

**Rockville Planning Commission  
Regular Meeting  
Rockville Community Center, Town Hall  
October 8, 2019 – 6:00 pm**

1. **CALL TO ORDER – ROLL CALL:** Planning Commission Chair Joyce Hamilton called the meeting to order at 6:00 p.m. The following members of the Rockville Planning Commission were present: Bergen Meyer, Cheryl McGovern and Jane Brennan. Linda Brinkley was excused. Town Clerk, Vicki S. Bell, recorded the meeting.
2. **DECLARATION OF A CONFLICT OF INTEREST:** Chair Hamilton inquired if anyone had a conflict of interest with any agenda item; none were declared.
3. **PUBLIC COMMENT:** No public comment was made.
4. **CONSIDERATION AND POSSIBLE APPROVAL OF AN APPLICATION FOR A BUSINESS SIGN FOR THE SPRINGDALE ELEMENTARY PTO FOR HALLOWEEN BY LIZ TOTTEN:**  
Chair Hamilton explained that in years past the parent teacher organization has held a Halloween party here for the elementary school children. They like to put out a banner to assist parents with locating the Rockville Community Center. Chair Hamilton asked Liz if there were any changes this year from last year and Liz responded no. Chair Hamilton asked if there would be any lighting on the banner and again Liz replied no. Chair Hamilton asked the Commissioners if there were any other questions. Discussion about the typo on the proof ensued and Liz said she would take a picture of the sign once it is in place for future applications. She further explained that the associate planner for the Town of Springdale was the one who noticed “Elementary” was misspelled. Chair Hamilton **MOVED** to approve the application for a temporary event banner submitted by Liz Totten to be placed outside the community center for the Springdale Elementary School Halloween Carnival as the application is complete, the banner is in compliance with Rockville Land Use Code Chapter 8 and does not violate the General Plan, and because this sign is for a not for profit community related event. Chair Hamilton further requested that the Planning Commission waive the sign application fee and approve this application. Bergen Meyer **SECONDED** the motion.

**VOTE** on motion:

**Bergen Meyer – Aye  
Cheryl McGovern – Aye  
Jane Brennan – Aye  
Joyce Hamilton – Aye**

**The motion passed unanimously.**

5. **APPROVAL OF THE MINUTES FOR THE SEPTEMBER 10, 2019 PUBLIC HEARING AND REGULAR MEETING:** Jane Brennan **MOVED** to approve the minutes for the September 10, 2019 public hearing and regular meeting. Cheryl McGovern **SECONDED** the motion.

**VOTE** on motion:

**Bergen Meyer – Aye  
Cheryl McGovern – Aye  
Jane Brennan – Aye  
Joyce Hamilton – Aye**

**The motion passed unanimously.**

6. **TOWN OFFICE REPORT:** Chair Hamilton stated that the Town Office approved a Simple Building Permit for Jim and Kate Startling to enclose half of their carport because they're not changing their footprint and it was determined that a simple permit would satisfy.

The next Planning Commission meeting is scheduled for November 12<sup>th</sup>. No one declared a conflict with their schedule.

7. **ADJOURN:** Jane Brennan **MOVED** to adjourn. Bergen Meyer **SECONDED** the motion.

**VOTE** on motion:

**Bergen Meyer – Aye**  
**Cheryl McGovern – Aye**  
**Jane Brennan – Aye**  
**Joyce Hamilton – Aye**

**The motion passed unanimously.**

The Planning Commission Meeting adjourned at 6:05 p.m.

Minutes Prepared by:  
Joyce Hamilton, Deputy Town Clerk  
Town of Rockville

APPROVED:

  
Joyce Hamilton  
Planning Commission Chair/Vice Chair

The foregoing minutes were posted in the cabinet of the Rockville Town Office by Wicks Bee at approximately 8:45 AM/PM on 13 Nov 2019 and on the Rockville Website.

Wicks Bee

