

**Ward Planning Commission
Regular Meeting Minutes
June 24, 2019**

Call to Order

Chairman Gary Meadows called the meeting to order.

Roll Call

Members

Gary Meadows –present
Sidney “Shane” Phillips – present
Helen Huitt –present
Tyler Madding – present
Wayne Knight – present
Mike Montalbano – present
William Tremaine, Jr. - present

Guest

Deborah Staley	Randy Staley
Tony Reaves	Postmaster Jerry Southard
Jason McKee	

Minutes

Chairman Meadows presented the minutes for May 2019 regular monthly minutes for approval. Helen Huitt motioned; Wayne Knight seconded to accept May 2019 regular monthly minutes as printed. On voice vote all approved.

Chairman Meadows presented the minutes for the May 2019 public hearing. Mike Montalbano motioned; Tyler Madding seconded to accept May 2019 public hearing minutes as printed. On voice vote all approved.

New Business

There was no new business to be conducted.

Old Business

Postal Service – Cluster Box Units (CBU)

Chairman Meadows stated that at the request of the Commission members the Postmaster was ask to return to the June meeting giving the Commission members time to look over the paperwork that was distributed at the meeting and also the members could do some research on the postal requirement for the CBU units. Postmaster Jerry Southard took the floor and gave some history on the regulation for the CBU units stated in the postal regulations. His conversations with the developers began in January of 2018. He has sent letters, made phone calls and visited face to face with the developers in the area. Mr. Southard stated that a misleading comment had been made at the last month’s meeting about the Cabot Postmaster not being on board with this requirement. He has forwarded to the Mayor and Chairman Meadows the email from his supervisor that this is incorrect information. Cabot will be following the same

regulation also. The units will be installed by the developer according to postal regulations and will in most cases be turned over to the post office for maintenance and upkeep. There are a few exceptions that are listed in the regulation. Mr. Southard shared pictures of a couple units in a subdivision in Beebe, Arkansas.

Chairman Meadows verified with Mr. Southard that the initial reason he ask to speak to the Commission was to inquire if the Commission would be willing to make this a part subdivision and zoning regulations. Mr. Southard stated that was his request. Chairman Meadows stated that this is a postal regulation and he did not necessarily see that this would need to be part of the subdivision or zoning regulations. This regulation falls in line with the regulations set by other utility providers (electrical, water, wastewater, natural gas, etc.). Chairman Meadows ask for a motion on this issue. There was no motion made. The Commission will not be recommending the CBU unit be added to the subdivision or zoning regulations due to failure to receive a motion. The Commission will be recommending in the future that all developers work with the postal service on the recommended mode of mail delivery on each subdivision.

Development District

Chairman Meadows stated that Mayor Gastineau was not present but he had spoken to him about the maps needed for the discussion for the zoning for the City and Mayor Gastineau's desire to be part of the discussion so he recommended to table until next month. Tyler Madding motioned; Mike Montalbano seconded to table until next regular meeting. On voice vote all approved.

Announcements

Next Planning Commission meeting Monday, July 22, 2019 at 7:00 PM
Council Meeting Monday, July 15, 2019 at 6:30 PM
July 4th Celebration and Fireworks on Thursday, July 4th, 2019
Remember April 1, 2020 is Census Day

Adjournment

Tyler Madding motioned; Helen Huitt seconded to adjourn the meeting. On voice vote all approved. Meeting was adjourned.

Date Accepted: _____

Chairman

Attest: _____

Secretary