

**Minutes of Planning & Zoning Commission  
Held on April 11, 2024**

**1. CALL TO ORDER:** Call to order at 5:30 PM.

**2. ROLL CALL**

**PRESENT:** Gary Watkins, Jillian Privett, Terri Henson, Apryl Hutchinson

**ABSENT:** Kathy St Clair

**STAFF:** Kate Thomas, Matt Henson

**3. AMENDMENTS TO THE AGENDA:** NONE.

**4. CONFLICTS OF INTEREST:** NONE.

**5. APPROVAL OF MINUTES**

- a. Regular Meeting Minutes from March 14th, 2024

***M/S JP/AH: move to approve the regular meeting minutes of March 14, 2024, as presented.***

Watkins asked if Hutchinson was present at March 14 meeting. Hutchinson stated that she was not and that needs to be corrected.

***M/S JP/AH move to amend the regular meeting minutes to remove AH from roll call.***

***Approved unanimously by polled vote.***

**6. CORRESPONDENCE**

- a. Economic Development Department Report March 2024

Director Thomas provided report.

**7. PERSONS TO BE HEARD:** NONE.

**8. NEW BUSINESS**

- a. (PH) Conditional Use Permit Application request to operate a small-scale, home-based business with a Federal Firearms License Type 01 - "Dealer in Firearms Other than Destructive Devices", on Lot 1A of the Roberts-Massin Subdivision, zoned Single Family Residential according to Plat No. 82-9, owned by Mike and Katrina Ottesen, requested by Michael Ottesen

***Public Hearing Opened***

Michael Ottesen stated that he is proceeding through the steps of the FFL application process. Watkins asked if this specific license type could handle black or gunpowder. Ottesen says no, black powder is not regulated under this program. Stated he would be doing small-scale firearms processing and/or gunsmithing.

***Public Hearing Closed***

***M/S: JP/AH move to approve the findings of fact and the conditional use permit request submitted by Michael Ottesen for a small-scale home-based business with a Federal-Firearm Type 01 License within their primary residence with the following conditions;***

**1. All laws and regulations of the Bureau of Alcohol, Tobacco, Firearms and Explosives and the Federal Firearm Type 01 License are strictly adhered to; and,**

**2. Two off-street parking places must be provided; and,**

**3. Business must be conducted during semi-normal business hours (e.g. 8:00 AM-8:00 PM).**

**Approved unanimously by polled vote.**

**9. UNFINISHED BUSINESS: NONE.**

**10.COMMISSIONERS' REPORTS AND ANNOUNCEMENTS**

Privett stated that she will be gone for the June meeting.

**11.ADJOURNMENT**

Adjourned at 5:42 PM.

The next meeting is scheduled for May 9th.

ATTEST: \_\_\_\_\_  
Matt Henson, Secretary

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Terri Henson, Chair