

**MINUTES  
ROCKY TOP MUNICIPAL PLANNING COMMISSION  
DECEMBER 17, 2024**

Members Present

Kerry Templin, Mayor  
Jeff Gilliam, Vice Chairman  
Robert Seiber, Secretary

Members Absent

Jim Shetterly, Chair  
Dewayne Seiber

Others Present

Mike Ellis, City Manager  
Tony Braden, Building Official  
Kenneth Ray Griffin  
Carolyn Templin  
Tyler Thomas

ETDD Staff Representative: Harold Edwards

**CALL TO ORDER AND APPROVAL OF MINUTES**

The meeting was called to order at 6:00 P.M. at City Hall with Vice Chairman Jeff Gilliam presiding. Robert Seiber noted that the minutes of the November 19,2024, meeting did not list him in attendance even though he was there. A motion was made by Mayor Templin to approve the minutes of the November 19,2024, meeting with the addition of Robert Seiber listed as attending. The motion was seconded by Commissioner Seiber and all members voted aye.

**REPORT FROM BUILDING OFFICIAL/CODES ENFORCEMENT**

There was no report from codes enforcement.

**PUBLIC COMMENTS**

There were no comments for the public.

**NEW BUSINESS:**

**A. Consideration of Site Plan Approval for Double-wide Modular Home at 2189 Walden Dr., R-2 Zone Requested by Kenneth Ray Griffin.**

The planning commission reviewed a drawing of a site plan presented by Mr. Griffin. The drawing did not identify the setback distances from the lot lines. Mr. Griffin was directed by the planning commission to provide a survey of his property showing where the home would be placed on the property and showing a minimum of 30 feet from the front property line; 25 feet from the rear property line and 8 feet for each side yard. A motion was made by Mayor Templin that the site plan could be approved without coming back to the planning commission provided that the setback requirements were met and shown on the property survey. The motion was seconded by Robert Seiber and all members voted aye.

**B. Review of Proposed Construction of Single-Family Residence at 505 Meadow St., R-2 Zone Requested by Tyler Thomas.**

Tyler Thomas presented a drawing of a proposed single-family residence at the subject location. It was noted that there was an existing home on the property and that in order to issue a building permit, the property would need to be subdivided noting that the zoning ordinance allows one principal structure per lot. The planning commission directed Mr.

Thomas to have the property surveyed and subdivided into two lots. Upon planning commission approval and subsequent recording of the subdivision plat, a site plan would need to be submitted showing the setbacks from the property lines. No action was taken.

**UNFINISHED BUSINESS**

The planning commission discussed possible ways to regulate the location of tiny homes in the city. Staff Planner Edwards suggested that the tiny homes could be restricted to tiny home parks and approved in the R-2 Zone as a Special Exception by the BZA. No action was taken..

**OTHER BUSINESS**

Staff Planner Edwards stated that he had submitted a work project request to the GIS staff to get the zoning map corrected with regard to the properties that have two zoning district classifications.

He also reminded the planning commissioners that the Statement of Interest must be filed with the Secretary State office by the end of January.

Mr. Edwards informed the planning commission that he would not be able to attend the next regular planning commission on January 21, 2025

**ADJOURNMENT**

There being no further business the meeting was adjourned at 7:31 p.m.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date