



MINUTES
MEETING OF THE PLANNING AND ZONING COMMISSION
Town of Red Cliff Council Chambers, 400 Pine Street
TUESDAY, FEBRUARY 1, 2022

CALL TO ORDER 6:08 PM

ROLL CALL

Chairman Bob Will	Tom Henderson	Trish Marcine
Administrator Barb Smith	Clerk Melissa Matthews	Planner Scot Hunn
Absent: Nathalie Roy		

APPROVAL OF AGENDA

Motion by Bob Will to approve the agenda, seconded by Trish Marcine, unanimously approved.

DISCUSSION & ACTION ITEMS

1. Ordinance 1, Series 2022: An ordinance amending Chapter 16, Planning and Zoning of the Red Cliff Municipal Code, to clarify Sec. 16-5-50 application requirements.

Planner, Scot Hunn, explained the purpose, history and details of this Ordinance. Following several years working with the existing code language pertaining to land use application requirements and procedures that, in his professional opinion, are inadequate and which place the Town – particularly the Planning and Zoning Commission – at a disadvantage by way of details and pertinent information that should be provided for their review of any new development; and at the request of the Planning and Zoning Commission during recent discussions regarding Chapter 16 and the approval process for land use and development applications, Planner Scot Hunn recommends the following changes be adopted by the Town: amend Section 16-5-50(b), amend Section 16-5-50(c), and amending and adding significantly to Section 16-5-50(d) (see staff memo for elaboration). The main difference is that the current procedures allow for the applicant to have discretion on what they provide to staff and to the Board, which is extremely uncommon. The proposed changes are intended to add clarity, predictability, and equity for future development applications. They would lay out specific items that would be required by applicants, and would include a specific timeline which will give applicant's realistic expectations. The clock for moving the applicant forward would start once the application/submittal is complete.

Motion by Bob Will to recommend approval by the Board of Trustees of Ordinance 1, Series 2022, seconded by Trish Marcine, unanimously approved.

2. Code discussion on Chapter 16: 16-2-10 and 16-2-20

Planner, Scot Hunn, addressed the Commission: As the Town embarks on the process of reviewing proposed updates to Chapter 16 – *Planning and Zoning*, of the Town Code, and based on your recent input, it is recommended to take this project on in segments, starting with Chapter 2. Hunn went through the current and proposed definitions and addressed concerns and questions that the Commission had.

Some input from the Commission included: request to add habitable space, parking requirements for specific square footage, extensive conversation regarding parking requirements.

Staff, the Commission, and public input was extensive in regards to the proposed changes. The Commission decided to table the discussion and continue working on this project at future meetings. Motion by Trish Marcine to continue the discussion on the definitions in Chapter 16 Code, seconded by Bob Will, unanimously approved.

ADJOURNMENT TO THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Motion by Bob Will to adjourn to the regular meeting of the Board of Trustees, seconded by Trish Marcine, unanimously approved at 7:24 PM.