



Sterling Town Planning & Zoning Commission Minutes
 Tuesday February 10, 2026
 7:00 PM

Commission members attending:	Judy Wadley (Commission Chair), Laura Patton, Kaden Hanks, Terry Brewer
Commission members excused:	N/A
Staff attending:	Kris Winkel
Community attending:	Cade Penney R6, Yvonne Larsen, 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 Discussion/Concerns brought up by community members or Commission not to be voted on.	<p>Amol Verde – Sterling Mart</p> <p>Amol Verde returned to present revised building plans for Sterling Mart. He provided both paper and digital copies for review. Mr. Verde explained that although he had initially intended to utilize the existing foundation, updated plans now require installation of a new foundation.</p> <p>The proposed building will measure 65 feet in width and 50 feet along the east side. The design currently includes one</p>

primary entrance and one exit. One door will be located on the east side facing the fuel pumps, and another door will be located near the post office, both facing west. Mr. Verde reviewed the general and detailed plans, including the foundation, store layout, and electrical plans, and presented renderings of the building's north, south, east, and west elevations. The post office entrance will face west, and the entire building will be repositioned slightly to the north.

Terry expressed concern regarding adequate space for parking and safe circulation for customers fueling vehicles. Mr. Verde stated he is working with an architect and that there will be approximately 30 feet between the store entrance and the gas dispensers. Parking is planned at an angle rather than straight-in. Demolition is scheduled for the 16th of this month, with a projected reopening by summer, ideally by July 24.

Laura expressed concern about the number of exits. Mr. Verde indicated the calculated occupancy load is 53 persons, and the current design meets code requirements for the required number of exits.

Mr. Verde completed a new building application, which was signed by a Planning & Zoning Commissioner. He stated his intent for the store to serve as a landmark for the town and proposed incorporating a souvenir area unique to Sterling, such as a welcome sign or an electronic kiosk.

Amol Verde returned later to clarify a measurement related to the Sterling Mart project, stating that the distance from the store entrance to the gas pump island is 68 feet. Terry suggested that parking be configured at an angle rather than straight-in to improve circulation and safety.

Planning & Zoning Application Packet – Presented by Kaden Hanks

Kaden Hanks presented a draft Planning & Zoning application packet for Commission review. Judy suggested a clarification on page 5 regarding the 30-foot minimum setback requirement. She noted that confusion sometimes arises as to whether setbacks are measured from the property line or from the center of the road. Terry stated that the Land Use Ordinance clearly specifies that setbacks are measured from the property line. The Commission reviewed the Land Use regulations and confirmed that the 30-foot setback is clearly stated.

Kaden reported that he had consulted with the county building inspector, Scott, to seek guidance and receive feedback. Through that discussion, he learned that county inspectors generally do not verify setbacks during inspections unless construction is within five feet of a property line. The Mayor stated that the Town would need to ensure setback compliance. Judy asked whether this responsibility would fall to Town Maintenance. Kaden suggested that the duty could be assigned to a designated Town employee, whose signature and contact information would be included on the application to document the inspection. The Commission discussed availability and agreed that Town Maintenance may be more consistently available than a Commission member. Laura recommended designating a backup individual in the event the primary inspector is unavailable. Judy inquired whether Commissioners would be financially compensated for performing inspections. Kaden explained that a portion of the application fee could be allocated to cover inspection costs.

Kaden also shared that some municipalities conduct final inspections to verify compliance with local ordinances in addition to county inspections. He noted that while the Town has the authority to implement such a process, it must be completed within a reasonable timeframe to avoid delaying occupancy. Terry expressed opposition to the Town becoming involved at that level, noting that the Town does not have additional or unique sidewalk or related regulations. Kaden clarified that he was not recommending the practice but was sharing information gathered from other municipalities. The Commission agreed that in most cases, compliance issues should be identified earlier in the process and that additional final inspections are more common in larger municipalities with more extensive regulations.

Kaden reminded the Commission that the application under discussion is not the county building permit application, but rather the Town's application required prior to submission to the county. He asked Kris how applicants currently obtain a building application. Kris explained that individuals may call the Town; however, because there is not a full-time employee, email is the most efficient method for requesting forms. She also noted that the Town is working on implementing a QR code for easier access and that the QR code could be posted on the Town website.

Kaden reported that the Land Use Management document references a one-foot setback in one section, while another section specifies two feet. The Commission has previously discussed formally updating the ordinance to reflect a two-foot requirement. Kaden also noted that he was unable to locate a clearly defined rear setback requirement in the current document, as it addresses front and side setbacks but not the rear. The Commission acknowledged the need to clarify and correct this omission. Cade confirmed that accessory structures, such as sheds, may be located two feet from the property line, whereas dwelling units must be set back ten feet. He further stated that rear setback requirements are established by municipalities, not state code. Judy added that adequate setbacks can positively impact insurance ratings, as noted by the Fire Chief.

