

---

The meeting was held in-person, with participation via Zoom also available.

1. **CALL TO ORDER** – Chair Kopitzke called the meeting to order at 7:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Present: Doug Parker, James Langan, Justin Sykora, Sally Doherty, Kris Kopitzke, Kuchen Hale Christian Dawson, Marc Porupsky. Absent was Scott Patten. A quorum was present.  
**ALSO IN ATTENDANCE** – City Administrator Ron Moore
4. **APPROVAL OF AGENDA** –  
**Motion/Second Parker/Doherty To approve the agenda for the February 6, 2023 Planning Commission meeting. All aye, passed 8-0.**
5. **APPROVAL OF MINUTES** –  
**Motion/Second Hale/Parker To approve the minutes of the January 9, 2023 Planning Commission meeting. All aye, passed 7-0-1. (Doherty abstain)**  
  
**Motion/Second Doherty/Kopitzke To reconsider agenda and add item 5b, oath of office for new commission member. All aye, passed 8-0.**  
  
Oath of office for Marc Porupsky
6. **REPORTS AND PRESENTATIONS** – none
7. **PUBLIC HEARINGS**
  - A. Ordinance Amendment to Revise Ordinance Section 12-232 Short Term Home Rental – **Ordinance 01-2023**  
Chair Kopitzke opened the public hearing at 7:12 pm  
Administrator Moore provided a summary: A number of revisions to the Short Term Home Rental ordinance are needed to strengthen the City’s ability to enforce violations of the ordinance. The revised ordinance was reviewed and discussed by the Council at its regular meeting of January 17, 2023, at which the Council agreed that the ordinance amendment should be referred to the Planning Commission for a public hearing and a recommendation.  
No public comments  
**Motion/Second Langan/Parker to close public hearing. All aye, passed 8-0.**  
Hearing closed at 7:15 pm  
Hale asked if there would be any properties that would be grandfathered in under the old ordinance  
Administrator Moore stated that this is changing license standards, does not create grandfathering situation  
Discussion was held on advertising for rental if the owner has no license; and how that could be enforced.  
Langan stated that items need to be enforceable.  
Parker suggested including wording for sewer connection/septic compliance inspection.  
Doherty item one 14 days  
Dawson  
Septic should be mentioned in actual document, if in town hook up  
**Motion/Second Sykora/Dawson to recommend the draft ordinance amendment 01-1023 for approval with confirmation from city attorney on item H15 “advertising” as enforceable; add item H16 require septic inspection as a performance standard.**  
Discussion:  
Porupsky stated that the advertising section doesn’t seem necessary.  
Langan stated that it is not enforceable  
**Motion Vote: 6 aye, 2 nay (Doherty, Porupsky) passed**

57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95

**8. NEW BUSINESS**

A. Draft Ordinance Amendment to Add Zoning Regulations Regarding Dwelling Units in Commercial Buildings in the VHS-C District

Administrator Moose provided background information: A draft ordinance amendment has been prepared to provide zoning regulations related to dwelling units in commercial buildings for the Planning Commission’s review and additional feedback. Based on feedback from both the Planning Commission and Council, a final ordinance amendment will be referred to the Planning Commission for a public hearing and recommendation.

Chair Kopitzke recommended changing the wording for room descriptions.

Doherty recommended using language to ensure each unit has its own facilities, not shared spaces.

The draft will go to the Council at the February meeting.

**9. OLD BUSINESS -**

A. Groundwater Protection

Chair Kopitzke will share his document with the members for review.

B. Update on City Council Actions –

Administrator Moose provided a summary of the January council meeting.

**10. ADJOURN**

**Motion/Second Dawson/Hale To adjourn. All aye, Passed 8-0.**

Meeting adjourned at 8:12 pm

Respectfully submitted by:

JY

\_\_\_\_\_  
Julie Yoho, City Clerk

To be approved on

March 6, 2023 as (check one): Presented: \_\_\_\_\_ X \_\_\_\_\_ or Amended: \_\_\_\_\_