



# Planning & Zoning Commission

## AGENDA

April 7, 2022, 5:30 PM  
Town Hall Council Chamber  
600 9<sup>th</sup> Street, Wheatland, WY

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- A. Call to Order – Roll Call
- B. Citizen Comments
- C. Declaration of conflicts of interest
- D. Scheduled Business
  - a. **Request:** Special Use Permit for additional storage units within the Highway Business District
    - i. **Applicant:** Affordable Wilson Storage
    - ii. **Location:** 44 South Wheatland Highway, Wheatland, Wyoming
  - b. **Request:** Sign Permit
    - i. **Applicant:** Alvaro Amaya
    - ii. **Location:** 1554 Gilchrist Street, Wheatland, Wyoming
  - c. **Review:** Special Use Permit 21-02 to allow RV/Travel Trailers in lots 1-17 and lots 44-59 of Park Lane Village
    - i. **Issued To:** Park Lane LLC
    - ii. **Location:** Park Lane Village, Wheatland, Wyoming
- E. Approval of minutes from the February 3, 2022 Regular Meeting
- F. Commission Discussion (if any)
- G. Adjournment



# TOWN OF WHEATLAND

## PLANNING OFFICE

600 9<sup>TH</sup> STREET • WHEATLAND • WYOMING

OFFICE 307 • 322 • 2692    FAX 307 • 322 • 2968

Applicant:                    Affordable Wilson Storage  
Request:                      Special Use Permit (SUP) to add additional storage unit buildings  
Location:                    44 South Wheatland Highway, Wheatland, Wyoming  
Meeting:                     Planning and Zoning Commission Regular Meeting April 7, 2022

### Proposal Details

Affordable Wilson Storage has applied for a Special Use Permit (SUP) to add three additional storage unit building to their existing facility within the Highway Business District located at 44 South Wheatland Highway, Wheatland, Wyoming. SUP requests are reviewed by the Wheatland Planning and Zoning Commission.

### Agency Comments

None received.

### Neighbor Comments

Lee's Towing is in support of this project.

### Analysis

Affordable Wilson Storage has special use permits in place for both this location and their 9<sup>th</sup> Street location. Affordable Wilson Storage has followed the requirements of these special use permits. Affordable Wilson Storage is requesting to add additional units, because all their units at both locations are full. Additional units will help meet the needs of the growing community, add to the tax base, and support economic development.

The Planning Office recommends approval of Affordable Wilson Storage's request for a Special Use Permit (SUP) to add additional storage unit buildings within the Highway Business District located at 44 South Wheatland Highway, Wheatland, Wyoming with the following conditions:

- 1) All building, fire, health, safety, and electrical codes must be met.
- 2) Obtain a demolition permit if removing any structures.
- 3) Obtain a building permit from the Building Inspector before beginning construction.
- 4) Miscellaneous materials or junk to not be stored outside of a building on the property.
- 5) This permit to be reviewed upon a complaint basis.

## Planning and Zoning Commission Options

- 1) Approve the request as proposed;
- 2) Approve the request with conditions recommended (if applicable);
- 3) Postpone to a definite time – continues the request to the next regularly scheduled meeting of the commission to allow further review to be done (applicant would not need to reapply, certified mailing and public notice fees would be billed to the Town.);
- 4) Postpone Indefinitely – the request or motion is neither approved or disapproved and the request or motion cannot be brought up again during the meeting; however, it can be brought back as a new request at a future meeting (applicant would have to reapply and would pay the application fee, certified mailing fee, and public notice fee); or
- 5) Deny the request (with or without prejudice).

Failure to achieve a quorum result in an automatic continuance to the next regularly scheduled meeting, and a motion fails due to the lack of a second.

February 2, 2022

Planning and Zoning Commission,

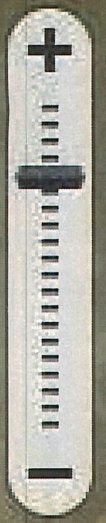
I, Kirby Wilson with Affordable Wilson Storage, am requesting a Special Use Permit to add additional storage units to my existing storage business located on South Wheatland Highway. Additional units are a need for the community as all three of our locations are at full capacity. The additional buildings will add an additional 78 units. The additional units will be 10' x 20' and 10' by 10' to provide different options for our customers. The buildings will be 40' by 130' and 30' by 130'. The buildings placement will meet the setback requirements.

