

CLARKSVILLE-MONTGOMERY COUNTY  
REGIONAL PLANNING COMMISSION

- MINUTES -

January 30, 2019

2:00 P.M.

PLANNING COMMISSION MEETING ROOM  
329 MAIN STREET

I. CALL TO ORDER/QUORUM CHECK:

Mr. Swift called the meeting to order at 2:00 p.m.

MEMBERS PRESENT:

- Richard Swift, Chairman
- Bryce Powers, Vice Chairman
- Russell Adkins
- Richard Garrett
- Wade Hadley
- Mark Kelly
- Bill Kimbrough
- Larry Rocconi
- Amanda Walker

OTHERS PRESENT:

- Director of Planning, Jeff Tyndall
- J. Stan Williams, RPC Transportation Planning Coordinator
- Ruth C. Russell, RPC Planner/Address Manager
- Brad Parker, RPC Subdivision Coordinator/Planner
- Brent Clemmons, RPC GIS Manager
- John Spainhoward, RPC Planner/Zoning Coordinator
- Sonny Emmert, RPC GIS Planner
- Judy Burkhart, RPC Office Manager / Angela Latta, RPC Admin. Support Clerk
- Kristin Costanzo, Long Range/Special Projects Planner
- Garth Branch, City Engineer's Office
- Greg Stewart/Patrick Chesney City Gas & Water Dept.
- David Shepherd, City Street Department
- Jack Frazier/Chris Cowan/Jeff Bryant City Street Department
- Mike Baker, City Building & Codes Department
- Mike Frost, County Highway Department
- Rod Streeter/John Doss/David Roan, County Zoning Enforcement Office
- Mike Roberts/Ray Williams/Ricky Cumberland, Clarksville Fire Department
- Chris Brown, Ft. Campbell

II. APPROVAL OF MINUTES OF MEETING OF 12/20/2018

Mr. Swift asked for a motion for approval of the minutes of December 20, Mr. Rocconi moved to recommend approval. The motion was seconded by Mr. Hadley and carried unanimously.

III: ANNOUNCEMENTS/DEFERRALS

Mr. Tyndall welcomed the newest Regional Planning Commission member, City Councilman Richard Garrett, who was just confirmed by the State announced the deferrals which included cases Z-2-2019, S-17-2018, S-86-2018, and S-3-2019. There being no more discussion, Mr. Kimbrough moved to recommend approval. The motion was seconded by Mr. Garrett and carried unanimously.

IV. CITY & COUNTY ZONING CASES:

CASE NUMBER Z - 1 - 2019 APPLICANT(S): Ben Kimbrough Etal Coy Baggett Jr. Etal

Agent: Sango Place Gp Cal Mckay

REQUEST: C-5 Highway and Arterial Commercial District

to C-2 General Commercial District

LOCATION: Properties south of 101st Airborne Division Parkway, east of Ft. Campbell Blvd, & west of Victory Rd.

TAX MAP(S): 030 PARCEL(S): 034.00, 035.05, ACREAGE: 16.28 CIVIL DISTRICT(S): 3  
058.01

030N-E 010.02

REASON FOR REQUEST: Property is no longer marketable as C-5 due to the limited access. C-2 will allow more flexibility for potential development

Mr. Spainhoward read the case and gave the Staff recommendation for approval. The proposed zoning request is consistent with the adopted Land Use Plan. The proposed C-2 Zoning classification affords mixed use (commercial/multi-family residential) development potential. The adopted Land Use Opinion Map identifies this area as potential for Mixed Use Corridor and the Land Use Plan further details that mixed use, residential and commercial developments should be encouraged. Adequate infrastructure serves the site and no adverse environmental issues were identified relative to this request. Mr. Spainhoward stated that this would not be an extension of the C-2 zoning classification. He stated that there were no departmental comments of any concern. He stated that the accessibility for this property would be through Victory Road, Eagle Court, Bastogne Street, or Nam Street where the stubs are and that they would not be afforded access to the State 374 right-of-way. He stated that the property drains relatively to the east. He stated that if this were to use the potential for multi-family that exists in C-2, there would be 193 potential units. He stated that this is in the Peachers Mill Planning Area. He stated that there were no public comments on this application. He stated that he did receive three phone calls inquiring about what the request entailed and that information was provided.

Mr. Cal McKay, Sango Place Partnership, stated that he was available to answer any questions.

