



PLANNING & ZONING MEETING MINUTES

June 30, 2026, at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER

Chairman Wilson called the meeting to order at 7:00 PM.

2. ROLL CALL & ESTABLISH QUORUM

Administrator Corson conducted roll call.

Commission Members Present

- Dan Schou
- Melisa Wilson
- Rachel Stewart

A quorum was established.

Staff Present

- Gina Corson, Planning & Zoning Administrator

3. PRESENTATION

a. Cushing Terrell- Presentation of Master Plan Draft for comment from Planning and Zoning Commission- Nora Bland

Nora Bland, representing Cushing Terrell, presented the updated Draft Master Plan and summarized revisions made following public comment and Steering Committee review.

Ms. Bland explained that the majority of the revisions were minor, with the most significant addition being a recommendation that the Town establish a committee to evaluate the future use and development of Town-owned land near the river confluence, including potential funding strategies and implementation opportunities.

Staff explained that this meeting constituted the Commission's first reading of the Master Plan. A second reading is anticipated for July 28, 2026, at which time all remaining revisions will be incorporated into a final draft for Commission recommendation to the Town Council.

Commission discussion included:

- General support for the updated draft.
- Questions regarding implementation of the Master Plan.
- Discussion regarding residential density and the location of future higher-density housing.
- Clarification that the Future Land Use Map is intended to provide broad policy guidance rather than establish specific zoning districts or development densities.
- Discussion regarding the relationship between the Master Plan and the future Land Use and Development Code (LUDC), with recognition that specific density standards, overlays, and zoning regulations will be developed during the LUDC update process.
- Ms. Bland explained that the Master Plan serves as the policy framework that guides future zoning decisions, while the LUDC serves as the implementation tool.

Committee member Schou asked about density in zoning and where it was in the Master Plan, or if it even belongs in the Master Plan.

- Administrator Corson said that this is one of the many policy changes that need to be discussed in the Land Use Development Code updates.

4. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

a. RB26-000022-Buckley Jack and Julie- Addition Site Plan Review- 782 Lodge Lane Lot #208 of Lakeview Estates Tract A

Wade Johnson of Bear Wallow Enterprises presented revised site plans for a residential addition and detached garage.

Mr. Johnson explained that the garage had been relocated approximately six feet to comply with the required front setback following completion of a property survey. The project also includes demolition of an existing deteriorated accessory structure, relocation of a portable storage shed, expansion of the residence, and construction of a detached garage.

Commission discussion included:

- Relocation of the proposed garage to meet setback requirements.
- Existing and proposed water, sewer, and gas utility locations.
- Snow storage areas.
- Removal of an abandoned septic system and leach field.
- Demolition of an existing accessory structure.
- Relocation of an existing portable storage shed.
- Gravel driveway improvements.

The Commission requested that the applicant update the site plan to identify the existing water service and gas utility locations prior to permit issuance.

Action

Member Schou made a motion to approve RB26-000022, contingent upon updating the site plan to identify the existing water and gas utility locations. Member Stewart seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson.

Motion carried unanimously.

5. TABLED ITEMS

None.

6. UNFINISHED / ONGOING BUSINESS

None.

7. CORRESPONDENCE

None.

8. DISCUSSION ITEMS

a. Adding a Second Planning and Zoning Commission Meeting Per Month

The Commission discussed adding a second Planning and Zoning meeting during the summer construction season to help address permitting timelines and ongoing workload demands.

Discussion Included

a. Draft LUDC Revisions

The Commission discussed draft revisions recently provided for review.

Discussion included:

- Difficulty identifying specific changes between drafts.
- The importance of Commission participation during development of the LUDC.
- Concerns that previous draft revisions had not incorporated discussions held by the Commission regarding administration and implementation.
- The desire to review examples of completed land use codes prepared by future consultants.

Staff informed the Commission that funding for the comprehensive LUDC rewrite had been included in the Town's budget and that updated proposals had been received following issuance of a formal Request for Proposals (RFP). Staff explained that the RFP established a consistent scope of work, allowing proposals to be compared more effectively and providing the Commission with an opportunity for future input throughout the rewrite process.

b. Dry Utility Requirements

Staff initiated a discussion regarding dry utility infrastructure requirements following questions received during the review of a subdivision application.

Discussion focused on:

- Whether the current LUDC expressly requires installation of dry utilities as part of subdivision development.
- The distinction between requirements for water and wastewater infrastructure versus electric, telecommunications, and other dry utilities.
- Whether such requirements exist elsewhere within the LUDC, engineering standards, or state law.
- The need to evaluate whether dry utility coordination should be addressed during the upcoming LUDC rewrite.

No action was taken.

c. Site Grading, Foundation Height, and Civil Site Plan Requirements

Commission Member Schou initiated a discussion regarding grading standards, foundation elevations, and the potential need for civil site plans on certain development projects. He expressed concern about the lack of objective benchmarks for evaluating finished grade, foundation height, driveway grades, and drainage impacts. He suggested establishing thresholds that would require engineered civil plans based on site slope and proposed that flatter lots be subject to limitations on exposed foundation height while steeper lots require additional engineering to demonstrate appropriate site design.

Discussion included the possibility of requiring maximum driveway grades, identifying a benchmark for measuring building height and finished grade, and establishing criteria for when engineered grading plans should be required. Commission members also discussed concerns regarding foundations being constructed higher than necessary, resulting in increased exposed foundation walls and reduced excavation for basement window wells.

Administrator Corson noted that she was unaware of any International Building Code provision limiting exposed foundation walls to six inches above finished grade and expressed concern that such an interpretation would preclude common construction methods such as daylight basements. She further explained that stormwater runoff can often be effectively managed through accepted engineering and construction practices, including French drains, swales, and collection systems, and that some runoff onto adjacent properties is unavoidable.

due to the requirement that finished grades slope away from buildings. She also distinguished between normal drainage patterns and nuisance runoff that would create impacts on neighboring properties.

Commission members discussed the cost implications of requiring engineered civil site plans for all residential construction. Commission Chair Wilson expressed concern about creating a blanket requirement that would increase costs for homeowners without first evaluating whether more targeted standards could accomplish the same objectives.

Administrator Corson stated that staff is willing to draft LUDC amendments addressing grading, foundation height, and civil plan requirements but requested policy direction from the Commission before proceeding. She also reminded the Commission that funding has been approved for a professional consultant to assist with the comprehensive LUDC rewrite and suggested that the consultant could provide best practices and recommendations from other jurisdictions to help develop objective and balanced grading standards.

No action was taken.

9. APPROVAL OF MINUTES

Approval of Minutes for June 9, 2026, Meeting

Action

Member Stewart made a motion to approve June 9, 2026, meeting minutes. Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson.

Motion carried unanimously.

10. TOWN COUNCIL ASSIGNMENT

Town Council Meeting on July 7, 2026- Melisa Wilson

11. ADJOURNMENT

Action

Member Stewart made a motion to adjourn the meeting. Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson.

Motion carried unanimously.

The meeting adjourned at 8:32 PM.

Melisa Wilson, Chairman

Date

Gina Corson, Planning & Zoning Administrator

Date

Prepared and Transcribed By:

Gina Corson, Planning & Zoning Administrator

Date

** Minutes are a summary of the meeting **

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