Kind regards,

Kirby Wilson

*Kirby Wilson Affordable Wilson Storage*





R0004070

workspaces v

(I 25  
US 87)

R0004046

R0009511

South Wheatland Highway

Handwritten blue annotations: 40 X 130, 40 X 130, 30 X 130

Handwritten black annotations: 180', 20', 20', 20'

R0004070

R0004070





# TOWN OF WHEATLAND

## PLANNING OFFICE

600 9<sup>TH</sup> STREET • WHEATLAND • WYOMING

OFFICE 307 • 322 • 2692      FAX 307 • 322 • 2968

Applicant: Alvaro Amaya  
Request: Sign Permit  
Location: 1554 Gilchrist Street, Wheatland, Wyoming  
Meeting Information: Planning and Zoning Commission April 7, 2022

### Proposal Details

Alvaro Amaya has applied for a Sign Permit to erect a sign for his shed business located in the General Business District located at 1554 Gilchrist Street, Wheatland, Wyoming. Sign Permit requests are reviewed by the Wheatland Planning and Zoning Commission.

### Agency Comments

None received.

### Neighbor Comments

None received

### Analysis

Alvaro Amaya's request for a Sign Permit to erect a sign for his shed business located in the General Business District located at 1554 Gilchrist Street, Wheatland, Wyoming is a requirement of the Wheatland Municipal Code. 1554 Gilchrist Street, Wheatland, Wyoming has long been utilized and zoned as residential. There was previously a single-family dwelling on the lot that had been constructed in approximately 1916. After the dwelling was demolished and the lot cleared it was listed for sale by the Rite Agency. Alvaro Cespedes Amaya purchased 1554 Gilchrist Street, Wheatland, Wyoming in November of 2020. At the time of purchase the lot was vacant land and zoned residential. Mr. Amaya placed sheds for sale on the lot in mid-May and was then informed in June by Planning and Zoning Chairman Pile that he needed to contact the planning office to come into compliance with the code. Mr. Amaya met with Planner Clark in mid-June and was given the recommendation to rezone to General Business in conjunction with a Special Use Permit to come into compliance. Planner Clark also suggested asking some of the neighbors to rezone at the same time to reduce costs and to prevent a spot zone. Planner Clark noted that a Special Use Permit could not be applied for within the Residential District for this use, because it is not listed under the Special Use Permit

portions of the Residential District code. Mr. Amaya inquired about a variance in lieu of a rezone and Planner Clark noted that it was an option, but the rezone with special use permit would be a better option. Planner Clark supplied Mr. Amaya with both the Planning and Zoning and Board of Adjustments meeting and submittal deadline schedules. Mr. Amaya submitted a completed variance application on July 9, 2021. On August 17, 2021, the Board of Adjustment approved Mr. Amaya's request in the form of a temporary variance to operate a commercial business in a residential district until the end of May 2022 with the recommendation to rezone no later than May 2022 and abide by all setback requirements. Ordinance 835 to rezone 1554 and 1556 Gilchrist Street from Residential District to General Business District was passed and approved on third reading on February 14, 2022. During the rezone process it was established that the lot size would be considered legal non-conforming with new developments needing to request a variance to build within the setbacks. The units Mr. Amaya offers for sale at this location are not permanent structures, are on skids, and meet both the zoning and building requirements to not require a building permit.

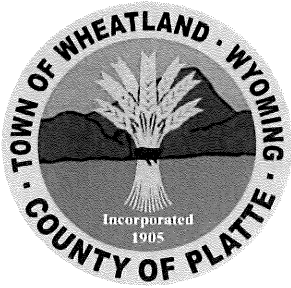
The Planning Office recommends approval of Mr. Amaya's request for a Sign Permit to erect a sign for his shed business located in the General Business District located at 1554 Gilchrist Street, Wheatland, Wyoming with the following conditions:

- 1) Obtain a building permit from the Building Inspector before beginning construction.
- 2) Per 18.80.020 WMC – Keep the sign in a good state or repair.