There was no one present to speak in opposition of this case.

There being no more discussion, Mr. Rocconi moved to recommend approval. The motion was seconded by Mr. Adkins and carried with Mr. Kimbrough abstaining.

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CASE NUMBER Z - 2 - 2019 APPLICANT(S): Paul Cooper Sr

Agent: Houston Smith

REQUEST: R-1 Single-Family Residential District

to R-4 Multiple-Family Residential District

LOCATION: Property at the southwest corner of Tylertown Rd. & Oakland Rd.

TAX MAP(S): 009 PARCEL(S): 03701 ACREAGE: 3.83 CIVIL DISTRICT(S): 2

REASON FOR REQUEST: Multifamily development

This case was deferred.

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IV. CITY & COUNTY ZONING CASES (CONT.):

CASE NUMBER Z - 3 - 2019 APPLICANT(S): Wbw Developers Group

REQUEST: C-5 Highway and Arterial Commercial District  
to C-2 General Commercial District

LOCATION: at the Northwest corner of 101st Airborne Division Parkway & Ash Ridge Drive

TAX MAP(S): 030P-0 PARCEL(S): 002.00 & 004.00 ACREAGE: 2.79 CIVIL DISTRICT(S): 3

REASON FOR REQUEST: To open up additional uses of property for marketing.

Mr. Spainhoward read the case and gave the Staff recommendation for approval. The proposed zoning request is consistent with the adopted Land Use Plan. The proposed C-2 Zoning classification affords mixed use (commercial/multi-family residential) developmental potential. The adopted Land Use Opinion Map identifies this area for commercial and multi-family development and the Land Use Plan further details that mixed use, residential and commercial developments should be encouraged. Adequate infrastructure serves the site and no adverse environmental issues were identified relative to this request. He stated that there were no departmental comments of any concern. He stated that the accessibility for this property would be through Ash Ridge Drive. He stated that as noted in the Department comments, no access would be granted to State Route 374. He stated that the property drains relatively to the northwest. He stated that C-2 does allow for multi-family potential and our historical estimates would indicate approximately 33 units. He stated that this is in the Lafayette Planning Area. He stated that there were no public comments received relative to this application and he did not receive any phone calls in regards to this application.

Mr. Vernon Weakley stated that he was available to answer any questions.

There was no one present to speak in opposition of this case.

There being no more discussion, Mr. Kimbrough moved to recommend approval based consistency with the adopted Land Use Plan. The motion was seconded by Mr. Hadley and carried unanimously.

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PLANNING COMMISSION ACTIONS: Mr. Parker stated that the staff would like to remove case S-3V-2019 from the consent agenda to discuss separately (see this case for discussion and action). He stated that if there was anyone in the audience who wished to discuss a particular subdivision case to let us know now so that it may be removed from the consent agenda and be discussed and voted on separately. Mr. Parker read the remaining cases on the consent agenda and gave the Staff recommendations for approval. There being no more discussion, Mr. Roconni moved to recommend approval. The motion was seconded by Mr. Garrett and carried with Mr. Powers abstaining from case S-87-2018.

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V. SUBDIVISIONS:

CASE NUMBER: S - 17 - 2018 APPLICANT: J & N ENTERPRISES  
REQUEST: Preliminary Plat Approval of RIDGELAND ESTATES, SECTION 3 (CLUSTER)  
LOCATION: North of and adjacent to Dover Road, east of North Liberty Church Road and southeast of the current southern terminus of Cameo Court.  
MAP: 053 PARCEL(S): 010.04 ACREAGE: 33.31  
# OF LOTS: 124 CIVIL DISTRICT(S): 8  
STAFF RECOMMENDATION: DEFER FOR 30 DAYS AT THE REQUEST OF THE PROJECT ENGINEER

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CASE NUMBER: S - 86 - 2018 APPLICANT: MCCALL CONTRACTING FIRM, INC.  
REQUEST: Final Plat Approval of POPLAR HILLS SECTION 7  
LOCATION: East of Miller Road, west of Mcadoo Creek Road, at the southeast terminus of Dabney Lane.  
MAP: 087 PARCEL(S): 095.02 ACREAGE: 5.97  
# OF LOTS: 10 CIVIL DISTRICT(S): 15  
STAFF RECOMMENDATION: DEFER FOR 30 DAYS AT THE REQUEST OF THE PROJECT ENGINEER

