

Minutes of the Planning and Zoning Commission/Board of Zoning Appeals's August 5, 2025 Meeting

I. Call to Order

Present: Rachel Lyon, Tim Haynes, Gary Hogsett, Lisa Richard, Anita Chappuie, Butch Holum, Rita Ortolani and Michelle Avery

Absent: Kym Kays

City Staff Present: Kelly Passauer, City Manager; David Cowan, Assistant City Manager; David Schwenker, City Clerk; Jordan Bagley, IT Technician Coordinator and Kayla Schabel, Executive Assistant

Guests: Larry McHugh, Sam Hilger, Bob Miller and Christopher Shires by phone

Vice-Chairperson Richard called the meeting to order.

II. Minutes

- a. Consider approving minutes of the July 1st and July 16th, 2025 meetings

Motion:

On the motion of Tim Haynes, seconded by Anita Chappuie, the Commission approved the minutes of the July 1st and 16th, 2025 meetings as presented.

Aye: Lisa Richard, Michelle Avery, Tim Haynes, Gary Hogsett, Butch Holum, Rita Ortolani, Anita Chappuie

Nay: None

III. Board of Zoning Appeals (Does not include outside City appointments)

- a. Public Hearing to receive comments on a variance request to display a temporary sign for more than 30 days in a C-3 central business district.

Equity is requesting a variance from the zoning code to permit the continued display of a sign that is classified as “temporary” for a period exceeding the 30-day limitation set forth in the regulations for the C-3 central business district. The zoning code restricts temporary signage to short-term use, and the applicant seeks approval to allow a specific sign to remain in place on a permanent basis.

The applicant contends that the sign is critical for business identification and visibility and that permanent signage options under the current code do not meet their operational needs.

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Zoning Code Reference:

C-3 Central Business District regulations classify certain signs as temporary and limit their use to no more than 30 consecutive days unless otherwise specified or permitted by variance (section 403.0).

Motion:

On the motion of Anita Chappuie, seconded by Rachel Lyon, the Commission approved the display of the temporary signage as presented for a period of over 30 days but not exceeding 6 months.

Aye: Rachel Lyon, Lisa Richard, Michelle Anderson, Tim Haynes, Butch Holum, Rita Ortolani, Anita Chappuie

Nay: None

IV. Planning Commission

- a. Consider setting the date of September 2, 2025 at 5:30 PM for a public hearing to consider amending the subdivision regulations and zoning code.

The City is reviewing proposed amendments to the zoning code to address land use regulations, development standards, permitted uses and other zoning-related updates. In accordance with statutory and municipal notice requirements, a public hearing must be scheduled to allow for public input on the proposed changes

Motion:

On the motion of Anita Chappuie, seconded by Tim Haynes, the Commission set the date and time of September 2, 2025, at 5:30 PM for a public hearing to consider amendments to the subdivision regulations and zoning code.

Aye: Rachel Lyon, Lisa Richard, Michelle Avery, Tim Haynes, Gary Hogsett, Butch Holum, Rita Ortolani, Anita Chappuie

Nay: None

- b. Consider setting the date of September 2, 2025 at 5:30 PM for a public hearing to consider amending the Community Development/Comprehensive Plan.

The City is reviewing proposed amendments to the Community Development/Comprehensive Plan. In accordance with statutory and municipal notice requirements, a public hearing must be scheduled to allow for public input on the proposed changes.

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Motion:

On the motion of Anita Chappuie, seconded by Butch Holum, the Commission set the date and time of September 2, 2025, at 5:30 PM for a public hearing to consider amendments to the Community Development/Comprehensive Plan.

Aye: Rachel Lyon, Lisa Richard, Michelle Avery, Tim Haynes, Gary Hogsett, Butch Holum, Rita Ortolani, Anita Chappuie

Nay: None

V. Discussion

The next meeting will be September 2nd, 2025 at 5:30 p.m. in the Commission Room at City Hall.

VI. Adjournment

Motion:

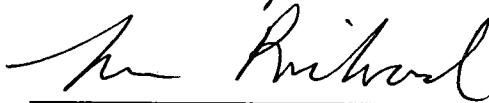
On the motion of Anita Chappuie, seconded by Lisa Richard, the Commission adjourned the meeting.

Aye: Rachel Lyon, Lisa Richard, Michelle Avery, Tim Haynes, Gary Hogsett, Butch Holum, Rita Ortolani, Anita Chappuie

Nay: None



Rachel Lyon, Chairperson



Lisa Richard, Vice-Chair