

**Bull Shoals Planning and Zoning  
Commission Minutes  
October 16, 2024**

Meeting was called to order by David Higgins, Chairman, at 6:05 pm. Recorder was turned on. All cell phones silenced. Pledge of Allegiance was said.

Roll call of members: Tim Koenig, David Higgins, Bonnie Sumner, Scott Scholes. John Stauffer arrived 10 minutes after start of meeting.

September minutes were read by all. Scott Scholes requested that absence of Code Officer at September Meeting be recorded. So noted. Remainder of document was accepted.

**NEW BUSINESS**

1. There were three attendees in audience. No issues conveyed.
2. No additional input from other sources.
3. Bull Shoals Chief of Police was unable to make the meeting due to a meeting in Little Rock. The Chief wants to coordinate with Planning and Zoning along with the new Ordinance Officer who is temporarily on active duty in Florida.
4. AML's , (Arkansas Municipal League), visit currently put on hold. An early 2025 visit being considered after the November election likely at the beginning of the calendar year.
5. An error in the current Ordinance 2001-03 requirements, specifically Lot sizes in R2 zones, has been discovered. Bill Higgins, (City Inspector), noted the discrepancy upon delivery of a new single trailer unit on Lynette Drive. Commissioner Higgins presented a draft memorandum for the city council and mayor to consider a city resolution vote for update to remedy the conflict in the Ordinance. Dave Higgins made a motion for vote, Scott Scholes 2<sup>nd</sup>, all say "Aye".
6. Commissioners have noted an increase in residential construction without first requesting a permit. Reasons for a permits include: respecting city ordinances, notifying the city building inspector- who will ensue that safe measures are followed, and the fees help fund the city government. A way to educate the city residents was discussed. Ideas of mailing the info, placing a notice on city website, adding to back of water bill, placing a notice on Chamber of Commerce 178 HWY sign, and a notice in the paper were discussed. This will be researched a little further for solutions.

7. Last summer, the city was made aware of Public Works site encroaching on a private lot. A survey has been done, and on Oct 17<sup>th</sup> Mayor Duss, Dave Higgins, and the surveyor are to meet and take note of where the actual border is.

## **OLD BUSINESS**

1. No open issues noted.
2. Proposed Library section for the Planning and Zoning Commission has been completed. John Stauffer and Tim Koenig installed material in the Bull Shoals Library so local residents could do research pertaining to City Ordinances. Chairman Higgins emphasized that the Library Project is a living project that will require periodic updating because regulations and policy related to Planning and Zoning are always being revised.
3. Operations Guide is a way of saving past Planning and Zoning information from past commissioners, and a current outline on how to proceed in the duties of future commissioners. All information is placed on an external mobile storage device, such as a Thumb Drive, and will be transferred from chairperson to chairperson at the transition of chair. Dave Higgins is doing the mechanics of the project, which should be continued by future commissioners. This step is vital to preservation of information and continuity across time and commissioners.
4. The State of Arkansas offers a training program for new Commissioners. A program of six classes, each three hours long, which can be taken via zoom. John Stauffer, our newest member, has agreed to take the classes and pass on pertinent information to the rest of the committee. The classes are paid for by the city.
5. The Planning and Zoning Relational Database (PZ Tracker) is a Microsoft Access database program which will allow us to capture critical information about separate entities within Bull Shoals, such as Wards, Zoning, Streets, Subdivisions, Public Requirements such as rezoning variances, etc. The compilation of this data will allow trending identification of potential problem areas. As an added feature it will also generate management-related reports for the City Elected Officials on a monthly bases or as required.


6. The current Zoning Map dated Jan 2001 has been enlarged and is to be mounted on foam board with an acetate overlay that will allow the Commission to review it and to update recent changes to the to reflect a more current and active profile for city leadership, the public and the Commission. That project is planned for completion NLT November 30.

### **COMMISIONER'S FEEDBACK**

**Scott Scholes suggested to directly invite Bill Higgins to the November Meeting. Dave Higgins will contact Mr. Higgins and make the request.**

Bonnie Sumner made a motion to close, Tim Koenig 2<sup>nd</sup>, all said "Aye".  
Meeting was adjourned at 6:55 pm.

**\*These minutes are pending approval at the November 20, 2024 Meeting\***

  
Bonnie Sumner  
Secretary