

# The City of Clifton, Texas Planning and Zoning Commission Minutes

## January 14, 2010

**Members Present:** Chairman Paul Mangum, Clinton Albrecht, Alan Amundson, Kathy Carpenter, Craig Wickman.

**Members Absent:** Bernie Dutton, Sheila Welch present but excused herself on grounds of a conflict of interest.

- I. There being a quorum present, Chairman Mangum called the meeting to order at 7:00 p.m.
- II. Alan Amundson verified posting as Monday, January 11, 2010, at 4:30 p.m.
- III. Chairman Mangum welcomed visitors and asked for visitor comments. The following comments are not direct quotes.

Lee Donner addressed the Commission on behalf of himself and others with multiple comments including:

- The application does not meet the current ordinance without Dennis Grimland's inclusion.
- Herman Foust was misrepresented as the property owner; Eda Foust and Dennis Grimland were excluded.
- A hardship relating to a variance has not been demonstrated by the applicants.
- Legal opinions were described, and Mr. Donner spoke of a specific email from Charles McLean mentioning Mr. Donner regarding a discussion that had not taken place.
- Mr. Donner requested the Commission consider the requests of neighbors who had signed a letter in opposition of replat of lot 12.

Bobby Conrad addressed the Commission and stated:

- The application had been approved with conditions and deficiencies noted.
- Mr. Grimland initially agreed to join application then stated he was seeking the advice of his lawyer. Mr. Conrad had not spoken with Mr. Grimland since that time.

Jerry Cash stated he had spoken with Mr. Grimland, and that Mr. Grimland would not join the replat application.

Dennis Grimland stated he would not have sold the property to Mr. Conrad had he known the land purchase was to allow two houses to be built. Mr. Grimland questioned why he had not been contacted earlier in the application process. Jerry Cash answered by indicating he did not know Mr. Grimland's participation was required until the time he was contacted.

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Mike Rountree noted Charles McLean appeared to be a central figure in the replat application process and questioned Mr. McLean's absence.

### IV. Agenda Items:

- 1) Discuss and approve or disapprove the "Application to the City of Clifton - Re-Subdivision of Lot 7 of Oak Run #2 and 51.13 ft. of the West side of lot 12 of Oak Run #1 subdivisions to the City of Clifton" documentation submitted by Jerry and Jo Cash, and Bobby and Betty Conrad. The standards for replat approval are defined by City Ordinance § 77-56(b) and V.T.C.A., Texas Local Government Code, § 212.010. These standards provide that the Commission shall approve a plat, if:

- a. It conforms to the general plan of the City and its current and future streets, alleys, parks, playgrounds and public utility facilities;

This was determined by the Commission as met.

- b. It conforms to the general plan for the extension of the City and its roads, streets and public highways within the City and in its extraterritorial jurisdiction, taking into account, access to and extension of sewer and water mains and the instrumentalities of public utilities; and

This was determined by the Commission as met.

- c. It conforms to all rules adopted in accordance with V.T.C.A., Texas Local Government Code, § 212.002 for and governing the platting and subdivision of land within the City's jurisdiction, as set forth in Ordinance 77 of the Clifton Code.

This was determined by the Commission as not met due to Mr. Grimland's refusal to join the replat application of Lot 12.

Discussion of approval with a variance was made. Sheila Welch questioned if this was appropriate or if a public hearing was required. Chairman Mangum referred to an email from Charles McLean stating P & Z could approve, disapprove, or approve with a variance. Mayor Fred Volcansek addressed the board and visitors stating a public hearing would be required before approval by the City Council. A decision was made to proceed with discussion of Sec. 77-60, Variances:

- (1)a. There are special circumstances or conditions affecting the land involved such that strict application of the provisions of this chapter would deprive the developer of the reasonable use of his land.

Alan Amundson stated this applies as the result of Mr. Grimland's refusal to be included in the application for replat of Lot 12, which prevents the replat of Lot 12 into Lots 12E and 12W.

