

MINUTES
PLANNING COMMISSION
MEETING
January 4, 2023
7:00 P.M.

Meeting was called to order by Chairman Alan Paystrup
at 7:04 P.M. A Quorum was present.

Those in Attendance:

Planning Commission Chairman: Alan Paystrup
Commissioners: Barbara Anderson, Christine Carrigan
Back up Commissioner: Mayor Bruce Rowley
Acting Secretary: Justin Thomas

Others in Attendance: Carol Bennett

1. Opening Business:

Welcome by Alan Paystrup
Prayer by Alan Paystrup
Pledge of Allegiance by Christine Carrigan

2. Action Items:

Approval of past Minutes:

November 2, 2022 Planning Commission Meeting Minutes

Motion to approve the minutes was made by Barbara Anderson. Christine Carrigan seconded the motion. All were in favor. Minutes approved.

3. Reports:

No current building permits awaiting approval.

Office Issued permits:

Ned and Marlene Stephensen – Re-Roof Permit

Mitchell Worwood – Re-Roof Permit

Jordan Olson – Small shed permit

4. Discussion Items:

Review Annexation Procedure Checklist:

The commission reviewed the most recent procedures for annexation updated recently by the town attorney.

Mayor Rowley would like to put together a training session for the town council and invited the planning commission to attend. The training would go over the pros and cons of annexations. Mayor Rowley shared his thoughts on how annexation might affect the town infrastructure and other impacts. The commissioners discussed the upcoming Master Transportation Plan and how that would help determine setbacks for future homes.

Discuss possible changes in fence permit requirements:

Mayor Rowley said that in light of recent fence and property boundary disputes, the town may want to update the fence permit process. He said that anywhere a fence would be installed adjacent to town property, the property line has to be clearly identified by an inspector or survey. This would avoid having encroachment on town property. He added that fences that are not adjacent to town property might not need a permit as long as the landowner understood the requirements in the fencing packet. The commissioners discussed if the town would be held responsible if it approved fence permits that were later found out to be encroaching and how it would enforce property lines. Also, who would pay for the property surveys and fence removal. Commissioner Carrigan said they could add language to the fence permit packet that the landowner installing the fence would be responsible for ensuring that the fence did not encroach on town or neighboring property and that the fence owner would be responsible for any costs for removing an encroaching fence. Mayor Rowley agreed and added that the fence owner could be responsible for the cost of a survey for a non-compliant fence as well. Chairman Paystrup said a lot of work went into the current permit packets and that adding to it would be a good idea.

5. Adjourn:

Barbara Anderson made the motion to adjourn. Christine Carrigan seconded the motion. All agreed.

Meeting adjourned at 8:04pm.

Christine Carrigan, Town Clerk