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CASE NUMBER: S - 87 - 2018 APPLICANT: CHRISTIAN BLACK  
REQUEST: Preliminary Plat Approval of PERKINS ROW  
LOCATION: East and north of High Street, south of Crossland Avenue, west of and adjacent to Perkins Avenue.  
MAP: 066N PARCEL(S): B 002.01, 003.00, 020.00, ACREAGE: 1.26  
# OF LOTS: 12 CIVIL DISTRICT(S): 12  
STAFF RECOMMENDATION: PRELIMINARY PLAT APPROVAL SUBJECT TO THE CONDITIONS LISTED.  
1. Approval by the City Engineer's Office and the State Department of Environment and Conservation of all utility plans before construction of utilities begins.  
2. Approval by the City Street Department of all road, drainage, grading, and erosion control plans before construction begins. No grading, excavating, stripping, filling, or other disturbance of the natural ground cover shall take place prior to the approval of a grading, drainage, and erosion control plan.  
3. Approval by the City Street Department of all driveway access locations to the public right-of-way before construction begins on site, as per City of Clarksville Driveway Access Ordinance.

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CASE NUMBER: S - 1 - 2019 APPLICANT: WELCH FARM LLC  
REQUEST: Replat Approval of REPLAT OF SAVANNAH CROSSING SECTION 2  
LOCATION: 154-159 Summer Grove Lane  
MAP: 082 J PARCEL(S): A 034.00- ACREAGE: 1.98  
# OF LOTS: 6 CIVIL DISTRICT(S): 11  
STAFF RECOMMENDATION: FINAL REPLAT APPROVAL

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**V. SUBDIVISIONS (CONT.):**

CASE NUMBER: S - 2 - 2019      APPLICANT: BERT SINGLETARY

REQUEST: Preliminary/replat Approval of CENTER POINTE PLACE AND REPLAT OF CENTER  
POINTE COMMERCIAL LOT 10

LOCATION: West of Wilma Rudolph Blvd., east of Trenton Road, at the terminus of Center Pointe Drive. North  
of and adjacent to Fairview Lane immediately northwest of the intersection of Fairview Lane and

MAP: 041 PARCEL(S): 104.01    ACREAGE: 9.13

# OF LOTS: 19    CIVIL DISTRICT(S): 6

STAFF RECOMMENDATION: PRELIMINARY PLAT APPROVAL SUBJECT TO THE CONDITIONS LISTED.

1. Approval by the City Engineer's Office and the State Department of Environment and Conservation of all utility plans before construction of utilities begins.
2. Approval by the City Street Department of all road, drainage, grading, and erosion control plans before construction begins. No grading, excavating, stripping, filling, or other disturbance of the natural ground cover shall take place prior to the approval of a grading, drainage, and erosion control plan.
3. Approval by the City Street Department of all driveway access locations to the public right-of-way before construction begins on site, as per City of Clarksville Driveway Access Ordinance.

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CASE NUMBER: S - 3 - 2019      APPLICANT: REDA HOME BUILDERS, INC.

REQUEST: Replat Approval of REPLAT FIELDS OF NORTHMEADE SECTION 1A LOT  
158

LOCATION: 3486 Southwood Drive

MAP: 007 H PARCEL(S): C 026.00    ACREAGE: 0.417

# OF LOTS: 1    CIVIL DISTRICT(S): 3

STAFF RECOMMENDATION: DEFER FOR 30 DAYS

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V. SUBDIVISIONS (CONT.):

CASE NUMBER: S - 3V - 2019      APPLICANT: REDA HOME BUILDERS, INC.

REQUEST: Approval of FIELDS OF NORTHMEADE SECTION 1A LOT 158  
VARIANCE ONLY

LOCATION: 3486 Southwood Drive

MAP: 007 H PARCEL(S): C 026.00    ACREAGE:

# OF LOTS: CIVIL DISTRICT(S): 3

STAFF RECOMMENDATION: N/A

VARIANCES REQUESTED: The applicant is requesting a variance to Section 4.2 Subsection 1. of the Subdivision Regulations to allow side yard Public Utility and Drainage Easement (PUDE) of 4.7' instead of the minimum required 5'.

VAR. STAFF RECOMMENDATION: N/A

Variance request 1

Mr. Parker read the variance request.