A motion to accept requirement (1)a as met was made by Alan Amundson and seconded by Clinton Albrecht. Motion carried.

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- (1)b. The variance is necessary for the preservation and enjoyment of a substantial property right of the developer;

Discussion deemed this as met as the developer cannot build upon property until application has been approved.

A motion to accept requirement (1)b as met was made by Craig Wickman and seconded by Kathy Carpenter. Motion carried.

- (1)c. The granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area;

Discussion deemed this requirement as met since utilities are available, and the study by KSA Engineers indicated water drainage was not an issue.

A motion to accept requirement (1)c as met was made by Kathy Carpenter and seconded by Craig Wickman. Motion carried.

- (1)d. The granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this chapter.

Discussion deemed this requirement as met based on the fact that lots to each side of the property have already been developed.

A motion to accept requirement (1)d as met was made by Alan Amundson and seconded by Kathy Carpenter. Motion carried.

After the above discussion, Alan Amundson made a motion for the Commission to recommend to the City Council approval of the application with a variance based on Sec. 77-60 requirements (1)a-d having been met. The motion was seconded by Kathy Carpenter. Motion carried.

### 2) General Discussion - None

There being no further business a motion to adjourn was made by Alan Amundson and seconded by Clinton Albrecht. Motion carried.

Chairman Mangum adjourned the meeting at 8:07 p.m.

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**Members Present:** Chairman Paul Mangum, Vice Chair Sheila Welch, Clinton Albrecht, Alan Amundson, Bernie Dutton, Craig Wickman

**Members Absent:** Kathy Carpenter

**I. Call to Order:** There being a quorum present Chairman Paul Mangum called the meeting to order at 7:00 p.m.

**II. Verification of Posting:** Alan Amundson verified posting as Monday, January 18, 2010 at 4:30 p.m.

**III. Welcome:** Chairman Paul Mangum welcomed all attendees.

## **IV. Adoption of Minutes from Prior Meetings:**

### **1) December 15th Regular Meeting**

A motion to approve the minutes was made by Alan Amundson and seconded by Sheila Welch. The motion carried.

### **2) January 14th Special Meeting**

A motion to approve the minutes was made by Bernie Dutton and seconded by Alan Amundson. The motion carried.

## **V. Agenda Items:**

### **1) Discuss and take possible action on, or create a committee to study amending Section 2-248 of the City of Clifton Code to comply with Texas Local Government Code 212.006, 212.009, etc.**

Post discussion, Sheila Welch made a Motion to table this item to be discussed at the next scheduled meeting and seconded by Alan Amundson. The motion carried.

### **2) Discuss and take possible action on, or create a committee to study amending Chapter 77, Subdivisions, of the City of Clifton Code to comply with Texas Local Government Code, 212, and secondarily, City needs.**

Sheila Welch questioned if committees and subcommittees comply with the Open Meetings Act. Chairman Paul Mangum stated he had found information in the Open Meetings 2010 Handbook stating committees are legal if they are composed of less than a quorum of P & Z members, and they meet certain other requirements. Additional discussion resulted in Alan Amundson making a motion to table Agenda Items 1-3 pending discussion with the City's Attorney regarding the legality and requirements of committees as defined by the Open Meetings Act. The motion was seconded by Sheila Welch, and the motion carried.

### **3) Discuss and take possible action on, or create a committee to study amending or rewriting Chapter 93, Zoning, especially Section 93-10, of the City of Clifton Code to comply with Texas Local Government Code, 211, and secondarily, City needs.**

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This Item was tabled along with Agenda Items 1-3.

- 4) **Discuss and take possible action on requesting that the City place on the City of Clifton Website the Planning & Zoning Agendas and Meeting Minutes for each meeting.**

Discussion indicated there is a location on the City's Website for this information, but it has not been kept up to date. Bernie Dutton made a motion for Chairman Paul Mangum to request that the City include current and previous Planning & Zoning Agenda and Meeting Minutes on the City Website. The motion was seconded by Clinton Albrecht, and the motion carried.

