

**Whalan and Zoning Commission**  
**Regular Meeting**  
**Tuesday, January 10, 2023 5:30 p.m.**  
**Whalan Town Hall and Zoom**

**Present:** Sheila Higbe, Benjamin Ruberg, Jae Julianne, Diane Snyder, and David Hallum

**Absent:** None

**Visitors:** Dave Ruberg

Member Ruberg called the Regular Planning & Zoning Meeting to order at 5:30 p.m.

- A. **Agenda:** Member Snyder motioned to approve the agenda as presented. Member Higbe seconded the motion. Motion carried with all in favor. Member Hallum did not vote, due to pending verification that two Council members could serve on the Zoning Board.
  
- B. **Minutes of the Regular Meeting, December 6, 2022:** Member Ruberg read the minutes aloud. Member Higbe motioned to approve the minutes as presented. Member Snyder seconded the motion. Motion carried with all in favor. Member Hallum did not vote, due to pending verification that two Council members could serve on the Zoning Board.
  
- C. **New Business:**
  - a. **Election of Officers:** Member Higbe motioned to appoint Member Ruberg as the Chair for 2023. Member Julianne seconded the motion. Motion carried with all in favor. Member Hallum did not vote, due to pending verification that two Council members could serve on the Zoning Board. Member Ruberg motioned to appoint Member Snyder as Vice-Chair. Member Julianne seconded the motion. Motion carried with all in favor. Member Hallum did not vote, due to pending verification that two Council members could serve on the Zoning Board.
  - b. **Meeting Schedule for 2023:** Member Higbe motioned to hold the 2023 Zoning Board meetings on the third Tuesday of each month at 5:30 p.m. Member Snyder seconded the motion. Motion carried with all in favor. Member Hallum did not vote, due to pending verification that two Council members could serve on the Zoning Board.
  
- D. **Continued Business:**
  - a. **Zoning and Short Term Ordinance:** Discussion on Short term Rental regulations included the following:
    - Discussion was had clarifying the use of trailers within the current ordinance as well as the short term ordinance.
    - Pg 14 Liability Insurance. Member Snyder noted that an average coverage is \$100,000 - \$300,000, and is tiered up to \$1,000,000. As well a renter could not

sue the City if a property was not covered by liability insurance. No changes to the language were recommended.

- Pg 13, highlighted portion, members noted approval of the amended language.
- Pg 9 d - Discussion included examples of what a violation could be and how that violation would be handled by the City.
- Member Ruberg shared an addition to include Failure to Register section on page 7, section e. Members approved adding this language to the draft ordinance.
- Member Ruberg created and shared flow charts showing the process needed to attain a Lodging license depending on the circumstances. Discussion included amending the language to remove “interim use” and keep the language of “permit”.

**E. Miscellaneous:**

- a. **Special Meeting:** Member Higbe motioned to hold a special meeting on Tuesday, January 24, 2023 at 5:30 p.m. to review the final draft of the Short Term Lodging Ordinance. Member Julianne seconded the motion. Motion carried with all in favor. Member Hallum did not vote, due to pending verification that two Council members could serve on the Zoning Board.

**Next Regular Meeting:** Tuesday, February 21st, 2023 at 5:30 p.m.

**Adjourn:** Member Snyder moved to adjourn at 6:35 p.m. Motion seconded by Member Julianne. Motion carried with all in favor. Member Hallum did not vote, due to pending verification that two Council members could serve on the Zoning Board.

Respectfully Submitted,  
Michele Peterson, City Clerk