



Town of Wheatland Planning and Zoning Commission

Minutes – January 4th, 2024

Call to Order – Roll Call

The Town of Wheatland Planning and Zoning Commission meeting was called to order at 6:00 p.m. on Thursday, January 4th, 2024, by Acting Chairman Phathom Holt in the Town Hall Council Chambers.

Members Present: Acting Chairman Holt, Member Clay Becker, Member Randy Chesser, Member Mike Holst, Member Jarvis Windom, Member Alyssa Martin, and Alternate Member LeRon Eller

Members Absent: Member Pat Mitchell

Staff Present: Planner Douglas Dumont

General Citizen Comments

Acting Chairman Holt asked if there were any general comments from the public, none were taken.

Declaration of conflicts of Interest

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

New Business

Application for a Special Use Permit to have a storage unit in a Highway Business District, located at 1700 9th Street, represented by Kirby Wilson.

Planner Dumont presented the application to the Commission as written in the meeting packet. Acting Chairman Holt asked if Chief Glasson, with the Wheatland Fire Department, was aware of the proximity of Horton's fuel tanks to Kirby's request. Planner Dumont explained Chief Glasson was given the information and the comment in the meeting packet is what the Planning Office received. Town of Wheatland Building Inspector, Walter Martin, stated he did not speak with Chief Glasson directly and he wrote the statement on Horton's fuel tanks off International Building Code. Building Inspector Martin went in depth on the history of the fuel tanks near Kirby's property. Building Inspector Martin stated he spoke with the owner of Horton's Fuels and explained the liability would be on his end. Kirby stated he is going to put the storage unit right on the property line and will apply for a variance to do that should he be granted this Special Use Permit.

A MOTION by Member Holst, with a second by Member Windom, to approve the Special Use Permit as proposed.

Upon roll call the vote on the MOTION was:

YES: Member Becker, Member Chesser, Member Holst, Member Windom, Member Martin, and Alternate Member Eller.

NO: None.

MOTION DECLARED CARRIED

Review of Wheatland Municipal Code (WMC) 18.35.030(c)(2)(b) and (c), WMC 18.40.030(c)(2) and (3), side and rear yard setbacks within a General Business District and Highway Business District, titled WMC Review 24-01.

Planner Dumont presented the code change to the Commission as written in the meeting packet. Member Windom was concerned about downtown where the businesses are right next to each other. Planner Dumont explained that certain blocks in downtown Wheatland have their setbacks at zero to keep the city look, so what we are adding would not apply to that area. Member Windom asked what the setbacks were for outside of downtown. Planner Dumont explained they aren't clear on what they are, five feet from an alley, and twenty-five feet from a residential zone, but no other description. Member Chesser confirmed we are wanting to add a line stating fifteen feet from all other properties. Planner Dumont explained how he and the Building Inspector have been interpreting the current code as fifteen feet because an alley is twenty feet wide, so split the difference, which is ten, and add it to the five feet. Member Becker explained why he is in approval of this change.

A MOTION by Member Becker, with a second by Member Chesser, to approve WMC Review 24-01 as proposed.

Upon roll call the vote on the MOTION was:

YES: Member Becker, Member Chesser, Member Holst, Member Martin, and Alternate Member Eller.

NO: Member Windom.

MOTION DECLARED CARRIED

Review of 2024 Town of Wheatland Planning and Zoning Fee Schedule

Planner Dumont explained the changes he had made on the 2024 fee schedule, streamlining certified mail so applicant only pays once, lowering prices or making prices the same for time processing the application, and getting rid of fees for pre application meetings. Planner Dumont explained if the application required an ordinance change there was an extra \$50 charge for the extra public notice.

A MOTION by Member Becker, with a second by Member Windom, to approve the 2024 Town of Wheatland Planning and Zoning Fee Schedule as presented.

Upon roll call the vote on the MOTION was:

YES: Member Becker, Member Chesser, Member Holst, Member Windom, Member Martin, and Alternate Member Eller.

NO: None.

MOTION DECLARED CARRIED

Review of 2024 Town of Wheatland Planning and Zoning Commission By-Laws

Planner Dumont explained he proposed no changes from the 2023 by-laws but asked the Commission if they would like to address any of them. Member Windom requested the Commission start performing the Pledge of Allegiance at the beginning of our meetings as outlined in our by-laws. The Commission agreed to begin saying the Pledge of Allegiance at the beginning of meetings as stated in by-laws.

A MOTION by Member Chesser, with a second by Member Becker, to approve the 2024 Town of Wheatland Planning and Zoning Commission By-Laws with no changes.

Upon roll call the vote on the MOTION was:

YES: Member Becker, Member Chesser, Member Holst, Member Windom, Member Martin, and Alternate Member Eller.

NO: None.

MOTION DECLARED CARRIED

Selection of Chairman and Vice Chairman for 2024

A MOTION by Member Holst to nominate Member Windom as Chairman for 2024 failed due to lack of a second.

A MOTION by Acting Chairman Holt, with a second by Member Martin, to nominate Member Becker as Chairman for 2024.

Upon roll call the vote on the MOTION was:

YES: Acting Chairman Holt, Member Chesser, Member Martin, and Alternate Member Eller.

NO: None.

MOTION DECLARED CARRIED

Member Becker accepted the nomination for Chairman and agreed to don the newly traditioned Chairman Hat when the next scheduled meeting adjourned.

A MOTION by Member Becker, with a second by Alternate Member Eller, to nominate Member Chesser as Vice Chairman for 2024.

Upon roll call the vote on the MOTION was:

YES: Acting Chairman Holt, Member Becker, Member Martin, and Alternate Member Eller.

NO: None.

MOTION DECLARED CARRIED

Member Chesser accepted the Vice Chairman nomination after being assured by Planner Dumont there was no Vice Chairman hat to wear.

Approval of Minutes

Approval of minutes from the December 7th, 2023, Regular Meeting.

A MOTION by Member Becker, with a second by Member Chesser, to approve the December 7th, 2023, Regular Meeting minutes.

Upon roll call the vote on the MOTION was:

YES: Member Becker, Member Chesser, Member Holst, Member Windom, Member Martin, and Alternate Member Eller.

NO: None.

MOTION DECLARED CARRIED

Commission Discussion

Member Windom had questions and statements for the Planning and Zoning Commission for discussion. Member Windom explained what he believed was the Planning and Zoning Commission's job for the present and future. Member Windom continued with questions he felt the Planning and Zoning Commission should discuss and know going forward. Member Windom would like the Planning and Zoning Commission to take on advance thinking and have more workshops. Member Windom invited other boards and commissions to speak with the Planning and Zoning Commission about goals for future development. Member Chesser discussed each of Member Windom's topics and differentiated which ones were a Planning and Zoning Commission issue or should be directed elsewhere. Member Chesser discussed the role of the Planning and Zoning Commission for the different projects in the Town of Wheatland, such as walking paths, 16th Street project, and parking. Member Becker stated knowing what codes are out there is important, but it is also not our job to police it. Member Becker stated taking time on slow months to discuss a part of the code would be beneficial. Planner Dumont explained one of his goals for this year was to look at the different commercial zones and be clear of what we want as an allowed use and what we don't want. Member Windom requested a copy of the monthly report of the Planning Office given to the Town Council, also be given to the Planning Commission. Planner Dumont stated he would begin attaching his monthly report to the Planning and Zoning meeting packet. Planner Dumont went over what was scheduled to be reviewed for the February 2024 meeting.

Adjournment

The meeting adjourned at 6:42 pm.

Approve:

Attest:

Planning & Zoning Commission Chairman

Town Planner