



Planning & Zoning Commission Meeting Minutes
September 16th, 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
- Chairman Neal
- Commissioner Rice
- Secretary Meadows
- Commissioner Kurtz
- Commissioner Kwasi
- Commissioner Little
- Alderman Sagaser

Others Present:

- Kyle Lee, Community Development Supervisor
- Lacy Hamby, Planning & Zoning
- Tracy Slagle, City Administrator
- Donald Brown, City Attorney
- Dan Wohnoutka
- Evelyn Hale
- Rhonda Jasper
- Donna Neal
- Ashley Neal
- Kyle Jasper
- Joanne Ellis

Approval of Agenda: After reviewing the agenda, it was requested that the Commission add two discussion items to the agenda. Alderman Sagaser made a motion to approve the amended agenda. Commissioner Little seconded. The agenda was approved.

Approval of Meeting Minutes: After reviewing the minutes from the meeting on August 19th, 2021, Secretary Meadows made a motion to approve as presented. Alderman Sagaser seconded the motion. The August minutes were approved.

New Business:

- **Public Hearing – Side Yard for Accessory Residential Buildings:** At 6:03pm, 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 6:03pm.
- **Discussion & Recommendation – Side Yard for Accessory Residential Buildings:** Chairman Neal started the discussion by saying the recommendation from previous discussions was to recommend a five-foot side and rear yard setback. Secretary Meadows made a motion to recommend to the Board of Aldermen that the setback requirements for accessory residential buildings be reduced or altered to five feet on the side and rear in all residential zoning districts. Alderman Sagaser seconded. The motion passed.
- **Public Hearing ZC-21-04 Zoning Change Application – Springview Estates 1st Addition:** At 6:05pm, Chairman Neal called the public hearing to order. Dan Wohnoutka, applicant, approached the Commission. Dan was requesting that the parcel be changed to R-3 to allow single family dwellings. The reason this district was being requested was to maintain the five-foot side yard setback since the lots are narrow. There were no citizens present to speak on the matter. Chairman Neal closed the public hearing at 6:06pm.
- **Discussion & Recommendation ZC-21-04:** Chairman Neal started the discussion by asking the Commission if there were any concerns regarding the request. This particular request was to reduce the current density. Normal concerns for increasing the density did not apply to this application. The Commission took into consideration what concerns could apply to this request. Secretary Meadows made a motion to recommend approval to the Board of Aldermen for ZC-21-04. Alderman Sagaser seconded. The motion passed.
- **Preliminary Plat Application – Springview Estates 1st Addition:** Kyle Lee presented the application to the Commission. This preliminary plat originally had been submitted to the city in 2009. Since this preliminary plat had since expired, applicant resubmitted plat to the Commission for approval. The purposed plat still met the preliminary plat requirements. Dan Wohnoutka, applicant, spoke on behalf of the infrastructure at that location. After discussion, Alderman Sagaser made a motion to approve the application for Preliminary Plat. Commissioner Evans seconded the motion. The application was approved.
- **Preliminary Plat Application – Elite Estates:** Kyle Lee presented the application to the Commission. The purposed plat met the requirements. After discussion, Secretary Meadows made a motion to approve the application for Preliminary Plat. Commissioner Kwasi seconded the motion. The application was approved.

- **Discussion – Short Term Rentals:** Kyle Lee approached the Commission. The Commission was presented with a draft overview of short-term rental regulations. There has been an increase within the community to address short-term rentals. Staff asked Commission to review information to hold a discussion at a later meeting.
- **Discussion – Required Hard Copies:** Kyle Lee approached the Commission. Developers often ask Staff about the number of required hard copies when submitting plats. Our ordinance requires ten hard copies to be submitted. Often ten copies are submitted and then revisions need to be made. Due to this concern, the Commission was asked if they preferred a small hard copy or digital copy opposed to the larger plats that are normally submitted to the Commission and only requiring the needed large plats for record retention. Staff reached out to the Commissioners after the meeting regarding their preference of plats.
- **Discussion – Average Lot Width:** Kyle Lee approached the Commission. To be a confirming lot, every lot must have street frontage. The zoning districts within the code does not address the minimum street frontage of lots. At this time, the code states an average width of a lot. Staff would like to clarify this concern in the code.

Old Business:

- **Public Hearing - Adoption of Amendments to the Comprehensive Plan:** At 6:42pm, Chairman Neal reopened the public hearing. There were no citizens present to speak on the matter. Chairman Neal closed the public hearing at 6:43pm.
- **Discussion & Recommendation – Adoption of Amendments to the Comprehensive Plan:** Chairman Neal started the discussion by confirming with Commissioner Little that his concerns were satisfactorily addressed. Chairman Neal then stated that the latest revision had addressed her concerns that were discussed at the prior meeting. Commissioner Kurtz make a motion to approve the Comprehensive Plan and the authorization for the Chairman to execute resolution. Commissioner Little seconded the motion. The motion passed.
- There were no citizen comments.

Alderman Sagaser made a motion to adjourn the meeting. Secretary Meadows seconded the motion. Chairman Neal adjourned the meeting at 7:02pm.