

**Minutes of the Planning and Zoning Commission/Board of Zoning Appeals's December 2,
2025 Meeting**

I. Call to Order

Present: Rachel Lyon, Lisa Richard, Michelle Avery, Butch Holum and Rita Ortolani

Absent: Kym Kays, Tim Haynes, Gary Hogsett, and Anita Chappuie

City Staff Present: David Cowan, Assistant City Manager; Jeff Chubb, City Attorney; David Schwenker, City Clerk and Kayla Schabel, Executive Assistant to the City Manager

Guests: Larry McHugh and Michael Hoover

Chairperson Lyon called the meeting to order.

II. Minutes

- a. Consider approving minutes of the November 5, 2025 meeting.

Motion:

On the motion of Butch Holum, seconded by Lisa Richard the Commission approved the November 5th, 2025 minutes as presented.

Aye: Rachel Lyon, Lisa Richard, Michelle Anderson, Butch Holum, Rita Ortolani

Nay: None

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

- a. Request to receive comments on a variance request to reduce the setback(s) in a mobile home park located in a C-2, commercial services district.

The subject properties are part of a mobile home park located in the C-2 Commercial Services District at 2016 W. Myrtle. The mobile home park layout was established prior to current zoning setback requirements. Several existing mobile homes have reached the end of their usable life, and the owner seeks to replace them with newer, HUD-compliant units. The replacement units, though similar in footprint to the prior homes, cannot physically fit unless the original setbacks are preserved.

**Requested reduced setbacks (listed by the mobile unit's physical address):
Unit #1 - 200 N 27th Street**

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- 15 ft setback from 27th Street (side street)
- 20 ft setback from Myrtle Street (front street)

Unit #2 - 2016 Unit 2

- 20 ft setback from 20th Street (front street)

Unit #3 - 2016 Myrtle Unit 1

- 20 ft setback from 20th Street (front street)

Under Sec. 1009.3(d) of the zoning regulations, mobile homes within a park must maintain the same setbacks required in the underlying zoning district along public street frontages. In the C-2 district, the minimum setbacks are 25 feet for front yards and 10 feet for side yards. The applicant seeks setback variances so replacement homes can be installed.

Motion:

On the motion of Lisa Richard, seconded by Butch Holum the Commission approved setback variances for replacement mobile homes in the mobile home park as follows: for the unit with the physical address of 200 N 27th Street - 15 feet from 27th Street and 20 feet from Myrtle Street; for the unit with physical address of 2016 W Myrtle Unit 2 - 20 feet from north alleyway; and for the unit with physical address of 2016 W Myrtle Unit 1 - 20 feet from north alleyway.

Aye: Rachel Lyon, Lisa Richard, Michelle Anderson, Butch Holum, Rita Ortolani

Nay: None

IV. Planning Commission

V. Discussion

a. Planning Commission/Board of Zoning Appeals Appointments

Chairperson Lyon mentioned that there are open positions on the Board and if anyone knew of someone willing to serve to please have them apply.

January 6th, 2026 at 5:30 p.m. is the next scheduled meeting.

VI. Adjournment

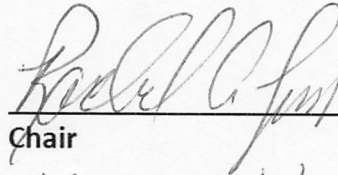
Motion:

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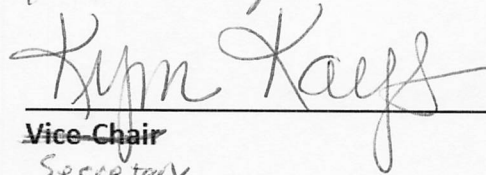
On the motion of Rachel Lyon, seconded by Lisa Richard, the Commission
adjourned the meeting.

Aye: Rachel Lyon, Lisa Richard, Michelle Anderson, Butch Holum, Rita
Ortolani

Nay: None



Chair



Vice-Chair
Secretary