



## **AGENDA**

**Planning Commission  
November 9, 2010  
6:30 P.M.**

Meeting called to order  
Quorum established  
Invocation and pledge

### **BUSINESS:**

**Item No. 1 – Comprehensive Plan Draft Review.** Villavaso & Associates.

**ANNOUNCEMENTS**

**ADJOURNMENT**



**Planning Commission  
November 9, 2010  
6:30 P.M.**

The meeting was called to order by Chairman Cyprian and a quorum established. The invocation and pledge was also led by Chairman Cyprian.

**Present:** Chairman Joseph Cyprian  
Commissioner Melba Reid  
Commissioner Arthur Arnold  
Commissioner Janice Burris  
Commissioner Harold Pittman

**Absent:** None.

**Also Present:** Pamella B. Divinity, Secretary  
Joe Atkins, Bldg. Inspector

**BUSINESS:**

**Item No. 1 – Comprehensive Plan Draft Review. Presentation of Strategic Recommendations as of November 7, 2010. Villavaso & Associates, LLC.** – Chairman Cyprian turned the furtherance of the meeting into the hands of Mr. Stephen Villavaso of Villavaso and Associates, LLC. Mr. Villavaso introduced himself and Mr. Fred Neal one of the members of the firm. Mr. Villavaso stated that they would give an overview of the Master Plan:

1. Where we were.
2. How we got here
3. Where we are heading

As stated by Mr. Villavaso, the plan has been in the works for some time. The Village received a grant from the State of Louisiana less than a year ago, at which they began working on the plan. The plan basically has two pieces that will ultimately be delivered to the Village before the assignment is completed.

1. The Master Plan: Outlines the future vision and development of the Village.
2. Recommended Zoning Ordinance and Zoning Map Amendments: Will provide a new map and new text for zoning and development tools.

The sequence of the process is to do the plan first and then base the tools in the tool box off the plan. Villavaso & Associates, LLC have been working on all of these things throughout the year. A series of meetings have been held which includes the Advisory Committee appointed by the Mayor, Town Hall meetings and General monthly meetings.

The purpose of the meeting was to present the Draft Master Plan to the Planning Commission. Mr. Villavaso will also plan to attend the December Planning Meeting (*December 13, 2010 @6:30 P.M.*) Public comments will continue to be taken from

residents of the Village (from tonight's meeting until the December meeting). Those comments will be taken and incorporated into the existing plan, and recommend a Master Plan for the Village of Folsom for adoption. The final draft could happen as early as December depending on the number of comments received the Planning Commission and the citizens of the Village.

As a point of information, Mr. Villavaso shared that the Master Plan as per Louisiana State Law is the responsibility of the Planning Commission, to both make and adopt a Master Plan. Therefore, the authority that the Planning Commission has is absolute in terms of adopting the plan. Once the plan is adopted by the Planning Commission, it does go to the Council to be accepted and endorsed, but not to be adopted. The Council's responsibility is to implement the Master Plan as legislators by passing laws for the Village; laws like the zoning map, zoning ordinance, subdivision regulations and any other appropriate development rules that will guide the Village in implementing the plan.

Mr. Fred Neal issued a summary handout to everyone that outlined the highlights of the plan and proceeded to go over those highlights. He stated that the core draft did not include pictures, but pictures and maps will be included in the final draft. (*See Attachment*) The handout focuses on the Strategic Recommendations that will apply for a span of approximately 20 years. Over that 20 years there will be what is called an implementation matrix which guides implementation of the Master Plan.

There were some questions, suggestions and overall discussion regarding the Draft Plan. The information presented will be emailed for further review and input. Official comments should be submitted by December 1, 2010 if possible.

**ANNOUNCEMENTS:** Villavaso and Associates will be at the December Planning Meeting on December 14, 2010 @ 6:30 P.M.

**ADJOURNMENT:** On the motion of Commissioner Arnold and seconded by Commissioner Reid the Planning Meeting was adjourned. (4 Yeas; 0 Nays) The motion carried.

Respectfully submitted,  
Joseph Cyprian, Chairman

I attest that the above is a true and correct copy of the minutes taken at the Planning Commission Meeting held on November 9, 2010.

Attest:  
Pamella B. Divinity, P/Z Secretary