



PLANNING & ECONOMIC DEVELOPMENT COMMITTEE MEETING MEETING MINUTES

Wednesday, October 8, 2025 - 8:30 AM
Hybrid: In-Person/ Virtual Zoom Meeting

Call Meeting to Order

Approval of Minutes

The meeting minutes from August 13, 2025, and September 10, 2025, were approved by all members present.

August 13, 2025

September 10, 2025

Reports

Code Enforcement Report — Mr. Greci

Mr. Greci reported ongoing enforcement efforts and improved property maintenance compliance. Coordination continues with the Planning Department to streamline permitting processes. Response times to complaints have improved through proactive outreach.

Action Item:

- Continue outreach to commercial property owners to maintain compliance before winter.

Administration Report — Ms. Doran

Ms. Doran provided updates on capital project coordination and zoning efficiencies. She highlighted state grant applications supporting sustainable development and infrastructure improvements.

Action Item:

- Provide a summary of active capital projects and timelines for the next meeting.

South Orange Downtown Report — Ms. Hodge

Due to Ms. Hodge's absence, there was no report.

SOMA Chamber of Commerce Report — Mr. Dickson



Due to Mr. Dickson absence, Mr. Dickson submitted an announcement to the committee via email:

- SOMACC's Members' Meet-up — Friday, October 24, 2025, at 8am. To be held at Tira's Café on Valley Street.

New Business

No new business items were discussed.

Old Business

Vacant Business Maintenance

- **Community Incentives**

The committee discussed progress on implementing a vacant storefront tracking system and potential incentives to encourage occupancy, including façade grants and rent support programs.

Action Item:

- Planning staff to prepare a draft incentive proposal for committee review in November.

2nd Floor Signage

The committee revisited guidelines for second-floor business signage and agreed to establish design standards to balance visibility and visual consistency.

Action Item:

Ms. Patras and Mr. Lincer to finalize signage guidelines for review next month.

Status of ADU's

Ms. Patras reported continued coordination with state agencies regarding ADU policy and administrative review processes. Draft ordinance language is under development to align with state housing goals.

Action Item:

- Present draft ADU ordinance language at the November meeting.

Film Ready Ordinance

There was no report, Ms Doran will have an update at the next meeting.

Impervious Coverage Ordinance Draft



Mr. Lincer reported progress on balancing environmental sustainability with homeowner flexibility. The Environmental Commission will provide final comments before submission to the Planning Board.

Action Item:

- Review Environmental Commission comments before final submission.

Pre-Application Meeting Update

Staff noted positive feedback from developers regarding the new pre-application process, which facilitates early coordination and efficient project review.

Public Comment

There were no public comments.

Next Meeting Date

November 12, 2025; 8:30am

Adjournment

The meeting was adjourned at 9:45 AM.
Respectfully Submitted, Joycelyn White.