

**March Agenda  
Planning Commission  
Monday, March 4, 2024**

**1. Call the meeting to order at 6:00 pm**

**2. Roll Call**

a. Commissioner Chairperson Bill Towle	___present	<input checked="" type="checkbox"/> absent	<i>out to attend his mother's funeral.</i>
b. Commissioner Vice Chairperson Stephen Montellano	___present	___absent	
c. Commissioner Ellen Leonard	___present	___absent	
d. Commissioner Richard Crow	___present	___absent	
e. Commissioner Kelly Horn	___present	___absent	
f. Commissioner Keith Ramsey	___present	___absent	
g. Commissioner Marc Barry	___present	___absent	

**3. Action on February Minutes**

**4. Announcements**

- Thank you to all who came to our Chief Martinez Day social with coffee & donuts last Friday. Thank you, Zach Stevens, CPA, of Little Flock for sponsoring this event.
- Welcome Mr. Shane Perry, our new city attorney. We're happy to have you.

**5. Unfinished Business**

- None

**6. New Business**

- **Sign Permit application**, Prisma business at 2700 Little Flock Drive in Maker's Park, owner Dillon Massey.
- **Incidental Subdivision application for family lot split**, on 4201 Spring Cliff Lane, Parcel #23-00171-000, 4.8 acres splitting off one acre. Derek & Meredith Reaves Living Trust. If approved, this will be contingent on City Council approval on March 18, 2024.
- **Rezoning application**, 4201 Spring Cliff Lane, Parcel #23-00171-000, rezone of the one acre parcel being split off from AG to R-1. Derek & Meredith Reaves Living Trust.

**7. Adjourn PC Meeting**

**8. Board of Adjustments Call to Order**

- **Variance application**, for lack of 150 feet of public road frontage, but they have 150 feet of private road frontage. 4201 Spring Cliff Lane, Parcel #23-00171-000, for the one acre lot split. Derek & Meredith Reaves Living Trust. If approved, this will be contingent on City Council approval on March 18, 2024.

**7. Adjourn Board of Adjustments Meeting**

**Next PC Work Session will be held on Monday, March 25, 2024 at 6:00 pm.**

**Next PC PC Regular Session will be Monday, April 1, 2024 at 6:00 pm.**

**March Minutes**  
**Planning Commission & Board of Adjustments**  
**Monday, March 4, 2024**

**1. Call the meeting to order at 6:00 pm**

**2. Roll Call**

- |   |   |  |
|---|---|--|
| a. Commissioner Chairperson Bill Towle              | ___present                                  | <input checked="" type="checkbox"/> absent |
| b. Commissioner Vice Chairperson Stephen Montellano | <input checked="" type="checkbox"/> present | ___absent                                  |
| c. Commissioner Ellen Leonard                       | <input checked="" type="checkbox"/> present | ___absent                                  |
| d. Commissioner Richard Crow                        | <input checked="" type="checkbox"/> present | ___absent                                  |
| e. Commissioner Kelly Horn                          | <input checked="" type="checkbox"/> present | ___absent                                  |
| f. Commissioner Keith Ramsey                        | <input checked="" type="checkbox"/> present | ___absent                                  |
| g. Commissioner Marc Barry                          | <input checked="" type="checkbox"/> present | ___absent                                  |

**3. Action on February Minutes**

Kelly Horn motioned to approve the February minutes.

Keith Ramsey motioned to second the motion.

**Vote:** Commissioner Ellen Leonard- yes

Commissioner Richard Crow- yes

Commissioner Kelly Horn- yes

Commissioner Keith Ramsey- yes *Ramsey*

Commissioner Marc Barry- yes

**4. Announcements**

- Thank you to all who came to our Chief Martinez Day social with coffee & donuts last Friday. Thank you, Zach Stevens, CPA, of Little Flock for sponsoring this event.
- Welcome Mr. Shane Perry, our new city attorney. We're happy to have you.

**5. Unfinished Business**

- None

**6. New Business**

- **Sign Permit application**, Prisma business at 2700 Little Flock Drive in Maker's Park, owner Dillon Massey.

Zach Kennedy with Prisma explained the new sign design as commissioners looked over pictures. Commissioner Ellen Leonard asked for an explanation on "Backlighting." This means the letters are lit, not the building.

Ellen Leonard motioned to approve the sign permit for Prisma.

Richard seconded the motion.

