

**Paragonah Town
Planning Commission Meeting
44 North 100 West, Paragonah Town Hall
September 25, 2024 – 7:00 p.m.**

Planning Commission Minutes

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

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

Pledge

1. **Call Meeting to Order:** Nancy Dalton
2. **Declaration of Conflict of Interest:** None declared
3. **Adopt Agenda:** Byron Jenkins moved to adopt the agenda. Chuy Jimenez seconded the motion. All in favor.
4. **Approve Minutes of July 31, 2024 meeting:** Chuy Jimenez moved to approve the minutes of July 31, 2024. Kevin Guyton seconded the motion. All in favor.

WORK ITEMS:

5. **Zoom Call w/ Daniel Jensen, Sunrise Engineering:** Review subdivision process
 - a. Single subdivision cap determined by Town- No more than 10
 - b. Simple lot subdivision- 2 lots max, 3 or more lots go through the subdivision process.
 - c. Last review of subdivision prior to holding public hearing- October 30th Planning Commission Meeting.
 - d. Public Hearing- Planning Commission meeting November 20th. Make a motion to present to the Town Board for adoption on December 11th.
6. **Review Building Ordinances for non-compliance penalties:** Review and discuss at next meeting.
7. **Discuss upcoming work items:**
 - a. Transportation Plan
 - b. Annexation Policy
 - c. Short term rental ordinance- Discuss at next meeting.

8. Open Discussion: Discuss requirements for a business license with David Jaget who is conducting an RV exchange type business. He was told he needs to fill out a business license and conditional use permit.

9. Next Meeting Date: October 30, 2024

10. Adjourn Meeting: Kevin Guyton moved to adjourn meeting. Byron Jenkins seconded the motion. All in favor.