### **Planning and Zoning Commission Options**

- 1) Approve the request as proposed;
- 2) Approve the request with conditions recommended (if applicable);
- 3) Postpone to a definite time – continues the request to the next regularly scheduled meeting of the commission to allow further review to be done (applicant would not need to reapply, certified mailing and public notice fees would be billed to the Town.);
- 4) Postpone Indefinitely – the request or motion is neither approved or disapproved and the request or motion cannot be brought up again during the meeting; however, it can be brought back as a new request at a future meeting (applicant would have to reapply and would pay the application fee, certified mailing fee, and public notice fee); or
- 5) Deny the request (with or without prejudice).

Failure to achieve a quorum result in an automatic continuance to the next regularly scheduled meeting, and a motion fails due to the lack of a second.



# SIGN PERMIT APPLICATION

Town of Wheatland  
600 9th Street  
Wheatland, Wyoming 82201  
307-322-2962 Fax: 307-322-2968

\$297.08

Office Use Only	
Permit Fee:	\$100.00
Scale Sign Drawing:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Support Diagram:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Site Plan:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Proof of Ownership:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Project/Material Quote:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Affidavit of Publication:	<del>Yes <input type="checkbox"/> No <input type="checkbox"/></del> \$150.00
Certified Mailing Fee:	\$ <u>47.08</u>
Complete App Rcvd on:	

Applicant Name: Alvaro Amaya

Phone No.: 907-953-1220

Mailing Address: 954 Walnut Street

E-mail: theshedguy217@gmail.com

If the applicant is other than the owner of the property for which this special use permit is being sought, the applicant must provide separate written approval from the owner or the owner may indicate approval by signing below.

Alvaro Caspodes Amaya  
Property Owner (as on deed)  
954 Walnut Street  
Mailing Address  
Wheatland, WY 82201  
City, State, Zip Code

907-953-1220  
Phone No.

[Signature]  
E-mail  
Signature

Proof of ownership must be provided.

Proposed Sign Location: 1554 Gilchrist

Current Land Use: Commercial

Present land use district: General Business

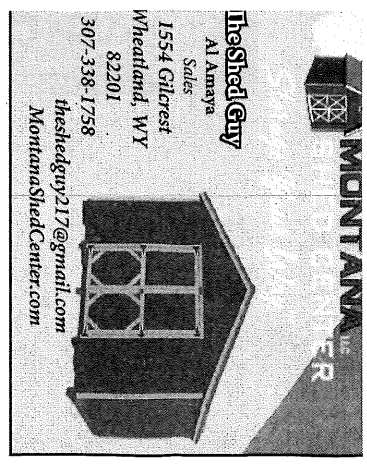
Purpose of Sign (LOJ/LOI): See below

Brief physical description of your sign: 4x4 sign held up by two six by six post. That will have company name, address, contact information.

Will the sign be illuminated in any fashion? Yes  No  If yes; how will it be illuminated? \_\_\_\_\_

Will the sign be free standing? Yes  No  If yes, please explain: will have two 6x6x8 post in ground + 4x4 sheet of plywood bolted to both post.

