

Town of Leeds

Planning Commission Meeting for Wednesday, April 1, 2026

1. Call To Order/Roll Call: 7:01PM

| ROLL CALL: | <u>Present</u> | <u>Absent</u> |
|--------------------------------|-------------------|-------------------|
| CHAIR: CHUCK BENTLEY | <u>X</u> | <u> </u> |
| COMMISSIONER: ROCHELLE GARDNER | <u>X</u> | <u> </u> |
| COMMISSIONER: LAURIE SULLIVAN | <u>X</u> | <u> </u> |
| COMMISSIONER: ALAN ROBERTS | <u>X</u> | <u> </u> |
| COMMISSIONER: DAVID RHOADS | <u> </u> | <u>X</u> |

Town Planner Scott Messel was in attendance.

2. **Invocation:** Susan Savage
3. **Pledge of Allegiance**
4. **Declaration of Abstentions or Conflicts:** None
5. **Agenda:**

- a. Tonight's Agenda of April 1, 2026
- b. Motion to approve made by Commissioner Roberts, 2nd by Commissioner Sullivan.

| ROLL CALL VOTE: | Yes | No | Abstain | Absent |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| CHAIR: CHUCK BENTLEY | <u>X</u> | <u> </u> | <u> </u> | <u> </u> |
| COMMISSIONER: DAVID RHOADS | <u> </u> | <u> </u> | <u> </u> | <u>X</u> |
| COMMISSIONER: ROCHELLE GARDNER | <u>X</u> | <u> </u> | <u> </u> | <u> </u> |
| COMMISSIONER: LAURIE SULLIVAN | <u>X</u> | <u> </u> | <u> </u> | <u> </u> |
| COMMISSIONER: ALAN ROBERTS | <u>X</u> | <u> </u> | <u> </u> | <u> </u> |

- c. Meeting Minutes of March 4, 2026, Work Session
Motion to approve made by Commissioner Sullivan, 2nd by Commissioner Gardner.

| ROLL CALL VOTE: | Yes | No | Abstain | Absent |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| CHAIR: CHUCK BENTLEY | <u>X</u> | <u> </u> | <u> </u> | <u> </u> |
| COMMISSIONER: DAVID RHOADS | <u> </u> | <u> </u> | <u> </u> | <u>X</u> |
| COMMISSIONER: ROCHELLE GARDNER | <u>X</u> | <u> </u> | <u> </u> | <u> </u> |
| COMMISSIONER: LAURIE SULLIVAN | <u>X</u> | <u> </u> | <u> </u> | <u> </u> |
| COMMISSIONER: ALAN ROBERTS | <u>X</u> | <u> </u> | <u> </u> | <u> </u> |

- d. Meeting Minutes of March 4, 2026
Motion to approve made by Commissioner Gardner, 2nd by Commissioner Sullivan.

| ROLL CALL VOTE: | Yes | No | Abstain | Absent |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| CHAIR: CHUCK BENTLEY | <u>X</u> | <u> </u> | <u> </u> | <u> </u> |
| COMMISSIONER: DAVID RHOADS | <u> </u> | <u> </u> | <u> </u> | <u>X</u> |
| COMMISSIONER: ROCHELLE GARDNER | <u>X</u> | <u> </u> | <u> </u> | <u> </u> |
| COMMISSIONER: LAURIE SULLIVAN | <u>X</u> | <u> </u> | <u> </u> | <u> </u> |
| COMMISSIONER: ALAN ROBERTS | <u>X</u> | <u> </u> | <u> </u> | <u> </u> |

1. Announcements:
 - a. Easter Egg Hunt April 4, 2026, 8:30-10AM
2. Public Hearing:

Amendments to Chapter 21 – SUBDIVISIONS

A public hearing will address amendments to Chapter 21 Subdivisions, introducing a new checklist for developers, landowners, staff, the Planning Commission and the Town Council. The goal is to ensure complete submissions from the start, reduce back and forth requests for missing documents, and keep everyone aligned. This change is partly driven by SB 174's fast track process, which gives only 20 days for review and limits how many times additional information can be requested after several rounds, a project may be automatically approved if not denied.

