



# PLANNING COMMISSION MEETING

Thursday, September 29, 2022 at 7:00 pm

**MEETING LOCATION: 520 N. Commercial Ave**

(Council Chambers)

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## 1. CALL TO ORDER / ROLL CALL

Chair opened the Planning Commission Meeting at \_\_\_\_ (time).

Board Members present \_\_\_\_

Board Member absent \_\_\_\_

Others present: Shelia Agee, Deputy City Clerk; Brian Daily, Interim City Administrator; Bryan Chapman, Mayor; Janise Enterkin, City Clerk;

## 2. ADDITIONS / DELETIONS TO AGENDA

Motion \_\_\_\_

Second \_\_\_\_

## 3. APPROVAL OF MINUTES

Minutes of September 13, 2022, Planning Commission Meeting

Motion to approve minutes as presented.

Motion by \_\_\_\_

Second by \_\_\_\_

### Attachments:

- **Planning Commission Meeting** (planning-commission-meeting\_minutes\_2022-09-13\_170625.pdf)

## 4. PRESENTATIONS/PUBLIC FORUM

During Public Forum, the Planning Commission Chairperson will ask if anyone in the audience would like to address the Planning Commission. A person wishing to make a statement should approach the podium, state their name and address. Each person will have a 3 minute time limit.

**5. NEW BUSINESS**

**6. UNFINISHED BUSINESS**

**a. Preliminary Plat Review - Cardinal Addition**

The Planning Commission will review the Preliminary Plat for Cardinal Addition. Documents to be reviewed are as follows: Application for Preliminary Plat Approval; Preliminary Plat Map; Contents of Preliminary Plat-Checklist; Report to Planning Commission on Preliminary Plat; Drainage Concept; Utility Concept.

Planning Commission will take action if questions have been answered.

SAMPLE MOTIONS - Please see attached, Planning Commission Action.

**7. ADJOURN**

Motion to adjourn Planning Commission meeting at \_\_\_\_\_(time)

Motion \_\_\_\_\_

Second \_\_\_\_\_



# PLANNING COMMISSION MEETING

Minutes

Tuesday, September 13, 2022 at 7:00 pm

**MEETING LOCATION: 520 N. Commercial Ave**

(Council Chambers)

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## 1. CALL TO ORDER / ROLL CALL

### Minutes:

Due to lack of Chair, Janise Enterkin, City Clerk, opened the Planning Commission Meeting at 7 PM.

Board Members present **Debbie Harrison, Tyler Mosiman, Seth Queen, Connie Stout, Scott Thomas** Board Member absent **Clint Brown, Steve McGinn**

Others present: Janise Enterkin, City Clerk; Brian Daily, Interim City Administrator; Shelia Agee, Deputy City Clerk; Jimmy and Beth Sharbutt, Autumn Daily, Sam Enterkin, Phil Meyer, Baughman & Company

## 2. PLANNING COMMISSION CHAIRMAN APPOINTMENT

### Minutes:

Discuss and nominate Planning Commission Chairman. Nomination made by Tyler Mosiman to appoint Connie Stout as Chairman. and Tyler Mosiman agreed to serve as Vice Chair.

Motion by **Debbie Harrison** to approve the appointment of **Connie Stout** as Planning Commission Chairman and **Tyler Mosiman** as Vice Chair.

Second by **Seth Queen**

### Vote results:

Ayes: 5 / Nays: 0

## 3. ADDITIONS / DELETIONS TO AGENDA

### Minutes:

Motion by **Tyler Mosiman** to approve agenda as presented.

Second by **Seth Queen**

### Vote results:

Ayes: 5 / Nays: 0

## 4. APPROVAL OF MINUTES

**Minutes:**

Motion by **Tyler Mosiman** to approve the minutes of the October 12, 2021 for Planning Commission and BZA.

Second by **Seth Queen**

**Vote results:**

Ayes: 5 / Nays: 0

**5. PRESENTATIONS/PUBLIC FORUM**

**Minutes:**

No one spoke in Public Forum.

**6. NEW BUSINESS**

First Review of Preliminary Plat - Cardinal Addition

**a. First Review of Cardinal Addition - Preliminary Plat**

**Minutes:**

**City Clerk Janise Enterkin** presented the Commission with the Preliminary Plat for Cardinal Addition to be located on South Commercial. Commission Members asked questions regarding the number of duplexes - 25, units - 50, each will include 3 bedrooms, 2 baths on a slab foundation. There was more discussion regarding streets, drainage, fencing and pipeline.

**b. Second Review of Preliminary Plat Review Meeting - Set Date and Time.**

**Minutes:**

Motion by **Scott Thomas** to hold a special Planning Commission meeting to be held on September 29, 2022 at 7PM.

Second by **Seth Queen**

**Vote results:**

Ayes: 5 / Nays: 0

**7. UNFINISHED BUSINESS**

**8. ADJOURN**

**Minutes:**

Motion by **Connie Stout** to adjourn Planning Commission meeting at 7:24 pm.

Second by **Tyler Mosiman**

**Vote results:**

Ayes: 5 / Nays: 0