

**REGULAR MEETINGS OF THE WALLACE PLANNING, ZONING  
AND HISTORIC PRESERVATION COMMISSION  
Wallace City Hall-Council Chambers  
November 2, 2022**

Chairman Stayduhar called the meeting to order at 6:00 pm at Wallace City Hall in the Council Chambers.

**Roll Call:** Commission members present: Courtney Friehe, Sara Murphy, Emma Stayduhar, and Scott Lewis.

Absent members: Dave Kuns

**Minutes:** Motion made by S. Murphy to approve September 6, 2022, Special Meeting/Public Hearing of the Wallace Planning and Zoning Historic Preservation Commission. Seconded by S. Lewis. Roll Call: Friehe; yes, Murphy; yes, Stayduhar; yes, Lewis; yes. All in favor, motion carries.

Motion made by S. Murphy to approve September 7, 2022, Regular Meeting of the Wallace Planning and Zoning Historic Preservation Commission. Seconded by C. Friehe. Roll Call: Friehe; yes, Murphy; yes, Stayduhar; yes, Lewis; yes. All in favor, motion carries. No further discussion.

**Business:**

**422 High Street-Dirt removal and retaining wall**

Keith Teeters, owner of 422 High Street is requesting a site disturbance permit for removing dirt and installing a retaining wall. After a lengthy discussion about the height and location of the wall, the owner performing the work, if a building permit would be required, and the potential for a conflict of interest, along with adherence to the W.C.C. 154.04-Standards, C. Friehe made a motion to grant a Certificate of Appropriateness to Keith Teeters, owner of 422 High Street for the removal of dirt and installation of retaining/terraced wall no higher than four feet. Seconded by S. Lewis. Roll Call: Friehe; yes, Murphy; yes, Stayduhar; no, Lewis; yes. Motion carries. C. Friehe asked to modify her motion to the approval of a Site Disturbance, not a Certificate of Appropriateness. Seconded S. Lewis. All in favor, motion carries. More discussion was held regarding issuing a separate permit, or if a Certificate of Appropriateness application was required in addition to the Site Disturbance Permit, and will forward this specific question for legal to review and follow up with a response.

**112 Cedar Street-Removal of carport and garage construction**

Due to no representative being present to discuss the application, C. Friehe made a motion to table the application. Seconded by S. Murphy. All in favor, motion carries.

**619 Bank Street-Replacement/extension of an existing awning, HVAC Unit installation, 2nd-floor floating deck**

Brian and Karey Cleveland, owners of 619 Bank Street, requesting a Certificate of Appropriateness for the replacement and extension of an existing awning on the front exterior of the building as well as the installation of an HVAC Unit on the back of the 2<sup>nd</sup>-floor roof, and a floating wood deck over the roofing membrane. Discussion was held. S. Murphy motioned to approve a Certificate of Appropriateness to Brian and Karey Cleveland, owners of 619 Bank Street, for the replacement/extension of the existing awning, installation of the HVAC Unit, and 2<sup>nd</sup>-floor floating wood deck. C. Friehe seconded the motion. Roll call: Friehe; yes, Murphy; yes, Stayduhar; yes, Lewis; yes. All in favor, motion carries.

E. Stayduhar wanted to pursue looking into preventing building permits from being issued before a Certificate of Appropriateness is granted and if the City Clerks could help that process with a modified Building Permit Application.

**Workshop on preapproved items form/checklist**

Discussion was held regarding the preapproved color charts available at City Hall and following procedures. Questions were asked about clarification on types of siding as well as placement. Discussion on the windows was also held. C. Frieh asked to include language in the first paragraph that talks about interior changes that may affect the exterior of the building. C. Frieh made a motion to approve the document with changes. Seconded by S. Murphy. All in favor.

**Consider revisions to the Certificate of Appropriateness application form**

Discussion was held regarding putting on the application if the commission can require a representative to be at the meeting for presenting the application. C. Frieh made a motion to suggest changing the application form per legal suggestion to include the name of the representative who will be at the meeting. S. Murphy suggested the motion. All in favor, motion carries.

Discussion was held regarding editing the building permit application and if P&Z could have a workshop to do so at the next scheduled meeting.

**Workshop on accessory buildings and W.C.C. requirements**

Discussion was held regarding what applies and what doesn't in the W.C.C. Will continue to work and create a future informative mailer in February sewer billing.

**Workshop on developing formal procedures relating to complaints/enforcement**

E. Stayduhar asked that this item be put on the agenda so that going forward, the city, commissioners, and the public are informed of the process for any complaints pertaining to Planning and Zoning. Wallace City Hall does have an existing complaint form, but it is very basic, in agreement it should be updated, and consider using the County's complaint form as a guide for the form. Discussion was held. All were in agreement that the steps should be followed. 1.) Direct to fill out the form, 2.) Review form by clerk, chair, or mayor, 3.) Contact the person on the receiving end of the complaint (if needed). If non-compliant, put it on the next meeting agenda for the commission to discuss and decide. Option if needing immediate notice of meeting as well as if a "cease and desist" letter should be used. Discussion was held regarding if a "cease-and-desist" letter should be used at every instance. Also, ask legal to draft options for a stop work order. Workshop on a future meeting to put together form was in agreement by all.

There being no further business to come before the Commission, S. Murphy motioned to adjourn. C. Frieh seconded the motion. All in favor, motion carried. Meeting adjourned at 8:01 pm.



Emma Stayduhar, Chairman of the Commission

Attest:

A handwritten signature in blue ink, appearing to read 'Amanda Trogden', is written over a horizontal line. The signature is fluid and cursive, with a large initial 'A' and 'T'.

Amanda Trogden, Deputy City Clerk