- 5) **General Discussion.** Chairman Mangum designated the following preliminary committees:
- a. Chapter 77: Sheila Welch and Alan Amundson
  - b. Chapter 93: Bernie Dutton, Chairman Paul Mangum, and Kathy Carpenter.

There being no further business a motion to adjourn was made by Clinton Albrecht and seconded by Alan Amundson. The motion carried. Chairman Paul Mangum adjourned the meeting at 7:49 p.m.

# The City of Clifton, Texas Planning and Zoning Commission Minutes February 16, 2010

**Members Present:** Chairman Paul Mangum, Alan Amundson, Clinton Albrecht, Kathy Carpenter, Bernie Dutton

**Members Absent:** Vice Chair Sheila Welch

**I. Call to Order:** There being a quorum present Chairman Paul Mangum called the meeting to order at 7:00 p.m.

**II. Verification of Posting:** Alan Amundson verified posting as Friday, February 12, 2010 at 4:30 p.m.

**III. Welcome:** Chairman Paul Mangum welcomed Mike Andrews and asked for comments. Mr. Andrews asked if he was on the agenda regarding 300 North Avenue M. Mr. Andrews stated he had would like to split said lot into two. Chairman Mangum instructed Mr. Andrews to file for a minor plat and to discuss the process with City Manager Charles McLean prior to proceeding.

**IV. Adoption of Minutes:** A motion to approve the minutes of the January 21, 2010 meeting was made by Clinton Albrecht, seconded by Kathy Carpenter. The motion carried.

**V. Agenda Items:**

- 1) Discuss and take possible action on, or create a committee to study amending Division 2, Planning and Zoning, Sections 2-242 through 2-249 of the City of Clifton Code to comply with Texas Local Government Code, 212.006, 212.009, etc.**

Chairman Mangum discussed the issues of forming committees as indicated by the City's Attorney. Chairman Mangum then presented to the Commission a revised version of Sections 2-242 through 2-249 with changes. Changes included punctuation, deletion of P & Z's annual budget recommendation and clarification of recommendation and approval responsibilities. Post discussion, a motion to accept the changes as written was made by Alan Amundson and seconded by Kathy Carpenter. The motion carried.

- 2) Discuss and take possible action on, or create a committee to study amending Chapter 77, Subdivisions, of the City of Clifton Code to comply with Texas Local Government Code, Chapter 212 and to address City needs. The City of Clifton Community Development Plan 2006-2026 prepared under contract by Tim F. Glendening & Associates, Inc. will be used as a reference, especially the recommended "Subdivision Ordinance".**

Chairman Paul Mangum presented an amended version of Chapter 77 for discussion. Alan Amundson questioned if amendments as written would influence items currently in process for approval. Post discussion Alan Amundson made a motion to accept the amendments as written. The motion was

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seconded by Bernie Dutton. The motion carried.

- 3) Discuss and take possible action on, or create a committee to study amending or rewriting Chapter 93, Zoning, of the City of Clifton Code to comply with Texas Local Government Code, Chapter 211 and to address City needs. The City of Clifton Community Development Plan 2006-2026 prepared under contract by Tim F. Glendening & Associates, Inc. will used as a reference, especially the recommended “Comprehensive Zoning Ordinance and Map”.**

Chairman Mangum tabled this item until the next meeting.

- 4) Discuss and take action on approving changes to “Planning & Zoning” Webpage on the City of Clifton’s Website.**

Post discussion Kathy Carpenter made a motion to approve the changes. Clinton Albrecht seconded the motion and the motion carried. Further discussion to post a draft of the previous meeting minutes before approval on the P & Z Webpage resulted in a motion to include the draft being made by Kathy Carpenter and seconded by Clinton Albrecht. The motion carried.

- 5) General Discussion.**

Chairman Mangum requested a list of candidates for the open seat on the Commission.

There being no further business a motion to adjourn was made by Clinton Albrecht and seconded by Alan Amundson. The motion carried. Chairman Paul Mangum then adjourned the meeting.