Terry questioned why the application requires five copies of submitted materials. The Commission discussed whether that number is necessary. Kris stated that at least one copy is required for records retention to be maintained with the official application file.

The Commission also discussed inclusion of property serial numbers. Terry asked whether this information is necessary. Cade clarified that the lot serial number refers to the parcel identification number (Parcel ID). Kaden agreed to update the terminology on page 6 or 7 of the application.

The Commission expressed appreciation to Kaden for preparing a clear and straightforward application packet.

Commercial Buildings

Terry stated that the Commission will need to address regulations pertaining to commercial buildings in the future and consider whether additional standards or clarifications should be incorporated into the Land Use Ordinance.

<p>ITEM 3 Approval of Minutes</p>	<p>Motion: Laura makes a motion to approve the minutes from 01/13/2026. Kaden seconds the motion. Vote: The motion passed unanimously.</p>
<p>ITEM 4 Discussion and Review of Accessory Dwelling Units (ADU) and Short-Term Rentals (STR)</p>	<p>Discussion on Accessory Dwelling Units (ADUs)</p> <p>Cade presented sample ordinances from other municipalities for the Commission’s review, explaining that these could be used as a framework and tailored to meet the specific needs of Sterling. He outlined the process moving forward, noting that once the Commission approves a draft, a public hearing will be held at the Planning & Zoning level. Following the public hearing and Commission recommendation, the proposed ordinance will be presented to the Town Council for consideration and possible adoption.</p> <p>Cade explained that when considering variances, standards must be applied consistently. Any provisions adopted must apply equally to all applicants, provided they meet the established setback requirements and comply with Town ordinances.</p> <p>During review of the draft ordinance, Judy referenced page 2, item D(3), noting that the draft listed a 100-foot requirement. Terry stated that the document is a working draft and can be revised to align with Sterling’s existing code. Cade displayed the ordinance during the meeting and made revisions in real time as the Commission reviewed each section to ensure consistency with current Town regulations.</p> <p>The Commission reviewed proposed ordinances addressing Accessory Dwelling Units and Short-Term Rentals, along with a one-page summary for each. Cade incorporated edits and adjustments throughout the discussion to bring the documents into compliance with Sterling’s current code and ordinances.</p> <p>A public hearing will be scheduled prior to the next Planning & Zoning meeting. Cade will finalize the revisions and distribute the updated draft via email. The final draft will be available at the time the public hearing notice is posted, at least 10 days prior to the hearing.</p> <p>Short-Term Rentals</p> <p>The Commission discussed the proposed ordinance regulating Short-Term Rentals (STRs), defined as rental periods of 30 days or less. Under the current draft, up to 15% of single-family homes within the municipality would be eligible to operate as short-term rentals. Terry asked whether 15% is the appropriate limit for the Town. Judy inquired how the Town would determine that number. Cade explained that there is currently no ordinance prohibiting short-term rentals; the proposed ordinance is intended to formally regulate and allow them under defined standards.</p>

	<p>Cade stated that once the ordinance is adopted, existing short-term rental operators would be given 90 days to become compliant and obtain a Town business license. Notice of the new requirements would be published in the Town newsletter, informing operators of the 90-day compliance period. Applications would be processed on a first-come, first-served basis up to the established cap. After the 90-day period, any remaining available permits could be issued to additional applicants.</p> <p>Cade will provide the revised draft to Kris by Friday for distribution to the Commission. Any additional changes will be incorporated prior to posting the notice of public hearing.</p> <p>The Commission discussed the public hearing process. Two separate public hearings may be scheduled and noticed within the same meeting notice, provided each hearing is opened and closed individually. The Commission will first open a public hearing to receive public comment, then close it before opening the next hearing. Following the public hearings, the Planning & Zoning Commission will discuss each item, vote on whether to recommend approval with any proposed changes, and forward its recommendation to the Town Council. Each item will appear as a separate line item on the Planning & Zoning agenda for purposes of discussion and vote.</p>
<p>ITEM 5 Discussion and vote on updated Building Application Form</p>	<p>This item will remain on the Planning & Zoning agenda during the refinement process of the new application and will continue to be reviewed until it is finalized and ready for a vote.</p>
<p>ITEM 6 Meeting Adjournment</p>	<p>Motion: Kaden makes a motion to adjourn the meeting. Terry seconds the motion.</p> <p>Vote: The motion passed unanimously. Meeting adjourned at 8:39</p>

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

Commission Members Initials:
Terry Brewer: _____, Laura Patton: _____, Kaden Hanks: _____

