Minutes of the
MUNICIPAL PLANNING COMMISSION
For the Regular Meeting
City of Lookout Mountain, Georgia
Tuesday, May 13, 2014

PRESIDING: Planning Chairman Earl Carstens

PRESENT: Vice Chairman Keith Sanford; Planning Commission Members Glenn Sutherland, Arch Willingham; Thompson Pettway, Jimmy Campbell, Cindy Whitaker, Chip Corley, David DeVaney, Building Official Larry Reed, City Clerk Cindy Roberts, City Manager Brad Haven, and Storm water consultant Catherine Fox.

CALLED TO ORDER: The regular meeting of the Municipal Planning Commission was called to order on Tuesday, May 13, 2014, at City Hall, 1214 Lula Lake Road, Lookout Mountain, Georgia, at 5:00 p.m.

NEW BUSINESS – The minutes of the regular meetings of the Municipal Planning Commission held October 8, 2013; November 12, 2013; December 10, 2013; January 14, 2014; March 11, 2014 and April 8, 2014, were approved as submitted.

SIGN FOR 101 MCFARLAND – DR. BILL MOORE SMITH: Chairman Earl Carstens addressed the MPC on the placement of the sign for the Doctor's office on 101 McFarland Road. David DeVaney submitted plans to erect a business sign for the Doctors office being built on 101 McFarland Avenue in the business district of Lookout Mountain, Georgia. The MPC reviewed the proposed sign placement which shows the sign not being in compliance with city ordinance no. 25 section 10-10.2 stating the size cannot exceed twenty-four (24) square feet in area and any sign must be attached to the business building for which it is displayed. Plans submitted for placement of the sign indicates the sign being separate from the building and not being in compliance with Ordinance No. 25. Planning Commission Member Glenn Sutherland made a motion to reject the sign due to it not being attached to the building. Arch Willingham seconded the motion all were in favor. David DeVaney abstained from vote.

CATHERINE FOX – PROPOSED PROCESS TO UPDATE LOOKOUT MOUNTAIN – Development Procedures, Forms, Fees and Ordinances: Chairman Earl Carstens addressed the MPC introducing Catherine Fox to discuss updating development procedures, forms, fees and updating ordinances. Catherine Fox was present to address the MPC on establishing a fee schedule for the city along with updating ordinances, and establishing development procedures. Ms. Fox resubmitted the fee schedule after suggested changes provided from the City Council and the MPC and mentioned the Fee Schedule will be on the Councils agenda May 15, 2014. Catherine Fox provided the MPC with handouts for review establishing an easy to follow flow chart listing steps for construction site inspection and approval. After reviewing each step recommendation were made to the flow charts. MPC also discussed amending ordinances giving the Building Official Larry Reed the ability to approve small projects. Ms. Fox

recommended the MPC list changes to the City Ordinance's Chairman Earl Carstens recommended holding a discussion to revise ordinance's at the next regular planning commission meeting to be held in June 10, 2014.

There was no further business so the meeting was adjured.

Respectfully submitted,

Cindy Roberts
City Clerk