**The City of Clifton, Texas Planning and Zoning Commission Minutes  
April 20, 2010**

**Members Present:** Chairman Paul Mangum, Alan Amundson, Kathy Carpenter, Bernie Dutton, Vice Chair Sheila Welch

**Members Absent:** Clinton Albrecht

**I. Call to Order:** There being a quorum present Chairman Paul Mangum called the meeting to order at 7:00 p.m.

**II. Verification of Posting:** Alan Amundson verified posting as Friday, April 16, 2010 at 4:30 p.m.

**III. Welcome:** Chairman Paul Mangum welcomed Code Enforcement Officer Paul Phillips.

**IV. Adoption of Minutes:** A motion to approve the minutes of the February 16, 2010 minutes was made by Kathy Carpenter and seconded by Alan Amundson. The motion carried.

**V. Agenda Items:**

- 1) **Discuss and take action on amending Chapter 93, Zoning, of the City of Clifton Code to provide a distinction between a recreational vehicle and a mobile home, and to provide recreational vehicle rules and regulations.**

Code Enforcement Officer Paul Phillips discussed the possible need for Recreational Vehicle (RV) Park regulations. Officer Phillips requested the P & Z research and discuss RV park regulations including possible time restrictions on the use of RVs. Officer Phillips stated that Section 93.2F wording of Mobil Homes be changed to RV. Alan Amundson made a motion to table this item pending review of "Mobil Homes" in the Clifton City Ordinances and review/research of RV park ordinances of other municipalities. The motion was seconded by Kathy Carpenter. The motion carried.

- 2) **Discuss and take action on amending Chapter 93, Zoning, of the City of Clifton Code to restrict the construction of single and multi-family residences in a commercial zone to follow the appropriate residential rules and regulations.**

Code Enforcement Officer Paul Phillips requested that the P & Z discuss regulations regarding R1/R2 use in C1/C2 Districts. Alan Amundson state that he believed this issue is addressed in the description sections of C1 & C2 that state "For uses permitted in the "R-2" District, the [specific] requirements for the "R-2" District apply." Post discussion Sheila Welch made a motion to table this item pending further review, seconded by Kathy Carpenter. The motion carried.

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**3) General Discussion.**

There was no general discussion.

There being no further business a motion to adjourn was made by Bernie Dutton and seconded by Sheila Welch. The motion carried. Chairman Paul Mangum adjourned the meeting at 8:26 p.m.

# The City of Clifton, Texas Planning and Zoning Commission Minutes May 18, 2010

**Members Present:** Chairman Paul Mangum, Alan Amundson, Clinton Albrecht, Kathy Carpenter, Bernie Dutton

**Members Absent:** Vice Chair Sheila Welch

**I. Call to Order:** There being a quorum present Chairman Paul Mangum called the meeting to order at 7:02 p.m.

**II. Verification of Posting:** Alan Amundson verified posting as Friday, May 14, 2010 at 4:00 p.m.

**III. Welcome:** Chairman Paul Mangum welcomed Code Enforcement Officer Paul Phillips and Carol Spicer.

**IV. Adoption of Minutes:** A motion to approve the minutes of the April, 20, 2010 meeting was made by Clinton Albrecht, seconded by Kathy Carpenter. Motion carried.

**V. Agenda Items:**

**1) Discuss and possibly take action on amending Chapter 93, Zoning, of the City of Clifton Code as follows:**

**a. To provide a distinction between a recreational vehicle (RV) and a mobile home, and to provide RV rules and regulations.**

Chairman Paul Mangum presented the Commission with ordinances from similar municipalities for members to review.

**b. To restrict the construction of single- and multi-family residences in a commercial zone to follow the appropriate residential rules and regulations.**

Discussion was made regarding adding additional wording to indicate single and multi-family residences located in commercial zones are to follow R1 or R2 guidelines. This is to be presented to City Administrator Charles McLean for further refinement.

