

**CITY OF INMAN
ZONING/PLANNING COMMISSION
MONDAY, JANUARY 23, 2017
5:00 PM
MEETING MINUTES**

The Planning Commission held its regular monthly meeting on January 23, 2017 at Inman City Hall. In attendance were Chairman Pete Miller and commission members Ron Fisher, Donald Landrum, and Kathy Small. Commission member Richard Burch arrived at 5:42 PM. City Administrator Jeremy Caudle was also present. Zoning Administrator Dennis Staton was absent due to an excused absence.

Chairman Pete Miller read the FOIA statement.

Commission member Ron Fisher moved to approve the meeting minutes, as corrected, of the November 28, 2016 meeting, which were approved unanimously.

Commission member Richard Burch moved to approve the meeting agenda, which passed unanimously.

OLD BUSINESS

Chairman Miller described the commission's work so far on a proposed amendment to the Code of Ordinances that would permit the keeping of chickens under certain conditions.

Chairman Miller then turned the discussion over to City Administrator Caudle, who presented to the planning commission his version of a draft ordinance that would permit the keeping of chickens.

Chairman Miller described the differences between what the draft ordinance the planning commission had recommended and what City Administrator Caudle had written. Chairman Miller also noted that he had called the City of Spartanburg's animal control department to get their feedback on how their ordinance regulating chickens was working. Chairman Miller also stated that since the city doesn't have an animal control department, that the city should implement a fee for permits to keep chickens. This would be for the city to recoup the costs of implementing a new chicken ordinance.

Commission member Fisher disagreed with the regulations and paperwork requirements of City Administrator Caudle's recommended chicken ordinance. Commission member Fisher noted that the planning commission's version is simpler.

Chairman Miller asked City Administrator Caudle if the city attorney had reviewed City Administrator Caudle's draft chicken ordinance. City Administrator Caudle responded "yes," and

said that the city attorney had specifically recommended the City of Spartanburg's chicken regulation efforts as an example for Inman to follow.

The question put by Chairman Miller that "the planning commission table consideration of the chicken ordinance that City Administrator Caudle drafted" was adopted.

Regarding electronic signs, Chairman Miller stated that, according to planners with ACOG, two factors are important: brightness and frequency. Chairman Miller also stated that if you read the zoning ordinance's regulations for signs, you'll see signs throughout the city that don't comply with the rules.

Chairman Miller provided for information details on the former dentist's office on N. Howard Street. He described how the need to rezone this property to permit its use for business purposes came up when a realtor approached the city during a recent sale of the property.

NEW BUSINESS

Chairman Miller noted that there is no progress to report on a new definition for modular homes.

Chairman Miller provided for information details on a planned subdivision behind Bi-Lo. Due to anticipated growth, Chairman Miller suggested that the commission consider developing subdivision regulations to ensure the city's ability to provide additional services to new residents.

Commission member Donald Landrum asked how far the city limits extend past Highway 292.

Commission member Richard Burch arrived at the meeting and asked what the conversation was about.

Chairman Miller responded that he was catching commission member Donald Landrum up with trends in growth.

Chairman Miller asked City Administrator Caudle his thoughts on how to provide for orderly growth.

City Administrator Caudle replied that, in his view, due to the complexities involved in subdivision design, that it would be best to retain the services of professional planners to create subdivision regulations.

Commission member Richard Burch suggested instead that Inman copy other cities' examples to save money.

Chairman Miller submitted for the planning commission's consideration a 100% annexation petition for 600 linear feet of a 10 foot strip located partially around parcel #2-41-12-001.00 on 181 E. Main St.

Chairman Miller moved to recommend that city council approve the annexation petition and zone the annexed property as General Business District. The Chairman's motion was adopted unanimously.

ZONING ADMINISTRATOR REPORT

Since the zoning administrator was absent due to an excuse absence, Chairman Miller referred commission members to their agenda packets for copies of the zoning administrator's report.

ZONING MEMBER COMMENTS

Commission member Fisher noted that, in his view, the planning commission should have reviewed the application of new member Donald Landrum before the city council appointed Mr. Landrum. Commission member Fisher stated that he thinks that the planning commission should sign off on new planning commission candidates before the city council makes its appointment.

Chairman Miller stated that in the past, the process described by commission member Fisher was how appointments were made.

Commission member Small stated that it's important to have rules on where and how electronic signs are installed to ensure public safety.

Commission member Burch stated that multi-family regulations will be important to consider for the year ahead due to the attractiveness of these types of subdivisions.

Chairman Miller noted that the planning commission should select its officers soon. He asked if any commission member would be willing to take minutes. Commission member Landrum volunteered to take minutes.

PUBLIC COMMENT

The Planning Commission opened the floor to public comments, and none were received.

With no further business, commission member Burch moved to adjourn. The motion to adjourn was passed unanimously.

The meeting adjourned at 6:00 PM.

Submitted by:

Jeremy B. Caudle, CGFM
City Administrator

**CITY OF INMAN
ZONING/PLANNING COMMISSION
MONDAY, FEBRUARY 27, 2017
5:00 PM
MEETING MINUTES**

The Planning Commission held its regular monthly meeting on February 27, 2017 at Inman City Hall. In attendance were Chairman Pete Miller and commission members Ron Fisher and Richard Burch. Commission member Donald Landrum was absent. Commission member Kathy Small arrived at 5:08 PM. City Administrator Jeremy Caudle and Zoning Administrator Dennis Staton were also present.

