

**MINUTES**  
**ROCKY TOP MUNICIPAL PLANNING COMMISSION**  
**MARCH 19, 2024**

**Members Present**

Jim Shetterly, Chairman  
Jeff Gilliam, Vice Chairman  
Robert Seiber, Secretary  
Kerry Templin, Mayor  
Dewayne Seiber

**Members Absent**

None

**Others Present**

Mike Ellis  
Tony Braeden  
Carolyn Templin  
Stephanie Gilliam  
Chris Pooler  
Mickey Bridges

ETDD Staff Representative: Harold Edwards

**CALL TO ORDER AND APPROVAL OF MINUTES**

The called meeting was called to order at 6:00 P.M. at City Hall by Chairman Shetterly. The February 20, 2024 meeting were approved with a motion by Commissioner Robert Seiber and a second by Mayor Templin. All members voted aye.

**REPORT FROM BUILDING OFFICIAL/CODES ENFORCEMENT**

Tony Braeden informed the planning commission two notices of violations had gone past the time limit for response. He further stated that the issuance of citations and the corrective process was working well.

**PUBLIC COMMENTS:**

Chris Pooler addressed the planning commission and stated his intention to develop property on North Main Avenue as a condominium development and asked about the process of getting approval. Staff noted that the property is in a C-2 Zone and that the condominium project could be approved in accordance with the guidelines for planned unit developments. It was explained to Mr. Pooler that a site plan would need to be approved along with a subdivision plat which required preliminary and final approval.

**OLD BUSINESS:**

**A. Update on Brownfield Environmental Grant**

City Manager Mike Ellis informed the planning commission that he had had a response to the letter sent out to those owners of property eligible for the brownfield grants.

**B. Update of Zoning Violation of Faris Property**

Mayor Templin informed the planning commission that a meeting had been scheduled for March 27 with Mr. Faris to discuss a resolution to the issue of the nonconforming use of his property.

**NEW BUSINESS**

**A. Review of Zoning Map**

Staff planner Edwards referenced the zoning map on display and noted that there were some parcels that had two different zones. He suggested that the subject parcels be

identified and that the planning commission review them and recommend the appropriate zoning classification that should be applied.

**B. Review of Zoning Ordinance Residential Districts**

Staff Planner Edwards reviewed the three residential zoning districts (R-1; R-2; and R-3) and discussed the permitted uses and area requirements for each residential zone. There was a general discussion of a permit process for customary home occupations. Short term rentals were also discussed and it was noted that while the city issued permits for short term residential rental units, that there was no provision for them in the zoning ordinance and no requirements for fire and safety inspections. Staff recommended that short term rentals be permitted as a special exception by the board of zoning appeals which would allow for a review of each rental on an individual basis.

**ADJOURNMENT**

There being no further business the meeting was adjourned at 8:00 p.m.

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Secretary

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Date