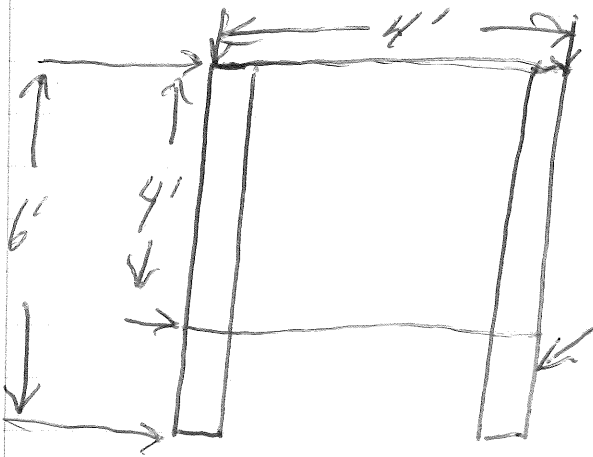




5/15/22

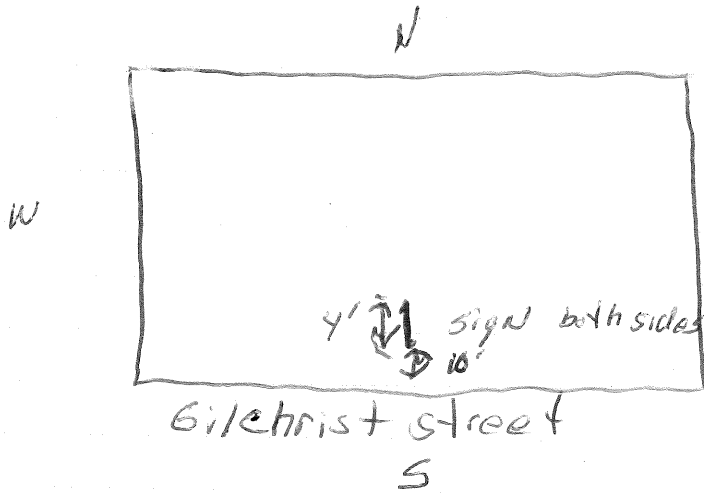
Project / material quote

2) 6x6x8 Post	27 <sup>00</sup> x 2	54
1) 4x4 plywood	20 <sup>00</sup>	20
1) 4x4 metal sign bolted to plywood		100.00
		75.00
4) Lag bolts	7.50	
		12.00
2) bags of cement	12.00	
		<u>261.00</u>
		total = 261.00



Sign Drawing

4x4 Post



Site Plan

E

Gilchrist Street

S

# 1554 Gilchrist Street







## Park Lane Special Use Permit Update

3/28/2022

After receiving conditional approval for our special use permit last year, Park Lane Village implemented extensive improvements to each of the subject lots, such as upgrading infrastructure, tidying up the lots, and improving the surrounding area. Park Lane Village also implemented various improvements to the overall community at the request of the Town Building Inspector, such as adding numbers to every lot in the community, labeling utilities better, better addressing feral cats in the community, and implementing some general clean up.

Due to contractor delays and part shortages, we only finished these upgrades recently and have not yet accepted any RV customers on the approved lots.

-Noel Scruggs, General Manager and Owner, Park Lane Village



# Town of Wheatland Planning and Zoning Commission

Regular Meeting February 3, 2022

## Call to Order – Roll Call

The regular meeting of the Town of Wheatland Planning and Zoning Commission was called to order at 5:30 p.m. on Thursday, February 03, 2022, by Chairman Pile in the Town Hall Council Chambers.

Members Present: Chairman Pile, Member Holt, Member Mitchell, Alternative Member Windom, Member Becker

Members Absent: Member Futch, Member Kanwischer

Staff Present: Planner Clark, Town Clerk Wright

## Election of Chairman and Vice Chairman

Planner Clark noted that per the by-laws the chairman for 2022 will be voted in at the Planning and Zoning meeting after the first Town Council meeting of the calendar year and no member can serve two consecutive years as chairman per the planning and zoning by-laws.

Planner Clark asked if anyone would volunteer to be the new chairman? Member Holt volunteered to be the Chairman.

Motion by Member Mitchell with a second by Member Becker was made to appoint Member Holt as Chairman for 2022.

Upon roll call the vote on the MOTION was:

YES: Member Becker, Member Pile, Alternate Member Windom, Member Mitchell

NO: None

MOTION DECLARED CARRIED

Planner Clark asked if anyone would volunteer to be the new vice chairman? Member Pile volunteered to be the Vice Chairman.

Motion by Alternate Member Windom with a second by Member Becker was made to appoint Member Pile as Vice Chairman for 2022.

Upon roll call the vote on the MOTION was:

YES: Member Becker, Member Pile, Alternate Member Windom, Member Mitchell

NO: None

MOTION DECLARED CARRIED

## Citizen Comments

Chairman Holt asked if there were any citizen comments. None were noted.

## Declaration of conflicts of interest

Chairman Holt asked if there were any conflicts of interest in the matters to come before the commission. None were noted.

