

Town of Leeds

Planning Commission Meeting for Thursday, July 2, 2026

1. Call To Order/Roll Call: 7:00pm

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

Others in attendance:

Town Planner Scott Messel and Clerk/Recorder Cari Bishop

2. Invocation: Ron Whitmer

3. Pledge of Allegiance

4. Declaration of Abstentions or Conflicts: None

5. Agenda:

a. Tonight's Agenda of July 2, 2026

Motion to approve 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. Meeting Minutes of June 3, 2025

Motion to approve by Commissioner Gardner, 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			

6. Announcements

a. Fourth of July Schedule:

1. 7am 5k and Fun Run
2. 9am Breakfast in the Peach Pit Pavilion
3. 10:30am Parade on Valley Rd.
4. 1pm-3pm Museum Ice Cream Social in the Cosmopolitan

b. Fifth of July

- a. Community Potluck 6:30pm in the Peach Pit Pavilion

7. Staff Reports: None

8. Discussion and Possible Action Items:

- a. Discussion and Possible Action on Conditional Use Permit for Full Throttle Dog Camp Commercial Dog Kennel tabled from June 3, 2026, meeting.

Discussion and possible action on a conditional use permit for a home-based dog kennel operation. The applicants provided a letter responding to concerns and described proposed mitigation measures, including client screening, service agreements, limited advertising, supervision, and indoor housing.

Commissioners discussed whether a kennel use could exceed the normal residential limit on personal dogs and how conditional use standards should mitigate impacts. Town code was cited as defining a kennel as five or more dogs or cats at least six months old. Commissioners emphasized that conditions must be reasonable, measurable and enforceable. Major concerns included the number of dogs, barking/noise, outdoor supervision, overnight housing, waste management, customer traffic, parking and enforceability. The applicants stated they intended to operate from their home, use social media rather than physical advertising, require behavioral assessments, and have dogs supervised outdoors.

Conditions Discussed for the Permit:

- The permit would not be transferable if the property changed ownership.
- No business signs would be displayed.
- The business must remain properly licensed and insured.
- No more than nine total dogs would be allowed on the property at one time, with no more than five boarded dogs at any time.
- No more than 25% of the house may be used for the home occupation.
- Dogs must be housed indoors overnight, generally from 6pm to 7am except for necessary potty breaks.
- No dogs may be housed in outdoor kennels, runs, or accessory structures.
- No more than five dogs may be outdoors at one time, and dogs may not be left unattended outdoors.
- Outdoor play hours would be limited to 7am to 6pm
- Dogs may not create sustained barking, howling, or yelping audible beyond the property line for more than 10 consecutive minutes.
- Verifiable evidence of violations may include observations by town officials, law enforcement, written logs, and audio recordings.
- Two verifiable violations within a 12-month period may trigger review, modification, suspension, or revocation of the conditional use permit.
- Customer drop-offs and pickups must occur on site, with no more than two customer vehicles present at one time.
- Drop-off and pickup windows would be 7am-9am, 12pm-2pm and 4pm-6pm
- Animals must be vaccinated.
- Animal waste must be cleaned up daily, and the property must be kept clean and sanitary to prevent odors, insects, rodents, health hazards, or nuisance conditions.
- No outside storage of business-related equipment or materials would be allowed.

Motion to recommend approval of the conditional use permit with the findings and conditions discussed, including items 1 through 22 made by Commissioner Sullivan, 2nd by Commissioner Roberts.

ROLL CALL VOTE:

CHAIR: CHUCK BENTLEY

COMMISSIONER: DAVID RHOADS

COMMISSIONER: ROCHELLE GARDNER

COMMISSIONER: LAURIE SULLIVAN

COMMISSIONER: ALAN ROBERTS

Yes	No	Abstain	Absent
	X		
	X		
X			
X			
X			

- a. Update Wildland Urban Interface ("WUI") Code for the Town of Leeds Continued from June 3, 2026, meeting.

The Commission discussed Wildland Urban Interface requirements and how compliance should be handled with new building permits. Members noted uncertainty about fire sprinkler requirements and whether compliance review should be handled by the building official, the fire department, the County, or another designated entity.

The Town previously adopted the 2006 Wildland Urban Interface Code, but newer State requirements have raised additional compliance questions. Commissioners discussed whether fire sprinkler requirements depend on occupancy, building size, or water access. There was concern that homeowners could receive permits without clear WUI compliance review and later face costly corrections.

Commissioners discussed that some jurisdictions use fire department or WUI specific review rather than assigning the responsibility solely to the building official. The Commission expressed concern about assigning WUI review to the building official because that role already has other duties.

Motion to recommend approval of WUI proposal to the Town Council with the recommendation ask for Town Council to determine what entity will administer and verify WUI compliance for new building permits 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			

Adjournment: 8:26pm

Approved this 5th Day of August 2026.

Chuck Bentley, Planning Commission Chair

ATTEST:

Cari Bishop, Clerk/Recorder