

Minutes of the  
MUNICIPAL PLANNING COMMISSION  
For the Regular Meeting  
City of Lookout Mountain, Georgia  
Tuesday, June 10, 2014

**PRESIDING:** Planning Chairman Earl Carstens

**PRESENT:** Vice Chairman Keith Sanford; Planning Commission Members Glenn Sutherland, Arch Willingham; Thompson Pettway, Jimmy Campbell, City Clerk Cindy Roberts, City Manager Brad Haven, and Storm water consultant Catherine Fox.

**ABSENT:** Planning Commission Members Cindy Whitaker, Chip Corley, David DeVaney, and Building Official Larry Reed.

**CALLED TO ORDER:** The regular meeting of the Municipal Planning Commission was called to order on Tuesday, June 10, 2014, at City Hall, 1214 Lula Lake Road, Lookout Mountain, Georgia, at 5:00 p.m.

**OLD BUSINESS** – The minutes of the regular meetings of the Municipal Planning Commission held May 13, 2014, were approved as submitted.

**NEW BUSINESS**

**FENCE – 1602 LULA LAKE ROAD – ANSLEY MOSES:** Chairman Earl Carstens addressed the MPC on the plans submitted by Ansley Moses to erect of a small section of fence. Mr. Moses addressed the MPC on installing a fence on the property line between his and Clark Glover of 308 Knight Lane. Mr. Moses informed the MPC Mr. Glover has cleared brush between the two homes to extend parking. Mr. Moses submitted plans to install a 4 ½ foot cedar fence approximately 120 feet long separating the lots. Mr. Moses also submitted a letter signed by Mr. Glover giving no objection to the fence. Chairman Earl Carstens address the MPC on determining the front of the home from the side due to the driveway being a shared easement and City Ordinance 215 list certain criteria and prohibitions regarding fences erected within the City of Lookout Mountain, GA. After discussing at great length it was determined the fence would be on the side of the residence. Planning Commission Member Thompson Pettway made a motion to approve the fence. Arch Willingham seconded the motion all were in favor.

**1205 PETER PAN ROAD – TRES & AMY COURDIN – CALVIN BALL – FIRE RENOVATION:** Chairman Earl Carstens addressed the MPC on 1205 Peter Pan Road fire renovation to be submitted by Calvin Ball. Mr. Ball was present to address the MPC on the renovation to take place after the fire at 1205 Peter Pan Road. Mr. Ball informed the MPC the home was L shaped and the fire damage was in the front portion of the home. Mr. Ball informed the MPC necessary repairs will include gutted the front portion to the frame adding new floor joist along with new wiring before rebuilding. Mr. Ball informed the MPC the newer addition in the back of the home will need cosmetic renovations only.

Mr. Ball also informed the MPC Building Official Larry Reed has not reviewed the plans for the renovation. Chairman Earl Carstens made mention Building Official Larry Reed will need to review renovation plans before construction. Planning Commission Member Keith Sanford made a motion to approve the renovations subject to Building Official Larry Reed's approval. Jimmy Campbell seconded the motion all were in favor.

**1401 PETER PAN ROAD – CATHERINE & CHIP KELLEY – KITCHEN REMODEL:** Chairman Earl Carstens addressed the MPC on plans submitted for a kitchen renovation at 1401 Peter Pan Road submitted by Catherine & Chip Kelley. Mr. Kelley was present to address the MPC on the kitchen renovations extending the foot print of the kitchen allowing for an extra 5 feet bring the current inset of the home to the existing exterior walls allowing for a family and friends kitchen entrance. Planning Commission Member Keith Sanford made mention Building Official Larry Reed will need to review and approve foundation plans. Planning Commission Member Glenn Sutherland made a motion to approve the kitchen renovations extending the kitchen subject to Larry Reed's approval checking setbacks and foundation. Arch Willingham seconded the motion all were in favor.

**SUBDIVISION FOR LOOKOUT MOUNTAIN CONSERVANCY:** Chairman Earl Carstens addressed the MPC to revisit the plat of division of property 4009 007 owner's Catherine D. Latimore and Thomas O. Duff, III submitted for the Lookout Mountain Conservancy. The division was denied for further research and approval by the Board of Zoning and Appeals. Chairman Earl Carstens addressed the MPC after discussing issues with City Attorney Bill Pickering advised Dade County does not have rules concerning division of property and recommended for approval. Chairman Earl Carstens made mention it will be necessary to record the plat in Walker County and Dade County do to the top of the Lookout Mountain Conservancy portion falling in Dade County and the lower part falling in Walker County. Planning Commissioner Keith Sanford abstained due to his position on the Lookout Mountain Conservancy. Planning Commission Member Jimmy Campbell made a motion to approve the subdivision for the Lookout Mountain Conservancy. Glenn Sutherland seconded the motion all were in favor.

**CATHERINE FOX – PROPOSED PROCESS TO UPDATE LOOKOUT MOUNTAIN – Development Procedures, Forms, Fees and Ordinances:** Chairman Earl Carstens addressed the MPC introducing Catherine Fox to discuss updating development procedures, forms, fees and updating ordinances. Catherine Fox was present to address the MPC on establishing flow charts and procedures to be followed during development. Catherine Fox submitted copies of flow charts for major and minor development. Members of the MPC made changes to the flow chart structure adding zoning change procedures to be followed. The flow chart listed land disturbance permitting for city and state and following BMP procedures. Catherine Fox addressed the MPC on a list of projects allowed for approval and review by City Manager Brad Haven and Building Official Larry Reed for approval without MPC approval. Chairman Earl Carstens made mention it would be a case by case allowing for repairs after a storms not holding up construction due to MPC meeting being held once a month. Chairman Earl Carstens made mention all major renovations and new construction will need to be approved during the regular Planning Commission Meetings. MPC members disagreed with Catherine Fox list of definition to a minor vs major project. Chairman Earl Carstens

advised the process part of the plan reviewed would be submitted to Building Official Larry Reed and City Manager Brad Haven before being submitted to the MPC. MPC discussed allowing Building Official Larry Reed to approve fences and sheds meeting ordinances and not being constructed on a permanent foundation. Catherine Fox made mention a project approval letter from the city would need to be submitted listing permit fees due.

Catherine Fox moved the meeting to discuss and define Major Development Procedures addressing land disturbance following state regulations and city ordinances. After discussing at great length MPC will be approving the final plans on all major developments. Earl Carstens made mention all recorded plats must be approved by MPC and signed by the Chairman of the MPC.

Chairman Earl Carstens made mention the problem with sub division and division of property is written for an individual wanting to build a development and clarification needs to be addressed.

Catherine Fox made mention addressed ordinance changes will need to be addressed in the future using the Edison memo. Chairman Earl Carstens mentioned the City Council will need to address changing the City Ordinances.

There was no further business so the meeting was adjured.

Respectfully submitted,

Cindy Roberts  
City Clerk