

City of Dalton Gardens

Planning & Zoning Meeting Minutes

Thursday, January 26, 2023 @ 6:00 PM

Meeting was conducted in person and via Zoom.

1. **CALL TO ORDER:** Chairman Becker called the meeting to order at 6:00 PM
2. **ROLL CALL OF COMMISSION MEMBERS:** Present were commissioners Chad Haunschild, Melissa Cleveland, Ron Sampert, Caitlin O'Brien and Chairman Mike Becker. Also present were Ryan Hughes- City Planner, Teresa Janzen- Clerk/Treasurer, and Candi Baker- Deputy Clerk.
3. **APPROVAL OF MINUTES:** CO'Brien made a motion to approve the regular meeting minutes from December 15, 2022. CHaunschild seconded.
CHaunschild: yes MCleveland: yes RSampert: yes CO'Brien: yes MBecker: yes Motion Carries.
4. **CITY PLANNER REPORT:** City Planner reviewed the highlights of the December P&Z meeting and informed the commission that he will be absent at the upcoming February 23, 2023, P&Z meeting. Additionally, he requested P&Z review planner priorities regarding the commercial district landscaping and parking as the upcoming priority tasks per the comprehensive plan joint workshop discussion with City Council. Planner would also like direction on secondary priorities, sign ordinance and management of work performed in ROW in the residential district. City Planner also reminded the commission that the current code has no section to reference short term rentals and suggested addressing short term rentals as an agenda item in the coming months to revise the city code. City clerk TJanzen informed the commission of the number of inquiries that the Clerk's Office receives regarding short term rentals.
5. **PUBLIC HEARING FOR SHORT PLAT ORDINANCE DRAFT AND CONSIDERATION OF RECOMMENDATION TO CITY COUNCIL:**

City planner reviewed the proposed updates that the P&Z recommended to the city council. He listed the draft changes which included, noticing requirements, procedural recording through the county, dedication of easements for the city. The commission reviewed the draft changes and discussed recommended minor edits to include, numbering sequence, spelling errors, and amending the draft to include the City Clerk's signature attestation as a condition of approval to future short subdivision applicants.

Opened-6:25 PM Closed-6:26

MCleveland made a motion to approve recommendation of Short Plat Ordinance draft to City Council for amending title 5, chapter 10, section 3 to add subdivisions and short subdivisions for noticing requirements; amending title 6, chapter 1, section 4 to define short subdivisions; amending title 6, chapter 6, to revise approval requirements for short subdivisions; repealing all ordinances and parts of ordinances in conflict herewith and a severability clause, with minor edits of spelling and number sequence changes as discussed. RSampert seconded.

CHaunschild: yes MCleveland: yes RSampert: yes CO'Brien: yes MBecker: yes
Motion Carries.

6. **DISCUSSION OF LOT LINE ADJUSTMENTS AND PROTOCOL:**

The city planner asked the commission to review the process and standards for LLA applicants and qualifications. The commission discussed what code changes might assist applicants in determining a property's eligibility for LLA. The proposed changes help clearly delineate how eligible properties are considered. Application amendments would give specific instructions to applicants, citing code directly. Proposed amendments intended to assist applicants in understanding criteria necessary for approval and

preserve staff efficiency. The commission asked the city planner to inquire why the current lot line adjustment rule requirement reads an increase or decrease of 20%. The commission asked the city planner to acquire more information and report findings regarding the 20% specified in the city code. The commission discussed adding language to non-conforming lots to restrict further non-conformity. The city clerk requested adding the code reference to C-4, minimum requirements, directing applicants to 6-6-3, under section D, issuance of building permits, the recorded record of survey and warranty deed be provided to the city, by the applicant, once recorded at the county level.

7. **DISCUSSION OF POTENTIAL JOINT WORKSHOP DATES COMPREHENSIVE PLAN PRIORITY LIST:**

The commission discussed topics to prioritize from the prior list submitted November 10, 2022.

- Commercial district community design identity
- Standard for road safety infrastructure and law enforcement
- SMA compliance by enforcement from violations to city code
- Dalton Market

Also mentioned:

- Neighborhood commercial district land use
- Commercial district land use
- Formulate business establishment restrictions to protect rural small business culture
- Explore grant opportunities to create pedestrian friendly options within the city
- Home sizes being constructed in Dalton Gardens
- Problematic traffic
- Area of city impact renegotiation
- Develop a park plan system with available park funds and obtain community input
- Preservation and promotion of agricultural resources and farmland
- City property beautification
- Traffic speed signs to increase public safety and manage traffic
- Explore funding options to increase law enforcement presence
- Pedestrian safety to meet federal guidelines

Chairman MBecker stated that he would like to focus on commercial development on N Government Way to aide in increasing a tax base for the city's collective gain and encouraging consumers to patronize businesses within the city. He also suggested capitalizing on the improvement of park facilities that offer unique and rural features including the arena. He also suggested that the traffic and pedestrian safety concerns can in large part be addressed by law enforcement ticketing, rather than creating pedestrian pathways that will require ongoing maintenance at the expense of the city. RSampert stated that addressing the commercial district directly neighboring the residential district, and future uses is a priority that needs to be addressed before it becomes problematic. CO'Brien stated that the commercial district and parks are a priority and reminded the commission that law enforcement measures have already been implemented. CHaunschild agreed that the commercial district should be a top priority to address at the next joint workshop. MCleveland would like to address the commercial district design standards, Dalton Market zoning, and the park plan. The commission requested that TJanzen propose to the city council a joint workshop to discuss commercial district design identity standards on April 13, 2023, prior to the city council meeting, from 5:00PM to 6:30PM.

8. DISCUSSION OF CITY COUNCIL EXECUTED MINUTES FOR DECEMBER 2022:

Chairman MBecker asked the city planner for clarification on variance process discussed in the December 2022 city council meeting. City planner RHughes explained that per the variance procedure process, the P&Z would be presented those requests.

9. DISCUSS AGENDA ITEMS 2/23/2023 MEETING:

- Report on detailed staff memo response from City Council on Lot Line Adjustments
- Discuss definition of commercial district design
- Problems and solution ideas with the commercial district identity design
- Define the identity of Dalton Gardens as a community

10. PUBLIC COMMENT: Opened 7:45 PM Closed 7:55 PM

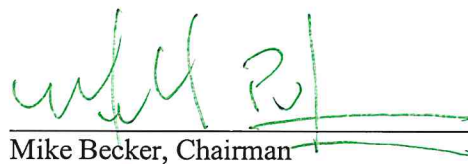
Each speaker will be allowed a maximum of three (3) minutes to address the Planning & Zoning Commission on matters relating to City government business. Comments related to future public hearings should be held for that public hearing. Please be advised that the Planning & Zoning Commission can only take official action this evening for those items already listed on the agenda.

- Curt Jernigan- 7439 N Davenport Street- Expressed that the liked the idea of branding the community with a unified theme.
- Lucy Jernigan- 7439 N Davenport Street- Asked the commission if there is currently protection in city code preventing hotels, cottages, bed & breakfasts, or mobile home parks from entering the commercial district and suggested considering code modifications for future businesses of that nature.

Chairman MBecker reminded the attendees that the city code does not support multi-family units of any kind currently.

11. ADJOURN: CO'Brien made a motion to adjourn the meeting. CHaunschild seconded.

All in favor. Meeting adjourned at 7:56 PM.



Mike Becker, Chairman

ATTEST:



Candi Baker, Deputy Clerk