**c. To define what cannot be placed in front yards (e.g., camper trailer, storage container, vehicle, etc.).**

Post discussion the Planning and Zoning Commission made a recommendation to prevent placement of storage facilities, accessory buildings, etc. in front yards in R1 and R2 Districts. Code Enforcement Officer Paul Phillips is to present this to City Administrator Charles McLean for review.

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**d. To disallow mobile homes in the back yard of a residential district lot.**

Post discussion it was suggested to remove all information in Sec. 93-2 F. Mobile Homes post “No person shall park or occupy any mobile home outside an approved mobile home park.” Code Enforcement Officer is to present this to City Administrator Charles McLean for refinement.

**2) Discuss and possibly take action on an ordinance for or amendment to the City of Clifton Code covering RV parking when parked in a mobile home park for a long period of time (over 30 days).**

Not to be addressed at this time secondary to there being no private RV park designation.

**3) Discuss and possibly take action on an ordinance for or amendment to the City of Clifton Code covering and RV park.**

Code Enforcement Officer Paul Phillips discussed visiting multiple RV parks, stated each is different. Officer Phillips suggested this item be tabled pending further investigation. Bernie Dutton motioned to table this item, seconded by Alan Amundson. Motion carried.

**4) General Discussion.**

There was no general discussion.

There being no further business a motion to adjourn was made by Clinton Albrecht and seconded by Kathy Carpenter. The motion carried. Chairman Paul Mangum then adjourned the meeting at 8:26 p.m.

**The City of Clifton, Texas Planning and Zoning Commission Minutes  
August 17, 2010**

**Members Present:** Chairman Paul Mangum, Vice Chairman Clinton Albrecht, Alan Amundson, Kathy Carpenter, Bernie Dutton.

**I. Call to Order:** There being a quorum present Chairman Mangum called the meeting to order at 7:02 p.m.

**II. Verification of Posting:** Alan Amundson verified posting as Friday, August 13, 2010 at 4:00 p.m.

**III. Welcome:** Chairman Mangum welcomed Code Enforcement Officer Paul Phillips, Carol Spicer, and Jerry David.

**IV. Adoption of Minutes:** A motion to approve the minutes of the May 18, 2010 meeting was made by Alan Amundson and seconded by Kathy Carpenter. Motion carried.

**V. Agenda Items:**

- 1) Discuss and possibly take action on amending Chapter 93, Zoning of the City of Clifton Code to make refinements to the “R-2” residential district section.**

Paul Phillips presented a modified Sec. 93-3 removing:

*Where a lot or tract has less area than herein required and its boundary line along their entire length touched lands under other ownership on the effective date of this ordinance and have not been changed, such parcel of land may be used for a single family dwelling.*

Adding: *Additional use height and area regulation: Additional use, height, and area regulation and exceptions are found in the section entitled “Exceptions.”*

Kathy Carpenter made a motion to accept the changes as written. It was seconded by Clinton Albrecht. Motion carried.

- 2) Discuss and possibly take action on recommending a variance to allow an impound yard on Rocky Rummel’s property located in the 500 block of South Avenue D.**

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Paul Phillips presented information regarding Rocky Rummel's proposed use of the above note property as an impound yard. The property is zoned C2. The Commission discussed concerns regarding the visual and possible financial impact of surrounding properties. Officer Phillips noted that minimum surfacing and fencing specifications are regulated by the state. It was suggested that property owners within a two hundred foot radius be notified of proposed property use prior to City Council discussion.

Bernie Dutton made a motion to recommend approval of the impound yard with the requirement of a six foot privacy fence surrounding the yard and a time restriction of sixty days per vehicle impounded. It was seconded by Kathy Carpenter. Motion carried.

### **3) Elect a new vice chairman to fill this currently vacant position.**

Kathy Carpenter made a motion to elect Clinton Albrecht as Vice Chairman. It was seconded by Bernie Dutton. Motion Carried. Chairman Mangum welcomed Clinton Albrecht as Vice Chairman.

### **4) General Discussion:** Chairman Mangum reinforced the need to nominate additional Planning and Zoning members for City Council review.

