

# Meadow Town Planning and Zoning Meeting

## March 10th, 2026 Meadow Firehouse Following the Public Hearing

**\*\*\*THESE MINUTES ARE APPROVED\*\***

**Attendance:** Committee Chairman Andrew Flake, Committee Member Rex Williams, Committee Member Sean Kelly, Planning and Zoning Secretary Haley Abplanalp, Lloyd Robison, Tony Cowley, Mark Cowley, Ed Zmitravich, Zane Murnan, Allen Erickson, Andee Holdaway

**Excused:** Commission member Ralph Maxfield, Commission member James Wilcox

**1. Opening Ceremonies (three-minute limit) :** Done in the public hearing prior to our planning and zoning meeting.

**2. Review of minutes for minutes for December 2025 and January 2026.** Review the meeting minutes for the December P&Z meeting minutes and the public hearing minutes for January 2026. Council member Sean Kelly makes a motion to approve the minutes for December 2025 and the minutes for January 2026. Council member Rex Williams seconds.

**3. Discussion of electing a new Planning and Zoning Chairman for 2026.** Chairman Andrew Flake opens the discussion. Sean Kelly expressed his opinion that Rex would be a great candidate for it. Rex respectfully declines due to other obligations he has recently been called too. Andrew mentions who else is on our P&Z council. Which includes Ralph Maxfield and James Wilcox. Andrew proposes that if Sean would be willing to fill this role that he(Andrew) would still be willing to help. Sean does express some of his concerns as he is working to move in the future and mentions that it could be a shorter term to serve as chairman. Sean mentions the few ordinances the planning and zoning are currently working on. Which is the subdivision ordinance and the short term rental ordinance. Andrew mentions that the town council has been going through different ordinances and expresses that it is important to keep our commission open for training,etc. Sean would like the Mayor to push a commitment for another council member to make sure that we have a full quorum to run these meetings. Sean is very transparent on his future plans in moving. Sean said that he is willing to commit for as long as he can to the position for Planning and Zoning Chairman. Andrew nominates Sean Kelly and Rex seconds.

**4. Discuss if needed the revisions for chapters 2, 4, and 9 in the town ordinances.**

Sean asks if we are ready to vote on this ordinance after the previous changes and additives discussed in our public hearing meeting. There is some discussion to review again what changes will be made and added in. Such as the definition for the concept plan, and in 10/9/8 the clarification the the appointee shall have prior experience with planning and zoning issues. We then can approve this draft then push it forward to the town council for their public hearing.

Mark Cowley- Makes note that we need to add a duty to the appeals group. In 10/4/2 Section G he suggested we add a 3rd line stating “hear and decide appeals to the Subdivision Ordinance applying to this title.”

**5. Discuss and possible vote to approve subdivision ordinance.**

Sean asks if we can then vote on these modifications and additions to the ordinance. Andrew explains the process that we approve our changes and send it off to the town council. They will then review and have a public hearing then pass it to our town attorney. Andrew makes the motion to approve the changes made to the subdivision ordinance by adding the definition to the concept plan, adding a sentence to 10/9/8 B “appointee having experience with planning and zoning”, and adding to 10/4/2 G line 3. Rex seconds.

**6. Adjourn:** Andrew makes a motion to adjourn and Rex seconds.

Haley Abplanalp  
Planning & Zoning Secretary