

Planning Commission Meeting

Meeting minutes
September 4, 2024
7:00 p.m.

Welcome

The meeting was called to order by Chairman Nate Washer who welcomed everyone to the Planning and Zoning meeting on September 4, 2024.

Present at the Meeting: Planning Commissioners Nate Washer, Conner Lunt and Jesse Carter. Town Council member Rachel Goates. Meeting recorders Christine Carrigan and Chantal Rowley. Also present: Carol Bennet, Jordan Johnson, Brian Backus

Prayer

Pledge of Allegiance

Agenda Items

Approval of Past Minutes

A motion was made to approve the minutes for July 3, 2024, Regular Planning Meeting and July 11, 2024, Special Planning Meeting was made by Conner Lunt. Second by Jesse Carter. All in favor. Motion approved.

Permit Applications

New House – G. Rowley

The planning commission discussed the application for a new house by applicant Gus Rowley. The commissioners reviewed the location and details of the construction plans, including the modular foundation and specifications. Motion to approve the permit made by Jesse Carter. Conner Lunt seconded the motion. All in favor. Permit approved and moved to the Town Council for approval.

New House – B. Backus

The applicant Brian Backus proposed a new house and detailed the construction plans, including specifics about road pavement responsibilities. There was an in-depth discussion regarding required road improvements leading to the house, as well as both setback regulations and property line discussions. It became evident that confusion was present on setback requirements for corner lots. Discussions highlighted the requirement for the house to be 30 feet back on both sides from the street.

A motion was made to approve B. Backus' permit contingent upon modifying the construction to meet proper setback requirements or potentially size adjustments. Mr. Backus was informed that an additional approved plan would be needed, demonstrating accurate setbacks before it could go to town council and further processes could ensue.

A motion was made by Conner Lunt to approve the Backus' permit contingent upon adjusting the construction plans to meet correct setback requirements. This might include moving the house to create distances or a size reduction. Motion was seconded by Jesse Carter. All in favor. Permit approved and moved to the Town Council for approval.

New House – J. Johnson

The planning commission reviewed Jordan Johnson's application for a new house and accompanying detached garage. During the evaluation, it discovered that the detached garage did not meet the required distance from the main building.

The commission would approve the permit contingent on resubmitting construction plans showing either a 16-foot separation from the main building or attaching a roof creating a connecting breezeway.

A motion was made by Conner Lunt to approve Johnson's house application contingent upon a resubmitted plan demonstrating 16 feet separation or establishing attached structures with roof connections. Motion was seconded by Jesse Carter. All in favor. Permit approved and moved to the Town Council for approval.

Reports

Office Issued Permits

One permit was mentioned in reports: a fence permit granted to S. Deems. This was discussed briefly, indicating that Bruce and Travis would inspect the location to confirm the fence's accordance with property lines.

Ordinance Reviews

The commission engaged in an ordinance review discussion, focusing on building codes and regulations. Primary discussion honed in on setbacks and how they were applied and clarified for applicants building new structures, such as houses and garages. There were ongoing adjustments and considerations shared concerning local zoning ordinance clarity.

The focus was predominantly on adequately defining attached and accessory buildings, particularly combinations like breezeways, where defining characteristics should hinge on roofing connectivity. Clarifications were sought regarding whether foundations are necessary.

Subdivision Ordinance Update

Exploring the requirement of an updated subdivision ordinance, the meeting discussed potentially adopting a two-phase process, as newly mandated state regulations will no longer permit city council personnel to finalize certain approval processes.

Deciding to adopt a two-phase approach was essential for initial oversight by planning and zoning, followed by a secondary decision-making body tasked with final approvals. Conversations centered on determining this body, whether an attorney or other review committee configuration would be appropriate. The commission examined potential responsibilities assigned to a review committee during subdivision proposal processes.

The recommendations will be given to the group that is revising the subdivision ordinance.

Adjourn

A motion was made to adjourn the meeting was made by Conner Lunt. Seconded by Jesse Carter. All in favor.

Meeting adjourned at 8:12 pm.