

STERLING PLANNING COMMISSION
SPECIAL MEETING
MINUTES
7/24/2025

The Sterling Board of Planning Commissioners met in a special session on Thursday, July 24, 2025, at 5:15 P.M in the meeting room at City Hall. Those present were Jed Miller, Chairman; David Wilson, Vice-Chairman (via teleconference); Brennan Sterling, Secretary; Joe Jacob, Jeff Lauder milk, and James Silman, Planning Commissioners; Ian Hutcheson, Zoning Administrator / Subdivision Administrator / City Manager; Josh Hood, Owner / Operator, Hood Construction; Stephen Wilson, Operations Manager, Hood Construction; Brian Inwood, Public. Kash Farney, Planning Commissioner, was absent.

Chairman Miller called the meeting to order.

APPROVAL OF AGENDA:

Commissioner Silman moved, and Commissioner Lauder milk seconded to approve the agenda. The motion carried 6-0.

CONSENT AGENDA:

1. Approval of minutes.
 - a. Planning Commission Special Meeting July 2, 2025.

Commissioner Lauder milk moved, and Secretary Stelling seconded to approve the Consent Agenda as presented. Motion carried 6-0.

BUSINESS OF THE SPECIAL MEETING:

1. Approve special use application for 906 N. Broadway Avenue, Hood Construction office expansion.

Zoning Administrator Hutcheson presented background on the special use application. Hood Construction is a construction company with primary offices located at 906 N. Broadway Avenue. On March 1, 2023, a zoning amendment to rezone the area generally described as 908 N. Broadway Avenue, which included the property located at 906 N. Broadway Avenue, from the R-1 Single Family Residential to the B-1 General Business District was approved. Hood is planning to expand their current facility located at 906 N. Broadway Avenue and construct four additional offices and a showroom.

Hutcheson explained the definition of a “special use” as defined in Section 2-102 of the Zoning Regulations. Each zoning district has a list of common special uses which may be approved within the district. To be approved, a special use application must be approved by the Planning Commission and the City Commission. The process for approving special uses is largely the same for amendments to change a zoning district classification or boundary.

Hutcheson shared that on June 25, a special use application under case number SU-2025-001 was submitted to the Zoning Administrator by Hood Construction for an office expansion for Hood’s existing office located at 906 N. Broadway Avenue. A layout and drawing of the expanded building were included in the agenda packet.

BUSINESS OF THE SPECIAL MEETING (cont.):

Hutcheson explained that a special use application is required for Hood's office expansion because the use most closely corresponds to "contractor's buildings and offices, including equipment and storage area", which is a permitted use in the I-1 Industrial District, but is not among the permitted uses in the B-1 General Business District in which the property is located. Among the special uses listed for the B-1 General Business District are "other special uses not otherwise specifically listed as a permitted, special or conditional use, but which are in keeping with the intent of Section 4-104 and compatible with the uses permitted in Section 4-104A." The intent of the B-1 General Business District is defined "to provide for certain retail trade and for service establishments not generally in the Central Business District and to recognize existing businesses and the needs and convenience of people in adjacent residential areas." As an expansion to an existing business' property, Hood's office expansion is in alignment with the intent of the B-1 General Business District.

Hutcheson briefly outlined the process for approving amendments to the regulations, including special use applications, as detailed in Article 11 of the Zoning Regulations. A public hearing must be held at which the proposed special use may be discussed by interested parties. After the Planning Commission approves a special use application, the application is recommended for approval to the City Commission, which grants final approval.

The Planning Commissioners briefly discussed the application with Hutcheson and Josh Hood, Owner / Operator, Hood Construction, and Stephen Wilson, Operations Manager, Hood Construction.

Hutcheson recommended the Planning Commission open the public hearing, and after hearing from any members of the public, close the public meeting, and approve the special use application for 906 N. Broadway Avenue, Hood Construction office expansion.

Secretary Stelling moved, and Commissioner Silman seconded to open the public hearing. The motion carried 6-0.

There was no input on the item from any members of the public present.

Commissioner Jacob moved, and Secretary Stelling seconded to close the public hearing. The motion carried 6-0.

There was no further discussion on the item.

Commissioner Silman moved, and Secretary Stelling seconded to approve the special use application for 906 N. Broadway Avenue, Hood Construction office expansion. The motion carried 6-0.

BUSINESS OF THE SPECIAL MEETING (cont.):

2. Approve site plan for 906 N. Broadway Avenue, Hood Construction office expansion.

Hutcheson presented background on the proposed site plan. The purpose and intent of requiring site plan approval is to encourage the compatible arrangement of buildings, off-street parking and loading, lighting, signage, landscaping, ingress and egress and drainage on and from the site, any or all of these, in a manner that will promote safety and convenience for the public and will preserve property values of surrounding properties. All principal land uses except single-family dwellings and duplexes, with some exceptions, require a site plan approved by the Planning Commission before a building permit may be issued.

Hutcheson shared that on July 21, a site plan review application under case number SP-2025-001 was submitted to the Zoning Administrator by Hood Construction for an office expansion for Hood's existing office located at 906 N. Broadway Avenue. A layout, drawing, and site plan of the expanded building were included in the agenda packet.

Hutcheson reviewed that Section 3-105 of the Zoning Regulations outlines the purpose of requiring site plan approval, the requirements for a site plan, and the conditions that must be met for approval. Once a site plan has been approved by the Planning Commission, only minor revisions may be made, at the discretion of the Zoning Administrator.

The Planning Commissioners briefly discussed the proposed site plan with Hood and Wilson.

Hutcheson recommended the Planning Commission approve the site plan for 906 N. Broadway Avenue, Hood Construction office expansion.

Commissioner Silman moved, and Secretary Stelling seconded to approve the site plan for 906 N. Broadway Avenue, Hood Construction office expansion. The motion carried 6-0.

ADJOURNMENT: There being no further business to come before the Planning Commission, it was moved by Secretary Stelling, and seconded by Commissioner Lauder milk to adjourn. The motion carried 6-0.



Jed Miller, Chairman