## New Business

### A request for a Special Use Permit to operate an in-home daycare within a Residential District

Planner Clark noted Adriana Leinen has applied for a Special Use Permit to operate an in-home daycare within a Residential District located at 804 14th Street, Wheatland, Wyoming. According to Wheatland Municipal Code childcare facilities operating within a residential district require a Special Use Permit to be granted by the Planning & Zoning Commission to be in compliance. Comment from Electrical Superintendent Pinneo was no concerns. Comment from Police Chief Willadsen was, as long as she's following DFS guidelines, I am fine with this. No neighbor comments were received. Mrs. Leinen's request

for a Special Use Permit to operate an in-home daycare within a Residential District located at 804 14th Street, Wheatland, Wyoming is a requirement to obtain state licensing through the Department of Family Services. The Department of Family Services is the main enforcing authority for daycares within the state and has several requirements and guidelines that the applicant is required to meet and follow to maintain licensing. As with many towns, Wheatland lacks state certified childcare options, especially for children under two years of age. Adding additional childcare options to Wheatland could help economic development within the community. The Planning Office recommends approval of Mrs. Leinen's request for a Special Use Permit to operate an in-home daycare within a Residential District located at 804 14<sup>th</sup> Street, Wheatland, Wyoming with one condition to schedule an initial childcare facility inspection with the Building Inspector. Alternate Member Windom asked Mrs. Leinen for her background. Mrs. Leinen stated that she had several years' experience working with small children. Chairman Holt asked if you Mrs. Leinen had met with DFS? Mrs. Leinen stated she had met with DFS and has started the process to become state certified, but they have not scheduled the in-home site visit yet. Member Mitchell asked if the age of the children will be under two years old. Member Becker asked if Mrs. Leinen would have additional employees besides herself and how many children she was allowed to have in her care. Mrs. Leinen confirmed that she intends to offer services for children under the age of two, she does not intend to have additional employees, and she is limited to two children per DFS guidelines. Member Mitchell and Member Becker noted that this is a need for the community, especially for this age group. Vice Chairman Pile asked if Mrs. Leinen planned to add additional children in the future. Mrs. Leinen noted she has a dream of eventually opening a center downtown, but that is a far future dream and wants to start with an in-home daycare first to see how it goes.

Motion by Member Becker with second by Alternate Member Windom to approve Mrs. Leinen's request for a Special Use Permit to operate an in-home daycare within a Residential District located at 804 14<sup>th</sup> Street, Wheatland, Wyoming.

Upon roll call the vote on the MOTION was:

YES:, Member Becker, Vice Chairman Pile, Alternate Member Windom, Member Mitchell

NO: None

MOTION DECLARED CARRIED

#### Request for a Special Use Permit to operate a meat processing facility with on-site slaughter in a Light Industrial District

Planner Clark noted Mill Iron L, LLC has applied for a Special Use Permit to operate a meat processing facility within a Light Industrial District located at 1810 9th Street, Wheatland, Wyoming. SUP requests are reviewed by the Wheatland Planning and Zoning Commission. Comment received from Electric Superintendent Pinneo was no concerns. Comment from Police Chief Willadsen was, looks good to me. It's been a processing plant several times before and I have never seen or heard of issues when being operated in the past. Comment from Water/Wastewater Superintendent Keck was, how is the solid and animal waste going to be handled? Blood handling cannot be discharged directly into the sewer system without first going through a pretreatment or bucket and added to compost. Pretreatment and handling plans for wastewater need to be approved by the Town and possibly DEQ. Pretreatment is required to be designed by an engineer. The on-site wastewater system from the floor drains feeds into a manhole which is a lift station and does not contain any pretreatment before discharging into the Town's system. Comment from Town Clerk Wright was the Town of Wheatland is concerned about the possible effect the biological matter could potentially have on the Town's wastewater system. The applicant should be required to coordinate with the Town's water/wastewater department to ensure the Town's system is not adversely affected by this operation. In addition, the applicant should be required to obtain and provide engineered pretreatment and handling plans for wastewater and any additional required state and/or federal permits. No neighbor comments were received before the completion of the report. Noel Scruggs, owner of Park Lane Village mobile home park, noted being in support of the project and hopes it will bring more economic opportunities to the town.



