



**CITY OF WHEELER**

JANUARY MEETING MINUTES

January 4, 2024

**Call to order**

Commissioner Proctor called the meeting to order at 6:05 PM.

**Administration**

**Roll call**

*Present onsite*

Commissioners: Doug Proctor, Brad Donohue

City Staff: Pax Broder

Guests: *None.*

*Present via Zoom*

Commissioners: Anna St. John, Chantelle Hylton

Guests: *None.*

Planning Commission Minutes from December 7, 2023

Commissioner St. John **made a motion to approve the Minutes of December 7, 2023.**

Commissioner Proctor **seconded the motion. The motion was passed 3-0** (Yes: Proctor, Donohue, St. John; No: none). *Commissioner Hylton arrived on Zoom after this vote.*

**Committee comments or public issues to be presented to the committee, other than agenda items**

*None*

**Presentations, guests and announcements**

*None*

**New business**

*None*

**Old business**

Continue review of Development Ordinance:

*The Planning Commission’s redlined/working version is included in the meeting packet.*

Commissioner Proctor stated that Walt added “purpose” and “scope” as introductions for each area, and generally these have been kept.

Section 4.03.02 – Scope

B – removed entirely

Section 4.03.03 – Location

- A - Removed the restriction on reducing parking requirements. Added that this requirement may be modified in a high-density development where one vehicle is parked near the dwelling and additional vehicles are parked more than 200' from the dwelling.

Section 4.03.04 – Joint Use

- A- Minor grammatical corrections. Added language indicating that the Planning Commission may reduce this section's requirements based on the combined peak-hour vehicular traffic of the joint owners.
- B- Placed "Multiple Use Facilities" here. Minor grammatical corrections.

Section 4.03.05 – General Provisions Off-Street Parking and Loading

- B- Replaced "City Manager" with "Planning Commission" per current zoning ordinance.
- C- Moved to "Joint Use" above.
- F- Added exception for parking to serve residential dwelling uses per current zoning ordinance.
- I- Rewrote to state that buildings or structures which receive and distribute material or merchandise by truck shall provide and maintain off-street loading berths in sufficient numbers and size to adequately handle the needs of the particular use. Off-street parking areas used to fulfill the requirements of this ordinance may be used for loading and unloading operations during a period of the day when not required to take care of parking needs.
- J- Added this section, indicating that areas used for standing and maneuvering of vehicles shall have durable and dustless surfaces maintained adequately for all-weather use and be drained so as to avoid flow of water across public sidewalks of adjacent property.

Section 4.03.06 – Vehicle Parking Standards

- C- Removed examples of fractional rounding math.
- F- Removed entirely.
- G- Minor grammatical corrections. Added that bicycle spaces may be required by the Planning Commission for projects likely to attract bicycle riders either as employees or consumers of services.
  - 2 – Removed entirely.
- H- Updated Table
  - Day Care Center – 1 space per employee plus 1 space.
  - Schools – Based on the anticipated number of spaces needed which will vary by school type.
  - Storage – Adequate space to park in front of each storage unit plus one space per employee.
  - Marina – One space per 2 usable slips.
- I- Rewrote to say that all parking lots designed to accommodate more than five vehicles shall be developed with at least 10 percent of any uncovered parking area in plantings or other landscaping as approved by the Planning Commission. Such landscaping or plantings shall be located in defined planting areas evenly distributed throughout the parking area. The required planting areas shall have a width of not less than 3 feet.

Landscaping shall be continuously maintained.

- J- Rewrote to say that the area bounded by US Highway 101, Pine Street, First Street, and Hall Street, generally referred to as the downtown area, shall be exempt from off street parking and loading requirements.

Commissioner Donohue asked how motorcycles would fit into the parking requirements. Commissioner Proctor stated that this will need to be defined. Motorcycles and three-wheelers will be considered motor vehicles, ebikes will be considered bicycles.

Section 4.03.07 – Parking and Loading Area Development Requirements

- A- Rewrote to say that areas used for standing and maneuvering of vehicles shall have durable and dustless surfaces maintained adequately for all-weather use and be drained so as to avoid flow of water across public sidewalks or adjacent property.
- B- Parking and Aisle Dimensions
  - 1- Removed entirely.
  - 2- Removed entirely.
- C- Disabled Person Parking Spaces – Changed to indicate that state and federal laws must be followed.

Section 4.04.02 Scope

- A- Partition
  - 1- Added Minor Partition – A partition that does not include the creation of a street or road.
  - 2- Added Major Partition – A partition which includes the creation of a street or road.
- C- Removed entirely.
- D- Removed reference to Article 5. Added that approval of a property boundary adjustment shall require compliance with the following criteria:
  - 1- Added that no additional parcel is created by the lot line adjustment.
  - 2- Added that following the adjustment, all lots or parcels must comply with the area and dimension standards of the applicable zone.
  - 3- Added that for existing non-conforming lots or parcels, the adjustment shall not increase the degree of non-conformance of the subject property or surrounding properties.
  - 4- Added that if there are existing structures on the lots or parcels, the boundary adjustment shall not reduce required setbacks or place a boundary beneath a structure.
- E- Minor grammatical corrections.

Section 4.04.03 – Standards for Lots or Parcels – added reference to earlier definitions.

- D- Flag Lots
  - 1- Changed the improved surface width to 10 feet.
  - 2- Removed entirely.
  - 3- Rewrote to say that the parcel or lot may be required to include turn-around area to comply with local fire district requirements.

E- Removed entirely.

F- Removed entirely.

Section 4.04.04 – Standards for Subdivisions – Blocks and Traffic – Removed entirely as it is addressed in Planned Unit Development.

Section 4.04.05 – Improvement Requirements – Partition – Changed to read that as a condition of approval of a partition proposal, the City shall require the partition to be brought into conformance with the City Storm Water Plan. In addition, it shall require at the time of approval or before any vehicle passageway or building is placed on the land, right of way for street access and utilities be granted. Improvements such as paved streets and upgraded right of way for public utilities may be required as deemed necessary by the City.

Section 4.04.06 – Improvement Requirements – Subdivision – Moved entirely to Planned Unit Development.

7- Removed entirely.

8- Removed entirely.

### **Adjournment**

Commissioner St. John **made a motion to adjourn the meeting**. Commissioner Proctor **seconded** the motion. **The motion was passed 3-0** (Yes: Proctor, St. John, Donohue; No: none). *Commissioner Hylton had left Zoom by this point.*

Commissioner Proctor called the meeting to close at 8:05pm.

Dated: January 4, 2024

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Doug Proctor, Chair

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Pax Broder, City Manager

Recorder: Pax Broder