosse - yes

B. Trinity Marine – 1050 Trinity Rd. – Site Plan Approval for Tower Crane

Mike Armstrong presented the site plan showing the tower crane addition. He stated that all staff comments and request have been met on the site plan and has also received supporting documentation of compliance with State, Corp and FEMA regulations. Mr. Fletcher stated that Stantec's review requested a note on the site plan stating all National Flood Insurance Program regulation will be complied with and that note has been added and meets the satisfaction of the Stantec review. Marc Pearson of Stantec Engineering confirmed. Mr. Fletcher stated that the supporting documentation provided also includes a No-Rise document prepared by Barry Quinn and approved by Stantec. Noe stated that any approval of this site plan will be contingent on approval from the Board of Floodplain Review for a variance for the tower crane's encroachment into the Floodway. A motion was made by Nichols and 2nd by Williams to approve the addition of the tower crane to the Trinity site, contingent on approval of a variance from the Board of Floodplain Review. The motion passed by roll call vote. Yvonne Stinnett - yes, Ed Nichols - yes, Hadley Williams - yes, Roger Jackson - yes, Gary Norwood - yes, Chris LaCrosse - yes

Other:

A. Discussion of mobile food vendors

Chairman LaCrosse introduced Rick Johnson, who was with the State Health Department for 29 years and was last Director of the Division of Food Service Permitting, and has many years of experience regarding this particular matter. Mr. Johnson stated that a food vender would have to apply for and secure permit from the Health Department, they would be required to have an approved commissary where they maintained their food storage and preparation, the mobile equipment would also have requirements such as maintaining temperatures. Most of these type vendors follow fairs for a steady customer base and to see these type vendors on the street is rare. The standard inspection from the Health Department is two times per year but inspection can also be complaint driven and can be inspected per any complaint from the public. After further discussion, Mayor Norwood made a motion this topic be deferred until we have contracted planning services on staff. The Planner should be starting on August 1, 2011 and we can use the Planning Services for recommendations that may be specific to our City. The motion to defer was 2nd by Stinnett. The motion passed by unanimous voice vote.

Adjournment:

A motion to adjourn was made by Stinnett and 2nd by Williams. The meeting adjourned at 6:13 PM.

Chairman Chris LaCrosse