Mill Iron L, LLC's request for a Special Use Permit to operate a meat processing facility with on-site slaughter within a Light Industrial District located at 1810 9th Street, Wheatland, Wyoming is a requirement of the Wheatland Municipal Code. As stated in Mill Iron L's letter of justification, they are working with the corresponding state and federal agencies to obtain the required state and federal permits to accompany this special use permit. In addition to working with the USDA, Mill Iron L has been working with the Building Inspector and Electrical Inspector to address all required updates to bring the building into compliance. Although, not currently required by the Wheatland Municipal Code, Mill Iron L is willing to install a privacy fence along the chute area to meet the proposed Industrial code updates and this is noted on their site plan. Currently, 1810 9th Street is utilized as a meat processing facility with on-site slaughter. Mill Iron L is required to apply for a special use permit, because Town of Wheatland special use permits are non-transferable. The Planning Office recommends approval of Mill Iron L's request for a Special Use Permit to operate a meat processing facility with on-site slaughter within a Light Industrial District located at 1810 9th Street, Wheatland, Wyoming with the following five conditions: Continue to coordinate with the Building and Electrical Inspectors during the building update process, continue to coordinate with the Water/Wastewater Department to ensure the drain system adequately captures the required fats and debris to work with the Town's system, provide a copy of the discharge permit from DEQ, before operation can begin, provide a copy of the pretreatment and handling plan, before operation can begin, and provide the Planning Office with a copy of all state and federal permits issued in relation to the special use permit.

Merlin Hitt with Platte County Economic Development noted that PCED is in favor of this request and these type of facilities are a need in the state and it is on the Governor's list of needs in the state to add value to our beef ranchers. Per Mr. Hitt, Mr. Thayer intends to have one employee and that is one more person employed in Wheatland that currently isn't. Brian Jenkins with the Wheatland Rock Shop asked what is going to happen to the inedible parts? Lauren McGuire answered that the facility will meet all USDA requirements and the USDA regulations are quite a bit more stringent than the town code is, USDA requires that inedible pieces are to be rendered and hauled off, USDA will not allow pieces to go down the drainage system, a lot of the concerns will be addressed by USDA and there is an inspector onsite for all kill days, and currently there is a cold storage area for inedible piece to be stored until they are picked up by the company that will be disposing of them. Mr. Jenkins asked if they would be processing their own cattle and then selling to the public. Ms. McGuire confirmed that they will be processing their own cattle and offering custom cut work, which is where they process another rancher's animal, but our goal is to process our own animals as much as we can. Kim Yomen asked if they have plans down the road to expand and slaughter for other ranchers? Ms. McGuire noted that they hope to expand, and it would probably be on a small scale and it will depend on the needs of the community. Ms. Yomen asked what the max number of live animals allowed on-site. Ms. McGuire noted that there is, but she didn't know what it is off hand. Ms. Yomen noted being concerned of the affects that having live animals on-site could have to the area in town. Ms. McGuire noted that the feed lots close to that area have many more live animals on-site than this facility would ever have. Vice Chairman Pile clarified that the animals would come into slaughter and would be moved from the truck to the slaughter area and then it would be done, the cattle won't be hanging out for a day or three down the road. Ms. McGuire confirmed that is correct they will be processed the day they arrive. Mr. Hitt noted that Kelly Packing is located in a residential area Torrington that has been in operation for many years. Member Becker asked if they would also be processing wild game. Ms. McGuire noted that wild game is not their forte, we are cattle people. Member Becker stated he was asking because of the timeframe required to shut down between the two to prevent cross contamination. Ms. McGuire confirmed that the USDA does not allow beef and wild game to cross paths, however we do have an operable meat shop for personal use at home, in the future if we chose to do game processing instead of shutting down this facility we would utilize the other facility, because we already have the special use permit in place in the county, but that's not our goal. Member Becker praised the idea of only cutting domestics, because we have such a backup on even getting a kill date. Alternate Member Windom asked Mr. Jenkins what his plans are for the rock shop. Mr. Jenkins noted that they are looking at using the location for a bait shop. Alternate Member Windom noted that he wanted to know if it would cause this item to be a conflict. Member Mitchell noted that she is in favor of this request, because we are losing our last dairy in the county.

