

**Genola Town**  
**Planning Commission Meeting Minutes**  
**April 3, 2025**

**Planning Commission Present:** Chairman John Rosenberger, Vice Chair Daron Hughes, Commissioners: Bruce Nieveen, Norm Beagley, Avery Fitzgerald, Melissa Scott, Brent Carter  
**Staff Present:** City Recorder Lucinda Thomas, Deputy Clerk Nicole Preston  
**Public Present:** Tyler Mitchell, Jason Weaver, Ryan Staheli, Kaden Parduhn, Chandler Fowers, Taelyr Fowers, Lisa Fowers, Mike Fowers.

**1. Chairman John Rosenberger called the meeting to order at 7:00pm.**

- a. Lucinda Thomas gave the opening prayer
- b. Chairman John Rosenberger led the pledge of allegiance.
- c. Public Forum – There was no one signed up for the public forum

**AGENDA ITEMS:**

**2. Approval of the planning commission meeting minutes from March 6, 2025.**

- a. Chairman John Rosenberger made a **Motion** to approve the minutes of March 6, 2025 with the condition that the changes be made. Commissioner Avery Fitzgerald **Second** and the motion **Passed** all in favor.
  - i. John Rosenberger – yes
  - ii. Norm Beagley – yes
  - iii. Brent Carter – absent
  - iv. Daron Hughes – yes
  - v. Avery Fitzgerald – yes
  - vi. Bruce Nieveen – yes
  - vii. Melissa Scott - yes

**3. Discussion and possible action on a proposed new home site plan for CJ and Lisa Park located at approximately 625 N 800 E in 4B subdivision Lot 2 Parcel #39.284.0002.**

- a. The commission review the site plan checklist and found that it met all requirements.
- b. Vice-Chair Daron Hughes made a motion to approve the site plan for CJ and Lisa Park located at approximately 625 N 800 E in the 4B subdivision lot 2 Parcel #39.284.0002. Commissioner Avery Fitzgerald **Second** and the motion **Passed** all in favor.
  - i. John Rosenberger – yes
  - ii. Norm Beagley – yes
  - iii. Brent Carter – absent
  - iv. Daron Hughes – yes
  - v. Avery Fitzgerald – yes
  - vi. Bruce Nieveen – yes
  - vii. Melissa Scott - yes

47 **4. Discussion and possible action on a proposed site plan for a home addition for**  
48 **Kevin and Lori Carter located at 169 w 800 s in the F. Mecham Subdivision Plat C**  
49 **Lot 6 Parcel #39.162.0006**

- 50 a. The commission review the site plan checklist and found that the site plan was  
51 missing several items including: property line dimensions, easements, utilities,  
52 proposed building dimension to the property lines, required setback  
53 measurements, existing buildings on the property or any building within 200 ft of  
54 the property, fire hydrant. The commission decided that this site plan was  
55 missing to much from the site plan and that it was in the best interest of the  
56 Town to continue and ask them to come back next month.  
57 b. Commissioner Avery Fitzgerald made a Motion to continue this agenda item  
58 until next months meeting. Commissioner Norm Beagley Second and the  
59 motion Passed all in favor.  
60 i. John Rosenberger – yes  
61 ii. Norm Beagley – yes  
62 iii. Brent Carter – absent  
63 iv. Daron Hughes – yes  
64 v. Avery Fitzgerald – yes  
65 vi. Bruce Nieveen – yes  
66 vii. Melissa Scott – yes  
67

68 **5. Discussion and possible action on a proposed site plan for a new home for Tyler**  
69 **an Maryssa Mitchell located at approximately 324 N Main Street in the Rustic**  
70 **Roots Subdivision Plat A Lot 1 Parcel #51.804.0001.**

