

WALLSBURG TOWN PLANNING COMMISSION MEETING

November 25, 2025 - 7 pm

****NOTE : THE AUDIO RECORDING FOR THIS MEETING DID NOT WORK, THESE NOTES ARE FROM WRITTEN NOTES TAKEN AND MEMORY. I SINCERELY APOLOGIZE FOR THE INCONVENIENCE.****

1. Call to Order

a. Roll Call: Carrie Mecham, Lucille O’Driscoll, Tammy Graham, Sam Hicken, Dennis Phillips, Spencer Foster, Alisha O’Driscoll, Mary Piscitelli, Brian Olsen, Faye Munteer, Two Others, Ethan Buckley, Allison Buckley, One Other (Father/in Law).

2. Consent Calendar: Be it hereby moved that the following consent calendar items stand approved:

- a. Agenda of the November 25, 2025 Planning Commission Meeting
- b. No Minutes of previous Planning Commission Meeting to approve

3. Agenda Items:

a. Building Permit Inquiry – Action Item

- i. Meet with Faye Munteer regarding purchase of the Old School at 80 East Main Street and possibility of repurposing the building to a restaurant type building.
- ii. Vote to move forward with the process or continue discussion to a future meeting

Faye Munteer explained to the Planning Commission that she would like to see if the ideas she has for restoration of the old school would be possible before she purchases the property. Her ideas include restoring the building into a high end restaurant with 20 or so tables. Would like to include covered wagons for overnight guests and the possibility of live music nights and dancing/classes. The Planning Commission asked about parking and Faye Munteer said could look into other land around the school for parking possibilities. The Planning Commission also mentioned that an ordinance was just recently approved that does not allow Short Term Rentals in Wallsburg Town Limits. Faye Munteer also asked if a selling liquor would be permitted and explained that would be important to her plans as she would like to provide a nice dinner and wine for those interested. The Planning Commission explained that liquor licenses are not currently allowed and that it likely wouldn’t be a possibility. A liquor license was approached for a different building in the past and was not approved, many of the public and Town officials feedback were not in support- but the Planning Commission would be willing to hold another public hearing if they wanted to move forward. The Planning Commission further advised that a zoning change request from residential to commercial would be required and what the process would involve (notifying neighboring land owners, public hearing etc). The Planning Commission asked Faye Munteer how she feels her plans would be a benefit to the community. Discussion on whether it would provide affordable dining for the community or likely bring people from outside of the valley, if it would provide jobs for locals, etc. The Planning Commission and Spencer Foster discussed that if they would like to move forward the property owner would need to submit a change of zoning petition to begin the process.

b. Building Permit Inquiry – Action Item

- i. Meet with Tom Hicken regarding a building permit for a new home at 290 West Main Canyon Road
- ii. Vote to recommend approval to the Town Council or continue discussion to a future meeting

Skipped. Alisha O’Driscoll explained that Tom Hicken said he would not be at this month’s meeting and will let us know in future months if he would like to be on the agenda to talk about a building permit.

c. Building Permit Inquiry – Action Item

- i. Meet with Ethan and Allison Buckley regarding remodel of their home at 245 West Main Canyon Road
- ii. Vote to recommend approval to the Town Council or continue discussion to a future meeting

Ethan Buckley explained that the back of their house does not have a foundation, they would like to pour a foundation (keeping in the same footprint) to make the home more structurally sound. Working on engineered plans. Talked about the difficulties they’ve faced remodeling since purchasing the home. The Planning Commission looked through the code and identified possible ways for the Town to approve their renovations. Talked about issues other small non conforming buildings in Town have faced. The Planning Commission advised that their plans would require a building permit through the County if the Town were to approve, which would require updating septic and the other elements that the County inspects. The Planning Commission gave them a copy of the building permit checklist for documents and information they would need to provide to move forward with the process if they choose to.

d. MAG LAA Introduction, General Q&A – Information and Discussion Only

- i. Spencer Foster with MAG will introduce the LAA program to the newly appointed Planning Commission members. General Q&A to follow.

Spencer Foster introduced himself to the new Planning Commission members and explained that MAG LAA program helps small municipalities. The LAA Program has been a huge help to Wallsburg Town with creating and implementing many policies, helping the Planning Commission to identify updates the development code, and being an invaluable source of knowledge and training.

e. 2026 Meeting Calendar – Information and Discussion Only

- i. Create anticipated meeting schedule for 2026

Meetings will be scheduled for the 3rd Tuesday of each Month, with the option to cancel, reschedule, or schedule additional meetings as needed.

f. Upcoming ToDo List, Priority List – Information and Discussion Only

- i. Discuss upcoming items, things to research, make a plan for development code revisions.

Discussion on the recent updates to the code (building height, lot size, ridgeline, slope, short term rentals, accessory dwelling units) and the plan to continue to work with Spencer Foster through Chapter 5 of the Development Code to identify possible revisions/updates.

4. Commission Member Reports (questions, general discussion, assignments)

Discussion with commission members on keeping the rural nature of Wallsburg Town and the best interests of the Town in mind. Talked back and forth about the inquiry of the Old School renovations and if that's what the best interests of the Town would be. Plans for all to review the development code and come to the next meeting with ideas to work on.

5. Schedule Next Planning Commission Meeting

- a. Schedule Next Meeting: No meeting in December unless any of the participants of tonights meeting reach out to the Planning Commission with documentation/plans to move forward. Otherwise will meet 3rd Tuesday in January (20th) at 7:00PM

- b. Call for Agenda items for next Planning Commission Meeting

OPMA Training for 2026, Spencer Foster will have some ideas for Chapter 5 discussion/revisions.

6. Adjourn

Motion was made to close the meeting, seconded, and voted unanimously to adjourn.