

**Paragonah Town
Planning Commission Meeting
44 North 100 West, Paragonah Town Hall
July 31, 2024 – 7:00 p.m.**

Planning Commission Minutes

Attendance/Planning and Zoning Committee: Nancy Dalton (Chairperson), Byron Jenkins, Kevin Guyton, Chuy Jimenez, Kris Lindsay

Attendance: Marge Cipkar-Board, Sharrah Brewster- P&Z Secretary

Pledge

1. **Call Meeting to Order:** Nancy Dalton
2. **Declaration of Conflict of Interest:** None declared
3. **Adopt Agenda:** Chuy Jimenez moved to adopt the agenda with corrections. Byron Jenkins seconded the motion. All in favor.
4. **Approve Minutes of June 26, 2024 meeting:** Chuy Jimenez moved to approve the minutes of June 26, 2024. Kevin Guyton seconded the motion. All in favor.

WORK ITEMS:

5. **Open Public Hearing:** Nancy moved to open the public hearing at 7:04 pm. Byron Jenkins seconded the motion. All in favor.
 - a) Business definition update amendments
 - b) Accessory dwelling addition amendment- Need additional clarification from Justin Wayment, town attorney.
 - c) Updated public hearing and notification amendment- Change from 15 days notice to 10 days.
 - d) Setback addition and clarification amendments- Add table to ordinance change and update distance to read: No less than 10 ft from roof edge to roof edge of accessory buildings to main buildings.
6. **Close Public Hearing :** Kris Lindsay moved to close public hearing. Kevin Guyton seconded the motion. All in favor.
7. **Recommendations to Paragonah Town Board:** Kevin Guyton moved to recommend amendments to aforementioned ordinances to town board. Changes are included in Ordinance 24-3 and 24-4. Chuy seconded the motion. All in favor.

8. **Building & Business Licenses:** Annual review of business and building permits.

9. **Subdivision Ordinance:** Review changes to subdivision ordinance. Invite Daniel Jensen from Sunrise to the next meeting to clarify any concerns/questions before finalizing and sending to the Board for approval.

10. **Open Discussion:** None

11. **Next Meeting Date:** Commission voted to skip August meeting because of conflicts. Next meeting will be September 25, 2024

12. **Adjourn Meeting:** Kris Lindsay moved to adjourn meeting. Chuy Jimenez seconded the motion. All in favor.