

# **Medora Planning and Zoning Commission**

## **Official Proceedings for Regular Meeting on February 20, 2024**

### **(Subject to Board Review and Approval)**

Meeting was called to order at 6:00 pm by President Kinley Slauter. Zoning Board members present were Doug Ellison, Travis Enders, Jim Bridger, John Tczap and Zoning Board Administrator Anna Moe.

#### **Annual Election of Commission President**

The zoning ordinance requires appointment of a Zoning Board President each year. Enders moved to appoint Kinley Slauter as Zoning Board President for the upcoming year, Tczap seconded. Motion passed unanimously. Slauter accepted.

Discussion was held if a President is able to vote. Discussion on this topic was held at a City Council meeting on October 3, 2023. Sandra Kuntz addressed the issue of an appearance of a conflict of interest in the situation regarding Kinley Slauter, President of the zoning board voting on the zoning board. Kuntz explained that in a situation where a zoning or council member feels there may be a conflict of interest a roll call vote may be held to determine if the individual can vote. Roll call vote would proceed with an aye or nay. Unanimous approval of polled members is required to permit the conflicted member to vote on an application.

Minutes for the regular meeting on September 19, 2023 were presented for approval. Ellison moved to approve the September 19, 2023 meeting minutes, Enders seconded. Motion passed unanimously.

#### **New Business:**

##### **NO: 2024-01**

NAME: TRMF

LOCATION: 3422 Chateau Road

PROPOSAL: Build a 10' x 20' ADA restroom/storage addition

Discussion was held on the ridgeline ordinance.

Enders moved to approve the application as submitted, Tczap seconded. Motion passed unanimously.

**NO: 2024-02**

NAME: TRMF

LOCATION: 275 Pacific Ave

PROPOSAL: Refresh signage

Enders moved to approve the application as submitted, Tczap seconded. Discussion was held. Vote was 1 Aye, 3 Nays. Motion fails.

Enders moved to approve the application items numbers one through four, Ellison seconded. Motion passed unanimously.

**NO: 2024-03**

NAME: Sips, Medora

LOCATION: 275 Pacific Ave

PROPOSAL: Hang three signs

Ellison moved to table the application until next month due to the late submission of revised application, Bridger seconded. Vote 3 Ayes, 1 Nay. Motion passed.

**NO: 2024-04**

NAME: TRMF

LOCATION: 250 3<sup>rd</sup> Ave

PROPOSAL: Enclose existing vestibule and remove windows on the west side

Ellison moved to approve the application as submitted, Bridger seconded. Motion passed unanimously.

**NO: 2024-05**

NAME: TRMF

LOCATION: Sixth Street

PROPOSAL: Build 22'x40' retail space for Point-to-Point Park

Enders moved to table the application until next month due to the site plan not provided, Ellison seconded. Motion passed unanimously.

**Western Heritage Arena**

Clarence Sitter presented information on the western heritage arena project on the west side of town.

**Miscellaneous Business:**

**Theodore Roosevelt Presidential Library update:**

Amy McCann presented an update on the progress on the TRPL and offered city residents and city zoning board members tours of the site. Moe will work with McCann on scheduling a time for both the council and zoning members to attend the tour.

**Announcements:**

- Deadline for Zoning Applications – Friday, March 8, 2024 @ noon
- Zoning Meeting – Tuesday, March 19, 2024 @ 6:00 pm

With no further business, Enders moved to adjourn, Bridger seconded. Slauter adjourned the meeting at 7:07 pm.

ATTEST: \_\_\_\_\_ Kinley Slauter, President

ATTEST: \_\_\_\_\_ Anna Moe, Administrator