

**MINUTES**  
**PLANNING BOARD MEETING**  
**May 22, 2023**  
**5:30 P.M.**

**LOCATION:**  
City /County Meeting Room  
905 West Avenue

**MEMBERS PRESENT:** Curtis Baker, Sharon Bryant, Michael Careccia, Tammy Greene, Marta Lazo, Lucy McCarl, Dontrell Parson, Tim Scobie

**MEMBERS ABSENT:** James Bradshaw, Kyle Case

**STAFF PRESENT:** Hannah Williams, Lauren Hartley

Chairperson McCarl called the meeting to order and determined a quorum was present.

The board welcomed the new Planning Board member, Dontrell Parson.

**MINUTES:**

Board Member Bryant made a motion to approve the meeting minutes of April 24, 2023 with the correction on page 2, seconded by Board Member Careccia. All were in favor, none opposed.

**NEW BUSINESS:**

**1. R# 1-23    2702 Ellerwood Road**

Applicant:    Norman Staines  
  
Owners:     Norman & Kim Staines  
  
Location:    2702 Ellerwood Road

The applicant requests that the City re-zone a portion of the property (partially in County jurisdiction) from IND (Caldwell County Industrial District) to R-20 (Low Density Single Family).

*Recommended Action: Approval of the request, and call for a public hearing at City Council on June 20, 2023.*

Planning Director, Hannah Williams presented this item using a PowerPoint presentation. Ms. Williams states the property at 2702 Ellerwood Road is owned by Norman and Kim Staines. Norman Staines will be the new city Fire Chief starting the end of June, he is required to have city residency as a department head. Currently, this property is mostly zoned R-20 (low density single family) with city zoning, a small portion is zoned IND (Caldwell County's Industrial zone). Staff is proposing to re-zone the entire property to

R-20 within the city limits. The annexation will be proposed to City Council at the June 20th meeting along with this re-zoning. Ms. Williams explained how part of the property was included in an involuntary annexation in 1998. Staff is recommending approval of this request and call for a public hearing on June 20, 2023.

**Board Member Careccia made a motion to approve the request as presented and call for a Public Hearing for City Council to consider the request on June 20, 2023. Board Member Baker seconded the motion, which was voted upon and passed unanimously.**

#### **OATHS OF OFFICE**

Lauren Hartley administered oaths of office to Tammy Greene and Dontrell Parson.

#### **OTHER BUSINESS**

1. Staff provided an updated list of issued zoning permits to the board, as general information.

#### **ADJOURNMENT:**

Having no other matters to bring before the Board, Chairperson McCarl adjourned the Planning Board meeting at 6:15p.m.

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**Lucy McCarl**  
**Chairperson**

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**Hannah Williams**  
**Planning Director**