

Approved  
6/25/18

**Minutes for the June 4, 2018 Bolivar Planning Commission Meeting**

**Attending:** Mike Lowrey, Barb Staats, Deb Hale, John Garza, Randall Hughes, Steve Paradis

Steve Paradis called the meeting to order at 7:00 pm

Mike Lowrey made a motion to approve the minutes from the March meeting. Deb Hale seconded the motion. Motion carried.

**Unfinished Business:**

1. **Update of roles and responsibilities of the BPC and BZA-** Steve explained that he met with Mayor Dettmer to discuss the roles and responsibilities of the BPC, BZA and the Zoning Administrator position. John Garza will continue his role as the zoning administrator but will not be conducting inspections. The town may be contracting with Ruckman Engineering to perform the necessary inspections. This is being ironed out by the Mayor. Additional information will follow on this matter and Laura will be sending a fee schedule to the BPC members before the next meeting. A revision to the fee schedule will be necessary in order to accommodate the cost of inspections. Ordinance revisions will also be needed to clarify the definitions of the roles and responsibilities. Barb will review other town ordinances for language purposes and send to Steve before the next BPC meeting. Mike Lowrey suggested that the ordinance revisions include electrical, plumbing and stormwater inspections.

**New Business:**

1. **Board of Zoning Appeals-** None to report
  2. **Deck permit for lot 10 Ashland Village-**Jamie Davis-not in attendance for meeting
  3. **Election of Officers-** Motion was made by Steve Paradis to nominate Randall Hughes as Secretary. Deb Hale seconded motion. Motion carried. Motion was made by Steve Paradis to nominate Barb Staats as Vice-President. Motion carried. Motion was seconded by Mike Lowrey. Motion was made by Deb Hale to nominate Steve Paradis as President. Motion was seconded by Mike Lowrey. Motion carried.
  4. **Deck permit for Parisa Tirnaz-1460 W. Washington Street-**John Garza presented documents from residents of 1460 W. Washington Street to construct a deck on the front and side of the existing structure. Members reviewed the information submitted. Deb Hale made a motion to reject the application based on the setback issues. Randall Hughes seconded the motion. Motion carried. Laura will contact the BZA to schedule a meeting for a variance request.
  5. **Vivian Jackson-Spruce Street drainage-** Vivian Jackson was in attendance for the BPC meeting to discuss drainage issues on her property on Spruce Street. She stated that she had been in contact with two contractors that were in the process of providing her with drawings to correct the drainage issues. Ms. Jackson stated that she receives runoff water from the vacant lot next door to her property. Also stated that there is a utility easement on her property. Steve Paradis requested that Ms. Jackson submit a description of the problem that currently exists on her property as well as documents prepared by the contractors. The town email address was also
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provided to Ms. Jackson. Steve stated that once the documents were received, we would contact John Paul Heafer from the street committee for additional input and review.

6. **Melody Wyndham-1120 W. Washington Street**-deck permit-John Garza presented an application for a deck permit. Contractor, Bobby McDaniel was in attendance for the meeting to answer questions concerning plans that were submitted. Documents presented show that setbacks are unable to be met. BPC members stated that the applicant would need to apply for a variance request. Randall stated that this should be contingent based upon a plat being added to the package. Randall Hughes made a motion to deny the application based on not meeting the required setbacks and the additional requirement of a detailed plat showing the necessary setbacks in order to complete the packet. Deb Hale seconded the motion. Motion carried.

**Attendee Concerns:**

None

**Adjournment:**

Motion was made by Barb Staats at 8:30 pm to adjourn the meeting.

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