



To: Mayor and Town Council Members

From: Mark C. Meyers, Town Manager

Date: April 8, 2026

Subject: Joint Utility Committee Ordinance

Background

Recently the Town amended its zoning code to establish a Development Review Committee (DRC) made up of not only Town staff but also outside utility and other service providers to consider and recommend development applications like Conditional Use Permits. However, since the outside service providers are not Town officials, there is a question under state law regarding their authority to be involved in such decision making.

To address this, Town Planner Ryker Stiglich has drafted a Joint Utility Committee (JUC) ordinance that would make the outside agencies a separate technical advisory group administered by the Community Development Director. Further, the ordinance designates the Community Development Director or designee (e.g., Town Planner/Zoning Administrator), as opposed to the DRC, as the Administrative Land Use Authority for final plat approvals.

Attached is a memo from Mr. Stiglich further explaining the proposed ordinance as well as a draft copy of the ordinance. He will present it for discussion and direction at the April 15, 2026, Town Council work meeting.

Recommendation

Staff recommends the Town Council discuss the Joint Utility Ordinance and consider referring it to the Planning Commission for public hearing, review and recommendation, subject to prior review by the Town Attorney.