

MINUTES
PLANNING BOARD MEETING
February 09, 2026
5:30 P.M.

LOCATION:
City /County Meeting Room
905 West Avenue

MEMBERS PRESENT: Curtis Baker, Sharon Bryant, Kyle Case, Tammy Greene, Lucy McCarl, Dontrell Parson, Joseph Petrack, Edward Terry

MEMBERS ABSENT: Michael Careccia

STAFF PRESENT: Matt Bolick, Matt Duchan, Kim Staines, Hannah Williams

Chairperson McCarl called the meeting to order and determined a quorum was present.

MINUTES:
Board Member Bryant made a motion to approve the meeting minutes of November 10, 2025, seconded by Board Member Case. All were in favor, none opposed.

NEW BUSINESS:

1. Code Compliance Ordinance Update

Planning Director Hannah Williams introduced Matt Bolick, Code Compliance Officer along with an update on code enforcement case totals for 2025. Director Williams, gave a PowerPoint presentation on Code Compliance Ordinance Updates. She informed board that 2025 City Council Priority was to develop options to increase code enforcement and improve beautification in abandoned and neglected housing, dilapidated commercial properties and appearance of downtown buildings. It was also noted that these are still strategic priorities discussed at the recent 2026 council retreat.

Non-Residential Building & Structures and Minimum Housing Ordinances were rewritten in October 2025 by N-Focus Planning and Design and City Council voted to adopt on January 20, 2026. Director Williams noted that since there will not be an increase to staff with new commercial code enforcement the city has contracted with WPCOG for 5 months to help establish a workplan to get the new program off the ground.

Director Williams discussed the Minimum Housing Code Process and workflow. The ordinance has the same substantive standards, but has been re-organized for clarity and clearer enumerated list of housing standards that must be met. The Non-Residential Code and workflow offer clearer detail standards and offers 25 maintenance standards which was increased from the previous 4 standards.

Director Williams answered all board's questions.

2. Conditional Zoning Primer

Matt Duchan gave PowerPoint presentation on conditional zoning as refresher for two possible upcoming cases.

Presentation discussion included:

- What isn't Conditional Zoning: Conventional rezoning, Variance, Special Use Permit and Legal Contract
- What is Conditional Zoning: Legislative Development Regulation Tool, Individual and Site-Specific rezoning, Spot Zone, Mutual Agreement
- Common Conditions with Conditional Zoning: Permitted uses, Site Plans and Specific development detail, Infrastructure, Equity and Limitations
- Upcoming Cases

Matt Duchan and Director Williams answered all board's questions.

OTHER BUSINESS

1. Staff provided an updated list of issued zoning permits to the board, as general information.
2. Update on city projects.

ADJOURNMENT:

Having no other matters to bring before the Board, Chairperson McCarl adjourned the Planning Board meeting at 6:20 p.m.



Lucy McCarl
Chairperson



Hannah Williams
Planning Director