Mr. Parker Westerman, Foreman over the beginning stages of these houses, stated that he was available to answer any questions. Mr. Swift asked Mr. Westerman how this variance came about. Mr. Westerman stated that it was due to mistakes. He stated that the first mistake was a plan misunderstanding. He stated that he had spoken with the block layer and asked him to shrink the house by two inches, because it was a little too big for that lot, and he did not. He stated that the other problem was that he was not present when they were laying it out because he was off that day. He stated that the block was laid and when they got the survey in it was too late and they had already started framing and they realized they needed the variance.

Mr. Hadley asked if there were any utilities buried in that easement. Mr. Westerman stated that there were no utilities and no drainage. Mr. Powers asked if there were houses constructed on the lots on either side of this. Mr. Westerman stated that there is not on the left side but there is on the right side, which is the side that the variance is on. Mr. Swift asked if the variance was 3-4 inches and Mr. Westerman stated that it was 3.5 or less than 4.

There was no one present to speak in opposition of this case.

There being no more discussion, Mr. Hadley moved to recommend approval. The motion was seconded by Mr. Rocconi and carried unanimously.

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CASE NUMBER: S - 4 - 2019      APPLICANT: CHRISTOPHER AVERITT

REQUEST: Final Plat Approval of HAWKINS HILLS

LOCATION: West of Edmonson Ferry Road, east of Highway 48/13, north of Jen Hollow Road, south and east of and adjacent to Hawkins Road at the intersection of E Johnson Circle and Hawkins Road

MAP: 090 C PARCEL(S): A 018.00-020.00, 022.00    ACREAGE: 4.53

# OF LOTS: 13    CIVIL DISTRICT(S): 12

STAFF RECOMMENDATION: FINAL PLAT APPROVAL

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V. SUBDIVISIONS (CONT.):

CASE NUMBER: S - 5 - 2019      APPLICANT: SANGO RETAIL PARTNERS

REQUEST: Final Plat Approval of SANGO SQUARE

LOCATION: Southeast of Interstate 24, north of and adjacent to Martin Luther King Pkwy, east of and adjacent to Vaughan Rd

MAP: 063    PARCEL(S): 035.00 & 038.00    ACREAGE: 10.19

# OF LOTS: 2    CIVIL DISTRICT(S): 11

STAFF RECOMMENDATION: FINAL PLAT APPROVAL

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PLANNING COMMISSION ACTIONS: Ms. Russell explained that site reviews are also heard on a consent agenda. She stated that SR-2-2019 needed to be pulled from the consent agenda and stated that if there was anyone who wished to have another case pulled for separate consideration to let us know at this time.

Ms. Russell gave the staff reports.

There being no more discussion, Mr. Garrett moved to recommend approval. The motion was seconded by Mr. Kimbrough and carried unanimously.

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**VI. SITE REVIEWS AND/OR ABANDONMENTS:**

CASE NUMBER: SR - 1 - 2019 APPLICANT: F & M BANK  
Agent: Matt Suiter

DEVELOPMENT: F & M BANK - SOLAR WAY

PROPOSED USE: BANK/FINANCIAL INSTITUTION

LOCATION: 3798 GUTHRIE HIGHWAY

MAP: 016, 010.07 & 010.00 (P) ACREAGE: 4.87

CIVIL DIST.: 2

**STAFF RECOMMENDATION:** APPROVAL, SUBJECT TO THE FOLLOWING CONDITION(S):

- CONDITIONS:**
1. Approval of all utility plans by the Office of the Chief Utility Engineer.
  2. Approval of all grading and drainage plans by the County Building and Codes Department.
  3. Approval from TDOT and the County Highway Department.
  4. Minor plat completed.

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CASE NUMBER: SR - 2 - 2019 APPLICANT: JEFF BURKHART  
Agent: Britt Little

DEVELOPMENT: SCREAMING EAGLE TOWNHOMES

PROPOSED USE: MULTI-FAMILY

LOCATION: 370 WARFIELD BOULEVARD

MAP: 041, 085.07 ACREAGE: 1.94

CIVIL DIST.: 6

**STAFF RECOMMENDATION:** APPROVAL, SUBJECT TO THE FOLLOWING CONDITION(S):

- CONDITIONS:**
1. Approval of all utility plans by the Office of the Chief Utility Engineer.
  2. Approval of all grading and drainage plans by the City Street Department.
  3. Approval of a landscape plan.

