



## **Planning & Zoning Commission Meeting Minutes**

July 21st, 2022 at 6:00pm

City Hall

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

### **Members Present:**

- Commissioner Rice
- Alderman Sagaser
- Commissioner Little
- Secretary Evans
- Chairman Neal
- Commission Patel

### **Others Present:**

- Kyle Lee, Community Development Supervisor
- Lacy Hamby, Planning & Zoning
- Stephen Rose, Code Compliance Official
- Donald Brown, City Attorney
- Christy Rice
- Jake Rice
- Morgan Rice

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

**Approval of Meeting Minutes:** After reviewing the minutes from the meeting on June 16, 2022, Alderman Sagaser made a motion to approve as presented. Commissioner Little seconded the motion. The June minutes were approved.

### **New Business:**

- **Discussion & Approval/Denial LS-22-03 Lot Split Application – 832 E Buffalo Rd:** Application was presented to the Commission. Staff reviewed the lot split application and it met the zoning regulations. Commissioner Little made a motion to approve LS-22-03. Alderman Sagaser seconded. The motion passed.

- **Public Hearing Zoning Text Amendment – Definition Frontage:** At 6:04pm, Secretary Evans called the public hearing to order. Kyle Lee approached the Commission. Commissioners made a recommendation that staff bring a zoning text amendment to clarify that frontage is measured from the intersection of the lot line and the right of way. There were no citizens present to speak on the matter. Secretary Evans closed the public hearing at 6:06pm.
- **Discussion & Recommendation – Definition Frontage:** Secretary Evans opened the discussion by the Board. Commissioner Rice made a motion to recommend approval of the definition for frontage to the Board of Aldermen. Alderman Sagaser seconded. The motion passed.
- **Public Hearing Zoning Text Amendment – Minimum Design Standards Fire Apparatus Access Roads:** At 6:07pm, Secretary Evans called the public hearing to order. Kyle Lee approached the Commission. This requirement exists in the adopted International Fire Code. Staff wanted to add this into the zoning code since this may be missed by applicants. There were no citizens present to speak on the matter. Secretary Evans closed the public hearing at 6:13pm.
- **Discussion & Recommendation – Minimum Design Standards Fire Apparatus Access Roads:** Secretary Evans opened the discussion by the Board. Commissioners discussed adding this to the zoning code to have this information more accessible to applicants. Alderman Sagaser made a motion to recommend approval of the addition within the zoning code for Fire Apparatus Access Roads to the Board of Aldermen. Commissioner Patel seconded. The motion passed.
- **Public Hearing Zoning Text Amendment – Board of Adjustment Special Use Procedure:** At 6:14pm, Secretary Evans called the public hearing to order. Kyle Lee approached the Commission. Staff brought this zoning text amendment to the Commission to correct a typo within the Special Use Procedure. The list of objectives that is referenced twice within the zoning code did not match. There were no citizens present to speak on the matter. Secretary Evans closed the public hearing at 6:16pm.
- **Discussion & Recommendation – Board of Adjustment Special Use Procedure:** Secretary Evans opened the discussion by the Board. Commissioners agreed that this correction needed to be made. Commissioner Little made a motion to recommend approval of the zoning text amendment for the Special Use Procedure to the Board of Aldermen. Alderman Sagaser seconded. The motion passed.

- **Public Hearing Zoning Text Amendment – Street Name Change:** At 6:17pm, Secretary Evans called the public hearing to order. Kyle Lee approached the Commission. This is a new regulation that will allow an applicant to apply for a street name change within the city limits. There were no citizens present to speak on the matter. Secretary Evans closed the public hearing at 6:23pm.
- **Discussion & Recommendation – Street Name Change:** Secretary Evans opened the discussion by the Board. Commissioner Rice made a recommendation to change the draft language to a majority of property owners along abutting street may propose the name of the street be changed by filing a petition. Alderman Sagaser made a motion to recommend approval of the Street Name Change with the recommended change to the language to the Board of Aldermen. Commissioner Rice seconded the motion. The motion passed.
- **Public Hearing Zoning Text Amendment – Fee Chart:** At 6:25pm, Secretary Evans called the public hearing to order. Kyle Lee approached the Commission. Staff brought this zoning text amendment to the Commission to take off recording cost on the preliminary plat fee and the addition of the fee for the street name change application. There were no citizens present to speak on the matter. Secretary Evans closed the public hearing at 6:27pm.
- **Discussion & Recommendation – Fee Chart:** Secretary Evans opened the discussion by the Board. Commissioner Rice made a motion to recommend approval of the zoning text amendment for 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 Commissioners about a traffic concern at Boston Pl and Aldrich Rd that would be going to the Board of Aldermen for discussion. Kyle mentioned that the developer at Simon Square would be submitting that development in phases and had an upcoming final plat application.

There were no citizen comments.

Alderman Sagaser made a motion to adjourn the meeting. Commissioner Little seconded the motion. Chairman Neal adjourned the meeting at 6:33pm.