



To: Mayor and Town Council Members

From: Mark C. Meyers, Town Manager

Date: April 7, 2026

Subject: New or Unlisted Businesses Review Process Ordinance

Background

A recent state law change requires local governments to adopt a process to determine if a business use that is not expressly designated in the zoning code is: 1) similar enough to be considered an existing use, or 2) requires an application requesting establishment of a new use which would then be considered as a text amendment.

The Town Planner would determine #1 and the Planning Commission would make a recommendation to the Town Council regarding #2.

Attached is a memo from Town Planner Ryker Steglich further explaining the law as well as a draft ordinance. Note that Town Attorney Heath Snow has reviewed the ordinance. Ryker will present the draft ordinance at the April 15 Town Council work meeting.

Recommendation

It is recommended that the Town Council discuss the draft New or Unlisted Businesses Ordinance and refer it to the Planning Commission for a recommendation.