



Planning & Zoning Commission Meeting Minutes
December 9th, 2021 at 6:00pm
City Hall

Chairman Neal called the regular meeting of the Planning & Zoning Commission to order at 6:01pm.

Members Present:

- Commissioner Evans
- Commissioner Kwasi
- Alderman Sagaser
- Secretary Meadows
- Commissioner Little
- Commissioner Kurtz
- Chairman Neal
- Mayor Warwick

Others Present:

- Kyle Lee, Community Development Supervisor
- Stephen Rose, Code Compliance Official
- Tracy Slagle, City Administrator
- Donald Brown, City Attorney
- John Mitchell
- Diane Carson
- Kole Foster
- Todd Carson
- Shelly Wagner
- Josh Glasscock

Approval of Agenda: After reviewing the agenda, Alderman Sagaser made a motion to approve the agenda. Mayor Warwick seconded. The agenda was approved.

Approval of Meeting Minutes: After reviewing the minutes from the meetings on September 16th, 2021 and November 4th, 2021, Commissioner Little made a motion to approve as presented. Alderman Sagaser seconded the motion. The September and November minutes were approved.

New Business:

- **Preliminary Plat Application – Simon Square Plat 3:** Kyle Lee presented the application to the Commission. The purposed plat met the requirements. After discussion, Mayor Warwick made a motion to approve the application for Preliminary Plat. Alderman Sagaser seconded the motion. The application was approved.
- **Public Hearing ZC-21-05 – Zoning Change Application 829 S Clark Ave:** At 6:10pm, Chairman Neal called the public hearing to order. John Mitchell, applicant, approached the Commission. This request has been presented to the Commission in the past. The Believe in Bolivar 2040 Comprehensive Plan endorsed the need for continued growth in affordable housing. John stated that allowing a multi-family dwelling to be constructed would increase the number of rentals in the area. There were no citizens present to speak on the matter. Chairman Neal closed the public hearing at 6:22pm.
- **Discussion & Recommendation – ZC-21-05:** Chairman Neal opened the discussion by the Board. Commissioner Kurtz mentioned that the lot is larger than most in the neighborhood and would support “R-4”. Chairman Neal stated that the property doesn’t abut “R-4”, but is located in a checkered area. Property is located near the university and has a demand for more rentals making it a good candidate for “R-4”. Commissioner Little commented that the previous Comprehensive Plan had this area leaning towards higher density. Secretary Meadows made a motion to recommend approval to the Board of Aldermen for ZC-21-05. Commissioner Kurtz seconded. The motion passed.
- **Public Hearing Zoning Text Amendment – Intensity of Use Regulations Minimum Street Frontage:** At 6:25pm, Chairman Neal called the public hearing to order. There were no citizens present to speak on the matter. Chairman Neal closed the public hearing at 6:26pm.
- **Discussion & Recommendation – Intensity of Use Regulations Minimum Street Frontage:** Chairman Neal opened the discussion by the Board. This item had been discussed at the previous meeting. Commissioner Kurtz made a motion to recommend approval of the minimum street frontage to the Board of Aldermen. Alderman Sagaser seconded. The motion passed.
- **Public Hearing Zoning Text Amendment – Required Signatures and Acknowledgements:** At 6:28pm, Chairman Neal called the public hearing to order. There were no citizens present to speak on the matter. Chairman Neal closed the public hearing at 6:28pm.

- **Discussion & Recommendation – Required Signatures and Acknowledgements:**
Kyle Lee presented the proposed addition to boundary changes, lot consolidations and lot splits for required signatures and acknowledgements to the Commission. This was brought to the Commission to have consistency to documents submitted to the City. The final plat has signatures and acknowledgement requirements. Staff recommended adding this to surveys that are received. Chairman Neal opened the discussion by the Board. Commissioner Kurtz made a motion to recommend approval of the required signatures and acknowledgements to the Board of Aldermen. Commissioner Little seconded the motion. The motion passed.
- **Public Hearing Zoning Text Amendment – Fee Chart:** At 6:30pm, Chairman Neal called the public hearing to order. There were no citizens present to speak on the matter. Chairman Neal closed the public hearing at 6:31pm.
- **Discussion & Recommendation – Fee Chart:** Kyle Lee presented the proposed changes to the fee chart to the Commission. Staff included seventy-five dollars to any document that requires recording. This is to allow the City to record the document. Secretary Meadows made a motion to recommend approval of the fee chart to the Board of Aldermen. Alderman Sagaser seconded the motion. The motion passed.
- **Community Development – Update:** Kyle Lee gave a brief update to the Commission about upcoming projects. Within the zoning regulations, there's a planned development district. Kyle went over the concept of a planned development. This district is useful for a developer that would like to present modifications to the underlying zoning district.
- There were no citizen comments.

Alderman Sagaser made a motion to adjourn the meeting. Commissioner Evans seconded the motion. Chairman Neal adjourned the meeting at 6:41pm.