

## Planning, Zoning, & Historic Preservation Commission

# Meeting Minutes

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August 07, 2025/ 5:30 PM / City Hall Council Chambers

Members Present: Josh Anderson (Chairman), Philip Brown, Matt Smith, Robyn Peterson, Heather Collier, & Rick Stuart

Staff & Council: Julie Tilley, Derek Peterson, & Josiah Bayless

Absent: Jim Swatsenbarg

The meeting was called to order at 5:30 PM by Josh Anderson, Chairman

### Approval of Previous Meeting Minutes:

- Motion by Mr. Brown to approve the previous meeting minutes, seconded by Mr. Smith - All present voted in favor, minutes were approved

### Public Hearings:

- *n/a*

### Staff Reports:

- *n/a*

### New Business:

- *Chair to review ongoing items and welcome new members*
  - The Chair welcomed the new commission members and initiated a review of ongoing topics.
  - Mr. Anderson provided an overview of what a Certified Local Government (CLG) city is and its significance for the town.
  - Mr. Anderson gave a review of the current status of the new Historic Guidelines grant, including background information for new members.
  - Mr. Anderson discussed the ongoing efforts regarding the development of a new zoning ordinance aimed at supporting middle-market housing.
    - Ms. Tilley distributed a preliminary draft of the rewritten zoning ordinance, prepared by Mr. Swatsenbarg.
      - Members were asked to review the draft over the next month
      - The ordinance will be discussed further at the next meeting

- *Discussion of election officers*
  - A new Vice-Chair and Secretary needed to be selected.
    - Philip Brown volunteered to serve as Vice-Chair
      - Mr. Brown made a motion that he would serve as vice-chair, seconded by Mr. Smith - All present voted in favor, motion carried
  - Ms. Collier made a motion to table the selection of a Secretary until the next meeting, seconded by Ms. Peterson, all present voted in favor, the selection of a Secretary was tabled.

Old Business:

- *n/a*

Adjournment:

There being no further business, Ms. Collier made a motion to adjourn the meeting, seconded Mr. Smith - All present voted in favor, the meeting was adjourned at 5:50 PM.

The next meeting is scheduled for Thursday, September 4, 2025 at 5:30pm in the City Council Chambers