

PLANNING AND ZONING COMMISSION
MINUTES OF MONDAY, FEBRUARY 5, 2024, 5:30 P.M.
REGULAR MEETING MINUTES

ATTENDANCE: Members present: Commission Chairperson; Charna Williams; Members; George Stutzman, Kelsey Winsky, and Debra Rasmusson. Travis Brown was absent with notification.

Also Present: Zoning Administrator, Danny Roush; City Clerk/Zoning Secretary; Julie Stutzman.

Others Present: Rick and Cynthia Schmitt; and Charles Hanna and Zach Hanna.

CALL TO ORDER: At 5:30 p.m., Commission Chairperson Williams called the meeting to order and roll of the board was taken.

APPROVAL OF MINUTES:

Rasmusson made the motion to approve the Planning and Zoning Regular Meeting Minutes of December 4, 2023 as written. G. Stutzman; motion carried.

G. Stutzman made the motion to approve the Planning and Zoning Regular Meeting Minutes of January 8, 2024 as written. Rasmusson seconded; motion carried.

PUBLIC COMMENTS: None.

CORRESPONDENCE: None.

UNFINISHED BUSINESS:

- **CONSIDERATION OF LOT SPLIT – C. SLOOP – MONROE:** Commission discussed the new proposed lot splits, current application, placement of the driveway to Baseley’s property, and notification of residents adjacent to the property within 200 feet. Rasmusson made the motion to table and recess the public hearing until March 4, 2024. G. Stutzman seconded; motion carried.

Mrs. Sloop needs to provide a list of addresses of the properties within 200 feet from the County and an updated survey with a new report of survey. The Zoning Administrator will notify Mrs. Sloop of those requirements. Once the list is provided to the Zoning Secretary, she will re-notify the residents of the March 4 hearing date with changing the language in the letter which removes the process of sending back a response.

Rick Schmidt, who is an adjacent landowner, stated the letter stated split in one sentence and splits in another, and also did not provide any attachments of what lots are being split which was provided at that time. Mr. Schmidt also asked about the process of returning the response of no objection and the language in the letter sent to residents. Mr. Schmidt also voiced his concern about the size and type of the homes proposed to be built.

- **T. SMITH – LOT SPLIT CONSIDERATION:** The final and corrected lot split has been received from Mr. Smith and was reviewed by the commission. Rasmusson made the motion to approve the lot split for Lots 16-20 in Block 28 as presented on the 12/2023 survey. G. Stutzman, seconded; motion carried. It was noted that Mr. Smith needs to file the split within 90 days or as soon as possible. Chairperson Williams signed the Certification of Lot Split Approval.
- **ZONING REGULATIONS REVIEW:** Tabled. Work session scheduled.

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- WORK SESSION WITH RUSS EWY TENTATIVELY SCHEDULED FOR FEBRUARY 12, 2024 @ 5:30 PM:
It was consensus of the commission to proceed with scheduling the work session for Monday, February 12, 2024 at 5:30 p.m.

NEW BUSINESS: None.

STAFF REPORTS: Zoning Administrator stated there is some discussion about the possibility of a “barn dominium” on 3rd Street, but has not been back in touch with the property owner.

Discussion with Zoning Administrator about shed on 8th and Jefferson and corner lot regulations.

COMMISSION COMMENTS:

Rasmusson noted that a shed that used to be on 10th and Jefferson is gone and a new shed has been put on the property around the corner. The need for a new building permit was discussed and a letter needs to be sent.

Commission would like an updated permit list for review.

ADJOURN: G. Stutzman made the motion to adjourn to February 12, 2024 at 5:30 p.m. for special work session. Winsky seconded; motion carried.

Respectfully submitted,



Julie Stutzman, CMC
City Clerk/Zoning Secretary

Passed by the Planning and Zoning Commission on March 4, 2024.