

**Minutes of the Planning and Zoning Commission/Board of Zoning Appeals's February 6, 2024
Meeting**

I. Call to Order

Lisa Richard called the meeting to order at 5:33 p.m. Tim Haynes, Chairperson and Rachel Lyon, Secretary had not yet arrived.

Present: Butch Holum, Rita Ortolani, Lisa Richard, Kym Kays, Gary Hogsett, Michelle Anderson

Absent: Mary Jo Meier

Guests: Tracy Young, Garber Survey

a. Reorganization

1. Election of Chair
2. Election of Vice Chair
3. Election of Secretary

Lisa Richard nominated Rachel Lyon for Chairperson.

Motion:

On the motion of Lisa Richard, seconded by Butch Holum the Commission voted Rachel Lyon as Chairperson.

Aye: Michelle Anderson, Lisa Richard, Gary Hogsett, Butch Holum, Kym Kays, Rita Ortolani

Nay: None

Tim Haynes and Rachel Lyon came in after the election of Chairperson.

Tim Haynes nominated Lisa Richard for Vice-Chairperson

Motion:

On the motion of Tim Haynes, seconded by Gary Hogsett, the Commission voted Lisa Richard as Vice-Chairperson.

Aye: Michelle Anderson, Tim Haynes, Lisa Richard, Gary Hogsett, Butch Holum, Kym Kays, Rita Ortolani, Rachel Lyon

Nay: None

Kim Kayes volunteered to be Secretary

Motion:

On the motion of Rachel Lyon, seconded by Butch Holum the Commission voted Kim Kayes as Secretary.

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Aye: Michelle Anderson, Tim Haynes, Lisa Richard, Gary Hogsett, Butch Holum, Kym Kays, Rita Ortolani, Rachel Lyon
Nay: None

II. Minutes

- a. Consider approving the minutes of the December 12, 2023 Planning Commission/Board of Zoning Appeals meeting.

Motion:

On the motion of Butch Holum, seconded by Kym Kays the Commission approved the December 12, 2023 Planning Commission/Board of Zoning Appeals meeting.

Aye: Michelle Anderson, Tim Haynes, Rachel Lyon, Lisa Richard, Gary Hogsett, Butch Holum, Kym Kays, Rita Ortolani
Nay: None

III. Board of Zoning Appeals (Does not include outside City appointments)

- a. Public hearing to consider a variance regarding a lot split of City-owned property at 203 - 207 West Laurel Street (City Parking Lot).

Rachel Lyon, Chairperson, opened the hearing

Kelly Passauer explained that Cox had found a location for the utility substation for Cox Communications in a portion of a City parking lot located behind Appletree Inn. Since this is a prior subdivision, the City is requesting a variance to allow the lot split without a replat which City staff does not see any benefit in doing.

Tracy Young from Garber Survey was there to answer any questions.

Rachel Lyon, Chairperson, closed the hearing.

Motion:

On the motion of Tim Haynes, seconded by Butch Holum the Commission approved a variance regarding a lot split of City-owned property at 203-207 W. Laurel Street (City Parking Lot).

Aye: Michelle Anderson, Tim Haynes, Rachel Lyon, Lisa Richard, Butch Holum, Gary Hogsett Rita Ortolani, Rachel Lyon
Nay: None

IV. Planning Commission

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- a. Public Hearing to receive comments on a request for a conditional use permit for "utility substations not elsewhere listed" in an R-4, medium density multifamily dwelling district at 401 North 10th Street.

Rachel Lyon, Chairperson, opened the hearing.

Cox Communications requested that this Conditional Use Permit request be withdrawn.

Motion:

On the motion of Lisa Richard, seconded by Tim Haynes the Commission authorized Cox Communications' request to withdraw its conditional use permit application for "utility substations not elsewhere listed" in an R-4, medium-density multifamily dwelling district at 401 North 10th Street.

Aye: Michelle Anderson, Tim Haynes, Rachel Lyon, Lisa Richard, Gary Hogsett, Butch Holum, Kym Kays, Rita Ortolani

Nay: None

V. Discussion

Kelly Passauer said that orientation will be done in April. The board was asked if they want to continue the meetings at City Hall or go back to Memorial Hall. The board decided to keep them at City Hall.

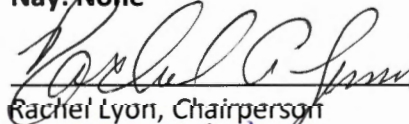
VI. Adjournment

Motion:

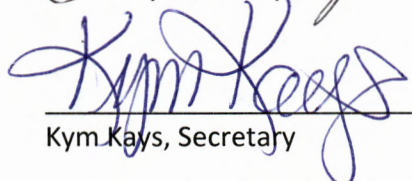
On the motion of Rachel Lyon, seconded by Tim Haynes the Commission approved to adjourn the meeting.

Aye: Michelle Anderson, Tim Haynes, Rachel Lyon, Lisa Richard, Gary Hogsett, Butch Holum, Kym Kays, Rita Ortolani

Nay: None



Rachel Lyon, Chairperson



Kym Kays, Secretary