1. **Call to Order** - Chairman Suggs called the meeting to order at 6:01 P.M. Planning and Zoning Commission members in attendance: Darren Suggs, Patricia McCarty, Wince Thaxton, Charles Cook, Clarence Harris. Planning and Zoning staff in attendance: Jake Watson, Maranda Woods.

2. **Invocation** - Charles Cook gave the invocation.

3. **Approval of Agenda** - Mr Thaxton made a motion to approve the agenda. Mr Harris seconded the motion. **Motion approved 5-0**

4. **Approval of Previous Minutes** - Mr Cook made a motion to approve the minutes of September 19, 2019. Mrs McCarty seconded the motion. **Motion approved 5-0**

   - **New Business** - The Commission heard the Special Exception application of Terry Howard who is requesting to operate an Auto Repair Facility at 8959 US Hwy 80 West.
     
     i. Mr Watson informed the Commission; Mr Howard had been issued a notice of violation for operating a business without a business license. When applying for a business license, it was determined Mr Howard had to apply for a Special Exception based on the County’s zoning restrictions.

     ii. Mr Suggs inquired about the structure located on the property and the permitting status. Mr Watson informed Mr Suggs the structure originally started out as a pole barn which did not require a building permit, however as improvements were made, electrical and plumbing permits should have been obtained.

     iii. Mr Harris inquired as to the ramifications if Mr Howard did not receive the Special Exception. Mr Watson informed the board that Mr Howard would be issued an order to cease operations at the facility or be found in violation of the County’s ordinance.

     iv. Mr Watson informed the Commission, Planning and Zoning had received one letter of support from an adjacent property owner. There was no one present at the meeting to speak in opposition to the application.

     v. Mr Thaxton made the motion to recommend approval of the application. Mr Harris seconded the motion. **Motion approved 5-0**
Mr Watson provided the Commission with a suggested Permit Fee Schedule.

Summary of Proposed Permit Fee Changes

- **Residential Permits**
  - Addition of “Used Manufactured Home Inspection” $75
  - Addition of Abandoned Manufactured Home Inspection $50
  - Change "Outbuilding" to “Accessory Building” (including Pole Barns) Base fee ($100) on square footage vs flat rate ($75), increasing for each 500 sq ft ($25)
  - Additions to be based on square footage ($100) vs flat rate ($100), increasing for each 500 sq ft ($25)

- **Commercial/Industrial Permits**
  - Add Accessory Items (buildings/additions), similar to residential. Fee based on square footage

- **Administrative**
  - Rezoning - $500
  - Special Exception - $250
  - Text Amendment - $750
  - Variance - $250

Mr Watson informed the Commission the changes were suggested based on changes that had occurred regarding abandoned mobile homes and the used mobile home inspection process. Mr Watson also informed the Commission the changes to Accessory Buildings coincides with the building code’s terminology as well as requiring pole barns to obtain a permit. Mrs McCarty made a motion to recommend the Board of Commissioners adopt the new Permit Fee Schedule, Mr Harris seconded the motion. **Motion approved 4-1**, Mr Thaxton opposed.
Crawford County
PLANNING AND ZONING COMMISSION
REGULAR MEETING
10/15/2019
Minutes

- Mr Watson requested the Commission consider advertising for a Text Amendment specifying the minimum square footage for a single-family dwelling. Mr Watson provided the Commission with information from the building code and fire code required for occupant space. Mr Watson stated based on the 2010 census, Crawford County's average household had 3.14 occupants and suggested the minimum square footage be 700 sq ft. Mr Cook made a motion to advertise the Text Amendment, Mr Thaxton seconded the motion. Motion approved 5-0

5. Mr Thaxton made a motion to adjournment. Mrs McCarty seconded the motion. Motion approved 5-0 Meeting adjourned at 7:18 pm

Darren Suggs
(Chairperson)

Patricia McCarty

Clarence Harris

Wincel Thaxton

Charles Cook

Jake Watson
(Attest)