Tree overhangs blocking traffic signs were discussed. Code Enforcement Officer Paul Phillips noted this is the responsibility of the owner of the property on which the tree is located. Officer Phillips stated owners have been compliant when notified of the need to trim trees. Officer Phillips instructed members to notify the City of Clifton if signs were blocked.

There being no further business Chairman Paul Mangum adjourned the meeting at 7:40 p.m.

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**Members Present:** Chairman Paul Mangum, Vice Chairman Clinton Albrecht, Alan Amundson, Kathy Carpenter, Bernie Dutton.

**I. Call to Order:** There being a quorum present Chairman Mangum called the meeting to order at 6:02 p.m.

**II. Verification of Posting:** Alan Amundson verified posting as Friday, September 17, 2010 at 2:00 p.m.

**III. Welcome:** Chairman Mangum welcomed Code Enforcement Officer Paul Phillips and visitor Mike Andrews.

**IV. Adoption of Minutes:** A motion to approve the minutes of the August 17, 2010 meeting was made by Kathy Carpenter and seconded by Alan Amundson. Motion carried.

**V. Agenda Items:**

**1) Discussion on amending Chapter 93, Zoning, of the City of Clifton Code to make refinements to the “R-3” mobile home district section.**

Paul Phillips presented a copy of Section 93-3 Subsections 4 and 5 for the Commission to review. Officer Phillips noted the ordinance should be revised to indicate International Plumbing Code instead of City Plumbing Code. Officer Phillips questioned the need to list mobile homes located outside of Mobile Home Parks in the Code of Ordinances. No action was taken as these items were presented for discussion only at this time.

**2) Discuss and possibly take action on amending Section 34-96, abatement of nuisance by city, of the City of Clifton Code to make refinements and add parts of the state code on the subject.**

Paul Phillips presented a modified Section 34-96 removing:  
on or before March 1 following the date at which such nuisance is abated.

Adding: If a violation covered by a notice under this subsection occurs within the one-year period, and the city has not been

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informed in writing by the owner of an ownership change, then the city without notice may take action permitted by this subsection.

Bernie Dutton made a motion to accept the changes as written. Kathy Carpenter seconded the motion. Motion carried.

### **3) Discuss Mike Andrews' intention to subdivide his lot at 300 North Avenue M.**

**\*This item was presented first among the agenda items.**

Mike Andrews requested setback variances for his property located at 300 North Avenue M. During discussion it was noted that the proposed division of the property into multiple lots had been approved by the City. The Commission suggested to Mr. Andrews that he apply for variances when he has building plans indicating the need for variances. It was determined that no action was needed at this time. No action taken.

### **4) General Discussion:**

Code Enforcement Officer Paul Phillips noted that the alphanumeric order of the City of Clifton Ordinances skips at times. These are to be addressed as discovered.

There being no further business Chairman Paul Mangum adjourned the meeting at 7:04 p.m.

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## October 19, 2010

**Members Present:** Chairman Paul Mangum, Vice Chairman Clinton Albrecht, Alan Amundson, Kathy Carpenter, Bernie Dutton

- I. **Call to Order:** There being a quorum present Chairman Mangum called the meeting to order at 6:02 p.m.
- II. **Verification of Posting:** Alan Amundson verified posting as Friday, October 15, 2010, at 2:00 p.m.
- III. **Welcome to Visitors/Visitor's Comments:** Chairman Mangum welcomed Code Enforcement Officer Paul Phillips
- IV. **Adoption of Minutes:** A motion to approve the minutes of the September 21, 2010 meeting was made by Kathy Carpenter and seconded by Vice Chairman Clinton Albrecht. Motion carried.
- V. **Agenda Items:**

1) **Discussion and possible action relating to changes and updates to:**

**R-3 Mobile Homes**

Paul Phillips presented a copy of Section 93-3 District "R-3" mobile home district with revisions indicating International Plumbing Code should replace City Plumbing Code and removal of the listing of mobile homes outside of mobile home parks. Bernie Dutton made a motion to accept changes as presented. Kathy Carpenter seconded the motion. Motion carried.

