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**Planning & Zoning Meeting Minutes**  
**Thursday, April 19th, 2018 @ 6pm**  
**City Hall**

Chairman Neal called the regular meeting of the Planning & Zoning Commission to order at 6:05pm.

**Members present:**

- Ed Kurtz, Commissioner
- Alexis Neal, Chairman
- Eddie Lollar, Commissioner
- Mayor Chris Warwick
- Duncan Meadows, Secretary
- Bill Little, Commissioner
- Steve Sagaser, Alderman
- Matt Rice, Commissioner

**Others present:**

- Tracy Slagle, City Administrator
- Sydney Allen, Planning & Zoning Administrator
- Don Brown, City Attorney
- Daniel Leith, Polk County House of Hope
- Craig Huff, Polk County House of Hope
- Judy McKovich, Polk County House of Hope
- Joann Montan, Polk County House of Hope
- Jacob Saatmann, City of Bolivar Intern

**Approval of Agenda:**

After reviewing the agenda, Alderman Sagaser made a motion to approve as presented. Commissioner Little seconded. The agenda was approved as presented.

**Approval of Minutes:** After reviewing the meeting minutes from March 15th, 2018, Commissioner Lollar made a motion to approve as presented. Mayor Warwick seconded the motion. The minutes were approved as presented.

**New Business:**

- **Citizen's Request: House of Hope – Shelter Location:** Daniel Leith addressed the Commission. He stated that the shelter is looking into making changes within the shelter and wanted to get a better understanding of the current regulations and what the House of Hope would like to achieve. He stated that they are seeing an increased need for more shelter space and activities and would like to make sure that everything they do is within the regulations. He read statistics that prove that

there is an increase in domestic violence calls in the area. He stated that they would like to know how the shelter is currently zoned, what the process would be if they added onto the structure, what the process would be for finding a new location for the shelter. Chairman Neal asked if the new location would be an additional shelter or if the whole operation would move. Mr. Leith stated that they have discussed both and it would just depend on the property. Ideally they would move the current shelter. The House of Hope currently has 18 beds and would like to be able to accommodate 25 – 30 beds in the future. Also, they would like to be able to have some single rooms available to offer privacy to victims. Currently, the shelter is a 30 day shelter but would like to be able to offer 60 days as well. In the new space, the residential facility would be maintained but they would like to additionally have a space for children, multi-purpose space, offices, and added security. Sydney asked how many employees could potentially be housed at new offices. Daniel responded that there are 8 office employees, while additionally 2 to 3 people are actually in the house. Mayor Warwick asked if it was the vision of the shelter to be located in a residential area, or if there could be some potential partnerships with other groups that would warrant a more commercial setting or district. Daniel stated that he thinks a specific district for shelters would work but ideally the shelter blends in with other residential structures for security purposes. Alexis asked if there have been times when angry people show up at the shelter and cause a disturbance. Daniel replied and stated that it does happen but it is not a common occurrence. He stated that they would like to be zoned correctly and want to do things correctly moving forward.

- Discussion: Adding “shelter” into the Zoning Regulations: Sydney addressed the Commission and stated that there are a few different options regarding the matter. There is a way to incorporate the definition of a shelter into a current definition. Then wherever that use is currently permitted, it would apply to the new definition. There is also an option of creating a new definition and then choosing where the use is permitted and how, like as a Special Use Permit (SUP). She stated that she believes some type of change needs to be made. Tracy asked if there could be criteria as far as SUP regarding which zoning district the shelter could be located in. Alexis stated that a tiered system could be a good solution. Depending on the number of beds, that number dictates the zoning district where that size of shelter is permitted. Doing a tiered approach could also help address security at the shelter because the structure would blend in with other structures of the similar types of occupancy. Special use permit options were also discussed. Tracy asked if a SUP would go to a public hearing. Sydney stated that it would and it was discussed that that may be a security issue. Alderman Sagaser stated that he doesn’t like the SUP option. He would rather decide where a shelter could locate without an extra step of approval. Alexis stated that she also thinks that citizens should be able to voice their opinion about a possible shelter being located in their neighborhood. Moving forward, Sydney will work on determining a tiered definition and then the Commission will be able to revisit the issue and talk about appropriate districts.

### **Old Business:**

- Discussion - Parking Regulations: Alexis recapped the discussion about parking space requirements for medical and dental offices in regards to the current regulations. Sydney stated that she used the same square footage when readjusting the space requirement formula. The new proposed regulation is one parking space per each two hundred and fifteen (215) square feet of floor area, instead of one space per one hundred seventy five (175) square feet. She stated that this change is more similar to surrounding communities. Commissioner Kurtz made a motion to recommend that the Board of Alderman change the parking space requirement for medical and dental offices. Commissioner Lollar seconded the motion. The motion passed with all ayes.
- Discussion-“R-4” Multi-Family Housing Districts: Sydney went over the drawings that were included in the Commission’s packet. Sydney had site plans for each of the options as far as the City’s current regulations and what the additional regulations would look like. Sydney stated that the current regulations were not too far off from other communities “medium” density requirements. Tracy asked if the greenspace that is left in the drawings could be used for accessory structures, and Sydney stated that the left over property could be used for accessory structures like pools, laundry facilities, or others. Chairman Neal stated that while thinking about the regulations, she thinks the idea that allowing higher density multi-family living makes sense closer to the commercial areas of town where the lots are not as big but should still be able to be utilized for housing. Sydney stated that the Commission needs to decide if another multi-family dwelling district is necessary. Once that decision is made, if the answer is yes, then the regulation can be created. Once the regulation is passed, there still will not be any property with that zoning classification and it would be up to a property owner to apply for a zoning change and have it approved by the Commission. Alderman Kifer stated that he has witnessed the growth of the multi-family housing near MSU and the neighborhoods there are not in favor of the ongoing high density developments. Chairman Neal stated that the group is not coming to a consensus about whether or not to continue working on a new district and it would be best to pick up the issue at the following meeting.

Ed Kurtz made a motion to adjourn the meeting. Eddie Lollar seconded. Chairman Neal adjourned the meeting at 7:00pm.