Chairman Pete Miller read the FOIA statement.

Commission member Richard Burch moved to approve the meeting minutes of the January 23, 2017 meeting, which were approved unanimously.

Commission member Richard Burch moved to approve the meeting agenda, which passed unanimously.

OLD BUSINESS

Chicken ordinance

Commission member Richard Burch asked about amending the "chicken ordinance," as presented by City Administrator Jeremy Caudle at the planning commission's January 23 meeting, to list certain dog breeds that should be prohibited within the city.

Commission member Ron Fisher suggested adding constricting snakes under prohibited animals, as well as to add commercial establishments and duplex apartments to the list of facilities where chickens should be prohibited. He also suggested that the proposed "chicken ordinance" should specify how chicken excretions should be disposed of.

Commission member Richard Burch stressed the need to add guidelines related to offensive smells from chicken manure.

Chairman Pete Miller stated that the planning commission had originally started out with a simple chicken ordinance, now the commission is considering banning snakes, wolves, and other animals, and that the whole thing has become too complex.

Commission member Richard Burch stated that the planning commission should just let the city council take over the creation of a chicken ordinance.

Commission member Ron Fisher questioned the automatic termination clause in the City Administrator's proposed "chicken ordinance" for owners out of town more than 30 days.

Commission member Kathy Small wondered why the ordinance has become so complicated, because at first the commission was just dealing with only one person with a chicken.

Chairman Pete Miller said that the city council thought the City of Spartanburg had a better model. He asked if the planning commission should focus on adding a few changes to the City Administrator's proposed ordinance, or if the commission should propose their own ordinance.

Commission member Richard Burch moved that the planning commission take no further action on developing and recommending to the city council an ordinance on the keeping of chickens in the city limits, which was approved unanimously.

Electronic signs

Commission member Richard Burch is waiting to receive a document that could provide the planning commission with design standards for electronic signs.

The planning commission agreed through unanimous consent to table further consideration of electronic signs.

Rezoning application – 40 N. Howard Street

Commission member Richard Burch asked why a city begs people to come in but we make it so hard for them to do business. He presented a list of businesses he said moved out of the city. He asked why people have uses that aren't in accord with the zoning districts.

Commission member Ron Fisher noted that you have to have a way to enforce regulations equitably, such as the signs/banners on Main Street.

Commission member Richard Burch stated that the city council and city administrator should get their act together and make it legal and get it under the proper zoning.

Chairman Pete Miller moved to approve the rezoning application for 40 N. Howard Street to rezone the property from residential to neighborhood business district. The motion was approved unanimously.

NEW BUSINESS

100% annexation application – 55 Bomar Street

Commission member Richard Burch asked City Administrator Jeremy Caudle if it would be worth approaching owners of houses adjoining 55 Bomar Street to see if they would want to be annexed.

City Administrator Jeremy Caudle stated that you have to weight the financial benefits versus costs when it comes to annexing properties into the city.

Commission member Richard Burch moved to table the 100% annexation petition for 55 Bomar Street, which was approved with all voting. Commission member Ron Fisher voted "no" on the question.

Comprehensive plan

Chairman Pete Miller talked about previous planning efforts and how the city would implement a new comprehensive plan in the future.

The planning commission approved commission member Richard Burch's motion to recommend that the city implement a new comprehensive planning effort with a professional planning firm as soon as possible.

City facility needs

Commission member Richard Burch stated that when court is in session, the courtroom is overflowing.

Chairman Pete Miller stated that city council had a work session at Hartsville in February. He then went over the city council's resolution in which it listed its priorities.

Commission member Ron Fisher asked if the county took over Mathis Park.

Commission member Richard Burch responded, "yes."

Commission member Ron Fisher wondered why the city should pay for a park if the county is managing it.

Commission member Richard Burch stated that the cost for the park upgrades is up to \$300,000 and asked how the city would pay for it.

Chairman Pete Miller asked if the commission should advise what action the city should take on the park.

Chairman Pete Miller stated that the commission should go on the record for recommending an enlarged city hall.

Commission member Richard Burch said if we're trying to grow, it's not enough to hope, but we need to plan for next 30 years. We should have started thinking about this ten years ago. We've got to start somewhere, though. He stated that he'd rather see his tax dollars go to a new municipal complex—finish the shell, then add on as needed.

Chairman Pete Miller said that the commission's position is that there's a need for a new city hall, and whatever planning commission can do, they would like to get involved.

Observations within the city

Chairman Pete Miller made the following observations: the new auto store is coming along, Zaxby's construction is in progress, not as many trucks parked at the former Food Lion store, a culvert between Bobo Street and Prospect Street is being repaired.

ZONING ADMINISTRATOR REPORT

Zoning Administrator Dennis Staton gave his report as follows:

4 new construction/new houses permits

7 renovation permits/including 5 residences

1 new sign permit

Other contacts = Allstate insurance agent called, but address wasn't in city. GreatClips picked a location not in the city.

The zoning administrator's annual report shows new business approved for the year and all new houses for new year. The second page of the report shows projections for 2017. The last pages summarize data of previous calendar years for historical perspective.

Bush Forks subdivision = 50% build out

Copper Creek subdivision = 50% build out

Eufala subdivision = 5 vacant lots
Berry Mill subdivision = no progress to report

New businesses = one business opened and closed within same year. Other business that opened during 2016 are still open. In previous years, businesses would close with greater frequency.

