



PLANNING AND ZONING COMMISSION MEETING

January 13, 2026

6:00 PM

City Council Chambers

Minutes

1. Call to Order

The meeting was called to order at 6:01 PM.

2. Roll Call

Members present: Cortney Marmon, Sarah Ritchie, Al Farris, Carrie Woerdeman, Jake Vice, Rich Piper.

Members not present: Misty Darling, Lin Stecker, Justin Noethe.

Staff present: Bryce Johnson, Bill Mettee, Tara Bosteder.

3. Agenda Approval

A. Approval of the January 13, 2026 agenda.

Farris made a motion to approve the agenda.

Vice seconded the motion.

Motion was passed with a unanimous vote.

4. Minutes Approval

A. Approval of the November 12, 2025 meeting minutes.

Marmon made a motion to approve the meeting minutes.

Piper seconded the motion.

Motion was passed with a unanimous vote.

5. Public Comment

There were no public comments.

6. New Business

A. Consider approval of various zoning code amendments.

Mettee presented the proposed changes to Section 165.10(8) of the Sign Code.

Mettee noted the codified ordinance is different than the condensed zoning code that was prepared at the same time, and those were different than sign ordinance changes that were approved in 2022 by Planning Commission and City Council. The intent of the change is to provide clarity and consistency regarding building signage and provide a maximum size allowance for building and wall signs.

Commissioner Piper asked about the larger signage for buildings set back 250' or more.

Mettee clarified that no building would be required to change their signage due to these changes.

Mettee presented the proposed changes to Section 170.05(1)(C) of the Subdivision Ordinance.

Concern was expressed that removing this preliminary plat notice would create a lack of transparency.

Johnson explained that development projects and their details are published on the city's website and this is something he's been working on updating to ensure that full information is being provided. He also furthered that the intent of this proposed change is to become more developer-friendly; adding extra steps prolongs the process and works against that goal. The city fully supports being completely transparent; state code is followed and does provide for ample notifications throughout the development processes, but additional steps/notifications expend additional resources that could be saved.

It was also mentioned that if a preliminary plat met all city ordinances, the Commission would be compelled to approve and any opposition initiated by notice would not be productive.

The current development projects area on the city's website does not provide for any automated notification process. However, an individual can opt in to receive notifications for city council agendas; this is where the actual decision is going to be made.

Mettee presented the proposed changes to Section 170.05(2)(A) of the Subdivision Ordinance.

Mettee explained that the current ordinance regarding final plats allows developers to request plats to be placed on Council agendas despite staff determination that they are ready to be approved. Mettee stated that this is problematic for final plats because once Council approves a project, the city loses some ability to obtain required fees such as parkland dedication fee-in-lieu-of and request further changes.

The Commission had no questions or concerns.

There were no comments on this proposed change.

Vice made a motion to recommend the changes as proposed to Section 170.05(2)(A).

Ritchie seconded the motion.

Motion was passed with a unanimous vote.

Piper made a motion to recommend the changes as proposed to Section 170.05(1)(C).

Vice seconded the motion.

Motion was passed with a 5-1 vote.

Ayes: Cortney Marmon, Sarah Ritchie, Carrie Woerdeman, Jake Vice, Rich Piper. Nays: Al Farris.

Farris made a motion to recommend the changes as proposed to Section 165.10(8).

Marmon seconded the motion.

Motion was passed with a unanimous vote.

7. Comments

A. Building Permit Report

There were no comments.

B. Current Projects

There were no comments.

8. Adjourn

Vice made a motion to adjourn.

Marmon seconded the motion.

The meeting was adjourned at 6:24 PM.