



## Sterling Town Planning & Zoning Minutes

Tuesday July 8, 2025

7:00 PM

<b>Council members attending:</b>	<b>Judy Wadley (Commission Chair), Terry Brewer, Laura Patten and Kaden Hanks</b>
<b>Council members excused:</b>	<b>None</b>
<b>Staff attending:</b>	<b>Kris Winkel</b>
<b>Community attending:</b>	<b>Cade Penny, Julie Miller, Dolan Miller, Sam Maestas, Tami Privett</b>
<b>Conducting:</b>	<b>Judy Wadley</b>

<b>Agenda item number</b>	<b>Discussion and action items</b>
<b>ITEM 1</b> <b>Welcome by Commission Chairman, Judith Wadley.</b> <b>Pledge of Allegiance and Roll call</b>	Judy welcomes commission, staff and community present. All stand and recite the pledge of allegiance. See above for roll call.  Meeting called to order at 7:01 PM.
<b>ITEM 2</b> <b>Discussion/Concerns brought up by community members or council not to be voted on.</b>	<b><u>Building Application Review for Dolan and Julie Miller</u></b> <b>Location:</b> Proposed new home to be built on 0.62 acres, located at Center Street and approximately ½ block down 100 E (no official address yet). <b>Discussion:</b> <ul style="list-style-type: none"> <li>• <b>Application Submission:</b> The Millers appeared before the Commission to submit a building application for a new home. They presented the site plans, including building dimensions and floor plans.</li> <li>• <b>Setbacks Review:</b> Dolan reviewed the plans to ensure all setback requirements were met. The Commission reviewed and confirmed that the proposed plans met the setback regulations.</li> <li>• <b>Address Determination:</b> Terry inquired about how the address for the new home would be determined. The Commission discussed the potential address but concluded that the</li> </ul>

	<p>final determination may need to come from the county.</p> <ul style="list-style-type: none"> <li>• <b>Utilities:</b> Judy asked whether the applicants have culinary water service. The Millers confirmed they do and stated they will handle the connection and associated impact fees with the Town. Julie noted that irrigation service is not available at this location.</li> <li>• <b>Decision:</b> The Commission found no issues with the application as presented. Judy signed the building application. Kris made a copy for town records and provided the original signed application back to the Millers.</li> </ul> <p><b>Conclusion:</b> Application accepted and approved pending address confirmation through the county.</p> <p><b><u>Sam Maestas Proposal: Water Infrastructure and Commercial Development</u></b></p> <p><b>Proposal Presentation:</b> Sam presented a proposal to include critical water infrastructure in the Town's upcoming CIB (Community Impact Board) grant application. Specifically, he proposed extending culinary water infrastructure beneath the bridge to prevent potential land-locking of properties in that area. He noted that the application window opens in October and emphasized the importance of timely submission for the benefit of the Town.</p> <p>Sam reported that the County has approved his development of seven residential lots. He clarified that his intention is not to restrict access to others but to collaborate with the Town to ensure mutual benefit.</p> <p><b>Water Infrastructure Discussion:</b> Terry acknowledged the need for improvements to the Town's culinary water infrastructure and agreed that CIB funding would be critical in supporting these upgrades.</p> <p><b>Potential Contributions and Development Plans:</b> Sam expressed interest in developing short-term rentals (Airbnbs) in the creek bottom area and stated that this could generate income for the Town. He offered to contribute \$10,000 to the Town to help elevate their priority on the CIB list.</p> <p>He shared that he had previously spoken with Keenan Pearson (past mayor) regarding grant allocations and noted that the grant Sterling had applied for was awarded to another applicant. Tami clarified that if a \$2 million grant is secured, the Town must first upgrade the existing</p>
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	<p>culinary system pipes.</p> <p>Terry asked Sam if he would be willing to annex his property into the Town. Sam confirmed that he would.</p> <p><b>Commitment to Collaboration:</b>  Sam reiterated his desire to be a part of the Town of Sterling and to contribute to its improvement. He stated that Dale Cox, along with other property owners in the area (including Gibb and Lyle Young), are also willing to support the infrastructure development.</p> <p>Kaden noted that Sam's plans are generally in alignment with the Town's direction, but emphasized that final decisions rest with the Town Council. Cade added that while P&amp;Z can recommend proposals, it is ultimately the Council that holds legislative authority. He acknowledged the potential benefits of Sam's development in terms of tax revenue and overall growth.</p> <p><b>Next Steps and Coordination:</b>  Cade reported that Sterling submitted three projects for CIB consideration, which were approved, allowing the Town to proceed with the application process. The next opportunity to apply is in October, and the Mayor will be responsible for submitting the application.</p> <p>There was discussion regarding the need for engineering support. It was noted that Mayor Wignall was expected to contact Garrick Wilden regarding engineering services; Judy will follow up with the Mayor on this matter.</p> <p><b>Additional Offers and Discussion:</b>  Sam stated he is willing to wait on his development plans if the Town is willing to collaborate. He also suggested possibly donating land for a future fire station in exchange for retaining a water share. He noted he recently purchased property formerly owned by Steve Lund.</p> <p>Laura provided a town map for reference, and she, along with Sam and the Commission, reviewed property boundaries and discussed potential improvements.</p> <p>Cade recommended securing engineering support and will reach out to Garrick Wilden from Jones &amp; DeMille Engineering. Sam reiterated his interest in long-term cooperation and stated he</p>
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	<p>is willing to delay his development plans to allow time for coordination.</p> <p><b>Commission Support:</b> The Commission discussed attending the next Town Council meeting to express support for Sam's proposal. Cade Penney offered to draft a letter of support on behalf of the Planning Commission.</p> <p>The Commission thanked Sam for his continued interest in and contributions to the Town.</p> <p><b>Action Items:</b></p> <ol style="list-style-type: none"> <li>1. <b>Town Council Agenda Item:</b> Kris will add "Discussion and Vote on CIB Grant Submission" to the next Town Council agenda.</li> <li>2. <b>Engineering Contact:</b> Cade Penney (R6) will reach out to Garric Wilden (Jones &amp; DeMille Engineering) and draft a support letter for P&amp;Z to present at the next Town Council.</li> </ol>
<b>ITEM 3</b> <b>Approval of minutes from previous meetings(s)..</b>	<p><b>Motion:</b> Kaden makes a motion to pass the minutes as presented from June 10, 2025. Laura seconds the motion.</p> <p><b>Vote:</b> The motion passed unanimously.</p>
<b>ITEM 4</b> <b>Discussion and Vote on checklist for subdivision; Preliminary Checklist, Simple Checklist and Final Checklist</b>	<p>The Commission discussed adding Subdivision in the title of all the checklists. Kris updated the checklists.</p> <p><b>Motion:</b> Terry makes a motion to accept the checklists with the addition of Subdivision to the title. Kaden seconds the motion.</p> <p><b>Vote:</b> The motion passed unanimously.</p>
<b>ITEM 5</b> <b>Discussion and vote on updated Building Application form.</b>	<p>The Commission discussed potential revisions to the proposed building application, including the removal of items deemed unnecessary for the Town of Sterling. The item will remain on the agenda for continued review and refinement.</p>

