

'AUG 17 2021

Crofton Planning & Zoning Meeting Minutes
May 13th 2021
Crofton City Auditorium

At 7:35 Jamie Miller called meeting to Order

Open Meeting Laws noted

Recited Pledge of Allegiance

Roll Call; P&Z Members: Tim Evans, Laura Marshall, Jamie Miller, Jon Zavadil, Tony Tramp, absent P&Z members, Carl Schieffer, Carrie Wiebold. Guests were Larry Peitz City Council Member, P&Z Administrator Mike Chase and Economic Development Administrator Erin Filips.

Agenda; Current agenda approved with changes to remove and postpone discussion on the Crofton Website until the June meeting, motion by Jon Zavadil, 2nd Laura Marshall, all in favor.

April Minutes; Motion to approve April 8th minutes without changes by Tony Tramp, 2nd Laura Marshall, all in favor.

Adopting New P&Z Forms and Resolutions; Discussion to revise current Zoning/Building Permit application to exclude individual signature requirements for utilities other than City of Crofton based upon letter of response from City Attorney Blackburn & Stevens Prof. L.L.C. dated May 3, 2021 to Michael Chase, Zoning Administrator regarding easement responsibility and that the property owner is ultimately responsible for contacting all utilities for the permit, and that the City of Crofton cannot deny a permit based upon restrictions of an easement other than a city easement, and is not liable for violations to an easement agreement by the property owner. The application will be drafted with changes and presented at the next meeting.

Zoning Map Review; Chairman Jamie Miller tabled continued review of zoning map discussions until the June meeting.

City Website Discussion: Item moved to June meeting in agenda change noted previously in the meeting.

Status of Subdivision Regulations and Northside Acres; Discussion with present city council member Larry Peitz regarding the procedure to include a requested agenda item for a City Council Meeting was held. Larry requested that when a P&Z item is requesting an agenda item for a City Council Meeting that an item and all pertinent information be provided to the Mayor in hard copy and email and to all city council members in email form as a request to the council meeting agenda. The members and Mayor will review the information and either schedule on a future meeting agenda or submit a request for addition information or clarification to the P&Z. Michael Chase has requested review of Subdivision Regulation for the June City Council Meeting and P&Z will provide "Northside Acres Development Project Report" to the mayor and city council members as a request to a future agenda.

Review Administrative Logbook; Michael Chase presented status of last months completed and on-going Zoning/Building Permits.

No Executive Session

Next meeting will be held Thursday June 10th at 7:30pm at the City Auditorium

Adjourn; At 8:52pm Motion made by Tony Tramp, 2nd Tim Evans, all in favor

Jon Zavadil 7-10-2021
Laura Marshall 7-10-2021