

WALLSBURG TOWN PLANNING COMMISSION MEETING

February 28, 2023

1. Call to Order 7:06PM

a. Roll Call:

Tammy Graham, Lucille O'Driscoll, Trevor Pulham, Carrie Mecham, Alisha O'Driscoll, Travis Defibaugh

Excused: Nathan Surratt, Josh Richins, Terri Eisel

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

a. Agenda of the February 28, 2023 Planning Commission Meeting

b. Minutes of the February 22, 2023 Planning Commission Meeting

Motion: Lucille O'Driscoll Second: Trevor Pulham Vote: Unanimous

3. Agenda Items:

a. Building Permit Application/Checklist – Action Item

i. Discuss edits and finalize building permit application/checklist

Members of the Wallsburg Town Planning Commission that were in attendance of this meeting went over the existing building permit checklist line by line and discussed revisions to be made.

Side discussions, briefly talked about items that weren't directly on the checklist being reviewed: current building permit inquiry, needing a copy of current easement and planned roads, finishing up the general plan, remaining building lots in the Town limits and what challenges they may present, possible accessory building violation in town limits.

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

Questions: Lucille O'Driscoll mentioned that the by-laws reference a Chair, Deputy Chair, and Temporary Chair for the planning commission and would like to designate a temporary chair in the instance that the current chair and co chair are not available to run a future meeting. (Alisha will add as action item to next agenda). Also would like OPMA and GRAMA training links.

General Discussion: Lucille O'Driscoll recused herself from participating in discussions and voting regarding the upcoming building permit inquiry and process for the Dylan VanWagoner lot.

Assignments: Alisha O'Driscoll will draft a revised copy of the building permit checklist. Trevor Pulham suggested everyone come to the next meeting with a list of hot button issues in the development code to be revised right away. Planning Commission talked about revising the current development code a bit at a time, in order of importance.

5. Schedule Next Planning Commission Meeting

March 14th 7:00PM (Second Tuesday of the month)

a. Call for Agenda items for next Planning Commission Meeting

Update on building permit inquiry/plans, Hot Button items to be reviewed, Temporary Chair designation

6. Adjourn

Motion: Lucille O'Driscoll Second: Trevor Pulham Vote: Unanimous

a. Time: 9:09PM