



**PLANNING AND ZONING COMMISSION      December 20, 2022**

**1. Call to Order: 7:05p**

**Roll Call-** Commissioners present: Derek Flake, Michael Lunt, Jeff Greer, Reid Stinnett

Commissioners absent: Justin White

Staff present: Scott Allen, Joseph Jarvis

**2. Pledge and Prayer:** Prayer: Lunt                      Pledge: Stinnett

**3. Call to the Public:** None

**4. Commissioner Reports:** A Commissioner asked about the status of an active code enforcement case near Jake Flake Crossing. Jarvis provided an update.

**5. Approval of Previous Meeting Minutes:**

A. MEETING MINUTES- November 15, 2022

*Stinnett moved to approve the meeting minutes as presented. The motion was seconded by Lunt. The motion was approved unanimously, with White absent.*

**6. Discussion/ Action Items:**

A. POLICY FOR CONSIDERING A SECONDARY RESIDENCE WHERE ALLOWED BY SPECIAL USE PERMIT

Jarvis provided background on this agenda item. Stinnett shared his perspective on possible policy options. Greer asked if the secondary dwelling units need to meet building codes. This was affirmed by Allen. The Commission, staff, and the public did not suggest any additional policy items. Stinnett suggested removing two items from the list and this was supported by other Commission members. Staff will prepare a policy document to be shared internally and with the Commission.

B. TOWN CODE PARKING REGULATIONS

Staff and Commissioners discussed this item and it was determined that two onsite parking spots per dwelling unit will be the policy.

C. DEVELOPMENT REVIEW: 202-23-071F & K: QUENCA LP (TINGEY)

Applicant discussed his plan and responded to questions from the Commissioners. The applicant will install screening for the mechanical equipment and perimeter fencing on the north and east sides of the property.

*Stinnett moved to accept the development plan to include screening and fencing as discussed by the applicant and for it to be constructed according to the building and Town codes. The motion was seconded by Lunt. The motion was approved unanimously, with White absent.*

**7. Open Public Hearing:**

A. SPECIAL USE PERMIT: 202-10-016A: TYLER SLADE: CONSTRUCTION OF A MANUFACTURED HOME PARK

The applicant provided additional details about his request. Commissioners asked questions including whether the homes would be site built or manufactured homes and how the units will be accessed.

**B. SPECIAL USE PERMIT: 202-23-065B: MELISSA & GALEN BORING: CONSTRUCTION OF A MANUFACTURED HOME PARK**

Jarvis provided details on the proposal. Commissioners asked follow-up questions of the applicant, who attended via the phone. The Town's recent road and utility improvements (through CDBG funds) helped to spur this and other developments.

**8. Close Public Hearing: (Each item was discussed after the open public hearing was completed)**

**A. SPECIAL USE PERMIT: 202-10-016A: TYLER SLADE: CONSTRUCTION OF A MANUFACTURED HOME PARK**

*Greer moved to recommend approval of the SUP to the Town Council. The motion was seconded by Flake. The motion was approved unanimously, with White absent.*

**B. SPECIAL USE PERMIT: 202-23-065B: MELISSA & GALEN BORING: CONSTRUCTION OF A MANUFACTURED HOME PARK**

*Flake moved to recommend approval of the SUP to the Town Council. The motion was seconded by Greer. The motion was approved unanimously, with White absent.*

**9. Adjourn 8:14p**