Motion to go into a public hearing made by Commissioner Sullivan, 2nd by Commissioner Roberts.

| ROLL CALL VOTE: | Yes | No | Abstain | Absent |
|--------------------------------|-----|----|---------|--------|
| CHAIR: CHUCK BENTLEY | X | | | |
| COMMISSIONER: DAVID RHOADS | | | | X |
| COMMISSIONER: ROCHELLE GARDNER | X | | | |
| COMMISSIONER: LAURIE SULLIVAN | X | | | |
| COMMISSIONER: ALAN ROBERTS | X | | | |

Susan Savage: I just want to say, what can we do to preserve our topography? I know we've talked about hillside ordinances. I don't know what hilltops, but Silver Cliffs, who's in the town boundaries, just pushed a lever and blew up a whole hill out there. So, what keeps people from doing that? How do we keep an eye on things and enforce the hillside ordinance?

Commissioner Chair Bentley: There was no enforcement required because it was less than a 30% slope. That's when the ordinance kicks in. That wasn't steep enough to fall into our jurisdiction of the hillside ordinance.

Town Planner Scott Messel: Something that the Town could look at is the view shed and determine if that's something that the Town wants to preserve view sheds, and then you have requirements. This would be something that you could look at and have more discussion on.

Commissioner Chair Bentley: Just for clarification on that, that hill that they graded on it was not steep enough to fall into our hillside ordinance, they could do what they wanted to within those parameters. They did nothing wrong, what they did is allowable in Leeds.

Doris McNally: I have a question regarding will-serve letters. The timing of will-serve letters and also agreements with developers. Typically, will-serve letters now have terms. They have a start and an end date. Then you have a developer's agreement that also kind of states you have to start development by a certain time. There is some synchronization that needs to occur. I guess the question I have in this is, is there a way that you can ensure that the period of the will-serves align with the developer's agreement to start development? Because you could have a situation, theoretically, where an agreement has been signed or a plat has been agreed to, but a will-serve has been rescinded because it's met its dates. My question is, that in reading these documents, I'm not seeing that there's any alignment of will-serves from utilities speaking from a utility and the town. I just wonder, since you only get a few bites of doing this, it would be a good thing to look at and putting into the document.

You could put that in the code, as you are doing a development agreement, have those things aligned but if they don't align and if you have a year's period of time to begin construction on your project, you can do extensions, or if they get a will-serve that's only for a certain period of time, but the plats approved longer than that, they wouldn't be able to get building permits or you can hold things up until they get a new will-serve letter.

Doris McNally: The reason I bring this up is we have a few developments in our purview right now that have been sitting around for 10 to 15 years. Clearly will-serve letters typically last about a year now.

The discussion clarifies that a recorded plat remains legally valid, but a building permit cannot be issued without a current "will-serve" utility letter, meaning expired utility approvals must be renewed at the permit stage. Projects may remain unfinished if developers run out of money, which municipalities can't fully control. There are also debates about the submission process: one suggestion is to require developers to distribute documents to utilities themselves to save time, but Commissioners reject this emphasizing the Town should retain control and handle distribution likely electronically to ensure accuracy and accountability.

The discussion raises concerns about delays in the review process if outside entities respond slowly, potentially cutting into the Planning Commission and Council's limited review time. A suggestion is made to improve efficiency through clearer procedures or deadlines. Another key point is to avoid naming specific utility companies in documents since name changes can quickly make documents outdated. Using more general terms like water utility and electric utility would make the checklist more durable and reduce the need for frequent updates.

Ron Whitmer: I talked to the ex-mayor, and I talked to the current mayor, and they both seem to be in agreement. No speed bumps. You won't see a speed bump on Main Street, north of the Frontage Road, going north or south because the State and the County won't allow it. I'll meet you at 5:00, and we'll watch for speeders and I promise you it won't be an issue. I'm just asking, speed bumps are for Costco parking lots, not even elementary schools.

