



**MINUTES**  
**MEETING OF THE PLANNING AND ZONING COMMISSION**  
**Town of Red Cliff Council Chambers, 400 Pine Street**  
**TUESDAY, MARCH 15, 2022**

**CALL TO ORDER 6:15 PM**

**ROLL CALL**

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

**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.

As discussed at the first reading of this Ordinance, it was prepared with the intent to amend 16.5.50 which includes the requirements for building applications. The purpose is to: clarify the requirements; require a slightly higher level of details for new applications for large projects; and to clarify the pathways for approval of smaller projects. This amends language currently existing in the code that asks for a general description, to now ask for a detailed description – requiring a detailed site plan, to better understand what is being built, how it is being built and if it is functional. This was at the request of the Commission and the Board, wanting more thorough details, especially when it comes to the final approval.

There had been concern about different pathways for major vs. minor applications and their processes. Staff ensured that this does already exist in the code, in that there is an exemption process which includes a list of things that do not require the Commission for approval. There are other things that can be administratively approved by the Planning Director.

There was discussion about the ability for people to come in front of the Commission or Board without a current application to inquire and ‘feel out’ a potential project. This is acceptable and encouraged often times by staff. In addition, pre-application meetings are an option.

The Commission was agreeable to the Ordinance.

2. Code discussion on Chapter 16, Article 6 which includes the requirements for each zone. Planner Scot Hunn explained that this is the next of many steps in reviewing and revising Chapter 16. Article 6 lays out standards for landscaping, snow storage, specifics of zone districts, etc. Staff explained that previous changes to this section of Code should be reexamined and possibly revised such as adding back in previously eliminated definitions and changes in setbacks including river setbacks. Also, staff recommends possible revisions to topics such as parking and snow storage. Staff shared the current working document which includes proposed potential changes.

The Commission thoroughly discussed issues such as amounts of permeable space requirements and access requirements for this type of space, snow storage/melt, and increasing stream setbacks (which will need further investigation and looking at creative options such as a sliding scale).

Motion by Trish Marcine to table the code discussion on Chapter 16, Article 6, seconded by Bob Will, unanimously approved.

**ADJOURNMENT TO THE REGULAR MEETING OF THE BOARD OF TRUSTEES**

Motion by Garrett Alexander to adjourn to the Liquor Board meeting, seconded by Trish Marcine, unanimously approved at 7:28 PM.