

**MINUTES
PLANNING COMMISSION MEETING
TUESDAY, MARCH 4, 2025
5:15 P.M.**

A Planning Commission meeting was held at 5:15 p.m. on Tuesday, March 4, 2025, in the Council Chambers at City Hall.

Attending the meeting were the following officials:

John Jones, Jr., Chairman, Planning Commission
Harold Boston, Jr., Planning Commission Member
Alex Spivey, Planning Commission Member
Cliff Hendrix, Public Works Director/Building Official
Angie Conner, City Clerk
Teresa Concannon, Planning Director

Guests

No guests were present.

Call to Order and Welcome

Chairman Jones called the meeting to order and welcomed everyone.

Agenda and Minutes

Mr. Spivey made a motion to approve the agenda and the minutes from the January 21, 2025 meeting. Mr. Boston seconded the motion, and the vote was unanimous.

Purpose

The purpose of this meeting is to allow for public comments on the proposal to repeal the City of Metter Municipal Code, Appendix B. Subdivisions, and to replace it with Appendix B. Subdivision and Land Development Ordinance.

Planning Director Teresa Concannon gave a brief summary of the proposed new ordinance.

The proposed new ordinance expands upon the existing ordinance by adding definitions, and clarifying procedures and requirements for application, review, permitting and enforcement. The goal is to provide a framework for desirable development in which the applicant and city representatives have all the information needed to make a timely decision in the best interests of the city.

A chapter on Drainage and Stormwater Management has been added, to provide guidance on best practices in design and construction of stormwater infrastructure and ensure that new development does not impact existing development negatively. In addition, a new chapter on Buffers, Tree Protection and Landscaping describes state and local buffer requirements, and tree protection measures to be undertaken. The ordinance chapters (articles) are listed below with a brief description:

1. **General Provisions:** Authority of City Council to decide requests, Planning Commission to make recommendations on applications, and approve/deny plats. Authority of staff to review applications and administer a code enforcement and inspection program. Also, role of engineer, and definitions.
2. **Subdivision Platting:** Description of review requirements, exemptions from local approval, and GA requirements for recording.
3. **Preliminary Plat:** Description of application requirements, development permit, and review.
4. **Standards for Blocks and Lots:** plat shows development proposal that meets requirements for all developable land.
5. **Development Permit:** Description of plan requirements and specifications, review and inspections process, and notes exemptions.
6. **Utilities:** Description of requirements for water & sewer connections, hydrants, and underground utilities.
7. **Access, Streets, Driveways, and Parking Lots:** Description of requirements for access, easements, and ROW; street design, alignment angles, and offsets; pavement width, curb radii, street naming, streetlights, safety features, and parking lots.
8. **Utility Encroachment:** Description of various processes for encroachment permits.
9. **Drainage and Stormwater Manage:** Description of requirements for location construction, and maintenance of stormwater infrastructure.
10. **Buffers, Tree Protection and Landscaping:** Description of requirements for vegetative buffers, tree protection during development; landscaping requirements.
11. **Final Plat Specifications:** Description of state and any local requirements.
12. **Final Plat and Dedication Procedures:** Description of application requirements, planning commission decision, bond and warranty deed requirements.

13. Administrative and legal provisions: Description of applicant responsibilities; options for variance/appeal; enforcement.

The determination is to accommodate current development practices, and to clarify permitting, review, and inspection requirements. Staff and consultants developed applicable definitions, minimum requirements, and regulations for subdivision and land development in Metter.

Mr. Spivey made a motion to recommend that council repeal the City of Metter Municipal Code, Appendix B. Subdivisions, and to replace it with Appendix B. Subdivision and Land Development Ordinance. Mr. Boston seconded the motion, and the vote was unanimous.

Adjournment

After no further discussion, the meeting was adjourned at 5:20 p.m.

John Jones Jr.