

Town of Leeds

Planning Commission Work Session for Wednesday, March 4, 2026

Work Session

Call to Order: 6:36pm

In Attendance: **Chairman:** Chuck Bentley

Planning Commissioner: Alan Roberts

Planning Commissioner: Rochelle Gardner

Planning Commissioner: Laurie Sullivan

Town Planner: Scott Messel

Mayor Wayne Peterson

Absent **Planning Commissioner:** David Rhoads

1. **Work Session**

a. **Check List for Preliminary and Final Plat Applications.**

The Planning Commission met to review and refine a development application checklist originally drafted by Sunrise Engineering in early 2025. The checklist is intended to clearly define what developers must submit so applications can be reviewed efficiently and legally within state mandated timeframes.

The checklist cannot be used administratively unless every item is explicitly supported by existing Town Ordinances. Some checklist items exceeded or conflicted with current ordinance language, making them unenforceable; Without a valid checklist, the Town risks missing required response deadlines, which could result in automatic approvals.

The mayor reviewed the checklist line by line against the Towns Ordinances and highlighted:

- Where checklist items are already supported by ordinance.
- Where additional ordinance language should be added.
- Where ordinance amendments are required, which would trigger a public hearing process.

Discussion on Pre-application required by ordinance and that it should be formalized. Strong support for adding ordinance backed requirements related to:

- Master Road Plan Compliance.
- Adjacent structures within a defined radius.
- Fire hydrant locations.
- Drainage and flood control alignments.
- Utility infrastructure visibility.

Recognition that drainage and flood issues are increasing and must be addressed more clearly going forward.

The Commission discussed the 20-day review timeline and agreed it is challenging for a small town with that timeframe. Consensus to require more complete submissions upfront, including construction drawings, for applicants using the expedited process.

This approach raises the bar for developers, as well as protecting the Towns' review capacity.

The mayor will:

- Incorporate all agreed changes.
- Align the checklist fully with ordinance language.

- Submit the draft for legal review.

A public hearing is planned for April 1, 2026, Planning Commission meeting, with the purpose of making a recommendation to Town Council. If no substantial public issues arise, the Commission may vote the same night to move the process forward. The Planning Commission strongly supports finalizing the checklist and updating ordinances to:

- Improve transparency for developers.
- Reduce administrative burden.
- Ensure legal protection.
- Prevent rushed or automatic approvals.

Adjournment: 6:57pm

Approved this 1st Day of April 2026.

Chuck Bentley, Planning Commission Chairman

ATTEST:

Cari Bishop, Clerk/Recorder

DRAFT