



PLANNING & ZONING MEETING MINUTES

December 09, 2025 at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER:

Chairman Wilson called the meeting to order at 7:02 PM

2. ROLL CALL & ESTABLISH QUORUM:

Administrator Corson took roll call. All Commission members were present, and a quorum was established.

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. Quiroz, Luis 739 Pinecrest Circle Lot #251 of Lakeview Estates- New Deck

Deck Replacement – Permit Review

Staff reported that a deck had been replaced prior to the applicant submitting a building permit application. The applicant stated he was unaware a permit was required. Upon being contacted, he was fully cooperative in completing the application, paying the necessary fees, and providing all requested information. Due to this cooperation, a joint decision was made by the Planning and Zoning Administrator and the Town Clerk to allow the Building Official to inspect the constructed deck and stairs and to issue a temporary building permit until the Commission could review the application.

The Building Official's inspection identified that a landing of at least 36 inches is required at the base of the stairs. He also noted the need for clarification regarding the second-floor door that currently opens to an area with no deck. The applicant, Mr. Quiroz, was not present to answer questions.

Commission members agreed that it would be appropriate to issue an additional temporary permit and table the application to allow the applicant time to provide the required drawings and information.

Motion: A motion was made by Commission Member Stewert to table the application until the January meeting and to issue another temporary permit, to expire on the date of the scheduled January meeting. Seconded by Planning & Zoning Commission Member Schou.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson.

Motion carries

- b. 701 Sunset Drive Lot #3 & #4 of Grand Lake Addition- Re-plat- Combine lots #3 and #4

Simple Re-Plat

The Commission reviewed the plat map, staff report, and all submitted documentation. No further questions or concerns were raised.

Motion: A motion was made to recommend approval of the Simple Re-Plat to the Town Council for their consideration by Planning & Zoning Commission Member Schou, seconded by Planning & Zoning Vice Chairman Stewart.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carries

- c. Robinson, David and Tetiana 709 Sunset Dr. Lot #1 of Grand Lake subdivision- Minor Construction 1025-0001- Bury propane tank

Minor Construction Permit – Buried Propane Tank

Due to impending snow, a joint decision was made by the Planning and Zoning Administrator to allow the applicant to bury the propane tank prior to final approval by the Commission.

Commission members confirmed with the Administrator that the tank is owned by the applicant, which she affirmed. The Administrator also noted that she advised the applicant that the propane provider must test the connection once it is installed. No concerns were raised by the Commission.

Motion: A motion was made to approve the Minor Construction Permit by Planning & Zoning Commission Member Schou, seconded by Planning & Zoning Vice Chairman Stewart.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carries

4. TABLED ITEMS:

None

5. UNFINISHED/ONGOING BUSINESS:

None

6. PLANNING/ZONING CORRESPONDENCE:

None

7. PLANNING AND ZONING DISCUSSION ITEMS:

Trash Ordinance – Discussion

It was brought to the attention of the Administrator that an ordinance currently in place may sufficiently address issues related to construction site trash and debris. Ordinance No. 103-2003-16 does not specifically reference construction sites; however, its provisions are broad enough that they may be applied to construction-related conditions.

Chairman Wilson stated that she preferred the existing ordinance over the newly drafted Trash Ordinance presented by the Administrator at the previous meeting, noting that the current ordinance does not overreach.

Commission Member Schou expressed concern that the existing ordinance does not adequately address fines or enforcement. Commission Member Stewart noted that Section 103-08 does include enforcement provisions, including fines; however, the general consensus of the Commission was that the enforcement language is not as robust as it should be.

The Commission discussed the possibility of a graduated enforcement system, beginning with a warning, followed by a fine, and ultimately the option of shutting down construction activity. In such cases, the offending party would be required to appear before the Town Council prior to resuming work.

Due to uncertainty in the meeting rules regarding whether a formal recommendation required a motion, a motion was made at the time. However, after subsequent research by the Administrator, it was determined that a motion and vote were not necessary for providing a recommendation to the Town Council.

8. APPROVAL OF MINUTES:

- a. Approval of Minutes for Regular Meeting 10/14/2025, and Work Sessions 10/28/2025 and 11/25/2025.

A motion was made to approve the minutes listed above by Planning & Zoning Vice Chairman Stewart, seconded by Planning & Zoning Commission Member Schou.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carries

9. TOWN COUNCIL ASSIGNMENT:

Melissa Wilson

10. ADJOURN MEETING: 7:28 PM

Motion made by Planning & Zoning Commission Member Schou to adjourn, seconded by Planning & Zoning Vice Chairman Stewart.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carries

Melisa Wilson, Chairman

Date

Gina Corson, Acting Planning & Zoning Administrator

Date

Prepared and Transcribed By:

** Minutes are a summary of the meeting **