COMMISSION MEMBER COMMENTS

No planning commission member comments.

PUBLIC COMMENT

The Planning Commission opened the floor to public comments.

City Councilmember Ray Rogers thanked the planning commission members for the volunteer service to the city. He stated that planning for new city facilities is a good idea. He also stated that there's a lot of misinformation about the city's partnership with Spartanburg County parks department, and that the city would probably have to wait a long time to receive major upgrades from the county for Mathis Park. It's for that reason that the city would have to come up with the capital to renovate the park if it's to be done at all. He also stated that there's a plan for overflow council meetings.

With no further business, commission member Burch moved to adjourn. The motion to adjourn was passed unanimously.

The meeting adjourned at 6:06 PM.

Submitted by:



Jeremy B. Caudle, CGFM
City Administrator

APPROVED AS CORRECTED – 4/10/2017

**CITY OF INMAN
ZONING/PLANNING COMMISSION
MONDAY, MARCH 27, 2017
MEETING MINUTES**

The Planning Commission held its regular monthly meeting on March 27, 2017 at Inman City Hall. In attendance were Chairman Pete Miller and Commissioner Ron Fisher. Commissioners Donald Landrum, Kathy Small, and Richard Burch were absent. City Administrator Jeremy Caudle was also present. Zoning Administrator Dennis Staton was absent due to an excused absence.

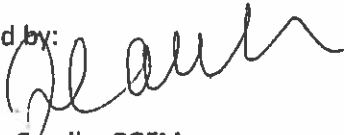
Chairman Pete Miller called the meeting to order at 5:13 PM and read the FOIA statement.

Chairman Pete Miller called the roll and determined that the Planning Commission lacked the quorum necessary to conduct business.

With there not being a quorum, Chairman Pete Miller adjourned the meeting.

The meeting adjourned at 5:14 PM.

Submitted by:



Jeremy B. Caudle, CGFM
City Administrator

**CITY OF INMAN
PLANNING COMMISSION
MONDAY, APRIL 24, 2017
REGULAR MEETING MINUTES**

The Planning Commission held a special meeting on April 24, 2017 at 5:00 PM at Inman City Hall.

In attendance were Chairman Pete Miller and Commissioners Ron Fisher, Richard Burch, and Kathy Small. Commissioner Donald Landrum was absent. City Administrator Jeremy Caudle was present, along with Zoning Administrator Dennis Staton.

Chairman Pete Miller called the meeting to order at 5:01 PM and read the FOIA statement.

The minutes from the April 10, 2017 meeting were approved.

Commissioner Burch moved to approve the agenda, which was approved.

OLD BUSINESS

Chairman Miller brought up the planning commission's recommendation at its last meeting to recommend that city council not approve the application to rezone 21 S. Howard Street from R-10 to R-4.

Commissioner Fisher moved to approve Recommendation Report #2017-01 to recommend to city council not to approve the application to change the zoning designation for property owned by Clifford K. Buff located at 21 S. Howard Street. The motion was approved unanimously. After the motion was approved, City Administrator Caudle noted that he would include the recommendation report in the city council's agenda packet for its next regular meeting.

On recordkeeping, Chairman Miller and City Administrator Caudle agreed that the City Administrator could continue taking minutes, with another city employee filling in as necessary.

NEW BUSINESS

On R-4 subdivision parameters, Chairman Miller went through and summarized each section of the regulations in the zoning ordinance related to this zoning district. Chairman Miller talked about building setbacks of 20 feet and stated that this setback should be measured from the street right-of-way.

Commissioner Burch stated that for state roads, the right-of-way is typically 7 feet off the road for setback purposes.

Chairman Miller brought up the lot width requirements of 45 feet at the front building line.

Commissioner Burch stated that this requirement should be amended to read a minimum lot width of 45 feet at any building line to avoid "pie shaping" a lot to get around the front building line requirement. Commissioner Burch also suggested using the term "dwelling line," which would measure lot dimensions from the front to the rear.

Chairman Miller brought up a provision in Section 411 in the R-4 zoning district regulations having to do with minor subdivisions, or less than 8 lots.

Chairman Miller and Commissioner Burch stated that this provision should be deleted. Commissioner Small noted her agreement with this idea.

Chairman Miller talked about how to provide for the orderly transition from residential zoning districts of differing lot sizes.

Commissioner Burch stated that the goal of zoning is to protect public safety, so that's something to consider. Commissioner Burch also suggested the possibility of using berms to distinguish adjacent but different zoning districts from one another.

On commission member absences, Commissioner Burch moved to that if a commission member miss two regular meetings in a row or three regular meetings in a 12-month period that the commission member automatically be dismissed from his or her position on the planning commission.

City Administrator Caudle recommended that the City Administrator prepare a draft amendment to the zoning ordinance to address this matter.

Zoning Administrator Staton recommended distinguishing between excused and unexcused absences.

Commissioner Burch stated that any rule governing absences should take into account the unexpected events that arise in people's lives that might keep them from attending a meeting.

Chairman Miller stated that the City Administrator will work on the appropriate language to address this issue.

Commissioner Fisher stated that prospective new members should be vetted before the planning commission before their appointment.

ZONING ADMINSTRATOR'S REPORT

Zoning Administrator Staton gave his report as follows:

- 1 new construction permit for a new house
- 4 renovation permits
- 1 new business approved at 4 Mill Street, though the business owner's lease with the property owner didn't materialize

PLANNING COMMISSION MEMBER COMMENTS

Commissioner Fisher stated that he would like to have a reason why he needs to take continuing education classes as a planning commission member.

