

**Town of Walden**  
Walden Planning Commission  
Regular Monthly Meeting  
January 25, 2024

**I. Call to Order**

Chairman Tim Hancock called the meeting to order.

**II. Roll Call**

Commissioners:

✓ Tom Bartoo	✓ Werner Slabber
✓ Angela Cassidy	✓ Bill Trohanis
✓ Tim Hancock	VACANT
✓ Joe Robbins Jr.	

Staff:

- ✓ Ashley Gates, SETD
- ✓ Mariah Prescott, Town of Walden
- ✓ Ellen Young, Town of Walden
- ✓ Sam Elliott, Town of Walden
- ✓ Sally Cole, Town of Walden

**III. Adoption of the Agenda**

Changes to the Agenda:

Remove section VIII (c) Short-Term Vacation Rental Ordinance since the Mayor and Board did not meet in January.

Motion:

Motion made to adopt the agenda with the change of removing VIII (c).

M	Tom Bartoo	✓	Werner Slabber
✓	Angela Cassidy	2nd	Bill Trohanis
✓	Tim Hancock		VACANT
✓	Joe Robbins		

**IV. Consideration of the minutes**

a. Minutes of November 30, 2023

Discussion:

Angela Cassidy recommended grammatical edits.

Motion:

Motion was made to approve the November 30, 2023 minutes with the grammatical edits recommended by Angela Cassidy.

✓	Tom Bartoo	2nd	Werner Slabber
M	Angela Cassidy	✓	Bill Trohanis
✓	Tim Hancock		VACANT
✓	Joe Robbins		

**Discussion:**

Joe Davis spoke on the discussion at the November 30, 2023 WPC meeting concerning the Findings and Recommendations document included with the WPC recommendation of no square foot maximum for buildings in the TC-MU zoning district. Mr. Davis would like the Findings document to explicitly reflect the 3/2 split vote and requested that the document reflects the differences of opinion.

Commissioner Joe Robbins Jr. reminded the WPC that he made a similar request to include the 3/2 vote on the Findings document included in the minutes of the October 26, 2023 WPC meeting to show the mixed opinions by WPC members and to reiterate that the WPC recommendation of no square foot maximum in the TC-MU zoning district was not unanimous.

Chairman Tim Hancock mentioned the 3/2 split vote was recorded in the minutes of the October 16, 2023 WPC meeting and that the Findings were a part of the action.

**Motion:**

Motion was made to include a notation on the Town's copy of the WPC Findings and Recommendations showing the 3/2 split vote.

X	Tom Bartoo	2nd	Werner Slabber
M	Angela Cassidy	X	Bill Trohanis
X	Tim Hancock		VACANT
✓	Joe Robbins		

**V. Town Administrator Report**

Mariah Prescott reported that the Short-Term Vacation Rental public hearing will be at the the February Town Hall meeting due to no Town Hall meeting in January. The discussion on the Design Review Board was also moved to the next Town Hall meeting. Mayor Davis will be appointing a new WPC member at the February Town Hall meeting.

Professional Planner Ashley Gates mentioned that she will be emailing the annual disclosure requirement to the WPC.

**VI. Communication from Chair and Commissioners**

No communication from Chair and Commissioners.

## **VII. Hearing of persons having business with the Commission**

Joe Davis spoke on the WPC Findings and Recommendations and asked who drafted the document. Chairman Tim Hancock explained that he drafted the document with the review of Ashley Gates.

## **VIII. Unfinished Business**

- a. Zoning Ordinance Text Amendment: Section 8.01(n) Special Permit for buildings or structures with a footprint greater than 5,000 square feet in the C-1 General Commercial and TC-MU zone

### **Discussion:**

Ashley Gates reported that this section is for applicant guidelines and the final draft for consideration will be at a future date.

Ashley Gates reported any structure that exceeds 5,000 square feet but does not exceed 15,000 square feet in the TC-MU zone and any structure that exceeds 5,000 square feet in the C-1 zone will have the same application process mirroring the rezoning process.

An applicant can have a hearing and application for rezoning at the same time if needed. They will be listed separately on the agenda.

Chairman Tim Hancock suggested that section VIII (a) be edited with the suggested changes and reviewed at a later date before voting on recommendation to the Mayor and Board.

### **Motion (if any):**

No motion was made.