Ms. Russell read the case and gave the Staff recommendation for approval.

Ms. Barbara Brown Beeman, adjacent property owner to the west, stated that she was not necessarily against the project but was concerned about the integrity of her property. She stated that she just wants some assurance that there will be a retaining wall to protect the integrity of her property. She stated that there are also some trees on Mr. Burkhardt's side of the property and since he will have to do buffers she suggests that he leave the existing trees as a buffer.

Mr. Jeff Burkhardt, owner of the property, stated that he plans to try to leave the trees. He stated that there will be a retaining wall all the way around in order to protect Ms. Brown's property all they can.

Mr. Powers asked if the retaining wall was because Mr. Burkhardt's property was lower. Mr. Burkhardt stated that his property was lower than Mrs. Beeman's

There being no more discussion, Mr. Hadley moved to recommend approval as Mr. Burkhardt is abiding by the Zoning Regulations in his layout. The motion was seconded by Mr. Powers and carried unanimously.

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**VI. SITE REVIEWS AND/OR ABANDONMENTS (CONT.):**

CASE NUMBER: SR - 3 - 2019 APPLICANT: KIRKWOOD COMMONS, LLC

Agent: Houston Smith

DEVELOPMENT: KIRKWOOD COMMONS

PROPOSED USE: MULTI-FAMILY

LOCATION: 2924 DUNLOP LANE

MAP: 039, 002.00 (P) ACREAGE: 16.59

CIVIL DIST.: 1

**STAFF RECOMMENDATION:** APPROVAL, SUBJECT TO THE FOLLOWING CONDITION(S):

- CONDITIONS:**
1. Approval of all utility plans by the Office of the Chief Utility Engineer to include as built.
  2. Approval of all grading and drainage plans by the County Building and Codes Department.
  3. Approval of a landscape buffer plan.

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## VI: PLANNING DIRECTOR'S REPORT:

MONTHLY PROFIT AND LOSS STATEMENT: Mr. Tyndall stated that before you is the July through December 2018 profit and loss statement. He stated that we are just slightly under for net income. He stated that he had spoken with Ms. Burkhart this morning and we have put in a transportation requisition to the Kentucky Chamber for approximately 60,000 to 70,000 dollars and we haven't received that yet. He stated that when that is received it will put us back in the black as of January. He stated that there is also some money that is outstanding from TDOT that we will be getting as well. He stated that this just hasn't reflected the last several months worth of State money and that this typically happens at this time of year and the Federal shutdown probably delayed this as well.

There being no more discussion, Mr. Kimbrough moved to recommend approval. The motion was seconded by Mr. Hadley and carried unanimously.

YEAR TO DATE BUDGET TO ACTUAL: He stated that we are coming into our 6 month target pretty much right on target. He stated that he feels we put together a decent budget. He stated again that we are still awaiting the incoming revenue from TDOT, Kentucky and other places.

There being no more discussion, Mr. Powers moved to recommend approval. The motion was seconded by Mr. Kimbrough and carried unanimously.

ANNUAL RPC AUDIT REPORT: Mr. Tyndall stated that this past month Stone, Rudolph and Henry visited with Ms. Burkhart and himself and presented to the fiscal 2018 audit. He stated that we have copies available and that if anyone would like one to just sign it out, showing that you have received one. He stated that we have an unbiased and clean report on our audit which means that we are completely within the State GASB Standards for accounting and auditing and our internal procedures are being followed in terms of State and Local Standards. He stated that he would try to answer any questions he could on the audit but stated that he really could not do this without Ms. Burkhart. He stated that she keeps the office running, sees that everyone is paid and maintains the controls. The audit was acknowledged by the Planning Commissioners.

PROCEDURE FOR ADDRESSING THE REGIONAL PLANNING COMMISSION: Mr. Tyndall stated that we have discussed this over the last several months and at the beginning of the meeting Mr. Swift goes over the procedure for addressing the Regional Planning Commission. He stated that we have taken an opportunity to take the old language and pulled out some of the language and clarified it. He stated that he would like to read this one page. He stated that he is asking the Board to consider this for our new procedures for addressing the Regional Planning Commission. He stated that this letter goes out with every letter that we send for a rezoning, subdivision or site plan, on the back of the letter, so that folks who receive it know what they can do to come here.