Commissioner Small asked when a final decision will be made on the 21 S. Howard Street rezoning request.

Commissioner Burch stated that the city council has ultimate authority.

Chairman Miller stated that we have zones for a reason.

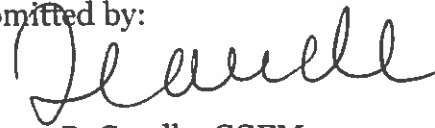
PULBIC COMMENTS

Jimmy Golden of 42 Bomar Street stated that he supports progress but that he's opposed to the 21 S. Howard Street rezoning request.

Commissioner Fisher moved to adjourn the meeting, which was approved.

The meeting adjourned at 6:07 PM.

Submitted by:

A handwritten signature in black ink, appearing to read "J. Caudle", written in a cursive style.

Jeremy B. Caudle, CGFM
City Administrator

**CITY OF INMAN
PLANNING COMMISSION
MONDAY, APRIL 10, 2017
SPECIAL MEETING MINUTES**

The Planning Commission held a special meeting on April 10, 2017 at 5:00 PM at Inman City Hall.

In attendance were Chairman Pete Miller and Commissioners Ron Fisher and Richard Burch. Commissioner Donald Landrum was absent. City Administrator Jeremy Caudle was present until excused at 5:20 PM, and returned at 5:38 PM. Zoning Administrator Dennis Staton and Commissioner Kathy Small arrived after shortly the meeting was called to order.

Chairman Pete Miller called the meeting to order at 5:01 PM and read the FOIA statement.

The minutes from the February 27, 2017 meeting were approved, as corrected.

Commissioner Fisher moved to approve the agenda, which was approved.

OLD BUSINESS

Commissioner Burch moved to take from the table and approve the annexation petition for 55 Bomar Street. The motion was approved.

On electronic signs, Commissioner Burch noted that, per Spartanburg County rules, electronic signs can change their message once every eight seconds.

Chairman Miller suggested that the City adopt similar rules.

NEW BUSINESS

Chairman Miller stated that the City Administrator sent out a request for information to planning professionals on what would be involved in starting a comprehensive planning process.

On the enforcement of zoning regulations, Chairman Miller noted that the "rules are no good unless enforced."

Commissioner Burch suggested subcontracting code enforcement functions to, say, someone who's retired in the field.

Chairman Miller stated that commission members are unable to keep records and, for that reason, the commission needs to find someone regularly to keep minutes.

Commissioner Burch stated that it's good that the City Administrator has been keeping minutes, but that the recordkeeping function probably distracts from the City Administrator's ability to offer his guidance and professional opinion in commission meetings.

Commissioner Fisher stated, too, that City Administrator Caudle might have other meetings to attend at the same time as Planning Commission meetings, which could be problematic for minute-keeping purposes. Commissioner Fisher also recommended increasing zoning permit/application fees to cover the costs of, perhaps, a secretary.

Chairman Miller moved on to the request to rezone 21 S. Howard Street from R-10 to R-4.

Commissioner Burch asked what is the front/rear setback for a R-4 subdivision.

Chairman Miller stated that it is 20 feet front, 15 feet back.

Chairman Miller stated that with the implementation of zoning districts, several years ago, the intention was to make sure the zoning districts fit around the existing properties, most of which conformed to the then-implemented R-12 and R-10 districts.

Commissioner Burch noted that the applicant's subdivision plan, as presented, results in placing a R-4 subdivision within a R-10 neighborhood.

Chairman Miller replied that, for that reason, approval of the application would set an unfavorable precedent for creating "pockets" of R-4 developments within existing residential developments.

Commissioner Burch agreed with Chairman Miller's assessment.

Chairman Miller also observed that the plan, as submitted, does not meet R-4 building line requirement, too, because one of the lots on the plan did not meet the minimum lot requirements.

Commissioner Burch moved to deny the application since the lots on the applicant's site plan do not meet the dimensional requirements specified for R-4 zoning districts. The motion was approved unanimously.

Zoning Administrator Staton added that rezoning the parcel in question would create a R-4 pocket within a R-10 neighborhood.

Commissioner Burch responded that if all Bomar Street, further up from and adjacent to the parcel in question, were zoned R-4, then the "pocket" zoning wouldn't be an issue because the uses in neighborhood would thus be all compatible.

Commissioner Burch also stated that the intention behind the new R-4 district was to apply the zoning classification to new, larger planned developments, not to cut up existing neighborhoods.

(At this point, City Administrator Caudle was excused to attend a City Council public hearing, and the meeting proceedings were recorded electronically to assist in preparing the minutes.)

Chairman Miller pointed out the section in the R-4 zoning district regulation that permits small-lot subdivisions of less than eight lots and that the rules might need to be changed so that no R-4 subdivision would be permitted with less than eight lots. This would help eliminate, Chairman Miller continued, the possibility of having R-4 districts within other types of residential districts.

Zoning Administrator Staton also suggested that the wording in the R-4 regulation might spell out that this zoning district is for new subdivisions, only, so that the City doesn't have "piecemeal" R-4 districts.

Commissioner Burch said that having R-4 apply to new subdivisions was the intention of the Planning Commission, anyways.

Chairman Miller agreed, stating that it's important not to "break up" existing neighborhoods with similar types of R-4 rezoning.

