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PLANNING AND ZONING MEETING MINUTES

Opened meeting at 6:05pm, April 1, 2024

- **Commission Attendees:** Danita Hinton, Lynn Hamilton, Clay Crozier, Deb Herron
- **Guest Attendees:** Lane Genereaux

Agenda Items:

1. Prayer by Deb Herron
2. 3.25.2024 Meeting minutes accepted by unanimous vote. Lynn motioned, Danita seconded, Deb abstained, vote passes.
3. Variance Request: Lane Genereaux
 - a. Lane explained a miscommunication with the planning and zoning commission regarding his property on 200 W 300 N. Didn't communicate effectively that it was a corner lot. PZ did NOT sign off on the permit which is still in the possession of Cody Fisher, the inspector.
 - b. Building is 40'x50' and is only 8ft off the west property line, should be 20 ft. Building is 8' off the east property line and 49' from the front property line.
 - c. Discussed the misinformation given to Lane from Mayor regarding what his setbacks should be.
 - d. Clay and Danita visited the lot to measure and check for safety impediments. Found that it is not impeding the view of traffic at the intersection.
 - e. Motion made by Lynn to recommend variance to city council, seconded by Danita, vote unanimous.
 - f. Clay will make recommendation to city council.
4. Open Session:
 - a. Discussion about city procedures regarding PZ sign off on permits. We would like to see office staff contact PZ commission before inspector. Clay suggested creating a flowchart for people building in the city. Deb explained there is a checklist for stick built construction.
 - b. Clay will suggest to change the permit checklist into a flowchart/checklist to city council. If city council would like Clay to make the change, we request he is paid.
5. Adjournment at 7:50pm by unanimous vote.

Action Items:

1. Clay will make variance recommendation to city council.
2. Clay will address how information gets to planning and zoning, variance requests, permit signing, flow chart.

Motions:

1. Motion made by Lynn to accept the minutes, seconded by Danita, Deb abstained, vote passes.
2. Motion made by Lynn to recommend Lane Genereaux variance to city council, seconded by Danita, vote unanimous.
6. Motion made by Danita at 6:50pm to adjourn, seconded by Lynn, vote unanimous.