The letter reads as follows: The public is invited to make comments regarding cases submitted to the Clarksville Montgomery County Regional Planning Commission (RPC). The RPC has adopted the following procedures when addressing the Commission:

1. After each case is read into the record by staff, the chairperson will ask for comments. Representative(s) from each side (applicant/proponent and opponent) will be given three (3) minutes to present their case. A maximum of three (3) speakers in favor and three (3) speakers against will be allowed.
2. One three-minute rebuttal may be allowed to the applicant/proponent as determined by the chairman. Opponents may, at the chairman's discretion, be given one three-minute rebuttal to address only new information presented in the applicant's rebuttal.
3. If a large number of persons are in attendance regarding a case, a spokesperson should be selected for the group if possible. This will keep the meeting going at a smooth pace. The Commission will allow a brief recess of up to three (3) minutes, if necessary, for a spokesperson to be selected.
4. Each speaker must state their name and address for the record.
5. Each speaker should present new factual information; repetition should be avoided.
6. The Commission asks that the speaker(s) and audience refrain from making personal attacks on the applicant(s) and/or Commission members or staff.

**VII. PLANNING DIRECTOR'S REPORT:**

7. If you wish to video record/stream the meeting it is requested that you do it from the back row or sides of the rows to avoid disrupting your fellow citizens.

If each participant follows these guidelines, Regional Planning Commission meetings will flow smoothly and everyone will have had the opportunity to participate in the growth and development of our city and county.

Thank you, REGIONAL PLANNING COMMISSION.

Mr. Tyndall stated that the key changes here are in number one, currently we give two speakers five minutes each. He stated that in order to give more people the opportunity to speak we felt it was appropriate to go down to three speakers for three minutes each. He stated that you are still talking about ten total minutes of public participation either way and in many instances people make their cases in two to three minutes anyway. He stated that additional time could be added at the chairman's discretion. He stated that the second thing was to clarify a rebuttal. He stated that a rebuttal by the opponent should be based solely on new information that was presented during the proponent's rebuttal. He stated that the last thing that was added was the item about video streaming and recording. He stated that we are not objected to that but it should be done from the back row or the sides in consideration of others.

There being no more discussion, Mr. Garrett moved to recommend approval. The motion was seconded by Mr. Rocconi and carried unanimously.

E. ELECTION OF CHAIRMAN AND VICE CHAIRMAN: Mr. Tyndall stated that we have to elect a chairman and vice chairman for 2019. Mr. Swift stated that since he was chairman he was going to turn this over to the vice chairman, Mr. Powers, to hold the election for chairman. Mr. Tyndall stated that this position must be held by a non-elected official.

There being no more discussion, Mr. Kimbrough moved that Mr. Swift retain the position of chairman for 2019. The motion was seconded by Mr. Hadley and carried unanimously.

Mr. Swift stated that the same pertains to the position of vice chair.

There being no more discussion, Mr. Kimbrough moved to recommend that Mr. Powers retain the position of vice chair for 2019. The motion was seconded by Mr. Hadley and carried unanimously.

F. FIRST ADVANTAGE BANK RESOLUTION: Mr. Tyndall stated that our bank has asked us to sign and pass this resolution. He stated that the members of the Commission and staff who can sign for checks, according to our internal controls this always requires two signatures for anything that requires moving money or spending money, are Vice Chair Bryce Powers, Chairman Richard Swift, Mr. Tyndall as the Director and Jill Hall who is one of our staff members. He stated that it cannot be Ms. Burkhart because she is the one who makes the checks and that is part of our internal controls. He stated that he just needs a motion to accept this so that it can be sent back to the bank.

There being no more discussion, Mr. Rocconi moved to recommend approval. The motion was seconded by Mr. Adkins and carried unanimously.

Mr. Tyndall introduced Ms. Kristin Costanzo as a new staff member who is filling a new position titled Long Range Planner. He stated that we basically took the former planning manager position and another position which had been vacant for a while and merged them together. He stated that a large portion of her responsibilities are going to be working with the Growth Plan, which will probably be taking off in a month or two, as well as future comprehensive plans, Zoning Ordinance rewrites and any other requests that come along that require research and writing.

**VII. ADJOURNMENT:**

The meeting was adjourned at 2:37 p.m.

ATTEST:



Richard Swift, CHAIR