Commissioner Burch stated that, if this rezoning were approved, nothing would stop developers from splitting up existing lots and putting small-lot homes on them, in turn making the City look "nasty."

Chairman Miller made the additional motion to deny the application on the basis that it would set a dangerous precedent to breakup an existing neighborhood and zoning district, which passed unanimously.

ZONING ADMINSTRATOR'S REPORT

Zoning Administrator Staton gave his report as follows:

- 1 new house approved
- 4 renovation permits
- 0 sign permits
- 0 permit denials
- 1 new business approved at 4 Mill Street

PLANNING COMMISSION MEMBER COMMENTS

Commissioner Burch noted that, over the next month, the Planning Commission needs to address commission members' non-attendance.

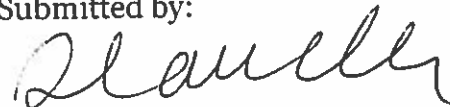
(At this point, City Administrator Caudle returned to the meeting.)

Chairman Miller stated that he spoke with Commissioner Landrum about his non-attendance.

Commissioner Burch moved to adjourn the meeting, which was approved.

The meeting adjourned at 5:42 PM.

Submitted by:



Jeremy B. Caudle, CGFM
City Administrator

CITY OF INMAN
ZONING AND PLANNING COMMISSION
Meeting Minutes
May 22, 2017

The Zoning and Planning Commission met on May 22, 2017 at Inman City Hall. In attendance were Chairman Pete Miller, Commission members Ron Fisher, Catha Small, Richard Burch and Zoning Administrator Dennis Staton. Donald Landrum was absent.

Pete Miller welcomed everyone and read the FOIA statement.

Dennis Staton, Zoning Administrator, requested to amend the March 27, 2017 minutes under the statement where he was absent. He was, in fact, here that day. Ron Fisher made the motion to approve amending the minutes, with Richard Burch second, all voting unanimously.

Ron Fisher requested to amend the April 24, 2017 minutes under "planning commission members comments," to include the following quote(s), "When a member of the City Council calls some of our proposed zoning changes as "not smart" zoning proposals or ignores our advice and proposals. Why are we even here?" Mr. Fisher also stated that he has not gotten an answer from anyone on, "Why do we have to take classes if City Council doesn't appreciate the support?" Richard Burch made the motion to approve, with Ron Fisher second, all voting unanimously.

Chairman Pete Miller made the motion to approve the March 27, 2017 and April 24, 2017 meeting minutes, with amendments included. Richard Burch made the motion to approve the minutes, with amendments, with Ron Fisher second, with a unanimous vote made by all.

Chairman Pete Miller made the motion to amend the agenda under "Old Business, Section C: Commission Member Absences" to include the approval and vetting of potential commission member(s) before final approval by council. Ron Fisher made the motion to approve the amendment, with Richard Burch second, with a unanimous vote made by all.

Old Business

5a. Pete Miller gave an update on 21 S. Howard Street rezoning for Cliff Buff to build homes on that lot. Cliff Buff pulled the original paperwork and resubmitted to rework each lot to better accommodate the original requirements. As of May 22, 2017, all old requests have been pulled from consideration.

5b. Pete Miller requested more time to consider changes under the R-4 subdivision requirements. Dennis Staton said that Jeremy Caudle, City Administrator, has to submit a letter to council but does not know if that has been done.

5c. Pete Miller stated that Don Landrum will submit his letter of resignation soon because of his work schedule, he cannot attend every meeting. Ron Fisher stated the requirements all new members must go through, "no matter who you are or who you know." Discussion on what needs to be done regarding member absences and vetting candidates. After much discussion it was decided that if a member has three (3) unexcused absences or tardies, they are automatically dismissed from the board. Richard Burch stated that it should be up to the Chairman to decide what is "excused" and "unexcused." Richard Burch made the motion to approve the attendance policy, with Ron Fisher second, all unanimously approved.

5d. Pete Miller and Richard Burch noticed that progress has been made on the old Inman Mills property. A Construction trailer has been moved to the location and the city administrator has a meeting set up with the owners to discuss what their future plans are.

New Business

6a. Pete Miller gave an update on the streetscape project and stated that the project will focus on Mill Street and there will be no changes on Main Street at this time. Norfolk Southern Railroad has not given the city permission to update anything on their right-of-ways on Main Street so the city cannot move anything or make changes.

6b. Pete Miller stated that the city plans to start on the comprehensive plan this year and would like to involve ACOG as much as possible using a "Toolkit" ACOG has available, to cut down on costs, network with professionals in that area of expertise, and get public input on where they would like to see the city progress in the next 10-20 years.

6c. Pete Miller wanted to remind everyone about the upcoming continuing educational classes that are required for all zoning and planning personnel.

6d. Pete Miller wanted to discuss "unbuildable lots," specifically lots on Church Avenue. We need to be aware of these lots when zoning questions arise. Dennis Staton would like to establish a new zoning district to reflect, "Green space or unbuildable lot(s)." Ron Fisher and Richard Burch discussed the issue with trying to sale a property if it isn't buildable and the concern property owners have with this.

Zoning Administrator's Report

Dennis Staton, Zoning Administrator, gave his report. Richard Burch stated that as a business owner in downtown Inman, he has noticed issues with skateboarders, bicycles and rollerblades. Richard noticed that we used to have a sign that restricted these on the sidewalk but it has been taken down. He has received a complaint for another downtown business about the same thing. He is requesting the city purchase at least two (2) signs for the downtown area.

