

**IMLAY CITY PLANNING COMMISSION  
REGULAR MEETING MINUTES  
TUESDAY, SEPTEMBER 23, 2025  
6:00 PM**

**1. CALL TO ORDER**

Vice-Chair James Blount called the Regular meeting to order at 6:00 PM.

**2. PLEDGE OF ALLEGIANCE**

Vice-Chair Blount led the Pledge of Allegiance

**3. ROLL CALL**

**Present:** Vice-Chair James Blount, Mayor Barbara Yockey, Frank Demske, Tom Germaine, Shane Collison, Bob Tanis

**Absent:** Chairman Walt Bargaen

**Also Present:** City Manager Craig Horton, Zoning Administrator Lonnie Hayes, Wade Trim Professional Planner Caitlyn Habben, Administrative Assistant Leah May, and public

**4. APPROVAL OF AGENDA**

**MOTION** by Yockey seconded by Tanis to approve the agenda with the addition of 8. Election of Officers, c. Secretary

**MOTION CARRIED UNANIMOUSLY**

**5. APPROVAL OF MINUTES**

**MOTION** by Yockey seconded by Demske to approve the regular Planning Commission meeting minutes of August 26, 2025

**MOTION CARRIED UNANIMOUSLY**

**6. FINANCIAL REPORT**

Blount asked if there were any questions or comments regarding the Planning Commission's August 2025 financial report, and then accepted them as presented

**7. CITIZENS FROM THE FLOOR**

NONE

**8. ELECTION OF OFFICERS**

**MOTION** by Demske, seconded by Collison, to re-elect the current Planning Commission Chairperson, Walt Bargaen, and Vice Chairperson, James Blount.

**MOTION CARRIED UNANIMOUSLY**

**MOTION** by Tanis, seconded by Collison, to elect Frank Demske as Planning Commission Secretary.

**MOTION CARRIED UNANIMOUSLY**

**9. PUBLIC HEARING**

**A. Text Amendment to Article 1 Division 2 Definitions, Article 2 Division 2 Residential Zoning Districts and Division 3 Commercial Zoning Districts, and Article 5 Division 4 Special Land Use**

**1. NOTICES AND PUBLICATIONS TO RECORD**

**MOTION** by Yockey seconded by Tanis to enter all notices and publications into record

**MOTION CARRIED UNANIMOUSLY**

**2. PUBLIC HEARING OPEN**

Vice-Chair Blount opened the Public Hearing at 6:15 PM

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**3. PUBLIC COMMENT**

Planner Habben gave a brief overview of the text amendments. With a change to Section 1.20 Definitions S-T, Short-Term Rental: The rental of a dwelling unit for compensation for a term of one to fourteen (1-14) uninterrupted nights in a calendar year as defined in the Short Term Rental Ordinance, and f) No guest of the bed and breakfast inn shall be permitted to reside on the premises for more than fourteen (14) consecutive days, to stay consistent with the Code of Ordinance 116.05 REGULATION (C) Maximum Length Stay.

**PUBLIC HEARING CLOSED**

Vice-Chair Blount closed the Public Hearing at 6:18 PM

**4. ACTION**

**MOTION** by Demske seconded by Collison to recommend approval of the text amendment and associated documents to the City Commission regarding the regulation of short-term rentals because this amendment addresses clarification on how to regulate short-term rentals.

**ROLL CALL VOTE**

Ayes: Demske, Collison, Tanis, Germaine, Yockey, Blount

Nays: None

Absent: Bargaen

**MOTION CARRIED UNANIMOUSLY**

**10. UNFINISHED BUSINESS**

**A. Good Neighbor Guidelines**

Planner Habben informed the Commission that the Good Neighbor Guidelines for short-term rental operators are a valuable tool to the City for Ordinance compliance.

Discussion followed.

**NO MOTION – Information Only**

**11. NEW BUSINESS**

**A. Outside Storage Discussion**

Planner Habben shared information about a possible SLU for outside storage at 1995 S. Cedar St. Historically, the parcel has had outside storage, but no records were found to support this. The question of the need for an SLU on the property is whether the new outside storage would be an increase in area. Further measurements and calculations of square feet of allowed storage will be made.

Discussion followed.

**NO MOTION – Information Only**

**12. CITIZENS FROM THE FLOOR**

NONE

**13. ADJOURNMENT**

**MOTION** by Yockey seconded by Tanis to adjourn the meeting at 6:42 PM

**MOTION CARRIED UNANIMOUSLY**

Respectfully Submitted by:

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Leah May, Administrative Assistant

**Approved by Planning Commission: October 28, 2025**

**Approved by City Commission: November 04, 2025**