**C-1 Local Business**

Paul Phillips presented a copy of Section 93-3, District "C-1" Commercial District, with the following additions:

"FOR USES PERMITTED IN THE R-1 & R-2 DISTRICTS THE REGULATIONS FOR THAT DISTRICT SHALL APPLY" shall be added to the Use Regulations.

The word *trailer* shall be added to Subsection (b).

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Change the Accessory Building paragraph in Subsection (d) to read "Accessory buildings and uses customarily incident to any of the above uses, provided that such be not in the front yard and not be objectionable because of odor, excessive light, smoke, dust, noise, vibration, or similar nuisance." The addition is underlined.

Kathy Carpenter made a motion to accept changes as presented. Vice-Chairman Clinton Albrecht seconded the motion. Motion carried.

### **C-2 General Business**

Paul Phillips presented a copy of Section 93-4, District "C-2"-Commercial District, with corrections to misprints and the addition:

"FOR USES PERMITTED IN THE R-1 & R-2 DISTRICTS THE REGULATIONS FOR THAT DISTRICT SHALL APPLY" to the Use Regulations.

Kathy Carpenter made a motion to accept the changes as presented. Bernie Dutton seconded the motion. Motion carried.

### **2) Discussion and possible action relating to cancelling the December meeting.**

Vice Chairman Clinton Albrecht made a motion to cancel the December meeting. Kathy Carpenter seconded the motion. Motion carried.

### **3) General Discussion.**

Paul Phillips stated Section 93-4, District "M-1" Industrial District, would be reviewed next.

There being no further business Chairman Paul Mangum adjourned the meeting at 6:50 p.m.

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**Members Present:** Chairman Paul Mangum, Vice Chairman Clinton Albrecht, Alan Amundson, Kathy Carpenter, Bernie Dutton

**Visitors Present:** Code Enforcement Officer Paul Phillips, Carol Spicer

- I. **Call to Order:** There being a quorum present Chairman Mangum called the meeting to order at 6:03 p.m.
- II. **Verification of Posting:** Alan Amundson verified posting as Friday, November 12, 2010 at 3:00 p.m.
- III. **Welcome to Visitors:** Chairman Mangum welcomed Code Enforcement Officer Paul Phillips and Carol Spicer.
- IV. **Adoption of Minutes:** A motion to approve the minutes of the October 19, 2010 meeting was made by Vice Chairman Clinton Albrecht and seconded by Kathy Carpenter. Motion Carried.

### V. **Agenda Items:**

#### 1) **Discussion and possible action relating to changes and updates to:**

##### **Section 93-4, District "M-1" Industrial District.**

Officer Paul Phillips noted M-1 Districts currently have no parking regulations. Officer Phillips suggested parking regulations be added per C-1 Districts. Bernie Dutton made a motion to indicate M-1 parking be identical to C-1; Kathy Carpenter seconded the motion. Motion carried.

##### **Deletion of Chapter 52, Manufactured Homes and Trailers**

Officer Phillips requested that Chapter 52 be deleted to prevent duplication in the 93-3 Manufactured Homes Section. Alan Amundson made a motion to delete Chapter 52 as requested; Kathy Carpenter seconded the motion. Motion carried.

#### 2) **General Discussion**

Bernie Dutton noted that festival parking may need to be addressed in the future. It was noted that parking for festivals appears to be

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adequate at this time. Remote parking with shuttles was discussed as a possible solution if additional parking is needed.

Code Enforcement Officer Paul Phillips discussed Recreational Vehicles (RV) moving into mobile home parks. Officer Phillips noted that a request to park a motorhome in a mobile home park has been made. Chairman Paul Mangum noted that the City of Clifton has a time restriction on RV parking in the City's RV Park. Officer Phillips is to investigate the rules and regulations of parks in other municipalities to see if they can be incorporated into Clifton's ordinances.

Code Enforcement Officer discussed the process for dealing with substandard buildings.

There being no further business Chairman Paul Mangum adjourned the meeting at 6:38 p.m.