

**CITY OF WARD
PLANNING COMMISSION
MINUTES
October 24, 2022
7:00 P. M.**

Call to Order

Chairman Peters called the meeting to order. Chairman ask Deborah Staley to call the roll.

Roll Call

Jerry Peters – present
Mike Montalbano – absent
Helen Huitt – present
Shane Phillips – present
Tyler Madding – absent
Michael Kindall – present

Minutes

Chairman Peters presented September regular meeting minutes. Helen Huitt motioned; Shane Phillips seconded to accept the minutes. Voice vote all approved (4-0).

New Business

Tomas Santiago Herrera – Conditional use permit for 229 Margie Lane

Chairman Peters introduced the request for a conditional use permit at 229 Margie Lane. This is a R-4 Zone and Mr. Herrera has started a site-built home on the property. Mr. Herrera owns 2 lots (lot 8 and 9). The mobile homes will be removed at a later date they are not inhabitable. Mr. Herrera has spoken and completed the application for the permit with Jason McKee and Gary Meadows. He has discontinued construction on the home at this time. A site-built home is allowed in a R-4 zone but is required to have a conditional use permit. The property has all of the utilities at this time. Mr. Herrera was present for the presentation. Staff is in favor of the project. Helen Huitt motioned; Mike Kindall seconded to grant the conditional use permit for 229 Margie Lane (Lot 8). On voice vote all approved. (4-0)

Old Business

Unified Development Ordinance (UDO)

Chairman Peters presented the UDO for discussion. Chairman Peters invited the city staff, Mayor, Council members, planning commission members and public to read and consider each section of the UDO. This will be on the agenda for several months before it is ready to present to the council for approval. Metroplan along with the small city committee have worked on this ordinance for over one year. This ordinance is a living document. The city will have the chance to change items, add items or remove items to customize for each city. This document will change over time also. Chairman Peters ask Mayor Gastineau to assist in expanding in the topics he addressed at the last meeting.

1. Solar Panels Section 3.4.10 – A permitting process will need to be added to the ordinance which will include making sure the contractor is licensed and certified, address roof mount and ground mount systems and inspections. These will also need to be in the fee schedule
2. Short term Rentals Section 3.3.14 – This is rentals that are for less than 90 days and the accommodations are either the entire home or a single room. There will need to be an annual permit process and inspection process for fire codes and other coded required by the state and city. This will also need to be in the fee schedule.
3. Zoning Sections 2, 3, and 4 – The new ordinance has different zoning codes and will need to be addressed and a new zoning map will need to be prepared. This will need to be handled by the staff. Then the Staff will present their suggestions to the Commission. Mayor will work with the staff on this item
4. Sidewalks Section 5.5.2 – The UDO suggests the sidewalks are on both sides of the street. This is something that the staff will also consider.
5. Street Lights Section 5.6 – Randy Staley let the Commission know that the UDO does not follow what First Electric provides. This will need to be changed to meet First Electrics standards.
6. The city will need to hire an engineering firm to look over any plans or applications and be part of the approval process.
7. Lot size Section 4 – Jason McKee recommended that the lot size/s disparity required in R-1 be a consideration while comparing the new zone regulations.

Mayor Gastineau and the staff will begin the process of comparing the current zoning and subdivision regulations to the UDO and will be making suggestions and recommendations to the planning commission.

Chairman Peters informed the Commission members of the resignation of Mr. Wayne Knight. Mr. Knight stated his health was his reason to resign. There will be a presentation of his name plaque and a certificate at the next planning commission meeting. Mayor Gastineau will make sure he is invited to the meeting for the presentation.

Announcements

Next Planning Commission meeting November 28, 2022, at 7:00 PM

Council Meeting November 21, 2022 at 6:30 PM

City office will be closed on November 11, 2022 in observance of Veteran's Day

City offices will be closed on November 24 and 25, 2022 in observance of Thanksgiving Holidays

Have a safe and Happy Halloween, Veteran's Day and Thanksgiving Holidays

There will be a ribbon cutting on November 3rd at 10:00AM at the EV stations on the north end of the city property at 405 Hickory Street provided by 1st Electric Coop and Today's Power. There should be a Tesla car at the ribbon cutting.

Do not forget the Harvest Fest on Saturday, October 29th 5-8 PM and Ward Parks and Recreation Trunk or Treat on Monday, October 31st 5-8 PM.

Adjournment

Helen Huitt motioned, Shane Phillips seconded to adjourn. Voice vote all approved (4-0). Meeting was adjourned.