

Planning & Zoning Minutes

September 5, 2019

Call to Order

- ◇ John Thompson called meeting to order at 6:37 p.m.

Roll Call

- Present: Vice-Chairman John Thompson, Secretary L. E. Rubin, Jim Winters, Dennis Kintzler, Lawrence Gordon, and Scott Adair
- Absent: Chairman Tom Scroggins
- Present: Deputy Clerk Amy Lopez

Approval & signing of minutes of August 15, 2019 Regular Meeting

- ◇ Lawrence Gordon made a motion to approve the August 15, 2019 Regular Meeting Minutes as written. Dennis Kintzler second the motion. With a 6-0 vote, the minutes for August 15, 2019 was approved.

General Discussion

- John Thompson mentioned in the future we need to discuss having packets for special permits such as pools.
- Jim Winters said we use CID forms.
- Jim Winters said there is a signage permit that needs to be reviewed and after discussion all agree that it should mentioned to the owners the sign may be in DOT ROW.
- Lawrence Gordon asked what was going to be done on about the hole on Charmartin.
- Jim Winters said it was a process and the work would have to be bid, on and began a discussion.
 - ❖ Dennis Kintzler made a motion to write a letter to the Council to draft a letter to the City Council to progress on the hole. Lawrence Gordon seconded the motion. With a 6-0 vote, the motion was approved.
- Jim Winters asked Scott Adair to draft a letter for City Council about Charmartin.

Procedures for conduct of a hearing

- John Thompson said that we will be having more hearing and need to have a clear process on how to do so.
- Jim Winters said the one-page document we have is outdated, mentioned we might have to hold the meetings in other rooms, and has mentioned to Council we need microphones in the room.
- John Thompson said he found an example and would like P&Z to go home to look over and began a discussion.
- Jim Winters said they are required to vote in public, there are problems with how meetings are controlled, time frames, and priority of who gets to speak first and for how long. The discussion continued.
- Scott Adair said ten minutes should be enough for any speaker and began a discussion.
- John Thompson suggested they wrote something and then review it line by line and began a discussion.
- Jim Winters said the size of room we have the hearing in should depend on how many people are affected by the hearing and began a discussion.
- Jim Winters said a letter should be accepted and read before the commission for those who cannot attend.
- John Thompson mentioned there should be something for computer presentation and began a discussion.
- John Thompson said we need to pay attention to details and have a clear ordinance and used the height of a fence being an example.
- Jim Winters said we would have to use federal standards.
- John Thompson said the agenda for September 19th will have hearing procedures and began a discussion.

Progress update on Subdivisions, Zoning, Solid Waste, Abatement ordinances

- Jim Winters passed out a paper with the changes City Council wanted to have made and went over them.
- Jim Winters explained Addendum was replaced with Appendix and placeholders were added.
- Jim Winters explained Maintenance of Open Spaces and if it is not maintained it can become the City's property and began a discussion.
- Jim Winters explained grammatical error corrections.
- Jim Winters explained "fee in lieu of" allowing a developer to pay a fee rather than donate a portion of land.
- John Thompson said he would volunteer to go through page by page to check the ordinance and began a discussion.
- Jim Winters began to go over Zoning changes, that included adding placement to the table of contents, wording changes regarding the solar zones
- John Thompson began a discussion about fee schedules.
- Jim Winters said the wording change to better describe the limits of zones within the City.
- Jim Winters explained that wording was moved to reflect that it only applied to Graph A.
- Jim Winters said the Council wanted to change the Line of Sight definition to make it clear and all the places Line of Sight was mentioned the definition was included.
- Jim Winters explained Impact Fees.
- Jim Winters said accessory buildings needed POD storage added to it.
- John Thompson mentioned that POD is a brand and suggested the word "Type" be added.
- Jim Winters said there was added or Visit the City website for fees.
- Jim Winters said every building permit will need to have flood plain paperwork attached and began a discussion.
- John Thompson asked if P&Z was finished with Subdivisions.
- Jim Winters said the commission might want to review it after Council is finished with it.
- John Thompson asked if we should have had a ribbon cutting for the pocket parks and began a discussion.
- John Thompson mentioned he spoke with the manager of Whitfield that there is a park and trail designer that would be free for us to use through the state and began a discussion.
- L. E. Rubin asked where Council was with the Solid Waste Ordinance.
- Jim Winters said they are just waiting for an RFP and began a discussion.
- L. E. Rubin asked what is going on with Abatement.
- Jim Winters said we will gather a few examples and start examining them for content we want, and it will take some time.
- Dennis Kintzler asked what the Commission needed to do to prepare for the next meeting regarding hearing conduct.
- Jim Winters said to read through the handouts and write down notes of what is helpful. The discussion continued.
- Jim Winters said someone built a carport without a permit and now wants a variance.
- L. E. Rubin said people are using this commission to circumvent the court and he doesn't agree with that.
- Scott Adair said that if it has already gone through court maybe we shouldn't hear it.
- Jim Winters said when they are asking for a variance, we don't have much of a choice and began a discussion.
- John Thompson asked if there were any more questions or discussion or agenda items for next time.
 - An audience member began a discussion about the importance of procedures.
- Deputy Clerk Lopez said maybe we need to have reminders about permitting in the newsletters that go out and began a discussion.

ADJOURN

- L. E. Rubin moved to adjourn. Lawrence Gordon second the motion and the meeting adjourned at 8:04 p.m. with 6-0 vote.

Respectfully submitted,

Amy L. Lopez, Deputy Clerk

Approved:

Thomas Scroggins, Chairman

L. E. Rubin, Secretary

John Thompson, Vice-Chairman

Lawrence Gordon

Dennis Kintzler

Jim Winters

Scott Adair