



PLANNING COMMISSION MINUTES

COUNCIL CHAMBERS

TUESDAY, SEPTEMBER 2, 2025

6:00 PM

Meeting Items

1. Call to Order/ Approve Agenda

A regular meeting of the Planning Commission was called to order by Chair Chuck Ackman at 6:00 p.m. Commissioners in attendance were Ed Miglio, Barton Jackson, Steven White, Tina Wilson, and Chair Chuck Ackman. Also in attendance were the City Manager, Harry Davis, City Planner I, Leslie McGilivray-Rivas, and Administrative Assistant II, Kari Casper.

2. Approval of the Minutes

Motion by Tina Wilson, seconded by Barton Jackson, to approve the meeting minutes of August 18, 2025, as presented. The motion passed unanimously.

3. Public Hearings

A. Resolution 2025-XXX Approve the Preliminary and Final Plats for V and B Vinar Subdivision

Leslie McGilivray Rivas presented this matter on behalf of the applicant. Applicants are splitting the property into two for potential development. Chair Ackman then brought it back to the board for discussion, and Commissioner Jackson had a question about a prior easement that was heard about a year ago regarding this area. He wanted to know if everything was done with that action. McGilivray Rivas then stated that everything would be done before this takes place. Chair Ackman then brought it back for a public hearing at 6:06 p.m. Since no one came forward, he closed the public hearing at 6:06 and asked if there were further questions from the board. After some discussion, a motion was made by Steven White, seconded by Barton Jackson, to recommend approval of Resolution 2025-XXX Approving the Preliminary and Final Plat for V and B Vinar Subdivision as presented. The motion passed unanimously.

B. Ordinance 2025-XX Approve a Zoning Text Amendment to Chapter 3 Nonconformities

City Planning Manager, Harry Davis presented this amendment, which would recommend changing the ordinance to

- (a) A proposed structure shall meet all applicable building setbacks, height, and lot coverage requirements and other applicable zoning and development codes, with the specific exception of the reason for which the lot is nonconforming.
- (b) Such lot shall have frontage onto a public street, and water and sewer shall be provided to the lot at the time of development.
- (c) Such lot shall have at least 50% of the required lot width and area of the underlying zoning district but shall have at a minimum 40 feet in width and 4,000 square feet in area. Corner lots that trigger this provision may reduce principal structure corner side setbacks to be consistent with side setback requirements, but in any case, shall not be reduced below 10 feet.
- (d) A nonconforming lot that does not meet the provisions above may be brought into conformity by way of an approved variance, a rezoning action, or by combining a

lot(s) to meet the standards of the underlying zoning district. A lot that was established unlawfully shall not be considered a legal lot of record under this chapter, and no building or development permit may be granted until the lot is legally established as provided herein.

Motion by Barton Jackson, seconded by Tina Wilson, to recommend approval of Ordinance 2025-XXX Approving a Zoning Text Amendment to Chapter 3 Non-conformities. The motion passed unanimously.

4. Requests to be Heard

None.

5. Items for Discussion

None.

6. Routine Business

None.

7. Board & Commissions Updates & Reports

Commissioner Wilson asked about the letter that was sent to Rice County. Harry Davis explained to the board about the recommendation for the solar farm.

8. Adjournment

Motion by Barton Jackson, seconded by Tina Wilson, to adjourn the meeting at 6:27 p.m. The motion passed unanimously.

By: Kari Casper