

WALLSBURG TOWN PLANNING COMMISSION MEETING

July 27, 2023 - 7 pm

1. Call to Order 7:09PM

a. Roll Call

Carrie Mecham, Travis Defibaugh, Alisha O'Driscoll, Tammy Graham, Dan Buehler, Nate Surratt, Lucille O'Driscoll

2. Consent Calendar: Be it hereby moved that the following consent calendar items stand approved:

a. Agenda of the July 27, 2023 Planning Commission Meeting

b. Minutes of the June 27, 2023 Planning Commission Public Hearing

Motion: Carrie Mecham No Second Required Vote: Unanimous

3. Agenda Items:

a. Building Permit Application/Letter Request – Action Item

i. Review Buehler building permit application and plans

ii. Vote to recommend building permit/letter to Town Council or continue to the next Planning Commission meeting for further review

-Dan Buehler explained wanting to add extension of barn off the side, showed hand drawn plans with property lines and the proposed building. Planning Commission discussed and asked a few questions: Will it be a lean to or enclosed? Enclosed. What is the height of it? Around 7 feet. Cement floor? Yes. Water? Existing faucet outside of the building. Electricity? Existing power on exterior of barn. Do you have engineered footing drawings/plans? The county just required the hand drawn plans, there's no fee or inspection. The county requested an approval letter from the Town for the accessory building. Impact a ridgeline? No. Drainage? Will tie in to existing draining. Planning Commission members pointed out that because they don't have engineered trusses or anything like that, the Town would not be responsible if it falls over.

Tammy Graham moves to recommend to the Town Council that the Buehler barn addition be approved.

Second: Nate Surratt Vote: Unanimous

-Alisha O'Driscoll will check with the Town Council to see the next steps. It will either be them receiving a letter or they may need to appear at the next Town Council meeting for final approval.

-Planning Commission members discussed whether the building plan review fee applies to this situation, decided that it does not because no building permit is required or will be issued.

-Planning Commission members discussed whether the hand drawn plans provided by the Buehler's needed to be stamped to show they were reviewed/approved for recommendation to the Town Council, decided that they do. Dan Buehler came back to the meeting and the plans were copied, both sets were stamped, and one set was returned to them.

b. Development Code Revisions – Information and Discussion Only

i. Review and discuss ideas for revisions to Chapters 1 and 2 of the Wallsburg Town Development Code.

-The planning commission started at the beginning of Chapter 1 and went line by line to discuss thoughts, questions, clarifications, and possible revisions to be done.

Highlights:

-Add definition of Rural to definitions chapter, to be clear and specific of intentions for the vision of the valley.

-Thinking ahead for future/annexation of farming agricultural property and how to best prepare for that.

-Definitions need to tie in and reference through the document.

-Add specification that Town requirements are in addition to county and state requirements.

-Zoning maps are referenced but aren't in the code. Need to be found/created and included with the code.

-Review/Approval process. Need to create/edit the timeline or checklist for the building permit process.

- Meeting schedule is laid out in chapter 1, need to adhere to meet at least quarterly (or monthly).
- Where does the building plan review fee go to? Should go to the planning commission.
- What types of requests require the review fee? New builds, accessory buildings, etc
- Add/edit fee schedule to include proposed zoning/code changes from citizens. Determined at plan review.
- In person site visits will be good to implement to visualize where buildings will be prior to meeting
- Define different terms like "Town Official" "Board Of Adjustment" "Administrative Judge" "Zoning Enforcement Officer" etc. etc. etc.
- Notices of meetings, discussed courtesy notices that are mailed out when certain zoning changes are made.
- Percent of slope needs to be updated to recent revisions that were recommended and adopted. Nothing over 30%, 20%-29% will be considered. Extra regards to emergency access, etc.

4. Commission Member Reports (questions, general discussion, assignments)

- Planning Commission members discussed possible upcoming builds that may affect the slope/ridgeline issues that have been being discussed for revision and addition to the code and ways to work through those.
- Planning Commission members discussed their thoughts and frustration regarding the slope and ridgeline edits and additions to the code that were submitted to the Town Council and not approved. They decided to resubmit the ridgeline discussion to the Town Council for further deliberation and discussion to move towards approval. An additional public hearing is not necessary for resubmitting the edits per section 1.5.6 of the Wallsburg Town Development Code.

5. Schedule Next Planning Commission Meeting

a. Schedule Next Meeting

ASAP – Next Town Council meeting or Work Meeting to discuss with the Town Council.

b. Call for Agenda items for next Planning Commission Meeting

Continue ridgeline and slope discussion, postpone further discussion until those items are resolved.

6. Adjourn

Time: 9:05PM

Motion: Carrie Mecham

No Second Required

Vote: Unanimous