

SUBJECT TO APPROVAL

**MADISON PLANNING AND ZONING COMMISSION  
PLANNING MEETING MINUTES  
Oct. 6, 2016**

The regular planning meeting of the Madison Planning and Zoning Commission was conducted Thursday, Oct. 6, 2016, at 7 p.m., in Meeting Rooms A and B at Madison Town Campus.

**MEMBERS PRESENT**

Chairman Ronald Clark, Vice Chairman Francine Larson, Thomas Burland, Joseph Bunovsky, Jr., John K. Mathers, Amanda Kaplan, and Joel Miller.

**MEMBERS ABSENT**

James Matteson

**ALTERNATES PRESENT**

Richard Chorney and Brian Richardson

**OTHERS PRESENT**

Director of Planning and Economic Development David Anderson

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The planning meeting of the Madison Planning and Zoning Commission was called to order at approximately 7:02 p.m. by Chairman Ronald Clark, who seated Alternate Commissioner Brian Richardson for former Commission Secretary Christopher Traugh and Alternate Commissioner Richard Chorney for absent Commissioner James Matteson.

**16-18. 2 Jonathan's Landing.** Map 34, Lot 23. R-2 District. Owner/Applicant: Emily Duffield. Special Exception Permit Modification to expand building envelope to allow for an addition to kitchen.

Owner and Applicant Emily Duffield stated that there is a kitchen area with a small breakfast nook area attached on the salt box style house, and the request is to expand the building envelope to allow for an addition to the kitchen. According to the plans presented to the Planning and Zoning Commission, the breakfast nook is about 10 feet by 10 feet in size; plans are to expand the small breakfast nook to a room about 18 feet by 26 feet, thus allowing for the creation of a family room attached to the kitchen, and the enlarged area would sit on a grassy area near the side of the house. Since the house is currently situated near the edge of the building envelope on the southern exposure, expanding the breakfast nook to the proposed dimensions will require going outside of the previously designated building envelope; therefore approval is being sought to alter the building envelope to allow for this addition, according to the plans submitted to the commission.

Director of Planning and Economic Development David Anderson stated that the Conservation Commission reviewed the application and submitted a letter to the Planning and Zoning Commission, which he read into the record. Generally, the Conservation Commission is not in favor of new and expanded development near critical coastal resources, however, since the 2 Jonathan's Landing addition takes place without adding bedrooms or bathrooms, the

Conservation Commission found that there would be no significant adverse environmental impact, as a result of the project.

**Commissioner Chorney made the motion to accept the plan to approve the Special Exception Permit Modification; it was seconded by Commissioner Richardson and unanimously approved.**

Vote to approve 2 Jonathan's Landing passed, 9-0-0.

IN FAVOR: Chairman Clark, Vice Chairman Larson, and Commissioners Kaplan, Chorney, Mathers, Richardson, Burland, Bunovsky, and Miller.

OPPOSED: None.

ABSTAINED: None.

**Recognize** resignation of Chris Traugh. **Appoint** new secretary and **appoint** a new representative to SCROG Regional Planning Agency.

**Commissioner Mathers nominated Commissioner Burland as secretary; it was seconded by Commissioner Miller and unanimously approved.**

Nomination of Commissioner Burland as secretary passed, 9-0-0.

IN FAVOR: Chairman Clark, Vice Chairman Larson, and Commissioners Kaplan, Chorney, Mathers, Richardson, Burland, Bunovsky, and Miller.

OPPOSED: None.

ABSTAINED: None.

After discussion, Commissioner Miller stated that he would be the representative to the South Central Regional Council of Governments (SCROG) Regional Planning Agency, to replace former Commissioner Christopher Traugh, who served as the representative.

Chairman Clark expressed appreciation for Mr. Traugh's help and knowledge throughout the years and stated that the Planning and Zoning Commission wishes him well. Vice Chairman Larson stated that the Planning and Zoning Commission extends its appreciation for Mr. Traugh's years of service and his dedication to the commission.

**Planning Subcommittee Breakout Work Sessions:**

- a. Planning Subcommittee A (Room A) – Continue discussion regarding housing diversity and affordability.**
- b. Planning Subcommittee B (Room B) – Continue discussing sign regulations.**

**Continue discussion regarding housing diversity and affordability, Subcommittee A:**

Commission Secretary Burland and Commissioners Miller, Bunovsky, Kaplan, and Chorney continued their discussion regarding housing diversity and affordability, under the guidance of Director of Planning and Economic Development David Anderson.