- 71 a. The Commission went through the site plan and found that it met all  
72 requirements except that it needs to clarify front setback measurements.  
73 b. Commissioner Daron Hughes made a Motion to approve the site plan for Tyler  
74 and Maryssa Mitchell located at approximately 324 N main Street in the Rustic  
75 Roots Subdivision. Commissioner Norm Beagley Second and the motion  
76 Passed all in favor.  
77 i. John Rosenberger – yes  
78 ii. Norm Beagley – yes  
79 iii. Brent Carter – absent  
80 iv. Daron Hughes – yes  
81 v. Avery Fitzgerald – yes  
82 vi. Bruce Nieveen – yes  
83 vii. Melissa Scott – yes  
84

85 **6. Discussion and possible action on a proposed site plan for an Accessory**  
86 **Building for Jason and Annamaria Weaver located at 529 N 470 E in the Genola**  
87 **Farms Subdivision Plat A Lot 24 Parcel #40.544.0024.**

- 88 a. The commission went through the site plan for the proposed site plan for Jason  
89 and Annamaria Weaver located at 529 N 470 E in the Genola Farms  
90 Subdivision Plat A Lot 24 Parcel #40.544.0024 with the contingency that they  
91 show the gas line. Commissioner Norm Beagley Second and the motion  
92 passed all in favor.  
93 i. John Rosenberger – yes

- 7. Discussion and possible action on a proposed site plan for a new home for Reed and Ashley Jacklin located approximately 248 S State Rd 141 in the Draper Farms Subdivision Plat A Lot 1.**

- 8. Discussion and possible action on a proposed stie plan for Kaden Parduhn located at approximately 1677 N Main Street in the Valley View Subdivision Plat A Lot 3 Parcel #39.394.0003**

- a. The Commission went through the site plan checklist and found that it met all requirements except for showing the gas line.
- b. Commissioner Melissa Scott made a motion to approve the site plan for Kaden Parduhn located at approximately 1677 N Main Street in the Valley View Subdivision Plat A Lot 3 Parcel #39.394.0003 with the contingency that they add the Gas Line. Commissioner Avery Fitzgerald Second and the motion passed all in favor.
  - i. John Rosenberger – yes
  - ii. Norm Beagley – yes
  - iii. Brent Carter – absent
  - iv. Daron Hughes – yes
  - v. Avery Fitzgerald – yes
  - vi. Bruce Nieveen – yes
  - vii. Melissa Scott – yes

140 **9. Discussion and possible action on a proposed stie plan for a new home for the**  
141 **Fowers Family Trust located at approximately 384 S Main Street in the Fowers**  
142 **Family Trust Subdivision Plat A Lot 3 Parcel #39.394.0003.**

- 143 a. The commission went through the site plan checklist and found that the distance  
144 to the fire hydrant was missing.
- 145 b. Commissioner Avery Fitzgerald made a motion to the site plan for the Fowers  
146 Family Trust located at approximately 384 S Main Street in the Fowers Family  
147 Trust Subdivision Plat A lot 3 parcel #39.394.0003 with the contingency that  
148 they add the dimension to the fire hydrant. Chairman John Rosenberger  
149 Second and the motion passed all in favor.
- 150 i. John Rosenberger – yes
  - 151 ii. Norm Beagley – yes
  - 152 iii. Brent Carter – absent
  - 153 iv. Daron Hughes – yes
  - 154 v. Avery Fitzgerald – yes
  - 155 vi. Bruce Nieveen – yes
  - 156 vii. Melissa Scott – yes
- 157

158 **Commissioner Brent Carter joined the meeting at 7:29pm.**  
159

160 **10. Discussion with building inspectors regarding proposed changes to the building**  
161 **permit requirements.**

