

**CITY OF ELIZABETH CITY  
PLANNING COMMISSION  
REGULAR MEETING**  
Tuesday, February 7, 2017  
4:00 PM

**MEMBERS PRESENT**

Ernest Sutton, Chairman  
Don Witosky, Vice-Chairman  
Sonny DiGirolamo  
Carlton O'Neal  
Gary White

Also present were Matthew Schelly, Community Development Director; Cheryl Eggar, Planner; Kaitlen Alcock, Planner; members of the audience.

Chairman Sutton called the meeting to order and stated that there was a quorum. He asked for a motion to approve the agenda as presented for tonight's meeting. Mr. White made a motion to **APPROVE** the agenda as written for the February 7, 2017 meeting. Mr. DiGirolamo seconded the motion. **ALL IN FAVOR: SUTTON, WITOSKY, DIGIROLAMO, O'NEAL and WHITE. NONE OPPOSED. MOTION PASSED.**

Chairman Sutton asked for a motion to approve the minutes from the January 3, 2017 meeting. Mr. White made a motion to **APPROVE** the minutes as read from the January, 2017 Planning Commission meeting. Mr. DiGirolamo seconded the motion. **ALL IN FAVOR: SUTTON, WITOSKY, DIGIROLAMO, O'NEAL and WHITE. NONE OPPOSED. MOTION PASSED.**

Chairman Sutton asked for Ms. Alcock to read the Statement of Disclosure as follows. Elizabeth City Code of Ethics provides that public officials and employees be independent, impartial and responsible to the public; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals and in keeping with the ethical standards of conduct for city public officials and its employees, disclosure of interest in legislative action must be stated for the public record, as per City of Elizabeth City Code of Ordinances Section 2-113. Any member of the Planning Commission who has an interest, as defined in Section 2-111 of the City of Elizabeth City Code of Ordinances, in any official act or action before the Commission shall publicly disclose on the record of the Commission the nature and extent of such interest, and shall withdraw from any consideration of the matter if excused by the Commission pursuant to G.S. 160A-75.

New Business is CASE NO.: HV-01-17 filed by ai Design Group on behalf of Lidl for property located at 3740 Patrick Way. The applicant is requesting a variance from the Unified Development Ordinance; Article XII Environmental and Special Purpose Regulations, specific to §12-10.2(B).1(b); Standard; Building and Façade Design. Ms. Eggar gave the following report.

**STAFF REPORT**

With no further business, Mr. White made a motion to adjourn. Mr. DiGirolamo seconded the motion. All were in favor. Motion passed and meeting was adjourned.

Respectfully submitted by,

*Dawn Harris*

Secretary to the Commission