
1. Call to order – 6:00 p.m.

Roll Call

Members present: Jim Beneke, Christopher Caton, Mia Divecha, John Flanagan,
Tess Machalek, Sarah Strain, Tom Weber

Members absent: Matt Eckholm

Staff present: Laura Chamberlain

2. Approval of Minutes – June 17, 2026 minutes

It was moved by Commissioner Divecha, seconded by Commissioner Strain to approve the June 17, 2026 minutes. The motion passed 6-0.

3. Hearing

4. Other business

4a. Election of officers

Ms. Chamberlain outlined the election process notice that the same individuals may not serve consecutive terms in the same position.

Commissioner Weber nominated Commissioner Strain for chair and she accepted. Commissioner Divecha volunteered for vice chair. The commissioners approved their nominations.

4b. Review and approve planning commission purpose statement

Ms. Chamberlain presented proposed revisions to the planning commission and BOZA purpose statements. Commissioners Divecha and Weber commented on the language “helps make sure” and suggested for clarity that it be changed to “The board of zoning and appeals works to apply zoning laws fairly while allowing reasonable use of property”. Commissioner Divecha also requested that previous language stating the board’s decisions are final determinations be added back into the purpose statements.

It was moved by Commissioner Weber, seconded by Commissioner Divecha to approve purpose statements as amended. The motion passed 6-0

5. Communications

Ms. Chamberlain shared that the first study session on parking minimums is scheduled for the July 15, 2026 meeting.

Future scheduled meeting/event dates:

- July 15, 2026 – planning commission study session
- August 5, 2026 – planning commission regular meeting

- August 19, 2026 – planning commission regular meeting
- September 2, 2026 – planning commission regular meeting

6. Adjournment – 6:11 p.m.

Laura Chamberlain, liaison

Sarah Strain, chair member

These minutes were created with the assistance of a generative AI transcript service, then edited by a staff person.