

CITY OF HIGHLAND  
PLANNING COMMISSION MEETING  
August 1, 2017  
AGENDA

- Call to Order
  
- Roll Call
  
- Consideration of June 8, 2017 Minutes
- Consideration of June 27, 2017 Special Meeting Minutes
  
- Code Enforcement Officer Report
  
- New Business
  - 1) Betty Moulton/ Bed & Breakfast on FM 101 Road
  - 2) Cleatus Wiles/Billboards
  - 3) First Landmark Church/ New Building
  - 4) David Harris/New Building
  
- Old Business
  - 1) Street Plan
  - 2) Building Permit Caps
  
- Announcements/Comments
  
- Motion to Adjourn
  
- Adjournment to next meeting of September 5, 2017

**CITY OF HIGHLAND  
PLANNING COMMISSION MEETING  
June 8, 2017**

The regular meeting of the Planning Commission for Tuesday, June 8, 2017 was called to order at 5.36 pm by Commissioner Jayson Ozbun. The roll having been called and the following Commission Members answered to their names: Michael Burton, Phyllis Gatewood, Kenneth Massey, Jayson Ozbun, and Lisa Auld. Also present City Clerk Chasity Hart and Code Enforcement Robert Monroe. Absent: Jeff Kamps

**Consideration of June 8, 2017 Minutes:**

Commissioner Ozbun asked for approval of minutes of the May 2, 2017. Commissioner Burton made a motion to accept the minutes of the June 8, 2017 meeting and this was seconded by Commissioner Massey. All in favor.

**Code Enforcement Officer's Report:**

The commission read over Code Enforcement Officer Robert Monroe's report for May.

**OLD BUSINESS**

Commissioner Ozbun advised that Charles Hance does not need the variance for the shelter anymore; he will be closing the store for good.

**NEW BUSINESS**

Mike Watson has requested a 5ft variance on the east side of the building and a 20ft variance on the west side of the building for a new State Farm building that will be built at 1556 Hwy 62/412 in Highland AR. After a brief discussion on the layout and width of the property, Commissioner Burton moved that we approve Mike Watsons plans for a new State Farm Building with a 5ft variance on the east side of the building and a 20ft variance for the west side of the building, which will allow room for a driveway to access the backside of the building. This was seconded by Commissioner Massey. Voice Vote: All in Favor.

The street plan was brought back up for discussion and a city map was provided. The Commission discussed a little as a workshop and then Commissioner Ozbun made the motion to table the discussion to the next meeting so they have more time to do their homework and further research. This was seconded by Commissioner Burton. Voice Vote: All in Favor

Building permit caps was discussed and the commission was presented costs from other surrounding cities as a comparison to where the City of Highland stands. Code Enforcement officer Robert Monroe has an average cost of about \$25 per each permit the city issues. Building permit costs was compared to the City of Ash Flat, City of Cherokee Village and the City of Hardy. After a brief discussion the commission decided on a \$500 cap. Commissioner Burton made the motion to recommend a \$500 cap for commercial and residential permits to the city council and this was seconded by Commissioner Auld. Voice Vote: All in Favor.

Announcement to appoint Lawrence Allen to the Planning Commission.

**Announcements:**

Next scheduled meeting for the Planning and Zoning Commission is August 1, 2017.

Motion to adjourn: Commissioner Auld and seconded by Commissioner Burton.  
Meeting adjourned at 6:29pm.

Submitted by City Clerk, Chasity Hart

Passed and Approved This \_\_\_\_\_ Day Of \_\_\_\_\_ 2017

Minutes approved by:

\_\_\_\_\_  
Secretary, Phyllis Gatewood

\_\_\_\_\_  
Chairperson, Jayson Ozbun

**CITY OF HIGHLAND  
PLANNING COMMISSION MEETING  
June 27, 2017**

The special meeting of the Planning Commission for Tuesday, June 27, 2017 was called to order at 5.30 pm by Commissioner Lisa Auld. The roll having been called and the following Commission Members answered to their names: Michael Burton, Kenneth Massey, Jeff Kamps, Larry Allen, and Lisa Auld. Also present City Clerk Chasity Hart. Absent: Phyllis Gatewood and Jayson Ozbun

