

**CLEARWATER PLANNING COMMISSION  
REGULAR MEETING MINUTES  
FEBRUARY 17, 2026**

**1. Call to Order and Pledge of Allegiance: 7:00 p.m.**

- Council Member Everett called the Clearwater Planning Commission meeting to order Monday, February 17, 2026, at 7:00 p.m. in the Council Chambers. The Pledge of Allegiance was recited. Members present were Everett, Scott, and Thomes. Member Schwinghammer was absent. A quorum was present. Other attendees included City Administrator Annita Smythe and Community Development Specialist Kimberlie Gramsey.

**2. Selection of Officers**

- **MOTION** by Scott to nominate Everett as Chair, seconded by Thomes, all voted aye. **MOTION CARRIED 3-0.**
- **MOTION** by Scott to nominate Thomes as Vice-Chair, seconded by Everett, all voted aye. **MOTION CARRIED 3-0.**

**3. Approval of Agenda**

- **MOTION** by Scott to approve Agenda as presented, seconded by Thomes, all voted aye. **MOTION CARRIED 3-0.**

**4. Approval of Minutes from September 15, 2025 Regular Meeting**

- **MOTION** by Thomes to approve Minutes from September 15, 2025 as presented, seconded by Scott, all voted aye. **MOTION CARRIED 3-0.**

**5. Review By-laws**

- Member Everett stated she would like the bylaws to be updated to include specific language addressing disrespectful behavior, as well as a clear action plan outlining how such behavior will be handled.
- Administrator Smythe stated she would verify with City Attorney what other cities have used and bring back examples.

**6. Discussion – Proposed Ordinances**

**a. Accessory Building**

- Smythe provided an overview of the current code requirements regarding accessory buildings, including size limitations and limitations on number of structures permitted per property.
- Gramsey stated after reviewing regulations from surrounding communities, found that accessory buildings are typically limited to two structures per property.
- Scott stated he did not want to see an excessive number of structures on one property.
- Board members discussed whether revisions to the existing code are necessary to allow additional accessory buildings on larger lot sizes.
- Scott stated concern regarding potential costs associated with updating the code.
- Board members agreed they did not wish to make changes to the current code at this time.
- Smythe stated resident could apply for a Conditional Use Permit and may be considered and reviewed on a case-by-case basis under the existing ordinance.

**b. Cannabis**

- Smythe provided an overview of the current code Sec. 117-1570 – Retail Buffers, specifically noting the provision that no cannabis business, lounge or retail may operate on any parcel located within 500 feet of a parcel containing a daycare facility.
- It was noted that the proximity of the commercial zone to residential areas, combined with the required buffer zone, is limiting or eliminating available locations for eligible businesses.
- Discussion on modification to the ordinance to measure building to building rather than parcel to parcel.
- Everett suggested changing the 500 feet measurement distance to 400 feet parcel to parcel.
- Smythe stated she would verify with City Attorney if measurement distance can be adjusted.

**c. Peddlers, Transient Merchant and Solicitors**

- Smythe stated our ordinance does not address solicitors. The City Attorney has a sample of an ordinance from another city that addresses all three types of transient merchants.
- Members agreed to draft an updated ordinance and expressed they would like to require solicitors to register with the City.

**7. Next Meeting Date**

**a. Monday, March 16, 2026 at 7:00 p.m.**

- The board is scheduled to meet Monday, March 16, 2026, at 7:00 p.m.

**8. Adjournment**

- a. MOTION** to adjourn by Thomes, seconded by Scott, all voted aye. **MOTION CARRIED 3-0.**  
Meeting adjourned at 7:40 p.m.

ATTEST

APPROVED

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Kimberlie Gramsey  
Community Development Specialist

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Corissa Everett  
Planning Commission Chair