



**MEETING OF THE
TAYLOR PLANNING & ZONING COMMISSION
ON TUESDAY MAY 3, 2011
AT 7:00 P.M. AT
TAYLOR TOWN HALL
425 W. PAPER MILL ROAD**

Commission Members Present: Chairperson Merry Nutter, Vice-Chair Eric Ritz, Loretta Whitlow

Commission Members Absent: Jack Babb, Harold Meservey

Staff Present: P&Z Administrator Jeff Johnson, Administrative Assistant Kathy Hancock

Attorney Present:

Visitors: There were no visitors.

- 1) **Regular Meeting Called to Order**—Merry Nutter called the regular meeting to order at 7:06 p.m.
- 2) **Open Call to the Public:** There were no comments from the public.
- 3) **Approval of Minutes: March 1, 2011 Planning/Zoning Commission Meeting.**

Motion made by Eric Ritz, seconded by Loretta Whitlow to approve the minutes of the March 1, 2011 Planning & Zoning Commission meeting as read. Motion passes.

Action; Approve, Deny or Table

- 4) **New Business: Discussion and Possible Recommendation to the Town Council—Text Amendment Request on Chapter 18.20.060 Subdivision Lot Development Standards**—The Town Code currently says new residential subdivisions consist of six or more lots. The state has laws that give both counties and towns the rights to do subdivisions. The Town code now says six or more lots constitute a subdivision, the only thing we will be correcting in the code is changing the verbiage from “*six or more lots*” to “*four or more lots*”.

Motion made by Eric Ritz, seconded by Loretta Whitlow to approve the text amendment request as issued in the memo with the correction as discussed. Motion passes.

Action; Recommend Approval, Denial, or Postponement

- 5) **New Business: Discussion and Possible Recommendation to the Town Council—Text Amendment Request on Chapter 18.70.030 Part C, Board of Adjustment**—Before the Planning & Zoning Commission was formed, the Board of Adjustment, which is the Town Council used to do the duties of the P&Z Commission. When the P&Z Commission was formed, the list of your duties was not removed from the Board of Adjustments duties, so some of these responsibilities overlap. Some things the commission can do are hear appeals on decisions the Zoning Administrator makes and the Board of Adjustment hears appeals on the P&Z’s decisions. There is still verbiage in the code on appeals that needs to be changed. We are adding *“the Council”* to the list of people that can appeal the P&Z Commissions decisions. Because the P&Z Commission is listed in code as the body that hears appeals on the Zoning Administrators decisions, we need to take out the decision of the *“Zoning Administrator”* and replace with *“the P&Z Commission regarding the appeal of decisions or interpretation made by the Zoning Administrator”*. So this is saying anytime that you hear an appeal from the Zoning Administrator, the Town Council would then hear if someone didn’t agree with your decision. For clarification, the members of Council function as the Board of Adjustment, just in a separate meeting.

Motion made Loretta Whitlow to add *“the Council”* of the town aggrieved or affected by the decision of the *“Planning and Zoning Commission regarding the appeal of the decisions or interpretation made by the Zoning Administrator”*.

Motion seconded by Eric Ritz. Motion passes.

Action; Recommend Approval, Denial, or Postponement

- 6) **New Business: Discussion and Possible Recommendation to the Town Council—Text Amendment Request on Chapter 18.75.050 Site Plan Review Procedure**—The P&Z Commission does the site plan reviews, not the Council. The wording has never been switched from the Council to the Planning & Zoning in the Town Code so this is to make the code correct.

Motion made by Eric Ritz, seconded by Loretta Whitlow to recommend to the Town Council the amendment as written in the memo. Motion passes

Action; Recommend Approval, Denial, or Postponement

- 7) **New Business: Discussion and possible recommendation to the Town Council—Text Amendment Request on Chapter 18.75.060, Conditional Use Permit Procedures**—The Conditional Use Permit procedures were listed under Town Council. Everything the commission has voted on is the way the Zoning Administrator or the Town Attorney interpreted it. Since the code was never corrected, we had to go back to the Town Council to get the list of conditions. The wording says the council approves it, but they gave that right to the commission. So

now when you have a conflict in the code, you interpret it as the least restrictive. That's why Conditional Uses go to Planning & Zoning even though the code also says Town Council.

Motion made by Loretta Whitlow, seconded by Eric Ritz to accept the changes to 18.75.060 Conditional Use Permit Procedures as outlined. Motion passes Action; Recommend Approval, Denial, or Postponement

- 8) **Old Business:** Jeff mentioned that the Carnival was here at the rodeo grounds instead of Bashas' this year. The commission felt that it was a much safer situation in this location. The Carnival was closed part of the time because of winds.

There have been a few people who have applied for Temporary Use permits for things such as Shaved Ice to set up at Bashas'. Someone also wants to set up a tent across from Trappers Café to sell fireworks. In order to get these permits, they must turn in a site plan.

- 9) **Adjournment—Motion to adjourn the meeting made by Eric Ritz, seconded Merry Nutter. Motion passes.**

Meeting adjourned at 7:37 p.m.

Certification of Minutes: I hereby certify that the foregoing minutes are a true and correct copy of the Taylor Planning/Zoning Commission Public Hearings and Meeting held May 2, 2011. I further certify that the meeting was duly called to order and that a quorum was present.

Dated this 2nd day of May, 2011.

Kathy Hancock
Administrative Assistant