**Vote:** Commissioner Ellen Leonard- yes

Commissioner Richard Crow- yes

Commissioner Kelly Horn- yes

Commissioner Keith Ramsey- yes *Ramsey*

Commissioner Marc Barry- yes

- **Incidental Subdivision application for family lot split**, on 4201 Spring Cliff Lane, Parcel #23-00171-000, 4.8 acres splitting off one acre. Derek & Meredith Reaves Living Trust. If approved, this will be contingent on City Council approval on March 18, 2024.

Owner, Derek Reaves, spoke on behalf of his family's request to split off an acre for his family. Commissioner Stephen Montellano reminded the commissioners this is contingent on the upcoming City Council approving this on March 18, 2024. Kelly Horn motioned to approve the application for the one acre lot split for his family contingent on City Council approval.

Ellen Leonard seconded the motion.

- Vote:** Commissioner Ellen Leonard- yes  
 Commissioner Richard Crow- abstain  
 Commissioner Kelly Horn- yes  
 Commissioner Keith Ramsey- yes  
 Commissioner Marc Barry- yes

**Rezoning application**, 4201 Spring Cliff Lane, Parcel #23-00171-000, rezone of the one acre parcel being split off from AG to R-1. Derek & Meredith Reaves Living Trust. Commissioner Kelly Horn asked if the perc test has been done, and Mr. Reaves answered, yes.

Kelly Horn motioned to approve the rezoning application for Derek and Meredith Reaves.

Keith Ramsey seconded the motion.

- Vote:** Commissioner Ellen Leonard- yes  
 Commissioner Richard Crow- abstain  
 Commissioner Kelly Horn- yes  
 Commissioner Keith Ramsey- yes  
 Commissioner Marc Barry- yes

### 7. Adjourn PC Meeting

Commissioner Richard Crow motioned to adjourn the PC meeting and move into the Board of Adjustments meeting.

Commissioner Marc Barry seconded the motion.

- Vote:** Commissioner Ellen Leonard- yes  
 Commissioner Richard Crow- yes  
 Commissioner Kelly Horn- yes  
 Commissioner Keith Ramsey- yes  
 Commissioner Marc Barry- yes

### 8. Call to Order- Board of Adjustments

#### Roll Call

- |   |   |  |
|---|---|--|
| a. Commissioner Chairperson Bill Towle              | <input type="checkbox"/> present            | <input checked="" type="checkbox"/> absent |
| b. Commissioner Vice Chairperson Stephen Montellano | <input checked="" type="checkbox"/> present | <input type="checkbox"/> absent            |
| c. Commissioner Ellen Leonard                       | <input checked="" type="checkbox"/> present | <input type="checkbox"/> absent            |
| d. Commissioner Richard Crow                        | <input checked="" type="checkbox"/> present | <input type="checkbox"/> absent            |

- e. Commissioner Kelly Horn
- f. Commissioner Keith Ramsey
- g. Commissioner Marc Barry

present  absent  
 present  absent  
 present  absent

**Request for a Variance application**, for lack of 150 feet of public road frontage, but they have 150 feet of private road frontage. 4201 Spring Cliff Lane, Parcel #23-00171-000, for the one acre lot split. Derek & Meredith Reaves Living Trust. If approved, this will be contingent on City Council approval on March 18, 2024. Mr. Reaves pointed out they have 180 ft of footage of private road frontage. Commissioner Horn asked the Planning Secretary if she had heard any complaints. She did not. Mr. Reaves shared that he also had neighbors ask and their questions were answered and none had complaints.

Kelly Horn motioned to approve the request for variance contingent on City Council approval.

Marc Barry seconded the motion.

**Vote:**

- Commissioner Ellen Leonard- yes
- Commissioner Richard Crow- abstain
- Commissioner Kelly Horn- yes
- Commissioner Keith Ramsey- yes
- Commissioner Marc Barry- yes

**7. Adjourn Board of Adjustments Meeting**

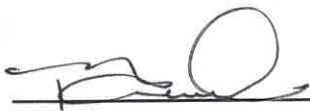
Marc Barry motioned to adjourn the Board of Adjustments meeting.

Kelly Horn seconded the motion.

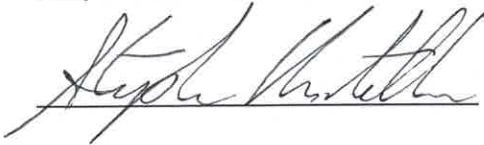
All were in favor.

**Next PC Work Session will be held on Monday, March 25, 2024 at 6:00 pm.**

**Next PC PC Regular Session will be Monday, April 1, 2024 at 6:00 pm.**



Commissioner Chairperson, Bill Towle



Planning Secretary, Kim Kendrick

*in lieu - Vice Chairman  
Stephen Montellano*

