

**Whalan and Zoning Commission**  
**Regular Meeting**  
**Tuesday, January 24, 2023 5:30 p.m.**  
**Whalan Town Hall and Zoom**

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

**Absent:** None

**Visitors:** Dave Ruberg and David Hallum

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 Julianne seconded the motion. Motion carried with all in favor.
  
- B. **Minutes of the Regular Meeting, January 10, 2023:** Member Ruberg read the minutes aloud. Two omissions were noted within the recorded minutes, therefore Clerk Peterson will review the recording and bring the amended minutes to the February meeting for consideration.
  
- C. **Continued Business:**
  - a. **Zoning and Short Term Ordinance:** Discussion on Short term Rental regulations included the following:
    - Member Ruberg reviewed the amendment on page 3, item D adding details for Non-Owner Occupied Short-Term Rentals. Additionally diagrams were added showing the process for registration.
    - Members discussed how sewer certification is tied to the number of bedrooms within a property, while the ordinance occupancy limits are separate, allowing two people per bedroom as well as one additional, under 2 years old does not count towards the total.
    - Clerk Peterson will recommend a chapter number for the ordinance.
    - Members discussed the colors, font size, and font color of the diagrams. Member Ruberg will review the possibilities.
    - Members noted page 7, item D (Complaints) number 1 the language will be amended to not an administrative fee may be levied rather than shall be levied.
    - Page 15, item C (Requirements and Restrictions) - #2, Owner must live in the residence, however is able to leave the premises as needed. #1, Members requested a change to the verbage from “available to respond to the property within one hour of being contacted” to “available to respond to a complaint and/or property within 90 minutes of being contacted.”
    - Member Higbe motioned to forward the amended ordinance to the City Council for review. Member Julianne seconded the motion. Motion carried with all in favor.
  
- D. **Miscellaneous:**

Approved 03/21/23

- a. Zoning Ordinance:** Clerk Peterson will send out the draft version of the zoning ordinances for members to review prior to the next meeting. If no permits are received members would like to cancel the February meeting.

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

**Adjourn:** Member Snyder moved to adjourn at 6:27 p.m. Motion seconded by Member Higbe. Motion carried with all in favor.

Respectfully Submitted,

Michele Peterson, City Clerk