

MINUTES OF THE SPECIAL MEETING
OF THE PLANNING AND ZONING COMMITTEE
HELD THURSDAY, SEPTEMBER 4, 2025

1. Call to order.

The meeting was called to order by Steve Dickey at 7:29 p.m.

2. Roll call, declaration of a quorum being present.

Members present were: Bradah Littlefield, Norma Meyer, Steve Dickey, and Kevin Walker, and Lucas Beaty. A quorum was present.

Others present were: Dahlita Tracy, Jackie Todd, Dale Holloway, Kendra Moore, Whitney Littlefield, Kimberly Mullen, Christy VanCleave, Paul Wood, Frances Neufeld, Tony Zarola, Tommy Mullen, Terri Craig, and Shirley Herring.

3. Discussion and possible action concerning:

(a) Election of Chairman

(b) Election of Vice Chairman

(c) Election of Secretary

Motion was made by Norma Meyer to have the Chairman, Vice Chairman, and Secretary the same as it is for the Town and Porter Public Works Authority, which is Steve Dickey, Chairman, Norma Meyer, Vice Chairman, and Shirley Herring, Secretary. The motion was seconded by Steve Dickey. Voted yes: Bradah Littlefield, Norma Meyer, Steve Dickey, Kevin Walker, and Lucas Beaty. Voted no: None. Motion carried.

(d) Rezoning property located on G Street owned by Tony Zarola

1. Tract A (3 acres) to be zoned Residential/Commercial

2. Tract B (7 acres) to be zoned Single Family Residential

Chairman Steve Dickey said there is a process that must be done to rezone property. He said the adjoining property owners have to be notified, the proposed rezoning must be published in a newspaper, and a public hearing has to be held concerning the proposed rezoning. Motion was made by Steve Dickey to take no action on this item. The motion was seconded by Bradah Littlefield. Voted yes: Bradah Littlefield, Norma Meyer, Steve Dickey, Kevin Walker, and Lucas Beaty. Voted no: None. Motion carried.

(e) Splitting one lot on the east side of Darrell Wilkerson's property located at 333. W. Dixieland.

Chairman Steve Dickey said during a previous meeting held several years ago, the Planning and Zoning Committee decided to not allow lots to be split. No action was taken on this item.

(f) Approval of a building permit for Carolyn Brittain to place an RV temporarily on her property located at 710 W. Finale Avenue, Lot 10.

Chairman Steve Dickey said this property is not in compliance with the Planning and Zoning Codes. Motion was made by Steve Dickey to not approve a building permit for Carolyn Brittain to place an RV temporarily on her property located at 710 W. Finale Avenue, Lot 10. The motion was seconded by Norma Meyer. Voted yes: Bradah Littlefield, Norma Meyer, Steve Dickey, Kevin Walker, and Lucas Beaty. Voted no: None. Motion carried.

(g) Approval of a building permit for Dale Holloway to place 6 tiny houses on his property located on North 6th Street between Jersey Glo Avenue and Keystone Avenue.

Dale Holloway appeared before the Committee. Mr. Holloway said he has 12 lots. He said he would like to place 1 tiny house on 2 lots, for a total of 6 houses on the 12 lots. Mr. Holloway said the houses will be built off site and moved onto the property.

Motion was made by Bradah Littlefield to approve a building permit for Dale Holloway to place 6 tiny houses on his property located on North 6th Street between Jersey Glo Avenue and Keystone Avenue. The motion was seconded by Kevin Walker. Voted yes: Bradah Littlefield, Norma Meyer, Steve Dickey, Kevin Walker, and Lucas Beaty. Voted no: None. Motion carried.

(h) Approval of a building permit for Dahlita Tracy to build a new home on her property located at 337 W. Dixieland Avenue.

No action was taken on this item.

(i) Approval of a building permit for William Kilgore to place a manufactured home and a shed on property located at 318 South P Street.

Chairman Steve Dickey said some mobile homes have already been moved onto this property without permits being approved.

Motion was made by Steve Dickey to refer this matter to the Town attorney. The motion was seconded by Bradah Littlefield. Voted yes: Bradah Littlefield, Norma Meyer, Steve Dickey, Kevin Walker, and Lucas Beaty. Voted no: None. Motion carried.

(j) Approval of a building permit for Jordon Beck to place a manufactured home on the lots located next to 305 W. Dixieland Avenue.

Jordon Beck had submitted a picture of a sample home like the one he wants to place on his property. The Board members said they need a picture of the actual home Mr. Beck is going place on the property.

Motion was made by Bradah Littlefield to deny approval of a building permit for Jordon Beck to place a manufactured home on the lots located next to 305 W. Dixieland Avenue. The motion was seconded by Norma Meyer. Voted yes: Bradah Littlefield, Norma Meyer, Steve Dickey, Kevin Walker, and Lucas Beaty. Voted no: None. Motion carried.

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4. Adjournment.

Motion was made by Steve Dickey to adjourn. The motion was seconded by Bradah Littlefield. Voted yes: Bradah Littlefield, Norma Meyer, Steve Dickey, Kevin Walker, and Lucas Beaty. Voted no: None. Motion carried.

Meeting adjourned at 7:59 p.m.

STEVE DICKEY, CHAIRMAN

SHIRLEY HERRING, SECRETARY