

**MINUTES FROM THE CITY
PLANNING AND ZONING MEETING
FOR THE CITY OF LEWISTON, UT
January 7, 2026**

Lewiston Planning and Zoning Meeting held at the Lewiston Town Hall, 29 South Main, Lewiston, UT

Commission Members Present: Pattie Wiser, Jake Higley, Abel Herrera, Delon Mortimer, Jarred Glover, John Morrison (Non-voting).

Excused: None

Staff Present: None

Others in Attendance:

Ron and Nancy Jensen, Keith Morris

1. CALL TO ORDER

Chairperson Wiser called the meeting to order at 7:00 pm with the reciting of the pledge of allegiance.

2. PUBLIC COMMENT PERIOD.

Wiser welcomed any comments from the public that are in attendance. There are no comments from the public.

3. APPROVAL OF THE PLANNING COMMISSION MEETING MINUTES:

Glover motions to approve November 5, 2025 minutes as drafted, second by Wiser all voted in favor. Motion passes 5/0. Mortimer comments on correction to December 3, 2025 minutes to replace Wiser's name in item 2. PUBLIC COMMENTS and replace with Glover who was conducting the meeting due to Wiser's absence. Glover motions to approve the minutes with the stated corrections second by Mortimer, all voted in favor. Motion passes 5/0.

REVIEW OF BUILDING PERMITS ISSUED FOR NOVEMBER 2025.

The commission reviewed the issued permits report for December 2025. Herrera stated that there were 4 total permits issued in December. JMR Heifers, Rhett Dent had separate permits for mechanical, plumbing and electrical for a house he is updating on 1600 South. There was also a permit for an addition for the Vicars on 800 East.

4. REVIEW OF BUSINESS LICENSE APPLICATION / CONDITIONAL USE PERMIT (CUP) – SYNERGETIC SOLUTIONS, KEITH MORRIS REQUEST FOR SHORT TERM RENTAL BUSINESS LICENSE AND CUP AT 61 PARK LANE.

The commission reviewed the draft of a conditional use permit for Keith Morris to be able to operate a short-term rental at the above address. Wiser states that she is comfortable with the way the conditional use permit has been drafted knowing that the commission is in the process of creating an ordinance for short-term rentals. Wiser also notes that once the new ordinance is approved it will replace this conditional use permit. Wiser states that the ordinance is a few months from being completed and explains the process of finalizing a draft for attorney review, approval by the planning commission and approval by the city council. Herrera had a question

about occupancy number for the CUP, Keith states that he could advertise for 11 based on how he will be setting up the 4 bedrooms plus a pull-out bed in the living room. The commission settled on a maximum occupancy for this CUP at 12. Herrera also requested a copy of insurance on the house and a copy of the sales tax registration number for the business. Jake Higley states that he is abstaining from voting since he is a co-worker with Keith. Herrera makes a motion to approve the conditional use permit with changes discussed and noted regarding occupancy, insurance and sales tax remittance. Glover seconds the motion and all voted in favor with Higley abstaining. Motion passes 4/0.

5. DISCUSSION ON SHORT TERM RENTAL ORDINANCE DRAFT.

This item was tabled from the previous meeting. Glover explains the revised version of the short-term rental ordinance that has been cleaned up from the original and he has added a checklist for the required items from the ordinance. The commission discussed sections regarding Fees, parking locations, appropriate zones (all except Commercial & Manufacturing), rules for occupants or a good neighbor guide or list. Enforcement and warnings of prohibited activities. Glover will make changes and provide an updated version for the planning commission to review.

6. OTHER BUSINESS

Morrison and Herrera updated the commission on the application process for funding of the general plan update. It will be in the spring when we find out if we have been awarded grant funding. Herrera states that Ron and Nancy Jensen have provided some examples of a couple of entities that have had conditional use approvals for agritourism type business. Herrera said he will review the information and provide a summary at the next meeting.

7. ADJOURN

There being no further business to come before the Planning and Zoning Commission, Mortimer makes a motion to adjourn. Second by Higley. All members voted in favor 3/0. The meeting was adjourned at 8:02 p.m.

Next meeting is scheduled for February 4, 2026.

Lewiston City Planning & Zoning Administrator