



## **PLANNING & ZONING MEETING MINUTES**

April 14, 2026, at 7:00 PM

Meeting Type – Regular Meeting

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### **CALL TO ORDER:**

Chairman Wilson called the meeting to order at 7:04 PM.

### **ROLL CALL**

Administrator Corson took roll call.

Commission Members Present:

- Dan Cowan
- Melissa Wilson
- Rachel Stewart
- A quorum was established.
- A quorum was established.

A quorum was established

Staff Present:

- Gina Corson, Planning & Zoning Administrator

Also Present:

- Representative from Cushing Terrell (via phone)

A quorum was established.

### **PRESENTATION – MASTER PLAN UPDATE (CUSHING TERRELL)**

Presenter: Nora (Cushing Terrell)

Summary of Presentation:

- Overview of project timeline and milestones, including:
  - Project kickoff and website launch

- Steering committee meetings
- Public engagement (survey, open houses, focus groups)
- Community engagement themes:
  - Preservation of natural environment
  - Need for trails, connectivity, and pedestrian safety
  - Demand for housing (especially workforce/affordable)
  - Desire for more commercial amenities and gathering spaces

Future Land Use Overview:

- Clarified that Future Land Use Map is not regulatory
- It serves as:
  - A visioning tool
  - Guidance for future zoning decisions
- Four primary categories:
  - Housing
  - Business
  - Mixed Use
  - Natural

Character Areas Identified:

- Downtown
- Confluence (river/reservoir area)
- US 26 Corridor

Key Planning Themes:

- Focus growth along transportation corridors
- Emphasize mixed-use and workforce housing
- Preserve open space and environmental quality

Pathways & Transportation:

- Proposed multi-use path system
- Identified grant funding opportunities tied to master plan adoption

Implementation Framework:

- Goals → Policies → Actions structure

Next Steps:

- Draft plan completion
- Public hearings anticipated summer 2026

Commission Discussion:

- Question regarding higher density housing locations
  - Response: Focus along transportation corridors (downtown & US 26)
  - No formal density modeling completed at this stage

**PUBLIC MEETING CALLED TO ORDER**

The public meeting was formally called to order at 7:49 AM.

**– NEW BUSINESS**

**A. Annexation Request – Lot 18 (Boardwalk LLC)**

**Applicant: Rex (Boardwalk LLC)**

**Applicant Presentation:**

- Proposal to annex approximately **1.21-acre parcel (Lot 18)**
- Located adjacent to an existing apartment complex
- Intended for **Phase 2 of an already planned apartment development**
- Infrastructure (water, sewer, power) already stubbed to the site

**Staff & Commission Discussion:**

- Current LUDC requires:

- **Planned Unit Development (PUD)** for parcels over one acre
- Acknowledged issues with current code:
  - PUD requirement based on size rather than need for flexibility
  - Lack of clarity in “PUD concept plan” requirements
- Discussion included:
  - Cost burden of detailed plans prior to approval
  - Balance between information needed vs. development risk
  - Recognition that this is a **straightforward annexation with existing infrastructure**

**Public Comment:**

None.

**Action:**

- No formal action was taken during this portion
- Item to proceed through the regular meeting

**B. Planned Unit Development- Dead Horse Development, LLC**

**Applicant Presentation:**

- Request to subdivide an existing commercial development into individual units
- No increase in density proposed
- Units to be sold individually (townhome-style commercial ownership)
- CC&Rs and HOA structure in place

**Clarifications:**

- Development remains **commercial**, not residential
- “Townhome-style” refers to **ownership structure**, not use

**Staff Discussion:**

- Need for:
  - Finalized CC&Rs

- Clarification of ERU (Equivalent Residential Unit) allocations for utilities
- Future tenant improvements will require additional permitting

**Public Comment:**

- Noted that development aligns with proposed **mixed-use character area** in Master Plan

**Action:**

- Public hearing closed
- Motion made and seconded to close public hearing
- Motion passed unanimously

**REOPENED REGULAR MEETING 5:05 PM**

**TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**

**A. Single Family Residence – R26-000006 Cummings, Scott, and Lori- 247 Aster Loop Lot # 22 of Alpine Meadows-Site Plan Approval for New Single-family Residence-Cummings, Scott, and Lori- 247 Aster Loop Lot # 22 of Alpine Meadows**

**Discussion:**

- Complete application with landscaping plan
- Commission raised concern regarding:
  - Driveway slope and grading impacts
  - Potential drainage onto adjacent properties
- Noted lack of clear ordinance language on grading elevations

**Action:**

**Motion:**

**Member Stewart made a motion to approve RB26-000001 Site Plan.**

**Seconded:**

**Member Schou**

**Voting:**

All Yea, carried unanimously.