Planning Commission Member Comments

Pete Miller has requested that extra time be made for the continued work on the R-4 zoning district and toolkit.

Public Comments

Janet and Lawson Rosman attended the meeting. Lawson is working towards becoming an Eagle Scout and was interested in attending a local government meeting. Mrs. Rosman is in marketing and was interested to hear about the "toolkit" and gave some ideas on where we could look to get more professionals involved in updating the comprehensive plan.

Ron Fisher moved to adjourn the meeting, Richard Burch second, with unanimous approval.

Meeting adjourned at 6:05 pm

Respectfully Submitted:
Mandy Shaw, Assistant City Clerk

**CITY OF INMAN
PLANNING COMMISSION
MONDAY, JUNE 26, 2017
REGULAR MEETING MINUTES**

The Planning Commission held its regular monthly meeting on June 26, 2017 at 5:00 PM at Inman City Hall.

Chairman Pete Miller was present, along with Commissioners Ron Fisher, Richard Burch. Commissioner Kathy Small arrived at 5:22 PM. City Administrator Jeremy Caudle was also present.

Chairman Miller called the meeting to order at 5:12 PM and read the FOIA statement concerning notification of the meeting.

Commissioner Fisher's motion to approve the May 22, 2017 meeting minutes was approved.

Commissioner Burch's motion to approve the agenda was approved.

OLD BUSINESS

On R-4 subdivision changes, Chairman Miller stated that the Planning Commission will submit the recommend amendments to the R-4 zoning district regulations for the City Administrator or him to put these amendments in sufficient form for City Council consideration.

On the issue of regulating Planning Commissioner absences, Chairman Miller stated that the Planning Commission would work on writing down recommended amendments to the zoning ordinance to submit to the City Administrator for his review and submission to City Council.

Chairman Miller summed up previous discussions he had had with representatives with the Appalachian Council of Government about unbuildable lots in the city. As Chairman Miller put it, the ACOG representative stated that if a lot is unbuildable, then it's unbuildable and the City doesn't need to do anything special about that.

With the annexation petition for 55 Bomar St., Chairman Miller stated that the Planning Commission had approved the application. The City Administrator stated that the application just needs a second reading approval from City Council.

NEW BUSINESS

Chairman Miller opened discussion on the request by Clifford Buff to rezone 21 S. Howard St. from R-10 to R-4. (At this point, at 5:22 PM, Commissioner Kathy Small arrived at the meeting.)

Commissioner Miller recognized the applicant for the rezoning request, Cliff Buff, who observed that many of the lots in the neighborhood adjoining 21 S. Howard St. appear not to meet the minimum lot requirements of the current zoning classification. He encouraged flexibility in zoning requirements, especially with respect to minimum lots sizes.

Commissioner Burch moved that the Planning Commission not recommend approval of the request by applicant Cliff Buff to rezone 21 S. Howard St. from R-10 to R-4 based on the findings that the rezoning would be contrary to the safety and well-being of the City and would not be in accordance with good zoning practices, as the Planning Commission originally determined in its recommendation report dated 4/24/17, which the Planning Commission forwarded to the City Council. The motion passed with three in favor and Commissioner Fisher voting "no."

Chairman Miller recognized James Tapp, who had applied for the vacant Planning Commissioner seat.

Commissioner Fisher moved that the Planning Commission recommend that City Council appoint James Tapp to the vacant Planning Commissioner seat, which passed unanimously.

Chairman Miller turned to the issue of non-conforming signs. The consensus among the Planning Commission, after some discussion, was that the regulations on signs ought to be enforced.

ZONING ADMINISTRATOR'S REPORT

With the absence of Zoning Administrator Staton, Chairman Miller referred the Planning Commission to the Zoning Administrator's report in the agenda packets.

PLANNING COMMISSIONER COMMENTS

Commissioner Fisher stated his interest in having further discussions on tiny houses.

Commissioner Small stated that she'd like to see something rather than nothing in the 21 S. Howard St. neighborhood.

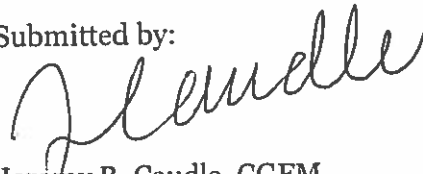
PUBLIC COMMENTS

Chairman Miller opened the floor to public comments. No one was present to offer public comments.

Chairman Fisher moved to adjourn the meeting, which was approved.

The meeting adjourned at 6:28 PM.

Submitted by:



Jeremy B. Caudle, CGFM

City Administrator

**CITY OF INMAN
PLANNING COMMISSION
MONDAY, JULY 24, 2017
REGULAR MEETING MINUTES**

The Planning Commission held its regular monthly meeting on July 24, 2017 at 5:00 PM at Inman City Hall.

Chairman Pete Miller was present, along with Commissioners Ron Fisher, Richard Burch, and James Tapp. Zoning Administrator Dennis Staton and City Administrator Jeremy Caudle were also present. Commissioner Kathy Small was absent.

Chairman Miller called the meeting to order at 5:04 PM and read the FOIA statement concerning notification of the meeting.

Chairman Miller stated that the minutes for the June 26, 2017 meeting would be ready for approval at the regular August meeting.

Commissioner Fisher's motion to approve the agenda was approved.

