

City of Woodbury  
Planning & Zoning Commission Meeting  
Wednesday, May 19, 2021  
6:00 pm

**Attending the meeting:**

Chairman Doug Matthews  
Co-Chairman Alan Kendrick  
Secretary Vicky Matthews  
Member Sam Summers  
Mayor Steve Ledbetter  
City Clerk Angel Fowler

**CALL TO ORDER AND WELCOME**

Chairman Doug Matthews called the meeting to order at 6:00 pm

**APPROVAL OF AGENDA**

Co-Chairman Alan Kendrick made a motion to approve the agenda. Member Sam Summers seconded the motion, and the vote was unanimous.

**APPROVAL OF MINUTES**

Co-Chairman Alan Kendrick made a motion to approve the minutes from the April 21, 2021 meeting. Member Sam Summers seconded the motion, and the vote was unanimous.

**OLD BUSINESS**

Rob Longnecker, 329 Dromedary Street, business license and sign permit.

Applicants presented commission with copy of stop work order they had received. Applicants are cleaning out the building and are prepared to get appropriate permits. Scope of work will be plumbing, roof repairs, framing. Applicants were made aware that they may ask Safebuilt to do pre inspection for a small fee. Safebuilt will need to inspect before they may receive a CO from city. Applicants are having property surveyed. Will apply for future privacy fence permit in back of building. There are two bathrooms in building. One will be removed and one remaining must be ADA compliant. Applicants live out of town, asked about placing camper on site to live in until they finish renovating. They were informed that city zoning does not allow this.

Commission was presented with an exterior design/sign which would be painted on exterior front of the building. Painted on wall sign will need to be no more than 40% of front of building.

Co-Chairman Alan Kendrick made a motion to recommend approval the business license contingent upon final walkthrough approval by Safebuilt. Member Sam Summers seconded the motion and the vote was unanimous. Co-Chairman Alan Kendrick made a motion to recommend approval of the permit for painted exterior wall sign contingent upon the wall sign being no more than 40% of front of building. Member Sam Summers seconded the motion, and the vote was unanimous.

Applicants indicated they would like to have grand opening when project is complete. Have concerns about parking. It was noted that there are approx 10 angled parking spaces across street with parking stops. Applicant noted that parking stops could be repositioned so that parking space could be better utilized. Could this area be cleaned up as we continue with our city parking improvements? Commission will check on this.

Michelle Klima- wants to paint outside of small building. Paint is ok. Any type of painted sign will need permit. Discussed concerns about possibly being asked to move merchandise from outside of business. Legal council is currently looking at solutions to clear sidewalks due city needing to ensure ADA compliance.


Jeffrey Sutton- Mr. Sutton has received stop work order. He has already been approved for permit but needs to come by city hall and pick it up.

ADJOURNMENT

Co-Chairman Alan Kendrick made a motion to adjourn the meeting. Secretary Vicky Matthews seconded the motion, and the vote was unanimous.

The minutes were read and approved on June 23, 2021

  
Chairperson

  
Secretary