



PLANNING AND ZONING COMMISSION September 28, 2021

1. Call to Order: 7:09

Roll Call-

Commissioners present: Marcus Butler, Michael Lunt, Reid Stinnett, Jeff Greer

Absent: Justin White

Staff: Scott Allen, Joe Jarvis

2. Pledge and Prayer:

3. Call to the Public:

None present

4. Commissioner Reports:

No reports

5. Approval of Previous Meeting Minutes:

None

6. Discussion/Action Items:

A. Discussion on the focus and objectives of Planning and Zoning Commission

Introduction of the purpose of the meeting by Mr. Jarvis. Mr. Stinnett shared a list of subjects that he is interested in. The Commission members and staff discussed each item. There were questions and comments under each topic.

- Responsibilities of the Commission members during meetings: staff stated that the meetings are their meetings to discuss the agenda items and make policy decisions. The Commission can propose items for the agenda. The meetings are to be run in an orderly manner.
- Responsibilities of the Commission outside of their meeting: staff shared that the Commission members are to be a representative of the Town. Gathering comments and experiences from the community.
- Rules during the meeting: staff briefly discussed open meeting law and Robert's Rules of Order. Staff reminded the Commission that it is their decision whether to hear from the public or not. But if they do, then each speaker must be treated consistently.
- Communication outside of the meetings: staff reviewed how to handle emails between Commissioners on P&Z topics. Staff defined what a quorum is. Due to the size of the community, the Commissioners may see each other in the community and may attend the same events, therefore the Commission must avoid the appearance of holding a quorum. If a quorum or more of them will be attending the same event as a commissioner, than a quorum needs to be publicly declared.

- Zoning rules and regulations: They can be found in the Town Code. The Commission and staff are to implement the Code as it is written. The Commission can make recommendations to the Town Council as to how the Code should be modified.
- Special use permits: a use can be prohibited, permitted, permitted following a site plan review (SP), or permitted following the issuance of special use permit (SU). Property use by zoning is defined in Section 10-4-3 of the Code. SP and SU add an additional layer of review. The uses can be modified. The Commission can make recommendations to the Council on modifications to the Code.
- Fee structure for permits and actions: Now that the Town has adopted the 2018 building codes, the fees for permits will likely change. The Commission supported collecting the appropriate fee. They are concerned that not enough funds are collected to maintain, improve, and expand the Town's infrastructure. Discuss continued how the Town can and should use its funds on infrastructure. Personal experiences were shared. Staff discussed ways that the Commission could share their perspectives on the budget with the Council. Sales tax, property tax, and development impact fees were discussed.
- Impact fees for development: The Commission expressed support for charging impact fees on new development because of their impact on infrastructure.

The discussion continued between the Commission and staff. Including the Commissions support for more funding to repair, maintain, and expand infrastructure (water, sewer, streets). Personal experiences were shared in which they were told that a street would be paved, and it has not been. Also, when some improvements or repairs were completed, the road was not returned to its prior state. The Commission discussed the need for housing and how they may positively influence where new housing is constructed.

At the conclusion of the meeting, the Commission had made the following requests of staff:

- ✓ Provide the Commission members a copy of their main duties from the Code
- ✓ Clean up trail around the S
- ✓ Commission wants to review where the residential reserve and manufactured home overlays are located. They want to expand both.
- ✓ Commission wants to review Section 10-4-3. Some of the uses need to change.
- ✓ Staff had additional questions for the Commission to consider. As time allows, these will be presented at future Commission meetings.
- ✓ Staff was asked to review the line of site for vehicles at 7th S and Porter
- ✓ Staff was informed of speeding on Back Street and that vehicles, including commercial, use Back Street as shortcut to avoid the streetlight at 77 and 277.

7. Open Public Hearing:

None

8. Close Public Hearing:

None

9. Adjourn: 8:30p