



REGIONAL PLANNING COMMISSION MEETING MINUTES

Thursday, October 01, 2026 at 5:30 PM

City Hall, 415 Broad Street, Conference Room 226

This meeting is an open and accessible meeting. If interested parties request special assistance or accommodations, please notify the Planning Department three (3) days in advance of the meeting.

I. INTRODUCTION AND RECOGNITION OF VISITORS

Members Present: Sharon Duncan, Tim Lorimer, James Phillips, Tim Dean, BJ Walsh

Members Absent: Chip Millican, Jason Snapp, Curtis Montgomery, Tim Dean

Staff Present: Ken Weems, AICP, Sam Cooper, Garret Burton, JoAnn Williams

Visitors: none

II. APPROVAL OF THE AGENDA

A motion was made by BJ Walsh, seconded by Tim Lorimer, to approve the agenda as presented. The motion passed unanimously, 6-0.

III. APPROVAL OF MINUTES

IV. CONSENT AGENDA

Consent items are those items that have previously been brought before the Planning Commission, which have been reviewed by the Planning Commission in previous meetings or work sessions or are minor subdivisions and final plats not requiring any variances.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

1. Bancroft Hills Phase 1 Final Plat (PD26-0241). The Commission is requested to grant final plat approval for Bancroft Hills Phase 1. Staff presented the item to the Commission. Staff stated

that this phase brings a total of 40 single family home lots into the City. Staff noted the residential street standard used in the project to serve the new homes. Staff stated that the proposed phase 1 matches the existing preliminary approval for the site. Staff stated that a final phase is in the process of being constructed and will be final platted in the coming months. A motion was made by Tim Dean, seconded by James Phillips, to grant final plat approval for Bancroft Hills phase 1. The motion passed unanimously, 6-0.

2. Bancroft Hills Phase 1 Irrevocable Letter of Credit (PD26-0241). The Commission is requested to accept an irrevocable letter of credit for the remaining improvements for Bancroft Hills Phase 1. Staff stated that the guarantees for the development consist of two total guarantees. Staff noted that this irrevocable letter of credit covers the remaining items to complete the development minus sidewalks. Staff explained that sidewalks will be guaranteed with the next item on the agenda. Staff noted that this irrevocable letter of credit amounts to \$45,792.00. Staff noted that the letter has a performance date of July 1, 2027 and an expiration date of October 1, 2027. A motion was made by Tim Lorimer, seconded by BJ Walsh to accept the letter of credit in the amount of \$45,792.00 for the remaining improvements for Bancroft Hills Phase 1. The motion passed unanimously, 6-0.
3. Bancroft Hills Phase 1 Subdivision Bond (PD26-0241). The Commission is requested to accept a subdivision bond for on-site improvements for Bancroft Hills Phase 1. Staff stated that this is the second of two guarantees for this site and covers sidewalk construction. The instrument of guarantee is a bond in the amount of \$104,344.17. The bond will have a performance date of July 1, 2027 and an expiration date of October 1, 2027. A motion was made by Tim Lorimer, seconded by James Phillips, to accept a bond in the amount of \$104,344.17 for the remaining improvements to Bancroft Hills Phase 1. The motion passed unanimously, 6-0.

VII. OTHER BUSINESS

VIII. PUBLIC COMMENT

Citizens may speak on issue-oriented items. When you come to the podium, please state your name and address and sign the register that is provided. You are encouraged to keep your comments non- personal in nature, and they should be limited to five minutes.

Public comment was requested. No public comment was received.

IX. ADJOURN

The meeting adjourned at 5:43p.m.