

REGULAR CITY OF NEW MEADOWS PLANNING & ZONING COMMISSION MINUTES  
MARCH 4, 2013, 7:00 P.M.  
NEW MEADOWS CITY COUNCIL CHAMBERS  
401 VIRGINIA STREET, NEW MEADOWS

**1. Roll Call:**

Planning & Zoning Chairman Marsha Shriver called the meeting to order at 7:01 PM. Commissioners Jack Hellbusch, Kraig Spelman, Brandy Padgett, and Marsha Shriver were present. City Clerk Jacob Qualls was also present. Fred Erland was also present.

**2. Review & Approval of Previous Meeting Minutes:**

Commissioner Brandy Padgett moved to approve the minutes of January 7, 2013 with the corrections of the date from 2012 to 2013; Chairman Marsha Shriver seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

Commissioner Kraig Spelman wanted the record to reflect his displeasure over the lack of completion of the Comprehensive Plan.

**3. Questions on processes:**

- a. **Mobile Home Parks Development** – City Clerk Qualls asked how the Planning & Zoning Commission would like to handle a Mobile Home Park Development that sold or is listed for sale. Qualls explained that the current Zoning Code requires that the City be notified of pending sales or sales of Mobile Home Parks. There is currently one Mobile Home Park that potential buyers have shown an interest in.

Commissioners discussed if major changes or expansion were to be made that the owners would need to submit their proposed changes before those changes are to be made. If new owners are to operate the Mobile Home Park as was previous, then they would be 'grandfathered in', unless there is a big complaint or many physical changes like additional water / sewer connections.

- Commissioner Hellbusch moved that if there are no changes to the park, then Mobile Home Parks would be 'grandfathered' in; Commissioner Spelman seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

- b. **Commercial District Development** – City Clerk Qualls stated that he had recently met with a local business owner that wanted to develop a vacant lot inside the city limits and provide a few jobs. Qualls stated that the current zone is within the General Commercial Zone. Qualls wanted to know how detailed the Commission would want an application, more specifically, how much detail did the Commission want for a Design Review?

Commissioners discussed that the property developer would need to go through the entire design review if the property were vacant ground.

- Commissioner Hellbusch moved to require a developers follow Section 21 of the New Meadows Zoning Code; Commissioner Spelman seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried.

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**4. Adjourn**

Commissioner Kraig Spelman moved to adjourn the meeting; Commissioner Jack Hellbusch seconded the motion. Voice vote indicated no opposition to the motion with all members voting aye. Motion carried, meeting adjourned at 7:32 PM.

**Marsha Shriver**  
Marsha Shriver, Chairman

ATTEST: **Jacob Qualls**  
Jacob Qualls, City Clerk