	The Commission intends to finalize the application and hold a vote at the next Planning and Zoning meeting.
<b>ITEM 6</b> <b>Discussion and vote on Sterling Town Adequate Public Facilities Ordinance (APFO)</b>	The Commission agreed to keep this item on the agenda to allow for continued review of the proposed ordinance. Discussion and a vote are planned for the next Planning and Zoning meeting.
<b>ITEM 7</b> <b>Discussion on Annexation Policy and Ordinance.</b>	<p>Judy informed the Commission that Mayor Wignall recommended the Planning Commission provide input on the annexation water policy. She encouraged members to review the draft policy thoroughly and return with suggestions at the next meeting. Judy noted that the policy addresses a wide range of potential scenarios and emphasized the importance of careful consideration.</p> <p>The Commission will continue discussion of the annexation water policy at the next Planning and Zoning meeting</p>
<b>ITEM 8</b> <b>All Commission and staff to complete the Annual Policies and Procedures Training and OPMA Training by July 31, 2025.</b>	Kris reiterated the importance of completing the required <i>Policies and Procedures</i> training, including the annual <i>Open and Public Meetings Act (OPMA)</i> training. Instructions for accessing and completing the training were provided. Members were reminded to complete the training by the stated deadline.
<b>ITEM 9</b> <b>Adjournment</b>	<p><b>Motion:</b> Kaden makes a motion to adjourn the meeting. Laura seconds the motion.</p> <p><b>Vote:</b> The motion passed unanimously</p> <p>The meeting adjourned at 9:09PM.</p>

Minutes Approval

By: \_\_\_\_\_ Date: \_\_\_\_\_ Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Commission Chair: Judy Wadley Kris Winkel, Clerk/Recorder

Commission Members Initials:

Terry Brewer \_\_\_\_\_  
Laura Patton: \_\_\_\_\_  
Kaden Hanks: \_\_\_\_\_  
: \_\_\_\_\_