**NEW BUSINESS**

Mike Watson has requested to change his original requested variance from 5ft on the east side of the building and 20ft on the west side of the building to now reflect it as 5ft on the west side and 20ft on the east side of the building. The original variance was repealed by Commissioner Massey and this was seconded by Commissioner Allen. Voice Vote: All in favor. Following a brief discussion among the Commission and Mr. Watson, Commissioner Burton made the motion to approve the new variance for 5ft on the west and 20ft on the east side of the building. This was seconded by Commissioner Allen. Voice Vote: All in favor. It was also noted in the meeting that Mike Watson has met with the Mayor, Mr. Cotham and Robert Monroe about changing this variance and they were all in agreeance of the change.

**Announcements:**

Next scheduled meeting for the Planning and Zoning Commission is August 1, 2017.

Motion to adjourn: Commissioner Auld and seconded by Commissioner Burton.  
Meeting adjourned at 6:43pm.

Submitted by City Clerk, Chasity Hart

Passed and Approved This \_\_\_\_\_ Day Of \_\_\_\_\_ 2017

Minutes approved by:

\_\_\_\_\_  
Secretary, Phyllis Gatewood

\_\_\_\_\_  
Chairperson, Jayson Ozbun

# *City of Highland*

## *Code Enforcement Report*

*June & July 2017*

Building Permits:

Site Inspection:-

Mike Watson: State Farm

Jeff Mcentire- New Home

Electric Inspection:-

Framing Inspection:

Inspection/Cleanup:-

Notes:

Jayson Ozburn  
Chairman, Highland Planning and Zoning Commission  
Highland, Arkansas

June 8, 2017

Mayor Russell Truitt  
City of Highland, Arkansas  
1662 Hwy 62/412  
Highland, Arkansas 72542

Mayor Truitt,

The Planning and Zoning Commission has reviewed the City of Highland's Building Permit Fees after receiving feedback from citizens. We have also reviewed fees charged by the City of Hardy, Ash Flat, and Cherokee Village. The Commission wants to encourage growth and has voted to provide you and the City Council, with a recommendation of a \$500 cap per each of the current fees:

	<u>Current Fees</u>	<u>Recommendations</u>
New Construction-Residential (0-2000 sq. ft.)	\$.10 sq. ft. and \$100 min.	\$500 max.
New Construction-Residential (2000 sq. ft. +)	\$.10 sq. ft. and \$100 min.	\$500 max.
Additions-Res. (Attached and Non-Attached)	\$.10 sq. ft. and \$60 min.	\$500 max.
New Construction-Commercial	\$.10 sq. ft.	\$500 max.
Additions-Com. (Attached and Non-Attached)	\$.10 sq. ft.	
Manufactured Homes	\$100.00	
Occupancy Fee	\$10.00	

Sincerely,

Jayson Ozburn,  
Chairman

ORDINANCE 2017-04  
CITY OF HIGHLAND, ARKANSAS

AN ORDINANCE TO AMEND ORDINANCE NO. 2015-06, AN ORDINANCE TO ESTABLISH PERMIT FEES AND PENALTIES FOR VIOLATION THEREOF, AND FOR OTHER PURPOSES, AND DECLARING AN EMERGENCY TO EXIST

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND, ARKANSAS

**SECTION 1. ORDINANCE NO. 2015-06 is amended as follows:**

**The following language is added to SECTION 1:**

(7) The maximum fee imposed for a permit shall be \$500.00.

Emergency Clause. In order to provide for orderly development of the City and to provide certainty to the public as to the costs associated with building permit fees, the City Council of the City of Highland, Arkansas, declares an emergency to exist, and this ordinance being necessary for the preservation of the public peace, health, safety and welfare of the City of Highland, Arkansas, shall be in full force and effect from the date of its adoption

Passed and approved this the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED:

\_\_\_\_\_  
Russell Truitt, Mayor

ATTEST:

\_\_\_\_\_  
Mary Ruth Wiles, Recorder/Treasurer

(seal)