

Pea Ridge Planning Commission

Board of Adjustments

September 5th, 2023

6:00 p.m.

1. Open Meeting

The September 5<sup>th</sup>, 2023, Pea Ridge Planning Commission meeting was called to order at 6:00 p.m. by, Chairman Al Fowler.

2. Roll Call

Roll call was taken by Planning Director, Jessica Grady.

Roll Call:

Chairperson Al Fowler - Present

Vice Chairperson Greg Pickens - Present

Commissioner Chris Johnson - Present

Commissioner Dr. Karen Sherman – Present

Commissioner Michael Wilhelm – Present

Commissioner Carolyne Wendel – Present

Commissioner Juan Arriola - Present

(Additional attendees are listed on the sign-in sheet)

3. Review Minutes from the August 1st, 2023, Planning Commission Meeting.

Commissioner Michael Wilhelm motioned to approve the August 1<sup>st</sup>, 2023, Planning Commission minutes as presented.

Commissioner Dr. Karen Sherman seconded the motion.

Votes:

Chairperson Al Fowler - Yes

Vice Chairperson Greg Pickens – Yes

Commissioner Chris Johnson - Yes

Commissioner Dr. Karen Sherman – Yes

Commissioner Michael Wilhelm – Yes

Commissioner Carolyne Wendel – Yes

Commissioner Juan Arriola - Yes

**Motion to approve passed unanimously.**

4. Announcements

Planning Director, Jessica Grady, announced the city received a Carbon Reduction Program Fund Grant for sidewalk improvements on N. Davis and Multi Modal Pathway for Lee Town totaling \$719,000.00. Also announced was the progress for Mr. and Mrs. Kitchens request for a drive thru window for their business. City Attorney Shane Perry advised this was not a Large-Scale Development issue and their next step would be to submit the request to the Building Department.

5. Public Hearing

Chairperson Al Fowler opened the Planning Commission meeting and opened the Public Hearing.

- Griffith, Matthew- Home Occupation; 2573 Peck Road  
Matther Griffith, owner of Shaved by the Ice, stood to discuss his request for a Home Occupation Permit to operate his shaved iced mobile truck business located at 2573 Peck Road. He stated, there will be no customers at the

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property, no signage, the 8x14 trailer/food truck will only be at the property occasionally overnight, and he will only have administrative operations on the property.

No public comments were made.

- Bradshaw, Travis – Home Occupation; 2382 John Montgomery Circle  
Travis Bradshaw, owner of Garage Door Services Near Me, stood to discuss his request for a Home Occupation Permit to operate his garage door install/repair business located at 2382 John Montgomery Circle. He does not own the property but has received permission from the property owner to operate the business from this location. The Planning Department received the notarized consent form. He stated, there will be no materials left on the property, only one work truck, no additional employees at this time, no signage, and only administrative duties will be conducted at the property. All services will be done at his customers property.

No public comments were made.

Chairperson Al Fowler closed the public hearing and re-opened the Planning Commission meeting.

6. Old Business

- None

7. New Business

- Griffith, Matthew- Home Occupation; 2573 Peck Road  
Matther Griffith, owner of Shaved by the Ice, stood to discuss his request for a Home Occupation Permit to operate his shaved iced mobile truck business located at 2573 Peck Road. He stated, there will be no customers at the property, no signage, the 8x14 trailer/food truck will only be at the property occasionally overnight, and he will only have administrative operations on the property.

Commissioner Michael Wilhem motioned to approve the Home Occupation Permit for Shaved by the Ice, located at 2573 Peck Road.

Commissioner Chris Johnson seconded the motion.

Votes:

Chairperson Al Fowler - Yes

Vice Chairperson Greg Pickens – Yes

Commissioner Chris Johnson - Yes

Commissioner Dr. Karen Sherman – Yes

Commissioner Michael Wilhelm – Yes

Commissioner Carolyne Wendel – Yes

Commissioner Juan Arriola - Yes

**Motion to approve passed unanimously.**

- Bradshaw, Travis – Home Occupation; 2382 John Montgomery Circle

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Travis Bradshaw, owner of Garage Door Services Near Me, stood to discuss his request for a Home Occupation Permit to operate his garage door install/repair business located at 2382 John Montgomery Circle. He does not own the property but has received permission from the property owner to operate the business from this location. The Planning Department received the notarized consent form. He stated, there will be no materials left on the property, only one work truck, no additional employees at this time, no signage, and only administrative duties will be conducted at the property. All services will be done at his customers property.

Commissioner Michael Wilhem motioned to approve the Home Occupation Permit for Garage Door Services Near Me located at 2382 John Montgomery Circle.

Commissioner Carlyne Wendel seconded the motion.

Votes:

Chairperson Al Fowler - Yes

Vice Chairperson Greg Pickens – Yes

Commissioner Chris Johnson - Yes

Commissioner Dr. Karen Sherman – Yes

Commissioner Michael Wilhelm – Yes

Commissioner Carlyne Wendel – Yes

Commissioner Juan Arriola - Yes

**Motion to approve passed unanimously.**

8. Board of Adjustments

None

9. Adjourn

Commissioner Dr. Karen Sherman motioned to adjourn.

Commissioner Chris Johnson seconded the motion.

**Motion to adjourn passed unanimously.**

**Respectfully submitted by:**

**Approved by:**

\_\_\_\_\_  
**Jessica Grady**

**Planning Director**

\_\_\_\_\_  
**Al Fowler**

**Chairperson**

\*Work Session followed