**B. Detached Garage – RB26-000009 Kerley, Steve- 327 East Mill Rd. Lot #15 Greys River Valley**

**Discussion:**

- **Structure within setbacks**
- **Includes:**
  - Solar and energy-efficient features
  - Off-grid capabilities
- **Building Official review pending**

**Action:**

**Motion:**

Member Schou made a motion to approve RB26-000009.

**Seconded:**

Member Stewart

**Voting:**

All Yea, carried unanimously.

**C. Annexation- Doornbos, Rex- Lot #18 Boardwalk LLC- Planning and Zoning Commission discussion and recommendations to the Town Council.**

- **Commission discussed the proposed annexation, including:**
  - Existing infrastructure
  - PUD requirement due to parcel size
  - General project scope
- **Commission expressed no concerns with the proposal.**

- The item was brought back during the regular meeting for formal action.

**Action:**

**Motion:**

Member Schou made a motion to recommend approval to the Town Council for the annexation of Lot 18 Boardwalk, LLC.

**Seconded:**

Member Stewart

**Voting:**

All Yea, carried unanimously.

**D. PUD / Subdivision Request- Dead Horse Development, LLC- 856 Elkhorn Drive, Lot #1 of Dead Horse Meadows Addition**

**Applicant Presentation:**

- Request to subdivide an existing commercial development into individual units
- No increase in density proposed
- Units to be sold individually (townhome-style commercial ownership)
- CC&Rs and HOA structure in place

**Clarifications:**

- Development remains commercial, not residential
- “Townhome-style” refers to ownership structure, not use

**Staff Discussion:**

- Need for:
  - Finalized CC&Rs
  - Clarification of ERU (Equivalent Residential Unit) allocations for utilities
- Future tenant improvements will require additional permitting

**Public Comment:**

- Noted that development aligns with proposed mixed-use character area in Master Plan

**Action:**

- Public hearing closed
- Motion made and seconded to close public hearing
- Motion passed unanimously

**Action:**

**Motion:**

**Member Stewart motioned to recommend approval to the Town Council for a PUD / Subdivision Request- Dead Horse Development, LLC.**

**Seconded:**

**Member Schou**

**Voting:**

**All Yea, carried unanimously.**

**E. Simple Subdivision/Lot Line Adjustment – Roland Smith, 670 Sunset Drive Lot # 219 of Lake View Estates-**

**Purpose:**

- Clarify property boundaries and road right-of-way
- Address historical plat inconsistencies

**Discussion:**

- Ongoing effort to clean up Lakeview Estates plats
- Necessary for accurate surveys and certificates of placement

**Action:**

**Motion:**

**Member Schou motioned to approve Simple Subdivision/Lot Line Adjustment – Roland Smith, 670 Sunset Drive Lot # 219 of Lake View Estates**

**Seconded:**

**Member Stewart**

**Voting:**

**All Yea, carried unanimously.**

**TABLED ITEMS:**

None

**UNFINISHED/ ONGOING BUSINESS:**

None

**CORRESPONDENCE:**

None

**DISCUSSION ITEMS:**

**A. Extension Permit Fee Structure**

- **Current structure:**
  - Flat fee (e.g., \$3,000 commercial)
- **Discussion included:**
  - Whether to allow prorated extensions
  - Administrative burden vs fairness
  - Incentives for timely project completion

**Consensus:**

- Maintain current structure (no prorating)
- Concern over administrative complexity and precedent

**B. Open Project Tracker**

- Staff provided list of active permits
- Commission expressed interest in ongoing visibility

**APPROVAL OF MINUTES:**

- Approval of minutes for March 10, 2026, Meeting

**Action:**

**Motion:**

**Member Stewart made a motion to approve, contingent on the updating of the town council assignment from April to March 17, 2026.**

**Seconded:**

**Member Stewart**

**Voting:**

**All Yea, carried unanimously.**

**TOWN COUNCIL ASSIGNMENT**

Melisa Wilson

**ADJOURNMENT**

**Action:**

**Motion:**

**Member Schou motioned to adjourn meeting**

**Seconded:**

**Member Stewart**

**Voting:**

**All Yea, carried unanimously.**

**Meeting adjourned at 8:40 PM**

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Melisa Wilson, Chairman

Date

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Gina Corson, Planning & Zoning Administrator

Date

Prepared and Transcribed By:

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Gina Corson, Acting Planning & Zoning Administrator  
Date

\*\* Minutes are a summary of the meeting \*\*

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