



**City of Millersville Board of Zoning Appeals  
Meeting Minutes  
Tuesday, November 6, 2018 5:30 pm  
Millersville City Hall**

1. **Call to Order:** Chairperson Coleman called the Meeting of the Board of Zoning Appeals to order at 5:33pm.
2. **Pledge of Allegiance:** Lead by Chairperson Coleman
3. **Roll Call:** Lead by Vice Chairman Petty

**Present:** Mrs. Bonnie Coleman  
Mr. Larry Petty  
Mr. Gary Bolton  
Mrs. Helen Nash

**Staff:** Mr. Michael Barr  
Mrs. Michelle Bernard

4. **Disclosure of Ex-parte Communications:** No comments were made by any of the members.
5. **Approve the Minutes of the Board of Zoning Appeals Meeting(s) for the following dates:**
  - a. **September 11, 2018:**  
Chairperson Coleman requests the Board to approve the June 5, 2018 minutes. Vice Chairman Petty made the motion to “approve the September 11, 2018 meeting minutes as presented.” Mrs. Nash seconded the motion. **Motion carried by Unanimous Vote.**
6. **Public Comments (Limited to 3 minutes per speaker for item[s] on this agenda):**  
No comments were made.
7. **Action Items:**
  - a. **Special Exception Request to allow for a duplex on 146 Henry Rd (SC Map 118 Parcel 114.08) zoned Residential R-3:**  
Mr. Barr stated that the applicant is requesting a Special Exception to allow for a duplex on the subject parcel currently zoned Residential R-3. Duplexes are only permitted by Special Exception in Residential Districts.

All development standards including minimum setbacks shall be maintained for the structure. The parcel's dimensions appear to provide for the construction of the requested duplex. There are other duplexes located in the vicinity.

Vice Chairman Petty asks the applicant regarding the size of the home, to which the applicant replied it would be a width of 60 x 36 feet. Mr. Barr asks applicant regarding a single water meter & single grinder pump or if he has two, to which the applicant said there are two.

Mr. Barr is recommending approval for this Special Exception request to allow a duplex. Mr. Bolton made the motion to approve Special Exception request to allow for a duplex on 146 Henry Rd (SC Map 118 Parcel 114.08) zoned Residential R-3. Vice Chairman Petty seconded the motion. **Motion carried by Unanimous Vote.**

**8. Development Services Department Report**

**a. BZA Member State Required Training – November 26, 2018 5:00 pm**

**b. Update on 201 Glenwood Dr Setback Encroachments:**

Mr. Barr stated that Mr. Thompson, the prior builder has since sold the home to another party. This party is working with a surveyor on amending the plat on this one lot to reduce the setbacks with where the house is currently located without trying to move it. This subdivision will require reenacting the restricted covenants, which expired in 2016. Mr. Barr stated that the restricted covenants that expired in 2016 were originally adopted in 1986 and they had a 20 year life. They will need about 51% of the property owners to agree in writing to reenact. As long as they are able to get 13 property owners to agree to reinstate & at least 18 property owners to agree to reduce the side setbacks so that they house can remain on the property.

**c. Planning & Zoning Activities:**

Mr. Barr stated that the Bethel Ridge project is moving forward. There are also new subdivisions and new building coming our way. Mr. Barr also stated that he is now the Chief Building Official. Mr. Barr stated that the city still does not have a new City Manager, but that City Recorder and acting City Manager, Holly Murphy has been doing a great job in the meantime.

**9. Board Members Comments & General Discussion:**

Vice Chairman Petty asks Mr. Barr regarding property on Cimmaron Trail with builder, Mr. Stokes and the road being closed. Mrs. Nash asks Mr. Barr regarding the timeline of the property on 201 Glenwood property.

**10. Public Comments (Limited to 3 minutes per speaker only for items not on this agenda):** No comments were made.

**11. Next Board of Zoning Appeals Meeting TBD**

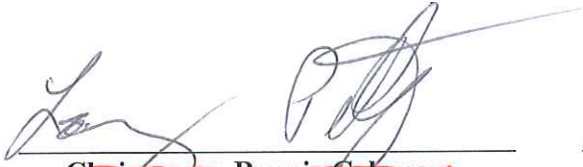
12. **Adjournment:**

Vice Chairman Petty makes the motion to adjourn.

Mr. Bolton seconded the motion.

Meeting adjourn at 6:20 pm

**Motion carried by Unanimous Vote.**



~~Chairperson Bonnie Coleman~~

Vice Chairman  
LARRY PETTY

04-02-2019

Secretary



Recording Secretary Michelle Bernard

1-2-19  
Approval Date