

**MINUTES OF
RENSELAER ADVISORY PLANNING COMMISSION
Thursday July 18th at 5:30 PM CT**

I. Call to Order:

The Rensselaer Advisory Planning Commission (PC) met on Thursday, July 18th, 2024 in City Hall Council Chambers. PC President, Stan Haines, called the meeting to order at 5:30 PM CT. Building Commissioner Davis, was asked to proceed with roll call.

II. Roll Call

Present: President Stan Haines, Vice President Kevin Arnold, Jeff Rayburn, Deana Rule, Bryce Black, Cliff Wood, Mike Davis, Sean Cawby, Building Commissioner (BC) Joshua Davis, City Attorney Todd Sammons, Secretary Krystal Bassett

Absent: Brett Wilhite

Guests: Mayor Jeffrey Phillips, Dennis Black, Kevin Sayers, Ernest Watson Jr, Robert Schenk, and JoAnn McElfresh

III. Approval of Past Minutes:

President Haines presented the minutes of the previous PC meeting held on Thursday, June 20th. Motion to approve made by Wood, seconded by Arnold. **Motion Passed.**

IV. Old Business

A. Discussion on 2025 Budget, Petition Fees, & Zoning Permits with BZA Members

BC Davis stated the committee of Arnold, Rayburn, & himself met on 07/16/24. They discussed the type of fees that would be able to be collected as well as determining an appropriate method to set the fees. In the future, these fees would be used to cover the operating costs of the PC as well as creating a savings account to pay for the major expenses incurred to adopt new comprehensive plans, zoning codes, and subdivision codes. They estimated the costs for such improvements would be \$150k over the next 10 to 15 year period. A list of allowable fees was presented to the PC, including items that currently have fees. Davis also stated the Committee will work on a rough-draft of fees to present to the PC for discussion at next month's meeting.

V. New Business

A. APC Petition 04-2024 Preliminary Plat for St. Joseph's Building & Trades Subdivision

BC Davis presented the current state of the project to the PC, expressing that while all of the basic zoning requirements had been met, there were still many subdivision control requirements that needed to be reviewed by the Technical Review Committee. For that reason he asked the PC to consider tabling the approval for two months until the PC September 19th meeting. Additionally, BC Davis requested the PC to consider granting him authority to issue a Building Permit for lot five even though they had not approved the subdivision plat. He explained the worst case scenario by granting this permit would be developing a single family home on a really large lot that is zoned for single family homes. Kevin Sayers then presented the project to the PC, confirming the intention to move forward with one single lot, on lot five and that the whole subdivision would be approved & completed in 4 separate phases.

After a discussion between the Petitioners and the PC, Arnold made a motion to continue the public hearing at the September 19th, 2024 meeting at 5:30 PM CT. Rayburn seconded the motion. **Motion Passed**

Additionally, Arnold motioned the PC to grant BC Davis the authority to issue a Building Permit for Lot Five before the approval of the Final Plat. Rayburn seconded the motion. **Motion Passed**

VI. Adjournment:

With no other business before the PC, President Haines entertained a motion to adjourn the meeting. Motion made by Cliff Wood, seconded by Rayburn.

Motion Passed - Meeting was adjourned at 5:52 PM CT

Next Meeting: Thursday, August 15th, 2024 at 5:30 PM CT

Minutes Prepared by: Krystal Bassett, BD Admin Assistant