



CITY OF ROBINS
PLANNING & ZONING COMMISSION MEETING MINUTES
Wednesday, May 13, 2026 – 5:30 P.M.
Robins City Hall

1. CALL TO ORDER

Chairperson Tim O’Hara called the meeting to order at 5:30 p.m.

2. ROLL CALL OF COMMISSION MEMBERS

Present: Tim O’Hara, Chairperson, Matt Mitzel, AJ Hester, Todd Roberts, CJ McDonald, Jay Goodin

Also Present: Vance McKinnon, Planning & Zoning Administrator, Kelli Scott, City Engineer, Lisa Goodin, City Clerk/Treasurer, Bruce Vander Sanden, City Council Member, Leslie Hoyt, City Council Member

3. CHAIRPERSON AND ZONING ADMINISTRATOR REPORTS

Chairperson O’Hara reported that he had no report.

Planning & Zoning Administrator Vance McKinnon provided an update regarding recent Commission activity and reported that one new SFD permit had been issued since the previous meeting.

4. APPROVAL OF THE AGENDA

Motion by CJ McDonald, seconded by Todd Roberts, to approve the agenda as presented.

Ayes: O’Hara, Mitzel, Hester, Roberts, McDonald, Goodin

Nays: None

Motion carried.

5. APPROVAL OF THE APRIL 8, 2026 MEETING MINUTES

Motion by CJ McDonald, seconded by AJ Hester, to approve the April 8, 2026 meeting minutes.

Ayes: O’Hara, Mitzel, Hester, Roberts, McDonald, Goodin

Nays: None

Motion carried.

6. PLANNING & ZONING COMMISSION OFFICER ELECTIONS

A. Chairperson

Tim O’Hara was nominated for Chairperson.

Motion by Jay Goodin, seconded by Todd Roberts, to elect Tim O’Hara as Chairperson.

Ayes: O’Hara, Mitzel, Hester, Roberts, McDonald, Goodin

Nays: None

Motion carried.

B. Vice Chairperson

Matt Mitzel was nominated for Vice Chairperson.

Motion by CJ McDonald, seconded by Jay Goodin, to elect Matt Mitzel as Vice Chairperson.

Ayes: O’Hara, Mitzel, Hester, Roberts, McDonald, Goodin

Nays: None

Motion carried.



7. RESOLUTION NO. 2026-4 APPROVING PLANNING & ZONING COMMISSION AND STAFF ADMINISTRATIVE RULES

The Commission reviewed proposed Resolution No. 2026-4 approving Planning & Zoning Commission and Staff Administrative Rules. Discussion included amendments and clarifications to the administrative procedures. Motion by Matt Mitzel, seconded by Jay Goodin, to approve Resolution No. 2026-4 Approving Planning & Zoning Commission and Staff Administrative Rules, as amended.

Roll Call Vote: Matt Mitzel – Aye, Jay Goodin-Aye, CJ McDonald – Aye, Todd Roberts – Aye, AJ Hester – Aye Tim O’Hara - Aye

Motion carried.

8. DISCUSSION – NEW DEVELOPMENT PARK LAND DEDICATION FEES

The Commission discussed park land dedication fee requirements related to new development.

City Engineer Kelli Scott provided an update regarding the legal status of existing references to park land dedication fees contained within Chapter 165 of the Zoning Regulations. Ms. Scott advised that additional guidance was being sought from the City Attorney and that updates would be provided to the Commission when available.

No formal action was taken.

9. DISCUSSION – ORDINANCE NO. 2609: AN ORDINANCE AMENDING CHAPTER 165 ZONING REGULATIONS OF THE ROBINS MUNICIPAL CODE

The Commission reviewed and discussed proposed Ordinance No. 2609 amending Chapter 165 of the Robins Municipal Code.

City Engineer Kelli Scott stated that the ordinance had been drafted based upon direction previously provided by the City Council and Planning & Zoning Commission during the April 8 joint meeting with the City Council.

City Clerk Lisa Goodin noted that a footnote appeared to be missing from Section 165.24.4 and questioned the legal standing of park land dedication language contained within the Robins Landing Developer’s Agreement.

Ms. Scott proposed reducing the minimum lot width requirement for duplex development in the R-3 zoning district from 90 feet to 80 feet.

Commission member Jay Goodin expressed opposition to the ordinance and stated that he believed the amendments were overly broad and represented a sweeping response to issues encountered by a single developer.

Chairperson Tim O’Hara stated that he generally supported the ordinance but would not support reductions to minimum lot width requirements.

Ms. Scott responded by outlining options available to the City regarding setback modifications and noted that seven-foot side-yard setbacks are commonly used in nearby communities.

Commission member Goodin reiterated his objections to the proposed changes.

Planning & Zoning Administrator Vance McKinnon reminded the Commission that residents had previously appeared before the City Council expressing support for seven-foot setbacks.

Commissioner Matt Mitzel asked whether use of a Planned Unit Development (PUD) could provide an alternative approach.

Ms. Scott explained that implementation of a PUD would require establishment of a new zoning district.

No formal action was taken during discussion.

10. RESOLUTION NO. 2026-5 RECOMMENDING ORDINANCE NO. 2609 – AN ORDINANCE AMENDING CHAPTER 165 ZONING REGULATIONS OF THE ROBINS MUNICIPAL CODE TO THE ROBINS CITY COUNCIL



Motion by Todd Roberts, seconded by CJ McDonald, to approve Resolution No. 2026-5 recommending Ordinance No. 2609 – An Ordinance Amending Chapter 165 Zoning Regulations of the Robins Municipal Code to the Robins City Council.

Roll Call Vote: Matt Mitzel – Aye, Jay Goodin – Nay, CJ McDonald – Aye, Todd Roberts – Aye, AJ Hester – Nay, Tim O’Hara - Nay

Motion failed due to lack of majority approval.

11. RESOLUTION NO. 2026-6 APPROVING THE URBAN RENEWAL PLAN AMENDMENT AND RECOMMENDING APPROVAL TO CITY COUNCIL

The Commission reviewed the proposed Urban Renewal Plan Amendment.

Motion by Jay Goodin, seconded by Todd Roberts, to approve Resolution No. 2026-6 Approving the Urban Renewal Plan Amendment and Recommending Approval to the Robins City Council.

Roll Call Vote: Matt Mitzel – Aye, Jay Goodin – Aye, CJ McDonald – Aye, Todd Roberts – Aye, AJ Hester – Aye, Tim O’Hara Aye

Motion carried.

12. ADJOURNMENT

Motion by Matt Mitzel, seconded by CJ McDonald, to adjourn the meeting.

Ayes: O’Hara, Mitzel, Hester, Roberts, McDonald, Goodin

Nays: None

Motion carried.

Meeting adjourned at 7:04 p.m.

Respectfully submitted,

Lisa Goodin

City Clerk/Treasurer