

Minutes of the Planning and Zoning Commission/Board of Zoning Appeals's January 6, 2026 Meeting

I. Call to Order

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

Absent:

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

Guests: Mark Ferrell and Keith Matlock

Chairperson Lyon called the meeting to order.

II. Minutes

- a. Consider approving minutes of the December 2nd, 2025 meeting.

Motion:

On the motion of Gary Hogsett, seconded by Butch Holum, the Commission approved the December 2nd, 2025 minutes as amended showing Anita Chappuie as absent only.

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

Nay: None

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

- a. Public hearing to receive comments on a variance from the special conditions required for a kennel, specifically a reduction in the minimum lot size required for a kennel use and a reduction in the minimum setback distance required for structures used in connection with the kennel.

The applicant is requesting approval of variances from the special conditions applicable to kennels under Section 1006.1 of the zoning code. Specifically, the request is for relief from:

- 1. The minimum lot size requirement of two acres, and**
- 2. The 75-foot setback requirement for kennel buildings and runs.**

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The variance request is related to a proposed boarding-only kennel, which is subject to separate consideration as a Conditional Use Permit under a different agenda item. While related, the variance request must be evaluated independently under the criteria set forth in Sec. 2-116.

Motion:

On the motion of Tim Haynes, seconded by Anita Chappuie, the Commission approved the variances from the minimum two-acre lot size and the 75-foot setback requirements meeting the criteria set forth in Section 2-116 of the zoning code.

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

Nay: None

IV. Planning Commission

- a. Public hearing to receive comments on a conditional use permit to allow a kennel in a C-2 commercial services district.

The applicant is requesting approval of a Conditional Use Permit (CUP) to operate a boarding-only kennel on property zoned C-2 Commercial, as permitted under Article X, Section 1006.0 of the zoning code.

This request is accompanied by a separate variance request, which is addressed under a different agenda item. Approval of the conditional use is contingent upon compliance with applicable standards and any conditions deemed necessary by the Planning Commission and Governing Body.

Motion:

On the motion of Tim Haynes, seconded by Anita Chappuie, the Commission approved that the proposed boarding-only kennel meets the criteria set forth in Section 902.2 of the zoning code and approval of the Conditional Use Permit as amended to the Governing Body, subject to conditions and pending the amended verbiage of condition H.

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

Nay: None

V. Discussion

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- a. Recognition of Lisa Richard for Service on the Planning & Zoning Commission and Discussion of Upcoming Agenda Items

Chairperson Lyon recognized Lisa Richard for her many years of service on the Planning and Zoning Commission.

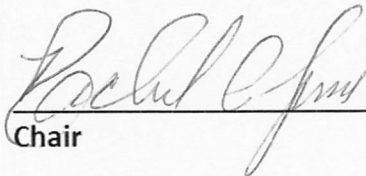
VI. Adjournment

Motion:

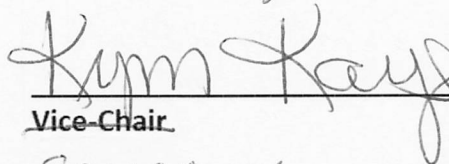
On the motion of Anita Chappuie, seconded by Butch Holum the Commission adjourned the meeting.

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

Nay: None



Chair



Vice-Chair
Secretary