OLD BUSINESS

Chairman Miller stated that he submitted recommended R-4 zoning district subdivision changes to City Administrator Caudle. Chairman Miller stated that the Planning Commission would have these zoning ordinance changes in final form and ready for consideration at the next regular Planning Commission meeting.

On domestic animal changes, Zoning Administrator Staton discussed the new Inman Municipal Code ordinance that regulates keeping of animals in City limits. He also noted how the zoning ordinance in certain places references the old chapter in the Inman Municipal Code on regulating animals.

Commissioner Burch moved to approve recommending changing the zoning ordinance to make sure the zoning ordinance references, in the appropriate places, the new sections in the Inman Municipal Code regulating the keeping of animals. The motion passed with all voting in favor.

NEW BUSINESS

Zoning Administrator Staton gave an overview of the Gemstone subdivision, where he described how most of the residences in this subdivision are double-wide homes. He stated that the subdivision developer wants to bring double-wides on existing vacant lots, but the current zoning district classification doesn't permit double-wides. Commissioner Burch moved to recommend re-zoning the subdivision as RG "General Residential," which was approved.

Chairman Miller brought up changes in zoning for MHP "Mobile Home District." He stated that one recommendation is to prevent single-wides, but double-wides would be permitted. He also stated that another recommendation would be to regulate how double-wides would be placed on lots. Also, porches would have to be a certain side and the structure would have to be underpinned. In addition, there would be a 3" x 12" pitch with respect to the structure's roof.

Zoning Administrator Staton stated that the zoning ordinance already covers some of these items under "mobile home standards."

Chairman Miller discussed zoning changes for the neighborhood in the Bobo Street, Bomar Street, Price Street, and Leonard Street area. He stated that Sewer Superintendent Bailey printed lot sizes for this neighborhood on a map, which he made available to the Planning Commission for the current meeting. The Planning Commission members reviewed this map and Chairman Miller discussed the lot sizes indicated on the map.

Chairman Miller passed out a sheet where he provided summary statistics on lot sizes for each lot for the streets mentioned above.

Commissioner Kathy Small arrived at 5:49 PM while the Planning Commission was still discussing rezoning changes for this neighborhood.

ZONING ADMINISTRATOR'S REPORT

Zoning Administrator Staton gave his report as follows:

- 1 new house construction permit issued in Bush Fork,
- 5 renovation permits issued,

-
- 1 sign permit issued on Asheville Highway, and
 - No new businesses started.

PLANNING COMMISSIONER COMMENTS

Under Planning Commissioner comments, Commissioner Fisher discussed tiny home communities in the Hendersonville, NC area.

Chairman Miller discussed a housing development he observed that had side setbacks of 3 feet. He stated that the air conditioning unit takes up all the side setback on the property owner's side of the lot.

Commissioner Small expressed her concern about how the Planning Commission needs to act on rezoning the Bobo Street and Bomar Street neighborhood.

At this point in the meeting, at 6:06 PM, Chairman Miller excused Commissioner Burch from the meeting.

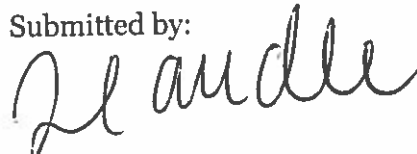
PUBLIC COMMENTS

Chairman Miller opened the floor to public comments. No one was present to offer public comments.

Commissioner Fisher moved to adjourn the meeting, which was approved.

The meeting adjourned at 6:15 PM.

Submitted by:



Jeremy B. Caudle, CGFM

City Administrator

**CITY OF INMAN
PLANNING COMMISSION
MONDAY, AUGUST 28, 2017
REGULAR MEETING MINUTES**

The Planning Commission held its regular monthly meeting on August 28, 2017 at 5:00 PM at Inman City Hall.

Chairman Pete Miller was present, along with Commissioners Ron Fisher, Kathy Small, Richard Burch, and James Tapp. Zoning Administrator Dennis Staton and City Administrator Jeremy Caudle were also present.

Chairman Miller called the meeting to order at 5:00 PM and read the FOIA statement concerning notification of the meeting.

Commissioner Burch moved to approve the June 26, 2017 meeting minutes, which was approved.

Commissioner Tapp moved to approve the July 24, 2017 meeting minutes, which was approved.

Commissioner Burch moved to approve the April 10, 2017 special meeting minutes, which was approved.

Commissioner Burch's motion to approve the agenda was approved, with the following amendment to correct a typographical error on the original agenda: to change the parcel ID under 6(a) to #1-39-15-076.00.

OLD BUSINESS

Under R-4 subdivision changes, Zoning Administrator Staton summarized progress so far by stating that the City Administrator and Planning Commission Chairman had agreed to be deliberate and thoughtful on making the required changes before submitting to City Council. Thus, no zoning ordinance amendments are ready yet for the Planning Commission to vote on.

Commissioner Burch moved to table making amendments to the R-4 zoning district, which was approved.

Chairman Miller then brought up the Gemstone subdivision rezoning that the Planning Commission had recommended. Zoning Administrator Staton stated that City Council has held first reading approval and that zoning notice signs have been put out.

Chairman Miller moved on to discussion on zoning changes to Bobo, Bomar, Price, and Leonard Streets, including what criteria the Planning Commission should use in deciding what areas to rezone. After some discussion, the consensus was to get more information before the next meeting, in particular for individual commissioners to walk or drive through the neighborhood, so that the Planning Commission could start putting its ideas on paper.

