



## MINUTES

**Town of Washington Planning Commission  
Monday, December 8, 2025 5:30pm  
Town of Washington Town Hall 204 N. Main St., Washington, OK 73093**

1. **Call to Order.** Chairman Ricky Reed called the meeting to order at 5:36pm.
2. **Roll Call.** The roll was called, and the following commissioners were present, which established a quorum: David Briscoe, Catherine Goodspeed, Beau Potter, Ricky Reed (Chair), and Michael Winn.
3. **Pledge of Allegiance & Presentations**
  - A. Pledge of Allegiance. Chairman Reed lead those present in reciting the Pledge of Allegiance.
  - B. There were no presentations to the Planning Commission.
4. **Consent Agenda**
  - A. Approve the Minutes of the November 4, 2025 Planning Commission Meeting. The aforementioned item was the sole item on the consent agenda. Commissioner Winn moved to approve the consent agenda. Commissioner Potter seconded the motion. All commissioners present voted to approve.
5. **Action Items & Public Hearings**
  - A. Discuss and consider possible approval, denial, postponement, or other action regarding drafted changes to the ZONING ORDINANCE FOR THE TOWN OF WASHINGTON, OK (Adopted March 20, 1989), SECTION 35. DOWNTOWN COMMERCIAL ZONING DISTRICT (C-1), "Special Requirements" subsection.

Chairman Reed requested an overview of the drafted ordinance, which Town Administrator Lunt provided. Town Administrator Lunt explained that the drafted ordinance would establish façade and aesthetic regulations for development in the Downtown Commercial zoned district. Commissioners asked questions regarding if other municipalities have similar requirements regarding transparent features on front-facing portions of buildings, and Town Administrator Lunt advised that it is not uncommon for zoning regulations to have such requirements. Commissioners confirmed that these regulations, if adopted, would not apply to existing properties until significantly redeveloped. Commissioners recommended no changes to the proposed, drafted ordinance.

Commissioner Briscoe moved to recommend approval for the drafted ordinance to the Board of Trustees. Commissioner Goodspeed seconded the motion. All commissioners present voted to approve.
  - B. New Business (if any). There was no new business.

6. **Workshop/Work Session & Public Comments**

- A. Discuss the 1989 Zoning Ordinance, drafted Unified Development Code, and Official Zoning Map. No action will be taken.

Commissioners were presented with paper copies of the Zoning Ordinances from 1989, the 2005 Subdivision Regulations, the drafted Unified Development Code, the current, Official Zoning Map, and two documents that compared and contrasted the three primary documents. Commissioners discussed the workload of going through the volume of material to ultimately recommend changes to the zoning and subdivision regulations that would work best for Washington.

Town Administrator Lunt suggested updating the zoning map to reflect current use, gathering additional public input through surveys and town-hall style meetings, and incorporating that feedback into a final version to consider for recommendation to the Board of Trustees. Commissioners expressed that the work to develop a current zoning map had largely already been done with the Planning Commission and the Town of Washington incorporating every change to the proposed zoning map that was brought forward. Commissioners suggested that the Town of Washington move forward with issuing the notice requirements to change zoning to be compatible with current use using the zoning designations adopted by the 1989 Zoning Ordinance.

Commissioners Winn and Briscoe volunteered to work on a deep dive analysis of the 1989 Zoning Ordinances, 2005 Subdivision Regulations, and the proposed Unified Development Code (UDC) with the Town's consultant Larry Curtis to produce a new, customized set of regulations that were less restrictive than the originally proposed UDC and appropriately updated the regulations already in existence. They hope to have that work largely completed by early February 2026.

The Commission discussed having their next meeting on February 2, 2026 at 5:30pm.

No formal action was taken.

- B. Public Comment (each speaker limited to three minutes). There were no public comments.

7. **Adjournment.** Chairman Reed adjourned the meeting at 6:41pm.

These minutes were approved by the Washington Planning Commission on 2/23/2026.

  
Chairperson

  
Town Administrator  
TOWN CLERK