

**The New Castle City's Planning Commission Meeting took place on August 27, 2007 at 6:30 p.m. in the City of New Castle's Town Hall.**

Members Present: Dr. Jack Norsworthy, Chair  
Jim Steele, Co-Chair  
Elliott Tatum  
Joe DiAngelo

Members Absent: George Freebery  
David Bird  
Bill Simpson

Staff Present: Douglas Lloyd, City Planner

City Personnel: Mayor Jack Klingmeyer

City Council: Janet Churchill

Dr. Norsworthy called the meeting to order at 6:45 p.m. Roll call was taken.

**Approval of Minutes – Mr. DiAngelo made a motion to accept the minutes from the last meeting; Mr. Tatum seconded the motion. The motion was unanimously passed.**

**Discussion on Comprehensive Plan Updates & Review** – Dr. Norsworthy reported that at the last City Council meeting a resolution was passed to approve URS as the planner for this update. A signed agreement from the city is still necessary. Councilwoman Churchill will look into the status of the signed agreement. Mr. Lloyd has emailed Cathie Thomas to remind her about the signed agreement. He also stated that we need to schedule a meeting with the State Planning Office to discuss the outline. We need State approval of the process before investing any time. He offered to coordinate the meeting with Dr. Norsworthy in the event any Planning Commission members wish to attend. Ms. Thomas will also be invited. Mr. Steele asked what we are going to do about updating the action plan. Mr. Lloyd said the comprehensive plan update would take care of this. Mr. DiAngelo feels we should alert Council and the City about funding of the plan. Mr. Lloyd suggested getting priorities updated. Mayor Klingmeyer asked what the deadline is for submitting the updated plan and if the State has imposed penalties for late plans. Mr. Lloyd said it should be in early 2008; however, we can address this in our meeting with the State. Until we know when we will start it is difficult to know when we will finish. He is not aware of any penalties being imposed. *(Discussion followed about the plan's process.)* Dr. Norsworthy will call Ms. Thomas concerning the signed agreement and try to get the meeting with the State arranged as soon as possible.

**Budget Review** – Dr. Norsworthy spoke to Ms. Thomas and confirmed that there have been no charges on our budget for the current year.

Planning Checklist Review – Dr. Norsworthy reported that we have a good draft provided by Mr. Lloyd that was distributed to members present for their review. *(Mr. Lloyd followed with a review of the document.)* He said he needs some approval from this body and also needs the Building Department (Jeff Bergstrom) to review the form. Dr. Norsworthy suggested adding some fees on some of the checklist items. **Mr. Steele made a motion to have Mr. Lloyd contact Mr. Bergstrom and the City office to finalize the activity checklist and fee schedule for permits. Mr. DiAngelo seconded the motion. The motion was approved by unanimous vote.** Mr. Lloyd will keep in contact with Dr. Norsworthy about his progress with Mr. Bergstrom. If he has any comments that need to be incorporated Mr. Lloyd will provide a copy to Commission members and the City office. We should be able to forward this document to City Council within two months.

General Discussion – Dr. Norsworthy informed he had talked to Ms. Thomas about the code book. Records are being updated to reflect who has these books. Commission members Bird and Simpson do not have books. Books need to be updated at the City Office. Mr. Lloyd will take care of URS' (#42) book being updated. *(It was noted that the code book is available online.)*

Business Cards – Commission members were requested to update information for business cards on the forms this evening or return the form to the City office. They will be done in house to keep costs to a minimum.

Adjournment – **Mr. Steele made a motion to adjourn the meeting; Mr. Tatum seconded the motion which passed by unanimous vote.**

Next Meeting -- Our next meeting is scheduled for September 24, 2007.

Adjournment – **Mr. DiAngelo made a motion to adjourn the meeting; Mr. Simpson seconded the motion. Motion was passed unanimously.**  
The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Debbie Turner  
Stenographer