



# Planning & Architectural Review Board Workshop Minutes

Tuesday, May 5, 2026 at 4:30 PM

---

## 1. Call the meeting to order

Chair Suzie Johnston called the meeting to order at 4:30 p.m.

## 2. Pledge of Allegiance

Chair Suzie Johnston led the Pledge of Allegiance.

## 3. Roll Call

Present: Barbara Revels, Scott Chappuis, Suzie Johnston, Paul Mykytka, Lisa Smith, Rick Belhumeur

Absent: Joann Soman

Staff Present: City Attorney Drew Smith, City Planner Lupita McClenning, City Engineer Bill Freeman and Secretary Michele Ficocello

## 4. General Business

### a. Competing and/or "Gray" Ordinances

The City Planner Lupita McClenning led the discussion and provided a brief history of ordinances related to the land development code update. Prior to the Workshop, Board Members were provided with a packet containing the referenced ordinances. City Attorney Drew Smith provided a brief clarification related to the recent ordinance requiring trash receptacles at certain businesses. The discussion moved to Ordinance 2022-09 related to permitting Medium Density Residential Uses in Commercial Zoning Districts. Discussion ensued and included competing interests related to residential use vs. commercial use, single family homes being utilized as short-term rentals, definition of short-term rentals, commercial utility rates for short-term rentals, commercial taxes for short-term rentals, allowing single family residential homes in commercial zoning, code enforcement related to short-term rentals, inquiry related to how many code enforcement cases were pursued for illegal short-term rentals, notifications to property owners if city moves forward with amending the permitted uses in commercial zoning, Tourist Commercial vs. General Commercial, special exception process for Tourist Commercial Zoning, ingress and egress challenges for commercial lots, clarification of allowable residential development in commercial zoning, effects on tax base if commercial permitted uses were amended, possibility of creating a new zoning district, history of the city's zoning designations and placements, implementing character areas, creating special exceptions for residential development in commercial zoning, remaining undeveloped parcels in medium residential

zoning and current parking restrictions. Ms. McClenning requested a consensus from the Board to move forward with amending the code related to removing the Medium Density Residential permitted uses from the commercial zoning districts. Further discussion ensued related to multi-family definitions. The Board provided an affirmative consensus to bring a proposed ordinance back before them eliminating single family, two-family, townhomes and multi-family residences from the list of permitted uses in the commercial zoning districts. The proposed ordinance will also include adding other permitted uses to the commercial zoning districts.

b. Site Development Applications

Ms. McClenning led the discussion and provided background. The City Engineer Bill Freeman outlined his contribution to the revisions. The goal is to ensure the processes moving forward are user friendly. Discussion ensued and included clarifying the applicant's requirements for land division/lot split applications. Ms. McClenning requested the Board provide recommendations to incorporate into the revisions.

c. Review of Ordinances Adopted 2023-2026  
Review of LDC Amendments 2025/2026

d. Zoning Map Updates

Ms. McClenning provided a draft update to the city's zoning map for the Board to review.

**5. Adjournment**

A motion to adjourn the meeting was made by Rick Belhumeur; seconded by Scott Chappuis. Chair Johnston adjourned the meeting at 5:27pm.