

**CITY OF WARD
PLANNING COMMISSION
MINUTES
January 23, 2023
7:00 P. M.**

Call to Order

Chairman Peters called the meeting to order at 7:06pm. Chairman Peters asked Erin Mixon to call the roll.

Roll Call

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

Minutes

Chairman Peters presented the **December Public Hearing** minutes. Helen Huitt motioned; Mike Montalbano seconded to accept the minutes. Voice vote all **approved (5-0)**.

Chairman Peters presented **December Regular Meeting** minutes. Helen Huitt motioned; Mike Montalbano seconded to accept the minutes. Voice vote all **approved (5-0)**.

New Business

The Plex Subdivision Elm Street - Bond Engineering

This item was tabled at the December meeting, and reintroduced by Chairman Peters for review by the Board. Representatives of Bond Engineering presented their request for a rezoning from C-1 to R-2, as well as approval to allow for the construction of four(4) duplexes and two(2) triplexes on a 1.71 acre parcel located on Elm Street. After discussion between the Board, Ward Public Works Director Bruce Jones, Fire Chief Tony Reaves, and Ward Building Inspector Gary Meadows, 3 changes were requested and agreed to by Bond Engineering. Shane Phillips motioned; Helen Huitt seconded to **recommend to Council for approval with the following changes:** an addition of a 15 foot easement to the back side of the property to allow

for sanitary sewer access, extend the 6 inch water line on the west side of Second Street over to Elm for a new hydrant for fire protection, to replace the 2 inch water line currently at the location to a 6 inch line, and amend the site plan to accommodate an end of parking lot hammerhead, as well as painting it off limits to resident parking, keeping it accessible for emergency vehicles to maneuver within the lot. On voice vote all **approved with recommended changes (5-0)**.

Old Business

Unified Development Ordinance (UDO)

Mayor Gastineau stated that the Staff is continuing to review the Unified Development Ordinance (UDO) in weekly Staff meetings, and are not yet ready to present it to the Board.

Chairman Peters announced that Erin Mixon had agreed to be the Secretary for the Planning Commission after Mrs. Deborah Staley's retirement in December left the position open. Mike Montalbano motioned; seconded by Helen Huitt to **appoint Erin Mixon as Planning Commission Secretary**. On voice vote all **approved (5-0)**.

Announcements

Next Planning Commission meeting February 27, 2023 at 7:00 PM

Council Meeting Monday, February 22, 2023 at 6:30 PM

City offices will be closed on February 20th in observance of President's Day

There is an opening in City Council for Ward 1. Applications are due by noon on February 17, 2023.

The Ward Centennial Celebration will be this year, as 2023 marks 100 years of the City being incorporated.

Mayor Gastineau explained that after the UDO is approved, the process for site plan approval will change to include more Staff work before it is presented to the Board. It will be quite a change to get used to, but it will work better for the approval process.

Mayor Gastineau stated that a City issued tablet would be advantageous for the Board as we move to a more digital process.

Adjournment

Helen Huitt motioned, Mike Montalbano seconded to adjourn. Voice vote all approved (5-0). Meeting was adjourned at 7:34pm.