

**Ward Planning Commission**  
**Regular Meeting Minutes**  
**June 22, 2020**

**Call to Order**

Chairman Gary Meadows called the meeting to order.

**Roll Call**

**Members**

Gary Meadows –present  
Sidney “Shane” Phillips – absent  
Helen Huitt –absent  
Tyler Madding – absent  
Wayne Knight – present  
Mike Montalbano – present  
William Tremaine, Jr. – present

**Guest:**

Mayor Charles Gastineau  
Deborah Staley  
Randy Staley  
Bruce Jones  
Jason McKee  
Tim Lemons  
Barry Weathers  
Toby Troutman  
Sheryl Troutman

**Minutes**

Chairman Meadows presented the minutes for the June regular meeting. Mike Montalbano motioned; Wayne Knight seconded to accept the minutes as printed. On voice vote all approved.

Chairman Meadows presented the February, March, April and May combined minutes due to the meetings were cancelled due to COVID-19 and lack of business for those months meeting minutes. Mike Montalbano motioned; William Tremaine, JR seconded to accept the minutes as printed. On voice vote all approved.

**New Business**

Chairman Meadows presented the Final Plat for Deerfield Estates Phase IV, Lots 32-36, 84-89, 99-105 and 111-117. Tim Lemons of Lemons Engineering represents the project.

Mr. Lemons stated that the preliminary plat for Phase II had been accepted and Mr. Troutman has broken it up in phases. The water and sewer line have been installed and tested. The curb and streets are not in but should be able to be substantially completed by the council meeting on July 20<sup>th</sup>.

Mr. Toby Troutman spoke and stated the preliminary plat for phase II was done in 2010 or 2011. All of the testing was done at that time for the water and sewer lines. The electrical conduit is in the ground. First Electric will need to be contacted to pull the electrical lines. All utilities are in the ground. Due to the time of year and time frame it is important to not delay in the approval process. Four weeks extra could make a considerable impact on the building time. Mr. Troutman stated he has a contractor for the curbing and he will be contacting him. They have started with the streets and will be substantially completed with the lay out, using equipment on the area for the streets, installing gravel and compaction and most likely some asphalt.

Tim Lemons stated the street lights will be installed by the electric company, the traffic signs will be installed, the water and sewer lines as stated before have been installed and there will be sidewalks in this subdivision which like the streets will connect to the already completed streets and sidewalks. There is 4 weeks until the council meeting and he does not see any foreseeable issues to keep the work from being substantially completed.

Mr. Barry Weathers stated that he is purchasing the lots from Mr. Troutman and as soon as the final is passed and file he will be starting the houses. He already has 20 – 25 houses under construction in the previous phase and he is having no problem with selling the houses. There will be sidewalks in that phase also.

Bruce Jones, Utility Superintendent, is concerned about the water and wastewater line and if there is any damage, missing parts or leakage of the underground construction. He ask Tim Lemons about the as builds and if he would provide a copy to him. Mr. Lemons stated that he could have him a set by the end of the week. This will give Bruce and his department to do their inspection before the council meeting in July.

Randy Staley, Street Superintendent, stated that he has been watching this project over the last few weeks. The dirt work has not been completed on even one street and all he has seen is one person working the project. One person in he opinion will be able to complete or substantially complete the work in 4 weeks. The connection point at Remington and Whitetail are of particular concern to him. This most especially with the curbs to be completed also. The City is already having to make major repairs on one of the streets in Phase I. Mr. Lemons stated that when they start putting equipment on the new streets he will contact Mr. Staley to be present during the compaction process.

Mayor Gastineau stated that he is in the process of working with Mr. Weathers to have an agreement for the contractor vehicles and equipment will use the entrance

wastewater and animal shelter entrance for construction purposes. This will save the new streets and the existing streets.

Chairman Meadows suggested that in the Commission doing their due diligence to the City, Developer and Contractor that the Commission have a special meeting the week before the council meeting to check on the progress of the project and therefore have less contingencies to recommend to the Council. Chairman Meadows suggested July 13<sup>th</sup>.

William Tremaine, Jr. stated that he is in favor of the special meeting this will be more advantageous in allowing the work to be completed and inspected for the health and safety of the future homeowners. But he would like to have the date on Thursday, July 16<sup>th</sup>.

Wayne Knight stated he also does not want to hold up progress but we need to be diligent. But we do need for the developer to have time to address and complete as many of the deficiencies that are now outstanding.

Wayne Knight motioned, William Tremaine, Jr. seconded to have a special planning commission meeting on Thursday, July 16<sup>th</sup> at 7:00PM in the Council/Court Room chambers to address the final plat for Deerfield Estates Phase IV, Lots 32-36, 84-89, 99-105 and 111-117 and any possible contingencies at that time. Chairman Meadows ask for a roll call vote. Mike Montalbano – yes, William Tremaine, Jr. – yes, Wayne Knight – yes, and Gary Meadows – yes. The motion passed.

Mr. Meadows stated he will contact the 3 members not present about the meeting and explain the issue with them. There is no other new business before the Commission. There is not public comment.

### **Old Business**

Chairman Meadows stated that there was no old business to discuss.

### **Announcements**

Special Planning Commission meeting on July 16<sup>th</sup>, 2020 at 7:00PM  
Next Planning Commission meeting Monday, July 27, 2020 at 7:00 PM  
Council Meeting Monday, July 20, 2020 at 6:30 PM  
Census - !!BE COUNTED!!

### **Adjournment**

Wayne Knight motioned; William Tremaine, Jr. seconded to adjourn the meeting. On voice vote all approved. Meeting was adjourned.

Date Accepted: \_\_\_\_\_

\_\_\_\_\_  
Chairman

Attest:

\_\_\_\_\_  
Secretary

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July 27, 2020**

Meeting was cancelled due to lack of business.