



CENTRAL PLANNING COMMISSION
Regular Meeting
August 19th, 2025 – 6:30 PM
Minutes

Members Present:

Justin Rakey
Lauren Queen
David Vaughn
Daniel Bare
Ed Young
Cindy Burke

Council Present:

Curtis Peek

Staff Present:

Jennifer Vissage
Michael Forman

1. Call to Order

Chair Rakey called the meeting to order at 6:30 PM, and a quorum was established.

2. Previous Meeting Minutes Approval

Chair Rakey asked if all board members had reviewed the meeting minutes from the July 22nd meeting and asked for any revisions. No revisions were received, and Chair Rakey made a motion to approve the meeting minutes. Vice Chair Vaughn seconded the motion, and the board voted unanimously to approve the meeting minutes.

3. New Business

a. Update to Zoning Ordinance Section 906 – Planning Commission

- i. Chair Rakey began the conversation about the possibility of decreasing the size of the commission from seven to five members. A five-member commission is in keeping with other cities and towns of comparable size to Central, and it would help with obtaining a quorum. Two members have been offered an invitation to the Board of Zoning Appeals to help fill vacancies with individuals who are experienced with the Zoning Ordinance.

Chair Rakey stated that the board meets when needed, 2 to 3 times a year, when a variance or appeal arises.

Vice Chair Vaughn stated that he likes the bigger commission for more opinions, a cross-section of the population, and a good difference of opinions.

Mr. Bare felt that a decrease means less input and agrees with Vice Chair Vaughn

Mrs. Burke stated that the planning commission has a lot coming up, and is seeing a lot of growing pains, and feels that the commission needs to stay at seven members.

Chair Rakey stated that the comments received have changed his opinion on reducing the number of members. The board needs lots of input from the seven members, especially with all the future projects. He felt that the Board of Zoning Appeals is not the Planning Commission's responsibility.

Vice Chair Vaughn asked if the Planning Commission members could also be on the Board of Zoning Appeals, and Mrs. Vissage stated that you cannot be on the two boards.

Chair Rakey asked if they could add business owners as an option, and Mrs. Vissage stated that you can change your rules to allow business owners.

Chair Rakey made a motion not to approve the reduction of the board from 7 to 5, and Mr. Young seconded the motion. The board voted unanimously not to decrease the number of board members.

b. Comprehensive Plan Update Status

Michael Forman gave the planning commission an update on the comprehensive plan update. The changes to the city (annexation) need to be included in the comprehensive plan. This would include updating the future land use map and the existing zoning map.

Vice Chair Vaughn stated that the flood plain maps need to be incorporated, and Mr. Forman stated that they could be added to the resiliency element.

Chair Rakey asked if there was a timeline to get this completed and to the council. Mr. Forman stated he wanted a map done by the next meeting and should be able to get a recommendation to the council by the end of the year.

Mr. Young asked for an outline/timeline of the milestones. Mr. Forman said he could share with the commission.

c. Unified Development Standards Update

The Town of Central will be replacing the existing Zoning Ordinance and Land Development Regulations with a Unified Development Ordinance or similar ordinance. The Town has contracted with Conduit Planning, LLC to develop this document.

Mr. Forman explained the differences between LDRs and the Zoning Ordinances. The LDRs address everything below grade – utilities, roads, sidewalks, etc. The Zoning Ordinance addresses everything above grade – buildings, uses, setbacks, etc. The UDO will make this into one ordinance that will “talk” to each other. Vice Chair Vaughn requested that the document include process flow charts and a master tracker of all developments.

Chair Rakey requested a change log to be included.

Vice Chair Vaughn asked if there would be any how-to manuals? Mr. Foreman stated that the checklist will be available. It will be a technical document, but it will be easy for the public, staff, and developers to understand.

Chair Rakey stated the timeline is to be completed by the spring of next year and will include public input.

d. AnMed and Pepper Street Projects

An Med and Pepper Street developments have submitted their plans, and the Planning Commission should review everything at the September 16th meeting.

e. Moratorium

Chair Rakey shared that the council passed the moratorium that puts a delay on any new major subdivision developments for at least six months. An Med and Pepper Street were submitted prior to the moratorium, so they are allowed to continue with development.

f. Appointment of Council Liaison to the Planning Commission

The Mayor has appointed Council Member Curtis Peek to serve as the Planning Commission’s liaison to Council. The board welcomed Council Member Peek.

4. Zoning Administrator Updates

Mrs. Vissage updated the Planning Commission with the two major developments. Eagle Creek has 31 permits and 7 Certificates of Occupancies. Spring Grove has 42 total permits and 10 Certificates of Occupancies.

Chair Rakey asked about how non-conforming signs are being managed. Mrs. Vissage stated that certified letters are sent, and they are given 15 days to confirm or take down. Council Member Peek said he has gotten complaints about the Lennar Home Signs and Mrs. Vissage stated they take them down and they put them back up. Chair Rakey would like to look at more ways to enforce the sign regulations.

5. Wrap-Up Items

a. Next Regular Meeting – Tuesday, September 16th, 2025

6. Adjourn

There was no further business or discussion, so Chair Rakey adjourned the meeting at 7:30 PM.