	Tom Bartoo		Werner Slabber
	Angela Cassidy		Bill Trohanis
	Tim Hancock		VACANT
	Joe Robbins		

- b. Zoning Ordinance Text Amendments

### **Discussion:**

i. Section 4.04 - Clarification of square footage definition  
Ashley Gates deemed this item not applicable.

ii. Section 4.05 - Clarification of square footage definition  
This definition clarifies the meaning of square footage.

iii. Section 1.01 – General purpose – Update to reflect correct planning document  
This replaces old language with the new Land Use Plan. Chairman Tim Hancock and Angela Cassidy suggested grammatical edits. Angela Cassidy suggested changing his/her to their.  
Joe Davis discussed the permitted by right language and suggested additional grammatical edits.

iv. Update references to Regional Planning Agency and Regional Planning Commission throughout the document  
This replaces old language with Town of Walden staff and WPC.

v. Section 10.05 – Fees and administrative costs  
The fees need to be looked at and possibly updated.

All items will be edited and sent back to the WPC at a future date for review and recommendation.

Motion (if any):

No motion was made.

	Tom Bartoo		Werner Slabber
	Angela Cassidy		Bill Trohanis
	Tim Hancock		VACANT
	Joe Robbins		

c. Short-Term Vacation Rental Ordinance

Discussion:

Moved to future date per agenda item III.

Motion (if any):

No motion was made.

	Tom Bartoo		Werner Slabber
	Angela Cassidy		Bill Trohanis
	Tim Hancock		VACANT
	Joe Robbins		

d. Public Notice Requirements

Discussion:

Chairman Tim Hancock suggested all public notice requirements for rezoning cases at the Mayor and Board level should also apply to the WPC as well with increasing the 300-foot notice requirement to a 500-foot radius. This suggestion would be included with the WPC recommendation for the Zoning Ordinance amendments.

Town Attorney Sam Elliott recommended referencing the TN State Law concerning public advertisements.

All items will be edited and sent back to the WPC at a future date for review and recommendation.

Motion (if any):

No motion was made.			
	Tom Bartoo		Werner Slabber
	Angela Cassidy		Bill Trohanis
	Tim Hancock		VACANT
	Joe Robbins		

## IX. New Business

### a. 2024 Election of Officers – Chair, Vice Chair, and Secretary

Discussion:			
Chair			
Chair and Vice Chair cannot be filled by the Mayor's designee or the Board representative.			
Commissioner Bill Trohanis nominated Tim Hancock.			
Motion (if any):			
Motion was made for Tim Hancock to serve as Chair.			
2nd	Tom Bartoo	✓	Werner Slabber
A	Angela Cassidy	M	Bill Trohanis
✓	Tim Hancock		VACANT
✓	Joe Robbins		

Discussion:			
Vice Chair			
Commissioner Joe Robbins Jr. nominated Bill Trohanis.			
Motion (if any):			
Motion was made for Bill Trohanis to serve as Vice Chair.			
M	Tom Bartoo	✓	Werner Slabber
A	Angela Cassidy	✓	Bill Trohanis
✓	Tim Hancock		VACANT
✓	Joe Robbins		

Discussion:			
Secretary			
Chairman Tim Hancock nominated Werner Slabber.			

Motion (if any):			
Motion was made for Werner Slabber to serve as Secretary.			
✓	Tom Bartoo	✓	Werner Slabber
A	Angela Cassidy	2nd	Bill Trohanis
M	Tim Hancock		VACANT
✓	Joe Robbins		

Discussion:			
Joe Davis spoke to a rule about contacting WPC members and said no other Boards in Walden require this.			
Chairman Tim Hancock explained no rule was made regarding talking to a Commission member individually. If a Commission member meets with an individual about an agenda item, the Commission member should be disclose this at a WPC meeting.			
Town Attorney Sam Elliott explained the Sunshine Law in more detail.			
Motion (if any):			
No motion was made.			
	Tom Bartoo		Werner Slabber
	Angela Cassidy		Bill Trohanis
	Tim Hancock		VACANT
	Joe Robbins		

M = Motioned

2<sup>nd</sup> = Seconded

✓ = Present, Voted in favor

X = Voted against

A = Abstained

~~Strike through~~ = Not present

#### **X. Adjournment**

The meeting was adjourned by Chairman Tim Hancock.

  
 \_\_\_\_\_  
 Walden Planning Commission Chair

  
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 Walden Planning Commission Secretary

## ATTENDANCE

## Walden Planning Committee Meeting

**Meeting Date:** January 25, 2024

[illegible]