Commissioner Burch moved to table further action on rezoning for Bobo, Bomar, Price, and Leonard Streets, which was approved.

Next, Chairman Miller moved on to discussing the history behind definitions for mobile homes. After some discussion, the Planning Commission agreed that it would be a good idea to research other cities' standards pertaining to mobile home safety, aesthetics, and lot placement.

The Planning Commission then discussed specific design standards. Zoning Administrator Staton suggested that one standard could be for mobile homes to be placed facing the road. Brick, block, and other masonry, including decorative block are suggestions Chairman Miller made to add to mobile home design standards. Front porch dimensions of six feet by twelve feet and back porch dimensions of six feet by eight feet (if the mobile home is not turned sideways) were also suggestions from Commissioner Burch. For the roof pitch, "threes" or greater was a standard that Commissioner Burch and Chairman Miller discussed. Chairman Miller stated that he would put these ideas to paper for further discussion and approval.

NEW BUSINESS

For annexation and zoning classification of parcel #1-39-5-076.00 on 55 Bomar St., the Planning Commission recommended a zoning classification of R-10, upon motion made by Chairman Miller.

For annexation and classification of parcel #2-42-00-007.00 on E. Main St., the Planning Commission voted to recommend a zoning classification of R-10, upon motion made by Commissioner Burch.

For the review and approval of the Berry Mill subdivision, Zoning Administrator Staton showed the Planning Commission the subdivision plan that the developer had submitted, which showed 96 new lots. Commissioner Burch moved to approve the subdivision plan for the Berry Mill subdivision, which was approved.

ZONING ADMINISTRATOR'S REPORT

Zoning Administrator Staton gave his report as follows:

- No new housing construction
- 4 renovation permits
- No sign permits
- No permits denied
- 2 new businesses approved

PLANNING COMMISSIONER COMMENTS

Chairman Miller discussed the different ways that cities can annex property, in turn growing and increasing their tax bases. Chairman Miller also recounted the benefits of being within city limits.

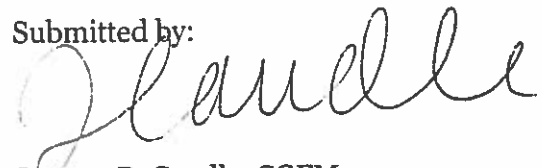
PUBLIC COMMENTS

Chairman Miller opened the floor to public comments. No one was present to offer public comments.

Commissioner Burch moved to adjourn the meeting, which was approved.

The meeting adjourned at 6:46 PM.

Submitted by:



Jeremy B. Caudle, CGFM

City Administrator

CITY OF INMAN
ZONING AND PLANNING COMMISSION

Meeting Minutes
September 25, 2017

The Zoning and Planning Commission met on Monday, September 25, 2017 at Inman City Hall. In attendance were Commission members Ron Fisher, Catha Small, James Tapp and Zoning Administrator, Dennis Staton. Richard Burch and Pete Miller were absent.

Ron Fisher welcomed everyone and read the FOIA statement. James Tapp made the motion to approve the August 28, 2017 meeting minutes, Catha Small second, all voting unanimously.

Ron Fisher requested approval of the agenda. James Tapp made the motion to approve the agenda as written, Catha Small second, all voting unanimously.

Old Business

5a. Dennis Staton showed a map of the boundary lines for the city of Inman. Dennis also referenced the listing he submitted in the agenda packet showing the zoning regulations for Clark Road and Prospect Street. There is an issue regarding a change in the zoning district(s) in those two (2) areas to be more inclusive to what is currently there and to be more flexible regarding lot size for homes. Ron Fisher suggested using the middle of the road as a gage for measurement. Dennis questioned whether the City should include the East side of Prospect, North side of S. Howard Street, and West side of Clark Road as a gage of what areas to measure for inclusion. Dennis suggested "all inclusive" and to add a new zoning district to showcase a lower lot size and grandfather in properties that do not meet the current lot size. Dennis suggested only changing R-10 residential properties to be more realistic for future development. Ron Fisher suggested a new zoning district R-6 (6,000 sq. feet lot size) be established, with Catha Small making the motion to approve, James Tapp second, all voting unanimously. The next step is for Dennis Staton to develop the new R-6 District regulations for city council to approve at a later date.

5b. Per Ron Fisher, Chairman Pete Miller has requested to table the discussion on R-4 wordsmithing until the October 23, 2017 meeting, with James Tapp making the motion to approve, Catha Small second, all voting unanimously.

New Business

6a. Dennis Staton went over the new Chicken Permit, for all members to review the requirements the City has set forth regarding obtaining written permission from the neighboring property owners, list the number of female chickens, etc. Dennis requested that

the zoning commission make a decision whether or not to charge a fee for the permit. James Tapp, Ron Fisher, and Catha Small talked about what the building costs would be, the regulations, and whether or not the number of permits would justify administrative costs. James Tapp made the motion to not charge for a Chicken Permit, Catha Small second, all voting unanimously to charge a \$0 fee.

Zoning Administrator's Report

Dennis Staton, Zoning Administrator, gave his report with no discussion from members.

Planning Commission Member Comments


No further discussion from any members.

Public Comments

No discussion from the public.

With no further discussion, James Tapp made the motion to adjourn the meeting, Catha Small second, all voting unanimously.

Meeting adjourned at 6:05 pm

Respectfully Submitted: 
Mandy Shaw, Assistant City Clerk