



Sterling Town Planning & Zoning Minutes

Tuesday September 9, 2025

7:00 PM

Commission members attending:	Judy Wadley (Commission Chair), Terry Brewer, Laura Patten and Kaden Hanks
Council members excused:	None
Staff attending:	Kris Winkel
Community attending:	Tami Privett, Cade Penney, Mayor Wignall
Conducting:	Judy Wadley

Agenda item number	Discussion and action items
ITEM 1 Welcome by Commission Chairman, Judith Wadley. Pledge of Allegiance and Roll call	<p>Judy welcomes commission, staff and community present. All stand and recite the pledge of allegiance. See above for roll call.</p> <p>The meeting was called to order at 7:00 PM.</p>
ITEM 2 Discussion/Concerns brought up by community members or council not to be voted on.	<p>Roads & Water Infrastructure</p> <p>Judy reported that, according to the July meeting notes, she was to contact Garrick Wilden and the Mayor about assessing roads and water policies, as Garrick serves as the Town's engineering resource. She confirmed that she had contacted Cade, who stated he would do his best to attend.</p> <p>Mayor Wignall arrived at 7:45 p.m. Judy inquired about how the Town could utilize Garrick Wilden for engineering matters. She expressed concern about Palisade Road functioning as a single-lane road in both directions and asked about its impact on Town roads. Zeb clarified that Palisade Road is under county/state jurisdiction and not part of Sterling. He noted that most</p>

	<p>traffic generated would use Highway 89 rather than local side streets.</p> <p>Sterling Store Remodeling The Commission discussed the planned remodeling of the new store, noting that significant renovations are anticipated, including the installation of new gas tanks and pumps. Jerry asked who would be responsible for ensuring the safety of the project and verifying that it is completed correctly.</p> <p>The Commission discussed EPA requirements. Mayor Wignall stated that the Town can request permits and certifications from the owner to ensure compliance. Tami noted that fuel operations will not be allowed until all required processes and permits have been properly completed. The Mayor will follow up to confirm that the necessary documentation is obtained.</p> <p>Annexation Policy Judy presented an annexation policy plan from another town that could be adapted for Sterling. She noted that the policy has not yet been taken to the Town Council for approval. In the meantime, she will gather landmark photos to include in the plan for added interest and readability.</p> <p>The Commission also discussed and voted on the Building Application form and checklists. Judy will continue refining the annexation policy, which will be reviewed and voted on at the next Planning & Zoning meeting before being presented to the Town Council for approval.</p>
<p>ITEM 3 Approval of minutes from previous meetings(s)..</p>	<p><i>Motion:</i> Terry makes a motion to pass the minutes as presented from July 8, 2025. Kaden seconds the motion.</p> <p><i>Vote:</i> The motion passed unanimously.</p>
<p>ITEM 4 Discussion and vote on updated building Application form</p>	<p>Building Application Form & Annexation Fee Kaden stated that he would like the building application form to be simplified and adjusted further. Judy clarified that the three checklists included in the materials apply only to subdivisions, noting that Kaden's concerns were specific to the building application form itself.</p> <p>Judy also stated that the Town Council should be the body to set the annexation fee. Kris</p>

	<p>revised the language to read: <i>“Annexation Fee, if applicable, to be set by Town Council.”</i></p> <p>Kaden reiterated his desire to fine-tune the building application form but expressed support for moving forward with adoption at this time, with the understanding that revisions could be made later.</p> <p>Motion: Terry makes a motion to accept the current building application form. Laura seconds the motion. Vote: The motion passed unanimously.</p>
<p>ITEM 5 Discussion and vote on Sterling Town Adequate Public Facilities Ordinance (APFO)</p>	<p>High Density Housing & Subdivision Discussion Cade noted that there could be a future mandate requiring high density housing. The Commission discussed that the Town does not currently have the sewer system capacity to support such development.</p> <p>The Commission also reviewed the Adequate Public Facilities Ordinance (APFO). Kris requested that Judy email her a copy so revisions can be made. Judy reported that the County recently approved a new subdivision east of Sterling—an application for 11+ acres—which was approved in August.</p> <p>Terry interpreted the ordinance to mean that major subdivisions would require an engineering review to identify additional measures necessary to avoid negative impacts on existing residents. He emphasized that these requirements extend beyond normal impact fees and current infrastructure limits. The ordinance applies to subdivisions of three or more houses. Judy asked whether this ordinance should be incorporated into the subdivision ordinance.</p> <p>Judy also inquired whether the Town Council must approve the subdivision checklists. Cade clarified that Council approval is not required. Judy then asked if the Commission must present the building application to the Council, and Cade confirmed that this is the Commission’s responsibility, not the Council’s.</p> <p>Action Items</p> <ul style="list-style-type: none"> • Kris will add this topic to the Town Council agenda for feedback and suggested amendments. • Judy will forward a final draft for Kris to forward to the Council for review. • Schedule a public hearing in October, following Council suggestions.

	<ul style="list-style-type: none"> • Anticipate adoption of the ordinance at that meeting.
ITEM 6 All Commission and staff to complete the Annual Policies and Procedures Training and OPMA Training by July 31, 2025.	Kris reviews that Laura is missing some training and Laura states that she completed it in July.
ITEM 7 Adjournment	<p>Motion: Laura makes a motion to adjourn the meeting. Kaden seconds the motion. Vote: The motion passed unanimously</p> <p>The meeting adjourned at 8:00 PM.</p>

Minutes Approval

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

Commission Members Initials:

Terry Brewer _____
Laura Patton: _____
Kaden Hanks: _____
: _____