Motion to go out of public hearing made by Commissioner Roberts, 2nd by Commissioner Sullivan.

| ROLL CALL VOTE: | Yes | No | Abstain | Absent |
|--------------------------------|-----|----|---------|--------|
| CHAIR: CHUCK BENTLEY | X | | | |
| COMMISSIONER: DAVID RHOADS | | | | X |
| COMMISSIONER: ROCHELLE GARDNER | X | | | |
| COMMISSIONER: LAURIE SULLIVAN | X | | | |
| COMMISSIONER: ALAN ROBERTS | X | | | |

- 3. Discussion and Possible Action Items:
 - a. Amendments to Chapter 21- SUBDIVISIONS.

The Commissioners agree to reduce the number of required document copies, suggesting fewer physical copies, around 7 instead of 10 or more since materials are now distributed electronically. They also clarify why fire hydrants are reviewed within 300 feet instead of 200 feet. The larger distance provides a broader view of nearby infrastructure, including adjacent properties, helping planners and developers better assess coverage and requirements. There's discussion about who has authority to waive certain requirements like biological or archaeological reports, concluding it can be handled administratively rather than always requiring Town Council approval, as long as the ordinance allows flexibility.

The revisit concerns naming utilities leaning toward using general terms like water provider instead of specific company names to avoid outdated references. The conversation emphasizes flexibility, efficiency, and keeping the ordinance adaptable as practices and conditions change.

Motion to approve with changes of 21 copies to 7 and not calling out names only utility type made by Commissioner Sullivan, 2nd by Commissioner Roberts.

| ROLL CALL VOTE: | Yes | No | Abstain | Absent |
|--------------------------------|-----|----|---------|--------|
| CHAIR: CHUCK BENTLEY | X | | | |
| COMMISSIONER: DAVID RHOADS | | | | X |
| COMMISSIONER: ROCHELLE GARDNER | X | | | |
| COMMISSIONER: LAURIE SULLIVAN | X | | | |
| COMMISSIONER: ALAN ROBERTS | X | | | |

b. L-92-A and Other Inconsistencies on Zoning Maps Over Time.

Discussion focuses on confusion over the zoning of parcel L-92-A, which appears inconsistent across different maps and records. Some older maps show it as commercial while the 2022 general plan map suggests it may be open space, and the current zoning map doesn't clearly label it at all.

This has raised questions especially since the property is for sale, but Commissioners note that zoning likely hasn't officially changed despite conflicting documents. The parcel is believed to still have its long-lasting zoning designation of commercial, and the discrepancy is probably due to missing or inconsistent map updates rather than any formal rezoning.

Motion to approve to correct the zoning map on parcel L-92-A to commercial made by Commissioner Sullivan, 2nd by Commissioner Roberts.

| ROLL CALL VOTE: | Yes | No | Abstain | Absent |
|--------------------------------|-----|----|---------|--------|
| CHAIR: CHUCK BENTLEY | X | | | |
| COMMISSIONER: DAVID RHOADS | | | | X |
| COMMISSIONER: ROCHELLE GARDNER | X | | | |
| COMMISSIONER: LAURIE SULLIVAN | X | | | |
| COMMISSIONER: ALAN ROBERTS | X | | | |

c. Setting Public Hearing Date for Bed & Breakfasts/Short Term Rentals Regulation.

This was not discussed. Chair Bentley will not be at the May meeting. They will discuss this at another meeting.

4. Staff Reports:

Town Planner Scott Messel: Everyone's aware of the disconnect petition. The Town Council held a public hearing on it last week. Town Council has a number of days to respond to the petition following the public hearing, which was held. The Town will be responding with an official response to the petitioners of the disconnect and whatever their response is will determine what the petitioners decide to do.

Commissioner Chair Bentley: We have a couple of things that we have talked about and as far as protecting our hilltops we have only have the hillside. You brought up a valid point, we should address it, we made a big step with two things requiring a grading permit and getting the hillside ordinance through, but nothing on the hilltops.

5. Adjournment: 7:50PM

Approved this 3rd Day of June 2026.

Chuck Bentley, Planning Commission Chair

ATTEST:

Cari Bishop, Clerk/Recorder

DRAFT