

PLANNING AND ZONING COMMISSION
MINUTES OF MONDAY, MARCH 4, 2024, 5:30 P.M.
REGULAR MEETING MINUTES

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

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

Others Present: Carla Sloop, James Baseley, Sharon Hanna, 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:

Winsky made the motion to approve the Planning and Zoning Regular Meeting Minutes of February 5, 2024 as amended. Rasmusson seconded; motion carried with Brown abstaining.

PUBLIC COMMENTS: None.

CORRESPONDENCE: None.

UNFINISHED BUSINESS:

- **CONSIDERATION OF LOT SPLIT – C. SLOOP – MONROE:** The updated lot split and report of survey were provided the commission. Mrs. Sloop stated that once the new survey is approved, she and Mr. Baseley will then move the driveway as shown. Mr. Coffman has prepared the private easement paperwork and both she and Mr. Baseley will then go to the title company and sign re-do the paperwork trading the former driveway tract and the new easement. The maintenance of the easement will be 50/50 between Mr. Baseley and the future owner which will be included in the easement agreement.

Winsky made the motion to approve the lot splits as set forth. G. Stutzman seconded; motion carried with Rasmusson abstaining.

- **ZONING REGULATIONS REVIEW:** Winsky wanted to clarify the target date that the commission as planning to approve the zoning was April 1, 2024 and had some things that she felt needed to be discussed before that meeting.

Page 15-5, Section 15-104, #4 – Remove the section or change Planning Commission to Zoning Administrator who may waive the off-street parking requirements. At the work session on 2/12, it was discussed to leave that up to the Zoning Administrator. At the beginning of reviewing new regs, it was also discussed to remove it if there would be the possibility of continually waiving the requirement.

Page 21-4, #12 – Reduce paving standards for parking areas and access drives to allow a dustless surface. Dustless is far too vague and wondered if changing that to washed rock.

Page 22-3, 22-111 Administrative Permit – Possibly moving Section 15-5 to the administrative section.

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Page 22-3, 22-111 Administrative Permit, #2 – Discussed striking “subject to the issuance of a fence permit”. Define animal enclosure and possibly make that a non-fee permit was also discussed. Noted that if the fence is attached the house, it should be permitted as a fence.

Page 6, Article 6, #2 Design - Replace C and D with the following:

E. The following fencing shall be prohibited from use as perimeter fencing in residential developments.

1. Fencing materials of a temporary or short-lived nature such as safety fencing, snow fencing, "T post" construction, netting or other similar fencing as determined by the Planning and Zoning Department;
2. Chain link fencing with installed slats of vinyl or similar material; and
3. Barbed wire, razor wire or other material that is determined to pose a safety concern as determined by the Planning and Zoning Department.

Proposed zoning map was reviewed and changes made. All map and zoning changes will be sent to Mr. Ewy.

Rasmusson asked if the boundaries have been certified to which the City Clerk stated it has not been done to her knowledge. Boundary certification is passed by ordinance and is very lengthy.

The Zoning Administrator reviewed Appendix A with the Commission in regards to lot size, etc.

NEW BUSINESS: None.

STAFF REPORTS: Commission was provided a list of building permits for 2023 and for the beginning of 2024.

Zoning Administrator briefly discussed proposed shop at 1016 Ash Ct. He stated he only got an email and is not sure exactly what his plans are and will be doing some research.

Hearing to recommend approval of regulations will be pushed back to May 6, 2024 meeting to allow for changes to be made, new drafts reviewed. The City Clerk will notify Mr. Ewy.

COMMISSION COMMENTS:

Rasmusson asked if the building permits are sent to the County to which the City Clerk stated they are. There are some permits that were just completed from 2023 that will also be sent.

ADJOURN: Winsky made the motion to adjourn to April 1, 2024 at 5:30 p.m. for regular meeting. G. Stutzman seconded; motion carried.

Respectfully submitted,



Julie Stutzman, CMC

City Clerk/Zoning Secretary

Passed by the Planning and Zoning Commission on April 1, 2024.