



## Sterling Town Planning & Zoning Commission Minutes

Tuesday November 11, 2025

7:00 PM

Commission members attending:	Judy Wadley (Commission Chair), Terry Brewer, Laura Patten and Kaden Hanks
Commission members excused:	N/A
Staff attending:	Kris Winkel
Community attending:	Amol Virdi, Mayor Zeb Wignall
Conducting:	Judy Wadley. The meeting was called to order at 7:00 PM.

Agenda item number	Discussion and Action Items
ITEM 1 Welcome by Commission Chairman, Pledge of Allegiance and Roll Call..	Commission, staff and community present stand and recite the pledge of allegiance. See roll call above.
ITEM 2 Approval of Minutes from the previous meeting	Approval of Minutes from Previous meeting 10.14.2025 <b>Motion:</b> Laura makes a motion to pass the minutes as presented from October 14, 2025. Kaden seconds the motion. <b>Vote:</b> The motion passed unanimously.
ITEM 3 Discussion/Concerns	Technical Planning Assistance (TPA) Grant.

<b>brought up by community members or Commission not to be voted on.</b>	<p>The Mayor asked if the Commission is comfortable moving forward with creating a Road Master Plan. The Mayor explained that Jones and DeMille will assist with preparing and submitting the application. He also proposed adding language that would allow the Town to update any land-use codes, noting that if such wording is included, TPA funds can be used for those updates; if not, the opportunity is lost. The Commission agreed and they will move forward with the application process.</p>
<b>ITEM 4 Amol Virdi to present a building application for approval</b>	<p><b>Sterling Mart Remodel, Amol Virdi</b> Amol Virdi, owner of the Sterling Mart, presented his remodel plans to the Commission using a projector. He explained that the scope of the project has expanded significantly after discovering asbestos in the walls, along with issues related to the current floor and prior remodeling attempts. These findings will require a full demolition and rebuild, increasing the project cost from an estimated \$200,000 to \$500,000</p> <p>The new building layout will include separate men's and women's restrooms, a kitchen, storage area, and a designated post office space. The upgraded fuel pumps will offer regular, supreme, and diesel fuels, including ethanol-free options. Planned improvements include a new concrete floor, updated air-conditioning units, and a false ceiling. The existing sewer system will also need to be upgraded to meet county requirements.</p> <p>Amol shared the long history of leaks at the property and described the multiple organizations he had to work with to uncover and address the underlying issues. He anticipates the project will be completed by summer 2026.</p> <p><b>Building Application Approved:</b> Judy, P&amp;Z Commissioner, signed the application. Kris provided the original to Amol and retained a copy for the Town's records.</p>
<b>ITEM 5 Discussion and vote on updated Building Application Form</b>	<p><b>Building Application Form</b> The Commission reviewed the sample building applications that Kaden sent to Kris. Kris converted the documents into Google Drive and tailored them for the Town of Sterling. The Commission briefly discussed the different application types needed for various projects. Members agreed to review the samples individually, make suggestions and edits, and report back at the next Planning and Zoning meeting. Kris will provide a short tutorial on how to submit suggested edits in Google Drive. She also noted that once the applications are finalized, she can create a QR code to be posted at the post office, in the newsletter, and at Town Hall to provide easy access to the forms.</p>
<b>ITEM 6 Meeting Adjournment</b>	<p><b>Motion:</b> Kaden makes a motion to adjourn the meeting. Terry seconds the motion. <b>Vote:</b> The motion passed unanimously. Meeting adjourned at 9:15.</p>

By: \_\_\_\_\_ Date: \_\_\_\_\_ Attest: \_\_\_\_\_ Date: \_\_\_\_\_

Commission Chair: Judy Wadley

Kris Winkel, Clerk/Recorder

Commission Members Initials:

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