



# Dutch John Planning & Zoning Regular Meeting

## Minutes

Wednesday, November 19, 2025 at 7:00 pm

### Notice of Public Meeting & Agenda

Electronic participation will be available. See <https://dutchjohn.gov/pages/calendar> for more details.

#### 1. Call to Order / Pledge of Allegiance

##### Minutes:

- Meeting called to order at 7:06pm

#### 2. Attendance

##### Minutes:

- Committee: Jared Marquis, Rachel Albritton
- Town Staff: Butch Johns, Allen Parker
- Public: Peter Guinn (online)

#### 3. Establishment of Voting Members

#### 4. Consent Agenda

##### Minutes:

##### Motion

- Rachel made a motion to accept the consent agenda. Jared second. All in favor. No opposed.

##### a. Minutes of Meeting

##### Minutes:

- Minutes accepted as presented.

##### b. Correspondence

##### c. Building Permits

#### 5. Public Comment

#### 6. Committee / Staff Reports

##### a. Mayors Report

**Minutes:**

- Butch is going to try to attend planning and zoning meetings more often to help with upcoming workload.
- The Town has received documentation for the Sundrop development and the development group is preparing to start communications with PNZ. There will be a presentation at the next Town Council meeting on Dec. 10.

**b. Land Use Administrator****7. New Business****8. Old Business****a. Ranch 8 - Discussion and Possible Action****Minutes:**

- There was a lengthy discussion regarding whether the Planning Commission (PZ) or the Town Council (TC) has the authority to approve Preliminary and Final PUD applications. Although there is overwhelming reference to Planning and Zoning as being the authoritative body there are inferences made to Town Council. Butch would like to get clarification from the town lawyer and make a concerted effort as quickly as possible to rectify any inconsistencies and/or incorrect references regarding decision points.
- Curb, Gutter, and Sidewalk (CGS) Waiver: The town attorney's opinion confirmed that the Planning Commission is currently not legally allowed to waive the requirement for CGS due to internal conflicts and existing language in the code regarding "improved lots." The next step is for Allen to draft a proposed code amendment to address CGS waivers and other related issues. The earliest a change could be implemented, involving public hearings and TC approval, is projected for the first part of February.
- Road Width Waiver and Fire Marshal Approval: The proposed 26-foot road width requires an exception to the code and must receive written approval from the Fire Marshal. Allen Parker will provide the email contact for the Fire Marshal (Corey Auger) to the Peter so they can seek the necessary written approval.
- Dimensional/Lot Size Waivers: The overall density and average lot size (16,900 sq ft) are acceptable, but approximately 11 of the 51 lots fall below the 12,000 sq ft minimum size. The applicant is requesting reduced setbacks and frontage minimums (e.g., 50 ft frontage, 80 ft width, 20 ft aggregate side setback) to accommodate a planned buildable footprint limit of 10,000 sq ft. Rachel requested that the applicant formalize the intent to limit the maximum building footprint to 10,000 square feet (likely through HOA documentation) to preserve the development's aesthetics.

**Motion**

- Jared made a motion to accept the applicant's proposal for the reduced lot sizes as presented on the concept map. Rachel second. Both in favor.

No opposed.

**9. Closed Session, if necessary\* Pursuant to 52-4-204**

**10. Adjournment**

**Minutes:**

- Meeting adjourned at 8:30pm

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| Minutes published on 12/15/2025, adopted on 01/07/2026

  
Deputy Clerk