**Continue discussing sign regulations, Subcommittee B:**

Director of Planning and Economic Development David Anderson distributed a six-page packet of suggestions for organizing a review of Section 10, Signs, in Madison's Planning and Zoning Regulations, dated September 1, 2016. Mr. Anderson stated that he and Zoning Enforcement Officer John De Laura went through Section 10 and made suggestions for changes, which were

detailed in red and included questions for the subcommittee to consider. Chairman Clark, Vice Chairman Larson, and Commissioners Richardson and Mathers are on the sign subcommittee. Commissioner Mathers suggested they go through each of the suggested changes and questions printed in red, which the subcommittee did. Commissioners sought specific definitions of terms being used in the current regulations, such as sound vehicles, sandwich boards, and festoons and also sought to clarify the differences between some of the terminology being used within the regulations, such as flashing and intermittent lit signs, as well as sandwich board signs and A-frame signs. A major portion of the subcommittee's discussion centered on Sections 10.1.1 a-e, signs that are allowed without a permit, and Section 10.1.2 a-h, signs that are not permitted. Section 10.1.2 (f) does not allow string or festoon lights, although commissioners mentioned at least two restaurants that have string lights; they decided to strike out the word "string" as not being permitted but leaving in the word "festoon" as not being permitted. Commissioners decided to add the word, "animated" to Section 10.1.2 (e), so it would read as follows, "No flashing, intermittent, light reflecting, animated, revolving, or moving signs or continuous strip lighting will be permitted." It was also decided to strike out the words sandwich board signs and to remove permanent subdivision signs from Section 10.1.2, signs that shall not be permitted. Chairman Clark suggested that before the subcommittee meets again, commissioners drive around town and look at the signs.

### **Brief report from Subcommittee Breakout Work Sessions.**

Commissioner Chorney stated that the housing diversity and affordability subcommittee identified many of the issues involved in this area. Commissioners are trying to figure out what the town of Madison needs and the best way to implement plans to meet those needs, according to Commissioner Chorney. Commissioner Miller stated that Mr. Anderson contributed the most to the discussion.

Commissioner Mathers stated that the sign regulations subcommittee got as far as discussing and making suggested changes for the first page of Section 10, Signs. Words removed from the document include "string" lights and sandwich boards; the word animated was added to the list of lit signs not allowed. After a brief summary of the subcommittee's work, Mr. Anderson suggested breaking the project down into whatever is the most important to change or to accomplish. Mr. Anderson stated that the big issue to him is what is the process and how can it be streamlined; it also has to be decided what signs the Planning and Zoning Commission would like to have come before it for approval. Process is important, Mr. Anderson stated, adding the commissioners should look around town and determine what they find offensive in the area of signs. Regarding process, there is a different process for temporary versus permanent signs, it also needs to be determined what the zoning enforcement officer has the ability to approve without ACCA's advise or the Planning and Zoning Commission's approval, and it needs to be decided what signs should go before ACCA and the Planning and Zoning Commission, Mr. Anderson stated. Finally, Mr. Anderson stated that he will put something together that he believes makes sense, regarding process, and he will bring it to the commissioners for their input.

**Remarks:** Commission Chair ~ No report.

Town Planner ~ Mr. Anderson stated that the emergency communications tower will have two public hearings, one for the Zoning Board of Appeals and the second for the Planning and Zoning Commission.

ACCA Meeting, October 11, 2016, Liaison: Richard Chorney.

Other Comments ~ None.

## **Adjournment**

**Commission Secretary Burland made the motion to adjourn at 8:46 p.m.; it was seconded by Commissioner Bunovsky and unanimously approved.**

Vote to adjourn passed, 9-0-0.

IN FAVOR: Chairman Clark, Vice Chairman Larson, Secretary Burland, and Commissioners Kaplan, Chorney, Mathers, Richardson, Bunovsky, and Miller.

OPPOSED: None.

ABSTAINED: None.

Respectfully submitted,  
Marlene H. Kennedy, clerk