
MEETING MINUTES
Benton County Planning Commission
Public Hearing
August 19, 2025
6:00-8:00 P.M.

I. CALL TO ORDER | ROLL CALL

Chair Fowler

Benton County Planning Commission Chair Fowler called the meeting to order at 6:13 P.M. The meeting was open to the public virtually via a published Zoom link. Chair Fowler confirmed a full quorum of the Commission.

Benton County Planning Commissioners

Nick Fowler, Chair
Catherine Biscoe
Ed Fulford
Evelyn Lee
John Wilson

Benton County Staff

Petra Schuetz, Interim Director and Planning Official
Meg Reehoorn, Recorder
Webster Slater, Assistant
James Wright, Associate Planner
Adam Stebbins, NAPE Project Coordinator
Jesse Ott, NAPE Director

Absent

Greg Hamann, Vice Chair
Sara Cash
Andrew Struthers

II. APPROVE MINUTES FROM March 4, 2025 – July 29, 2025

Chair Fowler moved to approve the minutes from the March 4, 2025 meeting.
Commissioner Wilson seconded. Motion passed, 6-0.

The Commission voted 6-0 to defer the review and approval of the Public Hearing meeting minutes dating from April 29th, 2025 through July 29th, 2025, pertaining to the Coffin Butte Landfill Expansion Conditional Use Permit application.

III. Conditional Use Permit – Campground Expansion

The Commission reviewed a conditional use permit application for the expansion of Herbert D. Memorial Park Campground. The project seeks to formalize and expand the

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park's non-conforming campground use by adding dispersed tent sites and an RV area, while maintaining its historical character and compliance with the forest conservation zone. Staff noted the lack of specific code provisions for public campgrounds but confirmed the application was being reviewed under standard conditional use permit procedures.

Discussion Topics:

- Fire safety requirements, including LU 25.2 road width standards (15 feet vs. State Fire Marshal's 20-foot request), emergency access routes, and evacuation planning.
- Water supply and access, including reliance on a nearby pool for tanker refills, the possibility of a well for camp hosts, and consultation with the fire chief regarding equipment compatibility.
- Infrastructure and site considerations, including bridge widths, vault toilet inspections, flood zone elevations, and costs associated with road or bridge improvements.
- Seasonal operations and campground management strategies, including wildfire mitigation, boundary signage, communication plans, staffing with seasonal hosts, and visitor capacity controls.
- Environmental and community impacts, including protection of wildlife habitat, resource conservation, and pricing structures modeled after regional comparables.

Decision: The Commission granted **preliminary approval** for the conditional use permit with conditions, including requirements for a wildfire mitigation plan, boundary signage, inspection of vault facilities, compliance with floodplain elevation standards, and continued development of a master park plan. The final review will be conducted by the Board of Commissioners.

IV. ADMINISTRATIVE REVIEW – Burial Sites

The Planning Director proposed allowing administrative review for private family burial sites. The Commission agreed to explore the policy further at a future meeting.

V. FUTURE WORK SESSION AND PRIORITIES

- A work session was scheduled for September 2, 2025, to review land use application processes pertaining to burial sites.
- Commissioners agreed to review the deferred meeting minutes prior to the September 2, 2025 Planning Commission meeting and will be prepared to vote at that time.
- Fire-wise and fire response priorities will be discussed at a future meeting.

VI. NEXT MEETING

Tuesday, September 2, 2025

VII. ADJOURN

Adjourned at 7:31 pm by Chair Fowler