Motion by Member Becker with second by Member Mitchell to approve Mill Iron L's request for a Special Use Permit to operate a meat processing facility with on-site slaughter within a Light Industrial District located at 1810 9th Street, Wheatland, Wyoming with the five conditions recommended by the Planning Office.

Upon roll call the vote on the MOTION was:

YES:, Member Becker, Vice Chairman Pile, Alternative Member Windom, Member Mitchell

NO: None

MOTION DECLARED CARRIED

### **Planning and Zoning Fee Schedule Resolution**

Planner Clark noted that the fee schedule was discussed during the December meeting and the changes and corrections requested from that meeting have been included in the schedule included in the packet. Per the Commission's request the fees will be reviewed in the last quarter of each year.

Alternate Member Windom asked if the fees on the special use permits are changing or remaining the same. Planner Clark noted that those are remaining the same and the lines highlighted in green in the packet are the ones that are either new or have been updated. Alternate Member Windom noted having a concern about the little people aka mom and pop operations and they have to pay for a permit and I don't want them to be hurt by it and I don't want to see a change in that. Planner Clark reiterated that the special use permit fee was not changed. Chairman Holt noted that special meeting was a change. Planner Clark confirmed that is a charge that was added. Alternate Member Windom asked what a special meeting is. Planner Clark noted that the chairman can call a special meeting if requested by the applicant and with this fee we can charge for our time for the meeting, staff time, and overhead costs, it is a way for the town to break even on their expenditures for the meeting. Chairman Holt explained further that if they requested a special meeting due to time constraints we would be making sure that the fees associated with holding the special meeting are covered. Vice Chairman Pile asked if any of the fees were raised. Planner Clark noted that existing fees remained the same, but additional fees were added, the industrial permit had been in the code, but a fee was never established, thus the planning office compared the industrial fees to other municipalities to come up with a base rate and \$350 is still low compared to other municipalities, floodplain development we added the engineering and professional fees to it, engineering fees we haven't been able to charge for and made that one the actual cost of the engineer's time, aviation development will be a new fee once the airport ordinance is approved by council, preapplication meeting was added, as well as the publication fees, and violation was taken directly out of the code. Alternate Member Windom noted being confused on the Impact Ministries de-annexation that wasn't approved by Council and will there be addition planning and zoning fees assessed to them? Planner Clark noted that it will depend on their plans moving forward and if there are any changes during development, they still need to have a meeting with Council to complete the other portion of their planned use development agreement that should have been completed when the planned unit development rezone was approved. Vice Chairman Pile asked if they still had to pay for any and all building permits, correct? Planner Clark confirmed yes. Alternate Member Windom asked if they will need additional building permits for development changes. Planner Clark noted that building permits fall under the building inspector and not planning and zoning. Alternate Member Windom noted that he was concerned about roping in after the fact fees.

Motion by Member Becker with second by Member Mitchell to approve Planning and Zoning Resolution 2022-01 adopting the 2022 Planning and Zoning Fee schedule.

Upon roll call the vote on the MOTION was:

YES:, Member Becker, Vice Chairman Pile, Alternate Member Windom, Member Mitchell

NO: None

MOTION DECLARED CARRIED

**Approval of Minutes –**

Approval of Minutes – December 2, 2021 Regular Meeting

Motion by Alternate Member Windom with a second by Member Mitchell was made to approve the minutes of the December 2, 2021 Regular Meetings as presented.

Upon roll call the vote on the MOTION was:

YES: Member Bullock, Member Mitchell, Member Kanwischer, Alternate Member Windom

NO: none

MOTION DECLARED CARRIED

**Board Discussion**

Planner Clark noted there are no agenda items for the March meeting and thus the workshop will begin at 5:30 pm on March 3, 2022. Thus far, there is a special use permit on the agenda for April. There are several openings on the Board of Adjustment and one opening on Planning and Zoning if anyone can think of someone that would be willing to volunteer their time. These would be great volunteer positions for professionals looking to add skills to their resumes. Commission Members suggested reaching out to Jordan Hamm and Steve McCarty.

**Adjournment**

Meeting adjourned at 6:07 p.m.

Approve:

Attest:

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Planning & Zoning Commission Chairman

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Planner Clark