- 162 a. The Commission then had a discussion with Ryan Staheli of Staheli and  
163 Associates the new building Inspectors for the Town of Genola. He wanted to  
164 talk about a couple of requirements that needed to be added to the building  
165 permit requirements ordinance.
- 166 i. Electronic Copies: They asked the office how they felt about this change  
167 and they responded that they were very excited to have this change.  
168 They talked about how it is better for all involved if the building inspector  
169 and contractor can have the plans right at their fingertips when they are  
170 doing an inspection. The ease of not having to keep track of nor carry  
171 around large sets of plans.
  - 172 ii. Res Checks: stated that these are a state requirement, and we just need  
173 to update our code.
  - 174 iii. Manual J requirements: stated that this is making sure that the HVAC  
175 system is sized correctly enough to meet state code. He stated that we  
176 are one of the only cities that don't require it.
  - 177 iv. Gas Schematic: required by Enbridge Gas anyways
  - 178 v. Soils Report: he stated that this would take the liability from the city and  
179 the inspectors to state that the ground is suitable for the size of building.  
180 They all agreed that this should happen for the new homes but had  
181 questions about it being needed for an accessory building. It was  
182 discussed that maybe it should be at the building inspectors discretion if  
183 the soils report is needed for an accessory building depending on the  
184 structure. They discussed that it is typically costs \$500 to have it done  
185 but obviously depending on the report it could add extra costs to the  
186 excavation but it would take away the risk to the city. He stated that the

engineered plans are putting the contingency that this is based on a certain type of fill, but he fills that it is critical that we need verify that this is what the footings are being put on. The commission asked commissioner Nieveen who is an engineer and he stated that he would recommend doing it. He stated that this is not a 100% guarantee but that it would help out at least.

- vi. They would like to make sure that there is GeoTech report on all roads that are built in the town. They would like to see this changed in the subdivision ordinance.
- vii. The commission asked that these changes be drafted up by City Attorney Josh Nielsen and that a public hearing be held for the next meeting.

#### **11. Discussion and possible action on a proposed amendment to the subdivision Ordinance**

- a. Where the city attorney wasn't in attendance and the documents weren't available, this agenda item should be tabled till next month.
- b. Chairman John Rosenberger made a motion to table to next month. Commissioner Norm Beagley Second and the motion passed all in favor.
  - i. John Rosenberger – yes
  - ii. Norm Beagley – yes
  - iii. Brent Carter – absent
  - iv. Daron Hughes – yes
  - v. Avery Fitzgerald – yes
  - vi. Bruce Nieveen – yes
  - vii. Melissa Scott – yes

#### **12. Discussion and possible action on a proposed amendment to the R-1 Zoning Amendment.**

- a. Where the city attorney wasn't in attendance and the documents weren't available, this agenda item should be tabled till next month.
- b. Chairman John Rosenberger made a motion to table to next month. Commissioner Norm Beagley Second and the motion passed all in favor.
  - i. John Rosenberger – yes
  - ii. Norm Beagley – yes
  - iii. Brent Carter – absent
  - iv. Daron Hughes – yes
  - v. Avery Fitzgerald – yes
  - vi. Bruce Nieveen – yes
  - vii. Melissa Scott – yes

#### **13. Commission Comments**

- a. Chairman John Rosenberger stated that after 10 years and with his currently employment requirements he is no longer able to serve on the planning commission. The commission needs to appoint a new chairman from someone already on the committee. After discussion Avery Fitzgerald stated that he

233 would be willing to step up and fill the role. Vice-Chair Daron Hughes will stay on  
234 as the Vice-Chair.

235 b. Commissioner Norm Beagley made a motion to appoint Avery Fitzgerald as the  
236 new planning commission chairman. Vice-Chair Daron Hughes Second and the  
237 motion Passed all in favor.

238 c. Chairman John Rosenberger made a motion to table to next month.  
239 Commissioner Norm Beagley Second and the motion passed all in favor.

240 i. John Rosenberger – yes

241 ii. Norm Beagley – yes

242 iii. Brent Carter – absent

243 iv. Daron Hughes – yes

244 v. Avery Fitzgerald – yes

245 vi. Bruce Nieveen – yes

246 vii. Melissa Scott – yes

247  
248 **14. Motion to Adjourn**

249 a. Commissioner Norm Beagley made a **Motion** to adjourn the meeting.  
250 Commissioner Bruce Nieveen **Second** and the motion **Passed** all in favor.

251  
252 b. The meeting was then adjourned at 7:52pm

253  
254 Minutes prepared by Deputy Clerk Nicole Preston

255  
256  
257 Approved on: May 1, 2025

Lucinda Thomas

Lucinda Thomas, City Recorder