

**MINUTES OF A MEETING OF THE PLANNING COMMISSION**  
**TUESDAY, April 23, 2024**

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**ATTENDANCE:** Chairman David Parmelee, Vice Chairman Rick Byrd, Carmella Smith, Steve Jamison, and Mayor and Council Liaison Eric Kitchen (Members not attending Travis Riner and Scott Shippey)

*Staff Member:* Andrew Bowen, Town Planner/Zoning Administrator

*Citizens:* Bill Brennan

**PRESIDING:** Chairman Parmelee called the meeting to order at 6:04 p.m.

**APPROVAL OF MINUTES:** No minutes available to review due to Town Manager departure and additional workloads.

**OLD BUSINESS**

Comprehensive Plan

Additional information requested by Commissioner Riner. Information held for full attendance of the population.

Fletcher's Grove – Dean South

Staff Planner Bowen went through the process the Planning Commission wants to use to review and approve Final Plats. The Staff Planner then presented the Final Plats for Dean South showing the layout and utility locations. A full explanation of the Chase Six Blvd and Maplesville intersection project were provided and how the Dean South section of this development ties into the overall plan for this subdivision.

There was a discussion by the Planning Commission regarding the order of review of the Site Plan, Improvement Plans, and Final Plats.

Dean South – Final Plat #1

Dean South – Final Plat #2

Dean South – Final Plat #3

Dean South – Final Plat #4

Review Comments

- Three signatures on all plats. Mayor, Chairman BMUC, Chairman Planning Commission is required.
- Outlots must identify to whom the property is being dedicated.

A lengthy discussion transpired about when building permits would be released by the Town based on the annexation agreement and public hearings regarding conditions from the Chase Six Blvd extension.

***MOTION BY Commissioner Smith and 2<sup>nd</sup> by Commissioner Byrd; MOTION CARRIED.***

- 1. Plats will not be signed for recordation until all planned improvements have either been installed, inspected, and accepted OR Public Works Agreements and Guarantees posted for each plat.***
- 2. Plat #4 will have to show the waterline easement to connect the waterline at Knode Circle to the waterline in Kinna Place.***
- 3. No Zoning Certificates will be issued for residential lots in Dean South Plats #1-#4 until the intersection construction plans with Maplesville Road and Chase Six Blvd are bonded.***

## **NEW BUSINESS**

### Agenda Changes

Staff Planner asked the Planning Commission if we could revise the Planning Commission Agenda to follow the Subdivision Ordinance process. The Planning Commission asked that the Staff Planner provide a draft for the Commission to review.

## **PLANNING & ZONING UPDATES**

The Planning Commission was updated on current developments and other miscellaneous zoning violations for the Zoning Administrator.

## **CITIZEN'S COMMENTS**

No comments.

## **COMMISSION MEMBER COMMENT**

No comments.

## **ADJOURNMENT**

Chairman Parmelee declared the meeting adjourned at about 6:52pm.

Respectfully submitted,

Andrew J. Bowen  
Town Planner/Zoning Administrator